



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

**May 3, 2016**

**1:00 PM**

**Municipal Council Chamber**

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Declaration Pecuniary Interest**
4. **Community Announcements**
  - 4.1 Former Brisbane Public School Date Stone Donation 1 - 3
  - 4.2 Road Superintendent Postition
  - 4.3 Warm wishes to the Director of Finance - May 17, 5:30PM  
May 17th will be Sharon Marshall's final Council meeting before retiring at the end of May. Please join us for light refreshments beginning at 5:30pm on May 17th to extend warm wishes to our Director of Finance after 30 years of dedicated service with the Town.
5. **Adoption of Minutes** 4 - 17
  - April 19, 2016 Regular Meeting
  - April 25, 2016 Special Meeting - 5 Year Capital Plan
6. **Business Arising from the Minutes**
7. **Delegations/Petitions/Presentations**
  - 7.1 Linda Dickson, County of Wellington Emergency Manager - Report on the Town's Emergency Management Committee Structure 18 - 20
  - 7.2 Paul Ziegler, Triton Engineering - Report on Scott Crescent 21 - 27
  - 7.3 Neal DeRuyter, MHBC Planning - Halton Crushed Stone request to include the 10th Line road allowance in their licence application 28 - 30
8. **Reports**
  - 8.1 Roads
    - 8.1.1 Interim Road Superintendent - Pavement Marking Quote #2016-10 Results 31 - 32

8.1.2	Interim Road Superintendent - Supply and Load Maintenance Gravel Quote 2016-05 Results	33 - 34
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8.5	Administration	
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8.6	Committees	
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<b>9.</b>	<b>Correspondence</b>	
9.1	Activity List	96 - 97
9.2	Conservation Authorities Agendas and Minutes Grand River Conservation Authority: <a href="http://www.grandriver.ca/index/document.cfm?Sec=13&amp; Sub1=71">http://www.grandriver.ca/index/document.cfm?Sec=13&amp; Sub1=71</a>  Credit Valley Conservation Authority: <a href="http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/">http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/</a>	
9.3	Minister of Tourism, Culture and Sport - Update on Ontario's Culture Strategy	98 - 99
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9.6	Township of North Stormont - Resolution regarding expanding Natural Gas services	103 - 106
9.7	Roy Val - Streamlining Erin's complaint process	107 - 108

**10. Closed Session**

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

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. 1. By-law and monitoring

**11. Return from Closed Session**

11.1 Motion to Reconvene

11.2 Report Out

**12. By-Laws**

109 - 128

Fire Department Fees

Fees and Charges

Recreation User Fees

Tax Rate By-law

**13. Notice of Motion**

**14. Adjournment**



**TOWN OF ERIN**

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March 08, 2016

Jeff R. Duncan,  
74 Trafalgar Road,  
P. O. Box 532  
Hillsburgh, Ontario.  
N0B 1Z0  
(1-519) 855-6134

Laurie Ann Mete  
1790 George Johnston Road  
Minesing, Ontario,  
L0L 1Y0

Attention : Laurie Ann Mete

**RE : Letter of Acknowledgement of Former Brisbane Public School Date Stone Donation**

Dear Laurie Ann,

It was a pleasure to meet with you on Saturday March 5<sup>th</sup>, 2016. Jamie Cheyne Chairman of the Town of Erin Heritage Committee, Lloyd Turbitt Chairman of the Lets Get Hillsburgh Growing Committee and myself sincerely thank you on behalf of the Town of Erin for your donation. This letter is to acknowledge that the Town of Erin as of March 5<sup>th</sup>, 2016 has taken possession of the 1901 former Brisbane public school date stone that you donated to us.

We will do some research; obtain a small plaque to attach to the date stone and co-ordinate a marking of the donation to the public. This will happen at the May 3<sup>rd</sup> 1:00pm Council Meeting at the Town's municipal building located south of Hillsburgh. We will indicate the donation is in memory of Charles Eagles and we invite you, family/friends to attend the brief ceremony.

See you in early May and thanks again for your families commitment to the local history of Brisbane and the Town of Erin.

Best Regards,

Jeff R. Duncan,  
Councillor, Town of Erin

cc Dina Lundy, Clerk, Town of Erin



Photo Town of Erin Municipal Council Chambers March 8, 2016

# Do you remember when...?



Old Brisbane School  
Photo taken 1962

### Brisbane, S.S. #16

Brisbane, or Bristol as it was first named, was first surveyed as a village in 1954. The stage coach brought mail from Guelph two or three times a week. In the early days, Brisbane had a blacksmith shop, a gunsmith and two hotels.

S.S. #16 was the last school section to be formed, taking parts of Erin to the east, Peacock to the south and Cedarvale to the west. The school was built on the south east corner of Trafalgar Road and County Road 24, where the Upper Grand Humane Society currently exists.

Mr. Ben Mundell built and equipped the school for \$1300.00. The first teacher was Miss Mary Reid, who received a salary of \$350.00 per year. The date stone was proudly installed and the school opened in 1901. As it was the last school section, it was the most modern, complete with a large garden. This school administered to approximately 22 local families.

The Brisbane Women's Institute was organized about 1905, and occasionally held garden parties on the school

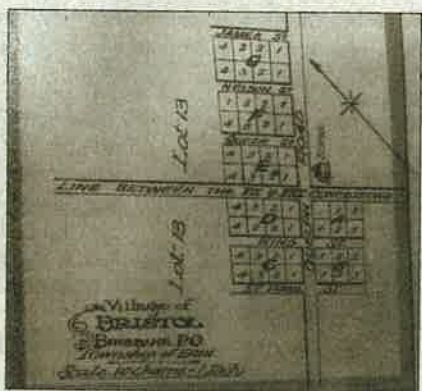
grounds. Telephone service came to Brisbane ca 1912; hydro arrived in 1942.

Like other small schoolhouses, the early 1960s would mean the end of their original purpose. A new and larger public school was built in 1962, and remains a thriving part of the community today.

But that is not the end of our story. After the schoolhouse closed, local businessman Charlie Eagles purchased the school and subsequently had it demolished ... But he kept the date stone, and it travelled with him and his family through several moves. Charlie passed away early, but recently, his family made sure the date stone would return to Erin.

On Tuesday, May 3, 2016, at the regular daytime Council Meeting, there will be a ceremony recognizing the donation of the date stone back to the Town of Erin. Former students and residents are welcome to come out and share your stories and memorabilia. There will be light refreshments in the Root Room for those who wish to reminisce.

- J. Cheyne, Chair,  
Town of Erin Heritage Committee



The Town of Erin Heritage Committee meets the third Monday of each month in the Municipal Council Chamber. The next meeting will be May 16th at 7:00pm. Meetings are open to the public and residents are encouraged to attend.

**Committee Volunteers always Welcome!**



## Minutes of the Regular Town of Erin Council Meeting

April 19, 2016

6:30 pm

Municipal Council Chamber

### PRESENT

Allan Ails

John Brennan

Matt Sammut

Rob Smith

Jeff Duncan

Mayor

Councillor

Councillor

Councillor

Councillor

### STAFF PRESENT: Kathryn Ironmonger

Dina Lundy

Sharon Marshall

Larry Wheeler

Dan Callaghan

Graham Smith

Carol House

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

Fire Chief

Facility Manager

Chief Building Official

### 1. Call to Order

Mayor Ails called the meeting to order.

### 2. Approval of Agenda

#### Resolution # 16-153

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the agenda be approved as amended to add the following closed session items under the exemptions of section 239 (2) of the Municipal Act:

b) Personal Matters about an identifiable individual, including municipal or local board employees; 1. Two HR Matters

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; 2. Ongoing Legal Matter

**Carried**

**3. Declaration Pecuniary Interest**

None.

**4. Community Announcements**

March 31 to June 15 - East Wellington Family Health Team - Free Workshops

April 10-30 - Erin Theatre presents The Cemetery Club with lunch or dinner packages available

April 23 - Transition Erin's 4th Annual Skillshare

April 23 - Hillsburgh Lions Club Roadside Cleanup on Trafalgar Road

April 23 - Celebrate Erin

April 26 - First Committee Meeting for ESAC

April 30 - 12th Annual Erin Home & Lifestyle Show

May 7 - 10th Annual Green Legacy Tree Day

May 7 - Household Hazardous Waste & Electronics Day

May 7 - Community Tree Planting - Tribute to Steve Revell, Bill Dinwoody, and Frank Smedley

May 24-June 1 - Erin Auto Tire Drive

Details on these and more at [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/)

**5. Adoption of Minutes**

**Resolution # 16-154**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

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

April 5, 2016 Regular Meeting

**Carried**

**6. Business Arising from the Minutes**



Councillor Duncan - Item 12.7, County of Wellington Official Plan Amendment 99 Regarding Erin's growth - Drawing attention to the fact that neighbouring municipalities have much larger growth forecasts, which brings into perspective that Erin will still remain a smaller rural urban centre community.

#### **6.1 Hillsburgh Firefighter's Garage Sale Grant Resolution**

Council reaffirmed their decision from the April 21, 2015 meeting.

##### **Resolution # 16-155**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby approves a yearly grant to the Hillsburgh Firefighters Association for their Annual Garage Sale commencing in 2016, in the amount of \$2,100 to be applied to the rent of the Hillsburgh Community Center;

**And that** Council endorses this deviation from the Town of Erin's Request for Financial Assistance Policy.

**Carried**

## **7. Reports**

### **7.1 Building/Planning/By-Law**

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

##### **Resolution # 16-156**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council hereby receives Building Department Building Activity Report dated April 19, 2016 for information.

**Carried**

#### **7.1.2 Chief Building Official - First Quarter – January 2016 – March 2016**

**Resolution # 16-157****Moved By** Councillor Sammut**Seconded By** Councillor Brennan

Be it resolved that Council receives the 2016 First Quarter Report – Building Permit Activity for information

**Carried****7.2 Roads****7.2.1 Interim Road Superintendent - Haul and Apply Maintenance Gravel****Resolution # 16-158****Moved By** Councillor Duncan**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Haul and Apply Maintenance Gravel Quote tender results report;

**And that** Council accepts the quote of Louis McNichol Trucking Ltd. to Haul and Apply Maintenance Grave for a price of up to \$146,650.00 including HST.

**Carried****7.2.2 Interim Road Superintendent - Dust Suppressant Tender****Resolution # 16-159****Moved By** Councillor Smith**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the Supply and Application of Dust Suppressant Tender #2016-03 Results report;

**And Further That** Council accepts the bid received from Pollard Highway Products, as per the Interim Road Superintendent's recommendation, for the supply and application of Dust Suppressant for a price of \$ 0.725 per litre for an estimated total of \$ 82,824.00 plus HST until such time as:

a) Satisfactory laboratory analysis confirming that the

concentration of chlorides meets the requirements of the contract specifications and the actual the equivalency rating of the solution being proposed is also obtained.

b) It is confirmed that the contractor has sufficient equipment to meet the delivery requirements of the Town of Erin.

c) It has been demonstrated that it has both the application equipment and distribution network including storage sites necessary to meet the demands of the Town of Erin (as per the contract specifications)

**Carried**

### **7.3 Fire and Emergency Services**

#### **7.3.1 Fire Prevention Officer - Fire Department User Fees**

**Resolution # 16-160**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives report no 16-01F;

**And that** Council approves the new proposed Fire Service User Fees and directs staff to amend the relevant By-laws for consideration by Council at the next meeting.

**Carried**

### **7.4 Recreation**

#### **7.4.1 Facility Manager - Alcohol Risk Management Policy and By-law**

**Resolution # 16-161**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the report and will consider the By-Law for the attached revised Alcohol Risk Management Policy during that portion of the meeting.

**Carried**

#### 7.4.2 Facility Manager - Recreation Assets

**Resolution # 16-162**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council permit the Supervisor of Parks and Recreation Facilities to sell or dispose of assets that the Town of Erin and Recreation department replace, deem no longer useful or are required through Government On line Auctions.

**Carried**

#### 7.4.3 Facility Manager - 2016-2017 Recreation Rates

**Resolution # 16-163**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council directs staff to bring forward a by-law to adopt the proposed rates schedule for Town of Erin Recreation Facilities effective June 01<sup>st</sup> 2016 until May 31<sup>st</sup> 2017.

**Carried**

### 7.5 Finance

#### 7.5.1 Deputy Treasurer - Approval of Accounts

**Resolution # 16-164**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

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

**Carried**

### 7.6 Administration

#### 7.6.1 CAO – Compensation review follow up

**Resolution # 16-165****Moved By** Councillor Duncan**Seconded By** Councillor Smith

**Be it resolved that** Council receives the report of the CAO/Town Manager regarding additional information on the Gallagher McDowall Associates Compensation Review.

**Carried****7.6.2 CAO - Canada Day Event, McMillan Park****Resolution # 16-166****Moved By** Councillor Brennan**Seconded By** Councillor Smith

**Be it resolved that** Council designates the Canada Day Celebration to be held on July 1, 2016 at McMillan Park as a municipally relevant event for the purpose of obtaining a liquor licence for the event;

**And that Council** waives the rules of the Alcohol Risk Management Policy with regards to the location and the fact that it will be an event attended by youth, and approve the event subject to recreation department staff member conducting at least an inspection of the event and that alcohol can only be served and restricted within the identified fenced in area;

**And further that** that AAA Events hires a minimum of two security individuals who are licensed under the Private Securities Act.

**Carried****7.7 Committees****7.7.1 Ballinacorney Community Centre - February 29 Meeting Minutes****Resolution # 16-167****Moved By** Councillor Brennan**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Ballinacorney Community Center February 29, 2016 meeting minutes.

**Carried**

**7.7.2 Town of Erin Heritage Committee - January 18, 2016 Meeting Minutes**

**Resolution # 16-168**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Heritage Committee January 18, 2016 meeting minutes.

**Carried**

**8. New Business**

**8.1 September 2016 Meeting Date**

**Resolution # 16-169**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby cancels the September 6 and 20, 2016 regular meetings due to a series of events taking place;

**And that** the following date and time be set for a September Regular Council Meeting:

September 13, 2016 at 3:00pm

**Carried**

**Resolution # 16-170**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council sets the following meeting date for a Public Information Meeting regarding the Hillsburgh Dam and Bridge Station Street at Upper West Credit River Municipal Class Environmental Assessment:

May 19, 2016 from 6:30 to 8:30 PM

**Carried**

## 8.2 John Maddox, Meeting Investigator - Report on Complaint

Council directed the CAO to invite Mr. Maddox to present to Council regarding the closed meeting investigation process.

**Resolution # 16-171**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Meeting Investigator Report, by John Maddox of JGM Maddox consulting, dated April 5th.

**Carried**

## 8.3 Angelstone Tournaments - Requesting resolution declaring events as municipally significant

**Resolution # 16-172**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives Kelly Clermont's letter dated April 4th, 2016 seeking Council's consideration to designate the Angelstone International Show Jumping Tournaments being held June 8th to 12th, June 15th to 19th, August 17th to 21st, August 24th to 28th, and August 30th to September 4th as municipally significant events for its contribution to the Town's tourism and economic development to meet the requirements of the Special Occasion Permit to be able to move freely between licensed areas and areas to which the Special Occasion Permit applies;

**And that** Council grants this request, subject to Angelstone's compliance with the Town's by-laws 14-19 (Major Events), and 15-58 (Temporary Zoning Amendment - Angelstone Farms).

**Carried**

## 8.4 March 2016 Ice Storm Discussion

Council discussed the recent ice storm, what worked well, and what improvements can be made, including:

- Should publicize criteria for when warming centres will be over

- People are to be prepared for 72 hours
- Connect with social service agencies to ensure vulnerable people are checked on - Kari Simpson from EWCS has volunteered to join our Emergency Management Group
- Hillsburgh Fire Station will become and alternate Emergency Operations Centre
- Send letter to the UGDSB regarding a generator for Centre 2000
- Purchase radios for the CAO and Mayor to be kept in the communications during an emergency.
- Have Fire Chief encourage all Fire Fighters to sign up to ERINInfo
- Acquire map to show overlay of hydro grids.
- Set up communication with the Agricultural Society to get the word out to farmers.

## 9. Correspondence

### **Resolution # 16-173**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the correspondence items for information.

