



TOWN OF ERIN
Regular Council Meeting
AGENDA

April 7, 2015

1:00 PM

Municipal Council Chamber

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3. Declaration Pecuniary Interest	
4. Community Announcements	
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March 24, 2015 Special Closed Meeting	
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Christine Furlong and Paul Ziegler - Triton Engineering	
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10.	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; Building and Planning Administrator	
	(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; - 1 potential litigation item	
	(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. - 2 solicitor advice items	
11.	Return from Closed Session	
11.1	Motion to Reconvene	
11.2	Report Out	
11.2.1	Building and Planning Assistant	

12. **By-Laws**
13. **Notice of Motion**
14. **Adjournment**



Minutes of the Town of Erin Special Council Meeting

March 17, 2015

6:30 p.m.

Municipal Council Chamber

PRESENT:	Allan Alls	Mayor
	John Brennan	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
ABSENT:	Matt Sammut	Councillor
STAFF	Kathryn Ironmonger	CAO/Town Manager
PRESENT:	Dina Lundy	Clerk
	Gary Cousins	County of Wellington – Planning and Development Department - Director

1. Call to Order

Mayor Alls called the meeting to order.

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

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

Council requests that anyone wishing to provide comments or concerns to Town Council and/or staff do so in written form to ensure that the message is provided

March 17, 2015 – Public Information Meeting - Angelstone

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.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1. Zoning Amendment - D14-Z15-01 Angelstone Farms Inc. 8720 WCR 50

Mr. Cousins presented his planning report.

The proposed rezoning request is to permit, in addition to agricultural uses on the 26ha site, an equestrian competition facility for seasonal equestrian events, which includes the sales of related merchandise, sale of food, LLBO licensed events and camping for participants.

The subject site is designated Prime Agriculture and Greenlands in the Town of Erin and County of Wellington Official Plans, and is zoned A-Agricultural and EP-2 Environmental Protection - Rural.

Angelstone Farms previously made application in 2013 for a zoning amendment to allow the same activities. They received a temporary zoning approval to permit 6 date specific show jumping events during the show season of 2014 which expired at the end of last year's show season.

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Concerns from the public are a number of public nuisance complaints related to noise, light and trespass. The Major Events By-law was passed in May of 2014 to provide a Town wide permitting system for outdoor events that could cause public nuisance.

Circulation was provided to the commenting agencies and all landowners within 120m of the subject site on February 18, 2015.

John Cox - J.L. Cox Planning Consultants - Agent for the applicant:

- Temporary zoning granted in May 2014
- Provided information that Council asked for - traffic study, noise study, emergency evacuation plan, planning justification study, site plan, and stormwater management plan
- 2.2.3 of the Provincial Policy Statement(PPS) - update for 2014 on farm diversified uses includes tourism uses (agri-tourism)
- There is an ongoing agricultural use on the property
- County plan basically follows PPS, municipality's plan is more restrictive
- County has approved the entrance - it is a suitable entrance and no turning lane is required
- County is prepared to give Angelstone permission to remove trees hindering sight lines
- Noise study identified that the best course of action is refinement of the PA system
- the Town retains control with the Major Events By-law
- RJ Burnside completed drainage study in January 2015
- improvements made to ensure run-off does not affect neighbouring properties
- emergency plan submitted to Fire Department - no concerns thus far
- substantial steps taken over the past year to solve issues

Kean White - Applicant - 8720 WCR 50

- 2011 was the first year of operations - grew quickly
- over the last year the team has been committed to run events to minimize the impact on the neighbours, and ran fewer events
- replaced rock bands with piano music
- temporary zoning makes it difficult to invest capital into further improvements

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- this year is special - due to Pan Am Games
- great way to showcase Erin
- payroll last year was 2.1 million - happy to host job fairs
- training facility for riders - do breed horses
- first two proposed events are smaller scale - only holding 5 major events
- Palgrave facility shut down for Pan Am Games events - Angelstone will be hosting events due to this and revert back to 5 events in 2016
- 1 of 6 event facilities of this nature in Canada
- have shuttle bused people to night clubs for entertainment rather than hosting on site
- do not want to be a nuisance to the community

Anna Spiteri - 9030 WCR 50

- asking Council to deny application
- principle activity on the property is not agriculture, but commercial
- past president of Angelstone presented to Council that entertainment is integral aspect of the business to be sustainable
- object to the entertainment aspect of Angelstone - music, lighting, liquor, bush party atmosphere
- oppose parachute nature of the business - active in the summer for several weeks and desolate in the winter
- this year proposing to increase events - imagine fall fair happening every week during the summer
- there is camping on the site although not permitted
- enforcement will be an ongoing issue
- should we have a financial impact study with real data
- Council has difficult task to strike a balance
- asking Council to deny the zoning amendment, allow reasonable number of events in consultation with neighbours, deny any entertainment requests
- Angelstone could possibly use the fairgrounds for entertainment type events
- asking Council to direct the Economic Development Committee to seek out an appropriate site for a Town of Erin Equine Centre

Marieke Weavers - 4935 WCR125

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- resident for 16 years
- 11 years ago was required to get a minor variance to set up her business - many conditions put on such as no dog boarding to mitigate noise - clearly had to be a secondary use
- Angelstone did not follow proper procedures and is forcing the business on the Town
- Asking Council to deny application and direct Angelstone to an appropriate site
- site grossly inadequate for operations
- should follow example of Halton Hills (re: Halton Place)

Nancy Gilbert - Erin-Eramosa Townline

- purchased land in 1985 and built house 2 years later, property abuts Angelstone property
- 2013 extremely difficult living next to Angelstone, and 2014 they were granted temporary zoning
- meetings were held by Angelstone with neighbours where several issues raised - little follow through
- operating conditions cannot be left to the Major Events permit
- suggesting to use Halton Place as a model - closed - no longer deemed agricultural by Niagara Escarpment Commission
- using the number of events is not an adequate test to determine impact
- choose to live in rural area for quiet, private enjoyment - and pay higher costs to do so
- size and scope of facility should fit the area
- developing equine business should be done with proper planning
- not a small operation - consider more appropriate location
- if business was in a more residential area there would be a multitude of letters
- during events, farm noise starts at 5:30am - loud speakers from 7am to evening

Anna Toumanians - Lawyer (Turkstra Mazza)

- represent Gilberts
- asking Council to deny/defer decision
- the Planner retained by Gilberts needs time to submit report
- significant investment has been made by Gilberts in their property

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- requesting Council review previous letter from Nancy Smith
- site plan inadequate - operations of this magnitude should be required to go through proper site plan control
- PPS references healthy, integrated and viable and must be secondary to the principal agricultural use - principle use of this property is equine entertainment
- agricultural related uses are to be small scale - not the case

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.

Mr. Cousins advised that a report will be coming back to Council at the end of April or beginning of May.

4. Adjournment

The meeting was adjourned at 7:40pm.

Mayor

Clerk



Minutes of the Regular Town of Erin Council Meeting

March 17, 2015

7:30 PM

Municipal Council Chamber

PRESENT:	Allan Alls	Mayor
	John Brennan	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
ABSENT:	Matt Sammut	Councillor
STAFF	Kathryn Ironmonger	CAO/Town Manager
PRESENT:	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance
	Joe Babin	Interim Water Superintendent

1. Call to Order

Mayor Alls introduced the Town Crier to call the meeting to order.

Town Crier, Andrew Welch called the meeting to order with a special proclamation.

2. Approval of Agenda

Resolution # 15-086

Moved By Councillor Duncan

Seconded By Councillor Smith

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

- resolution to appoint Andrew Welch as the Town Crier
- closed session item - personal matter about an identifiable individual - HR matter

Carried

March 17, 2015 Regular Council Meeting

3. Declaration Pecuniary Interest

None.

4. Community Announcements

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

April 18 - Celebrate Erin - Tickets now for sale at Town Office at \$20 each

Added item:

Resolution # 15-087

Moved By Councillor Brennan

Seconded By Councillor Smith

Whereas the Town of Erin may desire from time to time to engage the services of a Town Crier for civic events and promotions;

And whereas by formally appointing a Town Crier, the Town of Erin can be represented at Provincial, National, and International competitions, and also have their crier officially listed by the Ontario Guild of Town Criers;

And whereas there is no financial commitment necessary to appoint an Official Town Crier, as engagements are thereafter handled on a case-by-case basis;

Now therefore be it resolved that Council appoints Andrew Welch, MOGTC, as Official Town Crier for the Town of Erin until such time as a successor is appointed.

Carried

5. Adoption of Minutes

Resolution # 15-088

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that the minutes of the following meeting be approved as circulated:

- March 3, 2015 Regular Meeting

Carried

6. Accounts

Resolution # 15-089**Moved By** Councillor Smith**Seconded By** Councillor Duncan**Be it resolved that** the accounts in the amount of \$242, 797.66 be paid.**Carried****7. Delegations/Petitions/Presentations**

Kathryn Cooper presented a proposal to Council to purchase water filling stations for the Hillsburgh and Erin Arenas. The Erin Water Rockers would like to run a crowd funding campaign to raise 50% of the costs to purchase and install these units. They would like Council to add the other 50% of the cost to the 2015 budget. The Water Rockers along with Transition Erin would also like to help implement a recycling program in the arenas.

Maddie Swan and Ava Belrose from the Erin Water Rockers spoke to Council regarding the success of the water filling stations installed in the school and are excited to help with the campaign.

Council advised that Nestle's has offered to support a recycling program and will be donating metal bins for the arenas and possibly parks.

Resolution # 15-090**Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** Council receives the delegation from Kathryn Cooper (Transition Erin), Maddie Swan, and Ava Belrose (Erin Water Rockers) regarding a proposal for water filling stations;

And that Council agrees to add 50% of the installation cost in the 2015 budget for two water filling stations, one for each arena, subject to the success of obtaining 50% crowd funding.

Carried**8. Reports****8.1. Water**

8.1.1. Water Superintendent - 2014 Drinking Water Systems Summary Reports

Resolution # 15-091

Moved By Councillor Duncan

Seconded By Councillor Smith

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

Carried

8.1.2. Water Superintendent - W4-2015 Water Meter Reader Position

Resolution # 15-092

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Doug Broderick is hereby hired for the Casual Part Time position of Water Meter Reader for the Town of Erin; And that the rate of pay for the position is Grade 7 Base Rate of the Town of Erin Part Time Hourly Wage Grid, plus mileage to be paid at the rate of \$0.55/km.

Carried

8.2. Fire and Emergency Services

8.2.1. Fire Chief - January 2015 Monthly Report

Resolution # 15-093

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the Fire Chief's January 2015 Monthly Report.

Carried

8.3. Finance

8.3.1. Director of Finance - Tax Sale Extension Agreement

Resolution # 15-094**Moved By** Councillor Brennan**Seconded By** Councillor Smith

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

Carried

8.3.2. Resolution to provide maximum WSIB coverage for Firefighters

Resolution # 15-095**Moved By** Councillor Brennan**Seconded By** Councillor Smith

Be it resolved that the Town of Erin hereby provides WSIB coverage for 2015 to 65 municipal firefighters at the annual maximum insurable earnings of \$85,200.

Carried**8.4. Administration****8.4.1. CAO - Site Alteration By-law Report****Resolution # 15-096****Moved By** Councillor Duncan**Seconded By** Councillor Brennan

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

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

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

Carried**8.5. Committees**

8.5.1. Ballinafad Community Centre - February 10, 2015 meeting minutes

Resolution # 15-097

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the Ballinafad Community Centre February 10, 2015 meeting minutes.

Carried

9. Correspondence

9.1. Ted Arnott, Wellington-Halton Hills MPP - Letter to Minister of Environment and Climate Change

Resolution # 15-098

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the correspondence from Ted Arnott, Wellington-Halton Hills MPP to the Minister of Environment and Climate Change.

Carried

9.2. Ted Arnott, Wellington-Halton Hills MPP - Requesting Council support to rename a portion of Hwy 6 to "Jack Johnson Memorial Highway"

Resolution # 15-099

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the correspondence from Ted Arnott, Wellington-Halton Hills MPP requesting support to rename the portion of Highway 6 that runs through Wellington County the "Jack Johnson Memorial Highway";

And that the Council of the Town of Erin supports this request.

Carried

10. New Business

10.1. Set Meeting Date(s) - Strategic initiatives and summer meetings**Resolution # 15-100****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** Council sets the following meeting dates:

- March 24, 2015 9:00am - Special Closed Meeting - HR Matters
- April 14, 2015 7:00 pm - Special Meeting - Strategic Initiatives
- April 28, 2015 7:00pm - Special Meeting - Strategic Initiatives
- July 13, 2015 7:30 pm - Regular Meeting (Monday)
- August 11, 2015 7:30 pm - Regular Meeting

Carried**11. Closed Session****Resolution # 15-101****Moved By** Councillor Brennan**Seconded By** Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 8:50 pm to address 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; - (2) HR Matters

(d) labour relations or employee negotiations - HR Matter

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; - Labour relations matter

Carried**12. Return from Closed Session****12.1. Motion to Reconvene****Resolution # 15-102****Moved By** Councillor Smith**Seconded By** Councillor Duncan**Be it resolved that** the meeting be reconvened at the hour of 9:28 pm.**Carried**

12.2. Report Out

None.

13. By-Laws

Resolution # 15-103

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that By-Law numbers 15 – 11 to 15 - 13 inclusive, are hereby passed.

Carried

14. Notice of Motion

None.

15. Adjournment

Resolution # 15-104

Moved By Councillor Duncan

Seconded By Councillor Smith

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

Carried

Mayor

Clerk



Minutes of the Town of Erin Special Council Meeting

March 24, 2015

9:00 a.m.

Municipal Council Chamber

PRESENT:	Allan Alls	Mayor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
ABSENT:	John Brennan	Councillor
STAFF	Kathryn Ironmonger	CAO/Town Manager
PRESENT:	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance

1. Call to Order

Mayor Alls called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Closed Session

Resolution # 15-088(verbal)

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 9:00am to discuss matters under the following exemptions in the Municipal Act S. 239 (2) :

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

(d) labour relations or employee negotiations
HR Matters (2)

Carried

4. Return from Closed Session

Resolution # 15-089 (verbal)

Moved By Councillor Duncan

Seconded By Councillor Smith

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

Carried

4.1. Report Out

Council has approved a 1.5% increase to staff wages. A compensation review will be undertaken once the operational review has been completed.

5. Adjournment

The meeting was adjourned at 10:17am.

Mayor

Clerk



Minutes of the Town of Erin Special Council Meeting

March 24, 2015

10:00 a.m.

Municipal Council Chamber

PRESENT:	Allan Alls	Mayor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
ABSENT:	John Brennan	Councillor
STAFF	Kathryn Ironmonger	CAO/Town Manager
PRESENT:	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance
	Larry Wheeler	Financial Analyst
	Graham Smith	Facility Manager
	Bob Cheetham	Economic Development Coordinator

1. Call to Order

Mayor Alls called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Adoption of Minutes

3.1. March 11, 2015 Special Meeting - 2015 Budget (1st draft)

Resolution # 15-090 (verbal)

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Council approves the minutes of the March 11, 2015 Special Meeting as circulated.

Carried

4. Topics for Discussion

4.1. 2015 Budget - Draft 2

The Director of Finance went through the changes as directed by Council at the March 11, 2015 budget meeting, and the impacts of those changes on the budget.

A revised request has been received from the Tennis Club for Council's consideration.

Resolution # 15-091(verbal)

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Council approves the Tennis Club's revised proposal for court resurfacing to be allocated as follows:

Tennis Club Share: \$39, 210

Town Share: \$35, 790

Carried

The Director of Finance presented budget summary slides for draft 2 of the 2015 budget including tax impacts, debt balances, the change in debt over several years, as well as an analogy of the Town's debt versus debt repayment limits.

The Director of Finance also presented the Financial Indicator Review from the Ministry of Municipal Affairs and Housing, which shows that the Town is considered to be in the low range for debt servicing cost as a percentage of total operating revenue. She also went over some of the other indicators that affect grant funding.

The list of grants from the Town to local groups as recommended by the committee was reviewed and no changes were made at this meeting.

The Financial Analyst presented Council with the Optional Capital Projects Report, and the changes that were made at the March 11, 2015 meeting.

Council directed staff to spread the cost of the Wastewater EA over three years (2015-2017) to lessen the impact to the budget.

In reviewing the capital budget duplication was discovered. Council directed staff to remove line 8 (\$10,000 for a LED entrance sign). Council also directed staff to change the project title on line 3 to Organizational and Compensation Review.

Committee and BIA budgets were also reviewed. Council directed staff to use Cash In Lieu of Parkland to fund one half of the Town's share for the Tennis Club court resurfacing project.

Budget discussions concluded, and Council directed staff to make the adjustments as discussed at this meeting, and to prepare a final budget presentation for April 21, 2015.

5. Adjournment

The meeting was adjourned at 1:20pm.

Mayor

Clerk



Minutes of the Town of Erin Special Council Meeting

March 25, 2015

7:30 p.m.

Municipal Council Chamber

PRESENT:	Allan Alls	Mayor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
ABSENT:	John Brennan	Councillor
STAFF	Dina Lundy	Clerk
PRESENT:	Bob Cheetham	Economic Development Coordinator

1. Call to Order

Mayor Alls called the meeting to order, and 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 of 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 members and staff.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1. Zoning/OPA Amendment - CBM Aggregates, a division of St. Mary's Cement (Canada) Inc

Mark Van Patter, Manager of Planning and Environment - County of Wellington:

Mr. Van Patter gave a brief overview of the application before Council. The proposal is for the expansion of the existing Hillsburgh Pit owned by CBM St Mary's Cement. The site is currently designated Prime Agricultural, Secondary Agricultural and Greenlands in the Official Plans. The existing license is zoned Extractive Industrial (M4) and the new areas to be designated are zoned Agricultural (A).

