



**TOWN OF ERIN
Regular Council Meeting
AGENDA**

February 16, 2016

6:30 PM

Municipal Council Chamber

Pages

1. Call to Order

2. Approval of Agenda

3. Public Question Period

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

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

4. Declaration Pecuniary Interest

5. Community Announcements

5.1 Committee Members wanted

1

6. Adoption of Minutes

2 - 10

February 2, 2016 Regular Meeting

7. Business Arising from the Minutes

7.1 Councillor Sammut - Notice of Motions

11 - 13

7.2 Discussion re: What Council would like to see from various committees

8. Reports

8.1 Roads

8.1.1 Interim Road Superintendent - 2016 Tender Results –
Sidewalk Machine

14 - 15

| | | |
|------------|--|---------|
| 8.2 | Building/Planning/By-Law | |
| 8.2.1 | Senior Planner, Sarah Wilhelm - 10 Stewart Ave, Removal of holding provision | 16 - 25 |
| 8.2.2 | Chief Building Official - Building Permit Activity Report | 26 - 28 |
| 8.2.3 | Chief Building Official - Demolition Report – 5542 First Line | 29 - 32 |
| 8.2.4 | Chief Building Official -Secondary Dwelling Units in Accessory Buildings | 33 - 45 |
| 8.3 | Finance | |
| 8.3.1 | Deputy Treasurer - Approval of Accounts | 46 - 47 |
| 8.3.2 | Director of Finance - Appointment of 2015 Auditors | 48 - 58 |
| 8.3.3 | Tax Administrator - 2016 Interim Tax Rate Levy By-law | 59 - 60 |
| 8.4 | Administration | |
| 8.4.1 | CAO - Letter of Understanding | 61 - 64 |
| 8.4.2 | CAO - Municipal Law Enforcement / Property Standards Officer | 65 - 71 |
| 8.5 | Committees | |
| 8.5.1 | BIA - January 14, 2016 meeting minutes | 72 - 75 |
| 8.5.2 | Hillsburgh Outdoor Rink Committee - January 20, 2016 meeting minutes | 76 |
| 9. | New Business | |
| 10. | Correspondence | |
| 10.1 | Activity List | 77 |
| 10.2 | Conservation Authorities Agendas and Minutes Grand River Conservation Authority: http://www.grandriver.ca/index/document.cfm?Sec=13& Sub1=71 Credit Valley Conservation Authority: http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/ | |
| 10.3 | Ministry of the Environment and Climate and Change accepting comment on proposed Excess Soil Management Policy Framework | 78 |
| 10.4 | Township of Wainfleet - Resolution Requesting that Ontario cancel RFP for Added Wind Power Generation | 79 - 80 |
| 10.5 | Town of Aurora - Resolution regarding Ontario Municipal Board Jurisdiction | 81 - 82 |

11. Closed Session

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

- labour relations or employee negotiations (staffing)

12. Return from Closed Session

12.1 Motion to Reconvene

12.2 Report Out

13. By-Laws

83 - 88

Interim Tax Levy

Zoning Amendment - Remove Holding Provision 10 Steward Ave

Confirming

14. Notice of Motion

15. Adjournment

The Town of Erin is looking for Interested Persons for the Following Committees:

- Environment & Sustainability Advisory Committee (**ESAC**)
- Recreation Advisory Committee (**RAC**)
- Town of Erin Heritage Committee (**TEHC**)
- Let's Get Hillsburgh Growing Advisory Committee (**LGHG**)
- Trails Advisory Committee (**TAC**)

Visit www.erin.ca for the Committees' Terms of Reference
Please submit your letter of interest to the Clerk
by 4:30 PM March 9th



Dina Lundy, Clerk
5684 Trafalgar Rd.
Hillsburgh, ON N0B 1Z0
Fax: (519) 855-4821
dina.lundy@erin.ca



Minutes of the Regular Town of Erin Council Meeting

February 2, 2016

1:00 pm

Municipal Council Chamber

| | | |
|----------------|---------------------|---------------------|
| PRESENT | John Brennan | Acting Mayor |
| | Matt Sammut | Councillor |
| | Rob Smith | Councillor |
| | Jeff Duncan | Councillor |

| | | |
|----------------|-------------------|--------------|
| ABSENT: | Allan Alls | Mayor |
|----------------|-------------------|--------------|

| | | |
|-----------------------|---------------------------|-------------------------------------|
| STAFF PRESENT: | Kathryn Ironmonger | CAO/Town Manager |
| | Dina Lundy | Clerk |
| | Sharon Marshall | Director of Finance |
| | Larry Wheeler | Financial Analyst |
| | Sara McDougall | Compliance Administrator |
| | Joe Babin | Interim Water Superintendent |
| | Dave Knight | Interim Road Superintendent |
| | Carol House | Chief Building Official |

1. Call to Order

Acting Mayor Brennan called the meeting to order.

2. Approval of Agenda

Resolution # 16-025

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that the agenda be approved as amended, to add:

- Interim Road Superintendent Report - 2016 Loader Tender Results
- Councillor Duncan - New Business

Carried

February 2, 2016 Regular Meeting

3. Public Question Period

Roy Val:

Re: Triton Correspondence - Of the 6 firms that submitted letters of interest for the water/wastewater EA, which 2 were excluded from the RFP and why?

We can give the rationale behind the selection, but will not disclose the individual reasons or criteria that were not met.

Anna Spiteri:

Re: By-law officer article in the local news - Will Council revisit this discussion in open session? What is the criteria for going into closed session?

The discussion will take place in open session as Council directed previously. Closed session requirements are listed in the Municipal Act.

Re: Budget

Will moving senior staff to salary be looked at during this year's budget?

Not for this year.

4. Declaration Pecuniary Interest

None.

5. Community Announcements

Feb 8 - Putting a price on local food networking lunch - Guelph Eramosa

Feb 15 - Rotary Club's Annual Family Fun Day at Centre 2000

Feb 17 - Fast Forward - 2016 ECO Film Festival

Feb 20 - Cadet's Lasagna Dinner - Tickets at the Legion/Brighten Up

Feb 20 - Chef Michael Smith Book Signing at the Friendly Chef

Apr 23 - Celebrate Erin - Need your nominations!

Jun 11 - Village of Erin Doors Open - heritage event

For events listings and to have an event listed, please visit our website at www.erin.ca/whats-on

February 2, 2016 Regular Meeting

6. Adoption of Minutes

Resolution # 16-026

Moved By Councillor Duncan

Seconded By Councillor Smith

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

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

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

January 19, 2016 - Regular Meeting

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

Carried

7. Business Arising from the Minutes

12.1 - Has an Acting Mayor been appointed in case of emergency?

The Town's emergency plan allows for each Council member to be called upon to fulfill this role should the need arise.

8. Reports

8.6 Interim Road Superintendent - 2016 Tender Results – Loader, Rubber Tire, Tool Carrier

This item was added during approval of the agenda.

The Interim Road Superintendent explained the timing of this report due to collaboration with the County, and the date of the closing of the tender.

Resolution # 16-027(verbal)

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Loader (Rubber Tire, Tool Carrier) Tender results;

And that Council accepts the bid of Strongo LP, Kitchener for the supply of a 2016 Case 621 Rubber Tire, Tool Carrier Loader for a purchase price of \$140,900 + HST;

February 2, 2016 Regular Meeting

And further that Council approves the remainder of the budget be used towards the purchase of a sweeper attachment for the Loader, for a total budget amount of \$150,000.

Carried

8.1 Water

8.1.1 Compliance Administrator - 2015 Drinking Water Systems Annual Reports

Resolution # 16-028

Moved By Councillor Smith

Seconded By Councillor Sammut

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

Carried

8.2 Finance

8.2.1 Deputy Treasurer - Approval of Accounts

Resolution # 16-029

Moved By Councillor Smith

Seconded By Councillor Duncan

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

Carried

8.2.2 Financial Analyst - Small Communities Fund – 2nd Intake

Council requested that a letter to the ministry be prepared regarding the evaluation of criteria for awarding funding. The Director of Finance will prepare a letter to be brought to the AMO Conference.

February 2, 2016 Regular Meeting

Resolution # 16-030

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby receives report 2016- 01 'Small Communities Fund – 2nd Intake' as information.

Carried

8.3 Administration

8.3.1 Clerk - Advisory Committees – Terms of Reference

Council directed a change to the Terms of Reference for Committees so that they are appointed yearly, rather than every four years with the Term of Council.

Resolution # 16-031

Moved By Councillor Smith

Seconded By Councillor Duncan

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

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

LGHG – Let's Get Hillsburgh Growing

ESAC – Environmental & Sustainability Advisory Committee

TAC – Trails Advisory Committee

RAC – Recreation Advisory Committee

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

And further that a discussion item be placed on the next agenda regarding what Council would like to see from Committees.

Carried

8.4 Mayor

February 2, 2016 Regular Meeting

8.4.1 Mayor Alls - Letter to Greenbelt Foundation requesting inclusion in publications

Resolution # 16-032

Moved By Councillor Smith

Seconded By Councillor Duncan

Whereas The Town of Erin is supporting local tourism, rural/farm investment and experiences, bicycle and walking trails, heritage promotion, and environmental stewardship;

Therefore be it resolved that the Council of the Town of Erin formally endorses Mayor Allan Alls letter of January 19, 2016 and wishes to express its desire to build a framework to partner with the Friends of the Greenbelt Foundation.

Carried

8.5 Committees

8.5.1 Let's Get Hillsburgh Growing - November 19, December 4, and December 7, 2015 meeting minutes

Resolution # 16-033

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council receives the LGHG Committee November 19, December 4, and December 7, 2015 meeting minutes.

Carried

8.5.2 BIA - December 3, 2015 meeting minutes

Resolution # 16-034

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council receives the BIA December 3, 2015 meeting minutes.

Carried

February 2, 2016 Regular Meeting

8.5.3 Appoint Committee Members - Hillsburgh Outdoor Rink Committee

Resolution # 16-035

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council hereby appoints the following members to the 2016 Hillsburgh Outdoor Rink Committee:

Jim McKinley
Doug Smith
Martin Hassenbach
Councillor Duncan

Carried

8.5.4 Committee of Adjustment - November and December 2015, and January 2016 Minutes

Resolution # 16-036

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the Committee of Adjustment meeting minutes for applications A10-15, A11-15, A12-15, A13-15, and A14-15.

Carried

9. Correspondence

Resolution # 16-037

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives correspondence items 9.1 to 9.4.

Carried

9.1 Activity List

Direction to staff to inquire with Rogers as to whether they would be interested in broadcasting our Council meetings, and add discussion on a

February 2, 2016 Regular Meeting

future agenda to see whether Council wishes to pursue broadcasting Council meetings.

10. New Business

Added during approval of the agenda.

Councillor Duncan wished to discuss the use of ERINinfo. Discussion ensued regarding the pros and challenges of using our emergency notification system for more routine/promotional messages.

11. Closed Session

Resolution # 16-038

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 2:48pm to discuss the matter(s) pertaining to:

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

Carried

12. Return from Closed Session

12.1 Motion to Reconvene

Resolution # 16-039

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be reconvened at the hour of 3:29pm.

Carried

12.2 Report Out

None.

February 2, 2016 Regular Meeting

13. By-Laws

Resolution # 16-040

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that By-Law number 16-07 (confirming) is hereby passed.

Carried

14. Notice of Motion

None.

15. Adjournment

Resolution # 16-041

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 3:31pm.

Carried

Acting Mayor John Brennan

Clerk Dina Lundy

**Notice of Motion
(Record all Closed Session Meetings)**

RESOLUTION

Resolution #
Moved By Councillor Matt Sammut
Seconded By

Be it resolved that Council hereby requests that all Closed In Camera council sessions be recorded as per recommendation by the Ontario Ombudsman.



Matt Sammut
Councillor
Corporation of the Town of Erin

Office: (519) 855-4407
Home: (519) 833-4664
Fax: (519) 855-4821
E-mail: matt.sammut@erin.ca

5684 Trafalgar Rd. Hillsburgh, ON N0B 1Z0
www.erin.ca

Notice of Motion
(Halt on All Spending on Environmental Assessment for Wastewater)

RESOLUTION

Resolution #
Moved By Councillor Matt Sammut
Seconded By

Be it resolved that Council hereby requests that all further spending on the EA portion of the SSMP be halted until such time as the following has been addressed:

1. the assimilative capacity of the West Credit River has been re-examined and a final adjusted figure provided.
2. an independent engineering firm with expertise in wastewater provide the Town with an opinion on the best fiscal and strategic path to take for the EA process



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**Notice of Motion
(Create a Committee of Council on Servicing and Growth)**

RESOLUTION

Resolution #
Moved By Councillor Matt Sammut
Seconded By

Be it resolved that Council hereby requests that a Committee of Council for Servicing and Growth be immediately formed in order to provide community input on servicing and growth options for the Town of Erin. The committee would be comprised of two councillors together with a maximum of eight community members, with a preference to those with technical expertise in related areas.



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Staff Report

Report #: Report # 2016-02R

Date: February-16-16

Submitted By: Dave Knight, Interim Road Superintendent

Subject: 2016 Tender #2016-01 Results – Sidewalk Machine

Recommendations:

Be it resolved that Council receives the Sidewalk Machine Tender Results;
And that Council accepts the bid of Work Equipment Limited for the supply of a Trackless Sidewalk Machine for a purchase price of \$ 101,135.00 including HST. The purchase of this machine will enable us to use existing attachments.