**Carried**

### 9.1 Activity List

#### **Resolution # 16-174 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** Council direct staff to remove 2 items from the activity list:

1. List of types of desired businesses
2. Review possible user options for the old public school

**Carried**

### 9.6 Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock - Requesting support on Anti-Human Trafficking Task Force and Bill 158, Saving the Girl Next Door Act, 2016



**Resolution # 16-175****Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Whereas** human trafficking is a heinous crime that has been referred to as modern day slavery;**And whereas** traffickers recruit, transport, harbour and control the girl next door for sexual exploitation or forced labour;**And whereas** it is one of the fastest growing crimes that starts and stays in Canada, targeting victims - 90 percent of which are Canadian-born and predominantly female, averaging the age of 14;**And whereas** Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario;**And whereas** human trafficking is in our neighbourhoods and our communities;**Now therefore be it resolved that** the Council of the Town of Erin support Bill 158, *Saving the Girl Next Door Act, 2016*, in principle, support MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies.**Carried****10. Closed Session****Resolution # 16-176****Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** Council moves into closed session at the hour of 9:35PM 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; 1. Two HR Matters

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; 2. Ongoing Legal Matter

**Carried**

**Resolution # 16-177**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** the meeting be reconvened at the hour of 9:59 PM.

**Carried**

Report Out:

Council reported out that the CAO has been given authorization to negotiate with an individual for the position of Roads Superintendent.

**11. By-Laws**

**Resolution # 16-178**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** By-Law numbers 16–20 to 16-24 inclusive, are hereby passed.

**Carried**

**12. Notice of Motion**

None.

**13. Adjournment**

**Resolution # 16-179**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the meeting be adjourned at the hour of 10:08 PM.

**Carried**

\_\_\_\_\_  
Mayor Allan Alls

\_\_\_\_\_  
Clerk Dina Lundy



## Minutes of the Town of Erin Special Council Meeting

April 25, 2016

7:00 p.m.

### Municipal Council Chamber

<b>PRESENT:</b>	<b>Allan Ails</b>	<b>Mayor</b>
	<b>John Brennan</b>	<b>Councillor</b>
	<b>Matt Sammut</b>	<b>Councillor</b>
	<b>Rob Smith</b>	<b>Councillor</b>
	<b>Jeff Duncan</b>	<b>Councillor</b>

<b>STAFF PRESENT:</b>	<b>Kathryn Ironmonger</b>	<b>CAO/Town Manager</b>
	<b>Dina Lundy</b>	<b>Clerk</b>
	<b>Sharon Marshall</b>	<b>Director of Finance</b>
	<b>Larry Wheeler</b>	<b>Financial Analyst</b>
	<b>Dan Callaghan</b>	<b>Fire Chief</b>
	<b>Graham Smith</b>	<b>Facility Manager</b>
	<b>Joe Babin</b>	<b>Water Superintendent</b>

#### 1. Call to Order

Mayor Ails called the meeting to order.

#### 2. Declaration of Pecuniary Interest

None.

#### 3. Topics for Discussion

##### 3.1 5 Year Capital Plan

The Financial Analyst began by highlighting the totals currently in the Capital Plan, and drawing Council's attention to the current 20 year fixed rate for borrowing (3.11%). At this rate, for every one million dollars borrowed, the debt servicing cost would be \$70,000, which can be equated to a 1.2% increase in taxes.

April 25, 2016 Special Meeting – 5 Year Capital Plan

A high level discussion in principle regarding the Capital Plan and the approach that Council wishes to take took place. Direction that followed was to set up a committee including the Mayor, one Council member, the CAO and the Director of Finance, to meet with each Department Head and go over the items in their plan. Recommendations would then be brought to Council for ratification.

**Resolution # 16-180 (verbal)**

**Moved By** Mayor Alls

**Seconded By** Councillor Sammut

**Be it resolved that** Council authorizes the formation of a Committee including the Mayor, Councillor Sammut, Kathryn Ironmonger, and Sharon Marshall to meet with Department Heads regarding their Capital Plans and report to Council with recommendations.

**Carried**

**Resolution # 16-181**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives report 2016-03 'Five Year Capital Plan 2016-2020, Draft: April 25, 2016' for information.

**Carried**

**4. Adjournment**

**Resolution # 16-182**

**Moved By** Councillor Smith

**Seconded By** Councillor Duncan

**Be it resolved that** the meeting be adjourned at the hour of 7:40PM.

**Carried**

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Mayor Allan Alls

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Clerk Dina Lundy



## TOWN OF ERIN

### COUNCIL REPORT

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April 11, 2016

To: Mayor Alls and Members of Erin Council

From: Linda Dickson, Emergency Manager/CEMC

Re: **Report on the Town's Emergency Management Committee Structure**

#### **BACKGROUND**

Regulation 380/04 of the Emergency Management and Civil Protection Act requires the appointment of an Emergency Management Program Committee to advise Council on the development and implementation of the Town of Erin Emergency Management Program. The regulations also set out the composition of the Committee which is to include the CEMC, a senior municipal staff representative, a member(s) of Council and municipal employees responsible for emergency management functions for the municipality.

At the July 12, 2005 Session of Erin Council a recommendation was approved appointing the Emergency Management Program Committee for the Town of Erin as follows: Mayor or designated alternate, Town Manager or designated alternate, Public Works Superintendent or designated alternate, Fire Chief or Alternate, Operations Manager County of Wellington OPP or alternate, Senior Official, Royal City Ambulance or alternate, Medical Officer of Health or alternate and CEMC; and further that these representatives may be called upon to sit as members of the Program Committee or may be asked to participate in meetings, training activities or in annual exercises; and further that the Chair of the Committee shall be the Mayor.

Since this recommendation was approved in 2005, the Town's program has been enhanced and the composition of the Committee has evolved with the program.

#### **NEW COMPOSITION**

It is being recommended that the Program Committee include a representative from the following departments and/or agencies

Member of Council

Senior Municipal Administrative Staff

Senior Municipal Official responsible for Finance

Public Works



## TOWN OF ERIN

### COUNCIL REPORT

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Building and Zoning Department  
 Fire Department  
 Information Technology  
 Wellington OPP  
 Guelph Wellington EMS  
 Wellington Dufferin Guelph Public Health  
 Emergency Management  
 Representatives from Local Social Services Agencies

The following resolution to appoint the Town's Emergency Management Committee is provided for Council's review and consideration.

**BE it resolved that Council hereby appoints to the Town's Emergency Management Program Committee individuals from the following Town Departments and/or Emergency Management support agencies:**

**Member of Council (Mayor or designated alternate)**  
**Senior Municipal Administrative Staff (CAO and/or Clerk)**  
**Senior Municipal Official responsible for Finance**  
**Public Works (Water and Roads representatives)**  
**Building and Zoning Department**  
**Fire Department (Fire Chief or designate)**  
**Information Technology**  
**Wellington OPP**  
**Guelph Wellington EMS**  
**Wellington Dufferin Guelph Public Health**  
**Emergency Management (Emergency Manager/CEMC and/or EM Programme Coordinator)**  
**Representatives from Local Social Services Agencies (such as EWAG)**  
**Any other persons or agency representatives that may be appointed by Council from time to time.**

**And further that Council designates authority to the Committee to appoint a Chair from their members;**

**And further that the Committee is responsible for overseeing the development of the Town's Emergency Management Program ensuring that appropriate public education activities,**



## TOWN OF ERIN

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### COUNCIL REPORT

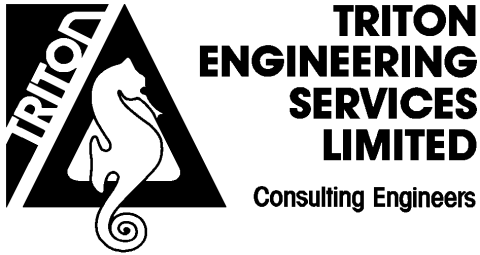
training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis.

And further that the Emergency Manager/CEMC shall provide Council with an annual report on the status of the Township's Emergency Management Program for their review, consideration and approval.

Yours truly,

A handwritten signature in cursive script, appearing to read "L. Dickson", is written on a light blue rectangular background.

Linda Dickson, MCIP, RPP, CMM III  
Emergency Manager/CEMC



## Memorandum

DATE: April 27, 2016

TO: Kathryn Ironmonger

FROM: Paul Ziegler

RE: Scott Crescent –  
Ownership and  
Maintenance

FILE: A2208 16 – R00

**Background:** It is our understanding that the Town has been requested by a resident to maintain a section of road off the 6<sup>th</sup> Line known as Scott Crescent. Based on current knowledge this section of road has never been maintained by the Municipality and the status of this road was unsure as well. This issue was brought to the Town's monthly Development Review meeting for discussion.

On behalf of the Municipality we had a title search completed which indicates that the road known as Scott Crescent is owned by the Municipality and was dedicated by Plan of Subdivision in 1958 and the second part in 1963(see attached - the right of way is 20m in width and approximately 240m in length). Based on this it seems clear that Municipality owns the right of way and road. Further to this we completed a site inspection and would confirm that existing road is gravel with very limited drainage. It does not appear to have been built to a Municipal Standard. Further investigation would be required assess the existing sub-grade and drainage.

**Options:** If the Municipality decides to start maintaining this section of road, various upgrades may be required as the current road section is too narrow for Town equipment, a proper turnaround for equipment is also required and drainage improvements such as new culverts, tree removals and ditching need to be considered. (Preliminary estimate to excavate, supply and install granulars A and B, c/w new culverts and ditching - \$130,000 not including HST)

The Municipality may consider getting an opinion from the Town Solicitor, as it is our understanding that ownership of a road is different than assumption for permanent maintenance. This may be defensible if the original developer never built the road to the standards required. Due to the age of this development it is difficult to assess the original intent of the development as we are unaware of existing by-laws or agreements that may or may not exist.





ServiceOntario

PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

PAGE 1 OF 1

PREPARED FOR BARBARA THOMSON  
ON 2015/10/22 AT 13:22:16

LAND  
REGISTRY  
OFFICE #61

71143-0430 (LT)

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

PROPERTY DESCRIPTION: SCOTT CRES PL 520 ERIN EXCEPT MS30700; SCOTT CRES PL 576 ERIN; ERIN

PROPERTY REMARKS:

ESTATE/QUALIFIER:

FEE SIMPLE

LT CONVERSION QUALIFIED

OWNERS' NAMES

THE CORPORATION OF THE TOWN OF ERIN

RECENTLY:

RE-ENTRY FROM 71143-0977

CAPACITY SHARE

BENO

PIN CREATION DATE:

2000/03/24

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
				**EFFECTIVE 2000/07/29 THE NOTATION OF THE "BLOCK IMPLEMENTATION DATE" OF 1998/03/09 ON THIS PIN**		
				**WAS REPLACED WITH THE "PIN CREATION DATE" OF 2000/03/24**		
				** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE: 2000/03/24 **		
				**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:		
				SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *		
				AND ESCHEATS OR FORFEITURE TO THE CROWN.		
				THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF		
				IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY		
				CONVENTION.		
				ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.		
				**DATE OF CONVERSION TO LAND TITLES: 2000/03/27 **		
PL520	1958/07/24	PLAN SUBDIVISION				C
PL576	1963/03/12	PLAN SUBDIVISION				C

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.  
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

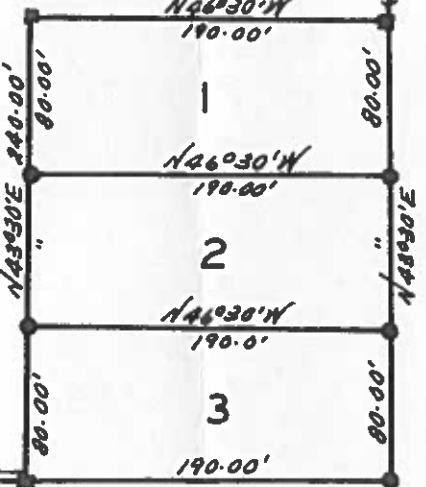
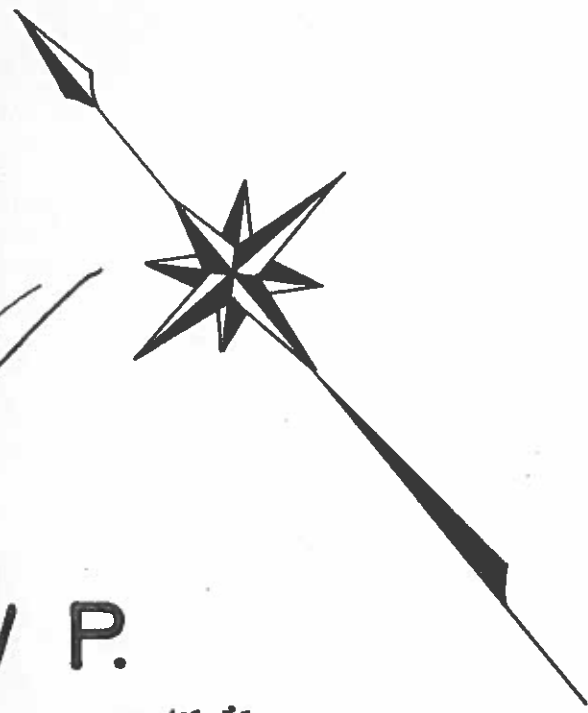
23  
**PLAN OF SUBDI**  
 OF PT. OF LOT 22 CONC  
**TOWNSHIP OF E**  
 COUNTY OF WELLING  
 SCALE 1" = 100'

**LOT 23**

ROAD ALLOWANCE BTN. LOTS 22 & 23

**LOT 22**

**ERIN TWP.**



**SCOTT CRESCENT**

**CON. 7**

**CON. 6**

OWNER'S CERTIFICATE

Lots 1 to 3 inclusive have been laid out in accordance to our instructions, Scott Crescent is hereby dedicated as public Highway.

Owners: *Frank Romanelli*  
*Tony Romanelli*  
*J. Romanelli*  
 Witness: *Kerth Still*  
AFF I DAVIT

I, *Kerth Still* of the township of *Meroo* of the county of *Dufferin* make oath & say:

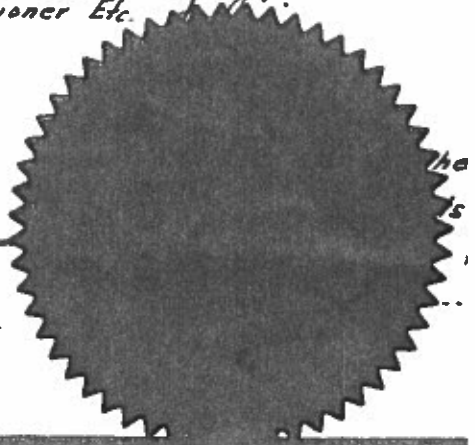
County of *Dufferin*  
 To Witt

1. That I was present and personally see this plan signed by *Frank Romanelli, Tony Romanelli, & John Romanelli*
2. That the said plan was signed by the said *parties at Grandville*
3. That I know the said parties.
4. That I am a subscribing witness to the said signing.

Witness *Kerth Still*  
 Sworn before me at *TOWN OF DRANGVILLE* in the county of *DUFFERIN* this *23* day of *JULY* 1958

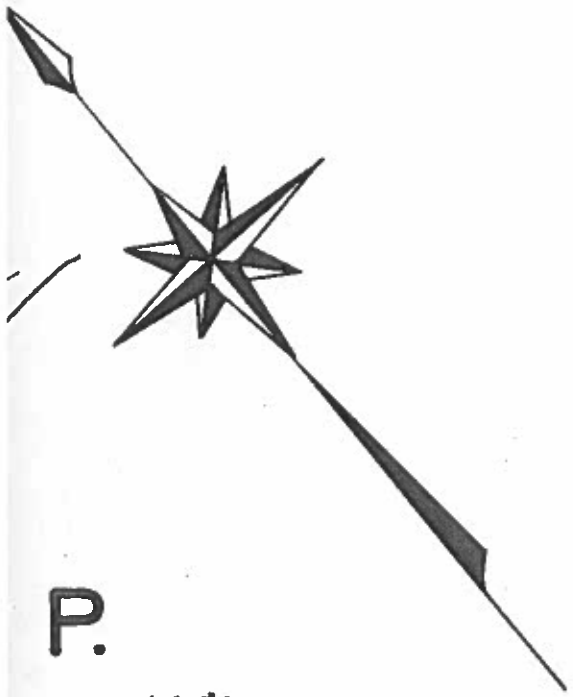
*C. Bracken J.P.*  
 A Commissioner Etc.