The surrounding lands for the most part are agricultural and farmed. A 12.6 hectare woodland is present to the north, 5.4 hectares of which are on-site and proposed to be removed. A smaller woodlot is present to the southwest of the site. Two smaller wooded areas are located abutting the site to the east. There are 6 neighbouring dwellings in the vicinity of the site, ranging from 55 to 200 metres away from the proposed area of extraction.

The application for the County Official Plan amendment was considered complete as of March 19, 2012 and circulated three days later by the County. Note that the Official Plan and Zoning amendments were put on hold, at the request of the applicant, while an amendment to the current license to allow for below water extraction was being processed.

The proposed new areas to be licensed are approximately 62 hectares (153 acres), with about 50 hectares (123 acres) to be extracted. A combined license tonnage limit of 1 million tonnes is proposed, for both the old pit and the new pit together. It is estimated that approximately 13.7 million tonnes of sand and gravel reserves are present.

Approximately 5.4 hectares of woodland will be removed in the north central part of the site. This area is currently designated Greenlands in the Official Plan.

The same access onto Trafalgar Road will continue to be used.

In support of the application, the applicant has submitted a number of reports and studies.

A pit license from the Ministry of Natural Resources, under the Aggregate Resources Act, will also be required for the pit expansion area. This process cannot be completed by the Ministry until the zoning has been approved by the Town.

Comments have been received by agencies as well as letters of objection from residents.

Mayor Aills asked the applicant to further explain the reasons for and purpose of the proposed amendment.

Steve May - CBM Aggregates:

Mr. May gave a brief description of the company's history and accomplishments. He then presented information on the existing Hillsburgh pit, and the proposed expansion. He indicated that the applications are going through a fair amount of scrutiny from different agencies, and that public consultation in the process began in 2012 with the amendment to extract below the water table. Additional monitoring wells have been installed as approved by the MOE. He also indicated that there will be written responses forthcoming to concerns that have been raised, and that the company is open to productive solutions.

Mayor Aills invited those who wish to speak to address Council, and noted that all comments and questions should be put to the Chair. Speakers are

to give 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.

Joe Spiteri - 9030 WCR 50

- how is a license increased from 750,000 tonnes to 1,000,000 tonnes per year without increasing traffic?
- Regarding rehabilitation - do you plan to use imported soils? has CBM been doing progressive rehabilitation? if so, what has been completed?
- of the extracted materials, what percentage is used locally?

John Morland-Jones - 9255 Sideroad 27

- strongly object to the expansion
- attended similar meeting two years ago and don't know whether extracting below the water table has taken place
- will the extracted areas be re-instated progressively? and how is land going to be returned to prime agricultural land?
- studies are dated 2011 - time to re-do studies, especially traffic
- have witnessed an enormous increase in traffic
- have the recommendations for improvement to entrance and exit in 2012 been completed?
- principle concern is the removal of 12 acres of forest and the removal of prime agricultural land
- can trucks run during the night - 7pm to 7am instead?
- there is a deteriorating quality of life in Hillsburgh
- would like to know the number of vehicles entering and exiting the pit
- would like to know if the signs for entrance and exit meet regulations - they seem to be quite small

Neofitos Vritsios - 6022 Trafalgar Road

- was the traffic study done in the summer or winter?
- concerned with the speeding of trucks
- concerned about his well as he lives directly across the street and could affect his water

Mike Porter - 6020 Trafalgar Road

- strongly opposed for reasons that have already been stated
- concerned about property values, truck traffic, noise, safety due to speeding
- would like to know how much of the available 750, 000 tonnes per year

is currently being extracted

- has an incremental effect on everybody

Stewart Sebben - 6083 Eighth Line

- support previous concerns - will be drastically effected
- quality of life issue - direct impact on family/livestock/property values
- cannot have an increase of 133% without an increase in adverse effects
- Council needs to understand the effect of the increase in decibel level - a small increase in decibel level can be doubling the sound
- concerned with airbourne dust and emissions - has not seen any dust management reports
- should be able to experience reasonable enjoyment of property without enduring negative impacts

Pauline Follet - 13 Erin Heights Dr

- Hillsburgh has two wells, one is nearing the end of its lifecycle
- Town should have new location for a well before any extraction is done below the water table

Gary Cox - 6128 Eighth Line

- Would like to know if Steven May from CBM previously worked for the Ministry and if he was involved in the application put forth in 2012
- Council needs to stand up for this issue on behalf of the voters

Daniella Dimatteo - 112 Trafalgar Road

- operates small business on the main street
- has witnessed people afraid to exit their vehicles due to speeding gravel trucks, and tucks speeding through crosswalk at the school
- concerned for safety of children crossing the road to get to school

Mayor Alls offered the applicant the opportunity to respond to the comments heard.

Steve May - CBM

Mr. May advised that they will be responding in writing to people who have provided letters, and the questions raised tonight. He also advised that the tonnage increase was to allow for flexibility in the business to be able to bid on local jobs. Individual complaints about specific trucks will be addressed. A water monitoring program has been implemented including monthly testing. Progressive rehabilitation has been done at this location,

fill is not being imported, and the berm along Trafalgar Road consists of topsoil that will be used in rehabilitation.

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

Mark Van Patter advised that interested parties should contact the Town and County in writing with their concerns. It will be quite some time before a decision is made, likely months for the County OP, and then the Town will make the decision on the Zoning.

Upon a decision by Council, notice will be provided to all persons requesting notice and to all owners within 120m of the site.

4. Adjournment

Mayor Alls declared the meeting adjourned.

Mayor

Clerk

REQUEST TO BE A DELEGATION BEFORE COUNCIL



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

MEETING DATE BEING REQUESTED:

April 7, 2015

1st Choice

Steve Smith, Regional Manager

Name of delegate(s) or group representative

2nd Choice

Frank Cowan Company Ltd.

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

to present the 2015 Municipal Insurance Program Renewal.
(copy of Frank Cowan Report attached to Director of Finance's Staff Report to Council)

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

Council requested to support the "recommendation" under the Director of Finance's Report.

CONTACT INFORMATION:

Name: Steve Smith, Regional Manager

Address: Frank Cowan Co. Ltd., 75 Main Street N., Princeton, ON

Phone: 1-800-265-4000

E-Mail: _____

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

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

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

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

per

Amarschall

Signature of Applicant

March 30, 2015

Date

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

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

No: Periodic Report 15-02
 To: Mayor and Council
 Prepared By: Robert J. Williams, Ph.D., Integrity Commissioner, Town of Erin
 Date: March 25, 2015
 Subjects: The Impact of Rescinding the Town of Erin Code of Ethics for Elected Officials and Draft Amendments to the Town of Code of Ethics

Recommendations:

1. That Council receives the Periodic Report 15-02 submitted by Robert J. Williams, Ph.D., Integrity Commissioner, Town of Erin dated March 25, 2015;
2. And That Council endorse the retention of its Code of Ethics for Elected Officials;
2. And That Council adopts the proposed amendments to its Code of Ethics for Elected Officials as presented.

Part 1. The Impact of Rescinding the Town of Erin Code of Ethics

Background:

As I noted in my Periodic Report 15-01 (February 17, 2015), municipal councils were authorized in 2006 to establish codes of conduct and to appoint an integrity commissioner with responsibility to conduct independent enquiries into alleged violations of its code. This initiative was prompted in part by the recommendations made in Madam Justice Denise Bellamy's Toronto Computer Leasing Inquiry Report released in September 2005. That report contributed to a growing desire to strengthen integrity at the municipal level by upholding ethical behaviour among elected officials.

The Honourable John Gerretsen, then-Minister of Municipal Affairs, stated in introducing Bill 130 that the intention was to give "permissive powers that would let local councils have more control over their destiny and the destiny of their residents," including the option to establish a municipal ethical framework - or not.

Erin is one of over forty Ontario municipalities that voluntarily prepared and adopted a code and appointed an Integrity Commissioner (IC) under the terms of that legislation. The Code has been applied in more than ten formal complaints since its adoption in March 2013.

In December, the Ontario Legislative Assembly passed Bill 8, the *Public Sector and MPP Accountability and Transparency Act, 2014*. One result of that legislation (Schedule 9, "Amendments to the Ombudsman Act and Related Documents") is that the Provincial Ombudsman's office added some 548 bodies (443 municipalities, 22 universities and 83 school boards) to the 500-plus provincial ministries, agencies, boards, corporations, commissions and tribunals already within its oversight mandate.

Municipalities in Ontario are presently required (not just “permitted”) to pass bylaws setting out the procedure for holding meetings and “any person” may request an investigation into whether a municipality has complied with the open meeting requirements. Municipalities may appoint an investigator for this purpose and many engage Local Authority Services (LAS), an affiliate of the Association of Municipalities of Ontario, for that role. In the absence of an investigator, though, the Ontario Ombudsman’s office conducts such investigations at no cost to the municipalities subject to the complaint or to those who file the complaint.

A parallel has been established between this closed meeting arrangement and the provisions of Schedule 9 of Bill 8 since, in one of his frequent Twitter postings before the Bill was passed the Ombudsman asserted: “**#Bill8** OO oversight will b of no cost to municipalities. So don't let candidates (mostly incumbents) tell u they're opposed because of \$\$.” (October 4, 2014)

This assurance that there would be no cost for the services of the Ombudsman’s office for the purposes of new responsibilities assigned through Bill 8 has set off a discussion in some municipalities about the benefits of establishing a code of conduct at this point or retaining a local code (and presumably a locally-engaged IC) at some cost to the municipality.

Impact:

There is no legislated obstacle to Erin Council voting to rescind its Code of Ethics and its associated policies and procedures and to void its contractual relationship with its Integrity Commissioner. However, I can offer eight reasons why I believe that it would be imprudent for Erin Council to do so.

In the interests of transparency, it should be noted that I contributed to a submission in November 2014 to the Standing Committee on General Government in opposition to the provisions of Bill 8’s Schedule 9, as well as to further communications with provincial officials in relation to the consequences of this legislation on municipalities generally. I have a modest pecuniary interest derived from my retainer as IC, but that fact does not enter into these comments.

1. As of today’s date (March 25, 2015), Schedule 9 of the *Public Sector and MPP Accountability and Transparency Act, 2014* has not been proclaimed. This is, in fact, the final step in a Bill becoming law. In most legislation, a Bill’s provisions come into force the day the Bill receives Royal Assent. In the case of Schedule 9, however, section 24 (1) states that it “comes into force on a day to be named by proclamation of the Lieutenant Governor.” That date has not yet been named or affirmed by proclamation (which is published in *The Ontario Gazette*).

Therefore, the Ombudsman as yet has no powers in relation to the ethical behaviour of municipal elected officials and the resources of the Ombudsman’s Office cannot be deployed to deal with complaints presently covered in the Erin Code of Ethics.

Rescinding the Town's by-law before the *Public Sector and MPP Accountability and Transparency Act, 2014* is proclaimed would return the Town to the situation before 2006: there would be no ethical framework at all and no process to address ethical issues involving elected officials at either the local or provincial level.

Only If and when Bill 8 is actually proclaimed does Schedule 9 of the *Public Sector and MPP Accountability and Transparency Act, 2014* apply to the Town of Erin. At that point, the absence of a local code of conduct is still problematic in several ways.

2. In the absence of a local code, there would be nothing for the Ombudsman to actually enforce since the Province ceded this authority to municipal councils in 2006. No legislation has established authority for the Province or the Ombudsman to implement codes of conduct for municipal councillors. This means there would be no codified rules on which to lodge a complaint about the actions or the behaviour of elected officials and none for the Ombudsman to interpret. Any such rules would presumably be created and enforced by the Ombudsman alone and elected officials would have no way of knowing ahead of time whether their actions or behaviour would be judged legitimate or open to sanctions determined by the Ombudsman.

3. From its origin in Scandinavia and through its evolution around the world, the role of an Ombudsman has traditionally been devoted to the oversight of administrative decisions, not the actions of elected officials. "The Ombudsman's job is to ensure government accountability through effective oversight of the administration of government services," says the Ontario Ombudsman website. The premise of Schedule 9 of Bill 8 seems to be that ethical matters are no different than issues of maladministration and administrative fairness. However, Erin's Code of Ethics makes perfectly clear that elected officials are not part of the Town's administrative structure and are not, for example, subject to personnel and other policies that apply to staff. The reverse is also the case: staff is not subject to the Code of Ethics for Councillors. The absence of a Code in the wake of Bill 8 would blur this central distinction and would also send the message that there are expectations for staff but not for elected officials.

4. Without a local investigator (the IC), the staff of the Ombudsman of Ontario's office will handle all ethical complaints. According to its website, the Ombudsman's office already receives more than 20,000 complaints a year from individuals looking for help with a particular Ontario government service. In March 2014, the Ombudsman issued a backgrounder on the legislative initiative that became Bill 8 noting that more than 20,000 complaints about the organizations that would later be added to his jurisdiction through Bill 8 had to be turned away since 2005, including 8,700 complaints related to municipalities. Once the *Act* is proclaimed, expecting a timely and attentive investigation by the Ombudsman's Office of an ethics complaint from Erin may be unrealistic.

5. In the absence of a local investigator (the IC), the staff of the Ombudsman of Ontario's office - located in Toronto - will handle all complaints from residents of Erin about Erin's elected officials. The Ombudsman's office presently employs about 80 staff members, but not all them are front line investigators. In the context of the Province's

present fiscal situation, the Ombudsman would need to persuade the Legislative Assembly that budgetary resources will need to be found to increase the Ombudsman's staff to the point where it can handle the complaints predicted to emerge from the 500+ new entities under the Ombudsman's jurisdiction. In other words, while there may be "no cost" to municipalities to rely on the Ombudsman, there are still costs to taxpayers to carry out the responsibilities assigned through Bill 8.

6. At present, the municipal IC is available to educate elected officials about the standards of conduct required of them and to provide confidential advice to assist elected officials to comply with the standards. These roles are not assigned to the Ombudsman under Bill 8. Erin councillors are free to consult the IC at no cost but without an IC it may be necessary to rely on legal counsel at a cost to the councillor personally or to the municipality.

7. The Ombudsman's March 2014 backgrounder reported that the "common topics of complaint" received in relation to municipalities included "corruption and conflict of interest," bylaw enforcement and services. The latter two may, of course, involve accusations of maladministration and administrative fairness and the absence of a Code of Ethics for councillors would have no bearing on any complaints that residents wish to take up with the Ombudsman on such issues. Rescinding the Code of Ethics to rely on free services from the Ombudsman on matters of "corruption and conflict of interest" is problematic since these are in fact addressed in separate legislation (the *Municipal Conflict of Interest Act*) that existed before Bill 8 and involves a judicial process, not investigations by the Ombudsman.

8. Finally, in my opinion, there are two other factors that should give reason to pause before ceding the entire responsibility to the Ombudsman to investigate ethical issues in Erin by rescinding the Code of Ethics. One is what might be termed the apparent "culture" of an organization that promotes courses on its "innovative methodology for conducting systemic investigations" as "Sharpening Your Teeth." The other is the public behaviour of the incumbent Ombudsman who appears to have no qualms about chastising or even mocking individuals and municipalities for actions or behaviour found by him to be unacceptable (including a report by a municipal IC even though, as noted in point 1, he has no jurisdiction as yet over municipal ethical behaviour).

Conclusion:

A Code of Ethics may not prevent intervention at some point by the Ombudsman but retaining a process for addressing possible complaints locally – under locally acceptable norms and by an independent Integrity Commissioner appointed by the local Council – is a defensible principle that underpins the original municipal ethical system established in 2006.

Although part of this report is devoted to a series of proposals to modify parts of Erin's Code to address certain shortcomings and ambiguities that were identified in applying the Code in 2014, these recommendations do not undermine the inherent value of the Code.

In my professional opinion, Erin's ethical framework has demonstrated its value as a contribution to municipal accountability, as anticipated in Bill 130 in 2006. Repealing the Code of Ethics could well place the very Councillors who vote to do so in a perilous void and would deny the residents of the Town their own process to ensure their elected officials act fairly and ethically in the performance of their duties.

Recommendation:

That Council endorse the retention of its Code of Ethics for Elected Officials.

Part 2. Draft Amendments to the Town of Erin Code of Ethics for Elected Officials

1. Proposed addition to the Code:

D) THE RULES OF THE CODE

RULE 18 - REPRISALS AND OBSTRUCTION

18.1 Members shall respect the integrity of the Code of Conduct and investigations conducted under it.

18.2 Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited.

18.3 It is a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of his / her responsibilities, as, for example, by the destruction of documents or the erasing of electronic communications.

2. Proposed Amendments to the Code:

E) ADVICE ON CODE OF ETHICS

1. Members seeking clarification of any part of this Code of Ethics should consult with ~~the Chief Administrative Officer/Town Manager~~ the Town's Integrity Commissioner.

Add new section:

3. Members of the public seeking clarification of any part of this Code of Ethics should request the Chief Administrative Officer/Town Manager to establish contact on their behalf to consult with the Town's Integrity Commissioner.

F) CODE ENFORCEMENT

Add new section:

4.4 No complaint regarding a Member who is a candidate in an election may be accepted by the Integrity Commissioner for review and /or investigation between May

31 and the date of the inaugural meeting of council in any year in which a regular municipal election will be held. The Integrity Commissioner shall hold such complaint in abeyance until December 1 in a regular election year and advise the complainant of the process.

