



**TOWN OF ERIN**  
**Regular Council Meeting**  
**AGENDA**

**April 5, 2016**

**1:00 PM**

**Municipal Council Chamber**

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Declaration Pecuniary Interest**
4. **Community Announcements**
5. **Adoption of Minutes** 1 - 17  
March 22, 2016 Regular Meeting, Public Meeting (Z16-01)
6. **Business Arising from the Minutes**
  - 6.1 Discussion on Open Forums
  - 6.2 Councillor Smith - Notice of Motion from March 22, 2016  
That Council implement a reward or incentive program to engage senior staff and employees of the Town of Erin for the purposes of finding ways to reduce next year's budget amounts. The ideas could be in ways to make services more efficient, to look for overlap and in general to get a ground up perspective as to where we can find savings for next year. The structure for incentive or award would have to be vetted to find out what would work best for this proposal.
  - 6.3 Councillor Sammut - Notice of Motion from March 22, 2016 18  
That Council requests that the CAO or designated employee arrange to have Ontario Clean Water Agency do a presentation to Council highlighting how they work on water/wastewater issues and specially how they may be able to help the Town of Erin.
  - 6.4 Councillor Sammut - Notice of Motion from March 22, 2016 19  
That Council hereby requests to remove from the Procedural Bylaw the ability to suspend the Rules of Procedure in all but emergency situations. Such emergency periods will be determined by the Mayor or delegate with consultation from CAO. This motion will aid in Councils goal of improving openness, transparency and accountability.

## 7. Delegations/Petitions/Presentations

- 7.1 Kyle Davis, Risk Management Official - Source Water Contract Report 20 - 22
- 7.2 Ainley Group - Wastewater Class EA, Phases 3&4 Presentation 23 - 34
- 7.3 Gallagher Mc Dowall - Organizational and Compensation Review Report \*Report to be provided at the meeting

## 8. 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;1. Organizational and Compensation review

## 9. Return from Closed Session

- 9.1 Motion to Reconvene
- 9.2 Report Out

## 10. Reports

- 10.1 Building/Planning/By-Law
  - 10.1.1 Senior Planner, Sarah Wilhelm - Z16-01 Kirk Planning Report 35 - 38
  - 10.1.2 Chief Building Official - Second Draft of Site Alteration By-law 39 - 67
- 10.2 Administration
  - 10.2.1 Systems Administrator - Purchase of Replacement Servers and SAN 68 - 69
  - 10.2.2 CAO - Quarterly Departmental Project Update Report - Q1 2016 70 - 78
  - 10.2.3 CAO - Grass Cutting RFP - \*\*Updated report to be provided at the meeting 79 - 80
  - 10.2.4 CAO - Operational Review Action Plan 81 - 86
- 10.3 Finance
  - 10.3.1 Deputy Treasurer - Approval of Accounts 87 - 88
  - 10.3.2 Director of Finance - 2016 Community Grants – Committee Recommendations 89 - 91
- 10.4 Mayor
  - 10.4.1 Mayor's Report - updates and recent events 92
- 10.5 Committees

10.5.1	Ballinafad Community Centre - January 5 2016 Minutes	93
10.5.2	Let's Get Hillsburgh Growing - January 21 and February 18 Minutes	94 - 99

## 11. New Business

11.1	Set July and August Council Meeting dates and times	
11.2	Councillor Brennan - OGRA/ROMA 2016 Conference Report	100 - 101
11.3	March 2016 Ice Storm Discussion	
11.4	Set Special Meeting Date regarding 4 year action plans	

## 12. Correspondence

12.1	Activity List	102 - 103
12.2	Conservation Authorities Agendas and Minutes Grand River Conservation Authority: <a href="http://www.grandriver.ca/index/document.cfm?Sec=13&amp;Sub1=71">http://www.grandriver.ca/index/document.cfm?Sec=13&amp;Sub1=71</a>  Credit Valley Conservation Authority: <a href="http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/">http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/</a>	
12.3	Minister Responsible For Senior Affairs - 32nd anniversary of Senior's Month	104
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12.6	Township of East Garafraxa - Notice of Site Alteration	110 - 111
12.7	County of Wellington - County Official Plan Amendment 99	112 - 131
12.8	Gord Ough, County Engineer - Letter re: Crosswalk, Truck By-pass, Community Safety Zones	132

## 13. By-Laws

Confirming

## 14. Notice of Motion

## 15. Adjournment



**Minutes of the Regular Town of Erin Council Meeting**

**March 22, 2016**

**6:30 pm**

**Municipal Council Chamber**

**PRESENT**

- Allan Ails**
- John Brennan**
- Matt Sammut**
- Rob Smith**
- Jeff Duncan**

- Mayor**
- Councillor**
- Councillor**
- Councillor**
- Councillor**

**STAFF PRESENT: Kathryn Ironmonger**

- Dina Lundy**
- Sharon Marshall**
- Larry Wheeler**
- Carol House**
- Dave Knight**
- Robyn Mulder**

- CAO/Town Manager**
- Clerk**
- Director of Finance**
- Financial Analyst**
- Chief Building Official**
- Interim Road Superintendent**
- Economic Development Officer**

**1. Call to Order**

Mayor Ails called the meeting to order.

**2. Approval of Agenda**

**Resolution # 16-093**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the agenda be approved as amended to add item 11.4.6 Insurance Programme Renewal Report.

**Carried**

**3. Declaration Pecuniary Interest**

None.

**4. Public Meetings**

#### **4.1 Sarah Wilhelm, County Planning - County Official Plan Amendment OP 2016-01 and Zoning Amendment Z16-01**

Mayor Alls called the public meeting to order.

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

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

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

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

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

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

Declarations of Pecuniary Interest: None.

Planning staff - Sarah Wilhelm presented the application to amend the Town Zoning By-law and the County Official Plan to permit an accessory

dwelling unit within an existing accessory building.

There were no comments or concerns identified by the public, peer review consultants or Town staff at the time of writing the report.

A minor variance was denied by the Committee of Adjustment because it considered a zoning by-law amendment application to be more appropriate.

The County is currently considering changes to the County of Wellington Official Plan to allow second units within single detached and row house dwellings, and second units within buildings or structures ancillary to a single detached dwelling.

Mr. Kirk - the applicant, explained how important the approval of these applications is to his family, and would like Council to consider that in making their decision.

Comments from the public: None.

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

The Public Meeting adjourned.

## 5. Community Announcements

March 31 - EWFHT free workshops begin

April 2 - Station Road Nursery School Annual Bunny Brunch

Sept 10 - RCMP Musical Ride is coming to Erin - Hosted by the Agricultural Society

Please see [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/) for more details and events.

## 6. Adoption of Minutes

**Resolution # 16-094**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

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

February 26, 2016 Special Meeting 10AM - to add statement regarding impact of medical calls on the Fire Department

February 26, 2016 Special Meeting 11AM

March 1, 2016 Regular Meeting

**Carried**

## **7. Business Arising from the Minutes**

Councillor Sammut:

March 1 meeting, Public Question Period – Asked for clarification regarding how this motion was able to be presented without a notice of motion, and on waiving the rules to suspend Public Question Period

The Clerk clarified that the motion could be presented without notice of motion and without waiving the rules of procedure because Public Question Period was an item listed on the agenda. The motion that was presented and passed waives the rules of procedure to suspend Public Question Period until further notice.

Councillor Brennan:

March 1 meeting, Business Arising - Add items 8.2.4 and 9.1 from February 16 meeting to Activity List

March 1 meeting, Item 9.1 - Went through recommendations in the meeting investigator's report. Council did not touch on these items when receiving the report because these are the current processes that are followed. No changes to processes were needed.

## **8. Closed Session**

**Resolution # 16-095**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 6:58PM to discuss the matter(s) pertaining to the following exemptions under the Municipal Act, section 239:

b) personal matters about an identifiable individual, including municipal or local board employees; 1. HR Matter

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; 1. Pending Legal Claim

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, b) personal matters about an identifiable individual, including municipal or local board employees; 1. Correspondence

**Carried**

## **9. Return from Closed Session**

### **9.1 Motion to Reconvene**

**Resolution # 16-096**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** the meeting be reconvened at the hour of 7:55PM.

**Carried**

### **9.2 Report Out**

Council announced that Jessica Wilton has been hired to the permanent position of Building and Planning Assistant, as of April 9, 2016.

**Resolution # 16-097**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Lou Laurysen is appointed Water Foreperson for the Corporation of the Town of Erin, and Operator in Charge for the Erin and Hillsburgh Drinking Water Systems effective March 22, 2016.

**Carried**

## **10. Delegations/Petitions/Presentations**

### **10.1 Randy Bushey, CIP - Insurance Renewal RFP**



Mr. Bushey presented expert analysis of the 3 insurance proposals that were received. The results are positive for the Town. The price has decreased while proposed policies have been strengthened. His recommendation is to have finance staff negotiate with the lowest bidder JLT Canada, and also including a written service guarantee, as the Town would be switching providers for insurance coverage.

**Resolution # 16-098**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the presentation from Randy Bushey regarding insurance renewal.

**Carried**

**10.2 Pierre Brianceau - County Council Update**

Pierre Brianceau updated Council on County Council activities, including budget, rural garbage pick-up, and the Hillsburgh Library.

Councillor Duncan declared a pecuniary interest and moved away from the table during discussion regarding the Hillsburgh Library.

**Resolution # 16-099**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the delegation from Pierre Brianceau, regarding County Council update.

**Carried**

**10.3 Carmela Marshall, Ontario Soil Regulation Task Force - Site Alteration model documents**

Ms. Marshall went over the make-up and activities of the Ontario Soil Regulation task force. They have been involved in several different projects, and saw the need for a 'model' fill by-law. The task force worked for the better part of a year to come to this model, and it has been peer reviewed by a number of professionals and government agencies. They

have reviewed the proposed fill by-law on tonight's agenda and have some recommendations to share, including making mention of MOECC Best Practices, and recommendations regarding public consultation, fee structure, and the environmental control program.

**Resolution # 16-100**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the delegation from Carmela Marshall of the Ontario Soil Regulation Task Force regarding site alteration.

**Carried**

**10.4 Anna Spiteri - Update on Citizen's Against Fill Dumping activities**

Ms. Spiteri gave Council an update on the activities of the Citizens Against Fill Dumping Group at the Provincial, County, and Town levels of government. They would like Council to model the by-law after the Halton Hills By-law and adopt the Halton Hills Site Alteration Committee Model.

**Resolution # 16-101**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the delegation from Anna Spiteri regarding an update of the activities of Citizen's Against Fill Dumping.

**Carried**

**11. Reports**

**11.1 Building/Planning/By-Law**

**11.1.1 Chief Building Official- Draft Site Alteration Bylaw**

Council directed that the Chief Building Official obtain comments from the Ontario Soil Regulation task force and Citizens Against Fill Dumping representatives to take into consideration, and also incorporate Council suggestions into the proposed by-law.

**Resolution # 16-102****Moved By** Councillor Duncan**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receives Building Department report number BD 2016-10, dated March 22, 2016, regarding a Draft Site Alteration By-Law Amendment;

**And that** Council directs staff to bring the proposed by-law back for further review at the next Council meeting with any changes as discussed at this meeting.

**Carried****11.1.2 Chief Building Official - Demolition Report – 170 Main Street****Resolution # 16-103****Moved By** Councillor Smith**Seconded By** Councillor Sammut

**Be it resolved that** Council hereby receives Building Department Demolition Report, dated March 22, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 170 Main Street, Town of Erin, Assessment Roll No. 23 16 000 010 05100 0000

**And that** conditional upon Heritage Committee approval of the demolition permit Council hereby approves the issuance of the demolition permit.

**Carried****11.1.3 Chief Building Official - Demolition Report – 5242 First Line****Resolution # 16-104****Moved By** Councillor Smith**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby receives Building Department Demolition Report, dated March 22, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 5242 First Line, Town of Erin, Assessment Roll No. 23 16 000 001 02900 0000

**And that** Council hereby approves the issuance of the demolition permit.

**Carried**

#### **11.1.4 Chief Building Official - Building Permit Activity Report**

**Resolution # 16-105**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council hereby receives Building Department Building Activity Report dated March 22, 2016 for information.

**Carried**

#### **11.1.5 Municipal Law Enforcement Officer - Sign By-law #03-58 – real estate sign annual fee**

Council directed that the CAO write a letter to the real estate community reiterating the rules regarding signs, and informing them that the Town will be removing signs that are in contrary to the by-law.

**Resolution # 16-106**

**Moved By** Councillor Smith

**Seconded By** Mayor Alls

**Be it resolved that** Council hereby receives the Property Standards Officers report to consider an annual fee for portable real estate signs

**AND THAT** Council hereby considers amending the sign By-law #03-58 and By-law #06-21A to include an annual fee on real estate signs.

**Carried**

**Resolution # 16-107 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

Be it resolved that Council hereby waives the rules of procedure regarding the curfew provision.

**Carried**

## 11.2 Roads

### 11.2.1 Interim Road Superintendent Spring Street Sweeping

**Resolution # 16-108**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be It Resolved that** council receive the report of the Interim Road Superintendent regarding spring street sweeping;

**And That** Council accept the quotation of Mobil Services Inc. for \$86.00 per hour for the supply and operation of street sweepers.

The Town of Erin will be responsible for supplying the necessary fuel.

**Carried**

### 11.2.2 Interim Road Superintendent - Road Occupancy Permit

**Resolution # 16-109**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Road Occupancy Permit report;

**And that** Council directs staff to amend the Fee By-law to include the Road Occupancy Permit fees as outlined in this report.

**Carried**

### 11.2.3 Interim Road Superintendent - County Road Maintenance Agreement

**Resolution # 16-110**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the correspondence from the County of Wellington regarding a road Maintenance Agreement;

**And that** the by-law be considered at the end of this meeting.

**Carried**

### **11.3 Fire and Emergency Services**

#### **11.3.1 Fire Chief - February 2016 Fire and Emergency Services Report**

**Resolution # 16-111**

**Moved By** Councillor Smith

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the February 2016 Fire and Emergency Services Report.

**Carried**

#### **11.3.2 Fire Chief - January 2016 Fire and Emergency Services Report**

**Resolution # 16-112**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the January 2016 Fire and Emergency Services Report.

**Carried**

### **11.4 Finance**

#### **11.4.1 Director of Finance - 2015 Treasurer's Statement of Remuneration**

**Resolution # 16-113**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** the Director of Finance's Report on 2015 Council & Appointed Board Members' Remuneration be received for information.

**Carried**

#### **11.4.2 Deputy Treasurer - 2016 Fire WSIB-Maximum Insurable Earnings**

**Resolution # 16-114****Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-3B WSIB**And That** Council accepts the recommendation to provide 2016 WSIB protection to the Fire Department personnel up to the current "maximum insurable earnings ceiling" of \$88,000 per firefighter.**Carried****11.4.3 Deputy Treasurer - Approval of Accounts**

Report was corrected to reflect that the \$3,263,006.04 payment was to the County of Wellington, rather than the School Board.

**Resolution # 16-115****Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-3C on "Approval of Accounts".**Carried****11.4.4 Director of Finance - Annual Surplus Report – 2015****Resolution # 16-116****Moved By** Councillor Duncan**Seconded By** Councillor Smith**Be it resolved that** Council receives the Director of Finance's Annual Surplus Report – 2015 with attachments, pursuant to the Surplus Policy adopted by Council in 2013.**And That** Council authorizes the transfer of \$292,679 into the Tax Stabilization Reserve as recommended.**Carried****11.4.5 Director of Finance - Temporary Borrowing By-law 2016**

**Resolution # 16-117****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** Council receives the Director of Finance's Report "Temporary Borrowing Bylaw 2016" for information;**And That** Council will consider the adoption of the Borrowing Bylaw, as recommended.**Carried****11.4.6 Financial Analyst - Insurance Programme Renewal 2016****Resolution # 16-118****Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Be it resolved that** Council receives Report 2016- 02 'Insurance Programme Renewal 2016' as information;**And that** Council Directs the Financial Analyst to begin negotiations with Jardine Lloyd Thompson Canada Inc (JLT) with the objective of entering into a contract for the Town's insurance coverage for the period April 2016 to March 2017 with an option (by both parties) to extend the contract for one additional year.**Carried****11.5 Administration****11.5.1 Clerk - Council Meeting Open Forums**

Council discussed different options for open forums. Direction was that Mayor Alls and Councillor Sammut meet staff and discuss a process.

**Resolution # 16-119 (verbal)****Moved By** Mayor Alls**Seconded By** Councillor Sammut**Be it resolved that** Council waives the rules of procedure regarding the curfew provision to extend the meeting past 11PM.



**Carried****11.6 Mayor****11.6.1 Growth and Development - updates and recent events**

This item will be discussed at the next meeting.

**11.7 Committees****11.7.1 Ballinacorney Community Centre - January 5 2016 Minutes**

This item will be discussed at the next meeting.

**11.7.2 Let's Get Hillsburgh Growing - January 21 2016 Minutes**

This item will be discussed at the next meeting.

**11.7.3 Committee Appointments****Resolution # 16-120**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council appoints the following members to the Environmental and Sustainability Committee:

Chris Wedeles  
Liz Armstrong  
Heidi Matthews  
Martin Rudd  
Steve MacEachern  
Laurent Barret  
Jay Mowat

**And further that** Council appoints the following members to the Town of Erin Heritage Committee:

Jean Denison  
Laurie Da Silva

**Carried**

**12. New Business****12.1 Set July and August Council Meeting dates and times**

This item will be discussed at the next meeting.

**12.2 Councillor Brennan - OGRA/ROMA 2016 Conference Report**

This item will be discussed at the next meeting.

**13. Correspondence****Resolution # 16-121**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives correspondence items 13.1 to 13.8 for information.

**Carried**

**13.1 Activity List****Resolution # 16-122 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

Be it resolved that the Clerk be directed to bring back a report regarding videotaping Council meetings.

**Carried**

**13.9 Gord Ough, County Engineer - Letter re: Crosswalk, Truck By-pass, Community Safety Zones**

This item will be discussed at the next meeting.

**13.10 The Corporation of the Township of Burpee and Mills - Requesting resolution of support, tax incentive programs**

**Resolution # 16-123****Moved By** Councillor Duncan**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the correspondence from the Township of Burpee and Mills regarding Tax incentive programs, where the cost to fund these programs is only absorbed by the municipalities where the designations are applied;

**And that** Council hereby supports the comments from Ken Noland, Reeve of the Township of Burpee and Mills.

**Carried****14. By-Laws****Resolution # 16-124****Moved By** Councillor Smith**Seconded By** Councillor Brennan

**Be it resolved that** By-Law numbers 16 – 14 to 16 - 18 inclusive, are hereby passed.

**Carried****15. Notice of Motion**

Councillor Smith

At the next meeting, will present a motion that Council put an incentive program in place for staff ideas that result in budget efficiencies.

Councillor Sammut

At the next meeting, will present the following motions:

1. that Council requests that the CAO or designated employee arrange to have Ontario Clean Water Agency do a presentation to Council highlighting how they work with municipalities on water/wastewater issues and specially how they may be able to help the Town of Erin.

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2. that Council requests to remove from the Procedural Bylaw the ability to suspend the Rules of Procedure in all but emergency situations. Such emergency periods will be determined by the Mayor or delegate with consultation from CAO.

**16. Adjournment**

**Resolution # 16-125**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** the meeting be adjourned at the hour of 11:18PM.

**Carried**

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Mayor Allan Alls

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Clerk Dina Lundy

**Notice of Motion  
(Arrange Ontario Clean Water Agency to Present to Council )**

**RESOLUTION**

**Resolution #**  
**Moved By Councillor Matt Sammut**  
**Seconded By**

**Be it resolved that Council** hereby requests that the CAO or designated employee arrange to have Ontario Clean Water Agency do a presentation to Council highlighting how they work with municipalities on water/wastewater issues and specially how they may be able to help the Town of Erin.



**Matt Sammut**  
**Councillor**  
**Corporation of the Town of Erin**

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**Notice of Motion  
(Only Allow Suspending Rules of Procedure During Emergency Periods )**

**RESOLUTION**

**Resolution #**  
**Moved By Councillor Matt Sammut**  
**Seconded By**

**Be it resolved that Council** hereby requests to remove from the Procedural Bylaw the ability to suspend the Rules of Procedure in all but emergency situations. Such emergency periods will be determined by the Mayor or delegate with consultation from CAO. This motion will aid in Councils goal of improving openness, transparency and accountability.



**Matt Sammut**  
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## Staff Report

**Report #:** RMO 2016-MAR

**Date:** March-30-16

**Submitted By:** Kyle Davis, Risk Management Official

**Subject:** Source Protection Contract Position

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### Recommendations:

**Be it resolved that** Council accepts the report for information and authorize the Town Manager / Chief Administrative Officer to proceed with the contract position (50% source protection).

### Background:

For 2016, it is recommended that a contract staff position be funded to assist in administering the source protection program. In 2016, all source protection plans will be effective. The CTC Source Protection Plan became effective on December 31, 2015. The Grand River Source Protection Plan will become effective on July 1, 2016. Development application screening is the most immediate work impact that occurs upon effective date of the source protection plan. With all plans becoming effective in 2016, the development review workload will increase compared to 2015.

Overall, 2016 work for the program will include completion of threat activity verification, development review, continued administration of the septic inspection program, continued education and outreach including events and mailings, negotiation of risk management plans, reporting database set up and training, data transfer to the new database and file sharing systems, mandatory annual reporting, attendance and participation on various watershed and provincial working groups and continued coordination and administration of the program. The contract staff position would assist the shared Risk Management Official (RMO) in delivering and coordinating these tasks.

The contract position is proposed to be split 50% for the source protection program and 50% for the Township of Centre Wellington's Environmental Services Department. In their 2016 budget, the Township of Centre Wellington Council approved a half time contract position to support their Environmental Services Department. The 50% source protection portion of the contract is proposed to be split between six municipalities: Township of Centre Wellington, Guelph / Eramosa Township, Town of Erin, Township of Mapleton, Township of Puslinch and Township of Wellington North. The position would be housed at the Township of Centre Wellington, reporting to the shared Risk Management Official.

The source protection portion of the contract position would be an eligible cost under the provincial Source Protection Municipal Implementation Fund (SPMIF). SPMIF has been extended by the Province

until March 2017 and a number of additional eligible criteria have been added including equipment, training expenses and pooling of funds between municipalities.

The Town of Erin received \$67,500 in SPMIF funding. The SPMIF funding has been used in collaboration with the other Wellington County municipalities to implement the source protection program. Examples of SPMIF funded projects include the septic inspection program; field visits to commercial / industrial properties to verify whether threat activities trigger source protection requirements; education and outreach including Septic Social events, launch of a joint website, development of fact sheets and a five year communications plan; update of County Official Plan; development of a program database for tracking and reporting purposes; web based mapping and staff time.

The contract position would be for approximately seven months to the end of 2016, with the possibility of extension.

The contract position is for a Source Protection and Quality Management Technician, whose function will be to provide support and coordination for the Wellington Source Water Protection Program and the Township of Centre Wellington's Environmental Services Quality Management System. The job description and specification are currently being drafted and will be reviewed by all the participating municipalities prior to posting. The position will require experience related to the duties of the position, normally acquired through a Bachelor Degree of Environmental Science or Studies with at least two to three years of relevant experience. Knowledge and experience in municipal groundwater supply systems and related legislation is also a requirement and candidates with an equivalent combination of education and experience may be considered. Experience in a municipal, government or consulting work environment will be considered a strong asset.

### **Financial Impact:**

The source protection portion of the contract position is 50% of the salary and benefits. The source protection portion is proposed to be further shared between six Wellington County municipalities including the Town of Erin. Therefore, the financial impact to the Town of Erin for the seven month contract (30 weeks) is estimated to be approximately \$3,010. This is based on a total amount (salary and benefits - Employer Health Tax, Canada Pension Plan and Employment Insurance contributions and 4% vacation) of \$18, 056 for 30 weeks that is then split six ways. This entire amount is eligible for funding via the Town of Erin's SPMIF funding. There is sufficient SPMIF funding available to fund this position.

Please note that if other municipalities do not choose to participate in the source protection contract position then the Town of Erin amount would increase proportionally. The salary and benefits for this position are comparable to what is being offered by other municipalities in Ontario for similar positions.

### **Consultation:**

The job description and specification are currently being drafted and will be reviewed by all the participating municipalities prior to posting. The 50% source protection portion of the contract is proposed to be split between six municipalities: Township of Centre Wellington, Guelph / Eramosa Township, Town of Erin, Township of Mapleton, Township of Puslinch and Township of Wellington North.



**Communications Plan:**

The job will be posted publicly.

**Conclusion:**

For 2016, it is recommended that a contract staff position be funded to assist in administering the source protection program. The contract position is proposed to be split 50% for the source protection program and 50% for the Township of Centre Wellington's Environmental Services Department. The 50% source protection portion of the contract is proposed to be split between six municipalities: Township of Centre Wellington, Guelph / Eramosa Township, Town of Erin, Township of Mapleton, Township of Puslinch and Township of Wellington North. The position would be housed at the Township of Centre Wellington, reporting to the shared Risk Management Official.

The financial impact to the Town of Erin for the seven month contract (30 weeks) is estimated to be approximately \$3,010. This entire amount is eligible for funding via the Town of Erin's provincial SPMIF funding. There is sufficient SPMIF funding available to fund this position.

**Appendices:**

Not applicable



# URBAN CENTRE WASTEWATER SERVICING CLASS ENVIRONMENTAL ASSESSMENT PHASES 3 AND 4

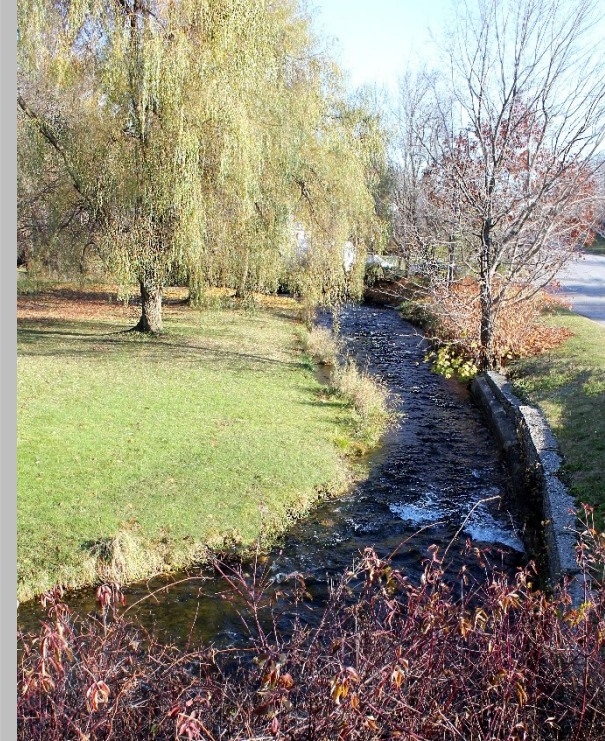
PRESENTED BY:



# Presentation Outline

2

- Our Team
- Project Scope
- Project Schedule
- The Public Consultation Process
- Discharge Limits / Credit River Assimilative Capacity
- Questions



# OurTeam

MANAGEMENT TEAM



Technical Team



Public Consultation Team



Natural Sciences Team



# What Our Team Brings to Erin

- We identify with the issues being experienced by Erin and have a strong desire to help achieve a solution that strengthens the community while protecting its fundamental strengths.
- We have experience in communities with infrastructure needs and growth pressures, similar to Erin
- We know that there is a need to achieve buy-in from the community based on:
  - An agreed recognition of the problem to be solved
  - An agreed solution for growth
  - An agreed best solution for wastewater
- A sensitivity to infrastructure costs in communities like Erin
- An understanding of the need to demonstrate best available technology solutions
- Experience in working closely with Municipal staff, Council and Interest Groups to achieve the best solution for everyone by:
  - We will actively engage the community in an open transparent manner
  - We understand the importance of staying in control of growth issues



- This Project represents a critical investment in the Erin Village and Hillsburgh that, in one way or another, will impact every resident in the Town of Erin.
- It will require the Town to examine growth and development in addition to issues in the existing community in order to make best use of the West Credit River's assimilative capacity.
- A Servicing and Settlement Master Plan (SSMP) completed in 2014 indicated existing development in Hillsburgh and Erin Village is to be serviced by a new wastewater collection and treatment system.
- The SSMP completed part of Phases 1 & 2 of the Environmental Assessment Process.
- The SSMP identified the preferred solution as a wastewater collection system conveying sewage to a single wastewater treatment plant located south east of Erin Village with the treated effluent being discharged to the West Credit River.