Approved under Section 26 of THE PLANNING ACT, 1955,  
 This *8th* day of *July* 1958  
 NO SEAL  
 MINISTER OF PLANNING & DEVELOPMENT

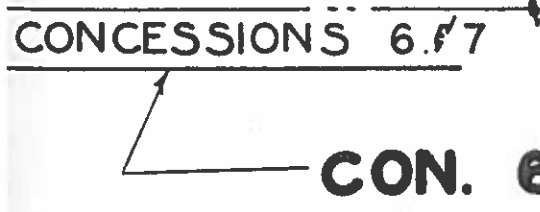
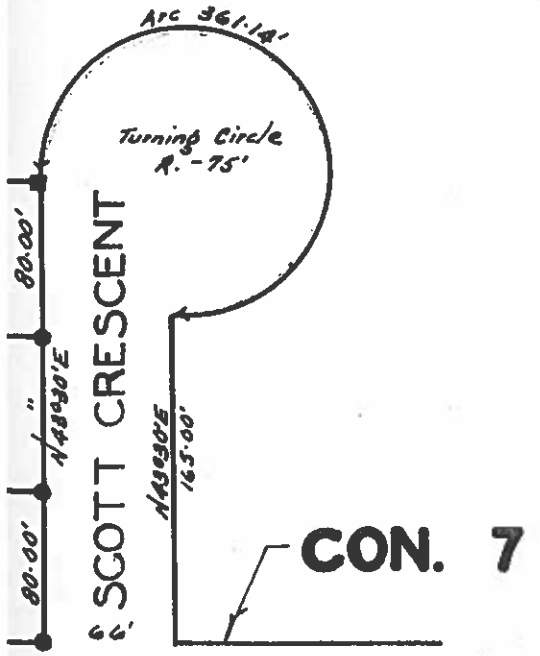


520

**PLAN OF SUBDIVISION**  
 OF PT. OF LOT 22 CONCESSION 7  
**TOWNSHIP OF ERIN**  
 COUNTY OF WELLINGTON  
 SCALE 1" = 100'



P.



OWNER'S CERTIFICATE

Lots 1 to 3 inclusive have been laid out in accordance to our instructions, Scott Crescent is hereby dedicated as public Highway.

Owners: *Frank Romanelli*  
*Tony Romanelli*  
*J. Romanelli*

Witness: *Kerth Still*.....

AFFIDAVIT

I, *Kerth Still*..... of the township of *Meeco*..... of the county of *Dufferin*..... make oath & say:

County of *Dufferin*.....  
To Witt

1. That I was present and personally see this plan signed by *Frank Romanelli, Tony Romanelli, & John Romanelli*
2. That the said plan was signed by the said parties at *Orangethorpe*.....
3. That I know the said parties.
4. That I am a subscribing witness to the said signing.

Witness *Kerth Still*.....

Sworn before me at *TOWN OF ORANGETHORPE* in the county of *DUFFERIN*... this *23* day of *JULY* 1958

*E. B. Rankin, J.P.*  
A Commissioner Etc.

Approved under Section 26 of THE PLANNING ACT, 1955, This *8th* day of *July* 1958

NO SEAL  
*[Signature]*  
MINISTER OF PLANNING & DEVELOPMENT

SURVEYOR'S CERTIFICATE

- I *Lloyd Thomson*, an Ontario Land Surveyor, certify that,
- a. I was present and did personally superintend the survey represented by this plan.
  - b. This plan accurately shows the manner in which the lands (edged in red) have been surveyed and subdivided by me.
  - c. Every angle of the exterior boundary of the plan is defined in the survey thereof by a monument, and a monument is placed at one angle of each street intersection shown on the plan.
  - d. I have indicated on the plan the position & form of each of the monuments.
  - e. The monuments conform in all respects to requirements of Section 13 of the Surveys Act.
  - f. The survey was made by me between the *18th* day of *February* 1958 and the *25th* day of *June* 1958.
  - g. The survey has been accurately made in accordance with all the provisions of the Surveys Act & the Registry Act relating thereto.
- Dated at *Orangethorpe, Ont.* this *25th* day of *June* 1958.

*Lloyd Thomson*  
Ontario Land Surveyor

REGISTRAR'S CERTIFICATE

thereby certify that this plan has been duly entered and registered in the Registry Office for the Registry Division the county of..... at..... on this..... day of..... 1958, as number.....

.....  
Registrar

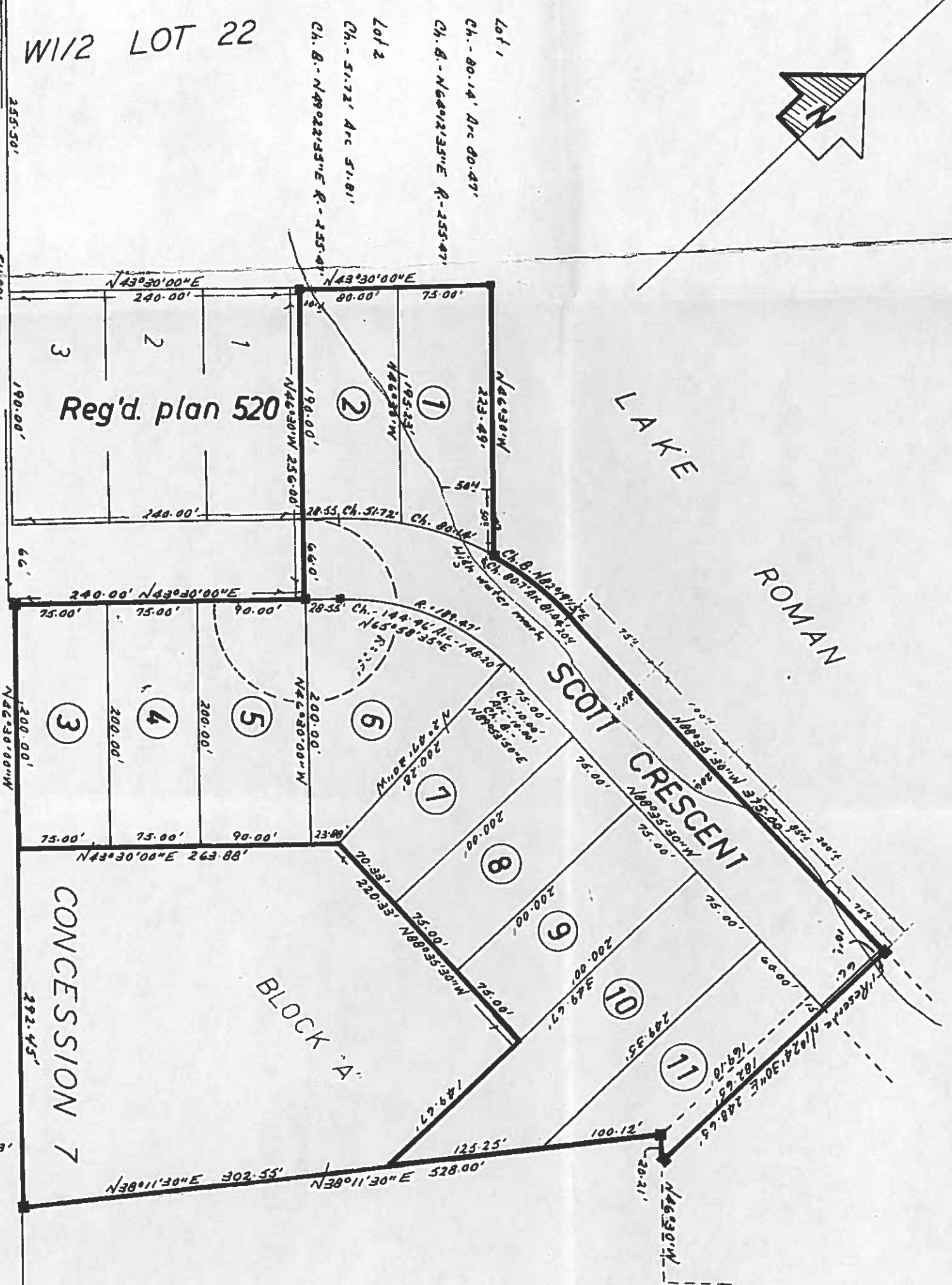
*[Signature]*

LOT 23

Road allowance btn. Lots 22 & 23

W1/2 LOT 22

Road allowance between Concessions 6 & 7



LAKE ROMAN

SCOTT CRESCENT

Reg'd. plan 520

FIELD NOTES

CONCESSION 6

CONCESSION 7

BLOCK 'A'

I hereby certify that this plan represents a true copy of the field notes taken in connection with the survey thereof.

Lloyd J. Jensen  
Ontario Land Surveyor

Approved under Section 26 of THE PLANNING ACT, 1955.  
This 5<sup>th</sup> day of July 1960

MINISTER OF MUNICIPAL AFFAIRS

Sworn & this 2<sup>nd</sup> day of July 1960  
Premises w/2 of ...  
There

Lots 1 to 11  
accordance  
dedicated  
Owners

Owner's Certificate

Lots 1 to 11 inclusive <sup>the 1<sup>st</sup> Reserve</sup> and Block A have been laid out in accordance to our instructions. Scott Crescent is hereby dedicated as public highways.

Owners, Frank Remarelli

Frank Remarelli  
F. Remarelli

Edmund Guel...  
 Witness

Affidavit

EDWARD G. NAHMI of the Town of TORONTO in the county of YORK make oath & say.

1. That I was present and did personally see this plan signed by, FRANK REMARELLI, TOM REARELLI, J. REMARELLI.
2. That the said plan was signed by the said parties at 117 ST. TORONTO.
3. That I know the said parties.
4. That I am a subscribing witness to the said signing.

Witness Edmund Guel...

Sworn before me at Toronto in the county of YORK this 20th day of April 1960

Sidney A. Lutz

Commissioner etc.  
 IN THE PROVINCE OF ONTARIO  
 OF THE COUNTY OF YORK  
 DESCRIPTION  
 BEING PART W/2 LOT 22 CON 7  
 TWP. OF ERIN

Premising that the bearing of the south westerly limit of the w/2 of the said Lot 22 is N46°30'W and referring all bearings mentioned herein thereto.

Beginning at the most westerly angle of the w/2 of the said Lot 22. Thence south easterly along the south westerly limit of the said Lot 22 a distance of 511.00' to the point of commencement.

Thence N43°30'E a distance of 240.00';

" N46°30'W " " " 256.00';

" N43°30'E " " " 155.00';

" S46°30'E " " " 233.49' to the intersection of a curve.

Thence north easterly along the said curve an arc distance of 81.09' to the end of curve.

Section 26 of  
 ACT, 1955,  
 day of July 1960

ER OF MUNICIPAL AFFAIRS

PLAN OF SUBDIVISION

Of pt. of Lot 22 Con. 7 & Pt of Reg'd Plan 520

TOWNSHIP OF ERIN

COUNTY OF WELLINGTON

Scale 1"=100'

Surveyor's Certificate

- I Lloyd Thomson, an Ontario Land Surveyor, certify that,
- a. I was present and did personally superintend the survey represented by this plan.
  - b. This plan accurately shows the manner in which the lands (edged in red) have been surveyed and subdivided by me.
  - c. Every angle of the exterior boundary of the plan is defined in the survey thereof by a monument and a monument is placed at one angle of each street intersection shown on the plan.
  - d. I have indicated on the plan the position and form of each of the monuments.
  - e. The monuments conform in all respects to requirements of Section 13 of the Surveys Act.
  - f. The survey was made by me between the 26<sup>th</sup> day of MARCH 1959 and the 26<sup>th</sup> day of April 1960
  - g. The survey has been accurately made in accordance with all the provisions of the Surveys Act and the Registry Act relating thereto.

Dated at Orangeville this 26<sup>th</sup> day of April 1960

Lloyd Thomson  
Ontario Land Surveyor

I hereby certify that this plan has been duly entered and registered in the Registry Office for the Registry Division of the county of Wellington Sec. at 9<sup>30A</sup> on this 12<sup>th</sup> day of March 1963 as number 576

[Signature]  
Registrar

DESCRIPTION CTD

- Thence S88°35'30"E a distance of 375.00'
- " S1°24'30"W " " " 241.65'
- " N46°30'W " " " 20.21'
- " S28°11'30"W " " " 528' to the south westerly limit of the said lot.
- Thence south westerly along the last mentioned limit a distance of 492.45' to the point of commencement.

[Signature]  
[Signature]

## 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 6:30 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:

May 3

1<sup>st</sup> Choice

Kelly Gibson, Bill Galloway and/or Neal DeRuyter

Name of delegate(s) or group representative

May 17

2<sup>nd</sup> Choice

Halton Crushed Stone

Group Delegation Represents

### PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

Introduce Halton Crushed Stone to Council and provide a brief overview of the proposed Erin Pit Extension application. The inclusion of 10th Line in the application will be discussed including a brief overview of the 2008 agreement to extract 10th Line. Further background information is attached to this form along with a map of the 10th Line road allowance.

### DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

Seek Council authorization to include 10th Line road allowance in Aggregate Resources Act licence application for proposed pit extension. This allows the option for future extraction subject to a new agreement with the Town.

### CONTACT INFORMATION:

Name: Neal DeRuyter, MHBC

Address: 200-540 Bingemans Centre Drive, Kitchener, ON, N2B 3X9

Phone: 519-576-3650

E-Mail: nderuyter@mhbcplan.com

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

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

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

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

Signature of Applicant

April 25, 2016

Date

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

**HALTON CRUSHED STONE ERIN PIT**  
**Background for May 3, 2016 Council Delegation**

Halton Crushed Stone Limited (HCS) would like to appear before Town Council on May 3, 2016 to provide information regarding their proposed pit extension and speak to Council about a 2008 agreement that permitted extraction of a portion of the 10<sup>th</sup> Line road allowance.

HCS owns land on either side of 10<sup>th</sup> Line south of County Road 52 and north of 10<sup>th</sup> Sideroad which includes the existing Erin Pit and unlicensed lands (please refer to enclosed map). HCS acquired the lands from Dufferin Aggregates in 2014 and operated the licensed pit through the 2015 construction season.

HCS is applying for approval to extend the operation northward and permit an above water pit extension on Part of Lot 12, Concessions 10 & 11 which is located on either side of 10<sup>th</sup> Line. Applications are ready to be submitted to the Town.

The HCS lands have over 1 km of frontage along 10<sup>th</sup> Line. There are significant sand and gravel resources located within the 10<sup>th</sup> Line road allowance. In 2008, the Town entered into an agreement with Dufferin Aggregates to temporarily close a portion of 10<sup>th</sup> Line adjacent to the existing pit to allow for the extraction of aggregate from the setbacks and road allowance to maximize the availability of an essential non-renewable resource.

The extraction contemplated by that agreement did not proceed because the Ministry of Natural Resources and Forestry indicated that extracting the road allowance would require a new licence under the Aggregate Resources Act. Dufferin did not proceed with a new licence application.

In order to retain the option for future consideration of extraction of the road allowance, HCS proposes to include 10<sup>th</sup> Line in the area to be licensed under the Aggregate Resources Act.

The future temporary closure, extraction and rehabilitation of 10<sup>th</sup> Line would only proceed subject to a fair and equitable agreement between the Town and HCS. If such agreement is not reached, 10<sup>th</sup> Line will be not be extracted.

If the HCS applications are eventually approved, the inclusion of the road allowance in the licensed area allows the Town and HCS the option of completing agreements that would allow for extraction to occur in the Town's road allowance so that the aggregate was available to the Town.

The approximate quantity of material that could be available in the 10<sup>th</sup> Line road allowance is 140,000 tonnes. This would need to be confirmed prior to completion of the agreement and subject to a survey.





## Proposed Tenth Line Licensed Area

### Halton Crushed Stone

Part of Northeast Half of Lot 12,  
Concession 10 and  
West Half of Lot 12, Concession 11  
Town of Erin  
County of Wellington

#### LEGEND



Proposed Erin Pit Extension Lands



Existing Erin Pit (Licence #5598)



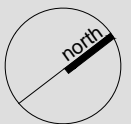
Location of Tenth Line  
Road Allowance Proposed to be  
Included in Pit Application  
(20m wide Road Allowance - ±1 km in length)

DATE: April 2016

FILE: 9051D

SCALE: NTS

DRAWN: DGS



K19051D-HALTON CRUSHED STONE-ERIN PIT/RPT/TENTH LINE LOCATION MAP.DWG

Source:

Air Photo: Automated Engineering Technologies Ltd. (AET) (Aerial Survey April 15, 2015)

**MHBC** PLANNING  
URBAN DESIGN  
& LANDSCAPE  
ARCHITECTURE

200-540 BINGEMANS CENTRE DR. KITCHENER, ON, N2B 3X9  
P: 519.576.3650 F: 519.576.0121 | WWW.MHBCPLAN.COM



## Staff Report

**Report #:** 2016-07R

**Date:** May-3-16

**Submitted By:** Dave Knight, Interim Road Superintendent

**Subject:** Pavement Marking Quote #2016-10 Results

---

### Recommendations:

**Be it resolved that** Council receives the Pavement Marking Quote Results report;

**And That** Council accepts the quote of R an N Maintenance (the lowest bidder) for the supply and application of Pavement Markings for a price of \$ 14,594.35 including HST.

### Background:

Quotations were sent to companies known to be in the Pavement Marking business, inviting quotations for the 2016 Pavement Marking Program. The quotations received are summarized below.