G) COMPLAINT PROCEDURE

2. Formal Complaint Procedure

iv) ~~The Two copies of the Complaint Form and all supporting evidence shall be filed in separate sealed envelopes with the Chief Administrative Officer/Town Manager by mail or in person, who shall confirm that the information is complete as to i),ii), and iii) of this section.~~ The applicant shall also provide a supporting affidavit (conforming to the template attached to this policy) that affirms the accuracy of the evidence in support of the complaint. The affidavit shall be attached to the outside of the sealed envelope. Town officials who are Commissioners of Oaths are authorized to swear the supporting affidavit.

vi) The Chief Administrative Officer/Town Manager will forward one sealed copy of the Complaint Form and all supporting evidence to the Integrity Commissioner who will determine whether the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation or policies. The second sealed copy will be retained by the Chief Administrative Officer/Town Manager;

3. Refusal to Conduct an Inquiry

Existing paragraph numbered i).

Add new section:

ii) If the Integrity Commissioner finds that a complaint has been filed that is malicious, frivolous, vexatious, or has no basis in fact, the complainant shall be required to reimburse the municipality for the Integrity Commissioner's fees and municipal costs associated with the complaint.

6. Final report of the Integrity Commissioner

Add new section:

iii) The Integrity Commissioner shall not issue a report finding a violation of the Code of Conduct on the part of any member unless the member has had 10 days notice of the basis for the proposed finding and any recommended sanction and an opportunity to respond in writing, within the same said 10 days, to the Integrity Commissioner on his / her findings and any recommended sanction.

Remaining sections re-numbered iv) to vi).

New complaint form (page 9)

Affidavit template (page 11).

Recommendation:

That Council adopt the proposed amendments to its Code of Ethics for Elected Officials as presented.

Town of Erin Complaint Form: Council Code of Ethics

Under Section 223.4 (1) of the *Municipal Act*, Council, a Member of Council or a member of the public may request the Integrity Commissioner to conduct an inquiry into whether a Member of Council has contravened the Town of Erin's Council Code of Ethics.

Applicant's Full Legal Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

- I. A request for an inquiry shall be in writing and two copies submitted in a sealed envelope along with a signed copy of this form.
- II. All requests shall be signed by an identifiable individual (which includes the signing officer of an organization).
- III. A request shall set out on the following page(s) all reasonable and probable grounds for the allegation that the Member of Council has contravened the Town of Erin's Council Code of Ethics.
- IV. The applicant shall provide a supporting affidavit that affirms the accuracy of the evidence in support of the complaint. The affidavit shall be attached to the outside of the sealed envelope.
- V. Town officials who are Commissioners of Oaths are authorized to swear the supporting affidavit.
- VI. There are no fees associated with an inquiry.
- VII. In a municipal election year, a Council Code of Conduct request for inquiry may not be filed after May 31.

I hereby request that the matter described below be investigated:

Signature of Applicant

Date

I acknowledge that I have read and understand the following section of the Council Code of Conduct.

3. *ii* If the Integrity Commissioner finds that a complaint has been filed that is malicious, frivolous, vexatious, or has no basis in fact, the complainant shall be required to reimburse the municipality for the Integrity Commissioner's fees and municipal costs associated with the complaint.

Signature of Applicant

Date

The personal information on this form is collected under the authority of section 223 of the Municipal Act, 2001. The information will be used to ensure compliance with the Council Code of Ethics, and will be shared only with the Town of Erin's Integrity Commissioner. Questions about the collection of personal information can be directed to Dina Lundy, Town Clerk. 519 – 855 – 4407 ext 233 or dina.lundy@erin.ca

Applicant's Full Legal Name

Please explain in this section (or on separate sheets) what the Member is alleged to have done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual person has allegedly done.

- It is also important that you provide a reference to the section of the Code of Conduct that you believe is applicable to each violation and all the evidence that you wish to have taken into account by the Integrity Commissioner in response to your complaint. You should also confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.

For example:

- You should be specific, wherever possible, about exactly what you are alleging that the member said or did. For instance, instead of writing that the member did not treat you with courtesy, you should state what it was they said or did that was discourteous.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should provide any relevant background information or other relevant documentary evidence to support your allegation(s).

Continue on additional sheets if there is not enough space on this page.

**Application for an Investigation Under the
Town of Erin's Council Code of Ethics.**

Affidavit of Applicant

I, _____ of the _____ of _____
(Full Legal Name) (Township, Town, City) (Name of
Municipality)

in the Province of Ontario, **MAKE OATH AND SAY (or AFFIRM):**

I have reasonable grounds to believe that _____ a
(Name of Councillor)
Councillor in the Town of Erin, has contravened the following provision(s) of the Town of
Erin's Code of Conduct _____.
(List specific section(s) of the Code).

The particulars of this belief are outlined in the attached Complaint Form.

This affidavit is made for the purpose of requesting that this matter be reviewed and for
no other purpose.

SWORN (or AFFIRMED) before me at

_____ in the Province of Ontario on _____
(date)

_____))
(Signature of Commissioner)
A Commissioner for taking affidavits, etc.))

_____))
(Signature of Complainant)

[stamp]

Please be aware that signing a false affidavit may expose you to prosecution under
Sections 131 and 132 or 134 of the criminal Code, R.S.C 1985 c. C-46 and also to civil
liability for defamation.

*The personal information on this form is collected under the authority of section 223 of the
Municipal Act, 2001. The information will be used to ensure compliance with the Council Code
of Ethics, and will be shared only with the Town of Erin's Integrity Commissioner. Questions
about the collection of personal information can be directed to Dina Lundy, Town Clerk. 519 –
855 – 4407 ext 233 or dina.lundy@erin.ca*



**The MEA Class Environmental Assessment
Process as It Applies to the Town of Erin SSMP
A presentation to the Town of Erin Council
April 7, 2015**

Objective

- Establish an awareness and understanding of the Municipal Engineers Association's Municipal (MEA) Class Environmental Assessment (EA) Process as it applies to the Town's SSMP and moving forward on the recommendations that have been made; and
- Clarify the role and responsibilities of a municipal council as one of the stakeholders in this process.

Presentation Outline

- The principles generally common to all EA processes
- The MEA Class Environmental Assessment as it applies to the Town's SSMP
- Council's Role and Responsibility



The principles common to all EA processes

- Need, purpose or objective for the project is demonstrated;
- All reasonable ways to address the need/purpose/objective are identified;
- All possible impacts are identified and the "environment" considers natural and cultural resources and social and economic impacts;
- A set of criteria evaluates all the possible ways to address the need, in order to identify a "preferred alternative";
- An inclusive public and agency notification and consultation program is required and a consultation program tailored to First Nations and Metis must also be developed;
- A report is produced as a record to show that all of the above has been done, in order to record the information, assessment and input used to formulate and support the decisions that were made.



MEA Municipal Class EA

- Streamlined planning process for municipal water, wastewater road and transit infrastructure
- Categorizes projects into Schedules to reflect their scale and expected environmental impacts:
 - A, A+ projects have minimal environmental impacts
 - B projects have potential to result in some environmental impact
 - C projects have potential to result in significant environmental impacts
- Has provisions to allow for “master planning” and integration of infrastructure projects with development approvals process under the Planning Act
- Has provisions to allow for “bump up”, known as a Part II Order request



SSMP Approach

The SSMP fulfills the requirements of Phases 1 and 2 of the EA process: need/opportunity has been established and a preferred solution for wastewater servicing has been identified (provision of municipal sewage collection and treatment for the existing settlement areas, with a portion available for allocation available for new development) and need for expansion of existing municipal water supply identified. The SSMP has also looked at the stormwater management and transportation implications and made preliminary recommendations.



SSMP – Potential Planning Scenarios for Sanitary Servicing

Scenario 1*: Planning based on full municipal services for existing residents and future development in both Hillsburgh and Erin Village (locally based sewage service).

Scenario 2: Planning based on providing municipal services for the existing residents and future development in Erin Village only.

Scenario 3: Planning based on municipal services for existing residents and future development in both Hillsburgh and Erin Village (Big Pipe Servicing**).

Scenario 4: Planning based on no municipal wastewater services in the Town.

*chosen as preferred option by previous council

** sewage collection system with “big pipe” to convey to willing host municipality for treatment and disposal



SSMP – Next Steps

In order to move forward, the SSMP recommends the completion of an EA that will assess the different alternative design concepts of the preferred solution:

- That existing development in Hillsburgh and Erin Village be serviced, and evaluate alternatives for allocating new development to one, or both existing settlement areas

Each of these alternatives will have different set of impacts, costs and implications that will in turn be evaluated to determine which combination best addresses the original problem statement and vision for Erin, while balancing all impacts.

Subsequent EA studies will also be required in order to address water supply improvements that would also be required in order to meet future demand.



MEA Class EA – Role and Responsibilities of Municipal Councils

Before a Class EA has been commenced:

- Municipal Council may in fact be the initiating force behind the commencement of a new EA study having determined a need or opportunity that can be addressed through the provision of new or enhanced municipal infrastructure
- Staff may identify the need, and should receive Council's formal endorsement to proceed with an EA study, knowing that in order to undertake the EA study and later to implement the project, an expenditure of capital will be required.



MEA Class EA – Role and Responsibilities of Municipal Councils

During the Class EA Process:

- A good working relationship between Council and Staff is necessary for a successful EA process;
- Regular Council briefings should be undertaken especially at key decision points to ensure that Council is fully apprised. Council members should not find themselves in a situation where they know less about a project than their constituents;
- By being up to date and remaining involved, Council has the ability to ensure that the EA study is being undertaken in a way that is in keeping with the overall vision for the municipality, budget issues and constraints.



MEA Class EA – Role and Responsibilities of Municipal Councils

After the EA Process:

- After an EA study has been completed, staff makes a presentation to Council and receives some form of endorsement to enable the Notice of Completion to be issued;
- Once the mandatory 30-public review period has ended and if no Part II Order requests have been submitted to the Minister, the municipality is free to implement the project, subject to obtaining any approvals, permits, licences etc. that may be required;
- An EA has a 10-year “lifespan” during which the project can proceed in accordance with the EA requirements.



MEA Class EA – Role and Responsibilities of Municipal Councils

Should Council be involved?

It is Council's choice, but there are advantages:

- To endorse/approve required capital expenditure;
- To remain apprised of the progress of the EA;
- To be able to discuss the project with constituents;
- To ensure that the process is a dialogue between staff, any consultants that may be retained and constituents; and
- To provide staff with the 'bigger' picture

How?

- By establishing a protocol with municipal staff to ensure regular updates, particularly at crucial decision making points during the study.



MEA Class EA – Role and Responsibilities of Municipal Councils

Can Council change the recommendations of the EA process? No:

- The outcome of an EA process is the “preferred alternative” which addresses the problem/issue or opportunity that served as the starting point for the EA;
- The preferred alternative is the result of having followed an established process, it's effectiveness has been demonstrated, it will incorporate an acceptable level of mitigation for the expected environmental impacts and will be within a capital and/or operating cost range that is acceptable to the municipality. In other words, it will have been assessed as the best amongst all the alternatives that were considered; and
- The implication of implementing a solution that is contrary to the EA process is to be out of compliance with the Environmental Assessment Act, and jeopardize the ability to obtain subsequent required environmental approvals.



Council's Questions

Next steps and timing of EA:

- A proponent driven process, no timelines enforced by EA process other than the 10-year "lifespan" of the Master Plan;
- No time limit between completion of SSMP and commencement of the project specific EA;

Performance vs. Prescriptive:

- No experience with a servicing EA proceeding in this manner, therefore this will be a learning experience.

“Go/No Go”

- EA process is not about whether to Go/No Go, but rather on how to Go. Completion of an EA does not bind a municipality to undertake the work.

Water Deficit

- Decision on whether to incorporate water supply with wastewater EA moving forward is Town's decision, and should be based on advice as to advantages/disadvantages of single EA or two EA studies



Additional Resources

Ministry website:

http://www.ene.gov.on.ca/environment/en/industry/assessment_and_approvals/environmental_assessments/index.htm

Municipal Engineers Association website:

www.municipalclassea.ca

Article prepared by the Auditor General of Ontario on Alternative Financing and Procurement as managed by Infrastructure Ontario:

http://www.auditor.on.ca/en/reports_en/en14/305en14.pdf

From the IO website:

<http://www.infrastructureontario.ca/Templates/Projects.aspx?id=2147485351&langtype=1033>

MOE Regional EA Coordinator:

Barb Slattery, 905-521-7864 Barbara.slattery@ontario.ca





**SERVICING AND SETTLEMENT MASTER PLAN
(SSMP)
NEXT STEPS**

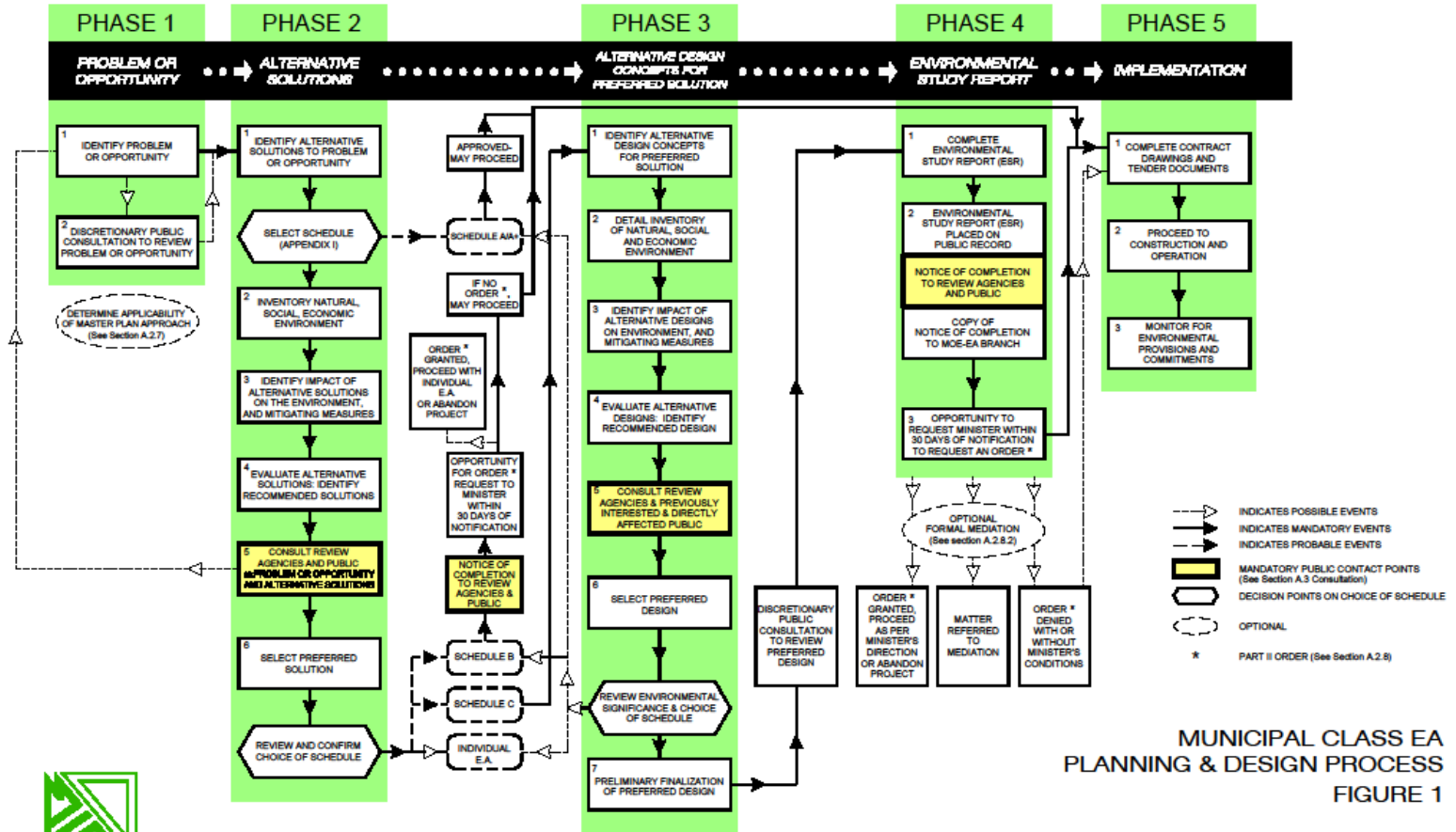
APRIL 7, 2015

MASTER PLAN APPROACH

- SSMP followed Approach #1 for Master Plans outlined in the Municipal Class Environmental Assessment (Class EA)
- SSMP was completed at a broad level of assessment that included identification of several options for water supply and storage and wastewater servicing
- The SSMP is the basis for, and will be used in support of, specific Schedule B and C projects identified within it
- More detailed investigations are required at the project specific level

MUNICIPAL CLASS EA PLANNING AND DESIGN PROCESS

NOTE: This flow chart is to be read in conjunction with Part A of the Municipal Class EA



MUNICIPAL CLASS EA PLANNING & DESIGN PROCESS
FIGURE 1



1. WATER CLASS EA

- Phase 1: Define the Problem or the Opportunity
 - This has been completed in the SSMP. Partial servicing limits operational and cost efficiency of the systems and inhibits redevelopment and future development
- Phase 2: Alternative Solutions
 - Identify Alternative Solutions to the Problem: SSMP identified 8 alternative solutions to address the water supply and storage deficiencies for existing and future development.
 - Select Schedule: All identified alternatives are Schedule B projects so continue with Phase 2.

