



TOWN OF ERIN
Regular Council Meeting
AGENDA

March 17, 2015

7:30 PM

Municipal Council Chamber

	Pages
1. Call to Order	
2. Approval of Agenda	
3. Declaration Pecuniary Interest	
4. Community Announcements	
5. Adoption of Minutes	
5.1 March 3, 2015 Regular Council Meeting	1 - 6
6. Accounts	
7. Delegations/Petitions/Presentations	
7.1 Kathryn Cooper, Transition Erin and Maddie Swan, Erin Water Rockers - Proposal for joint funding of refillable water stations at community centres	7 - 10
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8.1 Water	
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8.2 Fire and Emergency Services	
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8.3 Finance	
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8.3.2 Resolution to provide maximum WSIB coverage for Firefighters	
8.4 Administration	
8.4.1 CAO - Site Alteration By-law Report	58 - 82

8.5	Committees	
8.5.1	Ballinafad Community Centre - February 10, 2015 meeting minutes	83
9.	Correspondence	
9.1	Ted Arnott, Wellington-Halton Hills MPP - Letter to Minister of Environment and Climate Change	84
9.2	Ted Arnott, Wellington-Halton Hills MPP - Requesting Council support to rename a portion of Hwy 6 to "Jack Johnson Memorial Highway"	85 - 89
10.	New Business	
10.1	Set Meeting Date(s) - Strategic initiatives and summer meetings	
11.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2) :	
	(b) personal matters about an identifiable individual, including municipal or local board employees; - HR Matter	
	(d) labour relations or employee negotiations - HR Matter	
	(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; - Labour relations matter	
12.	Return from Closed Session	
12.1	Motion to Reconvene	
12.2	Report Out	
13.	By-Laws	90 - 91
	Appoint Meeting Investigator	
	Tax Arrears Extension Agreement	
14.	Notice of Motion	
15.	Adjournment	



Minutes of the Regular Town of Erin Council Meeting

March 3, 2015

1:00 PM

Municipal Council Chamber

PRESENT:

**Allan Alls
John Brennan
Matt Sammut
Rob Smith
Jeff Duncan**

**Mayor
Councillor
Councillor
Councillor
Councillor**

**STAFF
PRESENT:**

**Kathryn Ironmonger
Dina Lundy**

**CAO/Town Manager
Clerk**

1. Call to Order
Mayor Alls called the meeting to order.

2. Approval of Agenda

Resolution # 15-073

Moved By Councillor Brennan

Seconded By Councillor Duncan

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration Pecuniary Interest
None.

4. Community Announcements

March 28 - Station Road Nursery School Annual Bunny Brunch & Fundraiser,
9am to noon at Centre 2000 Gymnasium

5. Adoption of Minutes

Resolution # 15-074

Moved By Councillor Sammut

Seconded By Councillor Smith

March 3, 2015 Regular Meeting

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

- February 17, 2015 Integrity Commissioner Reports and Code of Ethics Orientation
- February 17, 2015 Regular Meeting

Carried

6. Accounts

Resolution # 15-075

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the accounts in the amount of \$218,273.83 be paid.

Carried

7. Presentations

7.1. Rudy Diemer - RKD Web Studios - Presentation of New Town Website

Mr. Diemer gave Council a live presentation of the new Website which launched today. The site has been modernized and is AA compliant for accessibility.

Resolution # 15-076

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council receives the presentation of the new Town Website from Rudy Diemer of RKD Web Solutions.

Carried

8. Reports

8.1. Administration

8.1.1. Clerk - Procedural By-Law Recommendations

Resolution # 15-077

Moved By Councillor Sammut

Seconded By Councillor Brennan

March 3, 2015 Regular Meeting

Be it resolved that Council receives the Clerk's report "Proposed changes to the Procedural By-law";

And that Council supports the Clerk's recommendation not to implement the proposed revisions as presented in resolution #15-040 at the February 3, 2015 Council meeting.

Carried

8.2. Mayor

8.2.1. ROMA/OGRA Conference - Verbal Update

Mayor Alls gave a brief synopsis of his experience at the ROMA/OGRA Conference. Councillors Duncan and Brennan also attended the conference. There were several worthwhile workshops attended, as well as meetings with representatives from Infrastructure Ontario, OMAFRA, and the Ministry of Environment and Climate Change.

8.3. Committees

8.3.1. Ballinacfad Community Centre - December 17, 2014 and January 13, 2015 Meeting Minutes

Resolution # 15-078

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Ballinacfad Community Centre December 17, 2014 and January 13, 2015 meeting minutes.

Carried

9. Correspondence

Resolution # 15-079

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the correspondence items 9.1 and 9.2 for information.

Carried

March 3, 2015 Regular Meeting

Resolution # 15-080

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council receives the correspondence from the Town of Aurora;

And that Council supports the Town of Aurora resolution and Bill 52, Protection of Public Participation Act, which should help protect and encourage freedom of expression on matters of the public interest and discourage the use of the courts in ways that unduly limit that freedom.

Carried

10. Closed Session

Resolution # 15-081

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 2:00 pm to discuss matters under the following exemptions in the Municipal Act S. 239 (2) :

(b) personal matters about an identifiable individual, including municipal or local board employees;

(d) labour relations or employee negotiations

HR Matters (2)

Carried

11. Return from Closed Session

11.1. Motion to Reconvene

Resolution # 15-082

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that the meeting be reconvened at the hour of 3:05 pm.

Carried

11.2. Report Out

None.

Added Item

March 3, 2015 Regular Meeting

11.3. Water Report

Resolution # 15-083 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Duncan

Be it resolved that Council amends the agenda to allow an urgent briefing from the water department regarding frozen water lines.

Carried

The Compliance Administrator informed Council of a potential emergency situation. They are asking residents to run one cold water tap in their homes to the thickness of a pencil to avoid additional properties with frozen water lines, and to ensure that the water is draining. Over 20 properties have experienced the problem, and the situation is worsening. The water department is asking that owners call or email their meter readings to assist with billing. Notices have been sent out to properties in specific areas with current issues today. The notice has been posted on the website and the local radio station contacted. The water department will closely monitor the situation and will advise the public when the risk is over.

12. By-Laws

Resolution # 15-084

Moved By Councillor Brennan

Seconded By Councillor Duncan

Be it resolved that By-Law numbers 15 -08 to 15 -10 inclusive, are hereby passed.

Carried

13. Notice of Motion

None.

14. Adjournment

Resolution # 15-085

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that the meeting be adjourned at the hour of 3:18 pm.

Carried

March 3, 2015 Regular Meeting

Mayor

Clerk

REQUEST TO BE A DELEGATION BEFORE COUNCIL



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

MEETING DATE BEING REQUESTED:

March 17th

1st Choice

Kathryn Cooper (Transition Erin) and Maddie Swan (Erin Water Rockers)

Name of delegate(s) or group representative

April 7th at 1 pm

2nd Choice

Citizens and Students in Town of Erin

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

To propose joint funding of Refillable Bottle Water Stations at the Two Town Arenas (Crowd Funding)

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

We would like Council to partner with us to: 1) determine the "installed" cost of the refillable bottle water filling stations, 2) endorse our Crowd Funding Campaign to raise money in the community to pay for 50% of the cost and 3) put the other 50% of the cost in the Town budget.

CONTACT INFORMATION:

Name: Kathryn Cooper

Address: 9121 - 17th Side Road, Hillsburgh, Ontario, N0B 1Z0

Phone: 519-855-9491

E-Mail: kathryncooper@xplornet.ca

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

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

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

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

Kathryn Cooper
Signature of Applicant

March 9, 2015

Date

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

Good evening! We are Maddie and from the Grade 6 Water Rocker class of Erin Public School. In our class, we are learning about the importance of water conservation.

Having water bottle refilling stations installed throughout our school in the last 2 years has had an enormous impact. They are easy to use and don't make big puddles on the floor like the old drinking fountains used to.

Now after 2 years, over 90% of our staff and students use reusable water bottles at our school every day. The refilling stations are used all day long and have never needed repairs.

Our class has measured the savings in energy, water, and money that have happened because of our school of 350 students using reusable bottles instead of plastic ones.

The results are mind-blowing!!!

Most importantly, we know that we are helping to change the environmental habits of the students, staff, and parents of our school and it's those habits that are ultimately going to protect our amazing local water supply for years to come!

We are excited to help with a campaign to raise money to get more refilling stations installed throughout Erin!

Crowd Funding of Reusable Bottle Refilling Stations

Maddie Swan, Erin Water Rockers
Kathryn Cooper, Transition Erin

Community Partnership = Value for Money

- Transition Erin and Erin Water Rockers are willing to lead a crowd funding campaign to raise money for 50% of the installed cost of centrally located water bottle refilling stations (1 in each arena).
- Benefits:
 - Meets the Community's Needs.
 - Unique "Place Based" Learning for Erin Students.
 - Demonstrates pilot for future "Community Partnerships".
 - Potential to save the Town money (reduced waste, electricity).

Our Ask -

- Would Council partner with us to:
 1. determine the "installed" cost of the two refillable bottle water filling stations,
 2. endorse our Crowd Funding Campaign to raise money in the community to pay for 50% of the cost, and
 3. put the other 50% of the cost in the Town budget.

Effective Recycling Saves Money

- Would Council support an effective recycling program at the arenas?
- Transition Erin and Erin Water Rockers are willing to help:
 - marketing of an effective recycling program and
 - measuring and publicizing the ongoing success of the program.



Staff Report

Report #: W3-2015

Date: March-17-15

Submitted By: Sara McDougall

Subject: 2014 Drinking Water Systems Summary Reports

Recommendations:

Be it resolved that Council hereby receives the 2014 Water Summary Reports dated February 24, 2015 for the Erin Well Supply System No. 220000013 and February 20, 2015 for the Hillsburgh Well Supply System No. 220007285.

Background:

Under O.Reg.170/03 of the Safe Drinking Water Act, a Summary Report for each Drinking Water System is required to be prepared by March 31, 2015. This report is for the period of January 1 to December 31 of the previous year and must meet the following requirements:

The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
 - (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.
- (3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:
1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
 2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

Financial Impact:

None

Consultation:

Water Department Staff

Communications Plan:

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

Conclusion:

In accordance with O.Reg. 170/03 of the Safe Drinking Water Act, the 2014 Summary Reports for the Erin Drinking Water System and the Hillsburgh Drinking Water System were completed in February 2015.

Appendices:

Appendix A: 2014 Erin Drinking Water System Summary Report

Appendix B: 2014 Hillsburgh Drinking Water System Summary Report

**SUMMARY REPORT
TOWN OF ERIN**

**ERIN WELL SUPPLY
DRINKING –WATER SYSTEM NO. 220000013**

Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201

PTTW# 8112-9CPNNW



Submitted by: Joe Babin
Water Superintendent

Signature: _____

Date: February 24, 2014
Prepared by: Sara McDougall

SUMMARY REPORT FOR THE TOWN OF ERIN ERIN WELL SUPPLY

Ministry of Environment
Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201

PTTW# 8112-9CPNNW

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Section 1 – Introduction

The 2014 Erin Well Supply Summary Report addresses the requirements outlined in Schedule 22 of the Ontario Drinking Water Systems Regulation (O. Reg. 170/03) under the *Safe Drinking Water Act, 2002*. For purposes of that regulation, the Town of Erin - Erin Well Supply is considered to be a large municipal residential system.

The summary report identifies Erin Well Supply's Licenses and Permits, and includes a statement of compliance with the terms and conditions of the Drinking Water Works Permits, Municipal Drinking Water Licenses, Permits to Take Water and the drinking water regulations under the *Safe Drinking Water Act*. The report also includes a summary of the quantities and flow rates of water supplied, including monthly average and maximum daily flows during the period from January 1st to December 31st, 2014.

A copy of Schedule 22 from O.Reg. 170/03 is in Appendix 1 of this report.

Section 2 – Background

In 2002, the *Safe Drinking Water Act* was passed by the Ontario government, and by 2003, all municipal and non-municipal drinking water systems in Ontario were governed by this Act and its Regulations.

A list of the Regulations enacted under the *Safe Drinking Water Act* can be found in Appendix 2 of this report.

The reporting period for this report is January 1, 2014 to December 31, 2014.

The Town of Erin continues to operate our water systems through adherence to our Municipal Drinking Water License and our Drinking Water Works Permit. The Municipal Drinking Water License provides the required legislative authority to operate the system, and the Drinking Water Works Permit provides the descriptive scope of our water system and the authority to establish and alter the system.

During the reporting period, the Town of Erin – Erin Well Supply was operated pursuant to:

- Municipal Drinking Water License Number 102-101, issued December 20, 2010; *once issued, a condition on the license revokes all C of A's which were previously issued for the drinking water system.*
- Drinking Water Works Permit Number 102-201, issued December 20, 2010

Both our license and our permit were issued through our demonstration of compliance to the Drinking Water Quality Management Standard (DWQMS).

DWQMS

The Standard contains 21 Elements which specify the minimum requirements for the Quality Management System of an Operating Authority for a subject system:

- a. to facilitate the Operating authority's ability to consistently produce and/or deliver drinking water that meets applicable legislative, regulatory and Owner requirements, and
- b. to enhance consumer protection through the effective application and continual improvement of the Quality Management System.

Operational Plan

Our adopted Quality Management System (QMS) Operational Plan continues to govern the water system in assuring conformance to the Standard and continuous operational improvements.

A portion of this required conformance is included in the Financial Plan submitted under O. Reg. 453/07. We must fulfill our submitted financial commitment to infrastructure renewal and utility operations in a demonstrated life cycle based full cost recovery model.