R an N Maintenance	\$ 14,594.35
Midwestern Line Striping	\$ 14,790.15
Precision Markings	\$ 16,406.47
KDN Pavement Markings	No Quote Received

### Financial Impact:

This expenditure is included in the 2016 Operating Budget. A portion of the total amount (\$1,785.00) is recoverable as the quotation included work for the Township of East Garafraxa.

### Consultation:

NA

**Communications Plan:**

N/A

**Conclusion:**

That Council accept the quotation of the lowest bidder, R an N Maintenance for the supply and application of Pavement Markings for a price of \$ 14,594.35 including HST.

**Appendices:**

N/A



## Staff Report

**Report #:** 2016-08R

**Date:** May-3-16

**Submitted By:** Dave Knight, Interim Road Superintendent

**Subject:** Supply and Load Maintenance Gravel Quote 2016-05 Results

---

### Recommendations:

**Be it resolved that** Council receives the Load, Haul and Apply Maintenance Gravel Quote results report;

**And that** Council accepts the quote of Cox Construction to Supply and Load Maintenance Gravel for a price of \$ 468,272.00 including HST and delivery of 35,000 tonne.

### Background:

Quotations were invited to Load and Supply Maintenance Gravel for 2016.

35000 Tonne						Delivery	Per Tonne	TOTAL
	<u>Unit Price</u>	<u>HST</u>	<u>Subtotal</u>	<u>Delivery</u>	<u>HST</u>	<u>Total</u>	<u>TOTAL</u>	<u>COST</u>
Cox Construction	\$9.00	\$1.17	\$10.17	\$2.84	\$0.37	\$3.21	\$13.38	\$468,272.00
Strada	\$8.48	\$1.10	\$9.58	\$3.71	\$0.48	\$4.19	\$13.77	\$482,114.50
Halton Crushed Stone	\$8.35	\$1.09	\$9.44	\$3.61	\$0.47	\$4.08	\$13.51	\$473,018.00

Samples of gravel from all the Quoting Companies were sent for testing. The Quotation from Cox Construction is the preferred Supplier

### Financial Impact:

This expenditure is included in the 2016 Operating Budget.

**Consultation:**

Results of Granular testing were forwarded to Triton Engineering for analysis. The quality of material supplied by either Cox Construction or Strada was deemed to be sufficient. The recommendation was for either of these suppliers which had the least expensive cost of hauling.

**Communications Plan:**

N/A

**Conclusion:**

That Council accepts the quotation of the Cox Construction to Supply and Load Maintenance Gravel for a price of of \$ 468,272.00 including HST and delivery of 35,000 tonne.

**Appendices:**

N/A



## Staff Report

**Report #:** W3-2016

**Date:** May-3-16

**Submitted By:** Joe Babin – Water Superintendent

**Subject:** Generator Replacement

---

### Recommendations:

**Be it resolved that** Council accepts the Water Superintendent's generator replacement report;

**And that** Council authorizes the Water Superintendent to deviate from the insurance claim and purchase an additional fixed generator for the Erin Water System.

### Background:

Due to the recent ice storm impacts of prolonged power outages and surges, the water department would recommend installing additional generators to support our operations during climate change events. When reviewing our insurance claim to replace the portable generator from Erin Well 7, we had an assessment done and found that a 100KW generator would be sufficient at all well houses. The original generator was an 180KW unit which through the insurance claim we were given \$72,355 to replace. By reducing the 180KW generator to 100KW portable unit, we could save \$29,178 and put that savings towards purchasing another 100KW fixed generator to be installed at Erin Well 7. The estimated additional cost to the water department is quoted at approximately \$20,000.00. By approving this deviation, the water department will enhance the Town's emergency preparedness by getting two generators with minimal impact to reserves.

### Financial Impact:

Approximately \$20,000 from water reserves.

### Consultation:

Kevin Rennick – Sommers Motor Generator Sales Ltd.  
 Ken Keeler Electric  
 Water Department Staff

**Communications Plan:**

Council Report

**Conclusion:**

I recommend that council approves the deviation from the initial insurance claim which will enable the water department to acquire two generators, one mobile, one fixed and ultimately ensure water services in emergency situations.

**Appendices:**

N/A



## **Staff Report**

**Report #:** 2016-13  
**Date:** May-3-16  
**Submitted By:** Carol House, CBO  
**Subject:** Third Draft Site Alteration Bylaw

---

### **Recommendations:**

**Be it resolved that** Council hereby receives Building Department report #2016-13, dated May 3, 2016, regarding a Third Draft Site Alteration By-Law Amendment.

### **Background:**

Due to ongoing concerns regarding the importation of fill onto lands within the Town of Erin, staff was directed to explore amending the Town's existing Site Alteration By-Law 12-18. The attached third draft document has been created to implement a more comprehensive set of regulations to manage the importation of fill within the Town.

### **Financial Impact:**

Potential to charge permit fees & retain securities in order to limit costs for the Town. The intention is that related costs would be paid by the applicants.

### **Consultation:**

Council, the Ontario Soils Regulation Task Force, Town of Erin Ad-Hoc Site Alteration Committee

### **Communications Plan:**

Through regular Council meeting

### **Conclusion:**

The Third Draft Site Alteration By-Law document proposes a more comprehensive set of regulations to address the issue of importation of fill onto lands within the Town of Erin. This is



the third draft. As per Council directive, numerous changes have been incorporated into this draft. A copy of this draft has been sent to the Town solicitor for review.

**Appendices:**

Third Draft of Site Alteration By-Law

**THE CORPORATION OF THE TOWN of ERIN**

**BY-LAW NUMBER XX-16**

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

**WHEREAS** Section 10(2) of the Municipal Act 2001, S.O. 2001, c. 25, as amended, authorizes a Municipality to pass by-laws respecting the economic, social and environmental well-being of the Municipality and the health, safety and well-being of persons;

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

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

**AND WHEREAS** Section 142 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a Municipality to pass by-laws to prohibit, regulate or require a permit for, and impose conditions upon, the placing or dumping of fill, removal of topsoil or alteration of the grade of land;

**AND WHEREAS** the Council of The Corporation of the Town of Erin is desirous of enacting such a by-law and deems it in the public interest to regulate the dumping and placing of fill and other site alterations in order to ensure that:

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

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

**DEFINITIONS AND INTERPRETATION**

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

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

- u) “Grade” means the elevation of the ground surface and shall be more particularly defined as follows:
    - i) “Existing Grade” means the elevation of the existing ground surface of the lands upon which dumping and/or placing of fill, altering of the grade, or removing the topsoil is proposed and/or abutting ground surface up to three metres wide surrounding such lands, except that where such activity has occurred in contravention of this by-law, existing grade shall mean the ground surface of such lands as it existed prior to the said activity;
    - ii) “Finished Grade” means the approved elevation of ground surface of lands upon which fill has been placed or dumped, the grade altered or topsoil removed, in accordance with this by-law;
    - iii) “Proposed Grade” means the proposed elevation of ground surface of land upon which fill is proposed to be placed or dumped, the grade altered or topsoil removed.
  - v) “Large Scale Site Alterations” includes the placing or dumping or removal of fill and the alteration of grade involving more than 1000 cubic metres of fill or where the elevation of the site will increase or decrease by more than 1m;
  - w) “Landform Features” means distinctive physical attributes of land such as slope, shape, elevation and relief;
  - x) “Lot” means a parcel of land, described in a deed or other document legally capable of being conveyed including a block on a registered plan of subdivision;
  - y) “MOECC” means the Ministry of the Environment and Climate Change;
  - z) “Municipal Act” means the Municipal Act, 2001, S.O. 2001, c.25, as amended;
  - aa) “Officer” means any person designated by by-law of the Corporation of the Town of Erin to issue permits and impose conditions under this by-law or to enforce this by-law;
  - bb) “Order” means an Order under Section 35 of this by-law and includes an Order to Comply, a Stop Work Order and an Order to Remove;
  - cc) “Owner” includes the registered owner of the lands on which site alteration is proposed and any person, firm or corporation managing or controlling such lands;
  - dd) “Planning Act” means the Planning Act, R.S.O. 1990,c.P13, as amended;
  - ee) “Permit” means a permit that can be issued pursuant to this by-law;
  - ff) “Permit Holder” means a person to whom a permit has been issued under this by-law;
  - gg) “Person” includes a corporation;
  - hh) “Place” means the distribution of fill on lands which has the effect of establishing a finished grade higher than the existing grade, and includes soil stripping, and “placed” has the corresponding meaning;
  - ii) “Ponding” means the accumulation of surface water in an area not having drainage therefrom where the lack of drainage is caused by the placing or dumping of fill, altering of grade or removing of topsoil;
  - jj) “Qualified Person” means a person qualified as defined within Ontario Regulation 153/04-“Qualified Person, other than Risk Assessment” as amended and as noted in the MOECC Best Management Practices document;
  - kk) “Retaining Wall” means a wall designed to contain and support fill, which has a finished grade higher than that of adjacent lands;
  - ll) “Road Security Deposit” means financial security deposits as noted in ‘Schedule E’
- “Roads Superintendent” means the person or designate as appointed by the Corporation of the Town of Erin;
- mm) “Security” means a certified cheque, cash or an irrevocable letter of credit in a form acceptable to the Chief Building Official and the Town’s Treasurer;

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

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

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

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

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

6. No person shall place or dump any fill, remove any topsoil or fill or otherwise alter the grade of land by causing, permitting or performing any other form of site alteration on land within the Town without the owner first receiving a permit issued under this by-Law by the Chief Building Official or Council, unless otherwise exempt.
7. No person shall fail to comply with an order issued pursuant to Section 35 of this by-Law.
8. No person shall cause, permit or perform a large scale site alteration in a wellhead protection area, significant ground water recharge area or significant high aquifer vulnerability area as designated in a drinking water source protection plan under the Clean Water Act unless such site alteration is directly associated with a building permit issued by the Town or any other development agreement with the Town.
9. No person shall perform a site alteration on any land unless it is done at the request of or with the written consent of the owner of the land where the site alteration is to occur.

10. No person shall perform, or cause or permit to be performed, any site alteration that may adversely affect the quality or quantity of water in a well, pond or watering hole intended for use as a source of water for agriculture or human consumption on a property with an adjoining property boundary, or any other property.
11. No person shall place or dump fill or cause or permit fill to be placed or dumped on a lot fronting on a Town road that has been deemed by the Town, in its sole discretion, to be unsuitable for the transportation of fill.
12. No person shall perform a site alteration or permit the performance of a site alteration:
  - (a) Between the hours of 7:00p.m and 7:00a.m. Monday to Friday;
  - (b) Anytime Saturday, Sunday or on a Statutory Holiday;
  - (c) During any period in which a wind warning for the area has been issued by Environment Canada;
  - (d) During or within 24 hours of receiving precipitation in excess of two (2) millimetres;

Under further restricted times and conditions as deemed necessary by the Town.
13. In addition to the other requirements of this by-law, and notwithstanding any permit issued under this by-law, no person shall place or dump, or cause or permit the placing or dumping of fill on, or alter or cause or permit the alteration of the grade of, or remove or cause or permit the removing of any topsoil from any land in the Town of Erin, including any lands which are submerged under any watercourse or other body of water unless:
  - a) it is done with the consent of the owner of the site where the fill is to be placed or dumped, the grade altered or the topsoil removed;
  - b) all fill to be used includes only soil, stone, sod or other material acceptable to the Chief Building Official and that such material is clean and free of any glass, plastics, rubber, metals, liquid, garbage, painted wood, asphalt, construction materials and/or contaminants and must comply with the requirements of the fill inspection checklist in the fill management plan;
  - c) the drainage system for the site is provided in accordance with this by-law and any permit issued hereunder and as otherwise required by- law, and in accordance with proper engineering standards and practices and will not result erosion, blockage, siltation or contamination of a water course, flooding or ponding;
  - d) The fill is placed or dumped, any retaining wall containing such fill is erected, the grade is altered, or the topsoil is removed, in such a manner that no flooding, ponding, or other adverse effects are caused on other lands.
14. Every person to whom a permit is issued pursuant to this by-law shall, in addition to any conditions of the permit;
  - e) provide a retaining wall where required by the Chief Building Official which does not encroach upon abutting lands, either above or below existing grade, and such retaining wall shall be constructed to the satisfaction of the Chief Building Official and comply with the requirements of the Ontario Building Code.
  - f) ensure that the finished grade surface is protected by sod, turf, seeding for grass, vegetation, asphalt, concrete or other similar means, or combination thereof and ensure that phased revegetation be implemented in large fill alteration sites as defined under section 20 of this by-law;
  - g) ensure that fill shall not be placed or dumped around the perimeter of any existing building in contravention of the requirements of the Ontario Building Code;
  - h) provide such protection for trees as may be required by the Chief Building Official;
  - i) provide siltation control measures as may be required by the Chief Building Official;
  - j) ensure that the work that is the subject of the permit does not soil or otherwise foul any municipal roads. All works affecting the Town's roads shall comply with Schedule 'E' attached to this by-law.
  - k) ensure that all conditions of the permit issued pursuant to this by-law and any requirements of this by-law are fulfilled to the satisfaction of the Chief Building Official;

- l) ensure the work that is the subject of the permit does not occur in areas regulated by a Conservation Authority or approval agency without written approval of the respective regulatory agency, and in the event this occurs, ensure that the affected areas are restored to the satisfaction of the Chief Building Official and the Conservation Authority.

## **EXEMPTIONS**

15. The provisions of this by-law do not apply to;

- m) activities or matters undertaken by a municipality or a local board of a municipality;
- n) the placing or dumping of fill, removal of topsoil or alteration of the grade of land imposed as a condition to the approval of a site plan, a plan of subdivision or a consent under section 41, 51, or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
- o) the placing or dumping of fill, removal of topsoil or alteration of the grade of land imposed as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under that regulation;
- p) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken by a transmitter or distributor, as those terms are defined in Section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
- q) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act* but not including rehabilitation plans;
- r) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
  - i. that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
  - ii. on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*;
- s) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act, 2001*;
- t) construction of a building or structure pursuant to a valid building permit which has been issued for the erection of the building or structure and/or on-site sewage system, and the site plan accompanying the building permit application provides sufficient information to determine that the placing or dumping of fill conforms with the provisions of this by-Law, and the amount of fill to be dumped or placed pursuant to the building permit does not exceed two hundred (200) cubic metres, excavation & backfilling occurs within 10 metres of the structure and is incidental to the construction of the building or structure;
- u) topdressing of lawns with topsoil provided the ground elevation of the lands is not increased by more than two hundred (200) millimeters and there is no significant change in the direction or rate of drainage to neighbouring properties. Such alteration shall not take place within 0.6 metres of any property line. Such placing of fill shall not exceed fifty (50) cubic metres per year;
- v) cultivation or tilling of garden beds so long as such work does not have an adverse effect on existing drainage patterns on neighbouring properties;
- w) excavation of soil involving an area of less than nine (9) square metres and a depth of less than 0.5 meters having no significant impact on trees, ground cover, vegetation, watercourses, or storm water swales and not altering or creating a slope at greater than 8%;

- x) minor landscaping works which are at least 0.3 metres from any property line and do not impact drainage patterns on neighbouring properties; and
  - y) the removal of topsoil as an incidental part of a normal agricultural practice, including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products, provided however that this provision shall not exempt from the by-law the removal of topsoil for sale, exchange or other disposition.
16. If a regulation is made under Section 28 of the Conservation Authorities Act respecting the placing or dumping of fill, removal of topsoil or alteration of the grade of land in any area of the Town, this by-law is of no effect in respect of that area.

### **APPLICATION REQUIREMENTS**

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



18. An applicant shall not submit or cause or permit an application for a permit to be submitted to the Town that is misleading or contains false information. Where it is revealed that the application for a permit contained misleading or false information, the said permit may be revoked by the Chief Building Official and the permit holder shall forthwith cease all work which was the subject of the revoked permit.