Existing Development and Growth Scenarios	Identified Deficiency for Water Supply and/or Storage Without Bel-Erin	Class EA Project Schedule
Erin Village Existing Development	<ul style="list-style-type: none"> • Water supply deficit of 507 m3/day • No storage deficit 	Schedule B
Hillsburgh Existing Development	<ul style="list-style-type: none"> • Water supply deficit of 140 m3/day • Water storage deficit of 133 m3/day 	Schedule B Schedule B
Erin Village Existing Development and Growth of 250 New Homes	<ul style="list-style-type: none"> • Water supply deficit of 1524 m3/day • No storage deficit 	Schedule B
Hillsburgh Existing Development and Growth of 250 New Homes	<ul style="list-style-type: none"> • Water supply deficit of 567 m3/day • Water storage deficit of 429 m3/day 	Schedule B Schedule B
Erin Village Existing Development and Growth of 500 New Homes	<ul style="list-style-type: none"> • Water supply deficit of 2206 m3/day • Water storage deficit of 328 m3/day 	Schedule B Schedule B
Hillsburgh Existing Development and Growth of 500 New Homes	<ul style="list-style-type: none"> • Water supply deficit of 995 m3/day • Water storage deficit of 697 m3/day 	Schedule B Schedule B
Erin Village and Hillsburgh Existing Development with the Two Systems Connected Together	<ul style="list-style-type: none"> • Water supply deficit of 204 m3/day • No storage deficit 	Schedule B Schedule B to Connect the Two Systems
Erin Village and Hillsburgh Existing Development and Growth of 500 New Homes with the Two Systems Connected Together	<ul style="list-style-type: none"> • Water supply deficit of 1479 m3/day • Water storage deficit of 678 m3/day 	Schedule B Schedule B

Existing development includes all existing properties that are either connected or not connected to the existing municipal water systems

➤ Water Phase 2: Alternative Solutions cont'd

- Inventory Natural, Social and Economic Environment: SSMP completed this step. Some additional site specific inventories may be required.
- Evaluate Alternative Solutions and Identify Recommended Solution:
 - SSMP did not complete this step as Approach #1 of the Class EA Master Planning process was done at a broad level of assessment .
 - Typical tasks for this step of Phase 2 for a new water supply include locating potential sites, drilling test wells to determine where there is a source with adequate water quantity and quality, securing temporary Permits to Take Water for pump testing the test wells, completing raw water quality analysis, delineating the Well Head Protection Area (WHPA), etc.
 - SSMP identified general areas for the possible location of new water supplies.
 - Alternatives for water storage also require evaluation.
 - This evaluation is project specific and is too detailed for Approach #1 of a Master Plan.
 - This step of Phase 2 needs to be done in the proposed Water Class EA to ensure compliance with the EA Act and the Class EA.
- Consult Review Agencies and Public: SSMP completed this step for community design, form and function, identification of alternatives, etc. Additional public consultation will be required during evaluation of the 8 identified alternatives.

- Water Phase 2: Alternative Solutions Cont'd
 - Select Preferred Solution: SSMP identified that additional water supply and storage is required for existing and new growth. Water Class EA will identify the preferred solution upon completion of the alternative evaluation.
 - Review and Confirm Schedule Choice: To be completed during proposed Water Class EA
 - Notice of Completion: Issued for the SSMP. Water Class EA will require another Notice of Completion with a 30 day review period.
- Water Class EA complete at the end of Phase 2 as projects are Schedule B.

2. CLASS EA FOR WASTEWATER SERVICING

- SSMP completed Phase 2 of the wastewater component
 - Phase 1: Define the Problem or the Opportunity
 - This has been completed in the SSMP. Wastewater is treated exclusively by private wastewater treatment systems . Private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. There are limited facilities in the area accepting septage from private systems for treatment. The current servicing infrastructure is inadequate to meet future demand and lots sized to include septic systems will not allow for future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.
 - Phase 2: Alternative Solutions
 - Identify Alternative Solutions to the Problem: SSMP identified 4 future planning scenarios for wastewater services: servicing existing residents and future development in Hillsburgh and Erin Village using locally based sewage servicing, servicing existing and future development in Erin Village only, servicing existing residents and future development in Hillsburgh and Erin Village using the Big Pipe and no municipal wastewater servicing.

➤ Wastewater Phase 2: Alternative Solutions Cont'd

- Select Schedule: All alternatives relating to municipal wastewater servicing are Schedule C projects so continue with Phase 2.
 - Inventory Natural, Social and Economic Environment: SSMP completed this step. Some additional site specific investigations will be required for pumping station and treatment plant locations and some servicing corridors such as the rail trail.
 - Evaluate Alternative Solutions and Identify Recommended Solution: SSMP completed this step with the recommended solution being wastewater servicing for existing and future development in both Hillsburgh and Erin Village with locally based servicing. SSMP identified general areas for the possible location of facilities.
 - Consult Review Agencies and Public: SSMP completed this step for the 4 future wastewater servicing scenarios.
 - Select Preferred Solution: SSMP completed this step. Locally based wastewater servicing for existing and future development in Hillsburgh and Erin Village.
 - Review and Confirm Schedule Choice: SSMP confirmed a Schedule C project
 - Notice of Completion: Issued for the SSMP. Wastewater Class EA will require another Notice of Completion with a 30 day review period at the end of Phase 4.
- Move forward with Phase 3 – Alternative Design Concepts for Preferred Solution of the Class EA for wastewater
 - SSMP listed design alternatives for the wastewater collection and treatment systems that can be evaluated in Phase 3

Questions?????



Staff Report

Report #: 2015-02
Date: April-7-15
Submitted By: Sharon Marshall, Director of Finance
Subject: 2015 Insurance Renewal

Recommendations:

Be it resolved that Council receives the Director of Finance's report regarding the 2015 Insurance Renewal program.

And That Council accepts the recommendation to renew the Town of Erin's municipal insurance program with Frank Cowan Company Ltd. for the term of April 1, 2015 to March 31, 2016 for the annual premium of \$162,190. plus tax.

Background:

Frank Cowan Company has been the insurance provider for the Town of Erin since April 2009. Frank Cowan Company is one of the major municipal insurance providers in Ontario, in the very limited field of specialized municipal insurance programs. Our comprehensive package includes policies for Property, Liability, owned-Auto, Fleet, Excess Liability, and Council members' accident coverage.

Our policy is managed locally through Ostic Insurance Brokers Limited of Fergus.

Financial Impact:

The total cost of our insurance program last year was \$159,208 – including several in-year additions for property and vehicles. The increase in the 2015 premium over 2014 is \$2,982. – or +1.9%.

The 2015 Proposed Budget estimates include the allowance of +2.0% increase to premiums.

Consultation:

On March 18th, Steve Smith of Frank Cowan Co. and Tom Waind of Ostic Insurance, met with the Financial Analyst and I to review the 2015 proposal. Some small enhancements have

been included in the new program under the crime policy and data processing schedule. No substantial changes were recommended and no new coverage was added. Steve Smith, Regional Manager of Frank Cowan Co., will be attending the April 7th 2015 regular Council Meeting under the “Delegations” section of the Agenda to present the renewal Program and answer Council questions.

Communications Plan:

A copy of the “2015 Municipal Insurance Program” has been circulated with this Report.

Conclusion:

Frank Cowan Company Ltd. has continued to provide a complete, comprehensive municipal insurance package for the Town of Erin. We receive excellent service and advice from Cowan staff, especially Steve Smith, on a regular basis. Tom Waind and his staff in Fergus provide timely responses and assistance whenever called upon. I recommend that Council accepts the renewal Program from Frank Cowan Company as presented, for the April 1st 2015 to March 31st 2016 term. **In the Fall of 2015 and early Winter of 2016, the Finance Department staff will commit to undertake a full “Request for Quotations/Tendering” process for the 2016 renewal period.**

Appendices:

Frank Cowan Company 2015 Municipal Insurance Program Report



2015 Municipal Insurance Program

CORPORATION OF THE TOWN OF ERIN

Quotation for the Policy Term to April 1, 2015 to April 1, 2016

In Partnership with:

Mr. Tom Waind
Ostic Insurance Brokers Limited
210 St. Patrick Street West
Fergus, ON N1M 1L7

Prepared by:

Steve Smith, C.I.P., R.F.
Regional Manager

Ref 22815/rc 18 March 2015

Frank Cowan Company Limited
75 Main Street North
Princeton, ON N0J 1V0



About Frank Cowan Company

Frank Cowan Company is a leader in providing specialized insurance programs, including risk management and claims services for municipalities and public service, healthcare, education, community, children's and social service organizations across Canada. Proven industry knowledge, gained through over eight decades of partnering with insurance companies and independent brokers, gives Frank Cowan Company the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues.

Frank Cowan Company Limited is affiliated with Cowan Insurance Group Ltd., The Guarantee Company of North America and Millennium Credit Risk Management Limited through common ownership under Princeton Holdings Limited.

The Advantage of a Managing General Agent

Frank Cowan Company is a Managing General Agent (MGA) with the authority to write business on behalf of specific strategic insurers. MGAs are focused, specialized and dedicated to specific areas providing insurers with underwriting, claims, risk management and administrative services.

Risk Management

Frank Cowan Company believes that good risk management can go a long way in mitigating risk for your organization. We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize your exposure before potential incidents occur. Our highly trained risk management team offer their expertise in multiple ways: through site visits, loss control inspections, education sessions and consulting services.

Our continuous legislative reviews keep you fully informed of regulatory changes that could affect your liability and insurance coverage and our comprehensive Risk Management Centre of Excellence is an online hub of constantly updated articles, videos, checklists, tips and templates to help you implement industry best practices.

Frank Cowan Company is proud to launch a new and innovative Excellence in Municipal Risk Management Award. The award, valued at \$10,000, is open to every municipality in Canada and recognizes the advancement of the practice of risk management within the municipal sector

Claims Management

The Frank Cowan Company in-house team of experts have the depth of knowledge, experience and commitment to manage the complicated details of claims that may arise in specialized industries. Because we insure organizations of various sizes across Canada, we have a broad perspective on numerous issues that can help you at the local level.

In addition to direct claims handling, we also provide guidance and act as a resource to our clients on claims issues and inquiries. We plan for worst case scenarios so we're prepared to help if a claim occurs. That's why we created our Claims Disaster Management Plan. If you experience a serious claim involving your property, our Disaster Management Plan outlines services that could be available to you. These include help aligning contractors or other emergency resources, making claims funds available quickly and anything else we can do to assist you in helping your community recover and rebuild.





Excellence in Municipal Risk Management Award

Frank Cowan Company is pleased to announce the launch of the *Excellence in Municipal Risk Management Award* to recognize the advancement of the practice of risk management within the municipal sector.

The award will be presented annually to a Canadian municipality that has recognized a risk within their municipality's operations and has developed and successfully implemented a solution that will prevent harm or injury to its assets or to a third party. This risk management solution must also have the potential to be adopted by other municipalities.

Eligibility

The award is open to all Canadian municipalities

The solution:

- Must have the potential to be adopted by other municipalities
- Is cost-effective to implement
- Addresses a risk within the municipal sector

The municipality agrees to the documentation and sharing of the winning solution along with the use of the \$10,000 prize through the Frank Cowan Company Risk Management Centre of Excellence, social media posts, a press release as well as an awards presentation.

Award

An award in the amount of \$10,000 will be presented by Frank Cowan Company to the municipality that is awarded the annual *Excellence in Municipal Risk Management Award*. The award monies must be used to continue to fund the current or a future risk management initiative. The recipient will be asked to provide details regarding the use of the funds. The use of the funds will be publicly disclosed as referenced in the "Eligibility" section.

A plaque recognizing the municipality's advancement of the practice of risk management will be presented to Municipal Council by representatives of Frank Cowan Company.

Visit <http://www.frankcowan.com/news/article/new-10000-excellence-in-municipal-risk-management-award-unveiled-for-canada> for full award details and to download application

Your Insurance Coverage Highlights

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

Coverage Description	Deductibles	(\$). Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	\$20,000	15,000,000 Per Claim No Aggregate
Sewer Backup	\$20,000 Per Claimant	
Wrongful Dismissal (Legal Expense)	\$5,000	250,000 Per Claim 250,000 Aggregate
Forest Fire Expense		1,000,000 1,000,000 Aggregate
Errors & Omissions Liability (Claims Made Form)	\$10,000	15,000,000 Per Claim No Aggregate
Non-Owned Automobile Liability		15,000,000
Legal Liability for Damage to Hired Automobiles	\$1,000	250,000
Environmental Liability (Claims Made Form)	\$10,000	3,000,000 Per Claim 5,000,000 Aggregate

Automobile – Excess Liability

Coverage Description		Deductibles	(\$). Limit of Insurance
Underlying Policy	(\$). Underlying Limit		5,000,000
Owned Automobile	10,000,000		

Follow Form – Excess Liability

Coverage Description		Deductibles	(\$). Limit of Insurance
Underlying Policy	(\$). Underlying Limit		10,000,000
General Liability	15,000,000		
Errors & Omissions Liability	15,000,000		
Non-Owned Automobile	15,000,000		
Owned Automobile	15,000,000		

Total Limit of Liability (\$) 25,000,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Crime

Coverage Description	Deductibles	(\$ Limit of Insurance
Employee Dishonesty – Form A (Commercial Blanket Bond)		1,000,000
Loss Inside the Premises (Broad Form Money & Securities)		200,000
Loss Outside the Premises (Broad Form Money & Securities)		200,000
Money Orders and Counterfeit Paper Currency		200,000
Forgery or Alteration (Depositors Forgery)		1,000,000
Computer and Transfer Fraud (Including Voice Computer Toll Fraud)		200,000
Audit Expense		200,000

Accident

Coverage Description	Deductibles	(\$ Limit of Insurance
Board Members : Persons Insured – Mayor and Four Councillors		
Board Members Accidental Death & Dismemberment		250,000
Paralysis		500,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		300

Conflict of Interest

Coverage Description	Deductibles	(\$ Limit of Insurance
Legal Fees Expenses		100,000 Per claim No Aggregate

Legal Expense

Coverage Description	Deductibles	(\$ Limit of Insurance
Legal Defence Cost		100,000 250,000 Aggregate

SCHEDULE OF COVERAGE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BASIS OF LOSS SETTLEMENT APPLICABLE</u>	<u>LIMIT OR AMOUNT OF INSURANCE</u>
<u>RIDER NO. 1</u>			
1.	Blanket Amount on Property Insured including: - Reservoir 9555 Sideroad 17 Erin - Elevated Water Tank, W/S William Street Erin	Replacement Cost	\$ 34,837,800.
2.	The following property(ies) are specifically excluded from this policy: (a) Erin District High School portion of Centre 2000 Community Centre and Arena Building, 14 Boland Drive Erin (Insured Elsewhere) (b) Former Water Pump House (Decommissioned), S/S Kenneth Avenue, Erin		
3.	Limit on Valuable Papers:		500,000.
4.	Limit on Accounts Receivable:		500,000.
5.	Limit of Extra Expense Insured at Any One Location:		500,000.
6.	Rent or Rental Value Form:		500,000.
7.	It is understood and agreed that Item No.7 (a) under the Property All Risks Form, is amended to read as follows:		
	7. PERILS EXCLUDED: This Policy does not insure against loss or damage caused directly or indirectly by:		
	(a) snowslide, landslide, subsidence or other earth movement, but this exclusion does not apply to loss or damage to contents or to ensuing loss or damage which results from fire, explosion, smoke, leakage from fire protective equipment or leakage from a watermain;		
8.	Earthquake		

The insurance is hereby extended to include loss or damage caused by the peril of earthquake:

Each loss caused by earthquake shall constitute a single claim hereunder, provided that more than one earthquake shock occurring within a period of one hundred and sixty-eight (168) consecutive hours during the term of this policy shall be deemed a single earthquake within the meaning hereof. Notwithstanding the foregoing, the Insurer shall not be liable for any loss or damage caused by any earthquake shock occurring before this endorsement becomes effective nor for any loss or damage caused by any earthquake shock occurring after the expiration of this policy.

- Continued -

SCHEDULE OF COVERAGE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BASIS OF LOSS SETTLEMENT APPLICABLE</u>	<u>LIMIT OR AMOUNT OF INSURANCE</u>
<u>RIDER NO. 2</u>			
1.	Data Processing Insurance:		155,000.
<u>RIDER NO. 3</u>			
1.	Fine Arts Form: (Limit: \$1,000 any one item)		25,000.
<u>DEDUCTIBLE</u>			
	Applicable to Rider Nos. 1, 2 and 3	\$ 5,000.	
	Exceptions:		
	- Peril of Flood	\$ 25,000.	
	- Peril of Earthquake		
	- The deductible applicable to the Peril of Earthquake shall be the percentage (%) indicated of the value as established per the applicable basis of loss settlement. The deductible calculation is based only on insured property that has suffered earthquake damage.	3% or Minimum \$ 100,000.	
TOTAL AMOUNT OF INSURANCE			\$ 37,017,800.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown

Coverage Description	Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	\$5,000	50,000,000 Per Accident
Loss of Arena Revenues		1,000 Daily Indemnity 90,000 Total limit of loss
Extra Expense		500,000
Spoilage		50,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		500,000
Professional Fees		500,000
Denial of Access		2 Weeks
Errors and Omissions		100,000
Data Restoration		25,000
By-Law Cover		Included

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

Coverage Description	Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury		10,000,000
Property Damage		Included
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy
Direct Compensation – Property Damage		
*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.		
Loss or Damage**		
Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils	\$5,000	
Endorsements		
GCNA #4 - Fire Department Vehicles		Included
GCNA #5 - Notice of Cancellation		90 Days
GCNA #8 - Replacement Cost		Included
GCNA #9 - Blanket Coverage Endorsement		Included
#20 - Coverage for Transportation Endorsement		1,200
** This policy contains a partial payment of loss clause. A deductible applies for each claim except as stated in your policy.		

Prior Total Annual Premium
Term (Excluding Taxes Payable) 159,208

Total Annual Premium
(Excluding Taxes Payable) 162,190

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

The premium Quoted is subject to a 15% minimum retained.