Copies of our QMS Operational Plan are available at the Municipal Office.

Section 3 – External Audit & MOE Inspections

On October 7, 2014 the Ministry of Environment (MOE) conducted an inspection of the Erin Well Supply System for the period of August 1, 2013 – September 15, 2014. The inspection included a review of operational standards and procedures, record keeping, sampling protocols, status of operator’s licensing, training initiatives and a random field test for the analysis of system free chlorine residual in conjunction with joint microbiological water sample collections.

This inspection provided a scoring of 100% in meeting all legislative requirements of the *Safe Drinking Water Act* and associated regulations under the act.

The final inspection scoring; non-compliance with regulatory requirements and actions required; and summary of best practice issues and recommendations for this inspection period are included in Appendix 3.

On December 10th, 2014 SAI Global conducted an external off-site system verification audit of the Town of Erin’s Quality Management System. This audit resulted in zero non-conformances and two opportunities for improvement. SAI Global’s recommendation is: Maintenance of existing accreditation. The results of the external off-site system verification audit are included in Appendix 4.

Section 4 – Statement of Compliance

The Erin Well Supply System complied with the terms and conditions of all Licenses and Permits, Ontario Drinking Water Quality Standards Regulation (O. Reg. 169/03), and the Drinking Water Systems Regulation (O. Reg. 170/03) with the exception of those events detailed in Appendix 3, 4 and 5 of this report.

Section 5 – Summaries of Quantities and Flow Rates and Water Supply

The following table is a summary of flows for the reporting period of January 1 – December 31, 2014.

Table 1

E7	Total Flow		Average Day		Max Day		Max Flow Rate	
	Date	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 2160 m ³ /day)	Treated m ³ (rated capacity = 2592 m ³ /day)	Raw L/min (rated capacity = 1,800 L/min)
January	10036.033	10318.965	323.743	332.870	774.575	863.282	1458.26	1454.56
February	8771.310	8961.116	313.261	320.040	598.086	621.243	1454.02	1485.50
March	12083.954	12380.661	389.805	399.376	625.287	621.246	1449.43	1509.34
April	8876.315	9108.189	295.877	303.606	612.753	573.110	1453.40	1504.19
May	12197.724	12510.781	393.475	403.574	1076.590	1018.280	1451.98	1468.10
June	28890.134	29288.204	963.005	976.274	1477.630	1521.070	1459.37	1582.17
July	25136.771	25307.757	810.864	816.379	1670.070	1701.310	1457.66	1417.19
August	8735.818	8880.530	281.801	286.469	775.920	776.396	1449.50	1465.52
September	8267.722	8502.099	275.591	283.403	630.141	633.173	1451.48	1417.83
October	7399.326	7450.325	238.688	240.333	594.130	583.910	1440.73	1426.85
November	10054.489	10515.734	335.150	350.525	708.588	664.088	1448.97	1413.32
December	6224.832	6238.998	200.801	201.258	680.413	642.731	1439.07	1455.85
Total	146674.4	149463.4						

E8	Total Flow		Average Day		Max Day		Max Flow Rate	
	Date	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 1968 m ³ /day)	Treated m ³ (rated capacity = 2362 m ³ /day)	Raw L/min (rated capacity = 1,640 L/min)
January	12708.012	12529.123	409.936	404.165	618.206	637.981	1275.86	1201.61
February	11634.329	11357.765	415.512	405.635	747.573	694.740	1271.93	1258.32
March	13191.589	12888.047	425.535	415.744	850.303	836.146	1270.31	1262.98
April	12750.327	12497.322	425.011	416.577	715.286	697.181	1274.19	1313.49
May	16449.711	16231.173	530.636	523.586	1042.310	1038.020	1271.52	1275.24
June	29272.882	29626.046	975.763	987.535	1306.270	1180.470	1237.38	911.44
July	28528.390	28536.255	920.271	920.524	1716.390	1503.620	1273.77	1585.72
August	14669.778	14595.465	473.219	470.822	919.699	977.523	1272.59	1284.99
September	12281.857	12017.231	409.395	400.574	733.286	747.146	1270.44	1178.13
October	13384.579	13014.019	431.761	419.807	796.961	730.687	1266.40	948.66
November	9097.172	9246.984	303.239	308.233	711.857	882.036	1260.20	1073.10
December	14337.519	14400.507	462.501	464.533	778.952	980.412	1261.23	1173.95
Total	188306.1	186939.9						

The following table is a summary of the flow rates and the rated capacity flow rates approved in the system's approval.

Table 2

E7	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	774.575	863.282	2160	2592	35.9%	33.3%
February	598.086	621.243	2160	2592	27.7%	24.0%
March	625.287	621.246	2160	2592	28.9%	24.0%
April	612.753	573.110	2160	2592	28.4%	22.1%
May	1076.590	1018.280	2160	2592	49.8%	39.3%
June	1477.630	1521.070	2160	2592	68.4%	58.7%
July	1670.070	1701.310	2160	2592	77.3%	65.6%
August	775.920	776.396	2160	2592	35.9%	30.0%
September	630.141	633.173	2160	2592	29.2%	24.4%
October	594.130	583.910	2160	2592	27.5%	22.5%
November	708.588	664.088	2160	2592	32.8%	25.6%
December	680.413	642.731	2160	2592	31.5%	24.8%

Table 2 continued

E8	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	618.206	637.981	1968	2362	31.4%	27.0%
February	747.573	694.740	1968	2362	38.0%	29.4%
March	850.303	836.146	1968	2362	43.2%	35.4%
April	715.286	697.181	1968	2362	36.3%	29.5%
May	1042.310	1038.020	1968	2362	53.0%	43.9%
June	1306.270	1180.470	1968	2362	66.4%	50.0%
July	1716.390	1503.620	1968	2362	87.2%	63.7%
August	919.699	977.523	1968	2362	46.7%	41.4%
September	733.286	747.146	1968	2362	37.3%	31.6%
October	796.961	730.687	1968	2362	40.5%	30.9%
November	711.857	882.036	1968	2362	36.2%	37.3%
December	778.952	980.412	1968	2362	39.6%	41.5%

Section 6 – Summary and Conclusion

Table 3 provides information with respect to the quantity and flow rates of water supplied to the system during the reporting period.

1. The monthly average taking for all wells individually and for all wells combined, the maximum daily taking from each well individually and from all wells combined, and the daily instantaneous peak flow rate for each well and for all wells combined. There are footnotes to the table that provide additional information regarding the data.

Table 3
Town of Erin, Erin Well Supply
Pumping Volume % Flow Summary
(January 1 to December 31, 2014)

Raw Well	Monthly Average (m ³ /mo.)	Approved Rated Capacity (m ³ /month)	Maximum Daily Flow (m ³ /day)	Approved Rated Capacity (m ³ /day) ¹	Maximum Daily Instantaneous Peak Flow Rate (L/min.)	Approved Rated Capacity (L/min) ¹
<i>E7</i>	12222.87	65,700	1670.07	2,160	1459.37	1,800
<i>E8</i>	15692.18	59,860	1716.39	1,968	1275.86	1,640
Combined Wells:	27915.05	125,560		4,128	N/A	N/A

1. Based on water taking rates and amounts specified in Table A of PTTW # 8112-9CPNNW.

In conclusion, E7 is pumping at a 19.0% average of the approved rated capacity of 65,700 m³ per month, and E8 is pumping at a 26.0% average of the approved rated capacity of 59,860 m³ per month. The Erin Well Supply system is pumping at an average of 22.0% of the approved rated capacity of 125,560 m³ per month.

This report will be given to the members of the Town of Erin Council on or before March 31, 2015, as required by Section 22-2 (1) (a) of Schedule 22 of O. Reg 170/03, as amended. It will be circulated to Council as an information item on the first available agenda following the date completed to formally put the report on the public record. The report is available to the public at no cost, and will be posted on the Town's website.

Appendix 1
SCHEDULE 22
SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
 Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

OWRA approvals

22-3. A provision of an OWRA approval that requires the completion and presentation of a compliance report does not apply to a drinking water system if the owner of the system complies with section 22-2.

O. Reg. 170/03, Sched. 22; O. Reg. 249/03, s. 24; O. Reg. 253/05, s. 18; O. Reg. 418/09, s. 26.

Appendix 2

Regulations under the *Safe Drinking Water Act, 2002*

- O. Reg. 128/04: Certification of Drinking Water System Operators and Water Quality Analysts
- O. Reg. 169/03: Ontario Drinking Water Quality Standards
- O. Reg. 170/03: Drinking Water Systems
- O. Reg. 171/03: Definitions of Words and Expressions Used in the Act
- O. Reg. 172/03: Definitions of Deficiency and Municipal Drinking Water System
- O. Reg. 188/07: Licensing of Municipal Drinking Water Systems
- O. Reg. 242/05: Compliance and Enforcement
- O. Reg. 243/07: Schools Private Schools and Day Nurseries
- O. Reg. 248/03: Drinking Water Testing Services
- O. Reg. 453/07: The Financial Plans Regulation
- O. Reg. 229/07: Service of Documents

Appendix 3

Ministry of the Environment Inspection Report



NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

1. Operators were not examining continuous monitoring test results or they were not examining the results within 72 hours of the test.

The continuous monitoring data is recorded every five minutes at the site, as required under Schedule 6-5 (1) of O. Reg. 170/03. The operator download the data from the site RPU to the laptop every 48 -72 hours. During the data review it was noticed that the continuous analyzer data was missing for the days September 21st as well as 28th, 2013, but the operator did not make any record regarding noticing the abnormality in the downloaded data, contradicting the Section 6-5(1)3 of Schedule 6 of O.Reg 170/03.

As mentioned earlier, the data was missed due to the SCADA communication loss and was fixed by Selog Norteck inc. on October 4th, 2013.

Action(s) Required:

Actions Required: The ORO is required to review the incident, prepare a report regarding the procedure which should have been followed and outline the steps being implemented so that any abnormalities in the data recorded are noticed, recorded within 72 hours and the actions are taken to rectify the situation as soon as reasonably possible. The ORO is required to send a copy of the above mentioned report to the author of this inspection report by December 31st, 2014.

Report Generated for dhesima
Site #: 220000013
ERIN DRINKING WATER SYSTEM

on 12/11/2014 (dd/mm/yyyy)

Page 13 of 15

Date of Inspection: 07/10/2014 (dd/mm/yyyy)



SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2014-2015)

DWS Name: ERIN DRINKING WATER SYSTEM
DWS Number: 220000013
DWS Owner: Erin, The Corporation Of The Town Of
Municipal Location: Erin

Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Focused
Inspection Date: October 7, 2014
Ministry Office: Guelph District

Maximum Question Rating: 495

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 77
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 28
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 66
Treatment Process Monitoring	14 / 112
TOTAL	14 / 495

Inspection Risk Rating 2.83%

FINAL INSPECTION RATING: 97.17%

Inspection Rating Record Generated On 12-NOV-14 (Inspection ID: 1-BCHSV).

Appendix 4



Town of Erin Water Department
 5684 Trafalgar Rd. Hillsburgh, Ontario N0B 1Z0
 Joe Babin – Water Superintendent
 (519) 855-4407 Ext. 253
 joe.babin@erin.ca

December 22, 2014

Ministry of Environment
 Safe Drinking Water Branch
 Guelph District Office
 4th Floor
 1 Stone Road West
 Guelph, Ontario
 N1G 4Y2

Attention: Manpreet Dhési
 Provincial Officer

This report is to address the non-compliance issued and actions required to the Town of Erin in the recent Ministry of Environment Inspection Report for the Erin Drinking Water System.

The incident was reviewed by the Town of Erin's Water Superintendent (ORO) and the Compliance Administrator. The continuous monitoring data is recorded every five minutes at the site, as required under Schedule 6-5(1) of O.Reg. 170/03 and the operator downloads the data from the site RPU to the laptop every 48-72 hours. Record that the data was downloaded and reviewed every 72 hours is written on the Process Control Record Sheet and Pumping Records Sheet in each well house. The Maintenance and Call Out Book which is also located in each well house, has a spot for the operator to check off and record if there were any issues with the data downloads. The incident in question occurred on September 21, 2013 and September 28, 2013, where the continuous analyzer data was missing due to a SCADA communication loss and was fixed by Selog Norteck Inc. on October 4, 2013. The operator did not make any record in the Maintenance and Call Out Book regarding noticing the data downloading issue, which contradicts Section 6-5(1)3 of Schedule 6 of O.Reg 170/03. Upon review of procedures pertaining to data downloads, it was found that current procedures could be updated to provide more detail, therefore a new Work Instruction called WI-Laptop Downloads and Data Review Procedures was created. This Work Instruction was implemented on December 8, 2014 (see Appendix A). Also after discussion with Selog Norteck Inc. in November 2014, the Town is looking at installing data loggers at each well house to provide a data back-up for instances when there is missing data due to a SCADA communication loss.

In conclusion, I trust that implementing the Work Instruction – Laptop Downloads and Data Review Procedures in Appendix A of this report satisfies the action required stated in the inspection report.

Respectfully Submitted By:

Joe Babin-Water Superintendent (ORO)

Appendix 5



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES SYSTEMS VERIFICATION AUDIT REPORT

FILE #: 1631559-01

**The Corporation of the Town of Erin
OAP 102**

Operating Authority for:

**Erin Drinking Water System
Hillsburgh Drinking Water System**

S2 Surveillance Audit

Prepared by: Janet McKenzie

Date: Dec 10, 2014

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20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

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Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.