Background:

The Town of Erin requested tenders from three suppliers for the purchase of a sidewalk machine.

Four bids were received. The tenders included a provision for the trade in of the sidewalk machine owned and operated by the Town of Erin.

The results were as follows:

| <u>Name</u> | <u>Total (all totals include HST)</u> | |
|-----------------------------------|---------------------------------------|--|
| Cubex - McLean MV2 | \$127,661.92 | Includes trade in value |
| Cubex - McLean Tier 4 | \$152,197.70 | Includes trade in value |
| Stewart's - Holder C270 | \$138,425.00 | No Trade In Value - Includes snowblower attachment |
| Work Equipment - Trackless | \$101,135.00 | Includes trade in value |

Financial Impact:

This expenditure is included in the 2016 Capital Budget.

Consultation:

N/A

Communications Plan:

N/A

Conclusion:

That Council accepts the tender from Work Equipment Limited for the supply of a Trackless Sidewalk Machine for the purchase price of \$101,135.00 including HST.

Appendices:

N/A



**PLANNING REPORT
for the TOWN OF ERIN**

Prepared by the County of Wellington Planning and Development Department

DATE: February 10, 2016
TO: Kathryn Ironmonger, CAO
 Town of Erin
FROM: Sarah Wilhelm, Senior Planner
 County of Wellington
SUBJECT: **NOTICE OF HOLDING SYMBOL REMOVAL**
Zoning By-law Amendment D14 H01-16
10 Stewart Drive (Part Lot 14, Concession 3), Ospringe
Town of Erin
ATTACHMENTS: **By-law 15-50 Assumption of Municipal Services and supporting documents**
Draft Amending By-law

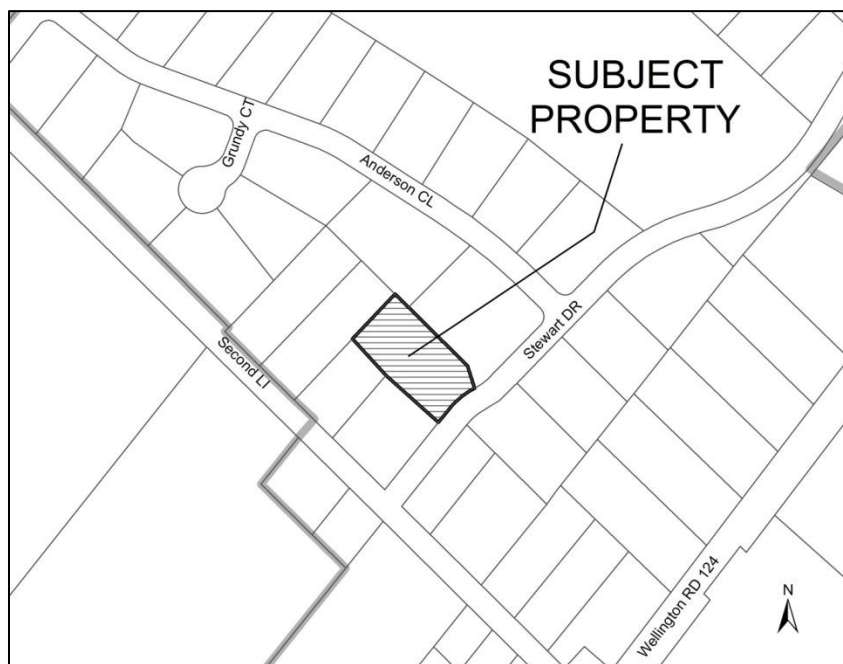
SUMMARY

This zoning by-law amendment is required to remove a holding (H) provision from 10 Stewart Drive in Ospringe so that residential development may proceed. A holding provision is placed on lots to prohibit premature development, in this case, until the adjacent Madison Lakes Estates subdivision is registered and the lot fronts onto an improved street. We are satisfied that both conditions have been met and therefore, have no concerns with the application.

PURPOSE

This rezoning application applies to land legally described as Part Lot 14, Concession 3 with a civic address of 10 Stewart Drive (Figure 1) in Ospringe. The purpose of the proposed amendment is to remove a holding symbol from the property. While the placement of a holding provision on a property requires a full zoning by-law amendment process (20 day notice, public meeting and 20 day appeal period), a public meeting is not required by the Planning Act for the removal of a holding provision. The amendment may be dealt with by Council during its normal session.

Figure 1 Property Location



OFFICIAL PLAN

According to Schedule A2 (Erin) of the County Official Plan, the property is designated HAMLET. According to Schedule B-6 (Osprunge) of the Official Plan, the property is designated Hamlet Area.

The County Plan provides policies related to holding by-laws. Holding by-laws are applied when the use of land for a particular purpose has been established but certain details or matters haven't been completely resolved. Prior to removing a holding symbol, Town Council needs to be satisfied that all requirements or conditions related to the unresolved details have been met. The Town Plan mirrors these policies.

In 2002, the Town approved Holding By-law 02-19 which in part, applied an (H) holding symbol which was to be removed under the following conditions:

The (H) holding symbol will be removed from that portion of the site to which it applies when the adjacent plan of subdivision (File No. 23T-92004) is registered, and the portion of the street with the subdivision plan fronting on the subject property has been built and received preliminary acceptance from the Town of Erin.

The Madison Lakes Estates subdivision 23T-92004 has been registered. With respect to the street, we have attached Town By-law 15-50, which confirms that the services in the registered plan have been constructed and installed in accordance with Town specifications and have been assumed by the municipality.

ZONING BY-LAW

According to Schedule 'A' of Zoning By-law 07-67, the subject property is zoned Rural Residential Holding (R3(H)). This rezoning request would allow for residential development on the property.

DRAFT ZONING BY-LAW AMENDMENT

A draft Zoning By-law Amendment is attached.

NEXT STEPS

We have no concerns with this application and would recommend that Council approve the amending by-law to lift the holding (H) provision.

Respectfully submitted
County of Wellington Planning and Development Department



Sarah Wilhelm, BES, MCIP, RPP
Senior Planner

CORPORATION OF THE TOWN OF ERIN**BY-LAW # 15-50**

Being a By-Law to assume Municipal Services in the Madison Lakes subdivision relating to a portion of Lot 14, Concession 3, illustrated as Part 1 on Reference Plan 61R-7476


WHEREAS, the Subdivision Agreement between the Town of Erin and Metro Financial Corporation provides for the installation of certain public services;

AND WHEREAS, the CAO/Town Manager has received certification that the services in Registered Plan 61R-7476, have been constructed and installed in accordance with Town specifications;

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

1. That the services in Registered Plan 61R-7476, more particularly described in the Subdivision Agreement between the Corporation of the Town of Erin and Metro Financial dated September 30, 2004, be and they are hereby assumed as public services.
2. That this By-law comes into force and takes effect upon the final passage thereof.

Passed on December 1, 2015.



Mayor



Clerk



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

November 30, 2015

Town of Erin
5684 Trafalgar Road
R.R. #2
HILLSBURGH, Ontario
N0B 1Z0

Attention: Kathryn Ironmonger
Chief Administrative Officer

RE: TOWN OF ERIN
MADISON LAKE ESTATES
FINAL ACCEPTANCE AND
RELEASE OF LETTER OF CREDIT
OUR FILE: A4656A

Dear Kathryn:

Further to our correspondence dated April 2, 2015 and GM Blue Plan's correspondence dated September 4, 2015 (attached), the Developer, Metro Financial Corporation has requested Final Acceptance and the release of all remaining securities for the development known as Madison Lake Estates Subdivision.

We understand that the Municipality is currently holding a Letter of Credit for this development in the amount of \$145,000.00.

In accordance with Section 15; "Final Acceptance of Services" of the Subdivision Agreement, we would recommend final acceptance of services based on the following information:

- An onsite inspection of Subdivision Services has been performed with Municipal Staff and all noted deficiencies have been completed.
- Record Drawings have been received for the development from the Developer's Consultant.
- *Statutory Declaration of Accounts Paid* dated January 2014 provided by Developer.
- Correspondence dated July 4, 2007 from Sheldon J. Skryzlo confirming fulfillment of all conveyances and easements noted in *Schedule 'E' Confirmation 61M-118* of the Subdivision Agreement.
- Correspondence dated December 23, 2013 from the Developer's Consultant, GM Blue Plan Engineering confirming that the site servicing component has been constructed in general conformance with the approved servicing plans.
- *Surveyor's Assumption Certificate* dated April 5, 2013 issued by Black, Shoemaker, Robinson and Donaldson Surveying.



Further, we recommend that the current securities held by the Municipality in the amount of \$145,000.00 be released. This reduction is subject to the Town confirming that all outstanding accounts with respect to the development have been paid in full and that the Developer is not in default of its obligations pursuant to its agreement(s) with the municipality.

We trust that this information is satisfactory and should you have any questions, please contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Paul F. Ziegler, C.E.T.

PFZ

cc: Dina Lundy, Clerk, Town of Erin
Sharon Marshall, Director of Finance, Town of Erin





PEOPLE | ENGINEERING | ENVIRONMENTS

September 4, 2015
Our File: 105-016-2

Town of Erin
PO Box 250
5684 Wellington Road 24
Hillsburgh, ON N0B 1Z0

Attention: Ms. Kathryn Ironmonger
CAO / Town Manager

Re: Madison Lake Estates, Ospringe
Request for Final Assumption and Closing of
Letter of Credit

Dear Ms. Ironmonger:

Further to our request for Final Subdivision Assumption (October 28, 2014), on behalf of the developer (Metro Financial Corporation) we request that the Madison Lake Estates Subdivision now be fully assumed by the Town of Erin and the remaining Letter of Credit closed.

As of October 28, 2014, all of the surface works and outstanding servicing items were satisfactorily addressed, as per discussions and inspections with Town and Triton staff.

On January 19, 2015, the Supplemental Groundwater Monitoring Report, Madison Lake Estates, Part of Lot 14, Concession 3, Ospringe, Township of Erin, File No: 140-061, as prepared by Morrison Environmental Limited, was submitted to the Ministry of the Environment and Climate Change (MOECC) with copies to the Town of Erin and Triton Engineering Services Limited. On May 25, 2015, correspondence was received from the MOECC with respect to additional information related to the water monitoring program. On July 7, 2015 additional information was provided by Morrison Environmental Limited to the MOECC in response to the above-mentioned correspondence (see attached).

On August 17, 2015 we received correspondence dated August 12, 2015 from the MOECC approving the release of the Reserve Fund for this project (see attached).

The one monitoring well at this development has been decommissioned as of September 4, 2015 by a licensed well driller. Documentation of the well decommissioning will be provided as soon as it is available.

At this time we also request that the Town of Erin assume the streetlight hydro use costs. Please advise if you require any additional information related to Hydro One invoicing.

Please advise if the Town of Erin requires any additional information or documentation in order to finalize this request.

Yours truly,

GM BLUEPLAN ENGINEERING LIMITED

Per:

A handwritten signature in black ink, appearing to read 'Steve Conway'.

Steve Conway, CET, rcsi

SGC/cr

Encl.

cc: Paul Ziegler, Triton Engineering Services Limited
Dennis Saxon, Presidential Financial Corporation

W:\Guelph\105-2005\105018\2012-SurfaceWorks\Correspondence\105-016-2 Letter_Town-Erin-Final Assumption Request-2015-09-04.doc

ZONING BY-LAW AMENDMENT

for

Pidel Developments Inc.
10 Stewart Drive
Part Lot 14, Concession 3
Town of Erin

Application D14 H01-16

Prepared by the

County of Wellington
Planning and Development Department

February 10, 2016

The Corporation of the Town of Erin
By-law No. [REDACTED]

A by-law to amend the Zoning By-law 07/67, as amended, for the Corporation of the Town of Erin – 10 Stewart Drive, Part Lot 14, Concession 3, Town of Erin – Pidel Developments Inc.

WHEREAS the Council of the Corporation of the Town of Erin deems it desirable to amend By-law 07-67 as amended, pursuant to Section 34 and 36 of the Planning Act, R.S.O. 1990 as amended;

NOW THEREFORE the Council of the Corporation of the Town of Erin enacts as follows:

1. THAT Schedule "D1" (Ospringe) to By-law 07-67 being the Zoning By-law for the Town of Erin is amended by changing the zoning, as is illustrated on Schedule "A", attached to and forming part of this by-law, by removing the Holding "H" symbol from 10 Stewart Drive.
2. THAT except as amended by this By-law, the land as shown on the attached Schedule "A" shall be subject to all applicable regulations of Zoning By-law 07/67, as amended.
3. THAT this by-law amendment shall come into effect upon the final passing thereof pursuant to Section 34 and 36 of the Planning Act, R.S.O., 1990, as amended.