Description of Coverage

General Liability Insurance

The Frank Cowan Company Municipal Program incorporates a comprehensive and broadly worded liability policy which was designed specifically to meet the needs of the Insured and their corresponding risks which are quite different and unique from other commercial risks that are insured under a Commercial General Liability (CGL) policy. When comparing forms of coverage, it is important to note that unless the coverage is specifically excluded, it is generally covered, subject to the terms and conditions of the policy.

- Liability coverage provided for Bodily Injury, Property Damage, and Personal Injury.
- Separate Limit of Liability applies.
- No Annual Aggregate limit is applicable (Products and Completed Operations Aggregate applies for limits in excess of \$25,000,000)
- Coverage is provided on an Occurrence basis.
- Broad form Definition of Insured applies, including: Councillors, Employees, Statutory Officers, Fire-fighters', Volunteers, Boards, Commissions, and Committees.
- Cross Liability
- Blanket Contractual
- Employers Liability
- Liquor Liability
- Products Liability
- Professional Liability including Malpractice
- Tenants Legal Liability – Broad Form
- Watercraft Liability
- Coverage applies Worldwide.
- Wrongful Dismissal legal expense coverage is provided only if a specific amount is shown for this coverage in the Schedule of Coverage.
- Forest Fire Expense coverage is provided only if a specific amount is shown for this coverage in the Schedule of Coverage
- No exclusion for sexual, physical or mental abuse applies to the entity.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Errors and Omissions Liability Insurance

This is a claims-made policy that protects the Insured from liability imposed upon it by a court of civil law for compensatory damages because of a wrongful act causing financial loss to a third party.

Claims for Wrongful Acts causing financial loss to a third party can range from, but are not limited to, negligence in building inspection, zoning, planning, passing by-laws, failing to enforce by-laws, misrepresentation, abuse of power and acting in bad faith.

- Insures against liability imposed upon it by a court of Civil Law for compensatory damages because of an error, omission or negligent act arising from professional services.
- Separate Limit of Liability applies.
- No Annual Aggregate limit is applicable.
- Broad Form definition of Insured applies, including: Councilors, Employees, Statutory Officers, Firefighters', Volunteers, Boards, Commissions and Committees.
- Coverage applies Worldwide.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply

Non-Owned Automobile Liability Insurance

- Provides legal liability protection against claims arising out of accidents involving vehicles not owned by the Insured but being operated on their behalf. Coverage is provided as per the Statutory Non-Owned Automobile policy.
- Physical Damage insures the legal liability of the Insured for damage to vehicles not owned by them.
- This stand-alone policy includes the standard Non-Owned Automobile endorsements S.E.F. 96 and S.E.F. 99 into the base wording.
- The definition of "Additional Insured" is broadened to include:
 - Council, Commission or Committee Members of the "Named Insured";
 - Trustees, Board Members, Directors, Partners or Executive Officers created by the "Named Insured's" charter, constitution, by-laws or any other similar governing document;
 - Employees or volunteers;

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Environmental Liability Insurance

This is a claims-made policy that protects the Insured from environmental liability for claims because of bodily injury, property damage and the prevention, control, repair, clean-up or restoration of environmental impairment. Frank Cowan Company's comprehensive wording, among other things, does not limit an Insured to claims arising from a sudden and accidental event.

- Separate limits of liability apply specifically to this coverage including a Limit per Occurrence and an Annual Aggregate Limit.
- Broad form definition of Insured applies, including: Councillors, Employees, Statutory Officers, Firefighters', Volunteers, Boards, Commissions, and Committees.
- Broad definition of Environmental Impairment applies.
- Coverage is included for sudden and accidental events and for liability resulting from events that occur gradually and over a period of time (i.e. not limited to sudden and accidental claims).
- Coverage is included for liability arising out of the escape of contaminants from properties previously owned, leased or operated by the Insured.
- Coverage is included for impairment caused by owned watercraft.
- Coverage applies Worldwide.
- No exclusion for landfill sites, open or closed.
- No exclusion for fuel tanks, above or underground.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Crime Insurance

Coverage is provided only if a specific amount is shown in the Schedule of Coverage

No deductible applies unless specified in the Schedule of Coverage.

Comprehensive Dishonesty, Disappearance and Destruction policy includes (if specified on the Highlights of Coverage):

- Employee Dishonesty – Form A Commercial Blanket Bond
 - Insures the loss of money, securities or other property sustained through the fraudulent or dishonest acts of any of the Insured's Employees and Board Members.
- Money Orders and Counterfeit Paper Currency
 - Provides coverage when Insured accepts false post office or express company money orders or counterfeit Canadian or U.S. currency.
- Forgery and Alteration
 - Provides coverage when there is a forgery or alteration to a financial instrument (cheque, draft or promissory note).
- Audit Expense
 - The audit expense coverage provides for the reimbursement of reasonable expenses incurred by the Insured to prepare proof of a valid loss under the policy.
- Loss Inside and Loss Outside the premises (Broad Form Money & Securities)
 - Insures loss of monies and securities sustained by the Insured by the actual destruction, disappearance or wrongful abstraction thereof.
- Computer and Transfer Fraud (Including Voice Computer Toll Fraud)
 - Insures against theft of money, securities or property by using a computer to transfer covered from the insured to another person or place.
 - Includes charges incurred for telephone long-distance toll-calls as a direct result of code or password.
- Loss Sustained by Client (Third Party Bond)
 - Extends coverage to a third party or client of the Insured from loss of money, securities or other property resulting from fraudulent or dishonest acts of an employee.

The definition of "messenger" is also extended to include persons not compensated.

The definition of "employee" is extended to include all persons holding positions in the Insured's service that are not compensated, and includes Members of Council, Members of all Boards, Commissions and Committees appointed by and under Council's jurisdiction.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Board Members' Accident Insurance

This policy provides accident insurance coverage for the benefit of the Council Members.

- Coverage applies while the individual is acting within the scope of their duties, including all travel required.
- Aggregate limit applies when more than one Board Member is involved in the same accident.
- Coverage applies to Insured Persons under the age of 80 years
- Coverage is not limited to "authorized" travel only.
- Weekly indemnity for Total Loss of Time is payable for 52 weeks (own occupation). Coverage extends for permanent disability (every occupation).
- A schedule of Dismemberment Benefits and a schedule of Elective Benefits is provided and payable as set out in the policy.
- Accident Reimbursement up to \$ 15,000.
- Dental Expenses are included up to \$ 5,000.
- Occupational Retraining Expenses are included up to \$ 15,000.
- Repatriation Expenses are included up to \$ 15,000.
- Dependent Children's Education is included up to \$ 10,000.
- Dependent Children's Day Care is included up to \$ 10,000.
- Spousal Occupational Training included up to \$ 15,000.
- Transportation/Accommodation expenses included up to \$ 1,500.
- Home Alteration and Vehicle Modification expenses up to \$ 15,000.
- Seat Belt Dividend up to \$ 25,000.
- Funeral expenses are included up to \$ 10,000.
- Identification Benefit up to \$ 5,000.
- Eyeglasses, Contact Lenses & Hearing Aids up to \$ 3,000.
- Convalescence Benefit
- Workplace Modification Benefit up to \$ 5,000.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Conflict of Interest Insurance

This policy provides for the reimbursement of legal fees and expenses incurred by the elected or appointed members of Council who are charged under the Municipal Conflict of Interest Act (or other similar provisions of other Provincial legislation) provided that a court finds:

- (1) there has been no contravention, or
 - (2) contravention has occurred by reason of inadvertence, remoteness, or insignificance, or
 - (3) contravention has occurred by reason of a bona fide error in judgement.
- Coverage is provided in respect of each individual Insured's claim to the maximum limit specified in the Summary of Coverage pages.
 - Separate limit of insurance applies to this coverage.
 - No annual aggregate limit applies.
 - Coverage is extended to include any member of a Board, Commission, or Committee of the Insured as defined in the applicable legislation.
 - Coverage is also included for any subsequent proceedings under this Act.
 - The Insured selects and instructs legal counsel with no intervention by the insurer.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Legal Expense Insurance

This policy provides for payments as costs are incurred (up to Limit of Insurance and Aggregate Limit) of legal defence costs incurred by the insured for:

- Provincial statute or regulation;
- Criminal code coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared;
- Civil action for failure to comply under privacy legislation;
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees

In addition to the Base Coverage, coverage is included for:

- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.

Optional Coverages may include the following (if specified on the Highlights of Coverage):

- Contract Disputes and Debt Recovery;
- Statutory Licence Protection;
- Property Protection;
- Tax Protection.

Appeals

Legal costs for appeals are covered for Legal Defence Costs and any Optional Coverage purchased.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Property Insurance

This policy provides "All Risk" coverage to protect the Insured's assets from direct physical loss or damage.

- Property of Every Description - No Co-Insurance
- Blanket Amount on Insured Property (if specified on the Highlights of Coverage)
Insured will not be jeopardized should the value of an asset be undervalued in the schedule and suffer a total loss. Rather, the Insured will enjoy the protection of the blanket limit of all assets combined.
- Insured is not required to provide a signed statement of values and policy does not contain a stated amount clause
- Debris Removal includes First Party Pollution Clean-up on site
- Flood and Earthquake (if specified on the Highlights of Coverage)
- By Laws - Increased Cost of Construction
- By Laws - Removal of Undamaged Portion
- Replacement Cost (if specified on the Highlights of Coverage)
- Replacement On Same Site not required
- Automatic Coverage for newly acquired property
- Professional and Auditors Fees
- Expediting Expense
- Transit included
- Worldwide coverage
- Permission is granted to make additions, alterations and repairs, for property to remain vacant, for unrestricted use of the property and to keep and use such materials as are usual to the Insured's business
- Single Deductible when the Insured suffers a Property and Automobile loss
- Sewer back-up coverage is included.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply

Equipment Breakdown Insurance

- Broad Form Coverage provided
- Insures for sudden and accidental breakdown to boilers, pressure vessels, mechanical and electrical objects and electronic equipment.
- Direct Damage - Repair or Replacement including By-Laws.
- Breakdowns insured would include cracking, bulging, burning, explosion, mechanical breakdown and electrical burnout.
- Insures both damage to equipment and to other property, resulting from these types of breakdowns. Separate Equipment Breakdown insurance is necessary, because Property policies normally exclude these types of loss.
- The basis of recovery from an insured loss is repair or replacement cost. This eliminates the depreciation factor.
- Broad Form Definition of Accident provided.
- Provides sudden and accidental breakdown to production machinery.
- New locations automatically covered.
- Newly installed objects are covered.
- Inspection and Certification Service is provided as required by law.

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Automobile Insurance

- Coverage is provided for Third Party Liability for Bodily Injury and Property Damage arising from the use or operation of all licenced vehicles owned and/or leased by the Insured.
- Direct Compensation - Property Damage (to the extent not at-fault) for damage to owned vehicles provided as per Statute.
- Standard Statutory Accident Benefits provided as per Statute.
- Optional Increased Accident Benefits Coverages Available upon request including Income Replacement; Caregiver, Housekeeping & Home Maintenance; Medical & Rehabilitation; Attendant Care; Enhanced Medical Rehabilitation & Attendant Care; Death & Funeral; Dependant Care; Indexation Benefit (Consumer Price Index) – Ontario
- Physical Damage Deductibles (if shown on the Schedule of Coverage).
- Insures all licenced vehicles owned and/or leased by the Insured for physical damage (if shown on the Schedule of Coverage).
- Replacement Cost coverage provided on specified vehicles (Thus no deduction for depreciation for repairs or replacement of vehicles). On a total loss, the Insured has the option of purchasing a new vehicle, or accepting a cash settlement for the amount it would cost to purchase a new vehicle.
- On a partial loss, repair estimates are calculated by using all new parts to repair damage.
- Valued coverage (#19A) can be provided on specified vehicles, usually those that are obsolete, would not be replaced, or would be replaced with a used vehicle.
- Actual Cash Value (ACV) coverage is provided on specified vehicles.
- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.
- For a list of vehicles, refer to Exhibit "B"

Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

Complimentary Value-Added Services

Risk Management

Risk management is important to mitigating risk, reducing claims and money spent on litigation and premiums. We are a leader in specialized risk management and will work relentlessly to ensure your municipality is the safest it can possibly be.

Risk Management Centre of Excellence

An online resource library dedicated to sharing information and tools to help you manage your risk.

Snowman

Monitor and track the weather via Snowman, a web-based weather monitoring platform. Free access to forecasting by Environment Canada with reporting and verifications to assist with documenting actions as they relate to the weather.

<http://excellence.frankcowan.com>

Contractual Reviews

We offer valuable feedback and insight on the suitability and effectiveness of liability provisions and insurance clauses in your contracts and agreements.

Risk Inspections

Our inspections review properties and operations for potential liabilities and provide extensive detail and documentation.

Claims

Frank Cowan Company is proud to deliver exceptional claims management services. Our team of in-house professionals understand that it's not easy to go through the claims process. Our promise is to be with you every step of the way, looking out for your best interests.

Guidewire ClaimCenter® Claims Management

View the status of your open claims and claims history. Experience increased efficiency and see trends in claims data. Couple this with strong claims and risk management and your organization will be better prepared to help mitigate and manage future incidents.

Municipal Expertise

Our experience and expertise is second to none. We are here to help support you as you navigate through tough issues and decisions. Together we will make decisions that are best for your organization

Advocacy

Frank Cowan Company reaches out to associations, partners and government officials to advocate on behalf of municipalities. We believe in getting involved in matters like helping to reform joint and several liability. We have recently met with the Ministry of the Attorney General who, based in part by a meeting we initiated at OGRA 2013, have formed a working group and are driving towards a solution.

Educational Seminars

We provide ongoing training seminars for our municipal clients and are pleased to develop customized seminars

Policy and Procedural Audits*

We audit systems and processes to reduce potential losses and focus on documentation, reporting and consistency with accepted standards and practices.

*On qualified accounts.

Claims History Analysis and Review*

We provide claims history reviews with professional suggestions to help eliminate risk sources.

*On qualified accounts.

Legislative Reviews

We monitor new legislation and amendments to existing legislation that may have an impact on your municipal operations. We identify changes and then work with you to modify your current risk management program.

Claims Disaster Management Plan

We have a robust claims department dedicated to handling claims for our clients. If an event causes catastrophic insured damage to your property, in support of your solid emergency preparedness and response plans, we will be there to assist you as you assist those in need.

Industry Relationships

As a Frank Cowan Company client, you will benefit from our affiliations with trusted service providers such as lawyers, adjusters and other public sector industry specialists.

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	75,812	77,708
Errors and Omissions Liability	11,501	11,501
Non-Owned Automobile Liability	200	200
Environmental Liability	9,393	9,393
Crime	1,000	1,000
Board Members Accident	310	310
Conflict of Interest	300	300
Legal Expense	1,650	1,650
Property		
Property / Data Processing	29,407	29,998
Equipment Breakdown	3,631	3,800
Automobile		
Owned Automobile	20,958	21,171
Excess		
Excess Automobile	474	496
Follow Form Excess Liability	4,572	4,663
<u>Total Annual Premium</u>	\$ 159,208	\$ 162,190
(Excluding Taxes Payable)		

Claims Exhibit

IMPORTANT: This claims report is prepared by Frank Cowan Company for the sole and exclusive use of Frank Cowan Company, the Insured and, where applicable, their broker and may not be relied upon by any other party. By receipt of this information the Insured and their broker acknowledge their responsibility for keeping this information *strictly confidential*. Neither Frank Cowan Company nor its representatives shall be liable, either directly or indirectly, for any loss, damage, injury or costs suffered or incurred by the Insured or any other party arising or alleged to have arisen by the reliance on this report, outside of Frank Cowan Company. Frank Cowan Company is not responsible for any changes or alterations to this report from its original form or content. Please be advised that deductibles indicated for sewer backup claims are on a per claimant basis. Therefore, if there are sewer backup claims in this report, you could be responsible for multiple deductibles for those claims, up to the number of claimants. For further information, please refer to your policy.

WARNING: Claim reserves by their nature are estimates only and are subject to change. Casualty claims can be complex and can take many years to reach resolution. Over that time it is not unusual for claims costs to escalate, sometimes dramatically, from current estimates. Further, for many reasons liability claims are often reported after a policy year has ended - sometimes years later. Therefore, this report is likely not a complete or final view of the ultimate incurred claims for this Insured.

Classification of Claim		Year	Number	Incurred Amount *	
1.	Liability				
		2009-2010	1		0
		2010-2011	5		110,015
		2011-2012	0		0
		2012-2013	2		0
		2013-2014	5		110,100
		2014-2015	0		0
		TOTAL	13	\$	220,115
2.	Automobile				
		2009-2010	0		0
		2010-2011	0		0
		2011-2012	0		0
		2012-2013	0		0
		2013-2014	1		2,072
		2014-2015	0		0
		TOTAL	1	\$	2,072

Classification of Claim		Year	Number	Incurred Amount *	
3.	Property Buildings/Contents				
		2009-2010	0		0
		2010-2011	0		0
		2011-2012	0		0
		2012-2013	1		25,421
		2013-2014	1		1,505
		2014-2015	0		0
		TOTAL	2	\$	26,926

* INCURRED AMOUNT - Includes all payments plus outstanding reserves plus expenses, less any deductible applying.

EXHIBIT "A"**Estimate of Values**

The information contained herein is confidential, commercial, financial, scientific and/or technical information that is proprietary to Frank Cowan Company and cannot be disclosed to others. Any such disclosure could reasonably be expected to result in significant prejudice to the competitive position of Frank Cowan Company, significant interference with its competitive position and/or cause it undue loss.



Staff Report

Report #: 2015-05R

Date: April-7-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: 2015 Spring Street Sweeping

Recommendations:

Be It Resolved that council receive the report of the road superintendent regarding spring street sweeping.