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PART A. MANAGEMENT SUMMARY

This was an off-site system verification audit of the The Corporation of the Town of Erin conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

x Effective

Zero non-conformities and two Opportunities for Improvement were identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation.

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PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin OAP 102

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Owner:

Legal name and address

same as above, or.

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Served: 3300

This audit report covers the subject systems listed:

Erin Drinking Water System, 555 8th Line, Erin, Ontario
Hillsburgh Drinking Water System, 5929 Trafalgar Road, Hillsburgh, Ontario

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PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin OAP 102						1631559-01	
ACCREDITATION CYCLE: S2 Surveillance Audit							
AUDIT TYPE x Systems			AUDITOR Janet McKenzie			Nov 27, 2014 to Nov 27, 2014	
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water Systems ② Hillsburgh Drinking Water Systems							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy		C	C				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		OFI	OFI				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies		C	C				
11. Personnel Coverage		C	C				
12. Communications		C	C				
13. Essential Supplies and Services		OFI	OFI				
14. Review and Provision of Infrastructure		C	C				
15. Infrastructure Maintenance, Rehabilitation & Renewal		C	C				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		C	C				
18. Emergency Management		C	C				
19. Internal Audits		C	C				
20. Management Review		C	C				
21. Continual Improvement		C	C				
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

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PART D. FINDINGS/COMMENTS

DWQMS Reference:	5 Document and Record Control
Client Reference:	Appendix 4, Control of Records Procedure, rev#7 Appendix 5, Document Change Form, rev#3 Appendix 17, Competencies Procedure, rev #4
Results:	Opportunity for improvement
Details:	Consider defining what the Effective Date for procedures and forms is supposed to be (i.e. the original date of release or the most current revised date) and review the Effective Date for each document to be sure it is consistent throughout the DWQMS.
DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Appendix 20 Essential Supplies and Services, rev #7, Oct 29/14. Appendix 21, Element 13, Procurement Requirement and Communication Package, March 21/14
Results:	Opportunity for improvement
Details:	The May 2, 2012 letter to Suppliers is signed by the previous QMS rep. Consider updating the supplier letter.



1631559-01
#DWAR.12.08 Rev.01

PART E. RECOMMENDATION – Systems Audit

The auditor recommends the following:

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to the SAI Global
- On-site verification audit after response to corrective action requests has been deemed acceptable by the SAI Global
- On-site verification audit as next step in the accreditation process
- On-site verification of corrective action requests
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:

E-signature of Lead Auditor / Auditor

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**SUMMARY REPORT
TOWN OF ERIN**

**HILLSBURGH WELL SUPPLY
DRINKING –WATER SYSTEM NO. 220007285**

**Municipal Drinking Water License Number 102-102
Drinking Water Works Permit Number 102-202
PTTW # 6306-8X5KRY
PTTW # 8548-6SBGWC**



**Submitted by: Joe Babin
Water Superintendent**

Signature: _____

**Date: February 20, 2015
Prepared by: Sara McDougall**

SUMMARY REPORT FOR THE TOWN OF ERIN HILLSBURGH WELL SUPPLY

Ministry of Environment
Municipal Drinking Water License Number 102-102
Drinking Water Works Permit Number 102-202
Permit to Take Water No. 6306-8X5KRY
Permit to Take Water No. 8548-6SBGWC

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Section 1 – Introduction

The 2014 Hillsburgh Well Supply Summary Report addresses the requirements outlined in Schedule 22 of the Ontario Drinking Water Systems Regulation (O. Reg. 170/03) under the *Safe Drinking Water Act, 2002*. For purposes of that regulation, the Town of Erin - Hillsburgh Well Supply is considered to be a large municipal residential system.

The summary report identifies Hillsburgh Well Supply's Licenses and Permits, and includes a statement of compliance with the terms and conditions of the Drinking Water Works Permits, Municipal Drinking Water Licenses, Permits to Take Water and the drinking water regulations under the *Safe Drinking Water Act*. The report also includes a summary of the quantities and flow rates of water supplied, including monthly average and maximum daily flows during the period from January 1st to December 31st, 2014.

A copy of Schedule 22 from O.Reg. 170/03 is in Appendix 1 of this report.

Section 2 – Background

In 2002, the *Safe Drinking Water Act* was passed by the Ontario government, and by 2003, all municipal and non-municipal drinking water systems in Ontario were governed by this Act and its Regulations.

A list of the Regulations enacted under the *Safe Drinking Water Act* can be found in Appendix 2 of this report.

The reporting period for this report is January 1, 2014 to December 31, 2014.

The Town of Erin continues to operate our water systems through adherence to our Municipal Drinking Water License and our Drinking Water Works Permit. The Municipal Drinking Water License provides the required legislative authority to operate the system, and the Drinking Water Works Permit provides the descriptive scope of our water system and the authority to establish and alter the system.

During the reporting period, the Town of Erin – Hillsburgh Well Supply was operated pursuant to:

- Municipal Drinking Water License Number 102-102, issued December 20, 2010; *once issued, a condition on the license revokes all C of A's which were previously issued for the drinking water system.*
- Drinking Water Works Permit Number 102-202, issued December 20, 2010

Both our license and our permit were issued through our demonstration of compliance to the Drinking Water Quality Management Standard (DWQMS).

DWQMS

The Standard contains 21 Elements which specify the minimum requirements for the Quality Management System of an Operating Authority for a subject system:

- a. to facilitate the Operating authority's ability to consistently produce and/or deliver drinking water that meets applicable legislative, regulatory and Owner requirements, and
- b. to enhance consumer protection through the effective application and continual improvement of the Quality Management System.

Operational Plan

Our adopted Quality Management System (QMS) Operational Plan continues to govern the water system in assuring conformance to the Standard and continuous operational improvements.

A portion of this required conformance is included in the Financial Plan submitted under O. Reg. 453/07. We must fulfill our submitted financial commitment to infrastructure renewal and utility operations in a demonstrated life cycle based full cost recovery model.

Copies of our QMS Operational Plan are available at the Municipal Office.

Section 3 – External Audit & MOE Inspections

On September 10, 2014 the Ministry of Environment conducted an inspection of the Hillsburgh Well Supply System for the period of October 1, 2013 – August 15, 2014. The inspection included a review of operational standards and procedures, record keeping, sampling protocols, status of operator's licensing, training initiatives and a random field test for the analysis of system free chlorine residual in conjunction with joint microbiological water sample collections.

This audit provided a scoring of 100% in meeting all legislative requirements of the *Safe Drinking Water Act* and associated regulations under the act.

The summary of best practice issues and recommendation, and the final inspection scoring for this inspection period are included in Appendix 3.

On December 10th, 2014 SAI Global conducted an external off-site system verification audit of the Town of Erin's Quality Management System. This audit resulted in zero non-conformances and two opportunities for improvement. SAI Global's recommendation is: Maintenance of existing accreditation. The results of the external off-site system verification audit are included in Appendix 4.

Section 4 – Statement of Compliance

The Hillsburgh Well Supply System complied with the terms and conditions of all Licenses and Permits, Ontario Drinking Water Quality Standards Regulation (O. Reg. 169/03), and the Drinking Water Systems Regulation (O. Reg. 170/03).

Section 5 – Summaries of Quantities and Flow Rates and Water Supply

The following table is a summary of flows for the reporting period of January 1 – December 31, 2014.

Table 1

HH	Total Flow		Average Day		Max Day		Max Flow Rate	
Date	Raw m³	Treated m³	Raw m³	Treated m³	Raw m³ (rated capacity = 982 m³/day)	Treated m³ (rated capacity = 1011 m³/day)	Raw L/min (rated capacity = 682 L/min)	Treated L/sec
January	4237.497	3292.102	136.693	106.197	253.128	130.065	664.547	3.681
February	1460.111	1010.245	52.147	36.080	196.619	55.088	664.098	2.720
March	1805.313	1096.645	58.236	35.376	210.484	51.374	654.86	2.200
April	1628.711	1377.063	54.290	45.902	205.874	61.272	659.833	35.790
May	1964.099	3171.934	63.358	102.320	226.447	172.560	665.84	34.110
June	2599.260	3722.367	86.642	124.079	223.954	171.524	657.384	27.690
July	1807.314	2657.123	58.300	85.714	223.500	131.081	654.879	10.690
August	2460.552	3287.484	79.373	106.048	229.220	185.828	650.518	5.770
September	1656.289	2727.021	55.21	90.901	217.635	127.560	662.697	3.920
October	1818.699	2851.337	58.668	91.979	204.785	111.697	659.746	18.360
November	1780.296	2716.698	59.343	90.557	205.418	112.254	643.683	8.920
December	1794.395	3161.520	57.884	101.985	193.611	135.491	645.961	15.860
Total	25012.54	31071.54						
GD	Total Flow		Average Day		Max Day		Max Flow Rate	
Date	Raw m³	Treated m³	Raw m³	Treated m³	Raw m³ (rated capacity = 655 m³/day)	Treated m³ (rated capacity = 654 m³/day)	Raw L/min (rated capacity = 454 L/min)	Treated L/min
January	301.684	218.051	25.140	18.171	103.714	88.970	448.283	162.863
February	2509.526	2653.721	89.626	94.776	179.137	113.808	444.62	752.09
March	2650.535	2913.899	85.501	93.997	105.332	116.105	442.225	229.90
April	2704.481	2979.512	90.149	99.317	112.458	121.475	438.025	503.74
May	3416.357	3714.188	110.205	119.813	194.424	208.922	434.181	874.27
June	3260.018	3562.647	108.667	118.755	160.110	178.091	416.699	776.70
July	3161.240	3426.898	101.976	110.545	263.744	273.125	404.966	476.96
August	2737.311	2769.457	88.300	89.337	183.945	135.388	400.233	742.13
September	2610.484	2851.703	87.016	95.057	124.074	136.115	393.711	755.34
October	2371.445	2563.704	76.498	82.700	105.643	114.560	394.849	407.65
November	2576.371	2752.663	85.879	91.755	334.641	352.075	371.496	360.76
December	3090.327	3318.856	99.688	107.060	323.642	337.878	390.138	375.41
Total	31389.78	33725.3						

The following table is a summary of the flow rates and the rated capacity flow rates approved in the system's approval.

Table 2

HH	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	253.128	130.065	982	1011	25.78%	12.86%
February	196.619	55.088	982	1011	20.02%	5.45%
March	210.484	51.374	982	1011	21.43%	5.08%
April	205.874	61.272	982	1011	20.96%	6.06%
May	226.447	172.560	982	1011	23.06%	17.07%
June	223.954	171.524	982	1011	22.81%	16.97%
July	223.500	131.081	982	1011	22.76%	12.97%
August	229.220	185.828	982	1011	23.34%	18.38%
September	217.635	127.560	982	1011	22.16%	12.62%
October	204.785	111.697	982	1011	20.85%	11.05%
November	205.418	112.254	982	1011	20.92%	11.10%
December	193.611	135.491	982	1011	19.72%	13.40%

GD	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	103.714	88.970	655	654	15.83%	13.60%
February	179.137	113.808	655	654	27.35%	17.40%
March	105.332	116.105	655	654	16.08%	11.48%
April	112.458	121.475	655	654	17.17%	12.02%
May	194.424	208.922	655	654	29.68%	20.66%
June	160.110	178.091	655	654	24.44%	27.23%
July	263.744	273.125	655	654	40.27%	27.02%
August	183.945	135.388	655	654	28.08%	20.70%
September	124.074	136.115	655	654	18.94%	13.46%
October	105.643	114.560	655	654	16.13%	17.52%
November	334.641	352.075	655	654	51.09%	53.83%
December	323.642	337.878	655	654	49.41%	51.66%

Section 6 – Summary and Conclusion

Table 3 provides information with respect to the quantity and flow rates of water supplied to the system during the reporting period.

1. The monthly average taking for all wells individually and for all wells combined, the maximum daily taking from each well individually and from all wells combined, and the daily instantaneous peak flow rate for each well and for all wells combined. There are footnotes to the table that provide additional information regarding the data.

Table 3
Town of Erin, Hillsburgh Well Supply
Pumping Volume % Flow Summary
(January 1 to December 31, 2014)

Raw Well	Monthly Average (m ³ /mo.)	Approved Rated Capacity (m ³ /month)	Maximum Daily Flow (m ³ /day)	Approved Rated Capacity (m ³ /day) ¹	Maximum Daily Instantaneous Peak Flow Rate (L/min.)	Approved Rated Capacity (L/min) ¹
<i>HH</i>	2084.38	29869	253.13	982	665.84	682
<i>GD</i>	2615.82	19923	334.64	655	448.28	454
Combined Wells:	4700.2	49792		1,637	N/A	N/A

1. Based on water taking rates and amounts specified in Table A of PTTW # 8548-6SBGWC & PTTW # 6306-8X5KRY

In conclusion, HH is pumping at a 7.0% average of the approved rated capacity of 29,869 m³ per month, and GD is pumping at a 13.1% average of the approved rated capacity of 19,923 m³ per month. The Hillsburgh Well Supply system is pumping at an average 9.4% of the approved rated capacity of 49,792 m³ per month.

This report will be given to the members of the Town of Erin Council on or before March 31, 2015, as required by Section 22-2 (1) (a) of Schedule 22 of O. Reg 170/03, as amended. It will be circulated to Council as an information item on the first available agenda following the date completed to formally put the report on the public record. The report is available to the public at no cost, and will be posted on the Town's website.

Appendix 1
SCHEDULE 22
 SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
 Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

OWRA approvals

22-3. A provision of an OWRA approval that requires the completion and presentation of a compliance report does not apply to a drinking water system if the owner of the system complies with section 22-2.