Read a first, second and third time and passed this [REDACTED] day of [REDACTED], 2016

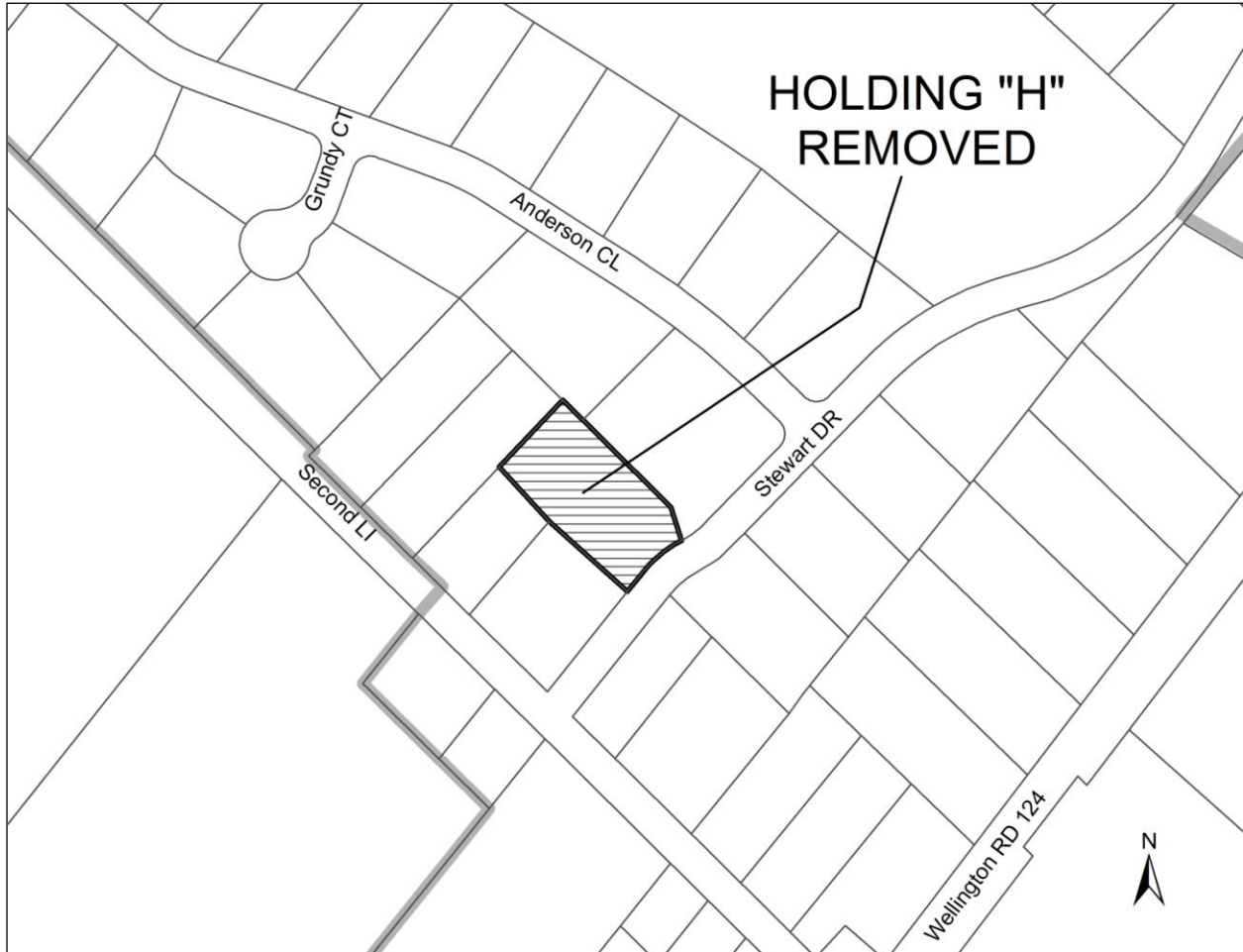
 Mayor

 Clerk

The Corporation of the Town of Erin

BY-LAW NO. [REDACTED]

SCHEDULE "A"



Property rezoned from Rural Residential Holding R3(H) to Rural Residential (R3)

This is Schedule "A" to By-law No. [REDACTED]

Passed this [REDACTED] day of [REDACTED], 2016.

Mayor

Clerk

The Corporation of the Town of Erin

EXPLANATION OF BY-LAW NO. [REDACTED]

By-law Number [REDACTED] amends the Town of Erin Zoning By-law 07-67 by rezoning Part of Lot 14, Concession 3, from RURAL RESIDENTIAL HOLDING R3(H) to RURAL RESIDENTIAL (R3), as shown on Schedule "A" of this By-law.

This residential property had a holding provision applied to ensure that:

- the adjacent Madison Lakes Estates subdivision is registered; and
- the street fronting the subject property has been built and received preliminary acceptance from the Town

This rezoning request would allow for residential development on the property.



Staff Report

Report #: BD2016-03

Date: February-16-16

Submitted By: Carol House, Chief Building Official

Subject: Building Permit Activity Report

Recommendations:

Be it resolved that Council hereby receives Building Department Building Activity Report dated February 16, 2016 for information.

Background:

Overall the building permit numbers this year are up over last year's numbers. For the month of January, we have issued 17 permits, 2 of which were for new housing starts when compared to 6 permits issued and no housing starts at the same time last year. There was also 1 commercial renovation/expansion valued at 20,000.00.

See attached appendices for full breakdown of the comparison of the 2016 building permit activity vs. 2015 building permit activity.

Financial Impact:

None

Consultation:

N/A

Communications Plan:

To be presented at a regular council meeting for information

Appendices:

Appendix I – Monthly Comparison – January 2016

Appendix I - Monthly Comparison

Town Of Erin

Permit Comparison Summary

January

Issued For Period **JAN 1,2016** To **JAN 31,2016**

| | Previous Year | | | Current Year | | |
|---|---------------|----------|-----------|--------------|----------|------------|
| | Permit Count | Fees | Value | Permit Count | Fees | Value |
| Accessory Building - Residential | | | | | | |
| Accessory Building - Residential | 1 | 200.00 | 2,000.00 | 2 | 1,246.75 | 50,000.00 |
| Commercial | | | | | | |
| Commercial - Minor renovation | 0 | 0.00 | 0.00 | 1 | 750.00 | 20,000.00 |
| Farm Building | | | | | | |
| Farm Building - Addition/renovation | 0 | 0.00 | 0.00 | 1 | 750.00 | 20,000.00 |
| Farm Building - New | 1 | 919.20 | 60,000.00 | 0 | 0.00 | 0.00 |
| Industrial | | | | | | |
| Industrial | 0 | 0.00 | 0.00 | 1 | 0.00 | 20,000.00 |
| Industrial - Major | 0 | 0.00 | 0.00 | 1 | 1,417.50 | 160,000.00 |
| Residential | | | | | | |
| Residential - Major | 2 | 2,925.74 | 95,000.00 | 3 | 6,738.04 | 500,000.00 |
| Residential - Minor | 0 | 0.00 | 0.00 | 2 | 400.00 | 194,000.00 |
| Residential - New | | | | | | |
| Residential -SDR | 0 | 0.00 | 0.00 | 2 | 5,174.03 | 800,000.00 |
| Septic Permit | | | | | | |
| Septic Permit | 1 | 75.00 | 0.00 | 3 | 1,500.00 | 7,500.00 |
| Septic Permit - Tank Replacement | 1 | 200.00 | 0.00 | 1 | 200.00 | 6,000.00 |

| | <u>Previous Year</u> | <u>Current Year</u> |
|---------------------------------|----------------------|---------------------|
| Total Permits Issued | 6 | 17 |
| Total Dwelling Units Created | 0 | 2 |
| Total Permit Value | 157,000.00 | 1,777,500.00 |
| Total Permit Fees | 4,319.94 | 18,176.32 |
| Total Compliance Letters Issued | 2 | 3 |
| Total Compliance Letter Fees | 150.00 | 225.00 |

| <u>Permit Charge</u> | <u>Amount</u> |
|--------------------------------|---------------|
| Accessory Building - Residenti | 1,246.75 |
| Commercial - Minor renovation | 750.00 |
| Farm Building - Addition/renov | 750.00 |
| Industrial | 0.00 |
| Industrial - Major | 1,417.50 |
| Residential - Major | 6,738.04 |
| Residential - Minor | 400.00 |

Town Of Erin

Permit Comparison Summary

| Issued For Period | JAN 1,2016 | To | JAN 31,2016 |
|--------------------------------|------------|-------|-------------|
| Residential -SDR | | | 5,174.03 |
| Septic Permit | | | 1,500.00 |
| Septic Permit - Tank Replaceme | | | 200.00 |
| | | | <hr/> |
| | | Total | 18,176.32 |



Staff Report

Report #: BD2016-04
Date: February-16-16
Submitted By: Carol House, Chief Building Official
Subject: Demolition Report – 5542 First Line

Recommendations:

Be it resolved that Council hereby receives Building Department Demolition Report, dated February 16, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 5542 First Line, Town of Erin, Assessment Roll No. 23 16 000 005 01406 0000.

Background:

Bylaw 05-57 designates the Town of Erin as an area subject to demolition control in accordance with Section 33 of the Planning Act, 1990. As noted in Section 1 of the bylaw, “no person shall demolish or otherwise remove the whole or any part of any residential property in the Town of Erin unless that person is the holder of a demolition permit issued for that residential property by the council for the Corporation of the Town of Erin under Section 33 of the Planning Act, 1990.”

Proposed Demolition:

The owner has applied for a demolition permit to demolish and remove the house that burnt down. The Building Department has not received an application to construct a replacement house on the property at this time.

Information:

The demolition permit application was received February 5, 2016.

Property Information:

Owner: Diane Sandra Connolly
 Legal Description: Concession East Part Lot 16
 Assessment Roll No.: 23 16 000 005 01406 0000
 Zoned: A & EP2

Financial Impact:

None

Consultation:

Council

Communications Plan:

Through regular council meeting

Conclusion:

The Building Department has no objection to the demolition application.

Appendices:

Appendix I – Site plan showing house to be fully demolished

Appendix II –photos of house after fire

Appendix I – Site plan showing house to be demolished



Appendix II –photos of house proposed to be demolished

Front Elevation



Side Elevation





Staff Report

Report #: BD 2016-05

Date: February-16-16

Submitted By: Carol House

Subject: Secondary Dwelling Units in Accessory Buildings

Recommendations:

Be it resolved that Council hereby receives Building Department report number BD 2016-05, dated February 16, 2016, regarding Secondary Dwelling Units in Accessory Buildings;
And that Council approves moving forward with the necessary processes to add the creation of secondary dwelling units within accessory buildings as a permitted use.

Background:

Bill 140, legislation known as the “Strong Communities through Affordable Housing Act” introduced changes to the Planning Act (which came into effect January 01, 2012) to provide enhanced provisions for second units and garden suites, including potential for Official Plan policies regarding a second unit in a single detached, semi- detached and townhouse, or within an ancillary structure.

The Planning Act has been amended to require that the local municipal zoning bylaws authorize policies for second dwelling units, where policies have been established in an Official Plan. The following report outlines some of the issues that should be addressed prior to implementation of changes by County of Wellington Planning Staff to the Official Plan. This report is specifically targeted to address the creation of secondary residential units in accessory/ancillary buildings or structures.

Town of Erin current zoning bylaw provisions:

As per paragraph 2 of Section 4.2 of the General Provisions, “An accessory dwelling unit is not permitted in an accessory structure except where permitted by Special Zoning Provision.”

A secondary accessory dwelling unit must be located wholly within the main dwelling unit with the following restrictions:

The accessory dwelling unit is subject to the following:

1. Each dwelling unit shall comply with the Ontario Building Code in regard to, but not limited to fire separation, provision of potable water, provision of adequate waste water disposal.
2. Each dwelling unit shall have a separate private entrance with a visible house number followed by an "A" denoting the apartment unit entrance.
3. Stairways or stairwells providing entrance to a dwelling unit above or below the main floor shall be enclosed from the elements.
4. All other requirements of this By-law including parking and amenity area, shall be complied with.

Information:

Notwithstanding the above noted current provisions, the following issues should be considered prior to permitting a secondary dwelling unit within an accessory building:

- A minimum lot size to accommodate a detached accessory building,; i.e. Equal to or greater than 0.2 hectares
- Development could be restricted to specific zones; i.e. Agricultural and R3 & R4 zones only
- Adequate land available for servicing; i.e., well and on -site septic system
- Sufficient parking is available to service accessory apartment
- A maximum of one (1) secondary unit shall be permitted in the accessory building with only one secondary dwelling unit permitted on the property
- Creation of the accessory apartment does not require a second driveway and that the existing driveway is suitable for access
- Property fronts and has access to an assumed municipal road
- The accessory apartment shall have a maximum gross floor area; i.e. 40% of the existing primary dwelling unit
- Restriction on the number of bedrooms permitted
- The accessory apartment will be prohibited from being severed from the property
- The accessory apartment shall comply with all applicable health and safety standards, including but not limited to those set out in the Ontario Building Code and Ontario Fire Code
- The accessory apartment shall comply with all regulations under the Conservation Authority Act
- Current zoning by law height maximums do not allow for a second storey
- Maximum coverage of the land with buildings, including accessory structures,ie.10% for accessory structures& buildings; 40% total coverage
- Issues that may be encountered with municipal addressing concerns, potential extra enrollment for school boards
- Possibility of complaints from existing neighbours in more urban settings- noise, congestion, parking

Financial Impact:

Potential of increased revenue from building permits and tax assessments

Consultation:

Council

Communications Plan:

Through regular council meeting

Conclusion:

With the implementation of Bill 140, the Province of Ontario is providing a framework for municipalities to create a stock of affordable housing options. Creation of second units as garden suites, in existing dwelling units (single detached, semi-detached and townhouses) AND in accessory/ancillary buildings is being encouraged. This would keep in line with densification policies and most importantly, creation of potential affordable housing units for the town.

Affordability:

The Town of Erin currently does not appear to have a supply of affordable housing units. The vast majority of newly created residences are currently single detached homes. According to a Remax Real Estate Centre study from 2011, the average sale price of a 2 bedroom home in the Town of Erin was \$385,719.00 and a 3 bedroom unit, \$490,132.00. Creation of new secondary dwelling units within accessory buildings would offer the property owner the opportunity to earn additional income while potentially increasing the availability of affordable housing. Building permit fees would be generated as well as additional tax assessments.