# Project Scope

- The Town of Erin is now embarking on a review of Phases 1 & 2 and completion of Phases 3 & 4 of the Urban Centre Wastewater Servicing Municipal Class Environmental Assessment process
- All properties in Hillsburgh and Erin are presently serviced by private wastewater systems, including septic systems, holding tanks and tertiary systems. This Project will identify and evaluate the different solutions available for wastewater servicing (collection & treatment) in these two urban centres.





- The extent of the area proposed for communal servicing will be confirmed through more detailed analysis of existing private sewage systems.
- Different solutions to collect the wastewater from existing properties will be examined
- A treatment plant site will be established
- Different locations for discharge to the West Credit River will be examined and discharge limits meeting the requirements of MOECC and CVC will be established.
- Discharge limits for the treated effluent will set the servicing limits for the two urban centres.
- Different solutions will be examined to treat the wastewater to meet MOECC and CVC requirements.





# Project Schedule

## Phase 1 and 2

- Project start date is Mid March 2016;
- Complete the survey of existing septic systems by the end of May 2016;
- Complete topographical survey & base drawings by the end of May 2016;
- Provide recommendations on communal servicing by mid June 2016;
- Recommend collection system servicing general alternative mid Sept 2016;
- Recommend Assimilative Capacity and Effluent Limits mid Sept 2016;
- Recommend treatment plant sites/discharge locations to West Credit River mid Sept 2016;
- Hold First Public Information Centre late October 2016;
- Phase 1 & 2 Review complete end 2016.



# Project Schedule

## Phase 3 and 4

- Start Phase 3 beginning of 2017;
- Complete definition of collection system design alternatives end February 2017;
- Complete definition of treatment system design alternatives end February 2017;
- Complete definition of treatment plant site and discharge alternatives end February 2017;
- Complete Natural Sciences and field work of treatment plant site end of June 2017;
- Complete Phase 3 Report end Sept 2017;
- Hold Second Public Information Centre late October 2017;
- Complete Draft of Environmental Study Report end of 2017;
- Submit Final Report after 30 day public review period Mid March 2018.

Staying on track key study focus



- With help from the Council, Core Management Team (CMT), Public Liaison Committee (PLC), and the general public, the Project Team will identify the environmental, social and economic impacts of the alternative solutions.
- There will be numerous opportunities for public input, including: a Public Liaison Committee, Public Information Centres, and written submissions through the Town's website and email address.
- At the end of the process, the preferred solution will be identified and an Environmental Study Report will be completed.



- A Core Management Team (CMT) consisting of members from the Town, CVC, MOECC and the consultants will provide overall management and guidance for the project.
- A Public Liaison Committee (PLC) consisting of a cross section of community interests will help provide guidance as the project proceeds.
- The PLC will be formed in the coming two months and will be involved at key stages in the project.
- As a team, we will foster an environment of openness and respect.
- We will Invite input from all affected residents and stakeholders.



Questions?





## PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

**DATE:** April 5, 2016  
**TO:** Kathryn Ironmonger, CAO/Town Manager  
 Town of Erin  
**FROM:** Sarah Wilhelm, Senior Planner  
 County of Wellington  
**SUBJECT:** **SUPPLEMENTAL REPORT (Kirk)**  
**Zoning By-law Amendment (Z16/01)**  
**County Official Plan Amendment (OP-2016-01)**  
**To permit an accessory dwelling unit within an existing accessory building**  
**6012 Eighth Line (Part Lot 28, Concession 8), Town of Erin**

### INTRODUCTION

The applications currently before the Town of Erin and County of Wellington are a proposed Zoning By-law amendment and Official Plan amendment. These applications are necessary to allow an accessory dwelling unit in an existing accessory building. We provided a detailed report to Council March 22, 2016 which included a policy review of the application. The purpose of this report is to provide our planning opinion and seek a Council position on the Official Plan amendment so that it may be brought forward to County Planning Committee and Council.

### LOCATION

The land subject to the proposed Zoning By-law Amendment (Z16/01) and Official Plan Amendment (OP-2016-01) fronts onto the west side of Eighth Line to the north of Sideroad 27 (Figure 1). The property is legally described as Part of Lot 28, Concession 8 and municipally known as 6012 Eighth Line.

This 0.8 ha (2 ac) rural residential property contains a single detached dwelling and accessory building which

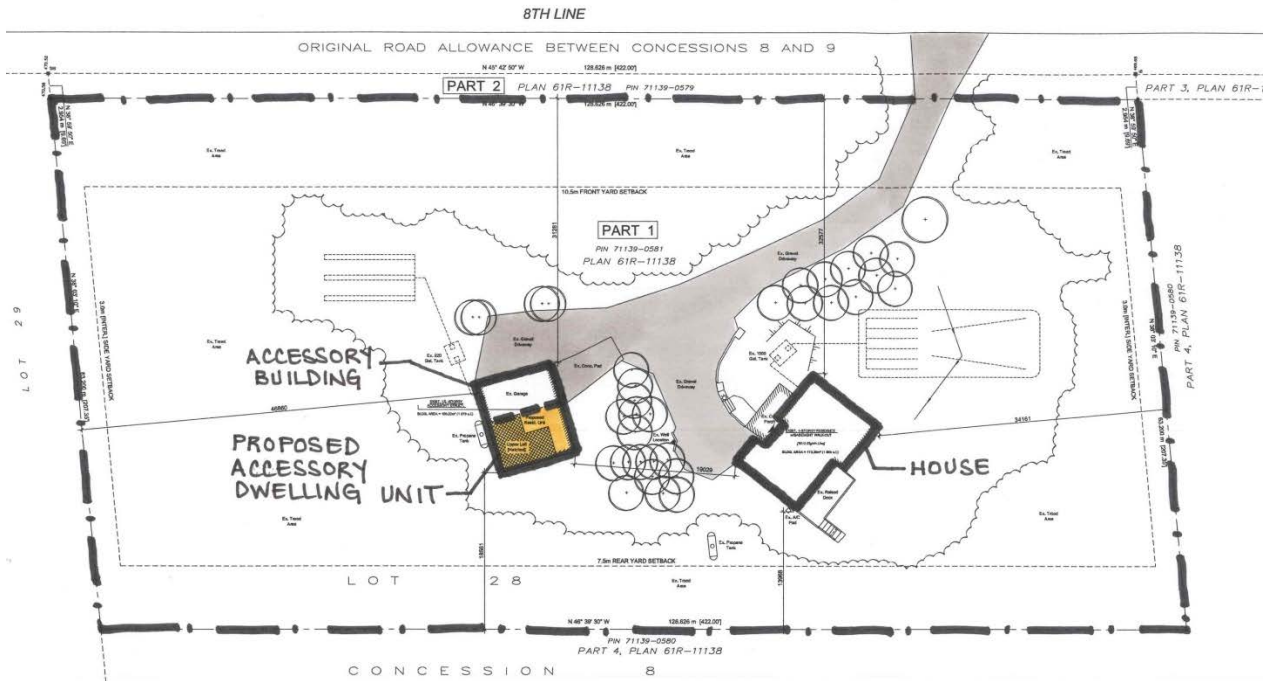
use the same driveway (Figure 2 and 3). Surrounding land uses include agricultural to the north, rural residential to the east, rural residential/plantation to the immediate south and west.

**Figure 1** Property Location

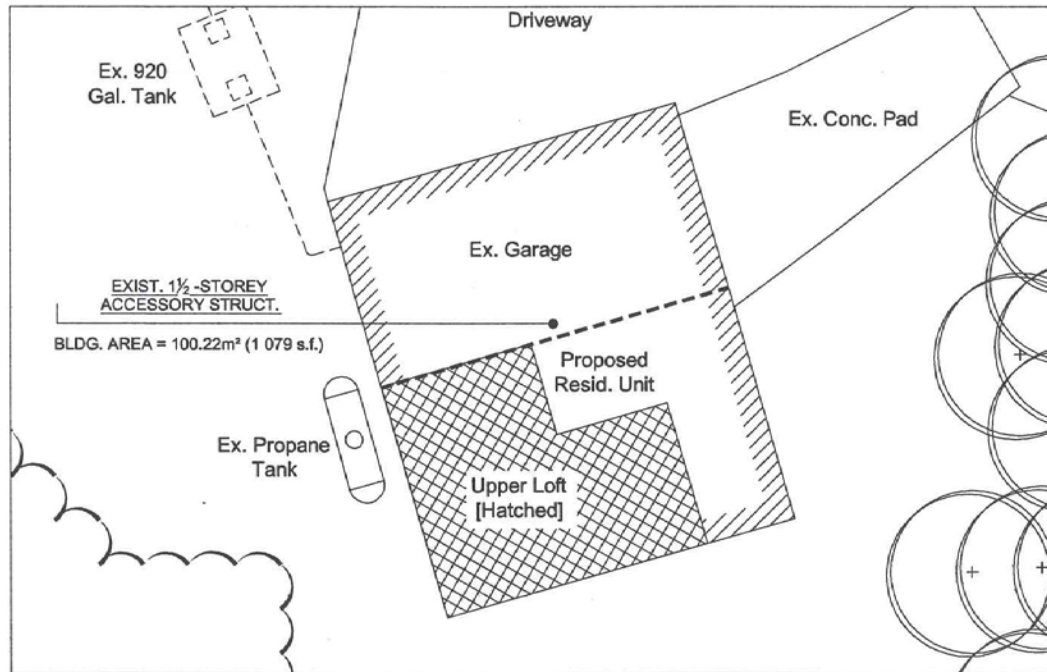




**Figure 2** Overall Site Plan Excerpt Source: J. Wells Architect Inc.



**Figure 3** Accessory Structure Detail Source: J. Wells Architect Inc.



**PUBLIC MEETING**

The statutory public meeting for these planning applications was held in accordance with the Planning Act on March 22, 2016. There were no verbal or written comments from members of the public.

Councillor Brennan questioned whether the accessory building has had any previous minor variance applications and conditions that might contradict the current application. Town staff has confirmed that there are no previous minor variance applications associated with the property.

## AGENCY COMMENTS

There were no agency concerns.

## COUNTY SECOND UNIT POLICIES

As noted in our previous report, the County is currently undertaking a County-wide Official Plan Amendment to provide for second units to implement Bill 140 (Strong Communities through Affordable Housing Act). The public meeting will be held April 21, 2016. A draft of the related Official Plan Amendment (OPA 99) is available. We have used draft OPA 99 policies as a basis for the approach used for this Amendment (OPA 100), including that:

- a second unit is either permitted in a detached house or in a building or structure ancillary to a detached house
- a garden suite will not be permitted if there is already a second unit on the property
- a second unit will be prohibited from being severed from the property
- the second unit will be clearly secondary to the primary dwelling unit on the property

A copy of the proposed Official Plan Amendment No. 100 text and map are attached.

## PLANNING OPINION

We provided a detailed report to Council March 22, 2016 which included a policy review of the application. In our opinion, the proposal conforms to the policies of the Provincial Growth Plan, Greenbelt Plan, and Town Official Plan, and is consistent with the Provincial Policy Statement. The proposal is also consistent with draft County Official Plan Amendment No. 99, which introduces policies for second units.

Accordingly, we recommend the following:

- i) That Council receive this Planning Report prepared by the County of Wellington Planning and Development Department;
- ii) That Council support the proposed Official Plan Amendment and advise County Council of its position on the matter; and
- iii) That staff bring forward an amending zoning by-law for Council's consideration upon adoption of the Official Plan Amendment by Wellington County Council.

Respectfully submitted  
County of Wellington Planning and Development Department




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Sarah Wilhelm, BES, MCIP, RPP  
Senior Planner

Attachments:

Appendix 1 Excerpt from Proposed Official Plan Amendment 100



## Appendix 1 Excerpt from Proposed Official Plan Amendment 100

### DETAILS OF THE AMENDMENT

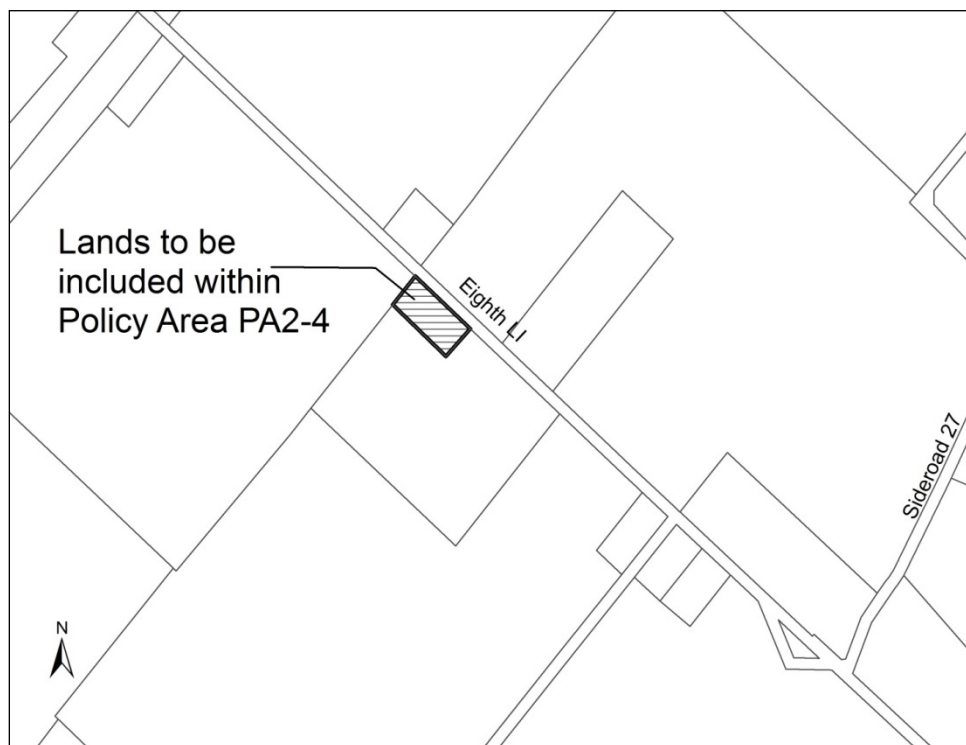
The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **Schedule A2 (Erin)** be amended by changing the designation of Part Lot 28, Concession 8, in the Town of Erin from Secondary Agricultural to Secondary Agricultural subject to Special Policy PA2-4 as illustrated on the attached Schedule "A" of this Amendment.
2. THAT **Section 9.3 Erin Local Policies** be amended by adding the following policy area:

#### **"PA2-4 Kirk Second Unit (6012 Eighth Line)**

Notwithstanding any other provisions of this Plan to the contrary, on the land identified as **PA2-4** on Schedule "A2", the permitted uses may also include a second unit in a detached house or in a building or structure ancillary to a detached house, if the detached house contains only one single residential unit. A second unit will be prohibited from being severed from the property. The second unit will be clearly secondary to the primary dwelling unit on the property. A garden suite will not be permitted if there is a second unit in a detached house or in a building or structure ancillary to a detached house."

### SCHEDULE "A" OF OFFICIAL PLAN AMENDMENT NO. 100



#### **Amendment to Schedule A2 (Erin)**



## Staff Report

**Report #:** BD2016-11

**Date:** April-5-16

**Submitted By:** Carol House

**Subject:** BD2016-11 Second Draft of Site Alteration Bylaw

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### Recommendations:

**Be it resolved that** Council hereby receives Building Department report number BD 2016-11, dated April 05, 2016, regarding a Second Draft of proposed Site Alteration By-Law.

### Background:

Due to ongoing concerns regarding the importation of fill onto lands within the Town of Erin, staff was directed to explore amending the town's existing Site Alteration By-Law #12-18. The attached draft document has been created to provide a comprehensive set of regulations to manage the importation of fill within the Town. The Province of Ontario has recently created a 'Proposed Excess Soil Management Policy Framework' document which acknowledges some of the concerns expressed by municipalities regarding the issues. Comments on this document were provided to the Province by the Chief Building Official prior to the March 26, 2016 deadline.

### Financial Impact:

Potential to charge permit fees & retain securities in order to limit liability and costs for the Town

### Consultation:

As per Council direction from March 22, 2016 Council meeting, staff received and reviewed written comments from the Ad Hoc Site Alteration Committee and from the OSRTF (Ontario Soil Regulation Task Force) for adoption into the revised document.

### Communications Plan:

Through regular council meeting

**Conclusion:**

The Draft Site Alteration By-Law Amendment proposes a more comprehensive set of regulations to try and manage the importation of fill onto lands within the Town. This is a second draft document for Council to receive.

It is recommended that Council pass an amended version of the Site Alteration By-Law as soon as possible due to concerns regarding the issues and given that start- up of fill relocation operations will likely begin very shortly within the Province.

**Appendices:**

Draft By-law

**THE CORPORATION OF THE TOWN of ERIN**

**BY-LAW NUMBER XX-16**

A by-law to prohibit or regulate the removal of topsoil, the placing or dumping of fill and the alteration of the grade of land in areas within the Town of Erin.  
(Site Alteration By-law)

**WHEREAS** Section of the Municipal Act 2001, S.O. 2001, c. 25, as amended, authorizes a Municipality to pass by-laws respecting the economic, social and environmental well-being of the Municipality and the health, safety and well-being of persons;

**AND WHEREAS** Section 128 of the Municipal Act, 2001 authorizes local municipalities to prohibit and regulate with respect to public nuisances, including matters that in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** Section 129 of the Municipal Act, 2001 authorizes local municipalities to prohibit and regulate with respect to noise, vibration and dust;

**AND WHEREAS** Section 142 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes 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** the Council of The Corporation of the Town of Erin is desirous of enacting such a by-law and deems it in the public interest to regulate the dumping and placing of fill and other site alterations in order to ensure that:

- a) Existing drainage patterns are maintained and erosion and sedimentation are prevented;
- b) Changes to drainage or grade are appropriate to protect natural heritage features and areas;
- c) Interference and damage to watercourses or water bodies are prevented;
- d) Ground water and surface water quality is maintained;
- e) There is no discharge of a contaminant into the natural environment that causes or may cause an adverse effect and that degradation of the pre-existing soil and ground water quality conditions at the site and on adjacent properties is prevented;
- f) Haul routes for the transportation and fill of topsoil authorized for placement, dumping or removal will be designated to and/or from a site to minimize damage to the Town's roads and minimize interference and/or disturbance to the Town's residents and businesses;
- g) Disturbance to landform characteristics are kept to a minimum; and
- h) The proponent of the site alteration project pays for its costs;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ERIN** hereby enacts as follows:

**DEFINITIONS AND INTERPRETATION**

1. This by-law may be cited as the Site Alteration By-law.
2. The schedules appended to this by-law are incorporated into and form part of this by-law.
3. Council shall have the same powers as the Chief Building Official pursuant to this by-law for the issuance of permits and agreements under Section 5.2.
4. In this by-law:
  - a) "Adverse effect" means one or more of,
    - i. Impairment of the quality of the natural environment for any use that can be made of it;
    - ii. Injury or damage to property or to plant or animal life;
    - iii. Harm or material discomfort to any person;

- iv. An adverse effect on the health of any person;
  - v. Impairment of the safety of any person;
  - vi. Rendering any property or plant or animal life unfit for human use;
  - vii. Loss of enjoyment of normal use of property; and
  - viii. Interference with the normal conduct of business.
- b) “Agricultural Lands” includes all lands that are used by a farming business registered under the Farm Registration and Farm Organizations Funding Act, 1993, S.O. 1993, c.21 as amended, for growing of crops, including nursery and horticultural crops, raising livestock, raising of other animals for food, fur or fibre, including poultry and fish, aquaculture, apiaries, agro-forestry and maple syrup production;
  - c) “Alteration” means changes in elevation of 100 mm or more from existing grade or finished grade resulting from the placing or dumping of fill, the removal of topsoil or any other action that alters the grade of land;
  - d) “Best Management Practices” means the document released by the MOECC titles Management of Excess Soil- A Guide for Best Management Practices, January 2014;
  - e) “Body of Water” includes any body of flowing or standing water whether naturally or artificially;
  - f) “Building Code Act” means the Building Code Act, 1992, S.O. 1992, c.23, as amended;
  - g) “Chief Building Official” means the Chief Building Official appointed by the Corporation of the Town of Erin or his/her designate and its shortened version to CBO;
  - h) “Clean Water Act” means the Clean Water Act, 2006, S.O. 2006, c. 22, as amended;
  - i) “Complete Application” means an application and contents as described in Section 17 of this By-Law;
  - j) “Conservation Authority” means the Credit Valley Conservation Authority or the Grand River Conservation Authority;
  - k) “Contaminant” means any solid, liquid, gas, odour, heat, sound, vibration, radiation or combination of any of them resulting directly or indirectly from human activities that causes or may cause an adverse effect;
  - l) “Corporation” means the Municipality of The Town of Erin;
  - m) “Council” means the Council of the Town of Erin;
  - n) “Drainage” means the movement of water to a place of disposal, whether by way of the natural characteristics of the ground surface or by artificial means;
  - o) “Drainage Act” means the Drainage Act, R.S.O. 1990, c.D.17, as amended;
  - p) “Dump” means the depositing of Fill in a location other than where the fill was obtained or the movement and depositing of Fill from one location on a property to another location on the same property or on a separate property, and “dumping” has the corresponding meaning;
  - q) “Erosion” means the detachment and movement of soil, sediment, rock fragments or the like by forces such as but not limited to water, wind, ice, or gravity;
  - r) “Erosion and Dust Control” means measures to control erosion and dust generated as part of the alteration of the site;
  - s) “Fill” includes any type of material capable of being removed from or deposited on lands, such as but not limited to soil, stone, sod, turf, concrete, and asphalt either singly or in combination;
    - i) Clean fill material that complies with the parameters as set out in Ontario Regulation 153/04, as amended, and Table 1 of the “Soil, Groundwater and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act.”
  - t) “Fill Management Plan” means a plan referenced in this by-law;

- u) “Grade” means the elevation of the ground surface and shall be more particularly defined as follows:
  - i) “Existing Grade” means the elevation of the existing ground surface of the lands upon which dumping and/or placing of fill, altering of the grade, or removing the topsoil is proposed and/or abutting ground surface up to three metres wide surrounding such lands, except that where such activity has occurred in contravention of this by-law, existing grade shall mean the ground surface of such lands as it existed prior to the said activity;
  - ii) “Finished Grade” means the approved elevation of ground surface of lands upon which fill has been placed or dumped, the grade altered or topsoil removed, in accordance with this by-law;
  - iii) “Proposed Grade” means the proposed elevation of ground surface of land upon which fill is proposed to be placed or dumped, the grade altered or topsoil removed.
- v) “Landform Features” means distinctive physical attributes of land such as slope, shape, elevation and relief;
- w) “Lot” means a parcel of land, described in a deed or other document legally capable of being conveyed including a block on a registered plan of subdivision;
- x) “MOECC” means the Ministry of the Environment and Climate Change;
- y) “Municipal Act” means the Municipal Act, 2001, S.O. 2001, c.25, as amended;
- z) “Officer” means any person designated by by-law of the Corporation of the Town of Erin to issue permits and impose conditions under this by-law or to enforce this by-law;
- aa) “Order” means an Order under Section 32 of this by-law and includes an Order to Comply, a Stop Work Order and an Order to Remove;
- bb) “Owner” includes the registered owner of the lands on which site alteration is proposed and any person, firm or corporation managing or controlling such lands;
- cc) “Planning Act” means the Planning Act, R.S.O. 1990,c.P13, as amended;
- dd) “Permit” means a permit that can be issued pursuant to this by-law;
- ee) “Permit Holder” means a person to whom a permit has been issued under this by-law;
- ff) “Person” includes a corporation;
- gg) “Place” means the distribution of fill on lands which has the effect of establishing a finished grade higher than the existing grade, and includes soil stripping, and “placed” has the corresponding meaning;
- hh) “Ponding” means the accumulation of surface water in an area not having drainage therefrom where the lack of drainage is caused by the placing or dumping of fill, altering of grade or removing of topsoil;
- ii) “Qualified Person” means a person qualified as defined within Ontario Regulation 153/04-“Qualified Person, other than Risk Assessment” as amended and as noted in the MOECC Best Management Practices document;
- jj) “Retaining Wall” means a wall designed to contain and support fill, which has a finished grade higher than that of adjacent lands;
- kk) “Roads Superintendent” means the person or designate as appointed by the Corporation of the Town of Erin;
- ll) “Security” means a certified cheque, cash or an irrevocable letter of credit in a form acceptable to the Chief Building Official and the Town’s Treasurer;
- mm) “Site” means the lands which are the subject of an application for a permit pursuant to this by-law;
- nn) “Soil” includes material commonly known as earth, topsoil, loam, subsoil, clay, sand or gravel;
- oo) “Swale” means a shallow depression in the ground sloping to a place of disposal of surface water or providing a method of drainage;

- pp) “Topsoil” means those horizons in a soil profile containing organic material and includes deposits of partially decomposed organic matter such as peat (technically known as the “O” and “A” horizons);
- qq) “Town” means the Corporation of the Town of Erin;
- rr) “Vegetation” includes any woody plant or contiguous cluster of plants, including trees and shrubs, hedgerows, and trees;
- ss) “Watercourse” means a natural or man-made channel or *swale* in which water flows, either continuously or intermittently with some degree of regularity;
- tt) “Wetland” means land such as a swamp, marsh, bog or fen not including land that is being used for agricultural purposes and no longer exhibits wetland characteristics that:
  - i) Is seasonally or permanently covered by shallow water or has the water table close to or at the surface;
  - ii) Has hydro-soils and vegetation dominated by hydrophytic or water-tolerant plants;
  - iii) Has been further identified by the Ministry of Natural Resources local Conservation Authorities, or by any other person, as such according to evaluation procedures established by the Ministry of Natural Resources, as amended from time to time.
- uu) “Zoning By-Law” means a by-law passed by the Corporation pursuant to Section 34 of the Planning Act and includes Zoning By-Law 07-67 as may be amended from time to time.

#### **PLACING/DUMPING FILL, ALTERING GRADE, REMOVAL OR TOPSOIL**

5. Other than in an approved landfill site, no person shall place or dump, or cause or permit the placing or dumping of fill on, nor alter or cause or permit the alteration of the grade of any land in the Town of Erin, nor remove or cause or permit the removal of any topsoil from any land in the Town of Erin, including any land which are submerged under any watercourse or other body of water, without having first obtained a site alteration permit issued by the Chief Building Official.

All imported fill and soils regraded or distributed on any lands shall not have any chemical qualities or compounds that are greater than the native material on the site. There shall be no degradation of existing soil quality and groundwater quality as a result of the site alteration.

#### **GENERAL PROHIBITIONS and REGULATIONS**

6. No person shall place or dump any fill, remove any topsoil or fill or otherwise alter the grade of land by causing, permitting or performing any other form of site alteration on land within the Town without the owner first receiving a permit issued under this by-Law by the Chief Building Official or Council, unless otherwise exempt.
7. No person shall fail to comply with an order issued pursuant to Section 34 of this by-Law.
8. No person shall cause, permit or perform a site alteration in a wellhead protection area, significant ground water recharge area or significant high aquifer vulnerability area as designated in a drinking water source protection plan under the Clean Water Act unless such site alteration is directly associated with a building permit issued by the Town or any other development agreement with the Town.
9. No person shall perform a site alteration on any land unless it is done at the request of or with the written consent of the owner of the land where the site alteration is to occur.
10. No person shall perform, or cause or permit to be performed, any site alteration that may adversely affect the quality or quantity of water in a well, pond or watering hole intended for use as a source of water for agriculture or human consumption on a property with an adjoining property boundary, or any other property.
11. No person shall place or dump fill or cause or permit fill to be placed or dumped on a lot fronting on a Town road that has been deemed by the Town, in its sole discretion, to be unsuitable for the transportation of fill.