O. Reg. 170/03, Sched. 22; O. Reg. 249/03, s. 24; O. Reg. 253/05, s. 18; O. Reg. 418/09, s. 26.

Appendix 2

Regulations under the *Safe Drinking Water Act, 2002*

O. Reg. 128/04: Certification of Drinking Water System Operators and Water Quality Analysts

O. Reg. 169/03: Ontario Drinking Water Quality Standards

O. Reg. 170/03: Drinking Water Systems

O. Reg. 171/03: Definitions of Words and Expressions Used in the Act

O. Reg. 172/03: Definitions of Deficiency and Municipal Drinking Water System

O. Reg. 188/07: Licensing of Municipal Drinking Water Systems

O. Reg. 242/05: Compliance and Enforcement

O. Reg. 243/07: Schools Private Schools and Day Nurseries

O. Reg. 248/03: Drinking Water Testing Services

O. Reg. 453/07: The Financial Plans Regulation

O. Reg. 229/07: Service of Documents

Appendix 3



Ministry of the Environment
Inspection Report

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

1. There is no backflow prevention program, policy and/or bylaw in place.

The ORO stated that the Town does not have a formal policy or bylaw related to the backflow prevention, at present, but they are aware of the risk of backflow of contaminants into the distribution system. The ORO indicated that his department works with the planning department to ensure that for the new commercial connections, the backflow prevention devices are installed based on the risk assessment of the facility.

The Town's water compliance coordinator indicated that they have received the guidelines sent by the Ministry earlier this year and are working to develop a backflow prevention program based on these guidelines.

Recommendation:

The Town is encouraged to continue their efforts for developing a backflow prevention program for the distribution system.

2. Air vents and overflows associated with reservoirs and elevated storage structures were not equipped with screens.

Reservoirs' overflow outlets were observed to be equipped with the proper screens. While the air vents on the Hillsburg Heights reservoirs had proper screens, the air vents on the Glendevon reservoir were observed not having proper screens on them. A few pollens were also observed in the reservoir water.

Recommendation:

It is recommended that the ORO cover the air vents on the Glendevon reservoir with the proper screens.

3. The following issues were also noted during the inspection:

The ORO indicated that they switch on the maintenance button while performing calibration/maintenance on the chlorine analyzers in the pumping stations, which helps to hold the chlorine residual reading while calibration/ maintenance is being conducted. The ORO also indicated that if the activity takes more than five minutes, and the high lift pump is on, they take chlorine residual readings manually, every five minutes.

Recommendation:

It is recommended that the operators make a record of the time when the maintenance button is pressed on as well as pressed off or take other such steps so that the maintenance button is switched off immediately after the work done and is not remained on inadvertently.

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2014-2015)

DWS Name: HILLSBURGH DRINKING WATER SYSTEM
DWS Number: 220007285
DWS Owner: Erin, The Corporation Of The Town Of
Municipal Location: Erin
Regulation: O.REG 170/03
Category: Large Municipal Residential System
Type Of Inspection: Detailed
Inspection Date: September 10, 2014
Ministry Office: Guelph District

Maximum Question Rating: 761

Inspection Module	Non-Compliance Rating
Source	0 / 40
Permit To Take Water	0 / 30
Capacity Assessment	0 / 42
Treatment Processes	0 / 107
Distribution System	0 / 21
Operations Manuals	0 / 42
Logbooks	0 / 42
Consumer Relations	0 / 8
Certification and Training	0 / 65
Water Quality Monitoring	0 / 156
Reporting & Corrective Actions	0 / 88
Treatment Process Monitoring	0 / 120
TOTAL	0 / 761

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Inspection Rating Record Generated On 16-OCT-14 (Inspection ID: 1-BCHVP).

Appendix 4



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES SYSTEMS VERIFICATION AUDIT REPORT

FILE #: 1631559-01

**The Corporation of the Town of Erin
OAP 102**

Operating Authority for:

**Erin Drinking Water System
Hillsburgh Drinking Water System**

S2 Surveillance Audit

Prepared by: Janet McKenzie

Date: Dec 10, 2014

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Toronto, Ontario Canada M9W 7K6
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Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.



1631559-01
#DWAR.12.08 Rev.01

PART A. MANAGEMENT SUMMARY

This was an off-site system verification audit of the The Corporation of the Town of Erin conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

x Effective

Zero non-conformities and two Opportunities for Improvement were identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation.

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PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin OAP 102

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Owner:

Legal name and address

same as above, or.

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Served: 3300

This audit report covers the subject systems listed:

Erin Drinking Water System, 555 8th Line, Erin, Ontario
Hillsburgh Drinking Water System, 5929 Trafalgar Road, Hillsburgh, Ontario

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PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin OAP 102						1631559-01	
ACCREDITATION CYCLE: S2 Surveillance Audit							
AUDIT TYPE x Systems			AUDITOR Janet McKenzie			Nov 27, 2014 to Nov 27, 2014	
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water Systems ② Hillsburgh Drinking Water Systems							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy		C	C				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		OFI	OFI				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies		C	C				
11. Personnel Coverage		C	C				
12. Communications		C	C				
13. Essential Supplies and Services		OFI	OFI				
14. Review and Provision of Infrastructure		C	C				
15. Infrastructure Maintenance, Rehabilitation & Renewal		C	C				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		C	C				
18. Emergency Management		C	C				
19. Internal Audits		C	C				
20. Management Review		C	C				
21. Continual Improvement		C	C				
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

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PART D. FINDINGS/COMMENTS

DWQMS Reference:	5 Document and Record Control
Client Reference:	Appendix 4, Control of Records Procedure, rev#7 Appendix 5, Document Change Form, rev#3 Appendix 17, Competencies Procedure, rev #4
Results:	Opportunity for improvement
Details:	Consider defining what the Effective Date for procedures and forms is supposed to be (i.e. the original date of release or the most current revised date) and review the Effective Date for each document to be sure it is consistent throughout the DWQMS.
DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Appendix 20 Essential Supplies and Services, rev #7, Oct 29/14. Appendix 21, Element 13, Procurement Requirement and Communication Package, March 21/14
Results:	Opportunity for improvement
Details:	The May 2, 2012 letter to Suppliers is signed by the previous QMS rep. Consider updating the supplier letter.



1631559-01
#DWAR.12.08 Rev.01

PART E. RECOMMENDATION – Systems Audit

The auditor recommends the following:

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to the SAI Global
- On-site verification audit after response to corrective action requests has been deemed acceptable by the SAI Global
- On-site verification audit as next step in the accreditation process
- On-site verification of corrective action requests
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:

E-signature of Lead Auditor / Auditor

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Staff Report

Report #: W4-2015
Date: March-17-15
Submitted By: Sara McDougall
Subject: Water Meter Reader Position

Recommendations:

Be it resolved that Doug Broderick is hereby hired for the Casual Part Time position of Water Meter Reader for the Town of Erin;

And that the rate of pay for the position is Grade 7 Base Rate of the Town of Erin Part Time Hourly Wage Grid, plus mileage to be paid at the rate of \$0.55/km.

Background:

The Town of Erin Water Department Meter Reader has decided to retire at the end of March 2015. This will leave the Water Department without a Water Meter Reader.

The Casual Part Time Water Meter Reader Position was posted, approximately ten resumes were received and three were interviewed.

The successful applicant is Doug Broderick who has 30+ years' experience in customer service and is knowledgeable with computer software. Doug meets the fitness requirements for the position as he is involved in many activities within the community.

I feel Doug will be a great fit for the position. I look forward to working with him.

Financial Impact:

This position has been included in proposed 2015 budget. The position has been approved and included in past budgets from 2006 – 2014.

Consultation:

Water Department Staff

Communications Plan:

Council Report

Conclusion:

By hiring Doug Broderick for the Casual Part Time Water Meter Reader position, the water department is ensuring that there is adequate staff to run efficiently.

Appendices:

None

ERIN FIRE & EMERGENCY SERVICES

Monthly Fire Report



REPORT MONTH:		JANUARY 2015											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly
FIRE:	Type not specified:												
	Structure:												
	Vehicular:	1	1		\$2,000								
	Grass, Rubbish, etc:												
	Other:	1	1		\$0			1	\$0				
		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD	
	Medical Assist:	9	9	3		3	3	3					
	Motor Vehicle Collision:	5	5			1	1	1		2	2	3	
	Erin/Hillsburgh Assist	1	1										
	Mutual Aid:			1		1	1	1					
	C.O. Calls:			1		2	2						
	False Alarms:												
	Alarm Activation:					1	1						
	Standby/Assist to Other Depts:												
	Burning Complaints:												
	Incorrect Pages:			2									
	Other:	1	1	3				1					
		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD	
	TOTALS:	18	18	10		8	8	7		2	2	3	
	Estimated Total \$ Loss Due to Fire:	\$2,000	\$2,000	\$0		\$0	\$0	\$0		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief



Staff Report

Report #: T2015-02

Date: March-17-15

Submitted By: Jackie Detta Tax Administrator

Subject: Extension Agreement Tax Sale

Recommendations:

Be it resolved that Council supports the Tax Administrator's recommendation and considers a Bylaw to authorize an Extension Agreement with Christopher Ian Sinclair pursuant to the Tax Sale Section of the Municipal Act, 2001.

Background:

The owner of the property Christopher Ian Sinclair has requested that the final date for payment of the full cancellation price be extended from April 9th 2015 to November 30th 2015.

Financial Impact:

2015 property taxes levied and all penalties and interest up to the date of payment for the preparation of the extension agreement will also be included in the full cancellation price payable, regardless of date of payment.

Consultation:

Extension Agreement was prepared by Realtax Inc and has been drafted and circulated to Council for consideration

Communications Plan

Conclusion:

I recommend that Council adopts a Bylaw to authorize the Extension Agreement as attached.

Appendices:

Schedule "A" and Schedule "B"

THE CORPORATION OF THE Town of Erin**BY-LAW NO. 2015-_____**

BEING A BY-LAW to authorize the execution of a tax arrears extension agreement pursuant to Section 378 of the *Municipal Act, 2001*.

WHEREAS the Corporation of the Town of Erin registered on the 9th day of April, 2014, a tax arrears certificate against the land described in Schedule "A" attached hereto and forming part of this By-law;

AND WHEREAS Section 378 of the *Municipal Act, 2001* provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a Municipality or Board may by By-law authorize an extension agreement with the owner of the land, the spouse of the owner, a mortgagee or a tenant in occupation of such land to extend the period of time in which the cancellation price in respect to the Owner's land is to be paid;

AND WHEREAS the statutory period within which such a By-law may be enacted has not elapsed;

NOW THEREFORE the Council of the Corporation of the Town of Erin enacts the following as a By-law:

1. THAT an agreement be entered into by The Corporation of the Town of Erin with Christopher Ian Sinclair, the Owner(s)/Spouse/Mortgagee/Tenant of the land described in Schedule "A" to extend the time period in which the cancellation price payable on this land is to be paid on the terms and generally in the form of Schedule "B" attached to this By-law;
2. THAT the agreement be in substantially the same form and contain the same terms and conditions as set out in Schedule "B", a copy of which is attached hereto.
3. THAT the Mayor and Clerk be and are hereby authorized and directed to enter into the agreement on behalf of the Corporation;
3. THAT this By-law shall come into force and take effect upon the final passing thereof.

Passed in open Council on March 17th 2015.

MAYOR

CLERK

SCHEDULE "A"
To By-Law No. _____

DESCRIPTION OF THE LAND:

Legal Description -- Plan 102 Lot 24 Lot 33 RP61R3330 Part I Irreg
13185.74 SF 66.26 FR 199.00 D
205 Main Street Property Roll # 231600001102000000

SCHEDULE "B"
TO EXTENSION AGREEMENT

PAYMENTS REQUIRED UNDER EXTENSION AGREEMENT:

"FULL CANCELLATION PRICE" required on or before the extension date **November 30th 2015**.



Staff Report

Report #: P11 Site Alteration General

Date: March-17-15

Submitted By: Kathryn Ironmonger, CMO, CMMIII

Subject: Site Alteration By-law Report

Recommendations:

Be it resolved that Council supports the recommendation of the working group to consider the draft Site Alteration By-Law at their April 21st Council meeting;

And to adopt the Site Alteration Committee's Mandate and Terms of Reference;

And further that the draft by-law be forwarded to the Town's Solicitor for review and comment.

Background:

Erin Council has reviewed the recommendations of the Ad-hoc Site Alteration Committee to modify the Town's current Site Alteration By-law. Council directed the Mayor and Councillor Sammut to meet with staff to work through the issues and bring back a revised by-law.

Financial Impact:

Solicitor costs to peer review proposed changes to the site alteration by-law.

Consultation:

The Mayor, Councillor Sammut and staff reviewed the proposed recommendations of the Ad-hoc Site Alteration committee. The working group also reviewed the Town of Halton Hill's Site Alteration By-law and their Committee Structure. The decision of the working group was to recommend adopting the Halton Hill's By-Law. A copy of the proposed By-Law is attached as one of the Appendixes to this report.

Communications Plan:

Notification of Council consideration to pass the new the Site Alteration By-law will be posted to the Town's website to advise the public..

Conclusion:

The recommendation of the working group is for Council to pass the attached By-Law at the April 21st Council Meeting. This will provide sufficient time for the Town's solicitor to review the draft by-law.

Appendices:

- A) Draft Site Alteration By-Law
- B) Site Alteration Committee Mandate and Terms of Reference

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW NO. 15 -

A By-law to Prohibit or Regulate Site Alterations within the
Town of Erin and to Repeal By-law No. 12-18.