And That Council accept the quotation of Mobil Sweeping 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.

Background:

The Town of Erin has engaged the services of Mobil Sweeping to complete annual spring street sweeping in the entire Town of Erin for the last 5 years. The contractor has provided good service, reliable equipment and competent operators and supervision who work in an efficient and timely manner.

The actual annual cost incurred fluctuates with the length of time taken to complete the sweeping which is directly related to the volume of sand being picked up. Traditionally the work commences as soon as weather conditions permit and equipment becomes available. Work is completed before the May long weekend.

Sweeping has been permitted 24 hrs per day. Sweeping was co-ordinated such that areas without homes was completed in the overnight hours (after 10 pm). Such areas are the Industrial subdivision at the north end of the Village of Erin, Pioneer Drive, Guiderails, Centre 2000, bridges, etc.

A quotation was requested and received from MOBIL Sweeping for the provision of sweepers for the 2015 spring sweeping. A copy of the quotation has been attached.

Financial Impact:

The cost associated with the spring sweeping will be within the 2015 budget request for street sweeping.

Consultation:

Roads Foreman and Operators
Finance department.

Communications Plan:

N/A

Conclusion:

The Town of Erin accepts the quote of MOBIL Sweeping for \$ 86.00 per hour plus applicable taxes) for the supply and operation of street sweepers. The Town of Erin will be responsible for supplying the necessary fuel.

Appendices:

Attachment 1 – MOBIL Sweeping Quote



35 Bayview Court, London ON N5W 5W4
 Tel: 519 453 5020 Fax: 519 453 7120
1 866 202 2288 (Toll Free)
murray@mobilsweeping.ca/tracy@mobilsweeping.ca

Large company resources with Family Values....since 1979

Request for Street Sweeping

March 4, 2015

ATTENTION: Larry Van Wyck
 Site/Project: Town of Erin

We are pleased to submit the following quotation for the Power Sweeping of your town. We can maintain the price of last year of \$86.00 per hour. This price is excluding the cost of fuel as you supply our fuel, as per our conversation.

Please advise if you require any more information. We look forward to hearing from you.

Tracy Root

It will come as no surprise to anyone that the increases in petroleum based products and now a new Environmental Handling Charge (please visit the web site stewardshipontario.com) are becoming a burden to all. As we continue to strive to provide our quality service to both existing and new customers, we do need to cover some of these growing costs. An EHC of \$7.75 will be added to each invoice. **Please contact us if you have any questions or concerns.**

Proudly ... Family owned & operated since 1979 - Servicing Southwestern Ontario

"A Clean Sweep Every Time"



Staff Report

Report #: 2015-03R

Date: April-7-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: OSIM Structural Inspections

Recommendations:

Be it resolved that Council accepts the proposal of AECOM for OSIM Structure re-inspections for a fee of \$20,800.00 plus applicable taxes.

Background:

The Town of Erin is developing a comprehensive asset management plan in accordance with the Province of Ontario's Municipal Infrastructure Investment Initiative.

A portion of the asset management plan is to complete an inventory and condition assessment of certain assets owned by the municipality. Municipal bridges are included among the assets to be inventoried and condition assessed.

Legislation requires municipalities to undertake regular structure re-inspections every two years in accordance with the Ontario Structure Inspection Manual under the direction of a professional engineer.

The Town of Erin solicited a proposal from the firm (AECOM) which completed the last two structural inspections in 2010 and 2013. The price to complete the 2015 inspections has increase \$ 400.00 from the 2013 inspections. Communications have taken place to ensure that the necessary data will be captured along with the necessary analysis of this data for incorporation into the Town of Erin's Comprehensive Asset Management Plan.

It is recommended that the Town of Erin proceed with AECOM in order to take advantage of the existing digital inventory information available to this firm and their wealth of Structural Engineering experience.

It is recommended that structural assessments be completed in late April or early May following the spring freshet once the footings become visible.

Financial Impact:

\$35,000.00 has been earmarked in the 2015 budget for this initiative.

Consultation:

The Road Superintendent has consulted with the CAO, Manager of Finance and the Financial Analyst .

Communications Plan:

Information is to be conveyed through regular council meetings. Council will be provided a completed report.

Conclusion:

Every municipality in the Province is completing asset management plans with a due date of August 21, 2015.

The number of qualified consultants and their availability limits the options available to the Town of Erin.

In order to minimize the expense by capitalizing on the existing digital inventory, to take advantage of the extensive experience of AECOM and finally to ensure the work is completed in a timely manner. It is recommended that the Town of Erin authorize AECOM to complete the Bi-Annual OSIM Structural inspections as outlined on the proposal attached.

Awarding this work in this manner deviates from the Town of Erin's procurement policy as three quotations are required and have not been obtained.

In order for another consultant to complete the necessary inspections it would be necessary to first replicate the existing bridge inventory and historical inspection information, requiring both additional cost and time to complete.

It is requested that council endorse this deviation from the Town of Erin's purchasing and procurement policy to minimize the expense of completing the required bi-annual inspections.

Appendices:

1. Appendix "A" - Proposal dated February 17, 2015 from AECOM



AECOM
50 Sportsworld Crossing Road, Suite 290 519.650.5313 tel
Kitchener, ON, Canada N2P 0A4 519.650.3424 fax
www.aecom.com

February 17, 2015

Larry Van Wyck
Road Superintendent
Town of Erin
5684 Trafalgar Rd.
R.R. #2
Hillsburgh, ON N0B 1Z0

Dear Mr. Van Wyck:

Regarding: OSIM Structure Re-inspections - 2015

We are pleased to submit our Work Plan for the inspection and appraisal of bridge and culverts in the Town of Erin. In 2013, we inspected and appraised 12 bridges and 37 culverts on the Town's road system and prepared a summary report on the study findings. Legislation introduced in 1997 requires municipalities to undertake regular structure re-inspections (every 2 years) in accordance with the Ontario Structure Inspection Manual (OSIM), or equivalent under the direction of a professional engineer.

Our proposed work plan for the 2015 re-inspections is as noted herein.

Description of Project

The re-inspection program is intended to assess the condition of 12 Bridges and 37 Culverts in 2013 in the Town of Erin and to provide updated OSIM reports with recommendations and costing for the required bridge repairs and/or replacements.

Scope of Services

AECOM will perform professional services for the following work program in connection with the project:

- **Data Collection and Review** – Collect, review and analyze existing OSIM forms, interim works and detailed investigations performed since the previous inspection relevant to the bridges and culverts.
- **Site Inspections** – Carry out a close-up visual inspection of the existing 49 structures.
- **Photographs** – Colour photographs will be taken of the bridge elevation, deck surface and special features and problem areas, for record purposes.
- **Inspection Forms** – Updating and completion of inspection forms for each structure, including recommendations for engineering investigations, repairs and/or replacements.

- **Structural Assessment** – Complete a structural review of the bridges and culverts, based on the existing reference information available and field observations. It is noted that the evaluation will be based on a visual assessment relative to the existing load postings.
- **Summary Report** – Prepare a report summarizing the results of the inspections, structure priorities, recommendations and estimates.

Based on the foregoing, deliverables from AECOM Canada Limited will consist of the following:

- One (1) copy of a Summary Report summarizing inspection findings, evaluations, repairs, preliminary cost estimates and structure prioritization.
- Three (3) copies of the updated OSIM forms, including colour photographs.

AECOM will perform all professional services in accordance with the standard of care customarily observed by professional consulting firms performing similar services at the same time and location. The standard of care will include adherence to all applicable published standards of the profession and laws, regulations, by-laws, building codes and governmental rules. In no event, however, will AECOM be liable for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.

Project Schedule

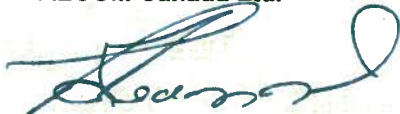
The field work will commence in late April or May depending on weather conditions. It is agreed and understood that all necessary and relevant background information, documents, plans and reports in the possession of the Owner will be forwarded to AECOM Canada Limited within a reasonable time period.

The final inspection reports will be submitted on or before August 21 of 2015.

Fees and Disbursements

AECOM Canada Limited agrees to perform all project work identified herein for a fee of \$20,800.00. Charges related to the Harmonized Sales Tax are additional. Please feel free to contact Scott Davis if you have any questions.

Sincerely,
 AECOM Canada Ltd.



Chris Redmond, P.Eng.
 Senior Vice-President
 Chris.Redmond@aecom.com



Scott Davis, M.A.Sc., P. Eng.
 Manager, Roads and Engineering
Scott.Davis@aecom.com

SD:cbl
 cc: File



Staff Report

Report #: 2015-06R
Date: April-7-15
Submitted By: Larry Van Wyck, Road Superintendent
Subject: Station Road Environmental Assessment Update

Recommendations:

Be it resolved that council receive the Station Road Environmental Assessment update report of the road superintendent.

Background:

Triton Engineering Services has been engaged to complete the required environmental assessment. The progress to date is as follows:

- The Town/Triton obtained approvals from landowners within the Project Study Area for property access to start the required Ecological studies
- A Winter Wildlife survey was completed in February
- Spring Wildlife Surveys to commence within the next month
- Some legal research is underway regarding property rights
- A Cultural-Heritage Report (CHER) and Heritage Impact Assessment (HIA) have been completed for the bridge structure. A CHER and HIA is currently underway for the Dam structure.
- A Stage 1 Archaeological Assessment for the dam and bridge was completed. A stage 2 Archaeological Study is required and will be completed by spring 2015.
- The next steps are to determine the Alternatives from the Towns standpoint

Financial Impact:

For information only.

Consultation:

Consistent with the requirements of the Schedule B Municipal Class Environmental Assessment

Communications Plan:

Information will be posted on the Town's website following receipt of this report by council.

Conclusion:

The Town of Erin council receive the report of the Road Superintendent updating work completed to this point on the Station Road Environmental Assessment.

Appendices:

N/A

ERIN FIRE & EMERGENCY SERVICES

Monthly Fire Report



REPORT MONTH:		FEBRUARY 2015											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly
FIRE:	Type not specified:												
	Structure:	1	1		\$20,000	1	1		\$100,000	1	1		\$0
	Vehicular:		1			1	1		\$25,000				
	Grass, Rubbish, etc:												
	Other:	1	3		\$0			1					
		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD	
Medical Assist:		4	13	7		5	8	4		1	1		
Motor Vehicle Collision:		1	6	3		2	3	2		2	4	5	
Erin/Hillsburgh Assist		2	2			1	1						
Mutual Aid:				1			1	2					
C.O. Calls:		1	1	1		1	3						
False Alarms:													
Alarm Activation:		1	1	1		1	2						
Standby/Assist to Other Depts:													
Burning Complaints:													
Incorrect Pages:				2		1	1						
Other:		1	2	3				2				1	
TOTALS:		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD	
		12	30	18		13	21	11		4	6	6	
Estimated Total \$ Loss Due to Fire:		\$2,000	\$22,000	\$0		\$125,000	\$125,000	\$0		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief



Staff Report

Report #: 2015-03C

Date: April-7-15

Submitted By: Dina Lundy, Clerk

Subject: 2014 Election Candidates – Notices of Default

Recommendations:

Be it resolved that Council receives the Clerk's report 2015-03C regarding candidates in the 2014 Election that are in default of the Municipal Elections Act, 1998 due to failing to file documents with the Clerk by the relevant date as required by Section 78.

Background:

Under the Municipal Elections Act (Section 78(6)), the Clerk is required to send notice to candidates regarding financial statement and filing requirements and penalties under the Act at least 30 days prior to the filing date. Notice was sent to all candidates by registered mail on September 16, 2014. A follow up email was sent on February 2, 2015 to remind candidates of the notice that was sent out, and the filing date of March 27, 2015 at 2:00pm. The Clerk is also required under section 80 (3) to notify the candidate and the Council in writing that a default has occurred. At the time of writing this report, two candidates have not completed this requirement and as such are in default of the Act. Notices of default were sent to the individuals in default by registered mail on March 30, 2015, and have been included as appendices to this report.

As candidates that have not been elected to office, until the next regular election has taken place, they are ineligible to be elected or appointed to any office to which the Municipal Elections Act applies.

Financial Impact:

N/A

Consultation:

Municipal Elections Act, 1996

Communications Plan:

Council report and financial statements posted on the Town's website.

Conclusion:

That Council receives the Clerk's report as notification that candidates Shawn Wilson and Christopher Naraysingh in the 2014 Municipal Election have failed to file their financial statements as required under the Municipal Elections Act, 1996.

Appendices:

Notices of Default

NOTICE OF DEFAULT*Municipal Elections Act, 1996 (s. 80 (3))*

TO:

Shawn Wilson (Name of Candidate) 208 Main Street, Erin ON (Address)	/	Councillor (Office) N0B 1T0 (Postal Code)
--	---	--

FROM:

The Clerk, or designated election official of The Corporation of the Town of Erin (Name of Municipality)

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because:

A. You failed to file documents with the Municipal Clerk as required by Section 78 of the Municipal Elections Act 1996 on or before the relevant date, or
B. You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 79 of the Municipal Elections Act, 1996, or
C. A document filed under Section 78 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 of that Act.

- (I) If this notice indicates that you have failed to file a document required by Section 78 or 79.1 of the Municipal Elections Act, the following provisions and penalties apply:
- TO A SUCCESSFUL CANDIDATE
- (i) you forfeit any office to which you were elected and the office shall be deemed to be vacant
- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.
- OR
- TO AN UNSUCCESSFUL CANDIDATE
- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

Notice of Penalties

Sections 91 and 92 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

91. (1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,
- (a) any office to which the person was elected is forfeited and becomes vacant; and
- (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception

- (2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1) (b) does not apply.
92. (3) If the expenses incurred by or on behalf of a candidate exceed the amount determined for the office under section 76, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.
- (5) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 80 (2) if he or she,
- (a) files a document under section 78 or 79.1 that is incorrect or otherwise does not comply with that section; or
- (b) incurs expenses that exceed what is permitted under section 76.

March 30/2015
Date


Municipal Clerk or designate

NOTICE OF DEFAULT*Municipal Elections Act, 1996 (s. 80 (3))*

TO:

Christopher Naraysingh (Name of Candidate)	/	Councillor (Office)
44 Delarmbro Drive, Erin, ON (Address)		N0B 1T0 (Postal Code)

FROM:

The Clerk, or designated election official of The Corporation of the Town of Erin (Name of Municipality)

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because:

A. You failed to file documents with the Municipal Clerk as required by Section 78 of the Municipal Elections Act 1996 on or before the relevant date, or
B. You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 79 of the Municipal Elections Act, 1996, or
C. A document filed under Section 78 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 of that Act.

- (I) If this notice indicates that you have failed to file a document required by Section 78 or 79.1 of the Municipal Elections Act, the following provisions and penalties apply:
- TO A SUCCESSFUL CANDIDATE
- (i) you forfeit any office to which you were elected and the office shall be deemed to be vacant
- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.
- OR
- TO AN UNSUCCESSFUL CANDIDATE
- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

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- (a) any office to which the person was elected is forfeited and becomes vacant; and
- (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception

- (2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1) (b) does not apply.
92. (3) If the expenses incurred by or on behalf of a candidate exceed the amount determined for the office under section 76, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.
- (5) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 80 (2) if he or she,
- (a) files a document under section 78 or 79.1 that is incorrect or otherwise does not comply with that section; or
- (b) incurs expenses that exceed what is permitted under section 76.

March 30/2015
Date


Municipal Clerk or designate



Staff Report

Report #: 2015- 003 EcDev
Date: April-7-15
Submitted By: **Bob Cheetham**
Subject: **Town of Erin Logo**

Recommendations:

Be it resolved that the Town of Erin Council supports the use of the logo as attached and depicted on the Town of Erin website as the Town of Erin's official logo.

Background:

The Town of Erin has used three different visuals as a logo for marketing and promotional purposes. The Town has an official corporate insignia as identified on all vehicles, letterhead, business cards and pins. In addition the Town has used the Town's entrance sign as a visual with the words "Welcome to the Town of Erin." More recently, the Town has a new website where the Logo used is a cleaner, more simplified depiction of a singular shamrock and the words "Town of Erin" captured within a framed heritage style frame.

For purposes of promotion and marketing, the Town needs to decide on one logo that it intends to use on a consistent basis moving forward. The corporate insignia is just that and should remain the corporate identifier of the town. The visual of the entry sign is a pleasing picture, however, a logo seldom, if ever says "Welcome To."

Financial Impact:

No Financial impact

Consultation:

The matter has been discussed with the Clerk, CAO Ironmonger and Mayor Alls as well as external representatives of the Hills of Headwater our regional tourism destination marketing organization.

Communications Plan:

The communication plan is to use the approved logo in all marketing and promotional materials (e.g. In the Hills publication, Hills of the Headwater Visitor Guide, all local and external marketing and promotion) and on the Town of Erin website.

Conclusion:

The Town of Erin needs a consistent logo that reflects the heritage of the Town of Erin (shamrock). The logo will be used to promote and market the Town of Erin as a great place to live, work, play and do business. The recommended logo is consistent with the Town's online visual identity and has been applauded as being clean and fresh looking by members of the public following the launch of the website in March 2015.

Appendices:

Attached is a visual of each of the three readily used town identifiers.