### **FILL MANAGEMENT PLANS AND DOCUMENTS**

19. A fill management plan(s) required to be submitted as part of any application for a permit pursuant to this by-law shall include, among other things, the following:
- a) a key map showing the location of the site;
  - b) the site boundaries and number of hectares of the site;
  - c) the use of the site and the location and use of the buildings and other structures adjacent to the site;
  - d) the location, dimensions and use of existing and proposed buildings and other structures existing or proposed to be erected on the site;
  - e) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on the site and within thirty (30) metres beyond the site boundary;
  - f) the location of the predominant soil types;
  - g) the location size, species and condition of all trees 100 mm in diameter or greater, including their dripline, and the composite dripline of all other vegetation;
  - h) the location of driveways on the lands and all easements and rights-of-way over, under, across or through the site;
  - i) the location and dimensions of any existing and proposed storm water drainage systems and natural drainage patterns on the site and within thirty (30) metres of the site boundaries;
  - j) the location and dimensions of utilities, structures, roads, highways and paving;
  - k) the existing site topography at a contour interval not to exceed 0.5 metres and to extend a minimum of thirty (30) metres beyond the site boundaries;
  - l) the proposed grade(s) and drainage system(s) to be used upon completion of the work which is the subject of the permit;
  - m) the location and dimensions of all proposed work which is the subject of the application for a permit and the proposed volume of fill or topsoil to be placed;
  - n) the location and dimensions of all proposed temporary topsoil or fill stockpiles;
  - o) the location, dimensions, design details and specifications of all work which is the subject of the application including all site siltation control measures or retaining walls necessary to meet the requirements of this by-law and the estimated cost of the same;
  - p) a schedule of the anticipated starting and completion dates of all proposed work which is the subject of the application for a permit, including the installation of construction site control measures needed to meet the requirements of this by-law;
  - q) a list of the type of equipment and machinery that will be used during the site alteration process including the expected days and times of operation;
  - r) provisions for the maintenance of construction site erosion and dust control measures during construction and after as required;
  - s) typical notes on the final rehabilitation plan to indicate the final ground cover materials, type and size of plantings, depth of topsoil, tree removals or tree protection measures;
  - t) proposed site access location(s) and haul route(s) to and within the property;
  - u) a description of the proposed fill;
  - v) the scale of drawing, either 1:500 or 1:1000 or as acceptable to the CBO;

- w) operational procedures manual;
- x) any other information as deemed necessary by the Chief Building Official and
- y) it shall be at the sole discretion of the Chief Building Official and/or Council to determine if additional persons with expertise or qualified persons are to be consulted for review of fill management plans.

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

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

- a) An application for Large Scale Site Alterations greater than 1000 cubic meters shall not be considered for approval until Council has considered the application at a public meeting at which the applicant or any interested members of the public will have fair opportunity to make representation. Notice of the public meeting is to be provided to property owners and agencies in a similar manner as a Zoning By-law amendment proposal under the Planning Act and as approved and specified by Council.
- (b) The owner or applicant shall give notice to the public that he or she is applying for a Large Scale Fill Site Alteration Permit. Notice under this section shall be at such time or times and by such means as the CBO & Council considers appropriate, including at least one of the following means:
  - (i) News release
  - (ii) Notice through local, regional or provincial news media, such as television, radio, newspapers and magazines,
  - (iii) Door to door flyers,
  - (iv) Signs,
  - (v) Mailings to members of the public,
  - (vi) Mailings to adjacent property owners,
  - (vii) Actual notice to community leaders and political representatives,
  - (viii) Actual notice to community organizations, including environmental organizations and/or any other means of notice that would facilitate more informed public participation in decision making on the proposal.
- (c) Notice, as described above, shall include the following:
  - (ix) A brief description of the site alteration activities,
  - (x) A statement when and where members of the public can review written information about the proposed site alteration application,
  - (xi) An invitation to member of the public to submit written comments on the proposed site plan application, and
  - (xii) An invitation to member of the public to attend a public meeting.
- (d) The owner shall submit a report to the CBO for Council consideration with the results of the consultation and setting out any changes they made in response to public concern.

21. Where the calculated site alteration volume is greater than 1000 cubic metres or where the proposed elevation will be greater than 1m above or below the originally existing grades, the owner shall, in addition to providing a complete application as detailed in this by-law, enter into a Site Alteration Agreement with the Town which shall be registered on title to the land on which the site alteration is to be performed. The application for Site Alteration Agreement shall be submitted for approval by Council. The agreement shall specify that the owner has agreed to the following terms and any other terms deemed necessary by the Town.:

- a) to retain a qualified person approved by the Chief Building Official who is responsible for ensuring that the site alteration is in accordance with reasonable engineering and environmental practices; is in accordance with the

- protocol attached as Schedule “B” to this by-law; and is in accordance with the plans submitted for the permit;
- b) To undertake the site alteration in accordance with subsection 21.
  - c) to require the qualified person to report in writing on a regular basis that the placing and dumping of fill is in accordance with clause 21) and that the report be signed by the qualified person and completed in accordance with the MOECC (BMP); Source site fill is to be sampled and tested as follows: 1 sample for every 160 cubic metres of fill to be imported for the first 5000 cubic metres of fill from a source site, then 1 sample & test for every 300 cubic metres for volumes thereafter from the same source site. Receiving site: One audit sample to be sent to an accredited laboratory per day with results automatically and simultaneously copied to the Town from the lab.
  - d) to require that the site alteration be completed by a specified date;
  - e) not to contaminate the natural environment and to abide by all applicable environmental laws and regulations;
  - f) to provide a report from the qualified person that he/she is satisfied that the placing or dumping will not result in:
    - (i) Soil erosion;
    - (ii) Blockage of a watercourse;
    - (iii) Siltation in a watercourse;
    - (iv) Pollution of a watercourse;
    - (v) Flooding or ponding on abutting lands;
    - (vi) Flooding or ponding caused by a watercourse overflowing its banks;
    - (vii) A detrimental effect on any trees of a caliper of one hundred (100) millimetres or more located on the lands;
    - (viii) Detrimental effect on matters of inherent biological sensitivity such as aquifer recharge, water quality, unusual plants or wildlife and overwintering habitats;
    - (ix) Unauthorized injury or destruction of trees protected under by-laws of the Town or County of Wellington;
  - g) to provide Financial Assurance and Road Security Deposits in accordance with Schedule “C” and Schedule “E” to be used to remedy any breach of the by-law or agreement and to indemnify the Town for any liability, costs, damages or losses incurred directly or indirectly caused by the issuing of a permit;
22. Every fill management plan accompanying an application for a permit under this by-law must be stamped by a qualified person approved by the Chief Building Official.
23. Notwithstanding any other provisions of this by-law, the Chief Building Official with Council approval may waive the requirement for a fill management plan or any part thereof, and/or may reduce the fee for a permit under this by-law, after taking into consideration the proposed works, the anticipated impact on the site and the surrounding environment.

### **ISSUANCE OF PERMIT**

24. The Chief Building Official may issue a site alteration permit where;
- a. the Chief Building Official is satisfied that the applicant has complied or will comply with all requirements of this by-law;
  - b. the Chief Building Official is satisfied that the proposed grade and resulting drainage pattern, the proposed design of any retaining wall, the type of fill proposed to be used, if any, and the proposed method of the placing and dumping of fill, altering of the grade, or removing of topsoil, are all in accordance with proper engineering standards and practice, and compliant with the Ontario Building Code.
  - c. the Chief Building Official is satisfied with any fill to be used as defined in this by-law and that such material is clean and free of any glass, plastics, rubber, metals, liquid, garbage, asphalt, painted wood, construction materials and/or contaminants;

- d. the Chief Building Official is satisfied that the proposed placing or dumping of fill, altering of the grade or removing of topsoil, will not result in;
  - i. erosion;
  - ii. blockage of watercourse;
  - iii. siltation in a watercourse;
  - iv. contamination of a watercourse;
  - v. flooding or ponding;
  - vi. a detrimental effect on any vegetation that has been designated for preservation; or
  - vii. a detrimental effect on the natural environment of the area
- e. the Chief Building Official is satisfied the site will be rehabilitated to a condition which is substantially similar to or improved from the condition of the site prior to the undertaking of the work which is the subject of the permit;
- f. the Chief Building Official is satisfied that all required external permits have been granted to the owner;
- g. the Chief Building Official is satisfied that the design and installation of a retaining wall has been certified by a structural engineer who is licensed to practice in the Province of Ontario; and
- h. The Chief Building Official is satisfied that any and all conditions of a planning approval have been cleared by the appropriate authorities; the intended use for the filled areas, where applicable, is a permitted use under the Municipality's Official Plan, the Municipality's Zoning By-Law and the Greenbelt Plan as applicable;
- i. The Chief Building Official is satisfied that any traffic impact studies or agricultural feasibility reports by a professional agrologist have been submitted to the reasonable satisfaction of the CBO;

### **TERMS AND CONDITIONS**

- 25. The Chief Building Official may impose terms and conditions upon the issuance of any permit. In addition to any other terms or conditions that may be imposed by the Chief Building Official, permits shall be issued subject to the terms and conditions set out in Schedule "D" to this by-law unless exempted in writing by the Chief Building Official.
- 26. In addition, the Chief Building Official may require, as a condition of any permit issued pursuant to this by-law, that a retaining wall be constructed where;
  - j. Erosion on to abutting lands may occur as a result of the work which is the subject of the permit; or
  - k. the finished grade of the site is of a higher elevation at a property line than that of the existing grade at the same property line of abutting lands;

The retaining wall design and construction shall meet the requirements of the Ontario Building Code.
- 27. Where a permit has been issued pursuant to this by-law, no person shall undertake the work which is the subject of the permit except in accordance with the permit application, plans, documents, agreement and other information submitted to the Town upon which the permit was issued and in accordance with the terms and conditions of the permit.
- 28. Notwithstanding the issuance of a permit pursuant to this by-law, the permit holder and owner shall comply with all other applicable legislation, including but not limited to Town of Erin by-laws, Town of Erin Official Plan and shall be consistent with the PPS 2014 as amended..

### **ZONING BY-LAW**

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

### **REFUSAL TO ISSUE PERMIT**

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

### **INSPECTIONS**

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

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

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

### **TRANSFER OF SITE**

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

### **ORDERS**

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

## **COMPLIANCE WITH ORDERS**

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

## **ENFORCEMENT**

40. The administration and enforcement of this by-law, including all permits issued hereunder, shall be performed by the Chief Building Official and by those persons designated as Officers by by-law of the Town, as may be amended from time to time. It shall be at the sole discretion of the Chief Building Official and/or Council to hire any specialized staff as may be required to assist in the enforcement of this by-law.
41. 1) The Chief Building Official and Officers may, at any reasonable time, enter and inspect any land to determine whether this by-law, an Order to Comply, a Stop Work Order or an Order for Removal, a condition to a permit issued pursuant to this by-law, or a Court Order relating to this by-law is being complied with.
  - 2) For purposes of an inspection under (1), the Chief Building Official and Officer may;
    - i. require the production for inspection of documents or things relevant to the inspection;
    - ii. inspection and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
    - iii. require information from any person concerning a matter related to the inspection; and
    - iv. Alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.
  - 3) No person shall obstruct the Chief Building Official or an Officer in carrying out an inspection or exercising his or her powers or duties under this by-law.
  - 4) No person shall fail to produce any information required by the Chief Building Official or an Officer pursuant to clause 41(2) of this by-law.

## **SERVICE**

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

## **PENALTY**

44. Every person who contravenes this by-law is guilty of an offence.
45. Every contravention of this by-law is hereby designated as a continuing offence.
46. Every person, other than a corporation, who contravenes the provisions of this by-law, the terms or conditions of a permit issued pursuant to this by-law, or an order issued pursuant to this by-law and Section 444(1) or 445(1) of the Municipal Act is guilty of an offence and, upon conviction, is liable:
  - a) On a first conviction, to a fine of not more than \$10,000.00;
  - b) On any subsequent conviction to a fine of not more than \$25,000.00.

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

### **SEVERABILITY**

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

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

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

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

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

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**MAYOR**

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**CLERK**





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

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

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

3.0 ATTACHMENTS – THIS APPLICATION MUST BE ACCOMPANIED BY:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8.0 CONTRACTOR’S NAME: \_\_\_\_\_

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

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

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

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

10.0 DOES ANY PART OF THE SITE CONTAIN A WATERCOURSE?

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

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

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

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

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

\_\_\_\_\_  
DATE

**OFFICE ADMINISTRATION PURPOSES ONLY**

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

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

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

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

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

### FILL MANAGEMENT PLANS

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

### Operational Standards

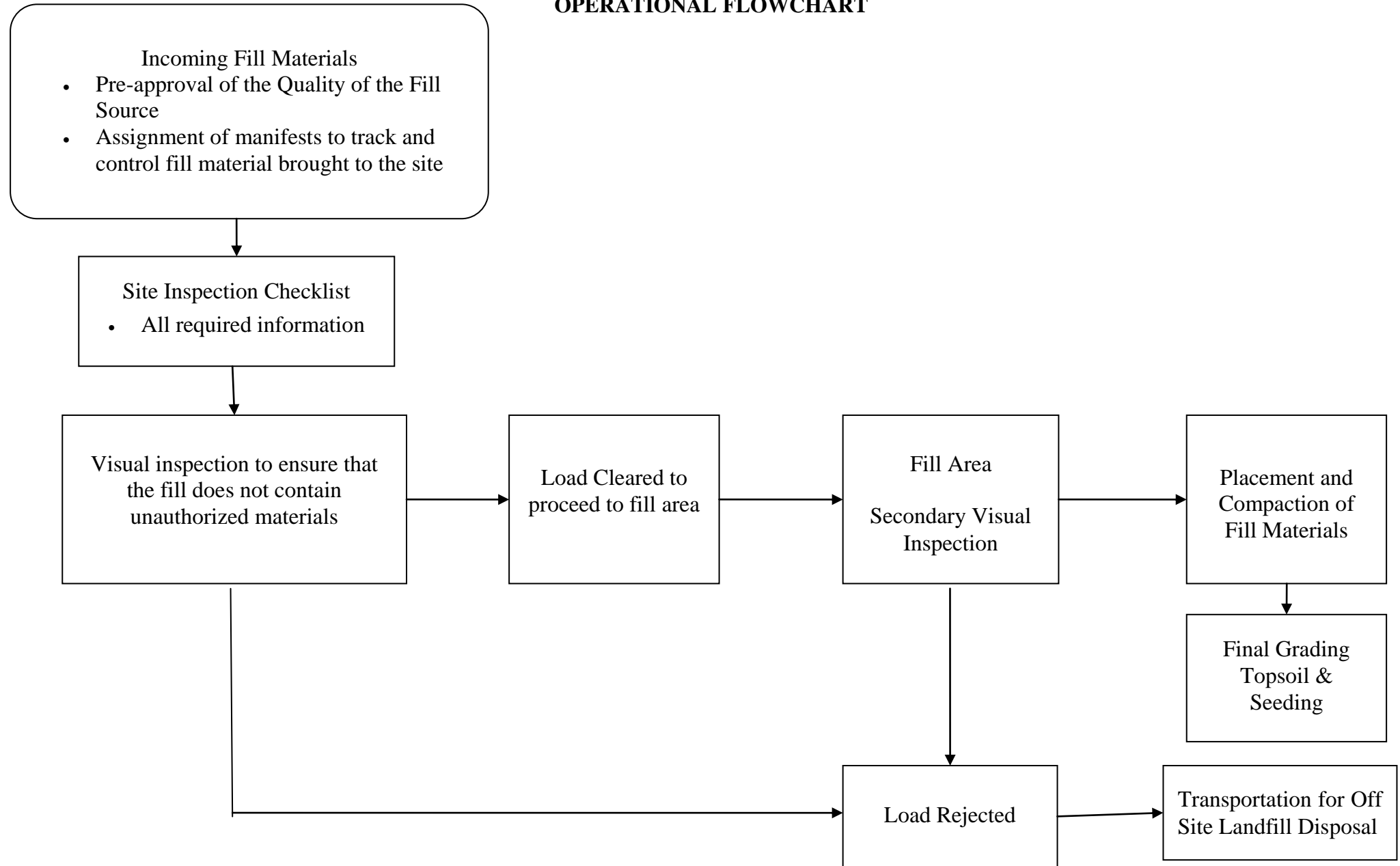
The following criteria are standards for the maintenance and operation of the fill area:

1. Notwithstanding the following all fill management plans shall be designed and enacted in conformance with the MOECC Best Management Practices document.
2. Every 15th load shall be sampled by a qualified person and shall have soil chemistry tested at a CALA or SCC qualified laboratory to ensure it meets Table 1 Standards. See Section 21 (c) for requirements for Large Scale Site Alterations. .
3. Site personnel will receive specialized training for their specific work tasks.
4. The placement of clean fill material at the site will be adequately and continually supervised.
5. Clean material will be placed in an orderly manner at the fill area.
6. Procedures will be established, signs posted, and safeguards maintained for the prevention of on-site accidents.
7. Vehicular access to the property will be by roadway closed by a gate capable of being locked.
8. Access roads and on-site roads will be provided so that vehicles hauling clean material to and on the site may travel readily under all normal weather conditions.
9. Access to the site will be limited to times when an attendant is on duty and accessible only to persons authorized to deposit clean material at the fill area.
10. Drainage passing over or through the site will not adversely affect adjoining property. Natural drainage will not be obstructed.
11. Clean fill material will be placed in such manner that groundwater aquifers will not be impaired.
12. If groundwater contamination not consistent with the Reasonable Use Criteria as described in Ontario Ministry of the Environment Policy 19-08 is encountered, action will be taken to isolate the source of contamination and effectively prevent the egress of contaminants from the Site.
13. Where there is a possibility of groundwater pollution resulting from the operation of the fill area, samples of the fill will be taken and tests made by the owner of the site to measure the extent of contamination. If audit tests are bad, fill shall be removed and confirmatory sampling shall be done and the results provided to the Chief Building Official.
14. When the fill area has reached its limit of fill, a final cover of soil will be designed and constructed to a grade capable of supporting vegetation and that minimizes erosion. Re-vegetation shall also occur throughout the fill process to ensure that erosion and dust are kept to a minimum and that stabilization of fill is maintained. All slopes will be designed to drain runoff away from the cover and to prevent water from ponding. No standing water will be allowed anywhere in or on the completed fill area. The fill area will then be seeded with vegetation to minimize wind and water erosion. The vegetation used will be compatible with (i.e., grow and survive under) the local climatic conditions and may include a diverse mix of native and introduced species consistent with the post fill land use. However, highly invasive alien plants are not acceptable for planting on fill sites. Temporary erosion control measures will be undertaken while vegetation is being established.