WHEREAS Sections 11(2) and 142 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, authorize a municipality to pass by-laws to prohibit, regulate, or require a permit for, and impose conditions upon, the placing or dumping of Fill, removal of Topsoil or alteration of the grade of Land;

AND WHEREAS Sections 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act, 2001* authorize a municipality to delegate certain powers and duties;

AND WHEREAS Sections 9, 11 and 391 of the *Municipal Act, 2001* authorize a municipality to impose fees and charges for, *inter alia*, services and activities provided or done by or on behalf of the municipality;

AND WHEREAS Section 436 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws providing that the municipality may enter on Land to conduct inspections;

AND WHEREAS Sections 444 and 445 of the *Municipal Act, 2001* authorize a municipality to make orders to discontinue, or to correct, the contravention of a by-law;

AND WHEREAS Section 446 of the *Municipal Act, 2001* authorizes a municipality to do a matter or thing in default of it being done by the person directed or required to do it;

AND WHEREAS Council for the Corporation of the Town of Erin deems it in the public interest to enact a by-law for prohibiting or regulating the placing or dumping of Fill, the removal of Topsoil, and the alteration of the grade of the Land in order to ensure that:

- (a) Existing drainage patterns are maintained;
- (b) Interference and damage to watercourses or water bodies is limited;
- (c) Water quality is maintained;
- (d) Erosion and sedimentation are prevented;
- (e) Changes to drainage or grade are appropriate to protect natural heritage features and areas and archaeological resources;
- (f) The use of hazardous or improper Fill is prevented;
- (g) Unanticipated drainage and Site Alteration changes are prevented;
- (h) Haul Routes for the transportation of Fill and Topsoil authorized for placement, dumping or removal will be designated to and/or from a Site by

the Director to minimize damage to the Town's roads and minimize interference and/or disturbance to the Town's residents and businesses from any placement, dumping or removal;

AND WHEREAS Council for the Corporation of the Town of Erin deems it advisable to exercise this authority, as well as, provide for the rehabilitation of Lands and protect water bodies and environmental protection areas where the removal of Topsoil, or the placing and dumping of Fill or alteration of grade of the Land is permissible.

NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF ERIN ENACTS AS FOLLOWS:

SHORT TITLE

The short title of this By-law is the *Site Alteration By-law*.

PART I APPLICATION

1. This By-law does not apply to:
 - (a) Activities or matters undertaken by the Municipality, or a local board thereof;
 - (b) Site Alterations imposed after December 31, 2002, as a condition to:
 - (i) the approval of a site plan, a plan of subdivision or a consent under Sections 41, 51 or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
 - (ii) a development permit authorized by regulation made under Section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under that regulation;
 - (c) Site Alterations undertaken:
 - (i) by a transmitter or distributor, as those terms are defined in Section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
 - (ii) on Land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;

- (iii) to lawfully establish and operate or enlarge any pit or quarry on Land:
 - 1) that has been designated under the *Aggregate Resources Act* or a predecessor of that Act;
 - 2) on which a pit or quarry is a permitted Land use under a by-law passed under Section 34 of the *Planning Act*;
- (iv) as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*;
- (d) any area of the Town which is the subject of a regulation made under Section 28 of the *Conservation Authorities Act* respecting Site Alterations; and
- (e) the removal of Topsoil as an incidental part of a normal agricultural practice including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products, but this exception does not include the removal of Topsoil for sale, exchange or other disposition.

PART II DEFINITIONS

2. In this By-law:

Applicant means any Person applying for a Permit under this By-law;

Committee means the Site Alteration Committee established by the Town for the purpose of reviewing requests for variance from, or exceptions to, the prohibition under Section 6(1) of this By-law;

Council means the Council for the Town;

CBO means the Chief Building Official for the Town, or their designate;

Fill means any type of material deposited or placed on or removed from a Site and includes but is not limited to earth, topsoil, stone, brick, concrete, asphalt, sod or turf, either singly or in combination;

Highway means a common and public highway and includes a street, bridge or other structure forming part of a Highway over or across which a Highway passes, and includes the whole of a road allowance under the jurisdiction of the Town;

Inspector means an employee of the Town designated and appointed by the CBO and authorized to administer and enforce the provisions of this By-law;

Land includes any private property, premises, grounds, yards or vacant lot;

Owner means a Person who is the registered Owner of a Site;

Permit means a Site Alteration Permit issued under this By-law;

Permit Holder means the Person who holds a Permit issued under this By-law;

Person includes a company, a corporation, a partnership, or an individual person, and the singular shall include the plural;

Rural Land means any rural or agricultural Land, or Land designated as a Non-Urban Zone or Environmental and Open Space Zone under the provisions of any zoning by-law passed by the Town pursuant to the *Planning Act*, R.S.O. 1990, chap. P13;

Site means Land upon which a Site Alteration is proposed;

Site Alteration includes the alteration of the grade; the placing, dumping, or removal of Fill in or from a Site; and the removal of Topsoil from a Site;

Topsoil means those horizons in a soil profile, commonly known as the “O” and the “A” horizons, containing organic material, and includes deposits of partially decomposed organic matter such as peat; and

Town means The Corporation of the Town of Erin, or the geographic area comprising the Town of Erin.

PART III ADMINISTRATION

3. (1) The CBO shall be responsible for the administration and enforcement of this By-law.
- (2) The CBO shall:
 - (a) operate and manage a Permit system in a manner to ensure compliance with this By-law;
 - (b) carry out the procedural, policy and enforcement provisions of this By-law or any by-law related hereto; and
 - (c) engage in the issuance of Permits in accordance with this By-law.
- (3) The CBO may:
 - (a) prior to the issuance of a Permit, require the Applicant to enter into an Agreement which may be registered on title to the Site, and which will charge the Site with the performance of the obligations of the Applicant or Owner and any such Agreement may contain

- such requirements as the CBO considers necessary to ensure that the Site Alteration is done in accordance with prevailing Town design standards proper engineering practices and the conditions attached to the permit issued;
- (b) issue a Permit in accordance with the provisions of this By-law;
 - (c) make forms, notices, applications and documents not otherwise prescribed by this By-law to satisfy the requirements of, or to provide other information required under this By-law; and
 - (d) designate and appoint Inspectors for reviewing and enforcing contraventions in accordance with the provisions of this By-law.
- (4) Council has determined that, in consideration of the number of people, the size of the geographic area and the time period affected by the exercise of the powers delegated by Subsection 3(3) of this By-law, the said powers are of a minor nature.
- (5) The Schedules appended to this By-law are incorporated into, and form a part of this By-law.
4. The Committee, as appointed by Council for a term to run concurrent with the term of Council, shall be responsible to review requests pursuant to Section 8 of this By-law, for a variance from, or exception to, the prohibition contained in Section 6(1) of this By-law and to make recommendations to Council respecting such requests.
5. The following rules apply to the administration and application processes of this By-law:
- (1) Inspectors shall be designated and appointed by the CBO and the appointment shall be consistent with the Employee Code of Ethics and Rules of Conduct as prescribed by the Town Personnel Policy.
 - (2) Neither the Director nor the Committee has jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.
 - (3) No Site Alteration shall detrimentally affect the quality or quantity of water in wells on adjacent properties.

PART IV GENERAL PROVISIONS

6. (1) Unless exemptions under Sections 1 or 7 apply, and subject to a variance or exception granted by Section 8, no Person shall carry out a Site Alteration on Rural Land in the Town.
- (2) No Person shall carry out any Site Alteration elsewhere in the Town:
- (a) without having first obtained, and thereafter continuing to hold, a valid Permit issued in accordance with this By-law; or
 - (b) in contravention of a Permit issued under this By-law.
- (3) Permits shall be in forms as provided in the Schedules to this By-law.
- (4) Every Applicant for a Permit under this By-law shall:
- (a) complete and submit the applicable form(s) as provided in the Schedules to this By-law;
 - (b) submit the Permit fee as set out in the schedules appended to this By-Law.
 - (c) provide all documentation as required under this By-law and schedules to this By-law.
- (5) An Applicant who has been refused a Permit issued under this By-law or is not satisfied with conditions attached to the permit issued, may appeal the decision of the CBO by sending a notice of appeal by registered mail to the Clerk of the Town within fourteen (14) days after being notified by the Town.
- (6) An appeal under Subsection (5) shall be conducted pursuant to the provisions of the *Statutory Powers Procedure Act* R.S.O. 1990, c.S.22 and the relevant provisions of Section 13 of this By-law shall apply thereto.
- (7) Where a Permit under this section is not appealed within the time referred to in subsection (5) it shall be deemed to be final.
- (8) Any person who provides misleading or false information in an application under this By-law, or in any statement or plan required to be produced under this By-law or on any appeal under this By-law or who concurs in such an action or omission is guilty of an offence.

PART V EXEMPTIONS

7. Notwithstanding the provisions of Section 6, a Permit is not required for a Site Alteration on a Site equal to or less than 0.5 hectare in size, and up to 200 cubic meters of Fill:
- (a) for the installation of a swimming pool, including decking, greater than sixty

- (60) centimeters (24 inches) from any lot line, provided that a pool enclosure permit is obtained from the Town pursuant to the by-law to regulate pool enclosures, By-law 09-14 or any successor thereto;
- (b) for the purpose of lawn dressing, landscaping, or adding to flower beds or vegetable gardens, provided that;
- (i) no soil in excess of fifteen (15) centimeters (6 inches) in depth is placed on the Land;
 - (ii) the elevation of the Land within sixty (60) centimeters (24 inches) of any property line is not changed; and
 - (iii) there is no change in the location, direction or elevation of any natural or artificial watercourse, water body, open channel, swale or ditch used to drain the Land.

PART VI REQUESTS FOR VARIANCE OR EXCEPTION

8. (1) An Owner of Rural Land may request a variance from, or exception to, the prohibition contained in Section 6(1) and, upon such a request being made, the Owner is entitled to a review of such request by the Committee.
- (2) Requests for variance or exception under Subsection (1) shall be in writing and directed to the Committee in care of the CBO specifying the reasons for the variance or exception and include any documents the Owner will be relying on.
- (3) Upon receipt of a written request under Subsection (2), the CBO shall:
- (a) schedule a review before the Committee; and
 - (b) give the requesting Owner notice of the review date at least twenty (20) days prior to the hearing date.
- (4) Delivery of any notice to the requesting Owner shall be made by personal delivery or registered mail. The notice shall be deemed to have been delivered on the seventh (7th) day after the date of mailing, or on the date of personal delivery.
- (5) Notice of a review on a request under Subsection (2) shall be circulated by the CBO to the appropriate Building Department staff, and the Inspector(s) appointed under this By-law for the purpose of preparing a report outlining staff's recommendation on the request.
- (6) The review of a request under Subsection (2) shall be held in public, and the Committee shall hear the requesting Owner and every other person who desires to be heard in favour of or against the request, and the Committee may adjourn the meeting or reserve its recommendation.

- (7) Upon reviewing a request under Subsection (2), the Committee shall consider whether the requested variance or exception:
- (a) will result in maintaining or improving the overall fertility of the Site;
 - (b) is an incidental part of a normal agricultural practice;
 - (c) will maintain the general intent and purpose of this By-law; and
 - (d) the committee shall suggest any conditions which may be attached to any variance or exception requested.
- (8) At the conclusion of the review, the Committee shall submit a report summarizing the relevant facts and arguments presented by the parties in attendance, making recommendations to Council for or against the variance or exception requested, along with any appropriate conditions and setting out the reasons for such recommendations.
- (9) Council may uphold or vary the recommendations of the Committee.
- (10) An Owner who has been denied or refused a variance or exception under this Part or is not satisfied with any conditions attached, may appeal by sending a notice of appeal by registered mail to the Clerk of the Town within fourteen (14) days after being notified by the Town.
- (11) An appeal under Subsection (10) shall be conducted pursuant to the provisions of the *Statutory Powers Procedure Act* R.S.O. 1990, c.S.22 and the relevant provisions of Section 13 of this By-law shall apply thereto.
- (12) Where a decision by Council under this section is not appealed within the time referred to in Subsection (10) it shall be deemed to be final and binding.

PART VII HAUL ROUTES

9. (1) The CBO on permit applications under Section 6 or the Council on Exception or Variance under Section 8 may designate one or more Haul Routes to and one or more Haul Routes from a Site for the placement or dumping of Fill at the Site or the removal of Topsoil from the Site.
- (2) The CBO or Council may establish the amount of the liquidated damages to the Town for failure to use designated Haul Routes.
- (3) Where the Highways are not under the jurisdiction of the Town; the

Applicant shall provide permission from the road authority in a form acceptable to the CBO prior to issuance of a permit.

- (4) An Owner or Occupier of Land which is subject of a Permit Application under Section 6 or a Variance or Exception request under Section 8 of this By-law as a condition for obtaining a permit under Section 6 of this By-law or an Exception or Variance under Section 8 of this By-law for which a designated Haul Route condition has been established shall be responsible for ensuring that the designated Haul Routes are used by any person coming to or travelling from the Site under the authority of the Permit or Exception or Variance concerned and any failure to do so shall be in contravention of this By-law for which the Owner or Occupier is liable to a fine under Section 10 (1) and/or to the revocation of the Permit or Exception or Variance concerned by the Director or Council as the cases may be.
- (5) Any person failing to use a designated Haul Route for the dumping or placing of Fill on a Site or the removing of Topsoil from a Site which is the subject of a Permit or Exception or Variance under this By-law is guilty of an offence.