It would be recommended that Council approve permitting the creation of secondary dwelling units within accessory buildings as a permitted use.

Appendices:

County of Wellington Committee Report



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Jameson Pickard, Planner
Date: November 12, 2015
Subject: Bill 140- Second Unit and Garden Suite Policies

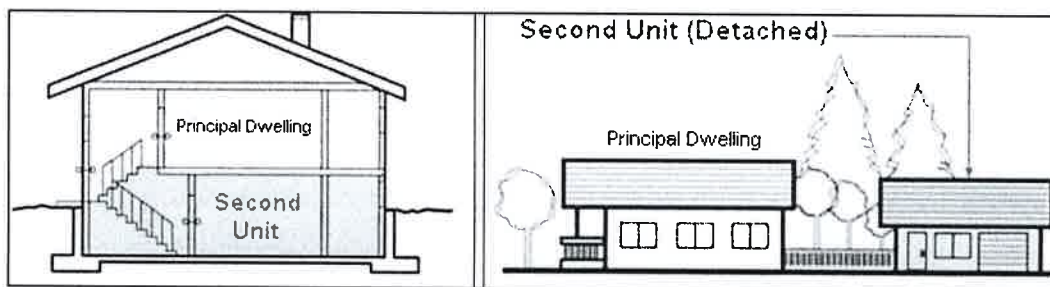
1.0- Introduction and Purpose

The Strong Communities through Affordable Housing Act (Bill 140) received royal assent on May 4th, 2011. Its overall purpose for land use planning was to establish that adequate provision of a full range of housing, including affordable housing.

Bill 140 requires municipalities to develop Official Plan policies to authorize second units in single-detached, semi-detached, and rowhouses or their ancillary structures. Bill 140 also extended the time that garden suites are allowed to be on a property from 10 years to 20 years.

Staff reviewed the second unit and garden suite legislative requirements, relative to the current policy framework for second units in the County of Wellington. The purpose of this report is to provide the Committee with an overview on the requirements of Bill 140, a review of the current policies and regulations in the County governing second units and to present recommendations for a proposed course of action.

1.1- What is a Second Unit?



Source: Town of Innisfil, Second Unit background Report, 2013.

Second Units, (also known as basement apartments, accessory units, secondary suites and in-law flats) are self-contained residential units with kitchen and bathroom facilities within dwellings or separate structures ancillary to dwellings (such as sheds or laneway garages) that have been converted to or designed to accommodate a residential unit.

1.2- What is a Garden Suite?

A Garden suite means a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable. A garden suite is established by a temporary use By-Law.

2.0- Changes Affecting Planning Documents

With the Passing of Bill 140 certain changes to the *Planning Act* became effective January 1st, 2012 and include:

Second Units

- The use of two residential units, in a detached house, semi—detached house or rowhouse if no building or structure ancillary to the detached house, semi- detached house or rowhouse contains a residential unit; and
- The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse if the detached house, semi-detached house or rowhouse contains a single residential unit.
- Official Plan policies and Zoning By-Law amendments related to second units cannot be appealed.

Garden Suites

- Bill 140 increased the number of years for which a garden suite may be authorized under a temporary use By-Law to 20 years.

It should also be noted that the *Planning Act* requirements are not blanket permission for second units to be situated as-of-right everywhere. Municipalities have some discretion to permit second units where they deem appropriate; however a planning justification should be identified when deeming areas as inappropriate.

3.0- Official Plan Review

Staff reviewed the current County Official Plan policies as they relate to accessory residences and this section summarizes the results of that review. The County Official Plan contains a Planning Vision section which outlines a number of objectives County Council has committed to perusing over the next 20 years. One of these objectives is to provide opportunities for housing which accommodate a wide range of need and affordability. This objective identifies the County's commitment to pursue planning policies which make more rental units available to residents as well as help home owners afford their home by providing options for rental income.

Section 4.4.5 – **Affordable Housing** - states:

“...In Wellington, accessory residences, semi-detached, duplex, townhouse and low rise apartment units will provide the bulk of affordable housing opportunities. These units will almost always be located in urban areas with appropriate levels of servicing.

In the Rural System affordable housing opportunities are not readily available. Accessory Residences will be the most likely means of increasing affordability in the Rural System.”

The above noted policy provides direction for the establishment of accessory residences in both the rural and urban areas of the County. Criteria relating specifically to accessory residences are established under each of the Rural and Urban System policy sections of the plan (Attachment 'A' contains current County policies that relate to accessory residences).

3.1- Analysis

Second units are generally permitted within a single detached residence on a lot in both the rural and urban areas. The current policies do not consider either semi-detached or rowhouse dwelling types. Policies for the establishment of second units within an ancillary building are also not provided.

4.0- Zoning By-law Review

Staff has undertaken a review of all Zoning By-laws in the County and summarized the provisions as they relate to second units in Attachment 'B' of this report. The zoning by-law review was based on the main zone categories, the general provisions and the definitions in the Zoning By-laws. Site-specific zoning exceptions were not included as part of this review.

4.1- Analysis

The majority of the municipalities in the County allow second units within single detached dwellings in the agricultural zone and in urban zone categories to a certain extent. Second units in semi-detached dwellings are permitted in certain zones in Centre Wellington, Erin and Guelph/Eramosa, while no municipalities permit second units in rowhouses or ancillary buildings as-of-right. Centre Wellington does however consider second units in ancillary structures through applications to the Committee of Adjustment on a case by case basis. Puslinch currently does not permit second units within any of the residential zones.

Based on this review the level of change required to local Zoning By-laws will vary across the different municipalities. Changes range from the complete development of regulations on second units to minor revisions of existing zoning regulations.

5.0- Building Permits

Based on our review of the building permit records between 2011 – 2015, 81 second units have been constructed across the County in the past 5 years. The following chart displays building permits issued for second units by each local municipality.

| | Centre Wellington | Guelph/Eramosa | Erin | Mapleton | Minto | Wellington North | Puslinch | County |
|-------------------------|-------------------|----------------|------|----------|-------|------------------|----------|--------|
| Building permits issued | 75 | 1 | 2 | 1 | 2 | 0 | 0 | 81 |

The establishment of second units in single detached dwellings has been an ongoing activity for some time.

6.0- Discussion

6.1- Second Units in single detached, semi-detached and rowhouse dwellings

Current official plan policies permit second units across the County in single detached dwellings; while second units in semi-detached and rowhouse dwellings are not contemplated. Maintaining the existing policy framework for second units is an option; however, it would appear not to capture the intent of Bill 140 which is to allow residents access to a diverse range of housing option. Staff is recommending that official plan policies be broadened and criteria developed to allow second units within semi-detached and row house dwellings. These changes will offer flexibility to more County residents who require additional housing alternatives for loved ones as well as provide access to more affordable housing options.

6.2- Second units in ancillary structures

Currently, the Official plan does not provide for second units in ancillary buildings. The County has the option to remain silent on this matter and continue to review these types of dwelling units on a case by case basis through site specific zone amendments. This option is not recommended because the existing policy framework in the official plan does not provide a clear direction on second units in ancillary buildings. Another option is to not allow second units in ancillary buildings at all. This would establish a clear position on the matter and limit second units to areas within the main dwelling on a property. This option is also not recommend because it limits a viable housing option available to residents and limits the intent of Bill 140. The last option is to permit second units in ancillary buildings and structures. This option would implement the wide variety of housing options intended by Bill 140 as well as allow County polices to be developed to regulate second units in ancillary buildings.

Staff recommend the last option to allow second units in ancillary buildings be supported. However, staff propose that these types of dwelling units only be considered in structures ancillary to single detached dwellings in both the Urban and Rural system. It is understood that other dwelling types are considered in the legislation, but staff is of the opinion that second units in structures ancillary to a semi-detached or rowhouse dwelling have increased potential for compatibility concerns, insufficient ability to provide parking and offer a limited land base to accommodate a separate ancillary buildings on.

6.3- Garden Suite extension

The County has the option to leave the 10-year temporary time period in place; or allow for a 20-year time period for a garden suite. Leaving the policies as they are would require owners to go through the rezoning process earlier, to extend the garden suite use for additional 3-years. Changing the policies to allow a garden suite to exist for 20 years would reduce the number of rezoning applications local Townships would receive to extend these uses and make the process less onerous on residents. Staff is recommending extending temporary period to 20 years. This extension would create more stability in garden suites as a secure long term option for housing and reduce the cost of these dwellings for residents.

7.0- Policy Directions

Staff are recommending that the County Official Plan should be updated with policies that would:

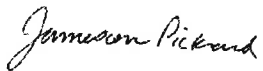
- a) authorize the use of a second unit within a single detached, semi-detached or rowhouse dwelling if no building or structure ancillary to the main dwelling contains a residential unit;
- b) authorize the use of a second unit within an ancillary building or structure where the primary dwelling is a single detached dwelling, provided a residential unit does not exist in the single detached dwelling;

- c) contain criteria to regulate second units in both a main residence and ancillary building; and
- d) Extend the maximum time for which garden suites are permitted to be on a property from 10 years to 20 years.

Recommendation

That staff prepare and circulate an amendment to update the County Official plan to address changes in the *Planning Act* relating to second units and garden suites and hold public meeting(s) at the appropriate time(s).

Respectfully submitted,



Jameson Pickard
Planner

Attachment 'A'

RELEVANT COUNTY OFFICIAL PLAN EXCERPTS

Rural System

Section 6.4.4 states:

“Accessory residential uses needed for farm help or a garden suite may be allowed provided they are established near the farm buildings. An accessory apartment unit may be established within the main residence on a lot. In all cases adequate water supply and sewage disposal systems must be available...”

Urban System

Section 7.4.1 states in Hamlets:

“...An accessory residential unit within an existing residence may be allowed if adequate servicing is available. ”

Section 7.5.5 states in Urban Centres:

“...Accessory apartments in single family residences will normally be allowed unless there are physical constraints in an area such as inadequate services or on-site parking. Building code requirements must be met...”

Detailed Urban Centre Policies

Section 8.3.2 (b) states in Urban Centres an objective of Residential development will be to provide:

“... a variety of dwelling types to satisfy a broad range of residential requirements and ensure that affordable housing is available.”

Section 8.3.6 states in Urban Centres:

“The zoning by-law may also provide for the conversion of existing single-detached dwellings to add one or more dwelling units provided that [certain] criteria are satisfactorily met... In addition, the Zoning By-law may provide regulations which limit the size and number of units allowed in a converted dwelling and which specify the minimum lot area, frontage, off-street parking and floor area for the converted dwelling unit to be created.”

Section 8.5.3 states in Urban Centres:

“... Accessory apartments may also be permitted in the RESIDENTIAL TRANSITION AREA... the establishment of uses....shall comply with the provisions of the Zoning By-law.”

ATTACHMENT 'B'
ZONING BY-LAW SUMMARY

Accessory Residences permitted as-of-right in urban areas

| Dwelling type | Clifford Harriston Palmerston | Mount Forest Arthur | Drayton | Fergus | Elora | Rockwood | Erin, Hillsburgh | Aberfoyle Morriston |
|------------------------|-------------------------------------|---------------------------|---------------|--------------|--------------|------------|---------------------|------------------------|
| Single Detached | <i>Yes(1)</i> | <i>Yes(1)</i> | <i>Yes(1)</i> | <i>Yes</i> | <i>Yes</i> | <i>Yes</i> | <i>Yes(3)</i> | <i>No</i> |
| Semi-detached | <i>No</i> | <i>No</i> | <i>No</i> | <i>Yes</i> | <i>Yes</i> | <i>Yes</i> | <i>Yes(3)</i> | <i>No</i> |
| Rowhouse/ Townhouse | <i>No</i> | <i>No</i> | <i>No</i> | <i>No</i> | <i>No</i> | <i>No</i> | <i>No</i> | <i>No</i> |
| Ancillary Structure | <i>No</i> | <i>No</i> | <i>No</i> | <i>No(2)</i> | <i>No(2)</i> | <i>No</i> | <i>No</i> | <i>No</i> |

- (1) Second units are only permitted in the R2 zone within single detached dwellings that existed on the day of passing of the by-law
- (2) Second units in ancillary buildings are not permitted as-of-right but may be considered through an application to the Committee of Adjustment
- (3) A change of use permit is required

Second units permitted as-of-right in rural areas

| Dwelling Type | Minto | Wellington North | Mapleton | Centre wellington | Guelph/Eramosa | Erin | Puslinch |
|---------------------|---------------|------------------|---------------|----------------------|----------------|---------------|-----------|
| Single Detached | <i>Yes(3)</i> | <i>Yes(3)</i> | <i>Yes(3)</i> | <i>Yes</i> | <i>Yes</i> | <i>Yes(2)</i> | <i>No</i> |
| Ancillary Structure | <i>No</i> | <i>No</i> | <i>No</i> | <i>No(1)</i> | <i>No</i> | <i>No</i> | <i>No</i> |

- (1) Are not permitted as-of-right in accessory buildings, but may be considered through an application to the Committee of Adjustment
- (2) A change of use permit is required
- (3) Are only permitted within single detached dwellings that existed on the day of passing of the by-law.