12. No person shall perform a site alteration or permit the performance of a site alteration:
- (a) Between the hours of 7:00p.m and 7:00a.m. Monday to Friday;
  - (b) Anytime Saturday, Sunday or on a Statutory Holiday;
  - (c) During any period in which a wind warning for the area has been issued by Environment Canada;
  - (d) During or within 24 hours of receiving precipitation in excess of two (2) millimetres.
13. In addition to the other requirements of this by-law, and notwithstanding any permit issued under this by-law, no person shall place or dump, or cause or permit the placing or dumping of fill on, or alter or cause or permit the alteration of the grade of, or remove or cause or permit the removing of any topsoil from any land in the Town of Erin, including any lands which are submerged under any watercourse or other body of water unless:
- a) it is done with the consent of the owner of the site where the fill is to be placed or dumped, the grade altered or the topsoil removed;
  - b) all fill to be used includes only soil, stone, sod or other material acceptable to the Chief Building Official and that such material is clean and free of any glass, plastics, rubber, metals, liquid, garbage and/or contaminants and must comply with the requirements of the fill inspection checklist in the fill management plan;
  - c) the drainage system for the site is provided in accordance with this by-law and any permit issued hereunder and as otherwise required by- law, and in accordance with proper engineering standards and practices and will not result erosion, blockage, siltation or contamination of a water course, flooding or ponding;
  - d) The fill is placed or dumped, any retaining wall containing such fill is erected, the grade is altered, or the topsoil is removed, in such a manner that no flooding, ponding, or other adverse effects are caused on other lands.
14. Every person to whom a permit is issued pursuant to this by-law shall, in addition to any conditions of the permit;
- e) provide a retaining wall where required by the Chief Building Official which does not encroach upon abutting lands, either above or below existing grade, and such retaining wall shall be constructed to the satisfaction of the Chief Building Official and comply with the requirements of the Ontario Building Code.
  - f) ensure that the finished grade surface is protected by sod, turf, seeding for grass, vegetation, asphalt, concrete or other similar means, or combination thereof and ensure that phased revegetation be implemented in large fill alteration sites;
  - g) ensure that fill shall not be placed or dumped around the perimeter of any existing building in contravention of the requirements of the Ontario Building Code;
  - h) provide such protection for trees as may be required by the Chief Building Official;
  - i) provide siltation control measures as may be required by the Chief Building Official;
  - j) ensure that the work that is the subject of the permit does not soil or otherwise foul any municipal roads. All works affecting the Town's roads shall comply with Schedule 'E' attached to this by-law.
  - k) ensure that all conditions of the permit issued pursuant to this by-law and any requirements of this by-law are fulfilled to the satisfaction of the Chief Building Official;
  - l) ensure the work that is the subject of the permit does not occur in areas regulated by a Conservation Authority or approval agency without written approval of the respective regulatory agency, and in the event this occurs, ensure that the affected areas are restored to the satisfaction of the Chief Building Official and the Conservation Authority.

### **EXEMPTIONS**

15. The provisions of this by-law do not apply to;
- m) activities or matters undertaken by a municipality or a local board of a municipality;



- n) the placing or dumping of fill, removal of topsoil or alteration of the grade of land imposed as a condition to the approval of a site plan, a plan of subdivision or a consent under section 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;
  - o) the placing or dumping of fill, removal of topsoil or alteration of the grade of land imposed as a condition to 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;
  - p) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken 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;
  - q) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken 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* but not including rehabilitation plans;
  - r) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
    - i. that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
    - ii. on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*;
  - s) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act, 2001*;
  - t) construction of a building or structure pursuant to a valid building permit which has been issued for the erection of the building or structure and/or on-site sewage system, and the site plan accompanying the building permit application provides sufficient information to determine that the placing or dumping of fill conforms with the provisions of this by-Law, and the amount of fill to be dumped or placed pursuant to the building permit does not exceed two hundred (200) cubic metres, excavation & backfilling occurs within 10metres of the structure and is incidental to the construction of the building or structure;
  - u) topdressing of lawns with topsoil provided the ground elevation of the lands is not increased by more than two hundred (200) millimeters and there is no significant change in the direction or rate of drainage to neighbouring properties. Such alteration shall not take place within 0.6 metres of any property line. Such placing of fill shall not exceed fifty (50) cubic metres per year;
  - v) cultivation or tilling of garden beds so long as such work does not have an adverse effect on existing drainage patterns on neighbouring properties;
  - w) excavation of soil involving an area of less than nine (9) square metres and a depth of less than 0.5 meters having no significant impact on trees, ground cover, vegetation, watercourses, or storm water swales and not altering or creating a slope at greater than 8%;
  - x) minor landscaping works which are at least 0.3 metres from any property line and do not impact drainage patterns on neighbouring properties; and
  - y) 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, provided however that this provision shall not exempt from the by-law the removal of topsoil for sale, exchange or other disposition.
16. If a regulation is made under Section 28 of the Conservation Authorities Act respecting the placing or dumping of fill, removal of topsoil or alteration of the grade of land in any area of the Town, this by-law is of no effect in respect of that area.

## **APPLICATION REQUIREMENTS**

17. An application for a site alteration permit is not considered to be complete until all of the following are submitted to the satisfaction of the Chief Building Official;
- a) a complete application in the form attached hereto as Schedule “A” which form may be amended from time to time by the Chief Building Official, including a details report explaining how the application will be in conformity with the Best Management Practices set out in the MOECC document titles “Management of Excess Soil- A Guide for Best Management Practices”;
  - b) the prescribed fee for a site alteration permit as established from time to time by Council and detailed in Schedule “C” and Schedule “E” to this by-law;
  - c) a fill management plan, the requirements of which are set out in Section 19 of this by-law;
  - d) a plan showing the design details to proper scale of any retaining wall that the applicant proposes or that may be required by the Chief Building Official and/or is a requirement of the Ontario Building Code including the dimensions thereof and any materials to be used in construction of any such retaining wall;
  - e) security in a form and amount to be determined in accordance with Schedule “C” to this by-law, to secure performance of the applicant’s obligations under this by-law and any permit that is issued;
  - f) any required permit or approval by any external agency e.g. Grand River Conservation, Credit Valley Conservation, Ministry of Transportation, Ministry of Natural Resources, etc.;
  - g) the application must comply and be consistent with the Town and County Official Plans and Provincial policy statement 2014, as amended;
  - h) the applicant must provide confirmation from the County of Wellington that all obligations regarding the use of County roads have been satisfied;
  - i) any required report by the Town of Erin or external agency including but not limited to archaeological report, vegetation analysis, chemical soil analysis, chemical groundwater analysis, hydrogeological reports, traffic report, noise study, environmental impact assessment, final rehabilitation plan, or geotechnical report;
  - j) proof of permission, in writing, from all property owners that will be receiving fill generated in accordance with the permit and
  - k) proof from an accredited laboratory that any fill being imported to the site complies with the clean fill parameters as set out in Table 1 of the Ontario Regulation 153/04 as amended and
  - l) for agricultural lands, the application shall be accompanied by agricultural justification report prepared by a qualified person (agronomist) to address any potential effects on existing agricultural operations and the long term viability of the lands for agricultural use.
18. An applicant shall not submit or cause or permit an application for a permit to be submitted to the Township that is misleading or contains false information. Where it is revealed that the applicant for a permit contained misleading or false information, the said permit may be revoked by the Chief Building Official and the permit holder shall forthwith cease all work which was the subject of the revoked permit.

## **FILL MANAGEMENT PLANS AND DOCUMENTS**

19. A fill management plan(s) required to be submitted as part of any application for a permit pursuant to this by-law shall include, among other things, the following:
- a) a key map showing the location of the site;
  - b) the site boundaries and number of hectares of the site;
  - c) the use of the site and the location and use of the buildings and other structures adjacent to the site;
  - d) the location, dimensions and use of existing and proposed buildings and other structures existing or proposed to be erected on the site;

- e) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on the site and within thirty (30) metres beyond the site boundary;
- f) the location of the predominant soil types;
- g) the location size, species and condition of all trees 100 mm in diameter or greater, including their dripline, and the composite dripline of all other vegetation;
- h) the location of driveways on the lands and all easements and rights-of-way over, under, across or through the site;
- i) the location and dimensions of any existing and proposed storm water drainage systems and natural drainage patterns on the site and within thirty (30) metres of the site boundaries;
- j) the location and dimensions of utilities, structures, roads, highways and paving;
- k) the existing site topography at a contour interval not to exceed 0.5 metres and to extend a minimum of thirty (30) metres beyond the site boundaries;
- l) the proposed grade(s) and drainage system(s) to be used upon completion of the work which is the subject of the permit;
- m) the location and dimensions of all proposed work which is the subject of the application for a permit;
- n) the location and dimensions of all proposed temporary topsoil or fill stockpiles;
- o) the location, dimensions, design details and specifications of all work which is the subject of the application including all site siltation control measures or retaining walls necessary to meet the requirements of this by-law and the estimated cost of the same;
- p) a schedule of the anticipated starting and completion dates of all proposed work which is the subject of the application for a permit, including the installation of construction site control measures needed to meet the requirements of this by-law;
- q) a list of the type of equipment and machinery that will be used during the site alteration process including the expected days and times of operation;
- r) provisions for the maintenance of construction site erosion and dust control measures during construction and after as required;
- s) typical notes on the final rehabilitation plan to indicate the final ground cover materials, type and size of plantings, depth of topsoil, tree removals or tree protection measures;
- t) proposed site access location(s) and haul route(s) to and within the property;
- u) a description of the proposed fill;
- v) the scale of drawing, either 1:500 or 1:1000 or as acceptable to the CBO;
- w) operational procedures manual;
- x) any other information as deemed necessary by the Chief Building Official and
- y) it shall be at the sole discretion of the Chief Building Official and/or Council to determine if additional persons with expertise or qualified persons are to be consulted for review of fill management plans.

#### **ADDITIONAL REQUIREMENTS FOR LARGE SCALE SITE ALTERATIONS**

20. The following requirements shall be in addition to all other requirements and conditions described in this by-law.

- a) An application for Large Scale Site Alterations greater than 1000 cubic meters shall not be considered for approval until Council has considered the application at a public meeting at which the applicant or any interested members of the public will have fair opportunity to make representation. Notice of the public meeting is to be provided to property owners and agencies in a similar manner as a Zoning By-law amendment proposal under the Planning Act and as approved and specified by Council.

- (b) The owner or applicant shall give notice to the public that he or she is applying for a Large Scale Fill Site Alteration Permit. Notice under this section shall be at such time or times and by such means as the CBO & Council considers appropriate, including at least one of the following means:
- (i) News release
  - (ii) Notice through local, regional or provincial news media, such as television, radio, newspapers and magazines,
  - (iii) Door to door flyers,
  - (iv) Signs,
  - (v) Mailings to members of the public,
  - (vi) Mailings to adjacent property owners,
  - (vii) Actual notice to community leaders and political representatives,
  - (viii) Actual notice to community organizations, including environmental organizations
  - (ix) And/or
  - (x) Any other means of notice that would facilitate more informed public participation in decision making on the proposal.
  - (xi) Notice, as described above, shall include the following:
    - (xii) A brief description of the site alteration activities,
    - (xiii) A statement when and where members of the public can review written information about the proposed site alteration application,
    - (xiv) An invitation to member of the public to submit written comments on the proposed site plan application, and
    - (xv) An invitation to member of the public to attend a public meeting.
- (c) The owner shall submit a report to the CBO for Council consideration with the results of the consultation and setting out any changes they made in response to public concern.

Where the calculated site alteration volume is greater than 1000 cubic metres or where the proposed elevation will be greater than 1m above or below the originally existing grades, the owner shall, in addition to providing a complete application as detailed in this by-law, enter into a Site Alteration Agreement with the Municipality which shall be registered on title to the land on which the site alteration is to be performed. The execution of an agreement with the Town approved by the Council whereby the owner has agreed to the following:

- a) to retain a qualified person approved by the Chief Building Official who is responsible for ensuring that the site alteration is in accordance with reasonable engineering and environmental practices; is in accordance with the protocol attached as Schedule "B" to this by-law; and is in accordance with the plans submitted for the permit;
- b) To undertake the site alteration in accordance with subsection 5.2. (1).
- c) to require the qualified person to report in writing on a regular basis that the placing and dumping of fill is in accordance with clause 5.2.(1) and that the report be signed by the qualified person and completed in accordance with the MOECC BMP);
- d) to require that the site alteration be completed by a specified date;
- e) not to contaminate the natural environment and to abide by all applicable environmental laws and regulations;
- f) to provide a report from the qualified person that he/she is satisfied that the placing or dumping will not result in:
  - (i) Soil erosion;
  - (ii) Blockage of a watercourse;
  - (iii) Siltation in a watercourse;
  - (iv) Pollution of a watercourse;
  - (v) Flooding or ponding on abutting lands;

- (vi) Flooding or ponding caused by a watercourse overflowing its banks;
  - (vii) A detrimental effect on any trees of a caliper of one hundred (100) millimetres or more located on the lands;
  - (viii) Detrimental effect on matters of inherent biological sensitivity such as aquifer recharge, water quality, unusual plants or wildlife and overwintering habitats;
  - (ix) Unauthorized injury or destruction of trees protected under by-laws of the Town or County of Wellington;
- g) to provide security in accordance with Schedule “C” and Schedule “E” to be used to remedy any breach of the by-law or agreement and to indemnify the Town for any liability, costs, damages or losses incurred directly or indirectly caused by the issuing of a permit;
21. Every fill management plan accompanying an application for a permit under this by-law must be stamped by a qualified person approved by the Chief Building Official.
22. Notwithstanding any other provisions of this by-law, the Chief Building Official with Council approval may waive the requirement for a fill management plan or any part thereof, and/or may reduce the fee for a permit under this by-law, after taking into consideration the proposed works, the anticipated impact on the site and the surrounding environment.

### **ISSUANCE OF PERMIT**

23. The Chief Building Official may issue a site alteration permit where;
- a. the Chief Building Official is satisfied that the applicant has complied or will comply with all requirements of this by-law;
  - b. the Chief Building Official is satisfied that the proposed grade and resulting drainage pattern, the proposed design of any retaining wall, the type of fill proposed to be used, if any, and the proposed method of the placing and dumping of fill, altering of the grade, or removing of topsoil, are all in accordance with proper engineering standards and practice, and compliant with the Ontario Building Code.
  - c. the Chief Building Official is satisfied with any fill to be used as defined in this by-law and that such material is clean and free of any glass, plastics, rubber, metals, liquid, garbage and/or contaminants;
  - d. the Chief Building Official is satisfied that the proposed placing or dumping of fill, altering of the grade or removing of topsoil, will not result in;
    - i. erosion;
    - ii. blockage of watercourse;
    - iii. siltation in a watercourse;
    - iv. contamination of a watercourse;
    - v. flooding or ponding;
    - vi. a detrimental effect on any vegetation that has been designated for preservation; or
    - vii. a detrimental effect on the natural environment of the area
  - e. the Chief Building Official is satisfied the site will be rehabilitated to a condition which is substantially similar to or improved from the condition of the site prior to the undertaking of the work which is the subject of the permit;
  - f. the Chief Building Official is satisfied that all required external permits have been granted to the owner;
  - g. the Chief Building Official is satisfied that the design and installation of a retaining wall has been certified by a structural engineer who is licensed to practice in the Province of Ontario; and
  - h. The Chief Building Official is satisfied that any and all conditions of a planning approval have been cleared by the appropriate authorities.
  - i. The Chief Building Official is satisfied that any traffic impact studies or agricultural feasibility reports by a professional agrologist have been cleared;
  - j.

## **TERMS AND CONDITIONS**

24. The Chief Building Official may impose terms and conditions upon the issuance of any permit. In addition to any other terms or conditions that may be imposed by the Chief Building Official, permits shall be issued subject to the terms and conditions set out in Schedule "D" to this by-law unless exempted in writing by the Chief Building Official.
25. In addition, the Chief Building Official may require, as a condition of any permit issued pursuant to this by-law, that a retaining wall be constructed where;
- k. Erosion on to abutting lands may occur as a result of the work which is the subject of the permit; or
  - l. the finished grade of the site is of a higher elevation at a property line than that of the existing grade at the same property line of abutting lands;
- The retaining wall design and construction shall meet the requirements of the Ontario Building Code.
26. Where a permit has been issued pursuant to this by-law, no person shall undertake the work which is the subject of the permit except in accordance with the permit application, plans, documents, agreement and other information submitted to the Town upon which the permit was issued and in accordance with the terms and conditions of the permit.
27. Notwithstanding the issuance of a permit pursuant to this by-law, the permit holder and owner shall comply with all other applicable legislation, including but not limited to Town of Erin by-laws.

## **ZONING BY-LAW**

28. Notwithstanding any other provisions of this by-law or any permit issued, no person shall place or dump, or cause or permit the placing or dumping of fill on, nor alter or cause or permit the alteration of the grade of any land in the Town of Erin, nor remove or cause or permit the removal of any topsoil from any land in the Town of Erin, including any lands which are submerged under any watercourse or other body of water, unless such use or activity is permitted by the Town Zoning By-Law 07-67, as amended.

## **REFUSAL TO ISSUE PERMIT**

29. The Chief Building Official may refuse to issue a permit when the requirements of this by-law have not been met. Where the Chief Building Official refuses to issue a site alteration permit, the applicant shall be informed in writing of the refusal by the Chief Building Official. The Chief Building Official may reconsider the application if additional information or documentation required by the Chief Building Official is submitted by the applicant.

## **INSPECTIONS**

30. Every permit holder shall ensure that a request is made to the Chief Building Official by the permit holder or his/her authorized agent to make inspections at the commencement and completion of the work that is the subject of the permit, and to make any such further inspection(s) as may be required by the Chief Building Official.

## **TERM OF PERMIT AND PERMIT RENEWAL**

31. Any permit issued pursuant to this by-law shall be valid for a period of one year from the date of issuance unless revoked in accordance with this by-law.
32. A permit which has expired may be renewed by the Chief Building Official within a six month period from the date of expiry upon the making of a written request to the Chief Building Official accompanied by a payment of one-half of the original permit fee, provided that the proposed work which was the subject of the permit, has not been revised. A permit that has been renewed in accordance with this section shall not be renewed again.

## **TRANSFER OF SITE**

33. If registered ownership of the site for which a permit has been issued is transferred while the permit remains in effect and outstanding, the new owner shall, prior to the closing of the transfer;
- m. provide the Town with its written undertaking to comply with all of the conditions under which the permit was issued; and
  - n. provide security in a form and amount acceptable to the Chief Building Official, at which time any security previously provided by the original permit holder pursuant to this by-law shall be released;

And failing which the permit shall be deemed to be cancelled as of the date of the transfer.

## **ORDERS**

34. Where an owner or any other person is in contravention of the by-law, or any term or condition of a permit issued under this by-law, or any agreement pursuant to this by-law, the Chief Building Official or an Officer may make an Order to Comply or Stop Work Order directing that the Owner or such person cease any or all of the work immediately.
35. Where a permit has been issued and an owner or permit holder is in contravention of this by-law, or any term or condition of a permit issued under this by-law, the Chief Building Official or an Officer may issue an Order to Comply directing the owner or permit holder, within the time set out in the Order, to take such steps as are necessary so that the work which was the subject of the permit is completed in accordance with the approved permit, plans, documents and other information upon which the permit was issued under this by-law and in accordance with the terms and conditions of the permit.
36. Where a permit has or has not been issued and any person is in contravention of this by-law, the Chief Building Official or an Officer may issue an Order for Removal requiring the person to restore the property to a condition it was prior to commencement of such work, to the satisfaction of the Chief Building Official, within the time set out in the Order.

## **COMPLIANCE WITH ORDERS**

37. Any Person to whom an Order to Comply, Stop Work Order or an Order for Removal is issued pursuant to this by-law shall comply with the terms of such Order, within the time set out therein.
38. Where an owner of land to whom an Order is issued fails to perform the work required by the Order, the Town, in addition to any other remedy, may perform such work at the owner's expense and may recover the cost incurred by adding the costs to the tax roll and collecting them in the same manner as property taxes.

## **ENFORCEMENT**

39. The administration and enforcement of this by-law, including all permits issued hereunder, shall be performed by the Chief Building Official and by those persons designated as Officers by by-law of the Township, as may be amended from time to time. It shall be at the sole discretion of the Chief Building Official and/or Council to hire any specialized staff as may be required to assist in the enforcement of this by-law.
40. 1) The Chief Building Official and Officers may, at any reasonable time, enter and inspect any land to determine whether this by-law, an Order to Comply, a Stop Work Order or an Order for Removal, a condition to a permit issued pursuant to this by-law, or a Court Order relating to this by-law is being complied with.
- 2) For purposes of an inspection under (1), the Chief Building Official and Officer may;
- i. require the production for inspection of documents or things relevant to the inspection;
  - ii. inspection and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

- iii. require information from any person concerning a matter related to the inspection; and
  - iv. Alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.
- 3) No person shall obstruct the Chief Building Official or an Officer in carrying out an inspection or exercising his or her powers or duties under this by-law.
  - 4) No person shall fail to produce any information required by the Chief Building Official or an Officer pursuant to clause 36(2) of this by-law.

### **SERVICE**

41. Any service required to be given under this by-law is sufficiently given if delivered personally or sent by registered mail to the owner at the last known address of the owner of the land.
42. Where service is effected by registered mail, it shall be deemed to be made on the fifth (5) day after the date of mailing.

### **PENALTY**

43. Every person who contravenes this by-law is guilty of an offence.
44. Every contravention of this by-law is hereby designated as a continuing offence.
45. Every person, other than a corporation, who contravenes the provisions of this by-law, the terms or conditions of a permit issued pursuant to this by-law, or an order issued pursuant to this by-law and Section 444(1) or 445(1) of the Municipal Act is guilty of an offence and, upon conviction, is liable:
  - a) On a first conviction, to a fine of not more than \$10,000.00;
  - b) On any subsequent conviction to a fine of not more than \$25,000.00.
46. A corporation that contravenes any provision of this by-law, the terms or conditions of a permit issued pursuant to this by-law, or an order issued pursuant to this by-law and Section 444(1) or 445(1) of the Municipal Act is guilty of an offence and on conviction is liable:
  - a) On a first conviction, to a fine of not more than \$50,000.00;
  - b) On any subsequent conviction to a fine of not more than \$100,000.00.
47. A special fine may be imposed in addition to a fine imposed under Section 36 or 37 in circumstances where there is economic advantage or gain from the contravention of this by-law and the maximum amount of the special fine may exceed \$100,000.00. A special fine shall be calculated on the basis of:
  - a) \$10.00 for each cubic metre of fill deposited in excess of the amount allowed in a permit, or deposited beyond the geographic limits of the permit, or deposited without first having obtained the required permit;
  - b) Where the fill is found to contain contaminant levels that exceed the standards in the "Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act" referenced in O. Reg. 153/04, as prescribed in this By-law, greater fines of not less than \$100 per cubic metre may be imposed.
48. In addition to any fine or any other penalty, any person who is convicted of contravening a provision of this by-law, the terms and conditions of a permit issued pursuant to this by-law, or an order issued pursuant to this by-law and Section 444(1) or 445(1) of the Municipal Act may be ordered by a court of competent jurisdiction at the expense of the person to:
  - a) Rehabilitate the land;
  - b) Remove the fill placed or dumped,
  - c) Restore the grade of the land to its original condition.
49. If a person is convicted of an offence for contravening an order to stop the injuring or destruction of trees, the court in which the conviction has been entered, or any court of competent jurisdiction thereafter, may order the person to rehabilitate the land or plant or



replant trees in such manner and within such period as the court considers appropriate, including any silvicultural treatment necessary to re-establish the trees.

**SEVERABILITY**

50. In the event that any provision or part of a provision in this by-law is found to be invalid or unenforceable for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the by-law and all other provision or parts thereof shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

**EFFECTIVE DATES AND REPEAL OF PREDECESSOR BY-LAWS**

Town of Erin By-law 12-18 is hereby repealed.

This by-law shall come into full effect and force on the date of its passing.

The Chief Building Official shall not permit any extensions or renewals of permits issued under the predecessor by-law.

\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**CLERK**

**SCHEDULE "A" TO BY-LAW NUMBER XX-16  
THE CORPORATION OF THE TOWN OF ERIN  
APPLICATION FOR A SITE ALTERATION PERMIT**

**THIS APPLICATION IS AUTHORIZED BY BY-LAW NUMBER XX-16  
AND THE PERSONAL INFORMATION ON THIS FORM IS COLLECTED  
UNDER THE AUTHORITY OF THE MUNICIPAL FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY ACT R.S.O. 1990, c.M.56**

1.0 PERMIT NO. \_\_\_\_\_ 2.0 APPLICATION FOR: \_\_\_\_\_ SITE ALTERATION PERMIT

3.0 ATTACHMENTS – THIS APPLICATION MUST BE ACCOMPANIED BY:

- Copies of a Fill Management Plan certified by a qualified person.
- The application fee.
- Security in a form and amount acceptable to the Chief Building Official.
- Owner’s authorization if Applicant is not the Owner.
- Any required external agency permit.
- Any required report.

4.0 PROPERTY LOCATION: \_\_\_\_\_

PROPERTY SIZE: \_\_\_\_\_ ac. USE/PROPOSED USE OF PROPERTY: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

5.0 NAME OF AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

6.0 WORK SCHEDULE: START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

7.0 CONSULTING ENGINEERS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

8.0 CONTRACTOR’S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

9.0 DESCRIBE THE COMPOSITION OF FILL BEING DUMPED/PLACED;  
\_\_\_\_\_  
\_\_\_\_\_

10.0 DOES ANY PART OF THE SITE CONTAIN A WATERCOURSE?

\_\_\_\_\_ YES \_\_\_\_\_ NO

11.0 IS THIS WATERCOURSE REGULATED BY A CONSERVATION AUTHORITY OR OTHER AUTHORITY?

\_\_\_\_\_ YES \_\_\_\_\_ NO

I HEREBY GRANT EMPLOYEES AND AGENTS OF THE TOWN OF ERIN PERMISSION TO ENTER THE SUBJECT LAND TO INSPECT THE SITE ON WHICH THE PROPOSED WORK RELATED TO THIS APPLICATION APPLIES. I HEREBY GRANT THE AUTHORITY TO SHARE THE INFORMATION CONTAINED IN THIS APPLICATION, AS NECESSARY. TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

**OFFICE ADMINISTRATION PURPOSES ONLY**

Letter of Credit/Cash Amount: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Chief Building Official's Approval: \_\_\_\_\_ Date issued: \_\_\_\_\_

Expiry: \_\_\_\_\_

## SCHEDULE “B” TO BY-LAW NUMBER XX-16

### FILL MANAGEMENT PLANS

The Owner is responsible to verify the type and quality of fill material to be imported to the site. All fill material must comply with the parameters as set out in Ontario Regulation 153/04, as amended, and Table 1 of the “Soil, Groundwater and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act.” The intent of this quality control is to prevent the importation of material that is of lower chemical quality standard than on-site material.