PART VIII ENFORCEMENT

10. (1) Every Person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to pay a fine of not less than Five Hundred Dollars (\$500.00) and not more than One Hundred Thousand Dollars (\$100,000.00).
 - (2) The Owner of Land where a contravention of this By-law has occurred may be charged with and convicted of an offence under Section 6 of this By-law for which any Person is subject to be charged unless, at the time of the offence, the Site Alteration was without the Owner's consent and, on conviction, the Owner is liable to pay the penalty prescribed for the offence.
 - (3) Every Owner or occupier of Land where a contravention of this By-law has occurred shall prevent the continuation or repetition of the contravention.
11. (1) An Inspector may enter upon Land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
 - (a) this By-law;
 - (b) A Permit, or a condition of a Permit; or
 - (c) a direction or order made under the Municipal Act, 2001, S.O. 2001, c.25 or this By-law.
 - (2) For the purposes of an inspection under Subsection (1) the Inspector may:

- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any Person concerning a matter related to the inspection; and
 - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- (3) A receipt shall be provided for any document or thing removed under Clause (2) (b) and the document or thing shall be promptly returned after the copies or extracts are made.
- (4) A sample taken under Clause (2)(d) shall be divided into two parts, and one part shall be delivered to the Person from whom the sample is taken, if the Person so requests at the time the sample is taken and provides the necessary facilities.
- (5) If a sample is taken under Clause (2)(d) and the sample has not been divided into two parts, a copy of any report on the sample shall be given to the Person from whom the sample was taken.
- (6) No Person shall hinder or obstruct, or attempt to hinder or obstruct, an Inspector conducting an inspection or a Person performing corrective works under this By-law.
- 12.** (1) If the Inspector is satisfied that a contravention of this By-law has occurred, the Inspector may make an order requiring the Person who contravened the By-law or who caused or permitted the contravention or the Owner or occupier of the Land on or about which the contravention occurred to:
- (a) discontinue the contravening activity; and/or
 - (b) do work to correct the contravention.
- (2) Any Person who contravenes an order under Subsection (1) is guilty of an offence.
- (3) An order under Subsection (1) shall set out:
- (a) reasonable particulars of the contravention adequate to identify the contravention; and
 - (b) the location of the Land or elsewhere on which the contravention occurred; and

- (c) either:
- (i) in the case of an order under Clause (1)(a), hereof the date by which there must be compliance with the order; or
 - (ii) in the case of an order under Clause (1)(b), hereof the work to be done and the date by which the work must be done.
- (4) An order under Clause (1)(b) may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law came into force.
- (5) In default of any work required by an order under Clause (1)(b) being done by the Person directed or required to do it, the work shall be done by the Town at the Person's expense.
- (6) The Town may recover the costs of doing any thing or matter under Subsection (5) by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.
- (7) The costs in Subsection (6) shall include interest calculated at a rate of 15 per cent, calculated for the period commencing on the day the Town incurs the costs and ending on the day the costs, including the interest, are paid in full.
- (8) For the purposes of Subsection (5), the Town and its employees, agents and representatives may enter upon Land at any reasonable time.
13. (1) An order under Section 12 shall be served on the Person whom the Inspector believes is contravening this By-law by personal delivery or registered mail. The order shall be deemed to have been served on the seventh (7th) day after the date of mailing or on the date of personal delivery.
- (2) A Person who has been served with an order and who is not satisfied with the terms or conditions of the order may appeal by sending a notice of appeal by registered mail to the Clerk of the Town within seven (7) days after being served with the order.
- (3) An appeal under Subsection (2) shall be conducted pursuant to the provisions of the Statutory Powers Procedure Act R.S.O. 1990, c.S.22 and the relevant provisions of Section 13 of this By-law shall apply thereto.
- (4) An order under this section that is not appealed within the time referred to in

Subsection (2) shall be deemed to be final.

- 14.** (1) Council, or a committee or hearing officer appointed by Council, shall hear any appeal under this By-law.
- (2) Where a committee or hearing officer appointed by Council has heard any appeal, the hearing committee or officer shall submit a report summarizing the relevant evidence and arguments presented by the parties in attendance, setting out the findings of fact, making recommendations to Council and setting out the reasons for such recommendations.
- (3) Council may uphold or vary the recommendation of the committee or hearing officer and the determination, as the case may be, shall be final and binding.
- 15.** If a court of competent jurisdiction should declare any section or a part of this By-law to be invalid, the remainder of this By-law shall continue in force, unless the court makes an order to the contrary.
- 16.** That Town of Erin By-law 12-18 is hereby repealed in its entirety.
- 17.** This By-law shall come into full force and effect on its date of passing.

BY-LAW read and passed by the Council for the Town of Erin this 17th day of March, 2015.

MAYOR

CLERK

SCHEDULE A

SITE ALTERATION PERMITS

1. A Person applying for a Permit shall submit the following to the CBO:
 - (a) a complete application in the form prescribed in Schedule 'B' appended to this By-law, including proof satisfactory to the CBO that the Applicant is the legal Owner of the Site, or has been authorized by the Owner of the Site to submit the application;
 - (b) the prior written consent of the Owner of the Land where the Site Alteration is to take place;
 - (c) the applicable Permit fee in accordance with Schedule 'C' appended to this By-law
 - (d) an accurate plan of the Site in accordance with the requirements set out in Schedule 'B' appended to this By-law showing:
 - (i) the property boundaries of the Site with dimensions;
 - (ii) existing elevations in the form of contours at 0.5 metre intervals or less, with spot elevations along the Site boundary lines and 3.0 metres beyond the Site boundary lines at sufficient intervals to clearly show the existing drainage patterns on the Land and on the abutting Lands;
 - (iii) the location of all existing underground plant, including storm sewers, watercourses and any bodies of water, on the Site and on abutting Lands and Highways;
 - (iv) the location of all existing buildings or structures, all trees greater than 75 mm in calliper (which shall be identified by species), all shrubs and driveways on the Site and all easements and rights-of-way over, under, across or through the Site;
 - (v) proposed sediment and erosion controls that will be installed prior to alteration of the Site;
 - (vi) proposed final elevations and the drainage system to be used upon completion of the Site Alteration;
 - (vii) the intended use of the Site, including a description of the proposed Fill placement or Topsoil removal operation; and
 - (viii) all existing street services, including light standards, hydro poles and transformers, cable television and telephone pedestals, fire hydrants and valves, catch basins and manholes;
 - (e) a plan showing the design details to proper scale of any retaining wall that may be required, including the size, type and location of all material to be

used in construction of such retaining wall, with a Professional Engineer's signature and stamp;

- (f) a Haul Route Plan showing the proposed roads within the Town to be used for vehicles dumping Fill to the Site for the dumping or placement of Fill and to be used by vehicles removing Topsoil from the Site.
 - (g) a refundable security:
 - (i) in the amount as prescribed in Schedule 'C' appended to this By-law
 - (ii) in a form acceptable to the CBO to secure performance of the work for which the Permit was obtained; and
 - (iii) available to recover the cost of the Town performing or having performed:
 - 1. any required works which the Applicant or Permit holder has failed to perform to the satisfaction of the Director, or
 - 2. any restoration works required to be performed on any Highway damaged as a result of the works; and
 - (iv) available to recover the liquidated damages suffered by the Town, for any failures to use designated Haul Routes to and from the Site.
 - (h) a release and indemnity in favour of the Town, and in a form satisfactory to the CBO, with respect to any and all liability which may arise in the event that the Fill used in the Site Alteration contains contaminants within the meaning of the Environmental Protection Act, R.S.O. 1990, c. E.19, as amended;
2. (1) The refundable security provided under Paragraph 1 (e) to this Schedule shall remain in effect for the full duration of the Permit, and any irrevocable letter of credit and its subsequent renewal forms shall contain a clause stating that thirty (30) days' written notice must be given to the Town prior to its expiry or cancellation.
 - (2) In the event that the Town receives notice that a letter of credit is expiring and will not be renewed, or if further or additional securities are not provided within the said thirty (30) days' notice period, the Town may draw on the current letter of credit at the discretion of the Director, and any interest accruing on the realized cash security shall belong to the Town and not to the Permit Holder.
3. Notwithstanding any other provisions of this By-law, after taking into consideration the proposed works and whether the Applicant otherwise has

conformed with this By-law, the CBO may waive the requirement for a plan, and/or reduce or waive the Permit fee but not the refundable security.

TERMS AND CONDITIONS OF PERMIT

4. (1) A Permit shall remain valid for a period of one year from the date of issuance but shall expire six (6) months after the date of issuance if work under the Permit has not yet commenced.
 - (2) A Permit which is no longer valid or has expired may, at the sole discretion of the CBO, be renewed for a six (6) month period from the date of invalidity or expiry provided that the proposed work has not been revised and that the Applicant is not in contravention of the requirements of this By-law.
 - (3) A request under Subsection (2) shall be made in writing to the CBO accompanied by payment of the applicable Permit fee in accordance with Schedule 'C' appended to this By-law.
5. All Permits shall contain the following conditions:
- (a) The issuance of a Permit does not relieve the Owner of Land, Applicant, or Permit Holder from any responsibility to obtain all other approvals that may be required from any level of government or authority having jurisdiction or any agencies thereof.
 - (b) A Site Alteration Permit is not transferable to another property.
 - (c) The work shall be done at the request of, or with the consent of, the Owner of the Lands where the proposed Site Alteration is to be performed.
 - (d) All Fill to be dumped or placed shall be clean and free of waste, asphalt, trash, rubbish, glass, liquid or toxic chemicals, hazardous waste or contaminants within the meaning of the Environmental Protection Act.
 - (e) No ponding or alteration of existing surface water flow resulting directly or indirectly from the Site Alteration shall be caused on abutting Lands.
 - (f) Where required, the finished grade surface shall be protected from erosion by sod, turf, seeding for grass, greenery, asphalt, concrete, or other means either singly or in combination, within two months of completion of the Site Alteration work, or as specified by the CBO.
 - (g) All trenches in which piping is laid as part of the drainage system shall be inspected by the CBO prior to backfilling the excavation.
 - (h) Erosion and sedimentation control measures shall be provided around all disturbed areas in a manner satisfactory to the CBO prior to the commencement of the Site Alteration, and shall be maintained in good working order until the Site has stabilized.
 - (i) All Fill shall be properly compacted using acceptable engineering practices, unless it is being stockpiled on the Site for future use.
 - (j) The Permit Holder and Owner shall ensure that natural drainage or any

- natural or human-made watercourse or water body is not altered in such a manner that will negatively affect other property or the environment.
- (k) If archaeological resources are discovered or identified during the Site Alteration, even after the issuance of a Permit, the Owner of Land, Applicant or Permit Holder shall immediately cease all activity on the property and contact the CBO.
 - (l) No Site Alteration shall be performed:
 - (i) on any Saturday or Sunday, or Statutory Holiday;
 - (ii) using Highways to access or egress from the Site except those Highways designated Haul Routes;
 - (iii) before 8:30 a.m. or after 3:00 p.m. during any weekday Monday through Friday using Highways to access or egress from the Site;
 - (iv) in contravention of the Town's *Noise By-law*;
 - (v) that exceeds one hundred (100) truck loads of Fill per day arriving at, or leaving, the Site using Highways to access or egress from the Site;
 - (vi) prior to submitting to the Town a schedule of the anticipated starting and completion dates for each Site Alteration activity including the schedule for the use of the designated Haul Routes;
 - (vii) prior to submitting to the Town a submission detailing Site erosion control measures and dust control measures that will be implemented and maintained during and following construction, as required.
 - (m) A Site Alteration performed pursuant to a Permit shall not detrimentally affect the quality or quantity of water in wells on adjacent properties.
 - (n) The Owner and Occupant of the Land and any Permit Holder ensures that all vehicles to and from the Site follow the designated Haul Routes to and from the Site.

6. Every Permit Holder shall:

- (a) provide proof satisfactory to the CBO that the Site has been adequately reinstated and stabilized in accordance with this By-law and the plan accompanying the Permit;
- (b) give notice to the CBO to carry out a final inspection to confirm that all relevant terms of this By-law have been complied with;
- (c) following the completion of the Works, and before the release of any deposit or portion thereof, provide a statement of a Professional Engineer or Ontario Land Surveyor retained by the Permit Holder certifying that:

- (i) the grading has been completed in accordance with the plans submitted;
 - (ii) the finished project does not detrimentally affect drainage on adjacent properties; and
 - (iii) the finished project does not detrimentally affect the quality or quantity of water in wells on adjacent properties.
- (d) prior to commencement of works under a Permit, certify that the Fill introduced to the Site contains no contaminants within the meaning of the *Environmental Protection Act*, R.S.O. 1990, c.E.19, as amended;
 - (e) keep all Highways free of debris originating from the Site Alteration; and
 - (f) during performance of a Site Alteration, perform the following minimum procedures:
 - (i) at least once per day, scrape all Highways that have been fouled; and
 - (ii) at least once each week on Friday night or Saturday morning, clean all Highways that have been fouled.

ISSUANCE OF PERMIT

7. The CBO may issue a Permit where:

- (a) the CBO is satisfied that the Site Alteration which is the subject of the application for a Permit is not otherwise prohibited by this By-law;
- (b) the Applicant has fulfilled all requirements of this By-law;
- (c) the Applicant has entered into an agreement referred to in Section 3(3)(a) of this By-law, if required, and has performed all the obligations which the agreement requires to be performed prior to the issuance of a Permit;
- (d) the CBO is satisfied that the proposed grade and resulting drainage pattern, the design of any retaining wall, the type of Fill to be placed and the method of grading, are all in accordance with prevailing Town design standards and proper engineering practice;
- (e) a Professional Engineer's signature and stamp is provided on the plan submitted with the application, where the exposed height of any retaining wall is 1.0 metre or greater;
- (f) an appropriate Haul Route or Haul Routes to and from the Site have been designated by the Director for the use of Vehicles travelling to or from the Site for the purpose of dumping or placing Fill or removing Topsoil.