FILL MANAGEMENT PLANS

OPERATIONAL FLOWCHART



## FILL MANAGEMENT PLANS

### Fill Screening Procedures

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

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

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

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

An initial visual inspection of the clean fill will occur while the fill is still in the truck and, if the fill is deemed satisfactory, a secondary visual inspection will be performed when the fill is being dumped in the designated fill area. If fill is being imported from various source sites, it shall be segregated at the receiving site so that it may be contained and identified as from a single site. Both initial and secondary inspections will include a first-hand observation of the following:

- odors
- unusual clumping
- hazardous materials (biomedical, flammable etc.
- food, household waste
- discoloration
- viscosity (liquids and sludge)
- putrescible wastes
- any other unauthorized materials including, but not limited to, asphalt, painted wood or construction materials

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

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

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

## FILL MANAGEMENT PLANS

**Fill Inspection Checklist (One Ticket per Load)**

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

## FILL MANAGEMENT PLANS

### Groundwater Monitoring

#### Procedures for the Groundwater Monitoring Program

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

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

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

Procedures for performing the groundwater assessment:

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

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

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

##### a. Standards for the location of monitoring points:

1. Monitoring points will be established at sufficient locations down gradient with respect to groundwater flow to detect discharge of potential contaminants from within the fill area.
2. Monitoring wells will be located in stratigraphic horizons that could serve as contaminant migration pathways.
3. Monitoring wells will be established as close to the potential source of discharge as possible without interfering with the fill operations, and within half the distance from the edge of the potential source of discharge to property line down gradient, with respect to groundwater flow, from the source.
4. A minimum of at least three monitoring wells will be established at the property line and will be located down gradient from the fill area with respect to groundwater flow. Such well or wells will be used to monitor any statistically significant increase in the concentration of any constituent and will be used for determining compliance with applicable groundwater quality parameters.

##### b. Standards for monitoring well design and construction:

1. All monitoring wells will be encased in a manner that maintains the integrity of the borehole. The casing material will be inert so as not to affect the water sample. Well casings requiring a solvent-cement type coupling will not be used.



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

### **Groundwater Monitoring Program**

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

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

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

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

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

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

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

The fee for processing, administration and inspection for a permit shall be Five Thousand dollars (\$5000.00) plus tipping fees of \$2.00 per cubic metre of fill. (rounded to the greater whole aggregate). Base fees for a permit under section 21 (Large Scale Site Alteration) of this By-Law shall be TenThousand dollars (\$10,000.00) plus tipping fees of \$2.00 per cubic metre of fill.

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

Site alteration projects that fall within the criteria of Section 21 of this By-Law are subject to an agreement with the municipality. In addition to the base fee as described under item 1.1 the applicant agrees to pay the Town all reasonable costs incurred by the Town in connection with the undertaking proposed for this site which, without limiting the generality of the foregoing, shall include all expenses of the Town heretofore and hereinafter incurred for legal, engineering, surveying, planning and inspection services, extra Council meetings, if any, and employees' extra time, if any, and shall pay such costs from time to time forthwith upon demand, provided, if such costs be not paid forthwith same shall bear interest from the date which is 10 days following the date of demand to the date of payment at two (2) percentage points in excess of prime rate of interest charged by the Royal Bank of Canada during such period.

### **2.0 FINANCIAL ASSURANCE REQUIREMENTS**

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

Said agreement may be registered on title.

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

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

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

- 2.4 It is the responsibility of the permit holder to obtain the approval of the Chief Building Official that the Site has been adequately reinstated and stabilized in accordance with this by-law and the plans and the permit and to request that the municipality carry out a final inspection of the site and obtain the written approval of the Chief Building Official that this by-law and terms and conditions of the permit have been complied with by the permit holder.
- 2.5 When the provisions in Section 2.4 have been fully complied with, to the satisfaction of the chief Building Official, the financial assurance shall be released; notwithstanding this provision, the owner may be required to maintain the financial assurance as described until all site monitoring, applicable sampling and remediation is completed, as required in the permit to the satisfaction of the Chief Building Official. If the permit expires or is revoked, the securities are to remain in effect until the site is restored to a condition acceptable to the Chief Building Official and within a timeframe approved by the CBO.

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

### PERMIT CONDITIONS

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

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

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

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



## Staff Report

**Report #:** BD2016-13

**Date:** May-3-16

**Submitted By:** Carol House – Chief Building Official

**Subject:** Demolition Report – 5429 First Line

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### Recommendations:

**Be it resolved that** Council hereby receives Building Department Demolition Report, dated May 3, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 5429 First Line, Town of Erin, Assessment Roll No. 23 16 000 005 03500 0000

**AND THAT** Council hereby approves the issuance of the demolition permit.

### Background:

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

### ***Proposed Demolition:***

The owner has applied for a demolition permit to demolish and remove the house that is existing. The Building Department has not received an application to construct a replacement house on the property, but the owner plans to shortly.

### ***Information:***

The demolition permit application was received April 20, 2016.

### ***Property Information:***

Owner: Kevin and Janice Thompson  
 Legal Description: Concession 2 West Part Lot 14  
 Assessment Roll No.: 23 16 000 005 03500 0000  
 Zoned: Agricultural (A) Zone

**Financial Impact:**

None

**Consultation:**

Council

**Communications Plan:**

Through regular council meeting

**Conclusion:**

The Building Department has no objection to the demolition application.

**Appendices:**

Appendix I – Site plan showing house to be demolished

Appendix II –photos of house proposed to be demolished



**Appendix I – Site plan showing house to be demolished**



**Appendix II –photos of house proposed to be demolished**

Front Elevation



Rear Elevation



Side 1 Elevation



Side 2 Elevation





## Staff Report

**Report #:** 2016-5A  
**Date:** May-3-16  
**Submitted By:** Gail Broadfield, Deputy Treasurer  
**Subject:** Approval of Accounts

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### Recommendations:

**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-5A on "Approval of Accounts".

### Background:

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

Cheque Listing	#1091	\$	300,024.35
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Manual Cheque Listing

Online Internet Payments	#1089	\$	8,111.09
	#1090	\$	12,095.21

TOTAL		\$	<u>320,230.65</u>
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### LARGER PAYMENTS

Cheque #49636 \$17,040.40 Strategy Corp – Organizational Review  
 Cheque #49628 \$15,820.00 Robinson Lott & Brohman – Final Bill 2015 Audit Fees  
 Cheque #49597 \$ 134,603.21 Jardine Lloyd Thompson – Insurance Renewal  
 Cheque #49568 \$ 14,616.90 CDW Canada Inc. – Computer Upgrades

**Financial Impact:**

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

**Consultation:**

Department Heads and CAO.

**Communications Plan:**

Regular report to Council.

**Conclusion:**

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

**Appendices:**

N/A



## Staff Report

**Report #:** #2016-07F  
**Date:** May-3-16  
**Submitted By:** Sharon Marshall, Director of Finance  
**Subject:** **2016 TAX RATE AND LEVYING BY-LAW**

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### Recommendations:

**Be it resolved that** Council receives the 2016 Tax Rate and Levying By-law Report for information.

### Background:

On March 1, 2016 Council adopted the Town's Budget By-law # 16-12 thereby identifying and authorizing the revenues the Town requires to be raised through taxation this year. The County of Wellington will adopt the By-laws to set the County tax rates, and the tax ratios and discounts, on April 28<sup>th</sup>. The 2016 Education tax rates for all school boards were set by the Province and filed on April 11, 2016. I have calculated the 2016 Town of Erin tax rates and drafted the levying By-law to incorporate all tax requirements and to provide for the collection thereof.

The 2016 final tax bills will be mailed to all ratepayers during the last weeks of July. The final instalment dates are as follows:

<u>Tax Class</u>	<u>Final Instalment #1</u>	<u>Instalment #2</u>
Residential & Farm/Forest	August 31 2016	October 31 2016
Commercial & Industrial	September 30 2016	November 30 2016

### **Financial Impact:**

In 2016 the Town of Erin will levy for its own purposes and collect for the County of Wellington, and 4 School Boards:

		<u>Tax \$ Levy</u>
Town	General	\$ 5,762,759
	Infrastructure	<u>\$ 222,896</u>
	Total	<b>\$ 5,985,655</b>
County		<b>\$13,493,822</b>
Education- 4 Boards		\$ 4,766,764
TOTAL 2016 TAX		<b><u>\$24,246,242</u></b>

The Town will also levy and collect \$16,800 for the Village of Erin BIA. In addition, a 'special services charge' is applied to each benefitting property within the specific areas serviced by streetlights in the amount of \$96.74 per unit charge, for total revenue of \$184,673.

### **Tax Rates**

The **2016 residential tax rate** for Town purposes increased +2.48% over the 2015 rate. Overall, the total "blended" residential tax rate, including Town, County, and Education purposes is slightly above last year at +1.25%. (see Appendix A & B)

The **tax impact on each \$100,000 of residential assessment** is an additional + \$6.89 in 2016 for Town purposes, +\$13.85 for County, and a reduction of -\$7.00 for Education purposes, compared to 2015.

### **Re-distribution of Tax Burden by Class**

The County of Wellington has the authority to set the tax ratios and discounts between the various classes of assessment. 'Tax ratios' are set to apportion the property tax burden between classes as compared to residential assessment. In other words, the tax rate for residential assessment is 1 (or  $1 \times .00285127$ ) while the Commercial assessment class ratio is 1.49 times higher ( i.e.  $1.49 \times .00285127 = .00421704$ ). The 'discounts' reduce the tax impact paid by certain assessment classes compared to residential (i.e. managed forest/farm  $.25 \times .00285127 = .00071282$ ).

In 2016 the County increased the tax ratio to commercial and pipeline assessed properties; and reduced the ratio for the multi-residential class. The affect is that the Residential taxpayer will realize a small tax savings as some tax has been redistributed to the commercial and pipeline properties (i.e. approximate reduction of -\$2.05 per \$100,000 residential assessment). In addition, the residential ratepayer will see their education taxes

reduced -3.59% compared to 2015 (i.e. -\$7.00 per \$100,000 CVA) as a result of the education tax rate change set Province-wide. Overall, the total residential tax rate is up only +1.25% compared to the total 2015 residential rate.

**Consultation:**

Tax calculations were based on the tax requirements as set out in the following documents:

Town of Erin Budget By-law #16-12

County of Wellington Tax Rate By-law #5466-16 and Tax Ration By-law #5465-16

Ministry of Education letter dated April 11, 2016

**Communications Plan:**

Upon adoption, the Town of Erin tax rate By-law will be posted on the Town's website. The 2016 Tax Information Pamphlet will provide full details of each tax rate by class and will be mailed out as an insert with the final tax bills.

A certified copy of the Tax Rate By-law will be sent to the Ministry of Municipal Affairs as a requirement of the OMPF grant program.

**Conclusion:**

That the 2016 Tax Rate and Levying By-law be adopted as drafted.

**Appendices:**

- A. 2016 Tax Comparisons
- B. 2016 Blended Tax Dollar Graphs



## APPENDIX "A"

May 3, 2016

**TOWN OF ERIN  
Annual Tax Comparisons  
2016**

Tax Dollars Levied - 3 Tiers			
BUDGET YEAR			
FOR:	2016	2015	2014
Tax \$ - Town Purposes	\$ 5,985,656	\$ 5,762,577	\$ 5,533,756
Tax \$ - County Purposes	\$ 13,493,822	\$ 13,013,053	\$ 12,508,268
Tax \$ - Education Purposes	\$ 4,766,764	\$ 4,686,893	\$ 4,631,302
	<u>\$ 24,246,242</u>	<u>\$ 23,462,523</u>	<u>\$ 22,673,326</u>

Total Tax Levy Shared -			
TAX \$'S KEPT BY EACH:	2016	2015	2014
TOWN OF ERIN	24.69%	24.56%	24.41%
COUNTY OF WELLINGTON	55.65%	55.46%	55.17%
BOARDS OF EDUCATION	19.66%	19.98%	20.43%
	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

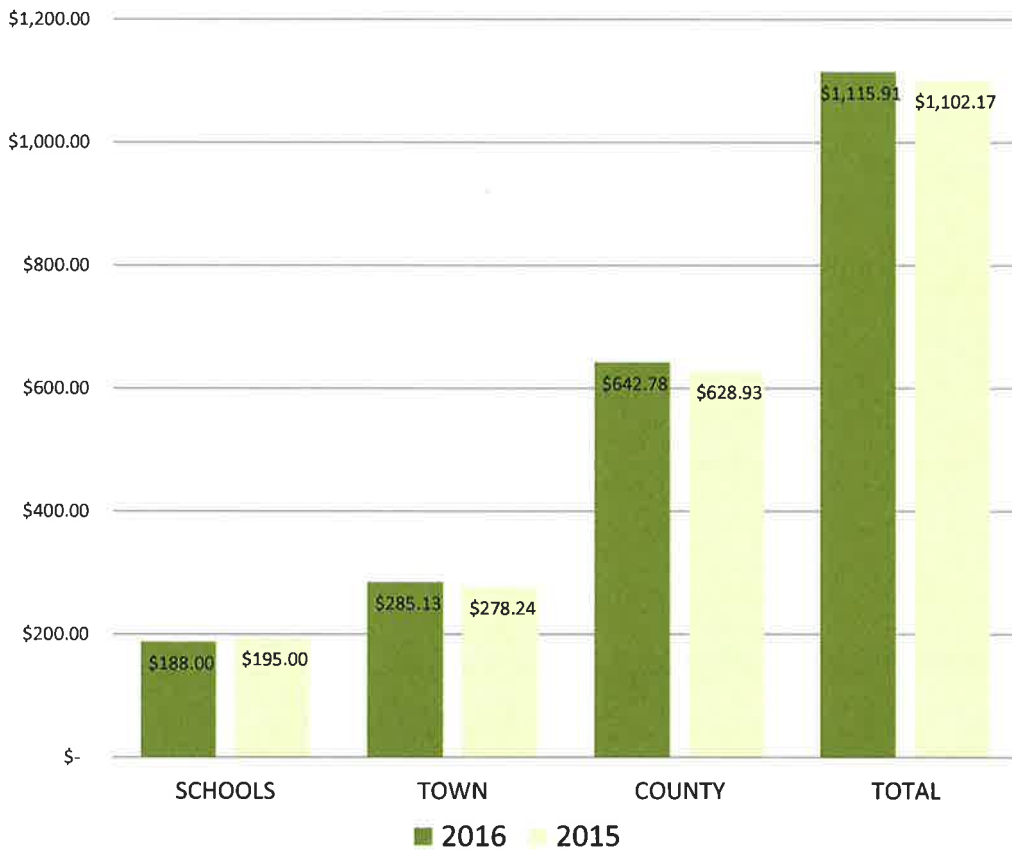
Residential Tax Rate Comparisons- 3 Tiers			
Residential Tax Rate	2016	2015	2014
Town of Erin	0.00285127	0.00287395	0.00289059
County	0.00642780	0.00648995	0.00653377
Education	0.00188000	0.00195000	0.00203000
Total	<u>0.01115907</u>	<u>0.01131390</u>	<u>0.01145436</u>

BLENDED TAX RATE 2016					
2016 TAX IMPACT ON EACH \$100,000 RESIDENTIAL ASSESSMENT					
RNTR					
For:	2016 CVA	2016 Taxes	2015 Taxes	\$ Difference	% Tax Change
TOWN	\$100,000 RT	\$285.13	\$278.24	\$6.89	2.48%
COUNTY		\$642.78	\$628.93	\$13.85	2.20%
EDUC		\$188.00	\$195.00	(\$7.00)	-3.59%
TOTAL		<u>\$1,115.91</u>	<u>\$1,102.17</u>	<u>\$13.74</u>	<u>1.25%</u>

### YOUR 2016 RESIDENTIAL TAX DOLLAR SHARED



### 2016 Blended Tax Impact each \$100,000 RT Assessment



BLENDDED Tax Impact on Each \$100,000 Residential CVA

	2016	2015	% Change
SCHOOLS	\$ 188.00	\$ 195.00	-3.59%
TOWN	\$ 285.13	\$ 278.24	2.48%
COUNTY	\$ 642.78	\$ 628.93	2.20%
TOTAL	\$ 1,115.91	\$ 1,102.17	1.25%



## Staff Report

**Report #:** 2016 -04

**Date:** May-3-16

**Submitted By:** Larry Wheeler / Financial Analyst

**Subject:** Asset Management Assistance & Group Training Program

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### Recommendations:

**Be it resolved that** Council of the Town of Erin hereby receives Report 2016- 04 'Asset Management Assistance & Group Training Program' as information.