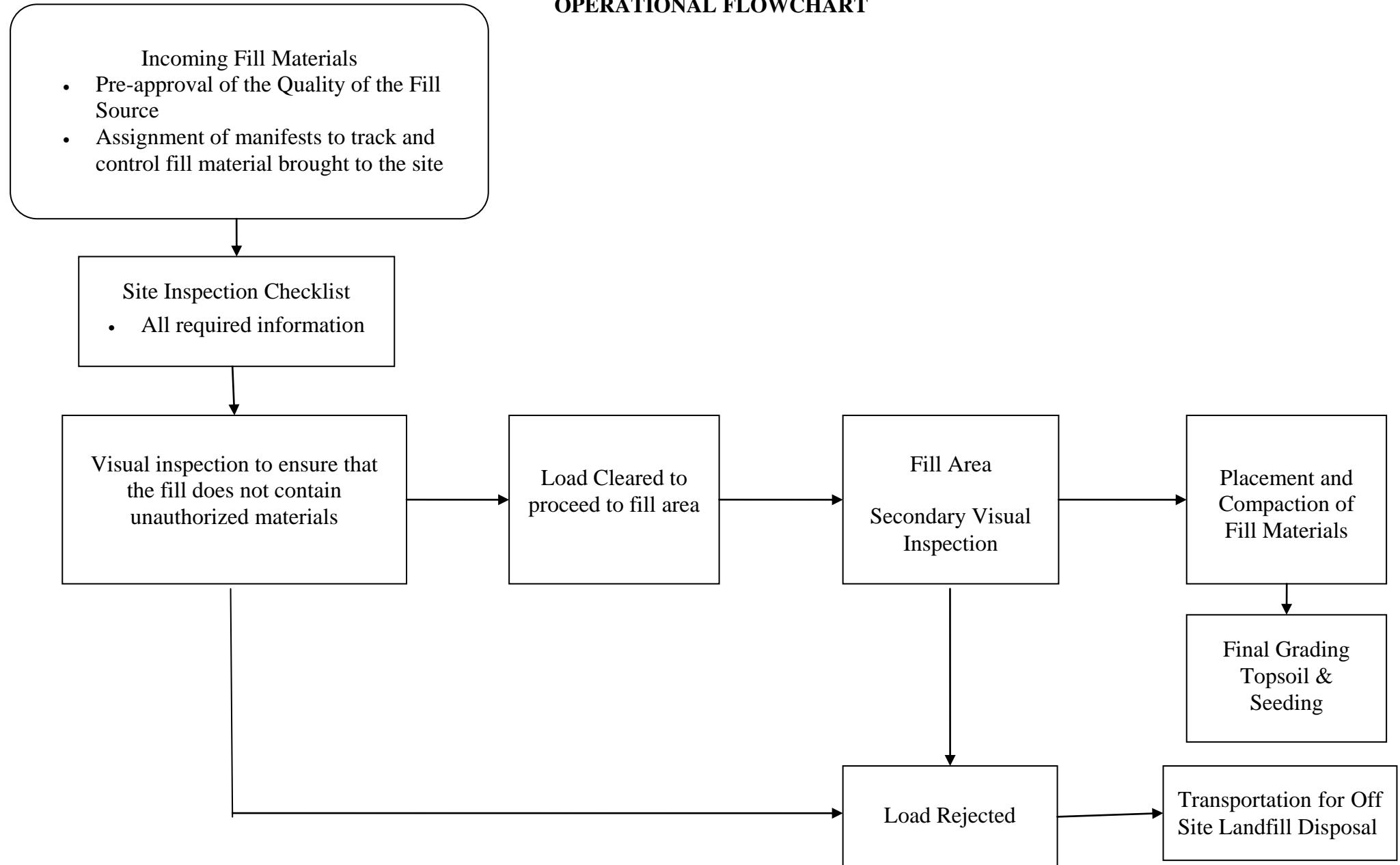
### Operational Standards

The following criteria are standards for the maintenance and operation of the fill area:

1. Notwithstanding the following all Fill Management Plans shall be designed and enacted in conformance with the MOECC Best Management Practices document.
2. Every 30<sup>th</sup> load shall be sampled by a qualified person and shall have soil chemistry tested at a qualified laboratory to ensure it meets MOECC BMP levels.
3. Site personnel will receive specialized training for their specific work tasks.
4. The placement of clean fill material at the site will be adequately and continually supervised.
5. Clean material will be placed in an orderly manner at the fill area.
6. Procedures will be established, signs posted, and safeguards maintained for the prevention of on-site accidents.
7. Vehicular access to the property will be by roadway closed by a gate capable of being locked.
8. Access roads and on-site roads will be provided so that vehicles hauling clean material to and on the site may travel readily under all normal weather conditions.
9. Access to the site will be limited to times when an attendant is on duty and accessible only to persons authorized to deposit clean material at the fill area.
10. Drainage passing over or through the site will not adversely affect adjoining property. Natural drainage will not be obstructed.
11. Clean fill material will be placed in such manner that groundwater aquifers will not be impaired.
12. If groundwater contamination not consistent with the Reasonable Use Criteria as described in Ontario Ministry of the Environment Policy 19-08 is encountered, action will be taken to isolate the source of contamination and effectively prevent the egress of contaminants from the Site.
13. Where there is a possibility of groundwater pollution resulting from the operation of the fill area, samples will be taken and tests made by the owner of the site to measure the extent of contamination and, if necessary, measures will be taken for the collection and treatment of contaminants and for the prevention of groundwater pollution.
14. When the fill area has reached its limit of fill, a final cover of soil will be designed and constructed to a grade capable of supporting vegetation and that minimizes erosion. Re-vegetation shall also occur throughout the fill process to ensure that erosion and dust are kept to a minimum and that stabilization of fill is maintained. All slopes will be designed to drain runoff away from the cover and to prevent water from ponding. No standing water will be allowed anywhere in or on the completed fill area. The fill area will then be seeded with vegetation to minimize wind and water erosion. The vegetation used will be compatible with (i.e., grow and survive under) the local climatic conditions and may include a diverse mix of native and introduced species consistent with the post closure land use. However, highly invasive alien plants are not acceptable for planting on fill sites. Temporary erosion control measures will be undertaken while vegetation is being established.

## FILL MANAGEMENT PLANS

## OPERATIONAL FLOWCHART



## FILL MANAGEMENT PLANS

### Fill Screening Procedures

The initial inspection of the truck and its load of clean fill will include a review of the chain of custody provided by the transporter and a visual inspection of the fill for signs of contamination. If, at any point during the visual inspection there is evidence that the fill may be contaminated it will be rejected.

The attached Fill Inspection Checklist will be used to record and document the chain of custody and all initial and secondary inspections.

The first procedure for the owner's site inspector will be to record the load number, truck number, the name of the company hauling the fill, the driver's name and ensure that the transporter provides a chain of custody (refer to check list). The chain of custody will include a record for the fill being delivered, from its place of origin to the site.

The chain of custody will include information concerning the clean fill, the transport of the clean fill, and the truck itself. Information pertaining to the clean fill should include: place of origin; soil constituents; proof that the fill is clean; and copies of analyses to provide evidence that the soil is not contaminated. Records pertaining to the transport should include: a list of all drivers involved in the haulage of the clean fill from its place of origin to the Site; documentation of all stops made from the place of origin to the Site; documentation that ensures the truck is at the proper location. Records of transport cleaning and sanitation procedures for the truck and loading equipment should also be provided upon request to ensure that the fill has not been contaminated by previously transported materials.

An initial visual inspection of the clean fill will occur while the fill is still in the truck and, if the fill is deemed satisfactory, a secondary visual inspection will be performed when the fill is being dumped in the designated fill area. Both initial and secondary inspections will include a first-hand observation of the following:

- odors
- usual clumping
- hazardous materials (biomedical, flammable etc.
- food, household waste
- discoloration
- viscosity (liquids and sludge)
- putrescible wastes
- any other unauthorized materials

Initial and secondary inspections will include the raking and probing of the fill in order to agitate the soil and bring underlying soil to the surface so that an accurate representation of the soil may be inspected.

If there is evidence that the soil may be contaminated the site inspector will reject the load.

When either the initial or secondary inspections provide evidence that the soil is not clean the truckload will be refused and directed to the appropriate licenced waste disposal facility. The site supervisor will document what was found, why the load was refused and to which facility the load was directed.

## FILL MANAGEMENT PLANS

**Fill Inspection Checklist**

<u>Fill Site:</u>  		<u>Date:</u>	<u>Ticket No:</u>	
		<u>Time:</u>	<u>Inspected by:</u>	
<u>Driver Information:</u>  Company: _____ Truck No: _____ Driver's Name: _____		<u>No. of Loads:</u>	<u>Quantity:</u>  m <sup>3</sup>	
		ACCEPTED	REJECTED	
<u>Source Information:</u>  Address: _____ _____		<u>Report Provided at Source:</u>	<u>Type of Fill:</u> (Check appropriate box)	
		YES      NO	RESIDENTIAL	
			INDUSTRIAL	
			AGRICULTURAL	
<u>Visual Inspection Report:</u>		Load(s) Contains Clean Fill		
Primary Inspection		YES	NO	
If "NO" complete the following: Secondary Inspection		YES	NO	
1	Odours			
2	Unusual Discoloration			
3	Hazardous Materials (Biomedical, Flammable)			
4	Food/Domestic Waste			
5	Liquid or Sludge			
6	Construction Materials (Wood, Drywall etc.)			
7	Scrap Metals			
8	Vegetation (Stumps/Sod)			
9	Asphalt			
10	Other (Describe)			
<u>Comments:</u> If rejected: 1. Name of facility where directed. 2. Confirmation of delivery of material.				

## FILL MANAGEMENT PLANS

### **Groundwater Monitoring**

#### **Procedures for the Groundwater Monitoring Program**

To monitor the quality of groundwater migrating off-site a minimum of three monitor wells will be installed down gradient from the fill area as shown on the site grading plan. Periodic analytical testing of the groundwater will be conducted to ensure that groundwater quality is not degraded as a result of the site alteration. Initial groundwater samples must be taken to establish the base line parameters of the existing groundwater quality before the filling operation.

The following is an outline of the items related to the groundwater monitoring program that are addressed in the Fill Management Plan:

The impacts of the seepage of leachate from the fill area will be assessed in a systematic fashion using the techniques described below.

Procedures for performing the groundwater assessment:

1. The concentration of constituents in the groundwater will be determined from laboratory analyses of groundwater samples collected down gradient from the fill area.
2. Acceptable groundwater assessment. The groundwater quality will be considered acceptable if the post site alteration groundwater quality is consistent with the expectations of the Ontario Ministry of the Environment Reasonable Use Policy and there are no statistically increasing trends in chemical concentrations indicative of worsening water quality conditions.

#### **Design, Construction and Operation of Groundwater Monitoring Systems**

All fill areas, will be identified and studied through a network of monitoring wells operated during the active life of the fill area and for two years after closure. Monitoring wells designed and constructed as part of the monitoring network will be maintained along with records that include, but are not limited to, well location, well size, type of well, the design and construction practice used in its installation and well and screen depths.

- a. Standards for the location of monitoring points:
  1. Monitoring points will be established at sufficient locations down gradient with respect to groundwater flow to detect discharge of potential contaminants from within the fill area.
  2. Monitoring wells will be located in stratigraphic horizons that could serve as contaminant migration pathways.
  3. Monitoring wells will be established as close to the potential source of discharge as possible without interfering with the fill operations, and within half the distance from the edge of the potential source of discharge to property line down gradient, with respect to groundwater flow, from the source.
  4. A minimum of at least three monitoring wells will be established at the property line and will be located down gradient from the fill area with respect to groundwater flow. Such well or wells will be used to monitor any statistically significant increase in the concentration of any constituent and will be used for determining compliance with applicable groundwater quality parameters.
- b. Standards for monitoring well design and construction:
  1. All monitoring wells will be cased in a manner that maintains the integrity of the borehole. The casing material will be inert so as not to affect the water sample. Well casings requiring a solvent-cement type coupling will not be used.



2. Wells will be screened to allow sampling only at the desired interval. Annular space between the borehole wall and well screen section will be packed with gravel or sand sized to avoid clogging by the material in the zone being monitored. The slot size of the screen will be designed to minimize clogging. Screens will be fabricated from material expected to be inert with respect to the constituents of the groundwater to be sampled.
  3. Annular space above the well screen section will be sealed with a relatively impermeable, expandable material such as a cement/bentonite grout, which does not react with or in any way affect the sample, in order to prevent contamination of samples and groundwater and avoid interconnections. The seal will extend to the highest known seasonal groundwater level.
  4. The annular space will be back-filled from an elevation below the frost line and mounded above the surface and sloped away from the casing so as to divert surface water away.
  5. The annular space between the upper and lower seals and in the unsaturated zone may be back-filled with uncontaminated cuttings.
  6. All wells will be covered with caps and equipped with devices to protect against tampering and damage.
  7. All wells will be developed to allow free entry of water to minimize turbidity of the sample and minimize clogging.
  8. Other sampling methods and well construction techniques may be utilized if they meet Provincial water well construction standards.
- c. Standards for Sample Collection and Analysis
1. The groundwater monitoring program will include consistent sampling and analysis procedures to assure that monitoring results can be relied upon to provide data representative of groundwater quality in the zone being monitored.
  2. The operator will utilize procedures and techniques to insure that collected samples are representative of the zone being monitored and that prevent cross contamination of samples from other monitoring wells or from other samples.
  3. The operator will establish a quality assurance quality control program for groundwater sample collection.
  4. The operator will institute a chain of custody procedure to prevent tampering and contamination of the collected samples prior to completion of analysis.

### **Groundwater Monitoring Program**

- a. The operator will implement a monitoring program in accordance with the following requirements:
  1. Monitoring schedule and frequency:
    - A. The monitoring period will begin as soon as a fill permit is issued. Monitoring will continue for a minimum period of two years after closure. The operator will sample all monitoring points on a quarterly basis.
    - B. The monitoring frequency may change on a well by well basis to an annual schedule if all constituents monitored within the zone of attenuation are less than or equal to Standards criteria for three consecutive quarters. However, monitoring will return to a quarterly schedule at any well where a statistically significant increase is determined to have occurred in the concentration of any constituent with respect to the previous sample.
    - C. Monitoring will be continued for a minimum period of two years after closure. Monitoring beyond the minimum period may be discontinued if no statistically significant increase is detected in the concentration of any constituent above that measured and recorded during the immediately preceding schedule sampling for three consecutive quarters.

2. Criteria for choosing constituents to be monitored:
  - A. The operator will monitor each well for constituents that will provide a means for detecting groundwater contamination. Constituents will be chosen for monitoring if the constituent appears in, or is expected to be in, the leachate.
  - B. One or more indicator constituents, representative of the transport processes of constituents in the leachate, may be chosen for monitoring in place of the constituents it represents.
- b. If the analysis of the monitoring data shows that the concentration of one or more constituents is attributable to the fill operations and exceeds pre-approval concentrations, then the operator will conduct a groundwater impact assessment. The assessment monitoring program will be conducted in accordance with the following requirements:
  1. The impact assessment will be conducted to collect additional information to assess the nature and extent of groundwater contamination, which will consist of, but not be limited to, the following steps:
    - A. More frequent sampling of the wells in which the observation occurred;
    - B. More frequent sampling of any surrounding wells;
    - C. The placement of additional monitoring wells to determine the source and extent of the contamination; and
    - D. Monitoring of additional constituents to determine the source and extent of contamination.
  2. If the analysis of the assessment monitoring data shows that the concentration of one or more constituents monitored is above the applicable groundwater quality standards and is attributable to the fill operations, the operator will determine the nature and extent of the groundwater contamination, including an assessment of the continued impact on the groundwater should additional fill continue to be accepted at the facility, and will implement remedial action.

### **Plugging and Sealing of Drill Holes**

- a. All drill holes, including exploration borings that are not converted into monitoring wells, monitoring wells that are no longer necessary to the operation of the site, and other holes that may cause or facilitate contamination of groundwater shall be sealed in accordance with the Ontario Regulation 903.

## **SCHEDULE "C" TO BY-LAW NUMBER XX-16**

### **1.0 SITE ALTERATION PERMIT FEES**

#### **1.1. BASE FEE**

The fee for processing, administration and inspection for a permit shall be Five Hundred dollars (\$500.00) plus tipping fees of \$2.00 per cubic metre of fill. (rounded to the greater whole aggregate).

#### **1.2. AGREEMENT FEES**

Site alteration projects that fall within the criteria of Section of this By-Law are subject to an agreement with the municipality. In addition to the base fee as described under item 1.1 the applicant agrees to pay the Town all reasonable costs incurred by the Town in connection with the undertaking proposed for this site which, without limiting the generality of the foregoing, shall include all expenses of the Town heretofore and hereinafter incurred for legal, engineering, surveying, planning and inspection services, extra Council meetings, if any, and employees' extra time, if any, and shall pay such costs from time to time forthwith upon demand, provided, if such costs be not paid forthwith same shall bear interest from the date which is 10 days following the date of demand to the date of payment at two (2) percentage points in excess of prime rate of interest charged by the Canadian Imperial Bank of Commerce during such period.

### **2.0 SECURITY DEPOSITS REQUIREMENTS**

The owner may be required to provide a security deposit, which shall act as Financial Assurance, to be used to remedy any breach of the by-law, permit or site alteration agreement to be drawn on by the municipality at its sole discretion, and, without limiting the generality of the foregoing, such security may be used to return the land to a condition satisfactory to the Chief Building Official and to pay any outstanding amounts owed by the owner that relate to the permit.

Said agreement may be registered on title.

Financial assurance must be in the form of an irrevocable Letter of Credit, certified cheque or cash and may be required by the Chief Building Official to cover 100% of the estimated cost to maintain site control measures, stabilize the site and undertake other works as identified by the Chief Building Official.

The Mayor and the Town Clerk are hereby authorized to execute any such agreement on behalf of the Town with the following provisions:

- 2.1 The Letter of Credit or agreement must remain in effect for the full duration of the life of the permit. Any Letter of Credit or agreement and its subsequent renewal forms shall contain a clause stating that sixty (60) days written notice must be given to the Town prior to its expiry or cancellation.
- 2.2 The financial assurance must be replenished in full by the permit holder within 30 days whenever it is drawn upon.
- 2.3 The Letter of Credit shall contain a clause stating that in the event that the Town receives notice that a Letter of Credit is expiring and will not be renewed and further or additional securities are not provided forthwith, the Town may draw on the current Letter of Credit at the discretion of the Chief Building Official. The Permit Holder agrees that any interest accruing on the realized cash security shall belong to the Township and not to the Permit Holder.
- 2.4 It is the responsibility of the permit holder to obtain the approval of the Chief Building Official that the Site has been adequately reinstated and stabilized in

accordance with this by-law and the plans and the permit and to request that the municipality carry out a final inspection of the site and obtain the written approval of the Chief Building Official that this by-law and terms and conditions of the permit have been complied with by the permit holder.

- 2.5 When the provisions in Section 2.4 have been fully complied with, to the satisfaction of the chief Building Official, the financial assurance shall be released; notwithstanding this provision, the owner may be required to maintain the financial assurance as described until all site monitoring, applicable sampling and remediation is completed, as required in the permit to the satisfaction of the Chief Building Official. If the permit expires or is revoked, the securities are to remain in effect until the site is restored to a condition acceptable to the Chief Building Official and within a timeframe approved by the CBO.

## SCHEDULE “D” TO BY-LAW NUMBER XX-16

### PERMIT CONDITIONS

- 1.0 All Permit Holders shall:
  - 1.1 Notify the Chief Building Official in writing within 48 hours of commencing any fill operation or land disturbance;
  - 1.2 Notify the Chief Building Official in writing of the completion of any control measures within fourteen (14) days after their installations;
  - 1.3 Obtain permission in writing from the Chief Building Official prior to modifying the Fill Management Plan;
  - 1.4 Install all control measures as identified in the approved Fill Management Plan;
  - 1.5 Maintain all road drainage systems, storm water drainage systems, control measures and other facilities identified in the Fill Management Plan;
  - 1.6 Repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land developing or disturbing activities;
  - 1.7 Inspect the construction control measures at least once per week and after each rainfall of at least one (1) centimetre and make needed repairs;
  - 1.8 Allow employees of the Town to enter the site for the purpose of inspecting for compliance with the Fill Management Plan or for performing any work necessary to bring the site into compliance with the Fill Management Plan; and
  - 1.9 Maintain a copy of the Fill Management Plan and Operational Procedures Manual on the Site.
  
- 2.0 The Town:
  - 2.1 Upon the failure by the Permit Holder to complete all or part of the works in the time stipulated in the Fill Management Plan, may draw the appropriate amount from the securities posted and use the funds to arrange for the completion of the said works, or any part thereof;
  - 2.2 Upon the failure by the permit holder to repair or maintain a specific part of the works as required by the Town, and in the time requested, the Town may at any time authorize the use of all or part of the securities to pay the cost of any part of the works it may in its absolute discretion deem necessary; or
  - 2.3 In the case of emergency repairs or clean-up, the Town may undertake the necessary works at the expense of the permit holder and reimburse itself out of securities posted by the applicant or to add to the cost of the works to the real property tax roll to be collected in like manner as taxes.

**SCHEDULE "E" TO BY-LAW NUMBER XX-16**

**SECURITY DEPOSIT FOR THE  
REPAIR, CLEANING OR  
RESTITUTION OF THE  
TOWN ROADS**

1. This requirement shall come into effect between the Town of Erin and the owner (or his/her authorized agent) of private lands adjacent to a Town road when the owner has initiated an undertaking that may cause injurious effects to Town roads.
2. When it is determined by the Town Road Superintendent or designate, that the scope of a private undertaking will foul, damage, obstruct, injure or encumber the Town's roads; the owner shall provide financial securities to the Township to compensate for all such manners of maintenance and restitution that may result from the owner's actions on the thoroughfare.
3. (a) The Town Road Superintendent shall determine the value of the financial securities required by the Town.  
 (b) The valuation of the security deposit will be an estimate based upon the scope of the owner's undertaking and potential costs to maintain and restore the Town roads to their existing conditions prior to the initiation of the undertaking.  
 (c) The minimum security deposit shall be \$2,000.00.  
 (d) At any time during the course of the owner's undertaking, the Town Road Superintendent may draw upon the securities posted by the owner to clean, maintain, repair or control the effects of the owner's undertaking on the Town's roads.  
 (e) Should the Town Road Superintendent determine that highway maintenance or restitution costs resulting for the owner's undertaking will exceed the estimated security deposit; the owner shall forthwith provide the additional securities as deemed necessary by the Roads Superintendent.  
 (f) Upon the completion of the owner's undertaking, the Town will inspect the adjacent Town roads and refund the balance of the unused security deposit. Similarly, the owner will immediately reimburse the Town upon its demand for any and all additional funds expended to maintain, repair or correct any deficiencies to the Town's roads as a result of the owner's undertaking.
4. The security deposit to be posted with the Town shall be cash or in the form of a Letter of Credit acceptable to the Town Treasurer.  
 (b) The deposit must remain in effect for the full duration of the owner's undertaking or until such additional time as the Town Roads Superintendent deems necessary due to the season of the activities.  
 (c) Any letter of credit and its subsequent renewal forms shall contain a clause stipulating that sixty (60) days written notice must be given to the Town prior to its expiry or cancellation.  
 (d) The Letter of Credit shall contain a clause stating that in the event that the Town receives notice that the Letter of Credit is expiring and will not be renewed and further or additional securities are not provided forthwith, the Town may draw upon the current Letter of Credit at the discretion of the Town Treasurer.
5. In the case of emergency repairs or clean-up the Town Road Superintendent may undertake the necessary works at the expense of the owner and draw upon the securities posted by the owner.
6. All decisions of the Town's Road Superintendent shall be final with respect to any maintenance, cleaning, restoration or repairs to the Town roads resulting from the owner's undertaking.
7. Nothing within these requirements shall preclude the authority of the Town Roads Superintendent to maintain the standard duty of care on the Town roads, nor limit the abilities of the Superintendent to control or cease the proponent's activities upon the Town roads.



## Staff Report

**Report #:** IT2016-01  
**Date:** March-30-16  
**Submitted By:** Michael Tapp – Systems Administrator  
**Subject:** Purchase of Replacement Servers and SAN

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### Recommendations:

**Be it resolved that** Council hereby receives Purchase of Replacement Servers and SAN report dated March 30, 2016.

### Background:

The existing server which hosts all virtually running Windows Servers will have its warranty expire in June of 2016. A plan to replace this server with a SAN and redundant servers was made over a year ago and was budgeted for 2016. This solution provides exceptional redundancy and improved performance over a single server environment. Additionally, all hardware is expandable to meet future needs.

Due to an expected increase of 5% by Lenovo as of April 1<sup>st</sup>, the quoting and ordering process was expedited to take advantage of the existing discounts.

### Financial Impact:

\$20,000 was budgeted for this project and was included in the Council approved Capital Budget for 2016.

### Consultation:

Town Clerk

The Town's System Administrator worked directly with CDW Canada's hardware specialist representative with Lenovo to develop an appropriate solution that would fit our immediate and future needs for the network.

**Communications Plan:**

Quotes were requested and received from four (4) different vendors:

CDW Canada: \$16,817 + taxes

Fast Computers: \$18,852.80 + taxes

Xylotek Solutions: \$19,851.80 + taxes

Peaceworks Technology Solutions: \$20,284.74

Any required downtime of the network (file or email services etc) will be announced ahead of time to all staff along with an estimate of time required.

**Conclusion:**

The Town of Erin accepted the quote of CDW Canada for \$16,817 + taxes for the supply of two (2) Lenovo branded servers, one (1) Lenovo branded SAN device and all required hard drives and accessories required for the solution. The Town of Erin's System Administrator will be responsible for configuring and deploying the solution.

**Appendices:**

N/A





## Staff Report

**Report #:** 2016-CAO05  
**Date:** March-22-16  
**Submitted By:** Kathryn Ironmonger, CAO/Town Manager  
**Subject:** Quarterly Activity Report

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### Recommendations:

**Be it resolved that** Council hereby receives the CAO/Town Manager’s 2016 Quarterly Activity Report dated March 22, 2016 for information.

### Background:

The purpose of this report is to provide Council basic information on the activities of the various departments. It further provided senior staff with an opportunity to highlight major accomplishments or challenges they encountered during the period. The report is intended to assist Council in policy setting and achieving mutually common objectives through the coordination and participation by Council in the planning and delivery of services.

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### **Economic Development**

#### **Customer Service**

24 – 48 hour turn around on all phone and email enquiries  
Optimistic and enthusiastic “Open for Business” approach is being established with all new and existing businesses. To date the Economic Development department has had a very good response to all of our new and ongoing initiatives.

#### **Relationship building**

Strong relationships are continuing with both the BIA (Business Improvement Area) and EWCC (East Wellington Chamber of Commerce). Monthly meetings with both organisations are carried out to make sure we are all on the same page and working collaboratively. This way we come across to the public as a united front and not a community that works in silos.

## 5 “working” groups have been established to aid with Economic Development objectives:

- **Advertising/Marketing and Website**

Members of this group have looked at all previous advertising channels and made changes where necessary. We are confident our advertising dollars are being spent wisely, taking into account tourism attraction and local festival and event support through all media channels. The EDO can be heard on the Town radio 88.1 CHES FM, Tuesday mornings talking about local initiatives and business. The Advocate and Wellington Advertiser will be running intermittent “Good News” stories in line with Economic Development activities.

A partnership has been formed in collaboration with the BIA to create a local LURE brochure for the Town of Erin. This will be out in time for the Home and Leisure show the end of April.

Content on the Economic Development pages of the Towns website is being reworked to keep consistency with marketing materials and our online presence, both on the web and via social media channels.

- **Community Profile**

Comprehensive piece for Residential, Commercial, Industrial and Manufacturing business attraction. This is a major project and a work in progress. The vision is to have a brief overview for handouts as well as an in depth version that can be requested or found on our website.

- **Four Season Attractions**

The focus is for year-round event promotion and attraction. The Town of Erin will be the backbone behind such events as the “St Paddy’s Erin” event (Mar), the “Doors Open Erin” event (Jun). The Town of Erin is not and will not become an event organiser but play more of a supportive and leadership role.

- **University of Waterloo Case Study program**

The Town of Erin is taking advantage of this fantastic program run through the University of Waterloo. Students from the University will take our 4 chosen initiatives (see below) and do a case study on each presenting the Town with their findings in late May, early June. (Case Studies include: Shop Local Campaign; Downtown Viability; Business Ambassador Program; Tourism Marketing Strategy)

- **Downtown Revitalisation**

The EDO and acting Roads Superintendent did an inventory of parking in both Erin and Hillsburgh to see what potential we have for better use of our current parking as well as possible sites for additional parking. It was noted that signage, lighting and surfaces need upgrading in some areas. These will be looked at in the coming months.

There is an ongoing washroom issue in our downtown areas. We are coming up with possible solutions, including the Ambassador Program as well as installing higher end portable male and female washrooms at McMillan Park for the busy months of June-September for this year.

- **New Store Openings**

3 new stores have opened in the down town of Erin: Majores (bulk foods), Epiphany (affordable clothing) and Snowberry Botanicals (florist). A software company is also due to open soon in the old Steen's building.