REVOCAION OF PERMIT

8. (1) Where the ownership of the Land for which a Permit has been issued is transferred while the Permit remains in effect, the Permit Holder, prior to

the completion of the transfer, shall provide written notice of both the pending transfer and the Site Alteration status to both the CBO and the new Owner, and the new Owner shall within thirty (30) days of the completion of the transfer either:

- (a) provide the Town with an undertaking to comply with all the conditions under which the existing Permit was issued, or
 - (b) apply for and obtain a new Permit in accordance with the provisions of this By-law.
- (2) In the event that neither the undertaking prescribed by Clause (1)(a), nor a complete application for a new Permit under Clause (1)(b), is received by the Town within the said period, the existing Permit may be revoked by the CBO, and the Permit Holder shall thereupon cease and desist forthwith all operations being conducted under the authority of the revoked Permit, save and except for proper clean-up of the Site Alteration works already undertaken.
- (3) Where it is determined that the Permit Holder has provided misleading or false information on the application, or has contravened the provisions of this By-law or the requirements or conditions of the Permit, the Director may revoke said Permit and the Permit Holder shall thereafter cease and desist all operations being conducted under the authority of the revoked Permit, save and except proper clean-up of the Site Alteration works already undertaken.

SCHEDULE B

Site Alteration Permit No.: _____ Date: _____
 (YY/MM/DD)
 Permit Fee: \$ _____ Refundable Security: \$ _____
 Address of Site: _____
 Name of Owner: _____ Tel: _____
 Address: _____ Postal Code: _____

The undersigned hereby applies for a Site Alteration Permit pursuant to the provisions of Town of Erin By-law No. 15 – xx

Pursuant to the Site Alteration By-law, the undersigned hereby acknowledges that the sole responsibility for the completion of the work undertaken as part of this application including compliance with any conditions rests entirely with the Owner and/or Applicant.

The undersigned also agrees that the total costs of all works will be entirely the responsibility of the Owner.

The undersigned certifies to the Town that any and all Fill used in completing the Site Alteration contains no contaminants within the meaning of the Environmental Protection Act, R.S.O. 1990, c. E.19. The undersigned hereby releases and agrees to indemnify and save harmless the Town, its employees, representatives, agents and contractors, from and against all claims, demands, damages, causes of action, costs, expenses and other liabilities of any nature, which may arise in the event that the Fill is determined to contain contaminants.

If an agent is being used, the Owner must also complete the following:

Agent's Name: _____ Tel: _____
 Address: _____ Postal Code: _____

I, _____ being the registered Owner of the subject Site(s)

Hereby _____ to prepare, submit, and act on
 authorize _____
 (type or print name of agent)
 my behalf with respect to this application.

 Signature of Agent

 Signature of Owner/Applicant

 CBO Approval

 Date of Approval
 (YY/MM/DD)

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended. The information is used for the purpose of processing this application and administering the By-law. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator at dina.lundy@erin.ca.

Proposed Lot Grading for In-fill Construction Design and Drawing Requirements

Two (2) copies of a lot grading plan, certified as specified below, will be required showing existing elevations of the Site, and sufficient elevations of adjacent properties to indicate existing drainage patterns. All grading plans are to be metric and printed from original drawings with all information legible and clear. All plans are to be folded to 8 ½ " x 11" size, with title blocks visible.

On this plan, the proposed building is to be superimposed, indicating the proposed elevations along with any proposals that may be necessary to eliminate potential drainage problems to the subject Site, or any adjacent property. The plan must also show all driveways, sidewalks, walkways, easements, catch basins, along with any other features that may affect the drainage proposal.

All elevations shall be tied into existing Town benchmarks and be related to geodetic data.

A certificate on the drawing, executed by a Professional Engineer, or a Registered Ontario Land Surveyor, should be in the following form:

"I have reviewed plans for the construction of _____
 Located at _____ and have
 prepared this plan to indicate the compatibility of the proposal to existing adjacent
 properties and municipal services. It is my belief that adherence to the proposed
 grades, as shown, will produce adequate surface drainage and proper facility of the
 municipal services without any detrimental effect to the existing drainage patterns or
 adjacent properties."

Signature and Stamp of Applicant's Engineer/Surveyor

**SCHEDULE C
APPLICATION FEE AND SECURITY**

1. Permit Fee Schedule

Type of Property of Site Alteration	Permit	Renewal Fee
Lots where placement of material is less than 2000m ³	\$500 + .10 per m ³	\$200
Lots where greater than 2000m ³ of material is placed.	\$1000 + 1.00 per m ³	\$500
Review of Drainage plan, by Town's consulting engineers, as required by the Director	\$500 minimum	

Securities Requirements	Refundable Security
Residential, Zones and Rural Residential lots under 1 ha; includes 2 inspections; add'l inspection to be charged from general security at \$75.00 per inspection	cost of rehabilitation and drainage, which may include 7.5cm placement of topsoil, grading, seeding, tree protection or replacement.
Agricultural, Commercial, Institutional, Industrial or Future Development fill area up to 4ha in area Includes 3 inspections, add'l inspection to be charged from general security at \$75.00 per inspection	cost of rehabilitation, drainage, which may include 7.5cm placement of topsoil, grading, seeding, tree protection or replacement.
Agricultural, Commercial, Institutional, Industrial or Future Development fill areas greater than 4ha in area Includes 5 inspections, add'l inspection to be charged from general security at \$75.00 per inspection	cost of rehabilitation, drainage, which may include 7.5cm placement of topsoil, grading, seeding, tree protection or replacement.

Purpose of the Site Alteration Committee:

Mandate

To advise, record, and assist the Council and the Citizens of the Town of Erin in the protection, enhancement, restoration, management and appreciation of the Town's natural rights-of-ways and lands, and to support the Town's goals for environmental sustainability and a healthy environment in our rural and urban communities. To act as a decision making body to hear concerns from Town of Erin residents regarding issues under the Town's Site Alteration By-law.

Membership

The Site Alteration Committee shall be composed of a maximum of five (5) members, as follows:

Two (2) Members of Town Council – concurrent with the term of Council
(Mayor is an ex-officio Member of the Committee)

Three (3) Citizen Members – appointed by Council each term

The Town of Erin Consulting Engineer attends the Site Alteration Committee meetings to support the Chair and Committee Members in facilitating the meeting.

Recruitment and Selection of Committee Members

The Town will seek volunteers with farming expertise and/or community related experience.

Site Alteration Committee Terms of Reference

RECOMMENDATION:

Meeting Dates, Quorum, Vacant Set, Call to Order, Voting, Motions, Minutes, Agenda, Town Policies, Guidelines and Procedures, References, Reports & Applicable By-Laws, Sunset/Terms of Reference Review Date.

In conjunction with the Terms of Reference, the Town's By-law No. 15-02 regarding Procedures and Rules for the Conduct of Committees, provides detailed information of the procedural protocols for Town Committees.

The Citizen appointees to the Committee shall be interviewed by and recommended to Council by a Selection Committee consisting of one or more Members of Council. Staff are designated and appointed as Inspectors by the Chief Building Official as stipulated in the Site Alteration By-law. A Memo to Council is then prepared by the Chief Building Official advising them of the appointment.

Chair and Vice Chair - The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee. The Vice Chair shall be elected by the Committee.

Meeting Dates – Times and dates for Site Alteration Committee Meetings are set by the Committee and may be altered or cancelled by the call of the Chair. Meetings must be conducted in accordance with the Procedural By-law 15-02, unless otherwise specified in these terms of reference.

Should Committee site visits be deemed necessary to evaluate an application, Building Department staff will coordinate with the owner(s) and/or agent(s) ensuring permission to enter the property is granted.

Quorum – A quorum means 50% of the membership plus one.

Vacant Seat – The position of a Member of the Site Alteration Committee becomes vacant if the Member is absent from the meetings for three (3) consecutive months without being authorized to do so by a recommendation of the Site Alteration Committee.

Call to Order – The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, 15 minutes after the time appointed for a meeting, the names of the Members present shall be recorded and the meeting shall stand adjourned until the date of the next regular meeting. In the absence of the Chair, the Vice-Chair shall assume the Chair and call the meeting to order.

Voting/Motions – Members of the Committee must declare any pecuniary interest they may have in any matter under consideration by the Committee and must abstain from any discussion or voting on the matter. In the event of a tie vote, the motion is lost. Motions may be moved verbally except where the Chair requests that the motion be in writing and be reflected in the Minutes as action items.

Agenda – Agendas will be distributed to Committee members and posted on the Town's website at least one week prior to the scheduled meeting. A comprehensive Agenda package will be distributed to the Site Alteration Committee Members that may accompany confidential documents and/or related resources. This package will be provided on coloured paper, and/or water marked with the committee member's name on the day of the Site Alteration meeting. Once reviewed, the packages are to be returned to Administration for shredding.

Town Policies, Guidelines and Procedures – Members of the Site Alteration Committee must adhere to all Town policies, guidelines and administrative procedures.

Reference – Reports & Applicable By-laws

Sunset Terms of Reference Review Date: December 2018

B.C.C. MINUTES FEB.10, 2015 @ 7:45 P.M. @ LIZ VAN RAVENS'

Present: John Brennan, Gloria Buckley, Liz van Ravens, Betty Sojka, Vera Longstreet, Karen Smith, Nancy Berg

Secretary's Report: Minutes from **Dec. 17, 2014** and **Jan.13, 2015** were read by Gloria & All. Both were approved & seconded by John & Betty. Carried.

Treasurer's Report: Dec. 31, 2014 Bank Reconciliation has been completed. Reconciled Amounts are: Bank Balance is \$26 221.13 and Vouchers total \$4 037.86. Accounts Payable is \$649.22.

Bank Balance as of **Jan. 31, 2015** was \$24 774.76. Vouchers totalled \$2 466.37. Deposits were \$1 020.00. Rent was \$820.00 with Deposits of \$200.00. One deposit cheque was returned NSF but the rent was paid in cash so no deposit refund cheque will be issued.

Reliance sent missing paper work. **Hydro One** has been rectified. We are still waiting for the service contract, etc. so one amount is still in question with **McDougall Energy**.

Nancy Berg presented her proposition concerning B.C.C. & Nancy (re: post office location). This was discussed & Nancy will forward a letter to John Brennan to present to Town of Erin.

A letter was received from **Mount Zion Gospel Ministries** thanking us for our help with any problems at the hall. They asked if we would not raise their rent for this year. We considered this option & agreed that we would leave their **Rent for 2015 @ \$700.00 per month**. Liz & Gloria moved & seconded this motion. Carried.

The **2014-2015 Budget** was discussed. Liz will make adjustments as required & prepare final draft.

The **Vacuum** needs to be replaced. The new Stainless Steel sink in ladies' washroom has had something splattered in it that has marked the finish. Karen will try to find a cleaner for it.

The **SPRING FLING DANCE** was discussed. Betty will contact Carole for available date, will make up tickets & flyers & contact Rod for help as volunteered. Tickets will be \$15.00 per person. Karen will contact a D.J.

FIRE SECURITY SYSTEM CHECK: done by Karen

T.A.P.O.N.M.: Tue., Mar. 10, 2015 @ 7:30P.M. @ Gloria's

Adjournment of Meeting by Gloria & Betty. Carried.



LEGISLATIVE ASSEMBLY OF ONTARIO

Queen's Park
Toronto, Ontario

March 5, 2015

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

Dear Minister:

I am writing to follow up on a letter you should have received from Town of Erin Mayor Allan Alls, concerning the Town's need for a waste water management system.

You will recall that Mayor Alls and a delegation from the Town met with you at ROMA/OGRA to discuss the Town's need for a waste water management system.

I was also glad to speak with you about it in the Legislature earlier this week.

As Mayor Alls notes in his letter, the Town of Erin is perhaps the largest southern Ontario community without a waste water management system. This issue is directly impacting the Town's ability to attract commercial/industrial growth to the community, and is forcing residential ratepayers to pay increasingly higher taxes.

At your meeting with Mayor Alls, you mentioned that you could work with the Town on a waste water management system, if the Town was to consider a low Carbon development. Mayor Alls would like more details on what a low carbon development would entail.

Please respond to Mayor Alls and send a copy of your response to my Queen's Park office.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in black ink that reads "Ted Arnott".

Ted Arnott, MPP
Wellington-Halton Hills

TA:dr

Cc: Mayor Allan Alls
Dina Lundy, Clerk, Town of Erin

TED ARNOTT, MPP • WELLINGTON - HALTON HILLS

Room 420 • Legislative Building • Queen's Park • Toronto • ON M7A 1A8 • Tel. 416-325-3880 • FAX 416-325-6649
ted.arnott@pc.ola.org • www.tedarnottmpp.com

Dina Lundy

From: Arnott, Ted <ted.arnott@pc.ola.org>
Sent: Tuesday, March 03, 2015 3:27 PM
To: Dina Lundy
Subject: Jack Johnson Memorial Highway
Attachments: Memorial Dedications for Prov Hwys-FINAL-rev.pdf; Highway Dedications.pdf; Jack Johnson Tribute.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Dina,

I am writing to ask for the support of your Council, in the form of a formal resolution, to rename Highway 6 through Wellington County the "Jack Johnson Memorial Highway."