Staff Report

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

Recommendations:

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

Background:

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

| | | |
|--------------------------------|-------|-----------------------------|
| Cheque Listing #1067 | | \$ 160,443.34 |
| Manual Cheque Listing #1063 | | \$ 11,877.48 |
| | #1064 | \$ 121,861.90 |
| Online Internet Payments #1061 | | \$ 4,043.55 |
| | #1062 | \$ 1,863.90 |
| | #1065 | \$ 7,171.45 |
| | #1066 | \$ 51,390.24 |
| TOTAL | | <u>\$ 358,651.86</u> |

Financial Impact:

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

Consultation:

Department Heads and CAO.

Communications Plan:

Regular report to Council.

Conclusion:

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

Appendices:

N/A



Staff Report

Report #: 2016-01F

Date: February-16-16

Submitted By: **Sharon Marshall, Director of Finance**

Subject: APPOINTMENT OF 2015 AUDITORS

Recommendations:

Be it resolved that Council receives the Report of the Director of Finance,
And Further that Council appoints Robinson, Lott & Brohman LLP, Guelph, to audit the 2015 accounts and transactions of the Town of Erin and its local boards, and to express an opinion on the financial statements of these bodies.

Background:

The *Municipal Act, 2001*, Section 296 requires that each Ontario municipality appoints an auditor licensed under the *Public Accounting Act, 2004* to be responsible for the annual auditing of all transactions and to express an opinion on the financial statement.

In 2010 Council appointed RL&B for a 5-year term, 2010 to 2014. In order to proceed with the 2015 audit, I require Council approval at this time.

RL&B have been providing audit services to the Town since 2004. In 2004 and again in 2010, the Town followed a formal "Request for Proposal" process for audit and accounting services. In both cases, RL&B was awarded the contracts.

Financial Impact:

The 2015 approved Budget included allowance for an expense of \$30,600 for audit and accounting services. The audit fees for the 2014 audit were \$25,000. I anticipate that the 2015 final fees will be well within, or somewhat less, than the 2015 budget amount.

Consultation:

I have reviewed the *Municipal Act* and the previous Town By-law #10-69.

The 2015 audit “Engagement Letter” from RL&B has been attached as Appendix A to this Report.

Communications Plan:

This Report will be circulated with the Council Agenda. If approved by Council, I will provide a copy of the appointing Resolution to RL&B.

Conclusion:

I recommend that we appoint RL&B again to undertake the 2015 audit review and preparation of the final Financial Statements. I consider that their knowledge of our processes and systems ensures a fair and thorough audit.

I expect the auditors to begin their 2015 audit during the week of March 7th 2016.

Appendices:

Appendix A – RL&B Engagement Letter for 2015



Chartered Accountants
and Business Advisors

People Count.

CLIENT COPY

2016 Audit
"engagement" letter

October 2, 2015

The Corporation of the Town of Erin
5684 Trafalgar Road
R.R. #2
Hillsburgh, Ontario
NOB 1Z0

Attention: Ms. Sharon Marshall, Director of Finance

Dear Ms. Marshall:

Thank you for re-appointing RLB LLP as auditors of The Corporation of the Town of Erin for the year ended December 31, 2015. The purpose of this letter is to confirm our mutual understanding of the terms of our engagement to audit the financial statements of The Corporation of the Town of Erin. Our statutory function as auditor of The Corporation of the Town of Erin is to report to the Members of Council, Inhabitants and Ratepayers by expressing an opinion on The Corporation of the Town of Erin's annual financial statements. Therefore, our audit will be conducted with the objective of our expressing an opinion on these financial statements.

Our Objective, Scope and Limitations of the Audit

We will audit the consolidated statement of financial position at December 31, 2015 and the related consolidated statements of operations, change in net financial assets and cash flows, and a summary of significant accounting policies and other explanatory information for the year then ended prepared in accordance with Canadian generally accepted accounting principles. Upon completion of our audit, we will provide The Corporation of the Town of Erin with our audit report on those consolidated financial statements in accordance with Canadian generally accepted accounting principles.

We will be responsible for performing the audit of The Corporation of the Town of Erin in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements, plan and perform the audit to attain reasonable assurance about whether the financial statements are free of material misstatement, whether due to fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of:

- a) Factors such as use of judgment, and the use of testing of the data underlying the financial statements;
- b) Inherent limitations of internal control; and
- c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit that is designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Erin

We have audited the accompanying financial statements of The Corporation of the Town of Erin, which comprise the statement of financial position as at December 31, 2015 and the statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Erin as at December 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Fergus, Ontario

Chartered Professional Accountants
Licensed Public Accountants

Any specific restrictions on the use or intended users of the auditor's report, and statement(s) (if appropriate) about the specific restriction(s), will be set out in the auditor's report.

If our opinion on the financial statements is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion, we may decline to express an opinion as a result of this engagement.

Our Responsibilities

We will perform the audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian generally accepted auditing standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in, or enters, the public domain, we will not provide any third party with confidential information concerning the affairs of The Corporation of the Town of Erin without The Corporation of the Town of Erin's prior consent, unless required to do so by legal authority, or the Rules of Professional Conduct/Code of Ethics of the Chartered Professional Accountants of Ontario.

The objective of our audit is to obtain reasonable assurance that the financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management (and the audit committee or equivalent):

- a) Misstatements, resulting from error, other than trivial errors;
- b) Fraud or any information obtained that indicates that a fraud may exist;
- c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- d) Significant deficiencies in the design or implementation of internal controls to prevent and detect fraud or error; and
- e) Related-party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management and those charged with governance in discharging their responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Use and Distribution of our Report

The examination of the financial statements and the issuance of our audit opinion are solely for the use of The Corporation of the Town of Erin and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party. The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

Management is responsible for:

Financial Statements

- a) The preparation and fair presentation of The Corporation of the Town of Erin's financial statements in accordance with Canadian generally accepted accounting principles.

Completeness of Information

- a) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of Members of Council, Inhabitants and Ratepayers and committees of directors and other matters;
- b) Providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- c) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- d) Providing us with information regarding all related parties and related-party transactions;
- e) Any additional information that we may request from management for the purpose of this audit; and
- f) Providing us with unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Fraud and Error

- a) Internal control that management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error;
- b) An assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- c) Providing us with information relating to fraud or suspected fraud affecting the entity involving:
 - i) Management,
 - ii) Employees who have significant roles in internal control, or
 - iii) Others, where the fraud could have a non-trivial effect on the financial statements;
- d) Providing us with information relating to any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others; and
- e) Communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Recognition, Measurement and Disclosure

- a) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the financial statements;
- b) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- c) Providing us with information relating to the measurement and disclosure of transactions with related parties;
- d) Providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with Measurement Uncertainty, CPA Canada Handbook – Accounting, Section 1508;

- e) Providing us with information relating to claims and possible claims, whether or not they have been discussed with The Corporation of the Town of Erin's legal counsel;
- f) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which The Corporation of the Town of Erin is contingently liable;
- g) Providing us with information on whether The Corporation of the Town of Erin has satisfactory title to assets, liens or encumbrances on existing assets, or assets that are pledged as collateral;
- h) Providing us with information relating to compliance with aspects of contractual agreements that may affect the financial statements;
- i) Providing us with information concerning subsequent events; and
- j) Providing us with written representations on specific matters communicated to us during the engagement.

Written Confirmation of Significant Representations

- a) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
 - i) Directly related to items that are material, either individually or in the aggregate, to the financial statements,
 - ii) Not directly related to items that are material to the financial statements but are significant, either individually or in the aggregate, to the engagement, and
 - iii) Relevant to your judgments or estimates that are material, either individually or in the aggregate, to the financial statements.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Reproduction of Audit Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either the full or summarized financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a) You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b) We will hold all personal information confidential in compliance with our Firm's Privacy Statement.

Use of Electronic Communications

Unless we are advised to the contrary, the services may be conducted and obligations performed by the electronic transmission of information, documents and data, including confidential and sensitive information by Internet e-mail. If the communication relates to a matter of significance and there are concerns about possible effects of electronic transmission, a hard copy of such transmission should be requested of us.

Terms and Conditions Supporting the Fee

Our fees will be determined on the basis of the time spent at our standard billing rates, plus any out-of-pocket disbursements incurred. Each billing is due for payment when received. Our fee estimates take into account that the company will provide clerical assistance to the extent practicable, including the preparation of various schedules in advance of the year end audit. If, for any reason, The Corporation of the Town of Erin is unable to provide such schedules, information and help, RLB LLP and The Corporation of the Town of Erin will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

Interest will be charged on overdue balances at the rate of 1.17%, compounded monthly. Overdue balances are defined as those balances which remain outstanding 60 days from the date of the invoice.

In providing our services, we will consult with The Corporation of the Town of Erin about matters of accounting, financial reporting or other significant business issues. Accordingly, our fee reflects the time necessary for a reasonable amount of such consultation. However, should a matter require research, consultation or audit work beyond that amount, RLB LLP and The Corporation of the Town of Erin will agree to an appropriate revision in services and fee.

Limitation of Liability

The liability of RLB LLP to The Corporation of the Town of Erin for a claim related to professional services provided pursuant to this agreement in either contract or tort is limited to the extent that such liability is covered by errors and omissions insurance in effect from time to time including the deductible therein, which is available to indemnify the chartered professional accountant at the time the claim is made.

In any action, claim, loss or damage arising out of the engagement, The Corporation of the Town of Erin agrees and understands that RLB LLP's liability will be several, and not joint and several, and The Corporation of the Town of Erin may only claim payment from RLB LLP's proportionate share of the total liability based on degree of fault.

In no event shall RLB LLP be liable to The Corporation of the Town of Erin whether the claim be in tort, contract or otherwise, for an amount in excess of the professional fees paid by The Corporation of the Town of Erin for the engagement to RLB LLP during the twelve month period commencing from the date of this letter.

Indemnification for Misrepresentation

The Corporation of the Town of Erin hereby agrees to release and indemnify RLB LLP and its partners and employees, and hold them harmless from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of The Corporation of the Town of Erin's management, regardless of whether such person was acting in The Corporation of the Town of Erin's interest. This release and indemnification will survive termination of this engagement letter.

Working Papers

All working papers and files, other materials, reports and work created, developed or performed by RLB LLP during the course of the audit are the property of RLB LLP, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

File Inspections

In accordance with professional regulations (and by our Firm's policy), our client files may periodically be reviewed by practice inspectors, [including the Canadian Public Accountability Board (CPAB)] and by other file quality reviewers to ensure that we are adhering to professional and our Firm's standards. File reviewers are required to maintain the confidentiality of client information.

Costs of Responding to Government or Legal Processes

In the event we are requested or authorized by The Corporation of the Town of Erin or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for The Corporation of the Town of Erin, The Corporation of the Town of Erin will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request.

Governing Law

This engagement letter is subject to and governed by the laws of the Province of Ontario, Canada. The Province of Ontario, Canada will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Timely Performance

RLB LLP will use all reasonable efforts to complete within any agreed upon time frame the performance of the services described in this engagement letter. However, RLB LLP shall not be liable for failures or delays in performance that arise from causes beyond its control, including the untimely performance by The Corporation of the Town of Erin of its obligations.

Other Matters

The foregoing comments deal only with our engagement as your organization's auditor. In the fields of taxation, management accounting and other financial matters, we would be pleased to be of further service.

Normally, our work in the area of HST and other commodity taxes is limited to that appropriate to ensure the financial statements are not materially misstated. Accordingly, the audit process may not detect situations where you are incorrectly collecting HST or incorrectly claiming input tax credits, unless material. As you are aware, failure to properly account for the HST could result in you or your organization becoming liable for tax, interest or penalties. These situations may also arise for provincial sales taxes, custom duties and excise taxes. Accordingly, only upon your written request, will we undertake a special engagement to perform detailed work in the area of HST and other commodity taxes, as allowed by the Rules of Professional Conduct/Code of Ethics.

We look forward to being of service to you. The arrangements outlined in this letter will be reviewed with you annually but will continue in effect from year to year unless changed by either party in writing. If these arrangements are in accordance with your understandings, please sign the duplicate of the letter in the space provided and return one copy to us. If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,



M. D. P. Short, MBA, CPA, CA, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

I agree with your understanding of the terms of your engagement as auditors of The Corporation of the Town of Erin as set out in this letter.

THE CORPORATION OF THE TOWN OF ERIN

Per:


Sharon Marshall

Date: November 27, 2015



Staff Report

Report #: F2016-00

Date: February-16-16

Submitted By: Jackie Detta, Tax Administrator

Subject: 2016 Interim Tax Rate Levy By-law

Recommendations:

Be it resolved that Council receives the Tax Administrator Report F2016-00;
And that the 2016 Interim Tax Rate By-law be considered for adoption as recommended.

Background:

The Municipal Act allows municipalities to levy taxes early in the current year before the budget has been approved to provide cash-flow for the municipality and to spread-out the tax payments for ratepayers. The interim tax levy is calculated at an amount “not to exceed 50 percent of the total amount of taxes for municipal and school purposes levied in the previous year”.

The interim tax levy is divided into 2 instalments due as follows: March 31st 2016 and May 31st 2016.

Financial Impact:

The Interim Tax Rate Bylaw will levy a total tax amount of \$11,731,270.30 in 2016.

Consultation:

N/A

Communications Plan:

Once the Bylaw has been adopted, a copy will be posted on the Town’s website.

Tax bills will be mailed out to ratepayers during the first week of March 2016.

One week prior to each due date, the Tax Administrator will place notices in the Erin Advocate.

Conclusion:

That Council adopt the Interim Tax Rate Levy By-law.