### **Erin Rotary Riverwalk Trail Feasibility Study**

The request for proposal, RFP closed Jan 29<sup>th</sup>. Stempski Kelly and Associates Inc were awarded the job. A steering committee was formed and an initial meeting was held on March 4<sup>th</sup>. Completion of this portion of the project is expected 30 June, 2016.

### **Business Retention and Expansion**

The Town of Erin completed 23 surveys, 3 more than what was required. All information has been uploaded and a full report will be available from the County of Wellington late April. The EDO contacted each participant and thanked them for their time and input; this was very well received. The majority of surveys were positive and the word on the street is the Town of Erin is a great place to live and do business. Many businesses are concerned about the number of vacant stores but as you can see these are being filled, the other concern is waste water and the digging up of the down town and how it will affect these businesses. It is paramount that the Town show support and answer any business concerns quickly and honestly. We are in a relationship and trust building phase and this has to be nurtured.

The Guardian Building, 300 Main Street has been sold. "Pintar" manufactures paint accessories and could be up and running as early as August 2016. A possible 75 jobs for the Town of Erin will be created.

4 Shamrock Road has been sold and will become a U-Haul and equipment rental facility, with a hardware sales office. More details to follow.

### **Home and Lifestyle Show, EWCC**

The Town of Erin and County of Wellington have booths side by side at this year's show. Each booth is 10' x 10'. We will be showcasing Live and Work Erin, our "Open for Business" concept, our New Lure brochure as well as our strong partnership with the County Economic Development department and the Taste Real program.

### **International Ploughing Match, IPM**

I am putting together a very preliminary spreadsheet of groups/artists/businesses who might be interested in participating in the International Ploughing Match being held in Harriston, Minto September 20-24, 2016.

The Town of Minto is excited to host, alongside the County of Wellington, the 2016 International Plowing Match. The theme "A fresh taste of farming" will highlight the farming community that spans throughout the county. IPM, takes place at the homestead of Earl and Anne Schneider located on County Road 109 south east of the community of Harriston.

The IPM is a massive event which is being managed by a large, highly skilled group of volunteers. The Plowing Match has the potential to bring more than 80,000 visitors to the area, which can have an enormous economic impact on our community as a whole.

<http://www.plowingmatch.org/home-2016>

The County of Wellington has 3 large tents which will be full of exhibitors, food vendors, a zip line, County department showcasing and all 7 lower tier municipalities represented. The Town of Erin has a 1030 sq. ft. plot which we can do with what we like. All exhibitors in the Town of Erin booth are free of charge, however no sales are permitted.

**Signage strategy**

Great news, County Council has approved the Signage Plan as presented. The Town of Erin is one of 7 municipalities represented within the County of Wellington and is a big player in the new wayfinding signage strategy. The EDO sits on this committee and has and will make sure that the Town of Erin is well represented, gets the signage it needs and any concerns or issues are raised.

Signage Plan link: <http://www.wellington.ca/en/business/signageplan.asp>

2 new directional municipal office signs have been created and are awaiting installation. These signs will help visitors driving north and south on Trafalgar Rd to identify the municipal building and its offices.

**Walking Trails**

A trails meeting was held on February 29<sup>th</sup>. There were 11 participants and it was a very successful meeting. The goal of this meeting was to see who the players are in the community and who could offer information and possibly sit on a trails committee. The County has grant monies and which the Economic Development Department would like to use to upgrade our trail systems. We are currently working with the Elora Cataract Trailway Association to upgrade signage along our portion of the Elora Cataract Trailway (ECT). The hopes are to have a Trails committee that could help with this initiative; this is a work in progress.

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## Clerk's Department

In January, the new Canine Control contract was put in place. First quarter sales up to March 30, 2016 are up significantly for the same period last year at 813 tags (\$16,260). We had sold 323 tags in the same period last year (\$6,460). The OSPCA will begin canvassing in April for those pet owners who have not purchased a dog license. Fire permit sales for the first quarter have increased from 250 to 405 this year, which equates to \$8,100. We are also seeing some revenue from new administration fees such as Commissioning documents. We are working on a by-law tracking project and will be implementing an additional software module to handle this. We are diligently preparing for a large records purge, and have prepared destruction documents and work instructions for the contract Records Management Summer Student which we will interview for shortly. An electronic documents filing scheme has been established which corresponds to the TOMRMS system, digitizing and sorting various documents and records into this new structure. This is another step in preparation for our electronic document management system software.

The Ministry of Economic Development, Employment and Infrastructure, Standards, Policy and Compliance Branch - Accessibility Directorate of Ontario selected the Town for a file review on the requirements of the AODA. The audit had to be completed within 15 days, including compiling documents and website links to show our compliance to the AODA, and in particular the IASR standard for training. In the process, the Multi-year Accessibility Plan was revised to include the process for training and circulated to all staff and Council. We are still working towards 100% compliance on the training portion. A new policy regarding emergency information has been created and circulated to the Joint Health and Safety Committee for comment. It's important that we continue our commitment to Accessibility in services and in the workplace.

Celebrate Erin plans began in early January, and are well under way with consultation taking place with the CAO, EW-CS and the Celebrate Erin Committee. Many details have been organized for this year's event, caterer, volunteers, decorations, entertainment. This year's theme is "Volunteers are the roots of strong communities". There will be another Celebrate Erin Committee meeting scheduled for early April to confirm all details and distribute tickets.

Effective January 4th, the newly hired Systems Administrator started with the Town of Erin. All IT support services moved in-house under the Clerk's Department, and away from contracted HLB System Solutions. Immediate focus was implementing network monitoring and ticketing system which was accomplished with the installation of Spiceworks at a cost of \$0, saving \$5000/yr as charged previously. A new Anti-virus solution was also implemented which provides more reliable reporting and monitoring at approximately half the cost of the previous version. As SPAM filtering was also a service purchased through HLB, a new anti-SPAM firewall was purchased and implemented at Town Hall providing full control and reporting over SPAM filtering and protection from viruses deployed through email.

Preparing for the renovations on the main floor, offline servers were removed from the server rack and sold off or re-deployed to serve additional roles in the network. The lower level storage room (destination for the server rack) is in the process of being cleaned out and prepped for use: all garbage/recycling removed; pick-up truck full of electronics recycling removed; Keeler Electric has been contracted to re-establish the electrical circuits of the storage room onto the Town office's generator and main power circuit, as well as to install additional 220V outlets for battery backup units (ETA Mar 29th); network cables to be run by first week of April to connect storage room with rest of network; Rogers has been contacted to move Fibre demarcation point to furnace room (awaiting updated pricing).

New backup and disaster recovery solution has been deployed. All servers are now being backed up twice daily to a new appliance in the Town office – the latter backup being pushed up to an encrypted cloud storage in the event of a disaster where all servers no longer function. Further investigation into relocating backup appliance to the Hillsburgh Fire Hall as a further protective measure is under way. This would involve improving the Internet connection at the Fire Hall to at least cable Internet over DSL but by locating the appliance here, all servers could be recovered and made live in a temporary office setup at the Fire Hall in the event of a disaster.

Wifi is in the process of being deployed at both Hillsburgh and Erin arenas and IT is working with Roads and Erin Arena to either move department specific programs to run off of Town servers or provide an appropriate backup solution for computers running those programs.

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## **Recreation Department**

Recreation has been a pretty busy department for senior staff in 2016. We are currently developing a full department as recommended by the operational review. The following items are what we are currently working on as the department develops:

- Staff meetings have taken place privately and as a group to discuss the development of the department, to be in full effect by September 2016. Staff will continue to meet to discuss issues that arise during our initial stages of development. Items being considered will be job titles, staff scheduling, central facility booking, on line customer inquiries and booking requests and change in hours of operations especially for the ice season.
- Staff Training required for new job descriptions has been identified and will take likely 2 to 3 years to have all staff fully trained. The courses needed are quite costly and quite time consuming. Most of the training must be done between ice seasons as we cannot afford to be down staff during the busiest time of the year in our facilities
- Development and implementation of policies and standard operating procedures for staff to follow in all recreation facilities is in the process. This will be an ongoing job for 2016 as policies are developed, discussed and put in operation.

- Facilities Rates study and review with neighboring communities to report recommendations to council for our 2016/17 facility rates. Recommendations may include additional capital surcharges on all facilities as well as administration fees for booking and changes to bookings.
- Review of the Town of Erin's Alcohol Risk Management Policy and recommendations from the review to develop a new policy and by-law. We are in the final stages of the rewrite and should have the new policy ready to be adopted in April 2016.
- Tenders and RFP's for Capital projects will be finalized and sent out by April 01<sup>st</sup> 2016.
- There has been a major breakdown at the Hillsburgh Community Centre – this may be an insurance issue and will be investigated further upon a written report from the refrigeration mechanics and company who performed the repairs.
- There have been some repairs completed at Heritage Park in Hillsburgh to fix the lighting and investigate additional security lighting near the stage in the back of the park. The Town Recreation and Roads staff will be working with the Hillsburgh Lions Club and Let's Get Hillsburgh Growing Committee to resolve an issue with the gazebo located in the middle of the park.
- The company leasing the facility snack bars will not be resigning their lease because of various issues. We have secured a local Hillsburgh company to run the snack bar at Barbour Field for the summer months and will be looking for direction of Council as to what should or could be done at the arenas in Erin and Hillsburgh for the next ice season. We have a few interested parties that have come forward after this ice season – a report will be presented for Council's consideration.
- There have been some repairs made to the lighting at McMillan Park in Erin and we are currently waiting for a part to repair the Pillar clock located at the front of the park

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## **Water Department**

- The Water Department has been working with Xplornet to obtain ownership of the tower in the works yard as Xplornet are not using the tower presently. This is the second step in bringing the Scada from Erin into the Town Office.. Xplornet has now confirmed that ownership of the tower will be given to us.
- This is a windfall for the water department; the cost of building our own tower could be as high as \$ 30,000.00.
- Contractor Novanet will relocate the Erin Scada Operations to the municipal offices and set up wireless sites in Hillsburgh. The creation of the Water Operations Centre in the municipal office will centralize the control and data operations of the water department.
- Sara is working on changing our filing system to make reporting to the MOECC and the QMS procedures more efficient and easily tracked.
- We are looking at reviewing our suppliers list and costs for supplies. By utilizing a supplier in Mississauga, near our lab, we could realize cost savings annually of

\$4,140.00 for liquid chlorine plus \$ 4,368.00 in transportation costs for same if we are able to change our liquid chlorine supplier.

- Our Bell phone lines for Erin Water system have been reduced by 4. Which is a savings of 4x \$32.00 X 12 months, totalling \$.1536.00
- Our operators have been doing their monthly maintenance and Alarm testing of our wellhouses.
- We have completed the following tasks required by our SOP operational practices:
  - Reservoir leak testing all well houses
  - Necessary maintenance work was performed at the Belerin well house.
  - Removed process equipment that is no longer needed as deem by the MOECC to reflect the most current process.
  - Painted Glendevon well house flooring for appearances and help improve low lighting issues.
  - Both Hillsburgh Wellhouses had their annual liquid chlorine systems rebuilt. This preventative maintenance program reduces process failures and alarm call outs.
  - Erin wells 7 & 8 had their annual rebuild for chlorine gas. This is a larger water system that needs rebuilt gas regulators , vacuum injectors and our v10K control feed systems. These annual rebuilds take time to do, but result in lower system failure and alarm call out.

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## Roads Department

- Ongoing and continuing Winter Control
- Ongoing and continuing 2016 Ice Storm cleanup
- Purchase of Trackless (Sidewalk) Machine
- Purchase of Loader
- Tendering of Dust Suppressant
- Tendering of Maintenance Gravel
- Request and approval of Spring street sweeping contract
- Adopt Wellington County Road Maintenance Agreement
- Adopt the Road Occupancy Permit Process
- Assumption of Scott Cres.
- Assumption of Erinbrook Subdivision
- Perform winter control at Silvercreek Subdivision
- Perform snow removal on Main St., Erin and Trafalgar Rd., Hillsburgh

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## **Finance Department**

2016 BUDGET – Operations & Capital Budget drafted, presented and APPROVED by Council March 1 2016.

2015 AUDIT – audit preparation, auditors undertook fieldwork 1st week of March; final financial statements expected by May 31st 2016

2016 INSURANCE RENEWAL RFP – RFP prepared ; reviewed with Insurance consultant; staff recommendations to Council March 22nd; Council authorization of new insurer ,JLT, for cost savings

of \$ 39,000.; new contract negotiated and completed March 30 2016

2015 SURPLUS REPORT – detailed Report on 2015 surpluses to Council March 22 2016; Authorization to Transfer of \$292,679 funds to Tax Stabilization Reserve

2016 COMMUNITY GRANTS – Ad Hoc Grant Committee meeting held March 29th to review 21 applications; Committee recommendation Report to Council for Council approval April 5 2016

ADP PAYROLL UPGRADES – staff researching and reviewing software upgrades; recommendations



## Staff Report

**Report #:** 2016 – CAO6  
**Date:** March-22-16  
**Submitted By:** Kathryn Ironmonger, CMO, CMMIII  
**Subject:** Grass Cutting and Trimming Services Contract

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### Recommendations:

**Be it resolved that** council receives the report of the CAO/Town Manager regarding the Grass Cutting and Trimming Services Contract;

**And That** Council accepts staff's review recommendation to accept the 2016 Grass Cutting and Trimming Services proposal submitted by ----- for the period of -----, subject to providing the Town with proof of WSIB and insurance to the Town's satisfaction.

### Background:

The attached Request for Proposal for the 2016 Grass Cutting and Trimming Services was posted on the Town's website and advertised in the local newspaper. Four proposals were received. It's staff's recommendation to award ----- the 2016 Grass Cutting and Trimming Services. A copy of the RFP is attached.

Proposals Received:

Pro Landscaping  
 Legendary Property Maintenance  
 Mr. Markus  
 Property Workx

### Financial Impact:

The cost associated with the Grass Cutting and Trimming Services Contract is part of the approved 2016 budget.

### Consultation:

The submissions were reviewed by the CAO/Town Manager, the Financial Analyst, the Interim Roads Superintendent and the Recreation Manager.

**Communications Plan:**

N/A

**Conclusion:**

The Town of Erin accepts the proposal submitted by -----for the 2016 Grass Cutting and Trimming Services.

**Appendices:**

Attachment 1 - Request for Proposal – 2016 Grass Cutting and Trimming Services on certain municipal lands

TOWN OF ERIN

**ACTION PLAN**  
**Strategy Corp Recommendations**

GOAL/ACTION	StrategyCorp's Recommendation Categories	CONSIDERATIONS	REF	PRIORITY ACTIONS	IMPACTED DEPTS	CORP STRATEGIC PLAN "MATRIX"	COMMENTS
1 Combine maintenance activities of Roads, Water and Parks	Organizational and Process Improvements	<ul style="list-style-type: none"> <li>• Opportunities for improved performance relating to coordination of operational activities                             <ul style="list-style-type: none"> <li>▪ Fully utilize Equipment</li> <li>▪ Contract for similar equipment suppliers</li> </ul> </li> <li>• Opportunity to share costs and fully utilize employees – greater pooling of resources and more integrated work-planning and scheduling</li> <li>• Combine roads and water into a combined public works department - <b>no longer a consideration at this time</b></li> <li>• Overtime, scheduling and labour sharing                             <ul style="list-style-type: none"> <li>▪ ensure seasonal employees are fully utilized – reduce overtime hours when seasonal employees are available at regular rates optimize scheduling</li> <li>▪ adopt Ontario Ministry of Labour guidelines for overtime after 44 hours - <b>included on the compensation review</b></li> </ul> </li> <li>• operational considerations relating to skill-level, adequate supervision, network knowledge and weather conditions must be weighed against the potential to reduce costs</li> <li>• improved scheduling practices and sharing of resources would require improved financial systems, which could provide for better tracking and increased scheduling flexibility</li> <li>• review the Town's minimum maintenance standards to the Ontario Good Roads Association's guidelines for winter maintenance, preparing for and decommissioning winter operations and winter weather monitoring</li> <li>• all outside maintenance activities under single overall management including Parks</li> <li>• in-house engineering expertise – would contribute to more efficient use of external engineering services and project management - <b>Director of Operations is not being considered at this time - it is anticipated that the new Roads Superintendent would hold a CET Designation.</b></li> <li>• review opportunities to utilize the County's engineering department for capital construction and project coordination</li> </ul>	1.1	That the Town combine maintenance activities of Roads, Water and Parks into one Town Operations Department - <b>for similar type of equipment and grass cutting - continuous review of contracted services</b>	Roads, Water and Rec		Opportunities to fully maximize employees and equipment has been implemented by the roads, water and recreation departments. <b>Cost saving realized with the wheeled loader joint County purchase opportunity; will continue to explore and take advantage of any opportunities through the CAO's collaboration to further maximize other joint County lower tier opportunities.</b>
			1.2	<b>The Town should review opportunities to streamline staff scheduling with the view to reducing overtime hours in the Roads, Water and Recreation Departments.</b>	Roads, Water and Rec		Overtime monitoring put in place has realized savings in roads and recreation.
			1.3	That the Town give consideration to hiring either a Town Engineer, or an experienced senior manager with training in engineering technology and project management, to oversee both public works and parks operations and capital works, including the SSMP project, the completion of the water network in urban and developing areas and the upgrading and completion of the rural roads network - <b>this is not being considered at this time. The Town has deemed it appropriate to advertise for a Roads Superintendent with a CET designation.</b>	Roads		Director of Operations Position was posted and interviews undertaken. Unsuccessful in filling the vacancy due to salary range. <b>Roads Superintendent Job has been posted and the job description have been revised and is part of the compensation review.</b>
2 Review and establish existing service levels, budget to meet those approved service levels, and develop the capacity to manage against those targeted and budgeted service levels	Service Standards	<p>Staff scheduling and the use of overtime results in heavy use of staff during the winter months, this is exacerbated with the long-serving workforce and the significant vacation entitlements which impacts the crew size during the summer months. Also the policy to incur overtime and then offsetting with time-off-in-lieu of paid overtime further impacts staffing shortage. Scheduling changes have been put in place but requires further review. Confirm shift scheduling has regard for the minimum maintenance standards. It is important to remember service levels reflects municipal choice with the exception to legislated minimums. Review the quality, timelines are clearly spelled-out the services being offered by developing good performance data and detailed service-levels and the financial software to document the cost, in staffing, materials and equipment for roads, water and recreation to enable proper monitoring. Other words, set performance standards for each of the key services provided and match the budgeted resources to the services and evaluate service delivery each year.</p>	2.1	That the Town review its existing range and level of services and match them with staff and financial resources with a view to meeting current priorities and ensure that scarce resources are devoted to priority activities.	Roads, Water and Finance		<b>The Town would need to engage the services of an auditing firm to assist staff with compiling and evaluating services.</b>
			2.2	That the Town explore opportunities to transfer roads capital works projects to the County, in exchange for taking on additional maintenance responsibilities in areas of County responsibility.	Roads and Finance		Bridge and culvert replacement is identified in the Capital Plan. Mayor and Council needs to continue to lobby the County to secure support in this area. Staff can collaborate with the County's Roads Department to maximize efficiencies.
			2.3	That the Town develop a comprehensive asset management plan for its transportation infrastructure needs.	Roads		Reflected in the Roads Asset Management Plan

<p>3</p> <p>There is need to continue recent efforts to improve staff-level customer service and the municipality's business climate; among the measures needed are:</p>		<p>Part of the Corporate Strategic Planning process staff developed a customer service commitment statement as follows:                  We the staff here at the Town of Erin are committed to providing our Customers with quality support, services and information to enhance their experience as a Resident of the Town, a Visitor or a Service Partner. We are a relatively small staff group serving over 11,000 residents however, we take pride in our work and will do our best to use our resources, knowledge, skills and expertise to help you as efficiently and effectively as possible. We work together to maximize the value of our available resources and we are focused on quality outcomes. The following Value-based Guiding Principles support and represent our service philosophy and our corporate culture. We are committed to providing: transparency and integrity; respectful working relationships; best practices and quality service; cost effective and environmentally focused innovation; proactive, timely and prepared services; collaborative partnerships.</p>			
<p>a)</p> <p>Greater efficiency and program effectiveness in building, planning, water and economic development</p>	<p>Continuous Improvements</p>	<p>Concerns were raised regarding the affordability of Erin's tax and water rates and the resources needed to fund the transportation and water infrastructures. Also the financial challenges going forward with the sewage treatment plant. Actions moving forward must have regard for same.                  A proactive, customer service-oriented approach be supported throughout the organization and more specifically to assist new business and residential development applicants.                  The process to link planning decisions with site plan approvals, good traffic planning, building inspection, water-service standards and installation, promotion of investment, protection of the environment needs to be completed.                  Residential and small and large commercial building applications being added to the assessment roll was on average below the average of our peers. Additional review needs to be done to establish productivity standards.</p>	<p>3a1 That the Town build upon recent efforts to prioritize economic development and growth in the Town, focusing on commercial activity to increase the property tax assessment base through more streamlined, integrated and customer-service-oriented application processing by economic development building planning and water departments. <b>Actions implemented include: Joint department meetings with applicants, introduction of the Tech Working Meeting, and regular Senior Management Team meetings.</b></p>	<p>Planning, Building, and EDO</p>	<p>During the course of StrategyCorp's review they were asked to prepare a supplemental independent review of the various planning servicing options. They reviewed all land-use planning functions. Each department was asked to provide an overview of the work that they currently perform in this area. Upon analysis, it was concluded that by streamlining operations and recognizing existing enforcement capability, the Building Department could assume the responsibilities of site plan review and agreements; minor variance applications; site alteration permits and complaints; development and subdivision agreements. The Town's planning function has been contracted to the County and the preliminary results from these changes appear very beneficial to the Town including cost savings.                  Additional support staff was hired.   <b>A one-year Building and Planning Administrator position was introduced and has now been deemed to be a permanent full time position.</b></p>
		<p>Support recent efforts to promote local businesses and to facilitate the approvals process consistent with Council's policies and legislation i.e.: improved integrating of building, planning, water and economic development services. This more simplified and complete customer service to promote enhanced economic development activities.                  Main issue to have regard for is a strategy to reduce the residential/commercial ratio and to be able to sustain capital infrastructure.</p>	<p>3a2 That the Town introduce economic development benchmarking and best practices, aligned with the Town's strategic priorities, to facilitate measuring the Town's success with its economic development initiatives going forward.</p>	<p>EDO</p>	<p>The economic development "Momentum Action Plan" was received and adopted November 2, 2015. The new Economic Development Officer was hired effective November 9th to undertake the implementation of the plan. <b>The Riverwalk Feasibility Project is underway and Stempski Kelly &amp; Associates Inc has been retained to undertake the work. Four focus groups have been set up to help with moving forward the economic development objectives.</b></p>
		<p>As building activity increases additional review would be required to ensure that the wider responsibilities in the areas of property standards enforcement, enforcement of fill regulations, expediting resolution of outstanding non-compliance cases and commenting agency input and facilitating the preparation of complete applications for various planning and building approvals and permits and not impacted.</p>	<p>3a3 That the CAO, in collaboration with the affected staff, redesign the position descriptions and work program for the staff in the Building Department, to expand responsibilities in such areas as property standards enforcement, enforcement of fill regulations, expediting the resolution of outstanding non-compliance cases and commenting-agency input, and facilitating the preparation of 'complete applications' by applicants for various planning and building approvals and permits.</p>	<p>Building</p>	<p>Based in the building department workload, the building inspector's position was split between by-law enforcement and property standards and building inspection activities. This needs to be continuously monitored in an effort to ensure customer service is not impacted. <b>The Town is currently finalizing an agreement to share services of an additional By-Law Enforcement/Property Standards Officer to increase enforcement. A new fill regulation By-Law has been presented for Council's consideration. New CBO is working on outstanding permits with MPAC and implementing best practices and procedures to deal with outstanding permits and those where a final inspection has not been done.</b></p>
<p>b)</p> <p>review processes for fill permits, property standards enforcement, burning permits, etc.</p>	<p>Continuous Improvements</p>	<p>Items to consider regarding the site alteration and fill permit processes included: processes being too costly and onerous for taxpayers resulting in illegal fills. This adversely affects the environment and may make it difficult for the property owner to sell their land or secure financing on land with concerns over soil contamination. Consideration needs to include an allowance for road damage in the fee for fill permits. Enforcement was sited as the biggest issue to overcome.                   With regards to the building permit process was the tax collection for new building developments. Occupancy of these new homes or other buildings before proper building permit approvals results in the Town not being able to collect taxes in a timely manner. MPAC is often slow to respond to requests to inspect these inhabited incomplete dwellings.                   Fillable online forms including payment options need to be developed and implemented.</p>	<p>3b1 That the Town enhance enforcement for illegal fill, and include protection from road damage as part of fill permits, either through requiring bonding or the introduction of additional fees to offset the cost to repair roadways resulting from fills.</p>	<p>Building</p>	<p>The Town's Fill by-Law needs to be revised. Direction to wait until Scugog passes their new by-law: - Scugog has experienced a number of related issue and the intent is to try to capitalize on their experience. <b>A new fill regulation by-law has been developed (based on three other by-laws), which provides enhanced opportunities to enforce illegal fill activities including road damage deposits - is currently being considered by Council.</b></p>
			<p>3b2 That the Town ensure that MPAC adds taxable properties to the tax roll on a more timely basis, supported through cooperation among the Town's building, finance and water departments in monitoring and reporting of illegally occupied properties. Council may wish to consider taking this matter up directly with the Assessment Commissioner.</p>	<p>Building</p>	<p>The Building Department has focused on addressing the outstanding permits for the past 18 months. Further dialogue with MAPC needs to continue to ensure that the Town is providing the information in their preferred format.   <b>The new CBO is working with MPAC to resolve any issues to make sure that completed permits are included on the supplementary additions. She is also working closely with the Finance Department to ensure assessment opportunities are not missed by MPAC.</b></p>

c)	Continuous Improvements	Water servicing is put into place before site plan approval and as a result water main stops are often located in places that are later approved for driveway construction - stops are being covered by driveways and are more prone to freezing. This is costly for the taxpayer as well as the water users. <b>A new Road Occupancy Permit process has been implemented to control and track the construction and installation of any utilities in the right-of-way.</b>	3c1 That the Town adopt the policy to include the installation of water lines, where applicable, during the site plan approval process and or severance process, in consultation with the building, water and roads departments.	All Depts.		The Tech Working Committee meeting has been re-established. This ensures cross-departmental communication happens between building, roads, and water departments including economic development, planning, and engineering consultant.
d)	Continuous Improvements	Improvements might be achieved with "flow" in the Town office with the front office functions being clearly signed. Private space should be considered to allow sensitive discussions with clients to be more private. Part of the challenge will be addressing the overlapping roles without having a designated front-line staff position. Redesigning customer facing services and associated staff duties will help to provide a higher level of customer service and a welcoming atmosphere. An orderly work environment will improve staff productivity and help to ensure that members of the public receive prompt information and courteous response from the appropriate staff including an opportunity to discuss sensitive issues in a confidential setting. Improved signage would also help clients find the municipal office. Accessibility must be considered to ensure the Town is compliant with regulation requirements.	3d1 That the Town improve its front office design based on the recently improved designs at neighbouring jurisdictions.	Admin		This item is in the 2015 budget as an action item. Staff are currently collecting conceptual ideas for redesign options. It is included in the 2016 budget considerations.
			3d2 That any redesign of the Town office include the opportunity for residents and taxpayers to discuss some issues in a more confidential setting.	Admin		<b>Established a staff renovation committee to review how other municipal buildings addressed accessibility and to report back to the CAO. The design needs to address an orderly work environment that will improve staff productivity and improve customer service.</b>
			3d3 That the Town streamline customer-facing services, with a customer-centric focus, including improve signage and 'way finding' in the office and from the roadway, for both the Town office and Roads Department clients. <b>Two new directional "way finding" signs have been designed and will be installed once the frost is out of the ground.</b>	Admin		
e)	Organizational and Process Improvements	The Economic Development Coordinator authored the "Momentum" Action Plan which was received and adopted by Council on November 3, 2015. The primary goals are as follows: 1. Support the retention, growth and expansion of existing businesses; 2. Balanced growth in industrial, commercial and residential development; 3. Build a positive business climate; 4. Work cooperatively and strengthen links with all partners and all levels; 5. Establish the Town of Erin as a premier location for equine enthusiasts; 6. Promote and market the Town of Erin as a four seasons tourism destination; 7. Develop a sustainable economy. The Erin Economic Development Advisory Committee was established in February 2015 and mandated to provide advice to the office of the CAO on economic development in the community in conjunction with the new Economic Development Coordinator. Building a more positive business climate, while streamlining policy and regulatory processes is important to retaining and encouraging business growth and expansion in the Town. The Economic Development Officer will work with the Village of Erin BIA and the East Wellington Chamber of Commerce and colleagues at Wellington County Economic Development to strengthen the Town's capacity to support the business community. The Town needs to maintain a balance in the growth of its industrial, commercial and residential development to ensure appropriate services are in place, demand and residential growth meets the needs of families considering moving to Erin. Decisions will need to be made during the Official Plan amendment process in relating to CIP and communal waste water. Local economic development is about partnerships and cooperation, this includes partnerships with all levels of government, professional associations, social groups, and the business community. This communication will foster a degree of community buy-in and participation. The equine industry has been adopted as the initial economic development engine and therefore its important to expand the trail infrastructure to attract riders and leverage nearby event facilities. Connecting with neighbouring jurisdictions to form a regional trail committee would be one of the first steps in moving forward to attract equine manufacturing to maximize tax revenue growth. The development of the "Riverwalk" Trail network within the community has the potential to draw additional visitors to the community, expand opportunities for commerce and reinigorating local interest in walking or riding the trails. The long term objective for the community is to establish a local economy that meets the needs of the present, without compromising the ability of future generations to meet their own needs. Retain existing employers, including commercial and industrial tax base and jobs to provide our residents with services and facilities.	3 e 1 That the Town find a practical, cost-effective way to supplement the County's economic development program, including staffing arrangements and in-house procedural improvements that will give more profile to applications with potential economic development merit, including an office designed to ensure and maintain optimum confidentiality when dealing with clients and members of Council.	EDO		The CAO, EDO, CBO and County Planning staff will work as a collaborative team to better respond to the timely needs of clients seeking opportunities to start a new business or expand an existing one in the community.
			3 e 2 Based on Council's priority for growth in commercial and industrial assessment and its focus on 'best practice' customer service, consideration should be given to creating a 'stand alone' economic development function, reporting directly to the CAO/Town Manager, in order to give it the profile and independence such a role needs to play with business prospects.	EDO		<b>New EDO officer was hired and the Momentum Action Plan was approved in November 2015.</b>
			3 e 3 The economic development function should be staffed on a permanent basis by an experienced economic development officer (EDO), supported by an administrative assistant employed at least half-time.	EDO		<b>The new EDO function has been filled however, the administrative assistant position has not moved forward. An application has been filed for two summer student to support the EDO function - grant to cover up to \$9.00 per hour per student.</b>
			3 e 4 That the EDO be supported with advice from an Economic Development Advisory Committee, appointed and mandated by Council, and reporting to the CAO/Town Manager.	EDO		<b>The Economic Development Advisory Committee is assisting the EDO in moving the Momentum Action Plan items forward including the Four working focus groups.</b>
			3 e 5 That the economic development function be measured annually on a well-defined set of metrics that assess inputs and outcomes, to ensure optimum efficiency and appropriate operating budget allocation.	CAO		It is suggested that the performance metrics be developed by an external professional in consultation with the CAO, EEDC, Council and the EDO. <b>This should be an annual budget item starting in 2017.</b>
			3 e 6 That the economic development officer work closely with the County of Wellington economic development department to maximize regional collaboration and opportunities for project leverage.	EDO		The EDO will work in collaboration with the County Economic Development staff and other Wellington County municipal EDO's to leverage return on investment across the County and within the Town.