### Background:

The Federal Gas Tax Agreement requires municipalities to develop and implement an Asset Management Plan (AMP) prior to December 31, 2016. The Town of Erin has an AMP in place since December 2013; however municipalities are now expected to include the 16 infrastructure categories eligible for Gas Tax funds into their AMP.

During the 2016 capital budget process, it was resolved that the Finance Department would enhance our existing AMP 'in house' rather than procure the assistance of a consultant, in the hope of saving money towards a complete update of the plan scheduled for 2018.

The Municipal Finance Officers' Association of Ontario (MFOA) in collaboration with the Ministry of Municipal Affairs & Housing in February announced two programs for selected municipalities to receive customized AMP group training towards refining, improving, maintaining, and managing their plan.

The municipalities selected were required to be regionally diverse, have both rural and urban representation, have a broad asset base, have an existing AMP, and be prepared to undertake the work required to refine their existing plan within the given timeframes.

On April 27<sup>th</sup> the Town of Erin was notified that our application was successful and we have been selected to participate in the program.

### Financial Impact:

The following dialogue is an excerpt from the program guidelines, under the heading 'Cost to Participate':

*There will be no cost to the municipality to participate in the program. A municipality will not be compensating the experts who will be assessing their plans and helping them to construct a work plan to advance their AMP.*

*However, there may be costs to the municipality to actually undertake the work plan that could include staff resources and, possibly, consulting services (e.g. engineering services for condition assessments).*

### **Consultation:**

In early May the Town of Erin will be assigned an expert consultant who will review our current situation including: initial application form, self-assessment, and existing AMP.

### **Communications Plan:**

During December 2016 the Finance Dept will be presenting an update to our AMP for Council adoption. Following that but before the December 31, 2016 deadline, we will be filing our newly updated AMP to the 'Manager – Gas Tax Implementation' at AMO.

### **Conclusion:**

Since the initial deadline of December 2013 for municipalities to complete their AMP, the number of provincial and federal government departments relying on this document as a precursor to applying for grants and participating in programs continues to grow. No doubt additional enhancements and addendums will be required going forward, but in the meantime the Town should resist updating the plan too often, until a consensus on what constitutes a fully complete Asset Management Plan is secured.

### **Appendices:**

MFOA – AMP Program Overview and Outline.

## Asset Management Help Has Arrived!!!!!!

**Congratulations!!!** Your municipality is now part of the **MFOA AMP It Up Program B**. We are excited to announce that the program has been enhanced. Municipal staff will receive one-on-one assistance with their AMP's instead of group training through webinars as originally planned.

### What Can I Expect?

Your municipality will receive one-on-one assistance with your AMP's. The program will be delivered in three stages as outlined below.

### Overview of AMP It Up



Details of Program A and Program B are included in the attached document.

MFOA is hiring a Project Manager and expert consultants to advise and support you in your AMP journey through the rest of the year.

Your expert consultant will review all the information that you have provided/completed including your initial application form, self-assessment and existing AMP.

Your expert consultants will then also complete the SAT and prepare an initial assessment and action plan. Once the action plan is complete, the expert consultants will call to discuss their finding and talk about the next steps. The expert consultants will also be available to you on a limited basis over the next 5-6 months to provide encouragement, discuss issues and check on your progress.

In 2017, you will be asked to complete the self assessment again so that we can measure your progress as well as the success of the pilot project.

### Contact Information?

The Program Manager is Donna Herridge who you can contact at [donna@mfoa.on.ca](mailto:donna@mfoa.on.ca). Donna has over 20 years of municipal finance experience with the City of Mississauga and she is a former MFOA President. She taught the MFOA/Ontario Good Roads Associated (OGRA) AMP when the province announced the initial roll out and she currently teaches the finance module at OGRA – Road School.

## AMP it up - Municipality and Consultant Interactions

Dates	Deliverable/Activity:	Program A		Program B	
		Municipal Hours	Expert Hours	Municipal Hours	Expert Hours
Apr 22 - May 10	Kick Off Communication – Notifying municipalities of program, introduction of expert consultant and their contact information	1	1	1	1
May 11-20	Participate in webinar followed by completing Self Assessment Tool (SAT) which will be an online tool.  Provide a copy of current AMP	2		2	
	<b>Pre program analysis:</b>				
May - July 2016	Review: <ul style="list-style-type: none"> <li>Application</li> <li>Municipal AMP</li> <li>Review Municipal SAT score</li> <li>Agenda for meeting</li> </ul> This may require follow-up with the municipality if more documents are required upon review of SAT and AMP	0.5	5	0.5	7
	Program A only - Complete SAT and also capture information for the Pre-Assessment Summary (Pre-AS) report (through SAT or other document). Send Pre-AS to municipality				
	Program B only - Complete SAT and also capture information for the Pre-Assessment Summary (Pre-AS) report and Municipal Action Plan (MAP), either through SAT or other document. Send Pre-AS and MAP to municipality				
	Program A Phone follow up to review pre-AS: <ul style="list-style-type: none"> <li>AMP Objectives/Areas of Focus</li> <li>Discuss gaps in current AMP</li> <li>Staff knowledge/involvement in AMP</li> <li>Available resources going forward</li> <li>Initial ideas regarding next steps</li> </ul>	2	2		
	Program A - Set up face to face meetings with municipalities		0.5		
	Program B only - Phone follow up to review pre-AS and MAP: <ul style="list-style-type: none"> <li>AMP Objectives/Areas of Focus</li> <li>Discuss gaps in current AMP</li> <li>Staff knowledge/involvement in AMP</li> <li>Available resources going forward</li> <li>Next steps</li> </ul>			2	2
	Project I only - Prepare/Draft/Revise Municipal Action Plan (either through use of SAT or other document)		3		
	Project II only - Revise MAP (through use of SAT or other document)				2
	Program A only - Send meeting agenda, Pre-Assessment Summary (Pre-AS), and draft Municipal Action Plan to municipalities one week prior to one on one meeting		0.5		
		<b>During program</b>			
July - Dec 2016	Meet one on one with municipal staff at central hub to discuss <b>Municipal Action Plan</b> to further municipal objectives		3		
	Municipalities implement Municipal Action Plan	Varies		Varies	
	Provide ongoing feedback via phone calls to assist municipalities to implement their individual work plans. Status updates will be captured (either SAT or separate document)	8	8	5	5
	<b>Post program analysis</b>				
Jan 2017	Complete SAT	2	2	2	2
	Prepare Post Assessment Summary for each municipality		2		1
	Complete pilot project assessment survey	1	0	1	0
	<b>Total Hours Per Municipality</b>		27		20

**REPORT ON COMPLAINT**  
filed in accordance with  
*Section 239 of the Ontario Municipal Act 2001* (as amended)  
Corporation of the Town of Erin

*Prepared by:*  
John G. Maddox  
*JGM Consulting*  
April 22<sup>nd</sup>, 2016

**REPORT ON COMPLAINT**  
filed in accordance with  
*Section 239 of the Ontario Municipal Act 2001 (as amended)*  
Corporation of the *Town of Erin*  
*Prepared by: John G. Maddox, JGM Consulting*

Effective January 1<sup>st</sup> 2008, the Municipal Act was amended to provide reasonable access to the Municipal ratepayers to file a complaint with respect to “Closed Meetings” and “Public Notice” of those meetings.

Municipalities were provided with an opportunity to appoint a “Closed Meeting Investigator” under *Section 239 of the Municipal Act* or in the absence of doing so the Office of the Ontario Ombudsman would undertake such a review.

The legislative amendments were put in place in an effort to ensure greater accountability, openness and transparency with respect to “local government” decision making.

On or about April 7<sup>th</sup>, 2016, I received a complaint that alleges inappropriate use of “closed session” provisions with respect to the process and handling of the “Director of Operations” (Infrastructure) position. The origin of this position is the recent Operational Review that was commissioned in July 2014. This review was received by Council in June 2015. Council supported the recommendations in this report.

The complaint also identifies several “operations” matters that do not fall within the jurisdiction of the Closed Meeting Investigator.

My review of this matter will be confined to the “Director of Operations” (Infrastructure) position.

I have requested and received relevant material from the Clerk pertaining to the Closed Meeting activity covering the period from June 2015 to present, April 15, 2016. I also attended at the municipal offices on April 15.

In much of the material there is often more than one item on the agenda for closed session. I have examined the closed meeting activity with respect to the matter identified in this complaint (Director of Operations).

The review does suggest that on a least two different occasions the Operational Review was discussed in a public forum (open session).



I have reviewed all of the closed session records pertaining to this matter and do not find any evidence of “abuse” of the closed meeting provisions. The discussions and progress around this appointment have been complicated to say the least. The Council on several occasions have had to reconsider certain criteria that have been supporting this appointment and as a result have had to exercise the use of “closed session” provisions frequently. I am reasonably satisfied that these provisions have been exercised in accordance with the *Municipal Act* and the Municipal procedure by-law.

I had occasion to discuss this matter briefly with the Head of Council on April 15 and am satisfied the Council are comfortable with the legislative framework and the progress to date on this matter.

In summary, while I find no evidence of inappropriate use of the “closed session” provisions I must reaffirm the need to “report out” of closed session when possible. I understand the complexity around certain matters and you cannot compromise the integrity of the matter. However, I do believe that an effort needs to be made to “report out” to the public when possible. The procedure by-law should be reviewed to ensure this is adequately provided for with respect to process/guidelines.

Respectfully submitted

John G. Maddox  
JGM Consulting



## GENERAL MEMBERSHIP MEETING MINUTES

February 4, 2016 – 9:00 a.m. to 10:00 a.m.

Tintagels, 50 Main Street, Erin

Chair: Shelley Foord

<b>ATTENDEES:</b>	Ellen Belfgen McKay <i>Weathervane</i>	Stephanie Conway <i>EWCS</i>	Vince Capuano <i>Credit River Motor Company</i>
	Audrey Devonshire <i>Tintagels / Minerva's</i>	Jeff Duncan <i>Council Rep, Town of Erin</i>	Dawn Kivell <i>TD Canada Trust</i>
	Shelley Foord <i>Erin Paint</i>	Mary Venneman <i>BIA Administrative Assistant</i>	

### GUEST:

### *Approval of Minutes*

- No business arising from the minutes. Motion to approve by D. Kivell, seconded by E. Belfgen McKay. Motion passed.

## MARKETING

### *Events*

#### **St. Patrick's Day Festival**

#### **BIA Upside Down Sale**

Lead: Pam Fanjoy/Thortin Macdonald

**Saturday-Saturday, March 12-19**

**Saturday-Sunday, March 12-13**

- St. Patrick's Day festival to run from Saturday, March 12 to Saturday, March 19. Collaboration between Town of Erin, Four Season's Attractions Committee, and the BIA. Total budget = \$4900; BIA contribution = \$900. See attached for more details. For further information contact: Pam Fanjoy at [pam@thefriendlychef.ca](mailto:pam@thefriendlychef.ca) or Thortin MacDonald at [bistro\\_inn@hotmail.ca](mailto:bistro_inn@hotmail.ca).
- Events planned to date:
  - ☞ BIA Upside Down Sale (spring cleaning sale), Saturday, March 12 and Sunday March 13
  - ☞ Erin Village Main Street "Streetfest", Saturday, March 12<sup>th</sup> from 2 to 5pm
- Event postcard delivered to all homes in the N0B 1T0 and N0B 1Z0 postal code areas
- Poster and other promotion material will be provided to BIA merchants in advance
- Four Season's Attractions Committee considering approaching the Rotary Club about shifting the Feast of Hops event from September to March to coincide with future St. Patrick's Day festivals

**Action:** Merchant planning and preparation for Upside Down Sale

BY: all  
DUE: March 11

**Action:** Confirm Upside Down Sale is noted on promotion material

BY: S. Foord  
DUE: Feb 10

**Action:** Sponsorship opportunity- \$250 per spot (4 available) –contact: BY: all  
Pam Fanjoy at [pam@thefriendlychef.ca](mailto:pam@thefriendlychef.ca) or Thortin MacDonald at [bistro\\_inn@hotmail.ca](mailto:bistro_inn@hotmail.ca) DUE: Feb 10

## Promotions

### ***In the Hills Advertising***

- 2016 collaborative advertising fully subscribed
- Discussed changing up the ad layout to something new to distinguish from other advertisers (e.g., not just a box)

**Action:** Investigate ad presentation options with layout artist BY: Shelley Foord  
DUE: Feb 9

**Action:** Ad copy BY: participating members  
Provide copy to Shelley Foord at [shelley.foord@me.com](mailto:shelley.foord@me.com) DUE: Feb 9

**Action:** Payment due BY: participating members  
Drop off payment to Shelley Foord at Décor Solutions DUE: Feb 9

### **Other Collaborative Advertising**

**Decision:** Convene a separate meeting to develop a BIA marketing strategy in order to maximize BIA exposure and marketing budget. The strategy will document marketing plan decisions including target audience (local, regional, tourist), proportionate share of budget between target audiences, most effective media.

**Action:** Convene Board meeting to develop marketing strategy BY: Chris Bailey  
DUE: March 4th

## **OTHER BUSINESS**

### *Economic Development*

- Thorntin MacDonald is the new BIA representative on the Economic Development Committee.

### *Council Business*

- Jeff Duncan is the new Council representative on the BIA
- John Brennan remains the Council representative for Hills of Headwaters Tourism Association
- On April 23<sup>rd</sup> the Town will host the annual *Celebrate Erin* banquet, which honours outstanding volunteer contributions. Nominations are open until February 29<sup>th</sup>.

**Action:** Nominations for Celebrate Erin BY: all  
Nomination form available at [Volunteer Recognition Nomination Form](#) DUE: Feb 29th

- On Saturday, June 11 the Town is hosting a Door's Open Day. Doors Open started in France in 1984 and has grown to be a worldwide event. Led by the Ontario Heritage Trust ([Doors Open Ontario](#)) in Ontario. Typically, it is an opportunity to see inside buildings not normally accessed by the public. For this inaugural year, the Town will initially focus on the Heritage Walking Tour supplemented with any building owners who wish to participate.

**Action:** Expressions of interest in participating in Doors Open BY: all  
Contact [jeff.duncan@erin.ca](mailto:jeff.duncan@erin.ca) DUE: Feb 29<sup>th</sup>

- The Town will be hosting a public meeting to discuss a downtown Erin public crosswalk and a truck by-pass, date TBD
  - ☞ Main Street is County road and therefore the decision rests with the County of Wellington. This is a significant decision for the County and therefore it is essential that there be a large turnout at the meeting to communicate the community's strong support for a downtown crosswalk. The Town is in the process of gathering statistics and other data in order to have an informed discussion. Furthermore, the Town would like the BIA to provide an official position on the issue.

**Action:** Convene Board meeting to develop BIA position on crosswalk

BY: Chris Bailey

DUE: April 1st

- The 2016 budget will be ratified by Council at the February 16<sup>th</sup> meeting

**Tabled:** Recommendation that in the future a BIA delegation make a presentation to Council in addition to submitting the budget request

### Happy Moments

- Dawn Kivell recently received the TD Vision and Action Award, the highest achievement in the TD Bank.

### Tabled

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

*Ongoing*

- Recruiting for a new Administrative Assistant

**Action:** Direct potential candidates to Chris Bailey at [villageoferin@gmail.com](mailto:villageoferin@gmail.com) BY: all

- BIA business support to help distribute the *Heritage Walking Tour* brochure by making copies available in their stores.