CORPORATE INSIGNIA:



WEBSITE LOGO: (Recommended Logo)

T O W N  O F
ERIN

TOWN ENTRANCE SIGN:



Reviewed by CAO/Town Manager: 01/04/2015

**Minutes of the Let's Get Hillsburgh Growing Committee Meeting
February 19, 2015**

Members present: Lloyd Turbitt, Jackie Turbitt, Liz Ewasick, Ruth Maddock, Elizabeth MacInnis, Donna Revell, Jeff Duncan

Guest: Ron Munro (Munro Country Gardens)

Regrets: Grace Lush, Donna Muir

1. Minutes:

Motion 1-2-2015: LGHG Minutes

Moved by Jeff Duncan; seconded by Liz Ewasick: That the minutes of the LGHG meeting of January 15, 2015 be adopted as circulated. Carried.

2. Accounts: There were no accounts presented for payment.

3. Flower baskets for 2015:

Discussion with Ron Munro occurred regarding the colours to be used in the baskets and planters. We decided to go with dark purple, white and bright yellow. Fourteen baskets and twelve planters will be ordered at a cost of \$180.00 plus HST each.

Motion 2-2-2015: 2015 Munro Contract

Moved by Elizabeth MacInnis; seconded by Jeff Duncan: That the LGHG enter into the attached agreement with Munro Country Gardens for flower baskets and planters for 2015. Carried.

4. Events, Contests and Projects for 2015:

In order to plan the LGHG's 2015 Budget, the Committee discussed the events, contests and projects that would be undertaken in 2015 and their impact on the budget.

Events:

- a) Fun Day will be held on Saturday August 15.
- b) Sweet Signs Dessert Party to be held at the Century Church Theatre on Sunday June 28.
- c) Fall Decorating Kits: Orders to be taken in August and September with pick up date late September/early October.

Contests:

Scarecrow Contest to be held September/October.

Projects:

- a) Flower baskets and planters
- b) New planter boxes: The wooden planter boxes are eight years old and have reached the stage where they can no longer be repaired. Lloyd showed the Committee members a quote from Mayne Outdoor Products of Distinction, received in July 2014, for 12 commercial Oxford 20" X 20" Patio Planters. This gives us an idea of what the cost of replacing the wooden planters would be. Quote is attached to minutes.
- c) Historical Park: maintenance of stage, pruning of trees and plants
- d) Wreaths for Christmas season require new ribbons and decorations each year. They will need to be replaced soon.
- e) Entrance signs

f) Metal signs: maintenance required on several of them. A few more signs are needed to complete the project.

5. Budget: The Committee worked together to establish dollar amounts for revenues and expenses for the 2015 budget.

Action: Jackie will obtain the budget package from Treasurer Sharon Marshall to make sure that we have covered all the details necessary.

Action: Jackie will submit the LGHG 2015 Budget to Sharon Marshall as soon as she has finished putting it in the proper format.

6. Music in the Park: After discussing the poor attendance even after three years of this event, the decision was made not to organize this event this year.

7. Fundraising:

A) For flower baskets and planters:

Each year in early March, Donna Muir creates and sends a letter from the LGHG to many businesses in the Hillsburgh community asking for donations towards the cost of the flower baskets and planters. In 2014, the donations totalled \$4962.35.

Brainstorming took place regarding businesses, old and new, that may have missed receiving a letter. Suggestions of businesses to receive a letter: Harvest Tables (behind the Morrette's building), the new owner of the Century Church Theatre building, Heidi Hoe Gardens.

Action: Jeff will give Donna Muir the address of the new owner of the Century Church Theatre building.

Forward the name(s) of any business(es) that you think should receive a letter to Donna Muir.

Liz Ewasick volunteered to canvass residents who live on Trafalgar Road in Hillsburgh for donations towards the flowers. Elizabeth MacInnis volunteered to help Liz.

It was decided that some sort of letter should be available to leave with the residents that they canvas as well as to leave at the homes where no one is home.

Action: Liz and Elizabeth will co-ordinate their efforts with Donna Muir in the fundraising for the flowers and will work with Donna Muir to edit her letter to use in their canvassing.

B) Sweet Signs Dessert Party at the Century Church Theatre on Sunday June 28:

Donna reported on discussions with Neville Worsnop and Jo Phenix from the Century Church Theatre about advertising. A small insert advertising the Sweet Signs Dessert Party will be included in the Theatre's brochures which will be mailed out to over 2000 people in early March.

Discussion took place about the different costs (advertising, printing, rental of dishes and cutlery) that will be incurred to hold this event.

It was decided that tickets will be \$18.00 per person.

The artisans will be charged \$10.00 for a space to show their work.

Because the quantity of small flyers is so large (2100), we will have them printed professionally.

Action: Donna Revell will edit the posters and small flyers to include mention of the artisans and the ticket cost.

Action: Jeff Duncan will take the small flyers to a print shop for printing as soon as the master copy is ready.

8. Entrance signs: Jeff Duncan asked the Committee if we had considered asking any companies to sponsor the entrance signs to the village.

Motion 3-2-2015: Sponsorship of entrance signs

Moved by Jackie Turbitt; seconded by Liz Ewasick: that the LGHG Committee authorize Jeff Duncan to approach St. Mary's/CBM for community funding for Hillsburgh signage in the amount of \$14,000.00. Carried.

9. Family Fun Day on Saturday August15: To be discussed at next meeting.

10. LGHG Committee information on the Town of Erin web site: To be discussed at next meeting.

11. Other business:

Hillsburgh Historical Park:

An inventory of all plants and trees in the park is necessary before any renovations can be done to the park.

Action: Jeff Duncan volunteered his wife, Heidi, to help with the inventory and suggested that perhaps the LGHG could enlist members of the Hillsburgh Garden Club to help us.

Next Meeting: Thursday March 19, 2015 at the Hillsburgh Library at 7pm.

AMO Policy Update - Ministry of Education Releases New Process for School Closures

March 27, 2015

Ministry of Education Releases New Process for School Closures

The Ministry of Education has revised the Pupil Accommodation Review Guidelines (PARG) that governs the local School Board process to consider school closures. In addition, the Ministry has released a new Community and Planning and Partnerships Guideline (CPPG) which outlines how School Boards are to work with municipal governments and other community partners to fill underutilized space in schools.

The CPPG mandates that School Boards, prior to initiating a Pupil Accommodation Review, must reach out to municipalities and other community partners to obtain planning related information and to explore potential partnership opportunities for underutilized space. Only after completion of a capital planning process can a School Board initiate a review to consider whether a school should be consolidated or closed. This is a positive development.

There are a number of significant changes to the newly revised PARG including:

- a new obligation of School Boards to formally consult with municipal governments;
- a shift away from considering the impact of school closures to community well-being and the local economy toward a more exclusive focus on student achievement; and,
- a reduction in the minimum duration and number of public meetings required for the Pupil Accommodation Review process.

AMO raised many issues and provided practical suggestions about the guidelines before they were finalized by the Ministry, not all of which are reflected in the final version. It is positive to see a municipal role formally incorporated into the process through a new obligation of School Boards to notify and consult with municipalities. However, AMO is disappointed that School Boards will not be mandated to invite interested municipalities to sit as members on the Accommodation Review Committees (ARCs).

There are other significant concerns with the new guidelines. Of primary concern is a new shift away from considering the impact of school closures to community well-being and the local economy toward a more exclusive focus on student achievement. All the value considerations are valid and should be considered in a holistic manner. If not, there may be a disconnect between School Board decisions and local municipal planning priorities that seek to create strong communities and strong local economies. The municipal sector is also concerned that the new changes will serve to reduce public engagement in the Pupil Accommodation Review process rather than enhance it.

It is important to note that the new guidelines only set out minimum standards for School Boards to follow. The guidelines are flexible. Boards may choose to exceed the provincial standards if community

voices express the need. Municipalities are encouraged to review the guidelines and make representations to School Board Trustees on what the local standards should be in their community.

On a related matter, AMO welcomes the recent appointment of Karen Pitre as the Premier's Special Advisor on Community Hubs. It is hoped that this appointment and creation of an advisory group will accelerate the development of a province-wide policy. An avenue with great potential are approaches that grow schools into community hubs by integrating local programs and services, such as libraries and community centres within existing school infrastructure, where it may be practical and cost efficient for municipal governments. Space may also be well utilized by non-profit organizations. The community hub model is an opportunity that could work well in some parts of Ontario and may serve to avert unnecessary school closures in many cases.

Please see the Ministry of Education website to view the new guidelines.

Please see AMO's letter dated December 18th, 2014 providing feedback on the proposed guidelines.

ERIN AGRICULTURAL SOCIETY

P. O. BOX 906
ERIN, ONTARIO
N0B 1T0

RECEIVED

MAR 18 2014

TOWN OF ERIN

March 16, 2015

Town Of Erin
5684 Trafalgar Rd
Hillsburgh, On
N0B1Z0

Attention Mayor Alls:

Too often, we take the employees of The Town of Erin for granted. During our frigid February, when many homes and businesses were experiencing frozen water pipes, the employees of The Town of Erin Water Department were amazing.

They worked tirelessly, under very difficult conditions, to restore water to all those affected. Sometimes they were forced to set-up temporary measures and use a neighbour's water supply. In other instances, water is still not restored, but it is not from their lack of trying to remedy the situation.

Our hats are off to Joe Babin and his crew. With sincere appreciation for all of your efforts on behalf of the Erin Agricultural Society and Erin Indoor Recreation Centre.

Sincerely,



Eileen Brown
Secretary

Ministry of the Environment
and Climate Change

Ministère de l'Environnement
et de l'Action en matière de
changement climatique

Office of the Minister

Bureau du ministre

77 Wellesley Street West
11th Floor, Ferguson Block
Toronto ON M7A 2T5
Tel.: 416-314-6790
Fax: 416-314-6748

77, rue Wellesley Ouest
11^e étage, édifice Ferguson
Toronto ON M7A 2T5
Tél. : 416-314-6790
Télééc. : 416-314-6748



Ontario

RECEIVED

MAR 19 2014

TOWN OF ERIN

ENV1283MC-2015-341

MAR 16 2015

His Worship Allan Ails
Mayor
Town of Erin
5684 Trafalgar Road, RR 2
Hillsburgh ON N0B 1Z0

Dear Mayor Ails:

Thank you for your letter of February 3, 2015 requesting an extension to the time allowed to use the Source Protection Municipal Implementation Funds.

The funds announced in the 2013 Ontario Budget are intended to help build municipal capacity and to support local actions to protect drinking water sources. In order to achieve these goals, the one-time grants were provided to help offset a portion of the initial costs that municipalities will incur as they prepare for policy implementation, up until December 2015.

I am pleased to learn that the Wellington County municipalities are working together to develop a county-wide approach to source protection, and that you have been able to use these funds to support your preparatory work. I appreciate the Town's concerns about the timelines that are specified in the grant funding agreements. My ministry is actively exploring ways to enable a timeline extension. In the meantime, the Town can use these funds to support Risk Management Official salaries and other eligible activities listed within the guide provided when the fund was launched.

Should you have any further questions, your office can contact Ms. Ling Mark, Director of our Source Protection Programs Branch, at 416-212-6459 or by email at ling.mark@ontario.ca. Alternatively, you can email your questions to SourceProtectionFunding@ontario.ca.

Thank you for your efforts to protect the community's drinking water and for bringing your concerns to my attention.

Sincerely,

Glen Murray
Minister

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

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



Office of the Parliamentary
Assistant

Bureau de l'adjoint parlementaire

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: (416) 326-3064
Fax: (416) 326-3083

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : (416) 326-3064
Télééc. : (416) 326-3083

RECEIVED

MAR 19 2014

TOWN OF ERIN

MAR 17 2015

His Worship Allan Ails
Mayor
Town of Erin
5684 Trafalgar Road, RR 2
Hillsburgh, Ontario
N0B 1Z0

Dear Mayor Ails:

It was a pleasure to meet with you during the Rural Ontario Municipal Association/
Ontario Good Roads Association Conference. I am pleased to follow up on the matters
we discussed.

It is very exciting to hear about the town's economic development plans, which include
the development of the equine industry. I recognize the diversity of agriculture across
the province and appreciate the different approaches being used to encourage the
sector's growth.

I would encourage you to continue working with Mr. Gerry Horst of the ministry's
Regional Economic Development Branch as he can advise you on any appropriate
funding opportunities available. Mr. Horst can be reached by calling 519-846-8178 or by
emailing gerry.horst@ontario.ca.

Again, thank you for meeting with me. Please accept my best wishes.

Sincerely,

Arthur Potts
Parliamentary Assistant

c: Mr. Gerry Horst, Agriculture Economic Development Advisor



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

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

March 16, 2015

Occupant or Owner

«MailingAddress1»

«MailingAddress2» «MailingAddress3»

«CityProvCountry» «PostalCode»

Dear Occupant or Owner;

You are receiving this letter because you own or lease a property near a municipal drinking water well or intake within an area protected by the Grand River Source Protection Plan.

The Lake Erie Region Source Protection Committee has made revisions to the **Proposed Grand River Source Protection Plan** after receiving comments from the Ministry of the Environment and Climate Change in July 2014. The Proposed Plan was originally submitted in January 2013 and builds on the science of the Grand River Assessment Report, which identified vulnerable areas where drinking water sources might be at risk of contamination or depletion. This plan addresses activities that are defined by the Clean Water Act as *Significant Drinking Water Threats* to ensure that a specific activity does not pose a significant risk to the municipal drinking water.

This is a notice that the public consultation period for the *Amended Proposed Grand River Source Protection Plan* will be from March 16 - April 24, 2015 (see page 2 for public meeting details).

How might you be affected?

The Ontario *Clean Water Act, 2006* requires the Source Protection Plan to contain policies that manage existing "*significant threat*" activities to municipal drinking water and ensure that no new significant threats arise. Landowners with activities on their property identified to be a "*significant threat*" will be required to follow Source Protection Plan policies. You are receiving this letter because a study of the area suggests that one or more of these activities **may** be taking place on your property. Such activities include:

- The establishment, operation or maintenance of a waste disposal site
- Septic systems, or sanitary sewers and related pipes
- The establishment, operation or maintenance of a sewage system
- The handling, storage and application of agricultural source material (manure)
- The handling, storage and application of non-agricultural source material (biosolids)
- The handling, storage and application of pesticide
- The handling, storage and application of commercial fertilizer
- The handling, storage and application of road salt
- The storage of snow
- The storage of heating oil
- The handling and storage of fuel for commercial/industrial/agricultural purposes
- The handling and storage of a dense, non-aqueous phase liquid (DNAPL)
- The handling and storage of an organic solvent
- The management of run-off that contains chemicals used in the de-icing of aircraft
- The use of land as livestock grazing or pasturing land, an outdoor confinement area or a farm-animal yard

If any of these activities occur on your property, the proposed policies **may** apply to you. If your property is being used by another individual or group, please pass this information on to them and / or notify us with the correct contact information and we will be pleased to send it along.

How can I get involved?

The Amended Proposed Grand River Source Protection Plan can be viewed:

1. Electronically by visiting www.sourcewater.ca
2. In person at the Grand River Conservation Authority (400 Clyde Road, Cambridge ON)
3. **List municipal locations**

In conjunction with the Amended Proposed Source Protection Plan, an **Explanatory Document** has been developed to explain the Source Protection Committee's reasoning for the policies, any considerations that were made with respect to financial implications, climate change, and other comments received during the pre-consultation process with local municipalities and implementing bodies. Unlike the Source Protection Plan, this document is being made available for reference only, not for public comment.

There will be eight (8) public meetings held from March 16 - April 24, 2015 to provide you with the updates to the Amended Proposed Plan and to answer any questions you may have. This is also an opportunity to provide information to the Source Protection Committee about the Amended Proposed Plan. A public meeting for Wellington County will be held on:

Include public meeting details here

For a complete list of meeting dates please visit www.sourcewater.ca.

You can also submit your comments in writing by:

E-mail: comments@sourcewater.ca
 Fax: 519-621-4844
 Mail: Martin Keller, Lake Erie Region Source Protection Program Manager
 c/o Grand River Conservation Authority
 P.O. Box 729, 400 Clyde Road, Cambridge, ON N1R 5W6

Following the public consultation, the Source Protection Committee will consider the comments received and revise the Amended Proposed Plan accordingly and submit it to the Ministry of the Environment and Climate Change in June 2015.

Everyone has a stake in protecting our water supplies. I encourage you to attend a public meeting, visit our website at www.sourcewater.ca, or contact a staff member to learn more about this important program. If you have any questions about this letter, or the Source Protection Program, please contact Martin Keller at 519-620-7595 or mkeller@grandriver.ca.

Yours sincerely,



Craig Ashbaugh
 Chair, Lake Erie Region Source Protection Committee

MEMORANDUM OF UNDERSTANDING
TO PROVIDE PLANNING SERVICES
FOR THE
TOWN of ERIN

SUBMITTED BY:

PLANNING & DEVELOPMENT DEPARTMENT
COUNTY OF WELLINGTON



March 10, 2015

1. BACKGROUND:

1.1 County Planning and Development Overview

The County of Wellington has had a Planning and Development Department providing objective professional advice to local and county councils for approximately 40 years. Our department has grown slowly but steadily over the years. Table 1 on the following page outlines our Department in terms of staffing, expertise and completed projects. We have a long history of working on small town, rural and agricultural issues.

1.2 Local Planning Services Experience

Our office has extensive experience at providing local planning services. At various times over our history, we have acted as local planning consultant for many of Wellington's municipalities.

Currently, we serve as consulting planners for the following amalgamated municipalities:

- Town of Minto
- Township of Puslinch
- Township of Wellington North
- Township of Mapleton

We also provide a review function at the County level for planning applications in the Townships of Centre Wellington and Guelph/Eramosa.