4	Continuous Improvements	<p>Implementation of a standardized performance review process that is easily administered and aligned with the Town's strategic priorities. Ideally the performance appraisal system should:</p> <ol style="list-style-type: none"> <li>1. Identify annual performance targets that align with Council's goals;</li> <li>2. Be simple and straightforward, to focus on key objectives and to ensure timely completion of appraisals by supervisors;</li> <li>3. Encourage managers and supervisors to be forthright in identifying real or potential employee performance issues, as well as opportunities for performance improvement and professional growth; and</li> <li>4. Encourage supervisors to explore future career plans of those for whom they conduct performance reviews.</li> </ol> <p>The Town needs to embrace performance measurement and performance monitoring as a way to manage its human, material and financial assets, as well as to demonstrate performance to Council and the residents and business of the Town.</p> <p>Expand the scope of the employee recognition program by including a staff recognition system to recognize service above-and-beyond typical daily tasks. This would have a strong impact on performance and productivity. The Town could celebrate individual staff, departmental or organizational achievements to a wider audience.</p> <p>Develop a basic corporate "succession plan" to ensure the loss of any single employee would not severely disrupt service:</p> <ol style="list-style-type: none"> <li>1. Staff members with a potential to be promoted to new or more senior responsibilities;</li> <li>2. Rank what positions would need to be filled by external recruiting or training and developing existing staff with education or work-experiences;</li> <li>3. Opportunities to phase-in/phase-out senior staff positions, including taking the time to ensure "knowledge transfer" from retiring or departing senior staff; and</li> <li>4. An assessment of key position descriptions and the competitiveness of compensation for those duties in order to recruit and retain capable staff.</li> </ol> <p>Performance reviews could be used as a tool to track employee progression towards succession plan goals. Succession planning is an ongoing and long-term process and should have regard to the Corporate Strategic Plan.</p> <p>Confidential conversations with those who are nearing retirement, about ways in which the Town and the employee can work together to ensure a smooth transition, including such things as bridging to early retirement, developing a successor, or beginning a recruiting program early.</p>	4.1	That the Town develop and conscientiously implement a standardized performance review process across the entire organization.	CAO		<p>The Town encourages its employees to undertake improvement courses related to municipal work. Employees who wish to further their education in respect of their particular position, the Town covers the cost. In addition, employees can attend conferences, seminars and workshops. Employees can utilize a training competition policy which enables employees to take courses that are not covered through the traditional training opportunities.</p> <p>Instruction was given to the senior managers when conducting their performance reviews for their departments that they need to be forthright in identifying employee performance issues and opportunities for improvement as well as professional growth. This was also to include exploring their employees future career plans. They were to identify the staff members within their department who have the potential to be promoted and what positions would need to be filled externally including identifying the training that would be needed to develop existing staff.</p> <p>Undertook an employee engagement assessment to help me understand the key strengths and develop opportunities from the perspective of our staff.</p>
			4.2	The performance review process should begin with a confidential, annual goal-setting and review process for the CAO, led by the Mayor.	CAO		
			4.3	That the Town enhance employee recognition efforts: to reward new, productivity-enhancing ideas, to acknowledge exceptional staff performance, and to motivate employee achievement. <i>Once developed, this policy would have a financial impact and would need to be reflected in future municipal budgets.</i>	Senior Mgmt.		
			4.4	That the Town undertake succession planning to ensure the organization is positioned for long-term success.	CAO		
			4.5	That the Town increase participation in performance measurement surveys to develop performance measurement benchmarks upon which to compare itself to similar lower-tier municipalities and develop processes to measure and foster continuous improvement.	CAO		
5							
a)	Integrate and streamline the Recreation functions in the Town.						
	Management and Operations	Organizational and process improvements	The overall direction is to combine the management of the two arenas and all recreation and leisure activities into one recreation department would provide operational efficiencies and enable streamlining operations through a more unified approach to recreational services and user-groups.	5a1	That the Town combine management of the two arenas into one recreation department to streamline management and offer more efficient service.	Rec	<p>New Job descriptions are being developed to combine the management of the two arenas and all recreation and leisure activities into one recreation department. Staff will work in both facilities on a rotating basis with a central booking system. <i>Staff meetings have been ongoing and it is anticipated that the new departmental changes will be implemented in September of 2016.</i></p> <p>The new Director of Infrastructure and Operations will be responsible for park maintenance (grass cutting) - <i>it is anticipated that grass cutting will fall under the responsibilities of the new Roads Superintendent since we are not moving forward at this time to fill the Director of Infrastructure and Operations position.</i></p>
	i) single overall management responsibility for recreation activities; facilities across the Town		The recreation department currently spend a great deal of time maintaining the baseball diamonds and soccer fields - a level of service that is beyond the cost charged for rentals of the fields - streamline processes need further review.	5a2	That the Town simplify and reduce the premium maintenance standards of its outdoor recreations facilities, following other municipal best practices, so that staff can be redeployed to high value-added service delivery areas.	Rec	
	ii) distinguishing outside maintenance activities from facilities operation and recreation programming		Erin provides four times the amount of outdoor recreation facility space per capita than average - identifying this as a factor which requires further review.	5a3	<i>The Town will not be combining maintenance activities of Roads, Water and Parks into one Town Operations departments at this time, however, departments are working to maximize cost savings by working cooperatively together on similar equipment maintenance functions.</i>	Rec	
standardized regularly reviewed fee structure, with improved processes for	Continuous Improvements	Changing the booking and collection processes will improve department efficiency. Adopting a pay up front method will reduce the number of booking cancellations. On-line booking would also provide additional departmental efficiencies. Adopt a new grant policy to address club rental rate reductions. The true accounting approach allows Council to show the full, all-in cost of a service, so the users have a clear idea of the cost of the services and the impact of any taxpayer subsidy. It frames more	5b1	That the Town adopt a policy requiring user groups to pay full rates up-front and to apply for reduced rental rate grants through Council.	Rec, Finance	It is anticipated that a central booking system and on-line booking and payment system will be in place in 2016. The centralized booking system would be shared by the entire recreation department which includes payment capabilities as part of the booking process. Receiving payment upfront and having a cancellation policy for rescheduling would limit last minute	

d)	collecting and tracking bookings and associated fee revenues	appropriately the context for applying for and granting subsidies from the taxpayer. This would allow Council to have a better handle or control over the financial impact discounting rates have on the department.	5b2 That the Town implement a stricter booking, payment, cancellation and rescheduling policy for rental of its recreational facilities, with clearly defined conditions made publicly available on our website.	Rec, Finance		cancellations -- to ensure that staff have adequate time to book subsequent requests.
c)	over time, consider greater integration of major Town recreation and leisure facilities, when existing facilities reach the end of their useful lives or require major refurbishing, including the participation of other public authorities, voluntary groups and complementary private entities	Organizational and Process Improvements Concerns surrounding the condition of the Hillsburgh arena, a lack of parking at the facility and ongoing operational, capital and revenue issues surrounding the existing Centre 2000, arena consolidation may make sense. A recreation master plan should be undertaken to address the long-term recreation needs and the capacity for its current facilities to provide for those needs. The plan would identify future capital requirements and the best approach to planning for the future.	5c1 That the Town create 'recreation master plan' to consider options for integrating major community recreation facilities when existing facilities reach the end of their useful lives or require major refurbishing. <b>The recreation master plan needs to review the recreation inventory to determine any surplus lands.</b>	CAO, Finance, Rec		That the Town create a "recreation master plan" to consider options for integrating major community recreation facilities when existing facilities reach the end of their useful lives, or require major refurbishing - <b>this is an item scheduled for the 2017 budget consideration discussions.</b>
6	Greater consolidation facilities management, asset management and fleet management responsibilities, across all departments, to create a One Erin' approach to service delivery and use of equipment and facilities.	Organizational and process Improvements Increased capacity and/or sharing of equipment and vehicles could be an area where costs could be reduced and limit external contracting services. Any gains in efficiency through maintenance and repair both protect the life-span of the assets, and defer the day when capital expenditures are required to replace or repair them. Streamlining of facilities management processes across the organization could help in implementing the Capital Plan to reduce the backlog of deferred maintenance and extend the life of the Town's assets. This should only take place if its determined that this would enhance the current efficiency and cost-effectiveness.	6.1 That the Town streamline processes for routine and major maintenance of all Town facilities, including sharing of information and collaborative procurement efforts.	Roads, Rec, Water, Finance		Sharing of equipment is currently being implemented.
6.2			That the Town develop and implement upon a comprehensive basis, a facilities maintenance strategy to extend the life of capital assets.	Roads, Rec, Water, Finance		The treasury function will record and identify the potential for maintaining and leveraging intangible assets including processes and databases to facilitate information technology.
6.3			That the Town, perhaps through the Treasury function, record and identify the potential for maintaining and leveraging tangible assets, such as advertising opportunities, as well as processes and databases facilitated by information technology.	Roads, Rec, Water, Finance		
7	Improve administrative operations, including:					
a)	improved financial management systems	Service Standards Staff indicated that the finance department had difficulty performing all of their duties given the limited staff availability and the limitations in the existing financial information system. Concern was also raised with financial reports which are often done manually and require additional time-commitment from staff and therefore as a result departments reported being often unable to receive reports in a timely manner. The system and procedures are adequate for basic internal control, line-by-line budgeting and financial reporting. New technology would help reduce the amount of labour to produce the current reports. Staff are limited in the kinds of reports they can offer management and Council without considerable effort. It also makes project management and effective purchasing and procurement difficult. The system does not tie budgets to procurement, or enable multi-year operating or capital financial planning. The system facilitates reporting for audit and Ministry purposes and they afford a good historical summary but it does not provide the specialized reports to manage program expenditures in a timely fashion, managers must extract data and do manual analysis themselves on paper or excel spreadsheets.  To achieve some of the productivity improvements and service-delivery gains identified in the study, it would be necessary to keep track of interdepartmental sharing of staff and equipment. It would mean judging programs by their success in meeting levels of service and performance goals set by Council. It would require monitoring of overtime and procurement, to ensure efficiency and compliance, without the need for duplication of effort. All of these activities would be difficult to do and time-consuming with the current systems.	7a1 That the Town move away from a bookkeeping approach to financial management, and acquire a financial management system that can provide additional budget setting, planning and monitoring capacity, including the creation and monitoring of performance objectives.	Finance, Senior Mgmt Team, Clerk		Keystone is currently being used by the Building Department to track their building permit activities. This program has additional packages that can be added to the system. Both Guelph/Eramosa and Mapleton use Keystone for their financial system. This approach would most likely be the most cost effective way to implement better financial management system. Something like Cityview would need to be purchased for asset management. The Director of Finance needs to conduct a detailed review of various software programs and report accordingly. It is anticipated that this would be undertaken in the first quarter of 2016.  In addition, ADP upgrades will be introduced to assist in better management of staff hours and activities. It is anticipated that this will also be introduced in the <b>second</b> quarter of 2016.
	records management and storage	Continuous Improvements Records are critical to any well functioning government organization. Records need to be retained for their operational life, they need to be either destroyed or retained consistent with legislative requirements. Responsible management of records enables the proper maintenance of institutional memory, maintains evidence of the Town's activities and that such activities comply with legal requirements and ensures that appropriate information is available to decision-makers when needed.	7b1 That the Town identify options for an organizational system for records management, in line with municipal best practices.	Clerk, Senior Mgmt. Team		The IT Systems Administrator is assisting the Clerk in moving projects forward. Additional modules within the Keystone program will be purchased in 2016 for by-law, resolutions, dog tag and burn permits tracking system.
7b2			That the Town explore the development of a Municipal Code, to bring together and modernize its 'non-planning' legislation and regulations in a single, easily consulted and easily amended location.	Clerk, Senior Mgmt. Team		The Clerk's department is diligently preparing for a large records purge, and has prepared destruction documents and work instructions for the contract Records Management Summer Student which we will interview shortly. An electronic documents filing scheme has been established which



			7b3 That the Town address and remedy the health and safety risk from the current records management storage system.	Clerk		corresponds to the TOMRMS system, digitizing and sorting various documents and records into this new structure as another step in preparation for our electronic document management system software.
b)	management systems and communications	Continuous Improvements Only when senior management meets routinely and as a group before and after Council meetings, can a truly corporate decision-making system function properly. It is a basic requirement of a CAO system to have senior management approve report to Council with the CAO sign off. Also to meet as a corporate group to develop and implement policy, program and budget initiatives. That it would be useful that Council and the CAO meet yearly to set goals and objectives for the following year. Improving and streamlining communications at the Town include horizontal communications across departments, and vertical communication from managers to the front line would help to ensure employees remain engaged and empowered to do high-quality work.	7c1 That the Town promote increase staff participation through use of additional internal project-specific team meetings; continue regularly scheduled senior management meetings, following the Council meeting cycle, to review Council reports, and with reporting-out to affected staff; and creation of avenues for cross-departmental communications to encourage 'best practices' across the organization.			Senior Management Team Meeting have been taking place on a regular basis for the past year. The meetings take place just before a council meeting, however, it has been decided that it would work better if they are held the following day. This would allow the CAO to brief staff on directions coming out of the Council meeting. The senior managers would then be responsible to verbally brief their staff. Also the CAO has re-established the Tech meetings which take place once a month. these meeting provide a framework that all departments are present and therefore are briefed on development related matters and they are able to provide input in a timely manner. Escribe was introduced in 2014 and part of that process, reports are prepared by senior management and are signed-off by the CAO before they go onto the Council Agenda.
c)						
d)	better IT support to Town operations, in both timeliness and application and software support, and to aid contemporary customer-services	Continuous Improvements The mushrooming growth of "apps" and smart phones make some in-house capacity essential for IT support. There is a need to deal with routine maintenance problems and to manage the IT supplier. There is a need for advice on the next wave of technology and whether and how it should be accommodated by a small municipality with limited resources. The use of hand-held technology is revolutionizing traditional blue collar inspection and maintenance functions. The expectation that municipal services can be accessed by smart phone and customized apps is likewise a challenge that needs to be managed internally, in part to standardize the approach, to protect system and data security, and to control which applications and devices should be supported and accommodated within the Town's computer networks. The Town has grown to the point where information technology support can no longer be an add-on to the regular duties of a busy staff person. This person should be housed within the administration department and would primarily lead projects to implement information technology improvement such as the financial system and the digitalization of the Town's records management, but would also provide daily IT maintenance and support to Town staff as needed.	7d1 That the Town engage a competent staff member to provide information technology support throughout the municipal organization (all locations) and to advise Council and senior staff on new applications, software, technology and system and data security.			The IT position has been posted and filled effective January 2016. Contractor has been contracted to re-establish the electrical circuits of the storage room onto the Town office's generator and main power circuit, as well as to install additional 220V outlets for battery backup units. New backup and disaster recovery solution has been deployed. All servers are being backed up twice daily to a new appliance in the Town office with the latter backup being pushed up to an encrypted cloud storage in the event of a disaster where all servers no longer function. Further investigation into relocating backup appliance to the Hillsburgh Fire Hall as a further protective measure is under way. Once the work is completed all servers could be recovered and made live in a temporary office setup at the Fire Hall in the event of a disaster.
8						



## Staff Report

**Report #:** 2016-4A  
**Date:** April-5-16  
**Submitted By:** Gail Broadfield, Deputy Treasurer  
**Subject:** Approval of Accounts

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### Recommendations:

**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-4A on "Approval of Accounts".

### Background:

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

Cheque Listing	#1083	\$	32,351.27
Manual Cheque Listing	#		
Online Internet Payments	#1079	\$	11,116.02
	#1080	\$	3,940.86
	#1081	\$	2,560.32
	#1082	\$	20,498.19
<b>TOTAL</b>		<b>\$</b>	<b><u>70,466.66</u></b>

### LARGER PAYMENTS

Cheque #49435 \$7,150.96 Upper Grand District School Board - 2015 Hydro Costs  
 Cheque #49431 \$2,583.00 Ontario SPCA – Animal Control Fees March 2016  
 Cheque #49421 \$3,864.60 Nexus Actuarial Consultants Ltd. – Valuation of Town's Retirement Benefits

**Financial Impact:**

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

**Consultation:**

Department Heads and CAO.

**Communications Plan:**

Regular report to Council.

**Conclusion:**

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

**Appendices:**

N/A



## Staff Report

**Report #:** 2016-06F

**Date:** April-5-16

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

**Subject:** 2016 COMMUNITY GRANTS – COMMITTEE RECOMMENDATIONS

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### Recommendations:

**Be it resolved that** Council accepts the recommendations of the 2016 Financial Support Applications Ad Hoc Committee and approves the allocation of \$31,600.00 to local groups and community organizations.

### Background:

On October 20, 2015 Council adopted a revised “Community Grants Policy” for the Town of Erin. As required by that Policy, Council appointed this year’s Ad Hoc Committee members at the January 19, 2016 Regular Meeting. The 2016 Committee members are: Mayor Al Alls, Councillor Rob Smith, Economic Development Officer Robyn Mulder, and Director of Finance Sharon Marshall.

The Committee met on March 29<sup>th</sup> to review the 22 applications received this January. The Committee meeting was open to the public and the time and date were posted on the Town’s website. One member of the public attended as well. Each application was discussed and a consensus for approval, denial or reduced allocation was drafted into a “recommendation” for Council.

### Financial Impact:

Through the annual Budget By-law, Council approved a total Community Grants budget of \$35,050. The 2016 Ad Hoc Committee is recommending the allocation of \$31,600. as per the Appendix attached to this Report.

**Consultation:**

The Town's current "Community Grants Policy" was used as a guide.

**Communications Plan:**

The Committee's Recommendations worksheet has been attached here providing details on each request made, and allocation suggestions. Once Council authorizes the allocations, either as recommended or as amended, cheques will be mailed to each successful applicant. All non-successful applicants will also receive a letter to acknowledge their submission.

**Conclusion:**

The 2016 Ad Hoc Committee supports the recommendations as per the Appendix.

**Appendices:**

2016 COMMUNITY GRANTS – COMMITTEE RECOMMENDATIONS MARCH 29 2016.pdf

**2016  
COMMUNITY SUPPORT GRANTS  
APPLICATIONS FOR FINANCIAL SUPPORT**

**COMMITTEE MEETING 29-Mar-16**

**LOCAL GROUPS**

**PURPOSE**

	ALL SAINTS ANGLICAN CHURCH	dishwasher, carpet increased hydro costs
1	BIG BROTHERS BIG SISTERS DUFFERIN	Big Brother/Sister program
2	CHILDRENS FOUNDATION-WELLINGTON	Food & Friends school breakfasts
3	EAST WELLINGTON COMMUNITY SERVICES	Seniors room @ Centre 2000
4	ERIN AGRICULTURAL SOCIETY	safer bleachers/accessibility for dining hall
	ERIN AGRICULTURAL SOCIETY	Farmers Market
5	ERIN COMMUNITY RADIO	start up cost
6	ERIN DISTRICT LIONS CLUB	grant for Santa Clause parade
7	ERIN DISTRICT LIONS CLUB	National Guide Dog Walk support
8	ERIN HORTICULTURAL/GARDEN CLUB	flower boxes& beds /special community projects
9	ERIN-MIMOSA 4-H CLUBS	supplies
	ERIN OPTIMIST'S CLUB	Rib Fest- to fund some of the bands
	ERIN PUBLIC SCHOOL SCHOOL COUNCIL	Skate-athon Support
	ERIN THEATRE	for purchase of used lighting equipment
	ERIN VILLAGE QUILTERS	to bring in speakers to learn new techniques
	EVERDALE	help offset operational cost
10	GROVES CEMETERY BOARD	annual grant cemetery maint
11	HILLS OF ERIN STUDIO TOUR	grant for Tour
12	HILLSBURGH DISTRICT LIONS CLUB	Outdoor skating rinc
13	HILLSBURGH FIREFIGHTER'S ASSOC	HCC floor rent for Garage Sale
14	HILLSBURGH HORICULTURAL	beautification of the village of hillsburgh
	HILLSBURGH MEDICAL CENTRE	payment for snowclearing
	HILLSBURGH MINOR SOFTBALL	repair and upgrade batting cage
	HILLSBURGH-ERIN SKATING CLUB	pay for ice rental coach wages advertising
15	MAIN PLACE OPTIMIST CLUB OF ERIN	provide wide range youth recr programs
16	ONTARIO SPCA, ORANGEVILLE	animal welfare & humane education programs
17	ORTON COMMUNITY ASSOC	purchase picnic tables, hockey nets, etc
18	ROTARY CLUB OF ERIN	building Pavillion in Victoria Park, Hillsburgh-offset permit fee
	STATION ROAD NURSERY SCHOOL	support nursery school program
19	TRANSITION ERIN	to develop "maker space" in Erin
20	UPPER CREDIT HUMANE SOCIETY	to create online volunteer "portal"
21	WE ARE ONE	Festival at Agric Fair Grounds-Give Back to Community
22	WELLINGTON FARM SAFETY ASSOC	Home & Farm Safety assoc
<b>TOTAL GRANTS TO LOCAL GROUPS</b>		

from Reserve Funds

2015	2015
REQUESTS	APPROVED
\$2,500	\$0
\$2,000	\$1,000
\$16,600	\$16,600
\$1,000	\$1,000
\$2,500	\$0
\$3,000	\$0
\$1,000	\$1,000
\$1,000	\$0
\$500	\$500
\$1,500	\$500
\$2,000	\$1,000
\$400	\$200
\$3,000	\$1,000
\$1,000	\$0
\$2,000	\$0
\$350	\$350
\$600	\$600
\$2,100	\$2,100
\$500	\$500
\$3,800	\$3,800
\$3,000	\$1,000
\$2,500	\$500
\$2,500	\$1,000
\$20,000	\$10,000
\$400	\$400
\$2,000	\$1,000
\$1,500	\$500
\$500	\$500
\$79,750	\$45,050
	<b>-\$10,000</b>
2015 Budget	\$35,050

2016	2016
REQUESTS	COMMITTEE RECOMMENDATIONS
\$2,000	\$1,000
\$3,170	\$0
\$16,600	\$16,000
\$1,000	\$1,000
\$3,000	\$0
\$1,000	\$1,000
\$250	\$250
\$500	\$400
	\$500
\$350	\$350
\$1,000	\$0
\$600	\$600
	\$0
\$500	\$500
\$3,000	\$1,500
\$3,000	\$0
\$1,500	\$1,500
\$2,500	\$0
\$2,500	\$500
\$3,000	\$3,000
\$500	\$500
<b>\$48,970</b>	<b>\$31,600</b>
2016 BUDGET	\$35,050
2016 Bal. Unused	\$3,450

**NOTES**

\* Policy set max \$16,000.

Supported thru Ec Dev

Supported thru Ec Dev

no grant appl submitted

split into 2 pyts ;require status report

## Mayor's Report

The following is a capture of some of the events and work I have been involved in over the last two months.

OGRA/ROMA conference in Toronto with Councillors Brennan and Duncan-attended meetings on Gravel Pits, Managing Town Assets and listened to the Provincial cabinet members along with the Opposition Leaders

Attended County Planning and Administration meetings

Attended several meetings with Transition Erin folks on new green developments and sewage treatment

Facilitated a meeting on the 3<sup>rd</sup> of March with concerned neighbours on the 17<sup>th</sup> side road re legal Medical Marijuana grow operation along with Inspector Scott Lawson and his staff member.

Met with the River Walk Committee and Consultant

Dropped the puck along with young Nathan Vandertol at fundraising with Inspector Lawson. Large sellout crowd and event raised over \$6700

Attended Launch meeting with Triton/Ainley/CVC/MOE

Attended a meeting with Agricultural Society in regard to RCMP Musical ride performing September 10<sup>th</sup> in Erin

Met with Nestles, University of Guelph Professors and Ray Blackport regarding a water study for Wellington and more particular Erin.

Facilitated a meeting with most of the owners of development land in Erin and Hillsburgh with the CAO and our planner Mr. Gary Cousins.

Visited and welcomed two new businesses to Erin – Pintar (the old Guardian Plant) and Tufbar (fibreglass rebar)

Easter weekend spent working with CAO and David Knight addressing issues from the ice storm.

**B.C.C. MINUTES JAN. 5, 2016 @ 7:30 P.M. @ LIZ VAN RAVENS'**

**Present:** John Brennan, Liz van Ravens, Vera Longstreet, Karen Smith, Bill van Ravens.

**Secretary's Report:** Minutes from Nov. 19, 2015 were read by Liz & All. Vera & John moved & seconded them as correct. Carried.