Jack Johnson served as an MPP in the Ontario Legislature from 1975-1990. This year marks the 40th Anniversary of his first election and what would have been his 85th Birthday. He was the first MPP to represent the Riding of Wellington, which included the County of Wellington in its entirety. He was an honest, decent hard working representative who put his constituents first and was respected by everyone he worked with, from all sides of the political debate and MPPs from all parties.

Traditionally in the Ontario Legislature after the passing of a Member, we have an opportunity to pay tribute. Attached is the Hansard record of the remarks I delivered in the Ontario Legislature in September 2010 in memory of Jack Johnson.

Since Jack Johnson was the first MPP to represent all of Wellington County in the Ontario Legislature, I believe that it would be a fitting tribute to rename Highway 6 – the highway that goes through the centre of Wellington County from north to south – in his honour.

Renaming a highway in honour of a former MPP is not without precedent. Three other deceased MPPs – Leo Bernier, Bruce Crozier, and John M. Turner – have also had highways renamed in their honour in their areas. These MPPs were all individuals who were exceptional, well respected Members. Each was first and foremost dedicated to representing their constituents, to the very best of their abilities.

It is my understanding that the cost of a proposal like this would simply be the cost of the signs that would be erected. It would be my intention to approach the Ministry to ask that the MTO cover this cost.

The Government has a process in place for renaming highways. I have attached their criteria. As you can see, the Ministry of Transportation requires a resolution of support from each municipal Council that the highway passes through. While I realize that Highway 6 does not pass through the Town of Erin, it is a vitally important corridor for the County and as such Erin residents will use it from time to time. It would be helpful, in my opinion, to have expressions of support from all the municipalities in the County of Wellington. Consequently, I am requesting that your Council pass a resolution in support of renaming Highway 6 through Wellington County the "Jack Johnson Memorial Highway," which I would submit to the Ministry as part of the application my office would prepare.

I hope that Council will agree that this is a fitting tribute to a man who served the people of Wellington County for so many years with such dedication and commitment.

I look forward to hearing back from you.

Sincerely,

Ted Arnott, MPP
Wellington-Halton Hills
 Phone: 416-325-3880
 Fax: 416-325-6649

JACK JOHNSON TRIBUTE

Ontario Hansard - 15-September2010

Mr. Ted Arnott: Jack Johnson once told me that during his time at Queen's Park he often wondered whether he deserved to be here. While Jack may have had his personal doubts, which were really just an extension of his characteristic modesty and decency, his constituents had no doubts whatsoever about the man who voiced their hopes and views in this place from 1975 to 1990. In fact, his constituents loved him.

It was hard not to love Jack Johnson, for his heart was as big as it was good. Jack's spirit left this earth about 15 months ago, but today we remember Jack Johnson, the elected public servant who served his people well.

He was a public servant, yes, but also a tireless and hard-working politician. In fact, he liked to tell a story about one of his election campaigns when he attended a record 16 events in one day in his huge, sprawling riding of Wellington-Dufferin-Peel. Unfortunately, in order to make those 16 events, he also received three speeding tickets that same day-no doubt, another personal best, one that he was somewhat less likely to mention.

I consider myself very, very fortunate to have had the chance to work with Jack, first as a volunteer in his last two election campaigns, in 1985 and 1987, and later as his assistant, working in his constituency office from 1987 until he retired three years later. Those years working with Jack were formative ones that I'll never, ever forget.

Warren Buffett recently wrote in tribute to his late friend and mentor Benjamin Graham, "More than any other man except my father, he influenced my life." I could easily say the same of Jack, but in my case it's perhaps an understatement. He was very much my mentor, a real political hero for the man that he was and the way he approached his responsibilities. He was as good of a friend as I've ever had.

Just as the Great Depression was beginning to tighten its grip in 1930, John McLellan Johnson was born in Detroit, Michigan, where his father had found work. But before long, the young family had moved back home to Mount Forest, where Jack and his twin brother, Dan, grew up. After high school, Jack studied business at Ryerson in Toronto. Upon graduation, he founded Johnson's Menswear, which became a fixture on Main Street of Mount Forest for the next 30 years.

In 1951, he married the love his life, Marnie Johnston. They were very much partners in business as well as life, working side by side as their business grew and prospered. Marnie supported him in every way. They were inseparable. In every sense, they were a team.

Through the early years of their marriage, there were likely many ups and downs, but they were blessed with three children: Colin, Paul and Sheri. The growing family moved to their beautiful 19th-century Victorian home on Queen Street in Mount Forest.

Always an outgoing optimist, Jack firmly believed that you needed to get involved in your community to make it better. Leadership on the local school board, in his church, the chamber of commerce and the Lions Club were all integral to Jack's civic participation as he fulfilled this obligation to his community.

That obligation, however, brought Jack and Marnie a great deal of personal satisfaction. In fact, they both loved it. Always interested in government and politics, he was elected to town council, later becoming mayor of Mount Forest, and he focused his efforts on industrial development and growth. Through his leadership, numerous manufacturing businesses were enticed to set up operations in Mount Forest, creating literally hundreds of jobs in town.

Then, upon the retirement of long-time and well-respected MPP John Root in 1975, Jack was persuaded to seek the PC nomination in Wellington-Dufferin-Peel to succeed him.

Regional government was, as Jack saw it, the major issue in that election. In fact, the basis of his campaign was to oppose his own party, which at the time was promoting the extension of regional government. Jack stood fast by his beliefs, refusing to accept the party line on regional government, and demonstrated the courage and conviction that became his hallmark in the communities he served in the Legislature through 15 years as an MPP.

In this place, what goes around comes around, as we know. Jack respected everyone in this House, and in return was liked and respected by members of all three parties.

He once told me that when he was first elected as an MPP, he considered himself to be relatively right-wing. But as we all know, these kinds of labels have their limitations. His views evolved to include strong support for a minimum wage that workers could live on. He supported training and help for those in poverty, and better services for seniors, the disabled and veterans, among other priorities. He came to believe and proudly asserted that he was a fiscal conservative with a social conscience.

That social conscience led to him to one of his proudest accomplishments when he pushed the government to retrofit multi-storey seniors' residences with elevators-elevators that he thought should have been included in the original design of the buildings. Jack was appalled when he learned that a constituent in Hillsburgh who had fallen and broken her hip couldn't return home to her seniors' apartment to recuperate because she lived on the second floor of a building that had no elevator. Jack raised the issue repeatedly and persistently in the House, motivated not by the desire to gain political credit but only to convince the government to get the elevators installed and fix the problem. Finally, after much advocacy, the government listened and set aside the money to meet this need. Not surprisingly, Jack didn't take public credit for himself, but instead took private satisfaction that his efforts made a big difference. That was Jack Johnson.

He also believed in the concept of local autonomy, as he called it. The province, he believed, must respect local councils as mature governments in their own right. He always fought hard to help the local governments in his riding, rightly reasoning if he could help a council he would be helping an entire community.

Within our caucus, he was the longest-serving chair of caucus in memory, serving in this capacity for nine years straight. He disliked having to cut off his more long-winded colleagues, but he did so when necessary, as a good chair must, to keep the agenda flowing. He served on many legislative committees and enjoyed that aspect of the job very much, especially during the minority government of 1977 to 1981. This was, he told me, the most meaningful Legislature in which he had served. In those years, he remarked, people worked together across party lines, when there was a degree of personal respect demonstrated across the aisle in the House and consensus ruled instead of confrontation. Imagine that.

In retirement after 1990, Jack was appointed to the Canada Pension Plan appeal board and later the Alcohol and Gaming Commission. On another occasion he was appointed to a committee to help displaced workers who were laid off after a large plant closure in Mount Forest.

He was always in demand as an informal political consultant, which meant that almost every aspiring politician in our area, including John Wilkinson, would want to go to seek his advice, which he offered generously to all comers, irrespective of their political stripe. I benefited from that advice through the years too, and to this day when I'm working with my staff, I often preface my instructions with, "Jack Johnson would have done it this way."

He always told me to be my own man, not beholden or defined by my party leader. "Party leaders come and go," he would say. "Never make election promises you can't keep. Promise only your best efforts if re-elected." Good advice for all of us. "Don't get too excited when you receive a call from party headquarters during an election campaign. If you ignore them, they usually go away." And, "Every member should take a weekend off a month to spend with his or her family," more good advice that I haven't always been able to follow.

Today, we are joined in the House by some of the Johnson family, some of his former staff, as well as some of Jack's and Marnie's closest friends. We all miss them both and think of them often. As we gather today to celebrate and give thanks for Jack's outstanding service, we resolve to ensure that the timeless values of integrity, commitment, family and community—all the things he believed in and all things he represented—will be carried on by the service we can render to others in his memory.

MEMORIAL DEDICATIONS FOR PROVINCIAL HIGHWAYS
(as of January 22, 2015)

MINISTER APPROVED MEMORIAL DEDICATIONS			
Hwy #	Memorial Dedication Name	Section of Hwy being Dedicated	Install Date
3	Bruce Crozier's Way	Windsor/Tecumseh border to Leamington	02-Sep-11
3	Rt. Hon. Herb Gray Parkway (formerly Windsor-Essex Parkway)	Windsor – LaSalle – Tecumseh	28-Nov-12
115 (35/115 & 7/115)	John M. Turner Memorial Highway	401 to Lansdowne Street East/Hwy 7	31-Mar-14
21	Blewater Veterans Highway	Goderich to Kincardine	24-Jan-09
21	Blewater Veterans Highway (extension)	Kincardine to Springmount	26-Jun-12
35	Midland Regiment Commemorative Highway	Hwy 35 @ Kent Street to Haliburton Boundary	27-Oct-09
62	Hastings & Prince Edward Regiment Commemorative Highway	Bloomfield to Bancroft	10-Nov-06
93	Sarah Burke Memorial Highway	Hwy 400 to Hwy 12 (Simcoe County)	26-Mar-14
401	Highway of Heroes	404 (Toronto) to Trenton	07-Sep-07
401	Highway of Heroes	Keele Street (Downsview, Toronto) to Trenton	01-Sep-13
401	Rt. Hon. Herb Gray Parkway (formerly Windsor-Essex Parkway)	Windsor – Tecumseh	28-Nov-12
405	General Brock Parkway	All	13-Oct-06
420	Niagara Veterans Memorial Highway	All	23-Sep-10
664	Leo Bernier Memorial Highway	Junction of Hwy 72 (Sioux Lookout) to End of Highway (Hudson)	31-Jul-12
108	Vimy Ridge Highway	Entire Highway (from Hwy 17 – Serpent River to Hwy 639 – End of Hwy)	17-Jul-13

The Corporation of the Town of Erin

By-Law # 15-11

Being a By-law to appoint Mr. John Maddox, JGM Consulting as the Town of Erin Meeting Investigator pursuant to the agreement authorized under the County of Wellington By-law 5416-15, and to repeal By-law Number 11-48

WHEREAS Section 239.2 of the Municipal Act, 2001, S.O. 2001, c.25 as amended authorizes municipalities to appoint an investigator who has the function to investigate a complaint made with respect to compliance of section 239 in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation;

AND WHEREAS Council deems it desirable to appoint John Maddox as the Investigator to investigate all requests on behalf of the Municipality and its Local Boards;

NOW THEREFORE THE COUNCIL OF TOWN OF ERIN HEREBY ENACTS AS FOLLOWS:

1. That Council hereby appoints John Maddox as the independent Investigator to investigate in accordance with the legislation all requests for an investigation of the Council and Committees of the Municipality and the Local Boards and their Committees of the Municipality pursuant to Section 239.2(1) of the Act;
2. The appointment shall be for an initial term of two years commencing the first day of January, 2015.
3. An Agreement between Wellington County and John Maddox for shared investigative services attached hereto is hereby adopted, as authorized by the County of Wellington By-law 5416-15;
4. By-law number 11-48 is hereby repealed.
5. This By-law comes into force and effect on the day of its passing.

Passed in open Council, on March 17th, 2015.

Mayor

Clerk

THE CORPORATION OF THE Town of Erin

BY-LAW NO. 15-12

BEING A BY-LAW to authorize the execution of a tax arrears extension agreement pursuant to Section 378 of the *Municipal Act, 2001*.

WHEREAS the Corporation of the Town of Erin registered on the 9th day of April, 2014, a tax arrears certificate against the land described in Schedule "A" attached hereto and forming part of this By-law;

AND WHEREAS Section 378 of the *Municipal Act, 2001* provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a Municipality or Board may by By-law authorize an extension agreement with the owner of the land, the spouse of the owner, a mortgagee or a tenant in occupation of such land to extend the period of time in which the cancellation price in respect to the Owner's land is to be paid;

AND WHEREAS the statutory period within which such a By-law may be enacted has not elapsed;

NOW THEREFORE the Council of the Corporation of the Town of Erin enacts the following as a By-law:

1. THAT an agreement be entered into by The Corporation of the Town of Erin with Christopher Ian Sinclair, the Owner(s)/Spouse/Mortgagee/Tenant of the land described in Schedule "A" to extend the time period in which the cancellation price payable on this land is to be paid on the terms and generally in the form of Schedule "B" attached to this By-law;
2. THAT the agreement be in substantially the same form and contain the same terms and conditions as set out in Schedule "B", a copy of which is attached hereto.
3. THAT the Mayor and Clerk be and are hereby authorized and directed to enter into the agreement on behalf of the Corporation;
3. THAT this By-law shall come into force and take effect upon the final passing thereof.

Passed in open Council on March 17th 2015.

MAYOR

CLERK