Appendices:

N/A



Staff Report

Report #: 2016 – CAO03

Date: February-16-16

Submitted By: Kathryn Ironmonger, CAO/Town Manager

Subject: Letter of Understanding

Recommendations:

Be it resolved that Council received the CAO/Town Manager's report regarding the Letter of Understanding with Triton Engineering Services Limited dated February 16, 2016.

Background:

The purpose of this report is to discuss opportunities that exist to strengthen the managerial control framework in place of the Water Department by defining the roles and responsibilities for contracted engineering services. The defined responsibilities gives staff clear authority and direction when engineering services are required. This further ensures that compliance with the applicable regulations and legislation are carried out. This will allow the existing services from Triton Engineering Services to continue with an established fee structure.

Financial Impact:

Included in 2016 budget

Consultation:

Consulted the Water Department and Financial Analyst

Communications Plan:

Report forms part of the public agenda

Conclusion:

As CAO, I will execute the Letter of Understanding as presented.

Appendices:

Letter of Understanding

February 16, 2016

Letter of Understanding

Between

The Corporation of the Town of Erin

And

Triton Engineering Services Limited

Triton Engineering Services Limited is pleased to provide the Town of Erin with the following general scope of services to assist staff in the water department with meeting the challenges of operating, maintaining, upgrading and expanding the municipal water systems in the communities of Hillsburgh and Erin Village.

It is understood that in order for Triton to fulfill the Town's expectations, Triton will need the assistance of staff members in the water and finance departments to create an effective and efficient team. Government regulatory agencies typically notify municipalities of upcoming changes to Acts and Regulations that impact the day to day operation of many municipal departments. The same is true for funding opportunity announcements. In order to be effective, Town staff will need to forward to Triton all correspondence related to pending and actual regulatory changes and funding programs so Triton can provide advice that is current and relevant.

It is further understood that the line of communication from Triton to Town staff is also important to the continued effectiveness and efficiency of the team approach as our interaction with other clients often makes us aware of opportunities and issues that may provide beneficial knowledge to one or more Town departments.

Triton's services will typically not be required for the day to day operation of the water systems (watermain breaks, monitoring, control, data acquisition and reporting, MOECC inspections, adverse water quality, etc.). However, should issues arise, Triton will consult with staff and provide advice as needed. It is important to note that the water system operators (overall responsible operator (ORO) and operator in charge (OIC)) and Council have duties and obligations defined by applicable Provincial Acts and Regulations for the operation and maintenance of water systems and it is the responsibility of Town staff and Council to understand these obligations.

Water department staff will track all expiry and mandatory update/renewal dates for Drinking Water Works Permits (DWWP), Municipal Drinking Water Licenses (MDWL), Permits to Take Water (PTTW), etc. and will advise Triton in advance of these deadlines when assistance is required. Blackport Hydrogeology Inc. will continue to provide services when a professional hydrogeologist is required such as submissions to renew PTTW's, reviewing annual reports from large water takers such as Nestles Water, submitting annual reports required by PTTW's, etc. Triton will assist Blackport Hydrogeology as required.

Triton's scope of services will be more advisory in nature and will generally include the following on an as needed basis:

- When made aware of legislative and regulatory changes or industry developments, review with water department staff the potential impact of the changes to operating and maintenance of the water systems.
- When made aware of potential funding opportunities, consult with the water and finance departments to review eligibility and subsequently, prepare and submit grant applications.
- Review applications for the renewal of existing and applications for new PTTW's and review PTTW drafts issued by MOECC prior to issuance of the final documents.
- Review applications/submissions for the renewal of DWWP's and MDWL's and review drafts of these documents issued by MOECC prior to issuance of the final documents.
- Provide assistance with updating the section of the Town's Asset Management Plan relating to drinking water system assets.
- Assist water department staff with preparing budgets, engineering drawings, specifications and contract documents involving the design and construction of capital works.
- Assist water department staff with input into more general Town studies such as Development Charges Background Reports, Fees and Rates Studies and by-laws impacting the water department.

Due to the varying nature of the proposed tasks, which depend on the complexity of the legislation involved and the requirements of approval agency staff, it is difficult to provide cost estimates for each task. As a result, Triton provide the following charge out rates for senior staff that will be involved with assisting the water department in these administrative tasks:

| | |
|-----------------------------|-------------------|
| Christine Furlong, P. Eng.: | \$150.00 per hour |
| Paul Ziegler, C.E.T.: | \$146.00 per hour |
| Oz DiCarlo, P. Eng.: | \$130.00 per hour |

Triton Engineering Services Limited have a full complement of support staff as part of our engineering team that will be utilized on an as needed basis to provide the necessary services to assist the water department. Triton wish to advise that adjustments to charge out rates are typically made on an annual basis.

This Letter of Understanding can be terminated by either party subject to a 30 day notice.

Triton Engineering Services Limited

Town of Erin



Staff Report

Report #: 2016 – CAO02

Date: February-16-16

Submitted By: Kathryn Ironmonger, CAO/Town Manager

Subject: Municipal Law Enforcement / Property Standards Officer

Recommendations:

Be it resolved that Council receives the CAO/Town Manager's report regarding the shared service agreement with the Township of Guelph Eramosa for Municipal Law Enforcement/Property Standards Services.

Background:

Council expressed an interest in receiving a report outlining the associated cost and options available to have a full time Municipal Law Enforcement/Property Standards Officer which has facilitated this report.

The Town of Erin contracted the services of StrategyCorp to undertake an operational review which was completed last year. This report identified many recommendations for streamlining or improving efficiencies. The recommendations relating to this service area was to reduce delinquency on fill permits through enhanced enforcement to improve the Town's control over the issue of illegal fills. The report also identified that improved enforcement on evasive activities relating to official building occupancy could yield significant financial benefits to the Town.

In our current structure the Municipal Law Enforcement and Property Standards Officer responsibility falls within the Building Department. The workload at this time would suggest that there is not enough volume of work to justify a full time officer, however, the Township of Guelph Eramosa approached myself to investigate if the Town would consider sharing a Municipal Law Enforcement Officer so we could together hire a full time official. It is anticipated that we could hire an experienced Official with extensive court experience. This could be most beneficial for both communities.

Our current Building Inspector would continue to hold his appointment as Municipal Law Enforcement and Property Standards Officer to deal with complaints when the Officer is at the other municipal office and to assist with files when necessary.

This option provides the Town with improved coverage without any additional cost to the municipal tax impact because the building department is self-supporting. This option provides flexibility should the enforcement work volume increase and would also provide an opportunity to improve enforcement on evasive activities relating to official building occupancy which in turn should yield significant financial benefits to the Town.

Financial Impact:

By-law enforcement within the Town of Erin is triggered on a complaint basis. Should Council move towards a proactive approach vs a reactive approach it would have a significant budgetary implication.

The anticipated cost for a full time Municipal Law Enforcement/Property Standards Officer relating to wages and benefits would be approximately \$75,000 plus additional associated costs (memberships, seminars and training, office related costs, clothing allowance and mileage) of \$5,000. With a full time officer, it is anticipated that the Town could also have legal costs of approximately \$15,000 or more annually.

Please note that the Town receives the fines awarded relating to Building Code and Planning Act applications, however anything prosecuted under the Provincial Offences Act such as parking and noise goes directly to the County of Wellington and the City of Guelph to cover the court related costs.

I have attached a copy of a draft service agreement contract with Guelph Eramosa. This is a preliminary version which needs to be reviewed by legal counsel and further discussion among staff and therefore may require minor modifications. The agreement includes a provision to provide written notice of termination for both parties.

Consultation:

I consulted with the Building Department, Director of Finance and staff at the Township of Guelph Eramosa.

Communications Plan:

Report on the agenda and results updated on the Town's website

Conclusion:

As CAO, I will continue to finalize the shared service agreement and have it executed with the Township of Guelph Eramosa for Municipal Law Enforcement/Property Standards Officer Services.

Appendices:

Shared Use Agreement

DRAFT v.1
NOT YET FINALIZED OR REVIEWED WITH LEGAL COUNSEL

SHARED SERVICES AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2016.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA
 (hereinafter called the "Township")
 of the FIRST PART

- and –

THE CORPORATION OF THE TOWN OF ERIN
 (hereinafter called the "Town")
 of the SECOND PART

WHEREAS Section 20 of the Municipal Act, 2001, S.O. 2001, c.25 provides that a municipality may enter into an agreement with one or more municipalities for their joint benefit to provide a service or thing for their mutual benefit and the benefit of their respective inhabitants subject to the consent of the municipality in which the service or thing is provided;

WHEREAS the Township of Guelph/Eramosa and the Town of Erin deem it advisable to enter into an agreement for the purpose of sharing services of a By-law Enforcement Officer;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the Parties hereto agree one with the other as follows:

1. PREAMBLE

- 1.1 This Agreement defines in general terms the terms by which the above mentioned organizations will mutually co-operate to share the services of a By-law Enforcement Officer. The Township and the Town have agreed to work together in furtherance of their mutual interest regarding the provision of By-law Enforcement Services and, as a result, agree to the following terms and conditions.

2. BY-LAW ENFORCEMENT SERVICES

- 2 -

- 2.1 Both Parties agree to share the services of a By-law Enforcement Officer, as per the duties specified within the job description attached in Schedule A to this agreement.
- 2.2 Both Parties agree that the By-law Enforcement Officer shall work no more than 35 hours per week, unless otherwise approved by the Township or the Town, and that hours worked by the By-law Enforcement Officer will be generally divided equally between the Township and the Town, with scheduling flexibility for court proceedings, seasonal demands and investigations.
- 2.2 Both Parties agree to the Township of Guelph/Eramosa acting as the Employer of the By-law Enforcement Officer.
- 2.3 Both Parties agree that a Supervisor will be appointed for the By-law Enforcement Officer at the respective municipalities.
- 2.3 Both Parties agree that the Township of Guelph/Eramosa will invoice the Town of Erin for hours worked by the By-law Enforcement Officer on behalf of the Town of Erin on a monthly basis.
- 2.4 Both Parties agree that the By-law Enforcement Officer will submit timesheets on a bi-weekly basis, to be signed by the designated Supervisors within each respective municipality.
- 2.5 Both Parties agree to share the responsibility of recruitment and selection of a By-law Enforcement Officer.

3. MUNICIPAL RESPONSIBILITY

- 3.1 Each municipality shall be responsible for setting service levels within their respective municipality.
- 3.2 Each municipality is responsible for providing adequate insurance coverage for the By-law Enforcement Officer, equipment and general liability coverage.
- 3.3 Each municipality is required to support and work co-operatively with the By-law Enforcement Officer.

4. TERMINATION AND AMENDMENTS

- 4.1 This Agreement shall remain in force until either party provides written notice of termination at least six (6) months prior to the desired date of termination. The party giving notice of termination will be responsible for the other party's cost associated with agreement termination including any cost associated with employee severances or termination.

- 4.2 If both parties agree to a mutual termination of this Agreement, then the cost associated with termination will be split on an equal percentage basis.
- 4.3 This Agreement may be amended at any time by the mutual consent of the parties in writing, after the party desiring the amendment(s) gives the other party a minimum of ninety (90) days written notice of the proposed amendment(s).

5. DISPUTES

- 5.1 If, during the term of this Agreement, a dispute or disagreement arises between the Parties that cannot be resolved by the Supervisors, then the parties agree to participate in the following dispute resolution procedure:
 - 5.1.1 Upon the written request by either party to the other party, the nature of the dispute or disagreement shall be brought to the attention of each Municipality's Chief Administrative Officer (the "CAO"). The CAOs will meet with a view to amicably resolve any dispute or disagreement with respect to any matter in this Agreement, its interpretation or the performance of its terms by the parties.
 - 5.1.2 If the CAOs fail to resolve the dispute within 30 days following the date of their meeting, then they shall each prepare a written report to their respective Councils.
 - 5.1.3 All reasonable requests for information regarding the dispute or disagreement made by one participant in the dispute resolution process to that participant's counterpart in the process, except for any confidential information or information that has no relevance to the dispute or disagreement in question, shall be honoured in order that each of the parties may be fully advised of the other's position.

6. SEVERABILITY

- 6.1 In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then this Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect.
- 6.2 The parties agree that they shall pass all necessary by-laws to give full force and effect to this Agreement.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals attested by the hands of their respective duly authorized officers.

TOWNSHIP OF GUELPH/ERAMOSA

Chris White, Mayor

Meaghen Reid, Clerk

TOWN OF ERIN

Allan Ails, Mayor

Dina Lundy, Clerk

DRAFT



GENERAL MEMBERSHIP MEETING MINUTES

January 14, 2016 – 9:00 a.m. to 10:30 a.m.
Tintagels, 50 Main Street, Erin

| | | | |
|-------------------|---|---|--|
| ATTENDEES: | Chris Bailey, Chair <i>Brighten Up</i> | Stephanie Bailey <i>Brighten Up</i> | Ellen Belfgen McKay <i>Weathervane</i> |
| | Pam Fanjoy <i>The Friendly Chef</i> | Dawn Kivell <i>TD Canada Trust</i> | Thortin Macdonald <i>Bistro Riviere</i> |
| | Gord Snow <i>Mejores Fine Foods</i> | Mary Venneman <i>BIA Administrative Assistant</i> | |
| GUEST: | Robyn Mulder <i>Economic Development Officer, Town of Erin</i> | Kelly Farris <i>Sales Representative The Wellington Advertiser</i> | |

Approval of Minutes

- No business arising from the minutes. Revise minutes to include Sunday afternoon in the Santa Clause parade options. Motion to approve as amended by S. Bailey, seconded by T. Macdonald. Motion passed.