**Treasurer's Report:** The P.C. Party meeting has been booked & cleared by Carol for the last Sat. of Feb. (27<sup>th</sup>).

Bank Balance for **Oct. 31, 2015** has been adjusted to \$18 896.59 from \$18 897.59.

Bank Balance for **Nov. 30, 2015** was \$24 924.85. Deposits were \$7 307.11. Vouchers totalled \$1 278.85. Fundraising was \$ 163.25. Rent was \$5 019.00 with Deposits of \$1 100.00. These totals included **Ladies' 3-Pitch** of \$2 034.00 & **Town of Erin** for **HST Refund** of \$1 024.86.

**Preliminary** totals for **Dec. 31, 2015** are as follows: Bank Balance of \$23 691.74. Deposits of \$4 195.00. Vouchers of \$5 559.31. Fundraising nil. Rent of \$3 795.00 with Deposits of \$1 300.00.

**Continuous Monthly Rentals** for **2016** are as follows: Mount Zion \$700.00. Nancy \$400.00. Halton Hills Concert Band \$350.00.

**Tim Willboi's Ltd.** will be able to accommodate our **snowplowing** requests & has asked Liz to email schedule of all bookings & post office hours to him so he can clear or de-ice parking lot in advance of usage.

Karen will contact roof contractor regarding the snow blocks.

**Halton Hills Concert Band** is renting the hall every **Tues. night** for \$70.00 per night. They have paid \$350.00 for Nov.

**Eúchre** will be starting again on **Jan. 21, 2016** & every other **Thurs. night** at **7:30 P.M.**

**Budget** for **2015-2016** was discussed again. It was finalized, approved & signed. Liz will get it to Sharon @ Town of Erin.

**FIRE SECURITY SYSTEM CHECK:** to be done

**T.A.P.O.N.M.:** Feb. 15, 2016 @ Liz' if required or at later date Feb. 29, 2016 @ B.C.C. @ 7:30 P.M.

**Adjournment of Meeting** by Liz & Vera. Carried.



**Let's Get Hillsburgh Growing Committee  
Meeting  
Thursday January 21, 2015**

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

1) Minutes:

**Motion:** 1-01-2016: LGHG Minutes

Moved by Jackie and seconded by Elizabeth: That the minutes of the LGHG Committee meetings of November 19, December 4 and December 7, 2015 be adopted as circulated. Carried

2) Accounts: None.

3) **Motion:** 2-01-2016: New Member

Moved by Jackie and seconded by Donna: Be it resolved that Jamie Cheyne be added to the LGHG Committee. Carried.

4) Snowman Contest: Contest open to residents of the village of Hillsburgh and surrounding area.

To be held from February 1 to February 26, 2016.

Deadline: Midnight Friday February 26, 2016.

Entry: Photo of snowman to be emailed to [lghgcommittee@gmail.com](mailto:lghgcommittee@gmail.com)

Entry must include name, address and phone number.

Winners to be announced on the Town of Erin web site and the LGHG Facebook page on Monday February 29, 2016.

First Prize: \$50.00

Runner-Up Prize: \$25.00

**Action needed:** Donna to design ½ page flyer for mail distribution and a large full page poster for posting around the community

**Action needed:** Jeff will print the small flyers and take to Hillsburgh Post Office for distribution.

**Action needed:** Jackie & Lloyd to post large poster in appropriate places in Hillsburgh.

**Action needed:** Donna will send poster to Connie Cox at Town Office for posting on the Town's web site and will send a press release to the Erin Advocate.

5) Historical Park

a) Letter to the Hillsburgh Lions Club: Have had no formal reply to our letter. Jeff has talked to some Lions Club members and they are contemplating taking the current wooden structure down and replacing it with a roofed structure of some kind.

**Action needed:** Donna to write a letter to the Hillsburgh Lions Club asking a Lions representative to come to one of meeting to advise us of their plans.

b) Lighting in the Park: Letter was written by Lloyd to Town. No reply yet.

**Action needed:** Lloyd will check on status of request.

6) Flower baskets & planters: List of businesses/people that were contacted for donations last year has been misplaced.

**Action needed:** Donna will contact Donna Muir to see if she has the list on her computer and will email it to Committee members.

**Action needed:** For next meeting, Committee members to think about businesses/people to ask for donations.

7) Hillsburgh Entrance Signs

a) Service Club Signs:

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

**Action needed:** Lloyd is still trying to source plastic coated mesh screening. We need 2 -2 ft. X 8 ft. pieces for below the signs.

b) Group Photo taken with Jackie & Lloyd, Mayor Alls and Martin Rudd:

**Action needed:** Lloyd to email photo to Raissa for the Facebook page, to Donna for future publicity purposes and to Martin.

8) Metal laser-cut signs: Plan to order the 20 signs needed to finish the street.

**Action needed:** Lloyd will contact Steve at Brodie Ltd. for a quote on 20 unpainted metal signs.

9) Historical banners for the Arena:

**Action needed:** Donna will find some potential photos for the banners.

10) Publicity:

a) Brochure: LGHG brochure needs to be revised. Events/activities for 2016 could be included in the revised brochure but dates need to be established for them. See item #11.

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

11) 2016 Events/Projects & Contests:

a) Snowman Contest: Month of February. See Item #3 for details.

b) Dessert/Arts & Crafts Sale: Proposed date: Saturday June 11

**Action needed:** Donna to contact the Fire Chief to book the room at the Hillsburgh Fire Station for the event.

c) Spirit of the Hills Family Fun Day : Saturday August 20

d) Fall Decorating Kits: Deadline to order: Wednesday September 7  
Pick Up Date: Saturday September 17

e) Scarecrow Contest: Email photo of scarecrow to enter.  
Deadline: Friday October 14

f) 2017 Community Calendar & Photo Contest: We want photos of people, places and things in the Hillsburgh community. 12 photos will be selected to be included in the calendar. Photo deadline: October 15,2016

12) Draft Terms of Reference for LGHG Committee:

Committee reviewed the Draft Terms of Reference and commented on some of the details in it. Jeff advised that Town staff is currently revising the Draft.

Donna suggested the following as the mandate of the LGHG Committee:

To plan, coordinate and undertake activities and events that build community pride and spirit.

**Action needed:** Jeff will send this suggestion to Town staff.

Jeff will email committee members the new version of the Terms of Reference when they are finished.

**Action needed:** Committee members will review the revised Terms of Reference and email comments/suggestions to Jeff.

13) Other Business & Round Table:

Lloyd reported that the wreaths have been taken down and are stored at Ruth's.

Liz will be participating in the Walk for Alzheimer's in Guelph at the Old Quebec Street Mall on Sunday January 24.

Donna distributed postcards for making suggestions about the new Hillsburgh library. These are to be returned to the Hillsburgh Library with your suggestions ASAP.

2 copies of Ed Stewart's autobiography, *It's been a fun ride*, have been donated to the LGHG Committee for our silent auction table at Family Fun Day.

At some point in the future, we will have to find a new location to store the signs, sandwich boards, Fun Day supplies etc. that are currently stored at the Hillsburgh Library. Jeff will talk to Terry at the arena to see if there is any place there to store these.

Jeff reported that the Town Budget process is still on-going. There will be a Public Meeting regarding the budget at 5 pm on Tuesday February 16 followed by the regular Town Council Meeting at 6:30 pm.

The outdoor skating rink in Victoria Park is open now. This is maintained by the Lions Club with the assistance of the Fire Department flooding the surface as needed.

Doors Open will be held in the Town of Erin on Saturday June 11. Contact Jamie if you have any ideas of places/buildings that could be open for the event.

**Next Meeting:  
Thursday February 18  
7pm  
Town of Erin Municipal Office  
5684 Trafalgar Rd.**

**Let's Get Hillsburgh Growing Committee  
Minutes  
February 18, 2016**

Present: Lloyd Turbitt, Raissa Sauve, Jeff Duncan, Donna Revell, Jamie Cheyne

Regrets: Jackie Turbitt, Ruth Maddock, Liz Ewasick

Guests: Ron Munro (Munro's Country Garden), Janette Galbraith (Hillsburgh Lions Club)

1) Historical Park:

Discussion with Jeanette about the Hillsburgh Lions Club's plans for the pergola in the park --- repair it, replace it in its present location or a new location or build a gazebo instead. Jeanette will find out more details and let us know.

Letter to Town Council re: better lighting in park:

Graham Smith, Parks & Recreation Manager for the Town, is investigating better lighting for the park and will communicate with us what the possibilities are.

2) Flower baskets and planters for 2016: Ron Munro reviewed last year's growing season.

Discussion occurred about the colours for the baskets and planters for this year. Decided on Royal Velvet (a deep purple), White, and Honey (yellow & orange) superpetunias with some green non-flowering plants.

Cost will be the same as last year. \$180.00 + HST = \$203.40 per basket.

We need 12 planters and 12 hanging baskets

**Motion:** 1-02-2016: 2016 Flower baskets and planters

Moved by Raissa and seconded by Donna: Be it resolved that the LGHG Committee enter into a contract with Ron Munro for the flower baskets and planters for the 2016 summer season. The amount is \$4881.60. Carried.

3) Minutes: January 21, 2016

**Motion:** 2-02-2016: Minutes

Moved by Jeff and seconded by Jamie: Be it resolved that the minutes of the LGHG Committee meeting of January 21, 2016 be adopted as circulated. Carried.

4) Accounts: None

5) Snowman Contest:

Entries: To date, there were 3 entries. The lack of snow is really hampering building snowmen but there is still one week left to enter.

**Action:** On Saturday morning, Donna will email the entries to committee members who will respond by 5 pm Sunday with their #1 and runner-up choices. Winner and runner-up will then be contacted and on Monday, the results will be posted on the LGHG Committee Facebook page and the Town of Erin web site.

6) Flower baskets & planters (Part 2):

Letter to be sent in April to local businesses requesting donations towards the baskets and planters. Stamped return envelope will be included with letter to make a response easier. An LGHG Committee brochure will also be included with the letter.

**Action:** Donna will draft a letter to be reviewed at next meeting.

List of businesses/people to receive letter: Reviewed list and made some additions.

**Action:** Committee members to continue to think about businesses/people to ask for donations.

7) Hillsburgh Entrance Signs:

Screening/meshing to hang signs on: Lloyd has contacted DK Custom Welding & Design in Elora. They have provided the meshing for the Fergus entrance signs.

3'X8' sheet of meshing that sits in a metal track costs \$300.00 per sheet.

The Optimist Club, the Erin Agricultural Society and the Hillsburgh Lions Club have said that they would like their sign put below the new welcome signs.

**Action:** Lloyd will contact the Legion and the Rotary Club regarding placing their service club sign on the new welcome signs.

8) Metal laser-cut signs:

Lloyd has contacted Steve at Brodie Ltd. The cost for a Hillsburgh laser-cut metal sign unpainted will be \$100.00 + HST per sign.

**Motion:** 3-02-2016: Laser-cut metal signs

Moved by Jeff and seconded by Donna: Be it resolved that the LGHG Committee order 24 laser-cut metal signs from Brodie Ltd at \$100.00 each plus HST. Carried.

**Action:** Lloyd will take one of the laser-cut signs to DK Custom Welding & Design to see if they can repaint the older signs and paint the new ones that we have ordered.

9) Historical banners on arena:

Donna brought some potential photos that could be used on the banners. Decision made that one banner should be a photo of the train station. Other potential photos might be a streetscape and a photo to do with potato farming if we can find suitable ones.

**Action:** Donna will visit the Wellington County Museum and Archives in search of potential photos for the banners.

9) Publicity: Revised LGHG brochure reviewed and several minor changes discussed.

**Action:** Donna will take a photo of one of the red laser-cut signs to replace the photo of an orange one currently in the brochure.

**Action:** Donna will email committee members the finalized copy of the LGHG brochure and will have 50 copies printed for distribution to committee members at the March meeting.

Discussion occurred about doing a mail out of the brochure to all homes in Hillsburgh sometime in the early spring.

**Action:** Jeff will obtain a price for printing 800 copies (double-sided and folded) of the brochure as well as the cost to mail them from the Hillsburgh Post Office.

10) Fundraising events & projects:

Dessert/Arts & Craft Sale: There is a contract that needs to be signed to book the Hillsburgh Fire Hall Meeting Room and a fee of \$25.00 that needs to be paid.

**Action:** Donna will take care of the necessary paperwork at the Town Office.

Name for event: In the new brochure, Donna has called the event “Spirit of the Hills Arts, Crafts and Desserts”. “Spirit of the Hills” is already tied to Family Fun Day. So, hopefully, people already associate it with the LGHG Committee.

Spirit of the Hills Family Fun Day (Saturday August 20): Discussion of a theme for this year deferred to March meeting.

2017 Community Calendar & Photo Contest: Discussion deferred to March meeting.

11) Terms of Reference for LGHG Committee: Have been adopted by Town Council.

Advertisement for new members for committees is being placed in local newspapers.

12) Other Business & Round Table:

Doors Open in the Town of Erin on Saturday June 11: Locations participating in the Doors Open Erin will be posted on the Doors Open web site soon.

<http://www.doorsopenontario.on.ca/Events/Erin.aspx>

Town of Erin Welcome Centre:

Robyn Mulder, the Town’s Economic Development Officer, is working on a Welcome Centre for the Town of Erin in the village of Erin. It would provide a washroom for visitors, space to promote local businesses and events such as the Hills of Erin Studio Tour, and space to display local heritage information and memorabilia. The space being negotiated will cost approximately \$2000.00 per month. There is some grant money from Wellington County available but it is not sufficient to cover all of the monthly costs. Hopefully, the Welcome Centre will be up and running by this summer.

2016 Budget for the Town of Erin will hopefully be approved at Council Meeting on March 1.

Town of Erin --- Celebrate Erin: A Volunteer Appreciation Event will be held on Saturday April 23. Cost of ticket is \$20.00. Donna will be attending a planning meeting for the event on Friday February 19.

East Wellington Chamber of Commerce Home & Lifestyle Show is Saturday April 30, 10am-4pm at Centre 2000.

**Next Meeting:**  
**Thursday March 17**  
**7 pm**  
**Town of Erin Municipal Office**  
**5684 Trafalgar Road**

## OGRA/ROMA - 2016 Report

### John Brennan – Notes from sessions I attended

#### Frank Graves – EKOS Research

- Although people are happy with the Federal Government they are still concerned about the environment.
- Trust in government to do the right thing is declining both in Canada and USA
- 17% say we will grow over the short term while 39% believe it is only over the medium term
- Since 2000 enthusiasm over trade and globalization has declined: 31% support stronger North American security measures; 43% feel we have too many immigrants; 41% feel we have too many visible minorities; 44% want smaller government with lower taxes; 37% want larger government with more services
- A clean environment is seen as more important in rural areas as opposed to urban; concern over good roads and bridges twice as high in rural areas than cities

#### Kyle Hill – Teach Canada

- Recruiting and supporting teachers for northern, remote first nations areas
- As a non-profit, trains teachers to work well in northern communities which are quite different than southern Ontario

#### Ontario's Cap & Trade System

- Extent of the impact on municipalities remains to be seen

#### Ministers Forum

- Appeared to be a little more forthcoming than usual

#### Barbara Finlay – Acting Ombudsman

- Office of last resort, local investigations preferred first
- Can hear complaints about almost any aspect of Municipal activity
- Where local investigators/commissioners are appointed, will only step in after the local investigation has been completed

#### Municipal Property Assessment and Taxation

- Dennis Lever (Puslinch): The adverse impact of lowered assessment on gravel pits has been enormous
- Stephen Longo (Lead Counsel for Gravel Pits in Appeal): Pushing mediation
- Carla Nell (VP MPAC): January 2016 assessment will be in use for 2017-2020; trying to streamline the process to catch up to property changes
- More simplistic assessment notice to be delivered earlier (April), non-residential in the Fall
- My Property (online tool)

## Municipalities in Time of Change: New Accountabilities and Challenges

- Scott Stoll (Lawyer): Duty to consult with First Nations; Protection of Rights that re protected or potentially protected
- Range of Duty: Low – give notice; Medium – respond to concerns; High – get permission
- Crown has responsibility – does that include municipalities?
- John Mascarin (Lawyer): Bill 8 & the Ombudsman
- Paul Dube should be a stark contrast to Andre Marin; can overrule local ethics, ombudsman, etc. but not a closed meeting investigator
- Investigations are mandated as closed meetings
- Should have a local appointee, a Code of Conduct and develop formal public complaint procedures
- Andy Best (City of Guelph): Public expectations are high; need to develop simple tools for busy lives; look for transparency in all ways government intersect with citizens, not just politicians; simplify the complaint chain (eg. Public to Council to Mayor to CAO to Department Head to someone who can fix the problem will not work); try to equip people to answer their own questions by accessing information formats

## First Past The Post for the last time? – Municipal Electoral Reform

- Kate Manson-Smith (Min of MA&H): led consultation process to offer municipalities the possibility of holding ranked ballot elections in 2018; also looking at Voters List, simpler campaign financing rules, 3<sup>rd</sup> party advertising, shorter campaign period and candidate qualifications
- More news to come Spring 2016; Ranked ballot needs public consultation, accessibility provisions and compliance audit procedures
- Stephen O'Brien (Clerk City of Guelph): AMCTO input did not address ranked ballots directly, but noted concerns around voting modalities, the role of clerks vs Council, ballot design and complexity; will vendors be able to meet demand in time for 2018?; costs will certainly be greater; shorter campaign period will compress time available for ballot layout, proofing & printing, adequate public education; will there be a willingness to accept delays in reporting results where multiple counts are needed
- Leigh Bursey (Councillor Brockville): thinks ranked ballots will engage more people; believes shorter campaign period will favour incumbents as newcomers have less time to make a mark
- Dave Meslin (100 Remedies): organization strongly supports ranked ballots to eliminate strategic voting, make campaigns more positive and allow more voices; \*\*\* only really examined single position races (eg Mayor), thinks at large Councils with several members will be much more problematical and the model does not lend itself to using ranked balloting

## Rural Ontario Advantage: What is the future of Rural Ontario?

- Al Lauzon (University of Guelph): Rural population is aging with largest growth in the 25-44 year old group; since 2002 manufacturing has declined from 21.7% to 12.7% of GDP, employment is down by 28% in non-food manufacturing, but mining has added 3500 jobs, farm receipts are up by \$3B since 2001; there is a need to go beyond traditional sectors into areas such as tourism, green tech, high tech and ways to retain youth
- Norm Regetlie (Rural Ontario Inst) [check their website] : population in non-metro areas down from 25% to 20%; 1.4M live in <10k and 1.1M live in 10k-100k towns; rural population is stable while the urban population is growing
- Of 100,000 newcomers to Ontario each year, only 16% go to rural areas; need to look at repurposing public assets eg. community hubs; need to attract younger volunteers to sit on boards and attend meetings.



## Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
<b>Open Items</b>				
Fill By-law	CAO/CBO	2014	Q2 2016	draft by-law March 22 mtg, by-law changes at Apr 5 mtg
Centre 2000 Shared Use Agreement	CAO		5-Apr-16	updates included in qtlly report
Alcohol Risk Policy - update	CAO/Facility Manager	19-May-15	5-Apr-16	
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	
Station 50 - Update Emergency Plan	Fire Chief/County Emergency Manager	2-Jun-15	Q2 2016	EOC mtg April
Determine the best option for updating the Official Plan	Council	13-Jul-15	Q3 2016	
Operational Plan - Finalizing 4 year objectives	CAO		5-Apr-16	
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	
List of types of desired businesses	EDO	15-Sep-15	2016	
Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	Q2 2016	
Review possible user options for old public school property	EDO	20-Oct-15		
Report - 5 year on range of possible tax implications - increase based on CPI and current AMP	Director of Finance	3-Nov-15	Q2 2016	
Schedule meeting to review strategies to address current economic challenges	EDO	3-Nov-15		
Report on procedures, policies and options re: Demolition Permit	CBO/Planning staff	1-Dec-15	Q2 2016	
Report on Community Safety Zones in both Villages, Crosswalk on the Main Street of Erin, and Truck Bypass around the Village of Erin	County Roads Department	16-Feb-16	Q2 2016	Letter recd on Apr 5 agenda from Cnty Roads
moving forward with necessary processes to add the creation of secondary dwelling units within accessory buildings as a permitted use	CBO/Planning staff	16-Feb-16	Q3	
letter to real estate community regarding placing signs and the removal of them	CAO	22-Mar-16	19-Apr-16	
amend fee by-law to include Road Occupancy Permit	Clerk	22-Mar-16	19-Apr-16	possible changes from fire department as well
begin negotiations with Jardine Lloyd Thompson Canada Inc with the objective of entering into a contract for the Town's insurance coverage	Financial Analyst	22-Mar-16		
report regarding videotaping Council meetings	Clerk	22-Mar-16		
<b>Completed Items</b>				
Full time By-law Officer Report	CAO	6-Oct-15	Q1 2016	
Outstanding Operational Review Item - Fire Department Review	CAO	1-Sep-15	26-Feb-16	10am

## Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Inquire with the Town of Minto regarding videotaping Council Meetings	Clerk	16-Feb-16	1-Mar-16	complete Mar 1 Agenda
Pulic Open Forum Report	Clerk	1-Mar-16	22-Mar-16	complete Mar 22 Agenda
Check with Rogers to see if they are interested in broadcasting Council meetings	Clerk	19-Jan-16	Q2 2016	no interest
Report on potential amendments to the sign by-law	By-law	17-Nov-15	Q1 2016	complete Mar 22 Agenda
Report on actions/options required to implement a Community Safety Zone By-law	County Planning	1-Sep-15	Q2 2016	County Engineer resp.
Amend Feb 26 - Fire Op Rev meeting minutes to include statement regarding the impact of medical response calls	Clerk	22-Mar-16	23-Mar	complete
GMF Application for wastewater class EA feasibility study - submission and results	Triton Engineering	2-Jun-15	n/a	completed - Funding Approved
Organizational and Compensation Review	CAO		5-Apr-16	
revised draft site alteration by-law, taking Council, OSRTF, and CAFD comments	CBO	22-Mar-16	5-Apr-16	
meet with staff to discuss best process for open forum	Mayor Alls, Councillor Sammut	22-Mar-16	5-Apr-16	meeting took place, discussion item on agenda
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	Q1 2016 on April 5

**Minister  
Responsible for  
Seniors Affairs**

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9

Tel.: (416) 314-9710  
Fax: (416) 325-4787

**Ministre délégué  
aux Affaires des  
personnes âgées**

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9

Tél.: (416) 314-9710  
Télééc.: (416) 325-4787



March, 2016

Dear Friends,

June marks the 32<sup>nd</sup> anniversary of Seniors' Month in Ontario. To recognize the important role seniors play in our communities, we will be celebrating this year under the theme of, "Seniors Making a Difference."

It's a fitting theme, given how our seniors have built our communities and continue to contribute their time and talents today in many ways.

I would like to encourage you to work with your MPP(s) and municipalities to host Seniors' Month events in your community. We would be happy to help you promote your event on the Ontario Seniors' Secretariat website and via social media. Please send your event details to [infoseniors@ontario.ca](mailto:infoseniors@ontario.ca).

I have asked municipalities to proclaim June as Seniors' Month, and encourage you to support your municipality in recognizing seniors in your community.

Last year we introduced Twitter to our seniors and we were impressed by their enthusiastic response to our online campaign. We plan to do more in 2016! Follow us [@OntSeniors](https://twitter.com/OntSeniors).

I would also like to remind you of our publication called "A Guide to Programs and Services for Seniors in Ontario", which features information on provincial and federal programs and services available for seniors. The Guide is available free of charge in English, French and 14 alternate languages and can be found on our website at: [www.ontario.ca/seniorsguide](http://www.ontario.ca/seniorsguide). If you would like to order copies, please visit [www.ontario.ca/publications](http://www.ontario.ca/publications) or call 1-800-668-9938.

For more information on these programs and other supports for seniors, you can visit [www.ontario.ca/seniors](http://www.ontario.ca/seniors).

Thank you for your consideration and for your commitment to honour our seniors.

Sincerely,

Mario Sergio, Minister

Normal Farm Practices  
Protection Board

3rd Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: (519) 826-3549  
Fax: (519) 826-3259

Commission de protection  
des pratiques agricoles  
normales

3<sup>e</sup> étage  
1 Stone Road West  
Guelph (Ontario) N1G 4Y2  
Tél.: (519) 826-3549  
Télééc.: (519) 826-3259



**Normal Farm Practices Protection Board**

**PRE-HEARING CONFERENCE ORDER**

**IN THE MATTER OF the *Farming And Food Production Protection Act, 1998.***

**AND IN THE MATTER OF an application to the Board under section 6 of  
the *Farming And Food Production Protection Act, 1998.***

**Board File No.: 2015-08: Maieron v. Town of Erin**

**Between:**

**Silver Creek Aquaculture and Lou Maieron**

**Applicants**

**and**

**Town Of Erin**

**Respondent**

**Before: Marty Byl, Board Member**

**Date: Tuesday January 26, 2016**

**Location: 1 Stone Road, City of Guelph, Ontario**

## **Background**

The Normal Farming Practices Protection Board (“the Board”) received an application by mail from Lou Maieron, president of Silver Creek Aquaculture Inc. dated September 8, 2015 under s. 6 of the *Farming and Food Production Protection Act, 1998* (“the Act”) regarding By-law 06-14 passed by the Town of Erin “to regulate the setting of fires and prevent the spreading of fires, establish a fire permit system”.

Conflict resolution was attempted by Mr. Tim Brook, Water Management Engineering Specialist with the Ministry of Agriculture, Food and Rural Affairs. Conflict resolution was unsuccessful in reaching a satisfactory agreement in this dispute.

Upon receipt of the application and unsuccessful conflict resolution, the Board scheduled pre-hearing and settlement conferences. These hearings were held January 26, 2016 at 1 Stone Road in the City of Guelph.

## **Proceedings**

On January 26, 2016 at 10 a.m. a pre-hearing conference took place at 1 Stone Road in the City of Guelph. The hearing was chaired by Marty Byl, a member of the Normal Farm Practices Protection Board.

The Applicant, Lou Maieron was accompanied by his wife Karen Jeffrey, both of 8 Mountainview Crescent, Erin Ontario.

Mr. Doug Hodgson was present for the Respondents and was accompanied by Dan Callaghan the fire chief for the town of Erin.

The chair questioned Mr. Maieron and learned that he and his wife owned a corporation, Silver Creek Aquaculture Inc. and this corporation was in fact the land owner of the subject lands in the Town of Erin. He and his wife are the shareholders and officers of this corporation. Mr. Maieron as president is the person who has actually in charge of the activity which takes place on the land. Accordingly, the corporation is hereby added to the application. Mr. Maieron indicated he would represent the corporation in question.

The chair of the proceedings explained the rights and responsibilities of individuals appearing before the Board. The chair reviewed rule 23 of the Board’s Rules and Procedures which itemizes the purposes of a pre-hearing conference and other procedural matters. He also explained that, if possible, a separate settlement conference might take place directly following the pre-hearing conference.

### ***The matter of hearing scope was explored.***

A discussion followed regarding scope of the actual full hearing. The Applicant seeks direction that the By-law prevents a farm practice, that practice being burning of brush and deadfall trees around the

perimeter of the property. The parties agreed that a scope, limited to the practice, and the bylaw was in order.

*The matter of witnesses was explored.*

Mr. Maieron indicated that he would be calling five, possibly six witnesses including his wife Karen Jeffrey and himself, a County planner, a Conservation officer and an expert on farm practices as well as an expert on woodlot management. His wife Karen may or may not give evidence.

Mr. Hodgson indicated the Respondent would be relying on six or more witnesses including a selection of neighbours, one or more first responders from the fire department, the fire chief Mr. Callaghan, two experts from the Fire Marshall's office and a forestry expert.

*The matter of a Settlement Conference was discussed.*

A settlement conference was attempted and no settlement was successfully reached.