TABLE 1: WELLINGTON COUNTY PLANNING - OVERVIEW

1. History:

Planning Department established 40 years ago

2. Staffing:

- 7 planners: 1 director, 4 development planners, 1 policy planner, and 1 junior planner.
- 2 planning technicians and 1 Geographic Information System technician to be hired
- 1 planning administrative assistant
- 1 land division secretary-treasurer
- 1 land division clerk
- part time as required

3. Expertise:

- all planners are, or eligible to become, members in the Canadian Institute of Planners and the Ontario Professional Planners Institute and have experience as expert witnesses before the Ontario Municipal Board
- all planners have small town and rural experience, and are able to provide a full range of services from development review through long range planning
- specializations include agriculture, nutrient management, Minimum Distance Separation (MDS), environmental, population demographics, recreational, aggregate, urban, subdivision and site plan design, industrial development, Geographic Information System (GIS), Trails
- extensive computer resources, including drafting, web-based GIS and database management.

4. Relevant Planning Projects Completed

- Official Plans: Drayton, Elora, Arthur Village, Erin Village, Mount Forest, Minto, West Luther, Pilkington, Erin, Nichol, Eramosa (part), 1999 Wellington County Official Plan
- Zoning By-laws: Drayton, Elora, Erin Village, Mount Forest, Puslinch, Wellington North, Minto, West Luther, Pilkington, Nichol, Mapleton
- Community Improvement Plans - Mount Forest, Harriston, Erin Village, Palmerston (part)
- Special Policies - Flood Plains for Drayton, Harriston, Eden Mills, Aberfoyle
- Special Projects - Puslinch Natural Environment update, Residential and Employment Land Inventories, Web GIS implementation, Civic Addressing, Digital Air Photos, Digital Property Mapping, Green Legacy, County Forests, Forest Conservation By-law, Weed Inspection, County Groundwater Study, Watershed Studies, Source Water Protection, Home Industry Review, Trail Management and Guides, Aggregate Review, Places to Grow Conformity, Green Belt Conformity, Puslinch Design Guidelines, Active Transportation Plan.

2. PLANNING SERVICES

Mark Van Patter will continue to be the review planner for Erin's active planning applications. For new applications, Aldo Salis and Sarah Wilhelm will act as your primary planners and will carry out day to day planning duties for the Town. Other staff would be available to assist as needed.

2.1 Zoning, Site Plan Control & Committee of Adjustment

The County Planning Department will provide planning services as outlined below:

For Zoning By-law Amendment applications, we would meet with applicants, provide detailed planning comments, and attend public meetings.

We will provide comments on Site Plan Applications, but recommend that the agreement itself be prepared by the Township Solicitor. Legal, engineering and planning fees are usually provided for in the terms of the agreement and paid for by the applicant.

County staff generally provides comments on all Minor Variances in the County for no charge. However, we do invoice for additional time spent on more demanding applications. Staff does not normally attend Committee of Adjustment meetings, but can for more complex applications at the request of the Secretary of the Committee. Again, our cost to attend is invoiced as per our standard meeting rates.

2.2 Service and Timely Response

Our staff is available to meet with the general public, developers, Erin staff and Council as needed to pre-consult and discuss planning matters. We also deal with a great number of phone inquiries throughout the year. This provides an opportunity for us to explain planning policies and the Town's regulatory framework (i.e. zoning by-law). It helps potential applicants understand weaknesses or strengths and possibly, how to improve their proposals.

2.3 Part of the Erin Team

We will have a planner spend one-half a day a week, as needed, at the Erin offices. This makes us available to both staff and Council on a consistent basis. It is also much more convenient for the public and applicants to drop in and talk with us about development applications or other concerns. This service is at no charge to Erin. The planner brings a laptop computer and requires only a place to sit, with telephone and internet access.

2.4 Mapping and Geographic Information Systems (GIS)

The County has acquired digital aerial photography, digital property mapping and has negotiated several data exchange / access agreements with key agencies. This provides us with extensive access to data sets that are needed for land use planning. We continue the process of creating a comprehensive GIS system, which will be useful for local municipal services. Our system offers web based access to local municipalities and to the public. Our office has three trained staff members to assist with GIS and mapping.

3. FEES

3.1 Fee Schedule - Recoverable and Non-Recoverable Services (Table 2)

County fees for each type of planning application are summarized in Table 2. Generally, our department only invoices for services where local municipalities have a revenue source, such as for zoning amendments, site plan applications and minor variances. Thus, most of our services are recoverable. Our 2015 rates are \$100 per hour. We also invoice a flat rate of \$200 to attend Council, committee and public meetings.

The only exception to the above is for major planning projects. For these projects, a terms of reference is prepared for Council's review, including a total fee specified for the project. The terms of reference are agreed upon with Council before the project commences.

3.2 Fees For Other Services

We are available to your staff at any time for consultation over the telephone at no charge. Having access to your planner without having to worry about cost is a service that is very much appreciated by the municipalities we work for.

3.3 Fees For Incidental Disbursements

We do not normally bill mileage or other incidental disbursements to local municipalities. This is usually captured in our hourly rate. However, we invoice to recover our costs for any special photocopying or mapping requested. We also have a fee structure for significant amounts of mapping requested. Our aim is cost recovery.

3.4 Fees For Appearing at Ontario Municipal Board (OMB)

We do not normally bill for appearing at the OMB as an expert witness to defend planning comments provided to the local municipality.

TABLE 2: WELLINGTON COUNTY PLANNING - SERVICES & RATES

Basis: The County generally only bills where local municipalities have a revenue source or for major planning projects. Costs for special projects will be established through Terms of Reference for such projects based on our current billing rates.

SERVICE	FEE CHARGED TO ERIN	NO FEE TO ERIN
1. County Official Plan Amendments	Where local municipality is the applicant, hourly rate is charged	Y
2. Local OPA's and Local Zoning By-law Amendments	Y	
4. Subdivision Review		Y
5. Condominium Review		Y
6. Site Plan Review	Y	
7. Severance Review		Y
8. Minor Variance Review	Y for public meeting & more detailed comments	Y for standard comments
9. Advice to Council/local staff		Y
10. Contact with Public/Developers		Y
11. Attend Council or Committee Meetings	Y for public meeting for development applications and for Committee of Adjustment	Y for Council meetings other than development meetings
12. Planning and Economic Dev. telephone inquiry		Y
13. Major Planning Project	Y	

Billing Rates: The County Planning Department has a uniform billing rate for all work. In 2015 it is \$100.00 per hour. We charge a flat rate of \$200 to attend meetings related to billable projects. These rates usually increase by a small increment annually.

4. **HOW TO REACH US**

Staff at the County of Wellington Planning and Development Department can be reached during regular hours by calling (519) 837-2600 or via email.

Gary Cousins, Director of Planning & Development – ext. 2190
garyc@wellington.ca

Peggy McLaren-Villeneuve, Planning Administrative Assistant – ext. 2140
peggyv@wellington.ca

Mark Van Patter, Manager of Planning & Environment - ext. 2080
markv@wellington.ca

Aldo Salis, Manager of Development Planning – ext. 2100
aldos@wellington.ca

Sarah Wilhelm, Senior Planner - ext. 2130
sarahw@wellington.ca

Minister
Responsible for
Seniors Affairs

6th Floor
400 University Avenue
Toronto ON M7A 2R9

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

Ministre délégué
aux Affaires des
personnes âgées

6^e étage
400, avenue University
Toronto ON M7A 2R9

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



March 2015

Dear Mayor, Reeve and Members of Council:

It is with great pleasure that I invite you to participate in the 2015 Senior of the Year Award. This annual award was established in 1994 to give each municipality in Ontario the opportunity to honour one outstanding local senior. The Government of Ontario is proud of this important initiative. You may wish to consider involving local MPPs in your selection process or presentation ceremony.

Recipients are individuals who, after age 65, have enriched the social, cultural or civic life of the community without thought of personal or financial gain. A certificate, provided by the Ontario government, is signed by the Honourable Elizabeth Dowdeswell, Lieutenant Governor, myself as Minister Responsible for Seniors, and the local Head of Council.

Council may also wish to host a presentation ceremony honouring the Senior of the Year Award recipient in the month of June, when we pay tribute to seniors across Ontario.

The Ontario Senior of the Year Award nomination form is available on the Ministry of Citizenship, Immigration and International Trade's website at:

www.ontario.ca/honoursandawards

Once on this site, click on the **Ontario Senior of the Year Award** program. You may choose to submit online or by post. Nominations must be received by **April 30, 2015**.

For additional information, please contact the Ontario Honours and Awards Secretariat by phone, at 416-314-7526, toll-free at 1-877-832-8622, or TTY 416-327-2391.

Ontario's seniors deserve special recognition for their outstanding accomplishments. By working together, we can ensure they are honoured in a meaningful way.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mario Sergio', written over a circular stamp or seal.

The Honourable Mario Sergio
Minister

Minister
Responsible for
Seniors Affairs

6th Floor
400 University Avenue
Toronto ON M7A 2R9

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

Ministre délégué
aux Affaires des
personnes âgées

6^e étage
400, avenue University
Toronto ON M7A 2R9

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



Mars 2015

Madame la mairesse ou préfète,
Monsieur le maire ou préfet,
Membres du conseil,

C'est avec grand plaisir que je vous convie à participer au Prix de la personne âgée de l'année 2015. Ce prix annuel a été créé pour donner à chaque municipalité de l'Ontario la possibilité de rendre hommage à une personne âgée exceptionnelle de la localité. Le gouvernement de l'Ontario est fier de cette importante initiative. Vous pourriez envisager de faire appel à des députés locaux dans le cadre de votre processus de sélection ou de la cérémonie de remise du prix.

Les lauréats sont des personnes qui, passé l'âge de 65 ans, ont enrichi la vie sociale, culturelle ou civique de leur collectivité, sans penser à un gain financier ou personnel. Le gouvernement de l'Ontario fournira un certificat signé par l'honorable Elizabeth Dowdeswell, lieutenant-gouverneure, par moi-même à titre de ministre délégué aux Affaires des personnes âgées, et par la dirigeante ou le dirigeant du conseil.

Le conseil pourrait également envisager d'organiser une cérémonie en l'honneur de la lauréate ou du lauréat du Prix de la personne âgée de l'année, en juin, mois au cours duquel nous rendons hommage aux personnes âgées partout en Ontario.

Vous pouvez vous procurer des formulaires de mise en candidature pour le Prix de la personne âgée de l'année sur le site Web du ministère Affaires civiques, de l'Immigration et du Commerce international à l'adresse suivante :

<http://www.ontario.ca/distinctionsetprix>

Une fois sur ce site, cliquez sur le **Prix de la personne âgée de l'année de l'Ontario**. Vous pouvez proposer une candidature en ligne, ou télécharger le formulaire, le remplir et l'envoyer par la poste. Les candidatures doivent nous parvenir au plus tard **le 30 avril 2015**.

Si vous avez besoin de plus de renseignements, veuillez communiquer avec le Secrétariat des distinctions et prix de l'Ontario par téléphone au 416 314-7526, sans frais au 1 877 832-8622 ou par ATS au 416 327-2391.

Les personnes âgées de l'Ontario méritent un hommage tout particulier pour leurs réalisations exceptionnelles. En travaillant ensemble, nous pouvons veiller à ce qu'elles soient reconnues de façon significative.

Veillez agréer l'expression de mes sentiments les meilleurs.

Le ministre

A handwritten signature in black ink, appearing to read 'Sergio', written over a horizontal line.

L'honorable Mario Sergio

To the members of the Town of Erin Council,

My name is Robin Brooks and I am the President of the Hillsburgh Minor Softball Association and I am writing this letter to you on behalf of our organization.

Hillsburgh Minor Softball currently offers recreational softball opportunities to children and youth in our community. Having a space of our own would make our organization more efficient. Coaches would have full access to all of our developmental tools to come get what they need when they need it. Our goal as an organization is to increase the skill of our participants and during practices is when it is most effective.

Currently, we have equipment in various places as we don't have a space to call our own. Some is stored in the garage of Victoria Park with only myself having access to the building, some is stored at coaches' houses. This makes it a bit difficult when planning practices, as coaches must plan ahead as they are unable to retrieve equipment on their own. We need to make arrangements to either meet there the day of or I go ahead of time and bring whatever they need to my place and they pick up and drop it off afterwards.

I have been in contact with Facilities Manager Graham Smith, to find a possible solution to this problem. Through these discussions, it was discovered that the old concession booth at Victoria Park, is available and could be used as a storage facility for our skill development and teams equipment, but there is some work that needs to be completed before we could use it for this purpose. The building is currently housing various appliances from the previous tenants, and there is evidence of animals that have used the building as well. We are hopeful that the Town of Erin would be able to remove the equipment and clean-up the building. Once the building is vacant, the HMSA would move into the unit and maintain the upkeep.

Thank you for your consideration and continued support of our organization.
I look forward to hearing from you about this project.

Sincerely,

Robin Brooks

HMSA President
president@hillsburghminorssoftball.ca
519-830-2014





LEGISLATIVE ASSEMBLY

ERNIE HARDEMAN, M.P.P.
Oxford

Mayor Allan Alls
Town of Erin
5684 Trafalgar Rd RR 2
Hillsburgh, ON N0B 1Z0

RECEIVED
MAR 19 2014
TOWN OF ERIN

Queen's Park Office:
Room 413, Legislative Bldg.
Toronto, Ontario
M7A 1A8
Tel. (416) 325-1239
Fax (416) 325-1259

Constituency Office:
12 Perry Street
Woodstock, Ontario
N4S 3C2
Tel. (519) 537-5222
Fax (519) 537-3577

Dear Mayor Alls,

I understand the fiscal challenges that municipalities are facing and that your tax dollars have to be used effectively. That's one of the reasons I was so disappointed to learn that some social housing providers are being forced to pay more than they should for services.

As you know, provincial legislation makes it mandatory for affordable housing providers to purchase gas and insurance through the Housing Services Corporation (HSC). A number of municipalities have found that they are paying more for gas than if they were to purchase it through other sources. As well, many providers are paying HSC an opt out fee (2.5% of the premium) in order to be allowed to purchase less expensive insurance that provides equal or better coverage.

I believe that affordable housing providers should be allowed to purchase these items at the best possible price – whether it is directly, jointly with the municipality, through Local Authority Services, or through HSC. I also have concerns about recent spending at the HSC, including frequent international travel and money transferred to subsidiaries and other for-profit companies.

To save municipalities money and ensure affordable housing dollars are used effectively I recently introduced the *Housing Services Corporation Accountability Act*. If passed, this Act will:

- Save affordable housing providers money on natural gas and insurance by removing the mandatory requirement to purchase them through the Housing Service Corporation;
- Restore accountability by requiring HSC to report salaries over \$100,000 as municipalities and government agencies do; and
- Give the Provincial Auditor the authority to audit the HSC without requiring a Minister's request.

I ask for your support for this bill to ensure that affordable housing dollars can provide the maximum benefit to help those who need it most. In case it is helpful I have enclosed a sample resolution of support.

If you have any questions regarding the *Housing Services Corporation Accountability Act*, or if I can be of assistance on any other matter please contact me at ernie.hardeman@pc.ola.org or 416-325-1239.

Sincerely,

Ernie Hardeman, MPP Oxford
PC Critic for Municipal Affairs and Housing



Housing Services Corporation Accountability Act, 2015

EXPLANATORY NOTE

The Bill amends the *Housing Services Act, 2011* in the following ways:

1. Section 150 is amended to permit the Auditor General to audit the accounts of the Housing Services Corporation and of each of its subsidiaries.
2. Section 151 is amended so that members of the Housing Services Corporation such as service managers and local housing corporations are not required to participate in any of the Corporation's programs or activities.

The Bill also amends the *Public Sector Salary Disclosure Act, 1996* to specify that the Housing Services Corporation and each of its subsidiaries are employers for the purposes of the Act.

An Act to amend the Housing Services Act, 2011 and the Public Sector Salary Disclosure Act, 1996

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

HOUSING SERVICES ACT, 2011

1. (1) Section 150 of the *Housing Services Act, 2011* is amended by adding the following subsections:

Auditor General

(2) The Auditor General appointed under the *Auditor General Act* may audit the accounts of the Corporation and of each of its subsidiaries.

Access to records and information

(3) When the Auditor General conducts an audit under subsection (2), the Corporation and its subsidiaries shall give the Auditor General and employees of the Auditor General access to all records and other information required to conduct the audit.

(2) Section 151 of the Act is repealed and the following substituted:

Member participation not required

151. Members of the Corporation such as service managers and local housing corporations are not required to participate in any of the Corporation's programs or activities described in section 124.

PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996

2. (1) The definition of "employer" in subsection 2 (1) of the *Public Sector Salary Disclosure Act, 1996* is amended by striking out "and" at the end of clause (b), by adding "and" at the end of clause (c) and by adding the following clause:

(d) the Housing Services Corporation and each of its subsidiaries;

(2) Subsection 2 (1) of the Act is amended by adding the following definition:

"Housing Services Corporation" has the same meaning as in the *Housing Services Act, 2011*;

COMMENCEMENT AND SHORT TITLE

Commencement

3. This Act comes into force on the day it receives Royal Assent.

Short title

4. The short title of this Act is the *Housing Services Corporation Accountability Act, 2015*.

Sample resolution for Municipal Council

WHEREAS social housing providers in Ontario are currently required to purchase natural gas and insurance through the Housing Services Corporation (HSC) or pay a fee to purchase elsewhere; and

WHEREAS social housing providers should have the right to obtain natural gas and insurance at the lowest cost to provide value to those in need of affordable housing and all taxpayers; and

WHEREAS the HSC should be subject the same level of accountability and oversight as government agencies;

THEREFORE BE IT resolved that the Council of (name of municipality) supports the *Housing Services Corporation Accountability Act* introduced by Oxford MPP Ernie Hardeman which would remove the mandatory requirement for social housing providers to purchase gas and insurance through the HSC, require HSC to report salaries over \$100,000, and give the Provincial Auditor General the authority to audit HSC.