MARKETING

Events

- Experience has shown that events need longer lead times to prepare, about 4-5 months. In the past planning for the next event overlaps with the execution of the current event so the planning starts too late. To be more effective events throughout the year need separate champions to coordinate the event, with the assistance of 2-3 other BIA members.

Action: Volunteers to lead and assist with remaining unallocated events

- Robyn Mulder has convened a Four Seasons Attraction Committee. The purpose of this committee is to identify events/activities with a cross-Erin appeal that will attract tourists all four seasons of the year. The committee includes representation from the Economic Development Committee, Village of Erin BIA, Village of Hillsburgh.

Decision: BIA welcomes the concept of developing Four Seasons attractions with the caveat that the BIA has limited time and resources so the planning for such events cannot always land on the BIA's shoulders.

Decision: Thortin Macdonald and Pam Fanjoy volunteered to represent the BIA on the Committee

Tabled: Ideas for future events, e.g., Easter, Halloween

Upside Down Sale / St. Patrick's Day Festival

Saturday-Sunday, March 12-13

Lead: Pam Fanjoy/Thortin Macdonald

- Last year an effort was made to include a St. Patrick's Day theme in the Upside Down Sale. This year the Town of Erin is interested in working with the Erin BIA to expand the concept into a St. Patrick's Day festival of longer duration and including the Village of Hillsburgh as a Four Seasons Attraction (discussed above).

Decision: The Upside Down Sale will become one element of a larger St. Patrick's Day Festival promotion

Summer Celebration**Saturday, May 28**

Lead: Stephanie Bailey

- As last year, the intent is primarily a community family day, with more focus on activities and not only on sales.
- In discussion with the Town about Main Street closure (tentatively 11 am to 3 pm)

Doors Open**Saturday, June 11**

Lead: TBD

Fall Fair Welcome Booth**Saturday- Sunday-Monday, October 8-9-10**

Lead: Chris Bailey/TBD

To be developed in coordination with Town of Erin

Window Wonderland**Friday, November 18**

Lead: Stephanie Bailey

Santa Clause Parade Float**TBD**

Lead: TBD

*Promotions****Christmas in the Country Promotion Debrief***

- Draw is done and winners have been notified; final numbers still to come
- Good marketing technique to engage customers; message could be improved, not well explained to customers.

Tabled: Improve in-store promotion messaging to customers, employee education

- Good participation but noticed the same merchant stamps over and over again

Tabled: How to broaden customer purchasing to more merchants**Extended Christmas Hours – Pilot Project Debrief**

- Friday worked well, Thursday not so much. Suspect customers not as willing to shop if they have to work the next day. Consider shifting to Friday's only next year.
- Recognize it may take a couple of years to become established

Tabled: Decision to shift to Friday's only starting with Window Wonderland going through to the Friday before Christmas***In the Hills Advertising***

- 12 spots have been spoken for

Wellington Advertiser Joint Advertising

- Kelly Farris with the *Wellington Advertiser* proposed a cost-sharing one-page advertisement featuring the Town of Erin's upcoming events and advertising local merchants.

Decision: Defer any further decisions on joint advertising

Tabled: Work with the Town on a marketing strategy identifying the best value for limited advertising dollars relative to the key target audience.

Action: Opinion on key target audience for the Village of Erin
Email Chris Bailey at villageoferin@gmail.com

BY: all
DUE: Jan 29th

OTHER BUSINESS

Economic Development

- The Town is more inclined to spend limited marketing dollars on events and promotion that benefit the whole Town, not just the Village of Erin BIA.
- Robyn Mulder is working on a Town-wide events calendar to be featured on the Town's web site.

Council Business

- Nothing to report

Tabled

- Town lease/buy old Steen's building and use as multi-use purpose building for tourist information/heritage/teaching workspace/community OPP office and public washrooms (biodegradable in interim)
- Alliance with Belfountain to promote cross-exchange of visitors
- Capitalize on local sports tournaments, which bring many visitors to town but do not seem to translate into downtown shopping; patronize Tim Horton's instead because it is close and fast. Focus on encouraging a return visit rather than trying to attract them on the day.
- Installation of a BIA event board at the local recreation facilities showing a map of downtown businesses and advertise upcoming events and promotions
- Persuade owners of vacant units to keep Window Wonderland window displays throughout the 2016 Christmas season.
- Planning for the 2016 Christmas Parade float
- Brainstorm ideas how to help Lion's Club shift to an evening Christmas parade
- Policy on non-BIA merchant participation in retail promotions
- Revisit BIA boundary and by-laws
- Advertising format for 2016 issues of *In The Hills*
- Next steps in downtown crosswalk discussion
- Ideas for future events, e.g., Easter, Halloween
- Marketing:
 - ☞ Work with the Town on a marketing strategy identifying the best value for limited advertising dollars relative to the key target audience.
- *Christmas in the Country:*
 - ☞ Improve in-store promotion messaging to customers, employee education
 - ☞ How to broaden customer purchasing to more merchants

- Christmas shopping hours:
 - ↳ Decision to shift to Friday's only starting with Window Wonderland going through to the Friday before Christmas

Ongoing

- Mary Venneman is moving to BC so she will be resigning her position. Beginning recruitment for a replacement Administrative Assistant.

Action: Help source possible candidates by putting the word out to your network BY: all
Contact Chris Bailey at villageoferin@gmail.com for more details
- BIA still requires a new representative to replace Chris Bailey on the Economic Development Committee. Committee generally meets the first Wednesday of every month for 2 hours.

Action: Expressions of interest in being BIA rep on the Economic Development Committee BY: all
Contact Chris Bailey at villageoferin@gmail.com for more details
- BIA business support to help distribute the *Heritage Walking Tour* brochure by making copies available in their stores.

Action: Brochures available from Chris Bailey at Brighten Up BY: all
Contact Chris Bailey at villageoferin@gmail.com
- Add/update your business on the Town of Erin Business Directory

Action: Link > [Town of Erin Business Directory](#)
- Add/update job openings and accommodation on Live and Work in Erin website

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

Next Meeting

February 4th at Tintagels, 9 00 a.m.



2016 VICTORIA PARK OUTDOOR ICE RINK COMMITTEE

MINUTES OF MEETING #1

January 20, 2016

Hillsburgh Arena

7:00 PM

| | | |
|-----------------|--------------------------|----------------------------------|
| Present: | Jim McKinley, Lions Club | Jeff Duncan, Town of Erin |
| | Doug Smith, Lions Club | Martin Hassenbach, Town Resident |

-
- 1 Jim McKinley nominated as Chairman
Martin Hassenbach as Secretary
 - 2 Rink boards erected January 9th by Hillsburgh Lions Club and residents.
Roads Department is clearing the parking lot
Fire Department is flooding the ice
Recreation Department to supply garbage can and store boards in off season
 - 3 Lights - need key for outdoor lock box.
Light to remain on until 10:00 pm
 - 4 Signs provided advertising free skating
To be placed in two arenas, Town office, Foodland, Judy's, Ross R McKay
Email a copy to Jeff for the Town website
 - 5 Hockey net to be brought in on the weekend
 - 6 Another garbage can for the bleachers?
 - 7 Valentine's Day skating has not been well attended in the past
 - 8 Belwood Lions club started a rink this year too and sought advice from Hillsburgh

Activity List 2016

| Description of Request | Person Responsible | Date Directed | Suggested Completion | Status |
|---|-------------------------------------|---------------|----------------------|-----------------------------|
| Open Items | | | | |
| Fill By-law | CAO | 2014 | Q1 2016 | |
| Centre 2000 Shared Use Agreement | CAO | | Q1 2016 | |
| Alcohol Risk Policy - update | CAO/Facility Manager | 19-May-15 | 2016 | |
| Mayor and Reeves Wall of Recognition | TEHC | 2-Jun-15 | 2016 | |
| Station 50 - Update Emergency Plan | Fire Chief/County Emergency Manager | 2-Jun-15 | Q2 2016 | install sched w/o Feb 19 |
| GMF Application for wastewater class EA feasibility study - submission and results | Triton Engineering | 2-Jun-15 | n/a | 50% (application submitted) |
| Determine the best option for updating the Official Plan | Council | 13-Jul-15 | Q1 2016 | |
| Outstanding Operational Review Item - Fire Department Review | CAO | 1-Sep-15 | 26-Feb-16 | scheduled at 10am |
| Organizational and Compensation Review | CAO | | 18-Feb-16 | |
| Operational Plan - Finalizing 4 year objectives | CAO | | Q1 2016 | |
| Report on actions/options required to implement a Community Safety Zone By-law | County Planning | 1-Sep-15 | Q1 2016 | |
| Quarterly Major Project Updates | CAO | 1-Sep-15 | Each Quarter | |
| List of types of desired businesses | EDO | 15-Sep-15 | 2016 | |
| Stanley Park Arch and Gates - formal designation | TEHC | 20-Jan-15 | Q1 2016 | |
| Review possible user options for old public school property | EDO | 20-Oct-15 | | |
| Report - 5 year on range of possible tax implications - increase based on CPI and current AMP | Director of Finance | 3-Nov-15 | Q2 2016 | |
| Schedule meeting to review strategies to address current economic challenges | EDO | 3-Nov-15 | | |
| Report on potential amendments to the sign by-law | By-law | 17-Nov-15 | Q1 2016 | |
| Report on procedures, policies and options re: Demolition Permit | CBO/Planning staff | 1-Dec-15 | Q1 2016 | |
| Check with Rogers to see if they are interested in broadcasting Council meetings | Clerk | 19-Jan-16 | 1-Mar-16 | |
| | | | | |
| Completed Items | | | | |
| Full time By-law Officer Report | CAO | 6-Oct-15 | Q1 2016 | |

AMCTO Policy

[Menu](#)

Legislative and policy updates from Ontario's largest voluntary association of local government professionals. Find out more at www.amcto.com | [@amcto_policy](#)

amctopolicy in Environment, Natural Resources, Planning, Uncategorized 🕒 January 28, 2016

☰ 109 Words

Government Developing New Policy for Managing Excess Soil

The Ministry of the Environment and Climate and Change is conducting consultations on a new policy for excess soil. The new policy is designed to achieve the following two objectives:

1. Protect human health and the environment from the inappropriate relocation of excess soil; and,
2. Enhance opportunities for the beneficial re-use of excess soil.

As part of its consultations MOECC has created a proposed Excess Soil Management Policy Framework and is inviting stakeholders to comment. MOECC will be accepting feedback until March 26, 2016. The full details of this consultation are available [here \(https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI2OTM0&statusId=MTkxNjU3&language=en\)](https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI2OTM0&statusId=MTkxNjU3&language=en).

For more:

[Proposed Excess Soil Management Policy Framework](http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2015/012-6065_Framework.pdf)

[\(http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2015/012-6065_Framework.pdf\)](http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2015/012-6065_Framework.pdf)

[Management of Excess Soil–A Guide for Best Management Practices](https://www.ontario.ca/document/management-excess-soil-guide-best-management-practices)

[\(https://www.ontario.ca/document/management-excess-soil-guide-best-management-practices\)](https://www.ontario.ca/document/management-excess-soil-guide-best-management-practices)



Township of Wainfleet

"Wainfleet - find your country side!"

February 4th, 2016

VIA EMAIL

Honourable Kathleen Wynne
Premier and Minister of Agriculture and Food
111 Wellesley Street West Room 281
Toronto ON M7A 1A1

RE: Resolution Requesting that Ontario Cancel RFP for Added Wind Power Generation

Dear Premier Wynne,

Please be advised that the Council for the Township of Wainfleet, at its meeting held on January 26th, 2016, passed the following resolution:

WHEREAS the Independent Electrical System Operator, under Ministerial Directive, issued an RFP for additional renewable energy generation including 300 MW of wind generation and is considering issuing further RFPs for 2016;

AND WHEREAS the December 2015 Auditor General's report confirmed that Ontario is generating surplus electricity with capacity increasing by 19% in the last 8 years while demand fell by 7.5% in the same period. Additional capacity is not required at this time;

AND WHEREAS the Auditor General also reported that the existing Feed In Tariff (FIT) contracts mean that Ontario power consumers will pay a premium of \$9.2 billion for renewable power with wind power pricing that is double the prices paid in other jurisdictions;

AND WHEREAS the Ontario Chamber of Commerce reports that the escalating price of electricity is undermining their members' capacity to grow, hire new workers, and attract investment, and that Ontario's electricity costs are among the highest in North America, making the province uncompetitive for business growth;

AND WHEREAS adding wind to Ontario's grid drives CO₂ emissions higher. The Ontario Society of Professional Engineers estimated that wind with natural gas backup produces base-load electricity at about 200 grams of CO₂ emissions/kWh compared with the current system average level of 40 grams CO₂ emissions/kWh;

AND WHEREAS Nature Canada reports that wind power facilities have a substantial negative impact on endangered species including migrating bats and birds as well as destroying habitat for species at risk;

AND WHEREAS wind power is an intermittent source of electricity generation meaning that it cannot be used to replace dependable generating capacity without natural gas as a back-up;

Resolution Requesting that Ontario Cancel RFP for Added Wind Power Generation
2016 02 03
Page 2

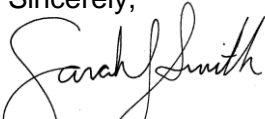
NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Wainfleet requests:

1. That the Province of Ontario exercise its rights in Section 4.13 (12) of the current LRP I RFP to 'cancel the process at any stage and for any reason' and not issue any new wind generation contracts;
2. That the Province of Ontario hold off any further renewable procurement process until the capacity is actually required and focus on sources that will actually reduce carbon emissions;
3. That the IESO review the outstanding FIT contracts that have not achieved 'Commercial Operation', and vigorously enforce the terms of the FIT contract with a view to eliminating further expensive wind generation capacity being added to the grid.