**Order**

- The Applicant, Silver Creek Aquaculture Inc. and Mr. Maieron, shall file with the Board and serve on all other parties by mail all relevant documents, including a completed witness list, statements of witnesses, CVs of expert witnesses, reports, photographs, maps and plans and any other documents to be relied upon no later April 30, 2016.
- The Respondent shall file with the Board and serve on all other parties by mail all relevant documents, including a completed witness list, statements of witnesses, CVs of expert witnesses, reports and any other documents to be relied upon no later than May 30.
- All submissions must be copied, produced and circulated in sufficient number for all persons including four copies for the Board panel members and Board file. All parties will produce no less than six copies above those required by the submitter, thereby providing one copy for each of the other parties and four copies for the Board.
- Four copies of all submissions will be provided to the Board via mail. All mail should be directed to the address below:

Attn: Normal Farm Practices Protection Board

1 Stone Rd. 3<sup>rd</sup> Floor,

Guelph, Ontario, N1G 4Y2

- The Applicant shall file with the Board and serve on all other parties by mail a reply arising from the Respondent's materials, if any, no later than two weeks prior to the hearing.

- If any party wishes to call an expert witness who will be referring to a written report during his or her evidence, the said report shall be included in the party's document list and copies provided to all other parties as set out above.
- No party shall tender as evidence any document not listed in their submitted materials and circulated prior to the hearing without leave of the Board.
- The matter of any site visits by the panel will be determined by the full hearing panel. Requests for any site visits should be made at the outset of the hearing.
- All other interested persons may make written submissions to the Hearing Panel under Rule 56. These must be filed at or before the commencement of the hearing. Copies shall be provided to all parties.
- The pre-hearing Chair having participated in a settlement conference of this matter cannot participate as a panel member at the full hearing.
- A Notice of Hearing will be issued to all parties, once the location has been confirmed, fixing the dates, time and location of the hearing.

So Orders the Board.

**DATED** March 15, 2016



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Marty Byl, Pre-Hearing Chair



# UPPER GRAND DISTRICT SCHOOL BOARD

**Jennifer Passy BES, MCIP, RPP**

*Manager of Planning*

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: [jennifer.passy@ugdsb.on.ca](mailto:jennifer.passy@ugdsb.on.ca)

Tel: 519-822-4420 ext. 820 or Toll Free: 1-800-321-4025

March 21, 2016

PLN: 16-16

File Code: R02

Sent by: mail & email

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

**RECEIVED**

**MAR 21 2016**

**TOWN OF ERIN**

Dear Graham Smith;

**Re: Erin PS – Facility Partnerships Public Information Session**

The Upper Grand District School Board (UGDSB) recognizes the benefits of community partnerships and shared facilities to the board, students and the community at large. By doing so, we can strengthen the role of schools in communities, provide a place for programs and improve access to services for our students and the wider community. Cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable publicly funded education system.

We want to optimize the use of public buildings by offering available space on a cost-recovery basis, in our schools to our community partners.

On October 13, 2015, board staff presented a report to Trustees in accordance with Board Policy 319 – Facility Partnerships. Due to the availability of surplus space at Erin PS this report identified a partnership opportunity. Trustees approved the following recommendations pertaining specifically to Erin PS:

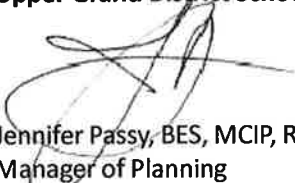
1. The Board approve of the availability of Partnership Space at Erin PS.
2. Staff be directed to advise the Partnership List in writing and on the Board's website that there is available Partnership Space at Erin PS.
3. Staff be directed to convene a public meeting to provide information to those on the Partnership List about available Partnership Space at Erin PS.

A public meeting has been scheduled for April 21, 2016 from 7-9pm at Erin PS in the Town of Erin. If you are interested in attending this meeting to hear more about this potential partnership opportunity, please RSVP to Heather Pollard, Planning Administrative Office Assistant at [heather.pollard@ugdsb.on.ca](mailto:heather.pollard@ugdsb.on.ca) or 519-822-4420, ext. 821 by April 11, 2016. Additional information about [facility partnerships](#) is available on the board's website at [www.ugdsb.on.ca](http://www.ugdsb.on.ca).

We look forward to the possibility of working together to improve services, programs and supports for our students.

Sincerely,

**Upper Grand District School Board**

  
Jennifer Passy, BES, MCIP, RPP  
Manager of Planning

**Upper Grand District School Board**

• Mark Bailey; Chair  
• Marty Fairbairn; Vice-Chair

• Linda Busuttill  
• Susan Moziar

• Kathryn Cooper  
• Bruce Shieck

• Barbara Lustgarten Evoy  
• Lynn Topping

• Martha MacNeil  
• Barbara White





# Township of East Garafraxa

Administration Office : 374028 6<sup>TH</sup> Line Amaranth ON L9W 0M6

TEL: (519) 928-5298 or 941-1007 FAX: (519) 941-1802

e-mail : [suestone@amaranth-eastgary.ca](mailto:suestone@amaranth-eastgary.ca)

**SUSAN M. STONE, CAO/CLERK-TREASURER&TAX COLLECTOR**

March 22, 2016

**RECEIVED**

**MAR 29 2016**

**TOWN OF ERIN**

## NOTICE OF SITE ALTERATION UNDER BY-LAW 14-2015

Council is in receipt of an application for Site Alteration at 022159 Erin-East Garafraxa Townline (Concession 12, West Part Lot 1). The application is for 50 loads of fill and 30 loads of topsoil, in addition to the 46 loads which have already been deposited.

In accordance with By-Law 14-2015 <http://www.amaranth-eastgary.ca/teg/doc/egsitealt15.pdf> the following process shall be followed:

### Section 6.3

- a) Schedule a review date before Council;
- b) Give the requesting Owner notice of the review date at least twenty (20) days prior to the review date; and,
- c) Give all landowners within 500 metres of the site notice of the request for approval

This matter will be reviewed by Council at their meeting of April 12, 2016 at 4:00 p.m. at the Administration Office 374028 6<sup>th</sup> Line Amaranth ON L9W 0M6.

If you have any comments or concerns, please forward them prior to April 11, 2016 to Christine Gervais [cgvais@amaranth-eastgary.ca](mailto:cgvais@amaranth-eastgary.ca) or Susan Stone [suestone@amaranth-eastgary.ca](mailto:suestone@amaranth-eastgary.ca) 374028 6<sup>th</sup> Line Amaranth ON L9W 0M6.

Yours truly,

**CORPORATION OF THE  
TOWNSHIP OF EAST GARAFRAXA**

Susan M. Stone, AMCT  
CAO/ Clerk-Treasurer

SMS/  
cc





## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
 GARY A. COUSINS, M.C.I.P., DIRECTOR  
 T 519.837.2600  
 T 1.800.663.0750  
 F 519.823.1694

ADMINISTRATION CENTRE  
 74 WOOLWICH STREET  
 GUELPH ON N1H 3T9

March 14, 2016

RECEIVED  
 MAR 17 2016  
 TOWN OF ERIN

Agencies and Persons Circulated

Dear Messrs. and Mesdames,

**Re: County Official Plan Amendment #99 – County File No.: OP-2015-02  
 County of Wellington - Growth Forecast and Second Unit Policy Updates**

The County of Wellington has prepared a Draft Official Plan Amendment to amend the County of Wellington Official Plan to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise text;
- b) Update policies for second units, to comply with changes to the *Planning Act*.

I am requesting that you provide comments on the proposed amendment to the County of Wellington's Official Plan by **April 15, 2016**.

Please review the proposed amendment and provide comments to the County Planning Department, to the attention of Mr. Gary Cousins, Director of Planning.

### NEED TO MAKE SUBMISSIONS

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Corporation of the County of Wellington to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party.

Inquiries and written submissions about the application can be made to the County of Wellington's Planning and Development Department, telephone (519) 837-2600, ext. 2120; fax (519) 823-1694 or at the above address.

## REQUESTING NOTICE OF DECISION

Subject to subsection 17(36), any person or public body may appeal a decision of the County of Wellington not later than 20 days after the day that the giving or written notice had been completed. If you wish to be notified of the decision of the Corporation of the County of Wellington in respect of this proposed County official plan amendment, you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9

## GETTING ADDITIONAL INFORMATION

Additional information about the application is available for public inspection during regular office hours at the County of Wellington Administration Centre, Planning and Development Department, 74 Woolwich Street, Guelph, Ontario N1H 3T9.

### NOTE:

- 1) Your comments on the application are required on or before **April 15, 2016**
- 2) If you have not submitted comments on the application on or before the above date, it will be assumed that you do not have any concerns in respect of this matter.

Yours truly



Gary Cousins, RPP, MCIP  
Director of Planning and Development

Encl – Draft Official Plan Amendment #99  
Notice of Public Meeting

cc—Mark Paoli, Manager of Policy Planning



THE CORPORATION OF THE COUNTY OF WELLINGTON

## NOTICE

REGARDING PUBLIC MEETINGS TO CONSIDER AMENDMENTS  
TO THE COUNTY OF WELLINGTON OFFICIAL PLAN

**PURSUANT** to Section 17 of the *Planning Act*, R.S.O., 1990, the Corporation of the County of Wellington will hold a Public Meeting to receive public input regarding proposed amendments to the Wellington County Official Plan on **Thursday April 21, 2016 beginning at 7:00 p.m. at Wellington Place, Aboyne Hall, 536 Wellington Rd. 18, RR#1 Fergus, Ontario.**

THE SUBJECT PROPERTY is the County of Wellington, and therefore a key map is not provided with this notice.

### **7:00 p.m. DRINKING WATER SOURCE PROTECTION – OPA 98**

THE PURPOSE AND EFFECT OF THIS COUNTY OFFICIAL PLAN AMENDMENT is, in accordance with Section 40 of the Clean Water Act, to bring the County Official Plan into conformity with the relevant policies and map schedules of the Grand River; Credit Valley, Toronto and Region, and Central Lake Ontario (CTC); Saugeen, Grey Sauble, Northern Bruce Peninsula; Halton-Hamilton; and Maitland Valley Source Protection Plans. The County Official Plan is required to conform with the applicable significant threats and land use policies. Existing communal wells in the Township of Puslinch continue to be protected.

This Amendment includes revised Schedules to the County Official Plan, which identifies Well Head Protection Areas (WHPAs), Intake Protection Zones (IPZs), and Issues Contributing Areas (ICAs) for each municipal water supply source in the County and Well Head Protection Areas for private communal wells in Puslinch have been mapped.

### **8:30 p.m. GROWTH FORECAST AND SECOND UNIT POLICY UPDATES – OPA 99**

THE PURPOSE AND EFFECT OF THIS COUNTY OFFICIAL PLAN AMENDMENT is to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise text;
- b) Update policies for second units, to comply with changes to the Planning Act.

IF A PERSON or public body that files an appeal of a decision of the Corporation of the County of Wellington in respect of the proposed County Official Plan Amendments does not make oral submissions at a public meeting, or make written submissions to the County of Wellington before the proposed County Official Plan Amendments are adopted, the Ontario Municipal Board may dismiss all or part of the appeal.

IF YOU WISH to be notified of the decision of the adoption of the proposed official plan amendments, you must make a written request to the Director, Planning and Development Department, County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9, (fax 519.823.1694).

A COPY OF THE PROPOSED OFFICIAL PLAN AMENDMENTS and background materials is available during regular business hours at the County of Wellington Planning and Development Department, Administration Centre, County of Wellington, 74 Woolwich Street in Guelph, or by calling 519.837.2600 x 2170.

Dated at the City of Guelph  
This 14th day of March, 2016.

Donna Bryce, Clerk  
County of Wellington  
74 Woolwich St. Guelph, ON N1H 3T9  
Telephone: 519.837.2600 x 2520 Fax: 519.837.1909

**AMENDMENT NUMBER 99  
TO THE OFFICIAL PLAN FOR THE  
COUNTY OF WELLINGTON**

**CIRCULATION DRAFT  
March 14, 2016**

**COUNTY OF WELLINGTON  
GENERAL AMENDMENT  
(Updated Growth Forecasts and Second Unit Policies)**

**THE CORPORATION OF THE COUNTY OF WELLINGTON**

**BY-LAW NO. \_\_\_\_\_**

A By-law to adopt Amendment No. \_\_ to the Official Plan, for the County of Wellington.

The Council of the Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, does hereby enact as follows:

- 1. **THAT** Amendment Number \_\_ to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory text, is hereby adopted.
- 2. **THAT** this By-law shall come into force and take effect on the day of the final day of passing thereof:

**READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

**READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**WARDEN**

\_\_\_\_\_  
**CLERK**

**AMENDMENT NUMBER \_\_\_  
TO THE  
COUNTY OF WELLINGTON OFFICIAL PLAN**

**INDEX**

**PART A - THE PREAMBLE**

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

**PART B - THE AMENDMENT**

The Amendment describes the changes and/or modifications to the Wellington County Official Plan, which constitute Official Plan Amendment Number 99.

**PART C - THE APPENDICES**

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.



## PART A – THE PREAMBLE

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### PURPOSE

The purpose of the proposed Official Plan Amendment is to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise text;
- b) Update policies for second units, to comply with changes to the *Planning Act*.

### LOCATION

The proposed amendment applies to the entire County of Wellington.

### BACKGROUND

#### **Growth Forecasts**

The current County Official Plan forecasts were adopted in 2008 to conform with and allocate the forecasts for the Greater Golden Horseshoe set out in the Growth Plan for the Greater Golden Horseshoe (Places to Grow) which extended to 2031. Since that time, the province approved an amendment to Schedule 3 of the Growth Plan for the Greater Golden Horseshoe that shows population and employment forecasts at 2031, 2036 and 2041. Municipalities are required to conform to the updated Places to Grow forecast by June 17, 2018.

#### **Second Units**

Bill 140 received Royal Assent on May 4<sup>th</sup>, 2011 in the Ontario legislature and introduced changes to various legislations, including the *Planning Act*. The changes to the *Planning Act* identified affordable housing as a matter of Provincial interest and now require municipalities to amend their Official Plan documents to contain policies which authorize second units in single detached, semi-detached and rowhouse dwellings; as well as structures ancillary to these dwellings. Additional changes included extending the temporary time a garden suite may be permitted on a property from 10 years to 20 years. The overall purpose of the *Planning Act* changes is to increase the supply of affordable housing by strengthening second unit and garden suite provisions.

## **BASIS**

### **Growth Forecasts**

The province requires the Places to Grow population and employment forecasts for the County to be used for planning and managing growth. There is also a requirement that the County will, in consultation with the lower-tier municipalities, allocate the County growth forecasts to the lower-tier municipalities.

The County retained Watson & Associates in 2014 to extend the County forecasts to 2036 and 2041, and allocate the updated forecast to local municipalities. The updated forecast was again further allocated to urban centres for residential. In May, 2015, County Council received the growth forecast update report from Watson & Associates, and directed staff to circulate the amendment to local municipalities for comment. A number of comments were received and they have been accommodated.

### **Second Units**

The policies proposed in this amendment are a result of research and review of applicable Bill 140 legislation and second unit policies in other jurisdictions. A staff report which outlined the overall proposed policy direction was received by the County Planning Committee on November 12<sup>th</sup>, 2015 and circulated to local municipalities for comment. Comments received were incorporated into this amendment where appropriate.

## PART B – THE AMENDMENT

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All of this part of the document entitled Part B – The Amendment, consisting of the following text and maps constitute Amendment No. 61 to the official Plan for the County of Wellington.

1. Tables 1 through 8 are deleted and replaced with the following:

**Table 1**  
**Wellington County**  
**Projected Growth in Wellington County to 2041**

	2016	2031	2036	2041
<i>Total Population<sup>1</sup></i>	95,805	122,000	132,000	140,000
<i>% of Population in Urban Centres</i>	51	59	61	62
<i>Households</i>	32,960	42,290	45,750	48,740
<i>Total Employment<sup>2</sup></i>	40,070	54,000	57,000	61,000

**Table 2**  
**Township of Wellington North**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population</i> <sup>1</sup>	12,490	17,085	17,685
<i>Households</i>	4,635	6,330	6,590
<i>Total Employment</i> <sup>2</sup>	7,070	9,620	9,740

	2016	2036	2041
<b>ARTHUR</b>			
<i>Total Population</i> <sup>1</sup>	2,725	3,700	3,670
<i>Households</i>	1,005	1,370	1,370
<b>MOUNT FOREST</b>			
<i>Total Population</i> <sup>1</sup>	5,190	8,550	9,230
<i>Households</i>	2,150	3,365	3,625
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population</i> <sup>1</sup>	4,575	4,835	4,785
<i>Households</i>	1,480	1,595	1,595

**Table 3**  
**Town of Minto**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	9,065	12,380	12,810
<i>Households</i>	3,280	4,435	4,610
<i>Total Employment<sup>2</sup></i>	3,830	4,900	5,130

	2016	2036	2041
<b>CLIFFORD</b>			
<i>Total Population<sup>1</sup></i>	875	1,270	1,350
<i>Households</i>	355	490	520
<b>HARRISTON</b>			
<i>Total Population<sup>1</sup></i>	2,095	3,260	3,240
<i>Households</i>	795	1,195	1,195
<b>PALMERSTON</b>			
<i>Total Population<sup>1</sup></i>	2,875	4,310	4,660
<i>Households</i>	1,080	1,590	1,715
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	3,220	3,530	3,560
<i>Households</i>	1,050	1,160	1,180

**Table 4**  
**Township of Mapleton**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population</i> <sup>1</sup>	10,785	13,575	14,060
<i>Households</i>	3,065	4,050	4,235
<i>Total Employment</i> <sup>2</sup>	4,590	6,360	6,670

	2016	2036	2041
<b>DRAYTON</b>			
<i>Total Population</i> <sup>1</sup>	2,285	3,650	3,990
<i>Households</i>	780	1,210	1,315
<b>MOOREFIELD</b>			
<i>Total Population</i> <sup>1</sup>	440	1,730	1,970
<i>Households</i>	160	545	625
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population</i> <sup>1</sup>	8,060	8,195	8,100
<i>Households</i>	2,125	2,295	2,295

**Table 5**  
**Township of Centre Wellington**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population</i> <sup>1</sup>	29,885	48,520	52,310
<i>Households</i>	10,785	17,245	18,690
<i>Total Employment</i> <sup>2</sup>	11,970	20,130	22,780

**Urban Centres**

	2016	2036	2041
<b>ELORA-SALEM</b>			
<i>Total Population</i> <sup>1</sup>	7,565	12,080	13,060
<i>Households</i>	2,750	4,300	4,675
<b>FERGUS</b>			
<i>Total Population</i> <sup>1</sup>	14,975	28,780	31,630
<i>Households</i>	5,605	10,365	11,415
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population</i> <sup>1</sup>	7,345	7,660	7,625
<i>Households</i>	2,430	2,575	2,585

**Table 6**  
**Township of Guelph-Eramosa**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	13,400	14,625	14,575
<i>Households</i>	4,395	4,915	4,940
<i>Total Employment<sup>2</sup></i>	4,820	5,610	5,800

	2016	2036	2041
<b>ROCKWOOD</b>			
<i>Total Population<sup>1</sup></i>	5,000	6,125	6,075
<i>Households</i>	1,745	2,155	2,155
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	8,400	8,500	8,500
<i>Households</i>	2,650	2,760	2,785



**Table 7**  
**Town of Erin**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	12,365	15,360	15,865
<i>Households</i>	4,115	5,185	5,385
<i>Total Employment<sup>2</sup></i>	3,770	5,220	5,240

	2016	2036	2041
<b>HILLSBURGH AND ERIN*</b>			
<i>Total Population<sup>1</sup></i>	4,415	6,500	7,000
<i>Households</i>	1,530	2,235	2,420

<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	7,950	8,860	8,865
<i>Households</i>	2,585	2,950	2,965

\* Erin Village and Hillsburgh are combined until the Town of Erin Council determines how much growth will go to each community and how much growth will be serviced by municipal water and wastewater and/or partial services.

**Table 8**  
**Township of Puslinch**  
**Projected Growth in Wellington County to 2041**

	2016	2036	2041
<i>Total Population<sup>1</sup></i>	7,815	9,565	9,655
<i>Households</i>	2,685	3,295	3,335
<i>Total Employment<sup>2</sup></i>	4,020	5,160	5,630

	2016	2036	2041
<b>ABERFOYLE</b>			
<i>Total Population<sup>1</sup></i>	325	345	335
<i>Households</i>	120	130	130
<b>MORRISTON</b>			
<i>Total Population<sup>1</sup></i>	480	590	620
<i>Households</i>	185	225	235
<b>OUTSIDE URBAN CENTRES</b>			
<i>Total Population<sup>1</sup></i>	7,010	8,630	8,700
<i>Households</i>	2,380	2,940	2,970

1. includes the net undercount adjustment which is estimated at approximately 4.1%
2. includes 'no fixed place of work' employment.

2. Section **3.1 GENERAL STRATEGY** is amended by deleting the first paragraph and replacing it with the following:

“Wellington County will grow from approximately 96,000 people in 2016 to approximately 140,000 in 2041. Wellington will plan for new housing, commerce, employment and services for about 46,000 new residents.”

3. Section **3.5 ALLOCATING GROWTH** is amended by:

a) deleting the highlighted text and replacing it with the following:

“By the year 2041, Wellington will be a community of 142,000 people.”

4. Section **4.4 HOUSING** is amended by:

a) Deleting the phrase “accessory residences” from section **4.4.5 Affordable Housing** and replacing it with “second units” in the fourth and fifth paragraph.

b) Re-numbering sub-section **4.4.6 Special Needs and Seniors Housing** to Section **“4.4.8 Special Needs and Seniors Housing.”**

c) Adding the following new sub-sections after the last paragraph of Section **4.4.5 Affordable Housing**:

1) **“4.4.6 Second Units**

Second units, also known as accessory or basement apartments, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping facilities.

Second units increase the stock of affordable rental housing; provide home owners with additional incomes; and offer alternative housing options for elderly and young adult family members.

Second units are not the same as garden suites because garden suites are temporary residences. Garden suites are addressed in Section 4.4.7 of this Plan.

It is the policy of this Plan to authorize:

- a) The use of two residential units in a detached house, semi-detached house or rowhouse if no building or structure ancillary to a detached house, semi-detached house or rowhouse contains a residential unit; and
- b) The use of a residential unit in a building or structure ancillary to a detached house, if the detached house contains only one single residential unit,

subject to the provisions set out below.”

2) **“4.4.6.1 Second Units Within a Main Residence**

One second unit may be allowed in a single detached, semi-detached or rowhouse dwelling on a property, provided that a second unit does not already exist on the property.

Local Municipalities may enact zoning provisions to address the following matters:

- a) that safe road access can be provided;
- b) the establishment of a second unit does not require the creation of an additional driveway access;
- c) that adequate off-street parking can be provided on site for both the main residence and second unit without detracting from the visual character of the area;
- d) that any exterior alterations to the main residence, necessary to accommodate the second unit, are made in the side or rear yards;
- e) that adequate amenity areas are provided for the main residence and second unit;
- f) the second unit meets the applicable Building Code, Fire Code and local property regulations;
- g) that adequate water and sewage disposal services can be provided to the second unit; and,
- h) a garden suite and second unit will not be permitted on the same lot.”

3) **“4.4.6.2 Second Units Within an Ancillary Building or Structure**

One second unit may be allowed in a building or structure that is ancillary to a single detached dwelling, provided that a second unit does not already exist on the property. A second unit will be prohibited from being severed from the property.

In addition to those matters outlined in Section 4.4.6.1, Local Municipalities may enact zoning provisions to address the following:

- a) the second unit is located within the main building cluster on the property;
- b) the second unit will be clearly secondary to the primary dwelling unit on the property;
- c) Minimum Distance Separation formula is complied with, where applicable;
- d) that screening/buffering, where deemed necessary, is provided to minimize visual impacts to adjacent properties and frontages.”

4) **4.4.7 Garden Suites**

Subject to Section 13.4 of this Plan a garden suite may be allowed provided it is established near the farm buildings and/or main residence on a property and adequate water supply and sewage disposal systems are available.

In the case of garden suites, Local Municipalities may enact zoning provisions to address the following matters:

- a) the garden suite is located close to the existing residence on the property and is portable so that it can be easily removed when the need for the unit has discontinued;
- b) no additional access shall be provided to the lot from a public road;
- c) adequate screening/buffering, where deemed necessary, is provided to minimize the visual impact of the garden suite to adjacent properties;
- d) adequate amenity areas are provided for the existing dwelling and the second unit;
- e) the provision of a satisfactory site plan and/or which illustrates how items a) to d) above, and any other matters deemed necessary by the municipality, have been addressed; and,
- f) the establishment of a development agreement between the owner and the municipality to address the installation and removal of the unit, site rehabilitation, listing the occupant(s) of the unit and the period of occupancy, and any other matter deemed necessary by the municipality.”

6. Section **6.4 PRIME AGRICULTURAL AREA** is amended by:

- a) by deleting bullet “f) accessory residences” under section **6.4.3 Permitted uses**, inserting the following bullets, and re-numbering subsequent bullets:

- “f) second units subject to Sections 4.4.6
- g) garden suites subject to Section 4.4.7
- h) accessory residence”

- b) deleting sub-section **6.4.6 Accessory Residences** and replacing it with the following:

**6.4.6 Accessory Residence**

An accessory residence needed for farm help may be allowed provided that it is established within the main building cluster on the property and adequate water supply and sewage disposal systems are available.”

- c) adding the following new paragraph at the end of section **6.9.2 Permitted Uses**:

“A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended.”

7. Section **7.4 HAMLETS** is amended by:
- a) deleting the last sentence of the first paragraph of sub-section **7.4.1 Permitted Uses** and replacing it with the following:
 

“A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended.”
8. Section **7.5 URBAN CENTRES** is amended by:
- a) deleting the third paragraph of sub-section **7.5.5 Residential Uses** and replacing it with the following:
 

“A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan.”
9. Section **8.3 RESIDENTIAL** is amended by:
- a) inserting the following after the second paragraph of sub-section **8.3.3 Permitted Uses**:
 

“A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan.”
  - b) deleting the reference to Section 6.4.6 in the in the fourth paragraph of sub-section **8.3.3 Permitted Use** and replacing it with Section “4.4.7”.
10. Section **8.5 RESIDENTIAL TRANSITION AREA** is amended by:
- a) deleting the phrase “. Accessory apartments may also be permitted in the RESIDENTIAL TRANSITION AREA” in the second paragraph of sub-section **8.5.3 Permitted Uses**.
11. Section **10.3 PRIME AGRICULTURAL LAND** is amended by:
- a) deleting the last sentence of section **10.3.5 Lot Line Adjustments** that reads:
 

“The creation of new lots for residences surplus to farm operations is not permitted.”
12. Section **13.4 TEMPORARY USE BY-LAWS** is amended by:
- a) deleting the number “10” in the first sentence and replacing it with the number “20”.
13. Section **15 DEFINITIONS** is amended by:
- a) Inserting the following new definition after “**Alternative energy systems**”:  

**“Ancillary:**  
 For the purposes of Section 4.4.6, ancillary means a shed, garage, carriage house or barn.”



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**COUNTY OF WELLINGTON**

OFFICE OF THE COUNTY ENGINEER  
ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH ON N1H 3T9  
T 519.837.2601  
T 1.866.899.0248  
F 519.837.8138

GORDON J. OUGH, P. Eng.  
COUNTY ENGINEER

March 14, 2016

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

Dear Dina

Further to your correspondence to me, dated February 24, 2016, and a recent conversation between your Mayor and my CAO, I offer the following.

Several times over the years the question of installing a crosswalk on Main St in Erin has come up from The Village of Erin BIA. Each time, the BIA has opted not to pursue the installation of a crosswalk when it was determined that several parking spots would be eliminated, the location was likely to become controversial, and that the cost would not be something that the County would be responsible for.

Years ago the County spent many thousands of dollars looking into a truck by-pass. The Town of Erin requested the County to drop those plans and to reconstruct and to continue to maintain Main Street as a County Road.

Many Community Zones throughout the Province have been removed because they were found to be ineffective. Normal speed surveillance enforcement has proven to be just as effective. The Wellington County OPP has reviewed the areas mentioned in the Town's resolution and are not advocating for the implementation of Community Safety Zones.

Sorry that I can't be of more help.

Respectfully

Gordon J. Ough P. Eng.  
County Engineer