Council has requested that a copy of this resolution be forwarded to all 444 municipalities in Ontario for their endorsement and support, as well as to local MPP's, the Progressive Conservative Party of Ontario and the Ontario NDP.

On behalf of Council, thank you for your consideration of this request.

Sincerely,



Sarah Smith
Acting Clerk

cc: Honourable Bob Chiarelli, Minister of Energy
Patrick Brown, Leader of the Ontario Progressive Conservative Party
Andrea Horwath, Leader of the Ontario NDP
Tim Hudak, MPP Niagara West – Glanbrook
Cindy Forster, MPP Welland
Ontario Municipalities



Legal & Legislative Services
 Stephen M.A. Huycke
 905-726-4771
 shuycke@aurora.ca

Town of Aurora
 100 John West Way, Box 1000
 Aurora, ON L4G 6J1

February 2, 2016

The Honourable Kathleen Wynne, Premier of Ontario
 Legislative Building, Queen's Park
 Toronto, ON M7A 1A1

DELIVERED BY E-MAIL TO:
 kwynne.mpp.co@liberal.ola.org

Dear Premier:

Re: Town of Aurora Council Resolution of January 26, 2016
Re: Motion (a) Ontario Municipal Board Jurisdiction

Please be advised that this matter was heard by Council at its Council meeting held on January 26, 2016, and in this regard Council adopted the following resolution:

WHEREAS the Town of Aurora spends an incredible amount of resources and taxpayer money developing an Official Plan; and

WHEREAS the Town's Official Plan is ultimately approved by the Province; and

WHEREAS it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of the Town of Aurora Official Plan; and

WHEREAS it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the Town of Aurora Official Plan; and

WHEREAS planning decisions may be appealed to the Ontario Municipal Board ("OMB"), an unelected, appointed body that is not accountable to the residents of Aurora; and

WHEREAS appeals of OMB decisions are limited to questions of law, not the findings of facts in a case; and

WHEREAS all decisions—save planning decisions—made by Municipal Council are similarly only subject to appeal by judicial review and such appeals are limited to questions of law;

The Honourable Kathleen Wynne, Premier of Ontario
Re: Town of Aurora Council Resolution of January 26, 2016
February 2, 2016
Page 2 of 2

NOW THEREFORE BE IT HEREBY RESOLVED THAT Aurora Town Council requests the Government of Ontario to limit the jurisdiction of the OMB to questions of law or process; and

BE IT FURTHER RESOLVED THAT that the Government of Ontario be requested to require the OMB to uphold any planning decisions of Municipal Councils unless they are contrary to the processes and rules set out in legislation; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament (MPPs) in the Province of Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

The above is for your information and any attention deemed necessary.

Yours truly



Stephen M. A. Huycke
Town Clerk

SMH/lb

Copy: The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing
Mr. Patrick Brown, Leader of the Progressive Conservative Party
Ms. Andrea Horwath, Leader of the New Democratic Party
All Members of Provincial Parliament in Ontario
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

THE CORPORATION OF THE TOWN OF ERIN

By-Law Number 16 - 08

**Being a By-law to provide for a 2016
Interim tax levy and to provide for the
payment of taxes and to provide for
penalty and interest of 1.25 percent.**

WHEREAS Section 317 of The Municipal Act, 2001, as amended, provides that a local municipality, before adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

WHEREAS Section 317 (9) of The Municipal Act, 2001, as amended, provides for adjustments to interim levy if the council of a municipality is of the opinion that the taxes levied under subsection (1) on a property are too high or too low in relation to its estimate of the total taxes that will be levied on the property, the council may adjust the taxes on the property under subsection (1) to the extent it considers appropriate;

AND WHEREAS the assessment roll on which the 2016 taxes are to be levied was returned pursuant to the provisions of the Assessment Act;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ERIN
HEREBY ENACTS AS FOLLOWS;**

- 1/ That the 2016 Interim levy shall be imposed on the assessment of each property in the municipality in an amount not to exceed 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
- 2/ For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
- 3/ The said interim tax levy shall become due and payable in two installments as follows: 50 percent of the interim levy rounded upwards to the next whole dollar shall become due and payable on the 31st day of March, 2016; the remaining 50 percent of the interim levy shall become due and payable on the 31st day of May, 2016 and nonpayment of the amount on the dates stated in accordance with this section shall constitute default.
- 4/ On all taxes of the interim levy, which are in default on the 1st day of April, 2016, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31st, 2016.
- 5/(a) On all taxes of the interim tax levy in default on the 1st day of January, 2017 interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default.
- (b) On all other taxes in default on the 1st day of January, 2017 interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
- 6/ Penalties and interest added on all taxes of the interim tax levy in default shall

become due and payable and shall be collected forthwith as if the same had originally been imposed and collectable in respect of non-payment of any taxes or of any installment thereof.

- 7/ The Treasurer and the Tax Collector may accept part payment from time to time on account of any taxes due and give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable in respect of non-payment of any taxes or of any installment thereof.
- 8/ The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 9/ That taxes are payable at the Town of Erin Municipal Office, Hillsburgh, Ontario.
- 10/ This by-law shall come into force and effect on passing thereof.

Passed in Open Council on February 16, 2016.

Mayor

Clerk

**The Corporation of the Town of Erin
Schedule "A"
By-Law # 16 - 08**

2016 TAX RATES

| ASSESSMENT CLASS | CODE | TAX RATES | | | |
|--------------------------------|------|------------|------------|------------|------------|
| | | MUNICIPAL | COUNTY | EDUCATION | TOTAL |
| Residential | RT | 0.00559351 | 0.00000000 | 0.00000000 | 0.00559351 |
| Multi-Residential | MT | 0.01057173 | 0.00000000 | 0.00000000 | 0.01057173 |
| Commercial | CT | 0.00816652 | 0.00000000 | 0.00000000 | 0.00816652 |
| Commercial excess land | CU | 0.00571657 | 0.00000000 | 0.00000000 | 0.00571657 |
| Commercial vacant land | CX | 0.00571657 | 0.00000000 | 0.00000000 | 0.00571657 |
| Industrial | IT | 0.01342442 | 0.00000000 | 0.00000000 | 0.01342442 |
| Industrial farmland class I | I1 | 0.00419513 | 0.00000000 | 0.00000000 | 0.00419513 |
| Industrial excess/vacant unit | IU | 0.00872588 | 0.00000000 | 0.00000000 | 0.00872588 |
| Industrial vacant unit | IX | 0.00872588 | 0.00000000 | 0.00000000 | 0.00872588 |
| Industrial taxable shared | IH | 0.00571657 | 0.00000000 | 0.00000000 | 0.00571657 |
| Farm | FT | 0.00139838 | 0.00000000 | 0.00000000 | 0.00139838 |
| Pipelines | PT | 0.01236166 | 0.00000000 | 0.00000000 | 0.01236166 |
| Managed Forests | TT | 0.00139838 | 0.00000000 | 0.00000000 | 0.00139838 |
| New Construction Commercial | XT | 0.00816652 | 0.00000000 | 0.00000000 | 0.00816652 |
| New Construction office Bldg | YT | 0.00816652 | 0.00000000 | 0.00000000 | 0.00816652 |
| New Construction office/vacant | XU | 0.00571657 | 0.00000000 | 0.00000000 | 0.00571657 |

The Corporation of the Town of Erin

By-law No.16-09

A by-law to amend Zoning By-law 07/67, as amended,
for the Corporation of the Town of Erin
– 10 Stewart Drive, Part Lot 14, Concession 3,
Town of Erin – Pidel Developments Inc.

WHEREAS the Council of the Corporation of the Town of Erin deems it desirable to amend By-law 07-67 as amended, pursuant to Section 34 and 36 of the Planning Act, R.S.O. 1990 as amended;

NOW THEREFORE the Council of the Corporation of the Town of Erin enacts as follows:

1. THAT Schedule "D1" (Ospringle) to By-law 07-67 being the Zoning By-law for the Town of Erin is amended by changing the zoning, as is illustrated on Schedule "A", attached to and forming part of this by-law, by removing the Holding "H" symbol from 10 Stewart Drive.
2. THAT except as amended by this By-law, the land as shown on the attached Schedule "A" shall be subject to all applicable regulations of Zoning By-law 07/67, as amended.
3. THAT this by-law amendment shall come into effect upon the final passing thereof pursuant to Section 34 and 36 of the Planning Act, R.S.O., 1990, as amended.

Passed on February 16, 2016

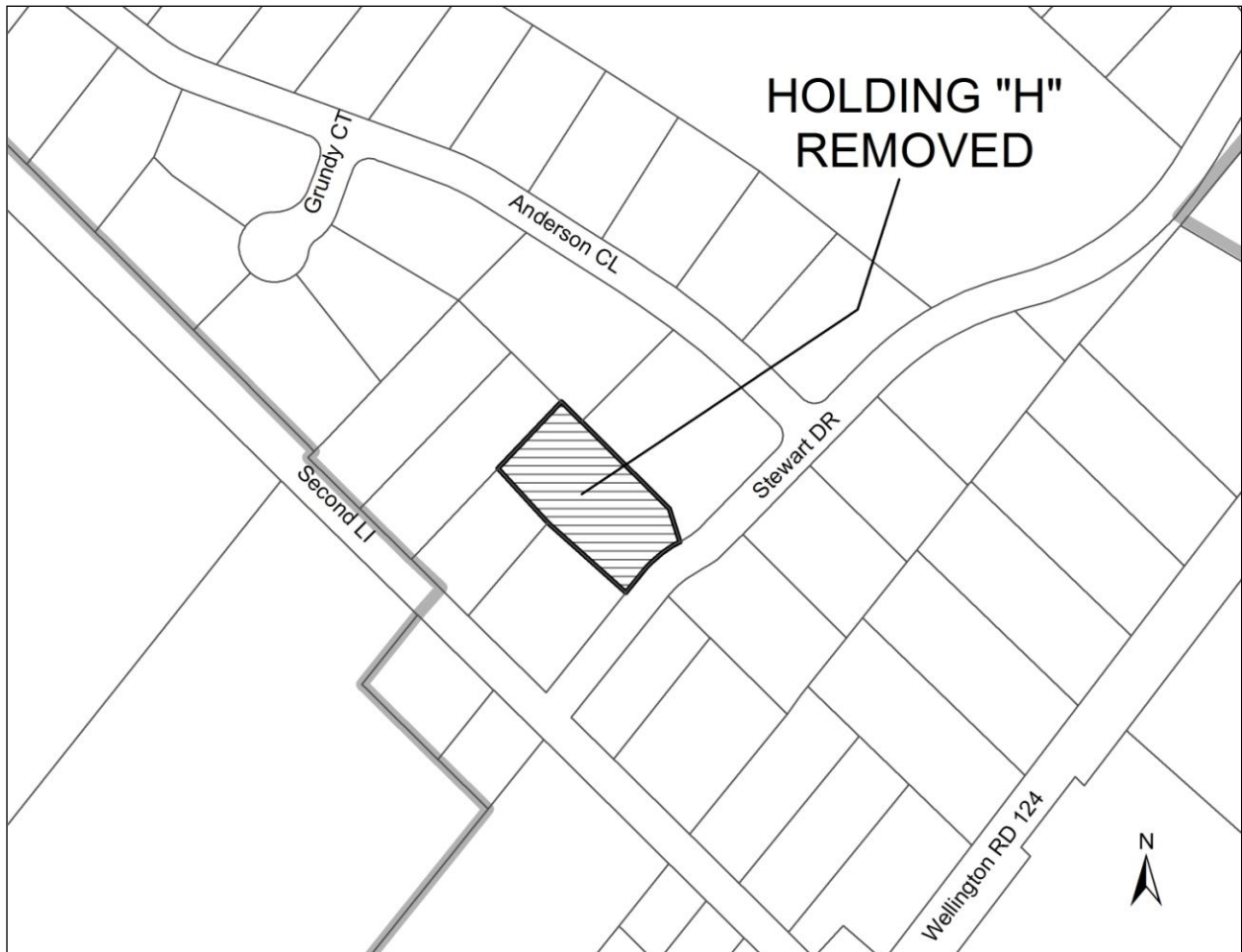
Mayor Allan Alls

Clerk, Dina Lundy

The Corporation of the Town of Erin

BY-LAW NO. 16-09

SCHEDULE "A"



Property rezoned from Rural Residential Holding R3(H) to Rural Residential (R3)

The Corporation of the Town of Erin

EXPLANATION OF BY-LAW NO. 16-09

By-law Number 16-09 amends the Town of Erin Zoning By-law 07-67 by rezoning Part of Lot 14, Concession 3, from RURAL RESIDENTIAL HOLDING R3(H) to RURAL RESIDENTIAL (R3), as shown on Schedule "A" of this By-law.

This residential property had a holding provision applied to ensure that:

- the adjacent Madison Lakes Estates subdivision is registered; and
- the street fronting the subject property has been built and received preliminary acceptance from the Town

This rezoning request would allow for residential development on the property.