**Action:** Brochures available from Chris Bailey at Brighten Up BY: all  
Contact Chris Bailey at [villageoferin@gmail.com](mailto:villageoferin@gmail.com)

- Add/update your business on the Town of Erin Business Directory

**Action:** Link > [Town of Erin Business Directory](#)

- Add/update job openings and accommodation on Live and Work in Erin website

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

*Next Meeting*

**March 3rd at Tintagels, 9 00 a.m.**

## GENERAL MEMBERSHIP MEETING MINUTES

March 3, 2016 – 9:00 a.m. to 10:00 a.m.

Tintagels, 50 Main Street, Erin

Chair: Chris Bailey

<b>ATTENDEES:</b>	Ellen Belfgen McKay <i>Weathervane</i>	Tracey Wallace <i>Erin Radio</i>	Thorntin Macdonald <i>Bistro Riviere</i>
	Audrey Devonshire <i>Tintagels / Minerva's</i>	Jeff Duncan Council Rep, Town of Erin	Dawn Kivell <i>TD Canada Trust</i>
	Jim Devonshire <i>Tintagels / Minerva's</i>	Chris Bailey <i>Brighten Up</i>	Stephanie Bailey <i>Brighten Up</i>
	Robyn Mulder <i>Economic Development, Town of Erin</i>	Pam Fanjoy <i>The Friendly Chef Adventures Inc</i>	

### GUEST:

### Approval of Minutes

- The Board will be setting a meeting to discuss collaborative advertising and the message that the BIA wants to send out to the public. If anyone has ideas please submit by email to Chris [villageoferin@gmail.com](mailto:villageoferin@gmail.com). Motion to approve by Ellen Belfgen McKay, seconded by Jeff Duncan. Motion passed.

## EVENTS

### St. Patrick's Day Festival BIA Upside Down Sale

Saturday-Saturday, March 12-19  
Saturday-Sunday, March 12-13

- Need input from Village Merchants as to how they want to be involved and what they are hoping to contribute so it can be marketed.
- Tracey is working with the music and has brought forward a proposal for Erin Radio to put together a "show" specific for the event that will play Celtic music as well as advertise and publicize what businesses are doing during the event.
  - This will allow all businesses to have access to music at all times during the event.
  - Tracey is also looking for fiddlers who can wander between stores and play during the event.
- Jess for You Café, Timbermart and Food Land in Hillsburgh will be participating by decorating
- Decorations and rack cards will be handed out in Hillsburgh by Jeff and in Erin by Tracey and will be collected and returned to Chris afterwards for storage for future events.
- Swag giveaways (necklaces, etc) will be available to customers day of, either handed out by a volunteer, the Town Crier, or distributed to businesses to give out.
- Pam and Thorntin will ensure that wording on the Ag Society Roadsign is reflective of BIA participation, as it is part of the BIA budget

**Action:** If approved by the planning committee, businesses should play Erin Radio 88.1

BY: all  
DUE: March 12

- Action:** Merchant planning events for Upside Down Sale need to send events to Chris BY: all  
DUE: March 4
- Action:** Road Sign Wording to Erin Ag Society BY: Thorntin  
DUE: March 4

## Doors Open

**Saturday June 11 10-4**

- Robyn will make marketing material and Website links available as they become current and active.
- The Town is running this in the hopes that it brings people into the community and they ask businesses to participate by doing what they can to make their business look “active”
- The BIA might want to consider a sidewalk sale or something similar on the day to make the Village look inviting
- The Village Downtown will be included as one of the “stops”
- There are 11 sites in the Town of Erin so far, and Phil Gravelle will be running the Heritage Walking Tour

## MARKETING

### Collaborative Advertising

- The Board will be holding a Board Meeting to determine the direction that Collaborative Advertising for the BIA will take
  - This will give individual businesses the ability to plan their marketing.
- Jeff suggested that the BIA might want to consider the Curious Publication
- Members expressed concern that there was a business included in In the Hills not located in the Town of Erin. This was an unusual situation because the business closed their Erin location after joining the advertising.
  - In all future cases we will limit inclusion in collaborative advertising to businesses located in the Town, as it is BIA and Town of Erin Money being used to subsidize the marketing, and we have said no to including second locations of BIA members when the second location was not in the Town limits.

### Holiday Hours

- We should consider, as a business organization, our designation as a tourist area. We are able to be open on holidays and we are often not taking advantage of it. Especially in the summer months many people day trip on Holidays and often find closed businesses.
- Easter Saturday Brighten Up will be having the Easter Bunny visit. The Bunny will do a Village Tour and take pictures for the BIA Marketing.
  - This was done last year and was very popular.
- Canada Day event will be running again in McMillian Park. This was well attended last year, and businesses may wish to consider being open.

- Action:** Please let Chris know what holidays you plan to be open (including your intended hours for Easter) so he can reply to anyone who emails ahead to ask about holiday hours. BY: all  
DUE: March 18

## **OTHER BUSINESS**

### **Economic Development**

- International Plowing Match is taking place in Harriston this year. The county has rented space and the Town of Erin has a space about 830 Square Feet
  - Robyn is looking for people to work with the Town to set up booths and fill the space, as well as help to provide staffing for the booth.
  - People are not allowed to sell in the booth, it is only to be used as a showcase.
  - Stephanie volunteered to coordinate a display for the BIA showcasing the Downtown, but we will need people to help run the booth.
  - This is a great marketing opportunity as lots of people attend.
  - Audrey has worked at this event before and has expressed interest in helping.
  - People can volunteer to help with specific days and times, don't need to commit to the entire time
  - The event is September 20-24 from 8:30-5

**Action:** If you are interested in participating please connect with Chris.

DUE: TBD

### **Council Business**

- Budget is approved.
- On Saturday, June 11 the Town is hosting a Door's Open Day. Doors Open started in France in 1984 and has grown to be a worldwide event. Led by the Ontario Heritage Trust ([Doors Open Ontario](#)) in Ontario. Typically, it is an opportunity to see inside buildings not normally accessed by the public. For this inaugural year, the Town will initially focus on the Heritage Walking Tour supplemented with any building owners who wish to participate.

**Action:** Consider a sidewalk sale or activities to make the downtown look 'active'

BY: all  
DUE: June 11<sup>th</sup>

### **Erin Radio 88.1FM**

- Tracey Wallace is the New Community Co-ordinator for Erin Radio
- Trying to bring the sense of community back to the Radio Station
- Watch for more information about how to work with the Radio.

### **Town and Business Support**

- Members would like to see the Town and the BIA Board work together to ensure that the Town is supporting and helping businesses to be successful and to help promote their events.
- Chris assured members that the BIA and the Town are both working to improve this, but to please show patience because nothing happens immediately.

### **Home Show 2016**

- Registration is now open for this year's Home Show.
- Date is Saturday April 30



- Many BIA Members have participated in the past and found it a good opportunity to generate new customers.

### Happy Moments

- Thorntin was happy to have Chef Michael Smith in Town and it was a highlight for him to have Michael in his kitchen for a picture. Thorntin felt short for once 😊
- Pam was happy with how the Events she ran went and to have won Chopped Canada, Congrats! Pam is also excited for her upcoming vacation to Columbia.
- Stephanie is excited that although Station Road will not be able to run the Bunny Brunch that Brighten Up and AAA Events have partnered together to keep the event alive for the community.
- Jeff was happy for Headwaters who won an award for the best visitors guide in both digital and print.
- Everyone was happy that Erin was named one of the 50 best places to visit in Canada

### Tabled

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

### Ongoing

- Recruiting for a new Administrative Assistant

**Action:** Direct potential candidates to Chris Bailey at [villageoferin@gmail.com](mailto:villageoferin@gmail.com) BY: all

- BIA business support to help distribute the *Heritage Walking Tour* brochure by making copies available in their stores.

**Action:** Brochures available from Chris Bailey at Brighten Up  
Contact Chris Bailey at [villageoferin@gmail.com](mailto:villageoferin@gmail.com) BY: all

- Add/update your business on the Town of Erin Business Directory

**Action:** Link > [Town of Erin Business Directory](#)

- Add/update job openings and accommodation on Live and Work in Erin website

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

**Next Meeting**

**April 7th at Tintagels, 9:00 a.m.**

## Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
<b>Open Items</b>				
Fill By-law	CAO/CBO	2014	Q2 2016	vetting through lawyer, estimated to be before Council on May 3, 17
Centre 2000 Shared Use Agreement	CAO		5-Apr-16	updates included in qtlly report
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	nearing completion
Determine the best option for updating the Official Plan	Council	13-Jul-15	Q3 2016	
Operational Plan - Finalizing 4 year objectives	CAO		16-May-16	special mtg scheduled
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	Q1 presented April 5, Q2 to be presented in July
Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	Q2 2016	
Report - 5 year on range of possible tax implications - increase based on CPI and current AMP	Director of Finance	3-Nov-15	Q2 2016	
Schedule meeting to review strategies to address current economic challenges	EDO	3-Nov-15		
Report on procedures, policies and options re: Demolition Permit	CBO/Planning staff	1-Dec-15	Q2 2016	
moving forward with necessary processes to add the creation of secondary dwelling units within accessory buildings as a permitted use	CBO/Planning staff	16-Feb-16	Q3 2016	
letter to real estate community regarding placing signs and the removal of them	CAO	22-Mar-16	3-May-16	
report regarding videotaping Council meetings	Clerk	22-Mar-16	Q2 2016	investigating options including current agenda software
Implement a reward/incentive program for staff finding efficiencies/cost savings	CAO	5-Apr-16	Q3 2016	
Invite Ontario Clean Water Agency to do a presentation to Council on water/wastewater issues	CAO	5-Apr-16	Q2 2016	Scheduled for June 7
Invite Meeting Investigator to present to Council on the complaint process	CAO	19-Apr-16	Q2 2016	
<b>Completed Items</b>				
Full time By-law Officer Report	CAO	6-Oct-15	Q1 2016	
Outstanding Operational Review Item - Fire Department Review	CAO	1-Sep-15	26-Feb-16	10am
Inquire with the Town of Minto regarding videotaping Council Meetings	Clerk	16-Feb-16	1-Mar-16	complete Mar 1 Agenda
Pulic Open Forum Report	Clerk	1-Mar-16	22-Mar-16	complete Mar 22 Agenda
Check with Rogers to see if they are interested in broadcasting Council meetings	Clerk	19-Jan-16	Q2 2016	no interest
Report on potential amendments to the sign by-law	By-law	17-Nov-15	Q1 2016	complete Mar 22 Agenda

## Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Report on actions/options required to implement a Community Safety Zone By-law	County Planning	1-Sep-15	Q2 2016	County Engineer resp.
Amend Feb 26 - Fire Op Rev meeting minutes to include statement regarding the impact of medical response calls	Clerk	22-Mar-16	23-Mar	complete
GMF Application for wastewater class EA feasibility study - submission and results	Triton Engineering	2-Jun-15	n/a	completed - Funding Approved
Organizational and Compensation Review	CAO		5-Apr-16	
revised draft site alteration by-law, taking Council, OSRTF, and CAFD comments	CBO	22-Mar-16	5-Apr-16	
meet with staff to discuss best process for open forum	Mayor Alls, Councillor Sammut	22-Mar-16	5-Apr-16	meeting took place, discussion item on agenda
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	Q1 2016 on April 5
Alcohol Risk Policy - update	CAO/Facility Manager	19-May-15	5-Apr-16	complete
Report on Community Safety Zones in both Villages, Crosswalk on the Main Street of Erin, and Truck Bypass around the Village of Erin	County Roads Department	16-Feb-16	Q2 2016	Letter recd on Apr 5 agenda from Cnty Roads
begin negotiations with Jardine Lloyd Thompson Canada Inc with the objective of entering into a contract for the Town's insurance coverage	Financial Analyst	22-Mar-16		mtg April 12, 2016
Advise the County of Wellington of Council's position regarding the application for 6012 Eighth Line	Clerk	5-Apr-16	19-Apr-16	complete
amend fee by-law to include Road Occupancy Permit	Clerk	22-Mar-16	3-May-16	possible changes from fire department as well
Station 50 - Update Emergency Plan	Fire Chief/County Emergency Manager	2-Jun-15	Q2 2016	EOC mtg April, Linda will attend Council May 3 for annual report

**Ministry of Tourism,  
Culture and Sport**

Office of the Deputy Minister

9<sup>th</sup> Floor, Hearst Block  
900 Bay Street  
Toronto ON M7A 2E1  
Tel. 416-326-9326  
Fax: 416-314-7854**Ministère du Tourisme,  
de la Culture et du Sport**

Bureau du sous-ministre

Édifice Hearst, 9<sup>e</sup> étage  
900, rue Bay  
Toronto ON M7A 2E1  
Tél. : 416 326-9326  
Télec. : 416 314-7854

April 22, 2016

**MEMORANDUM TO:** Municipal Clerks and Chief Administrative Officers

**FROM:** Maureen Adamson  
Deputy Minister

**SUBJECT:** Update on Ontario's Culture Strategy

I would like to provide an update on Ontario's Culture Strategy. Last fall, the government launched Culture Talks to start a conversation with Ontarians about the value of culture in their lives and communities to help us develop the province's first Culture Strategy.

I'd like to thank those of you who helped us spread the word as well as those who participated in Culture Talks. We heard from thousands of participants and many municipalities who shared their ideas and thoughts on what culture means and the many ways they contribute to and take part in culture.

We now invite you to participate in the next stage of consultations by providing feedback on the key parts of the draft [Culture Strategy](#), and to share the draft strategy with your contacts who may be interested.

The strategy sets out a new vision for culture and identifies three overarching goals to strengthen culture in communities, fuel the creative economy and promote cultural engagement and inclusion. These goals are supported by strategies and actions to guide Ontario's support for culture so that it continues to grow and flourish in the years to come. The consultation period on the key parts of the draft strategy closes on Friday, May 13, 2016.

We would also like to let you know that we have posted [A Summary of What We Heard from Ontarians](#). This document is an overview of the first stage of consultations held from September 2015 to December 2015, in which we capture the key themes and ideas that emerged during the engagement process.

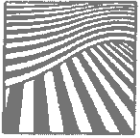
Our next step will be to review the feedback we receive on the draft strategy. We will then finalize the strategy and release it in June.

We look forward to receiving your feedback and continuing the conversation with Ontarians.

Sincerely,

*original signed by*

Maureen Adamson  
Deputy Minister  
Ministry of Tourism, Culture and Sport


**MUNICIPALITY OF SOUTH DUNDAS**

34 Ottawa Street, P.O. Box 740  
 Morrisburg ON K0C 1X0  
 613.543.2673 | southdundas.com

**MOVED BY** *Debbie Wilson* **RESOLUTION NO** \_\_\_\_\_

**SECONDED BY** *[Signature]* **DATE** April 19, 2016

WHERE AS in the 2016 Ontario Budget, the government of Ontario has suspended current intake of applications to the Rural Economic Development program and has indicated that it plans to integrate the program into the Jobs and Prosperity Fund.

WHERE AS the Jobs and Prosperity Fund is narrowly focused and is restricted to private sector organizations and industry partners, which prevents access to funding for rural municipalities and others who formerly benefitted from the Rural Economic Development Program. The emphasis on large projects that meet either of minimum \$5 million or \$10 million in eligible project costs thresholds, will significantly restrict benefits from this fund.

WHERE AS in contrast, the Rural Economic Development Program supported a number of capacity building projects including but not limited 'Business Retention and Expansion' and 'Downtown Revitalization' projects and Economic Development Strategic Planning projects for small rural municipalities who were looking to improve their local economy. Also of note is that because the Jobs and Prosperity Fund is not specifically designated for rural areas, that funds from this program will likely favour more urban areas of the province.

NOW THEREFORE BE IT ~~RES~~OLVED THAT THE Council of the Municipality of South Dundas asks the government of Ontario to reconsider the suspension of and the integration of the Rural Economic Development Program into the Jobs and Prosperity Fund with the view to ensuring that Rural Economic Development Program stays as an intricate funding program of the Province that will support capacity building and foster economic growth in rural municipalities in Ontario.



**MUNICIPALITY OF SOUTH DUNDAS**

34 Ottawa Street, P.O. Box 740  
Morrisburg ON K0C 1X0  
613.543.2673 | southdundas.com

-2-

BE IT FURTHER RESOLVED THAT this resolution be circulated to all municipal and regional councils in Ontario requesting that they endorse and support this resolution and communicate their support to the Premier and the Minister of Agriculture, Food and Rural Affairs.

CARRIED     DEFEATED     DEFERRED

*Delegarde*  
MAYOR

Recorded Vote:	
Mayor Delegarde	_____
Deputy Mayor Locke	_____
Councillor St. Pierre	_____
Councillor Ewing	_____
Councillor Mellan	_____



Ministry of Citizenship,  
Immigration and International  
Trade

Minister  
6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 325-6200  
Fax: (416) 325-6195

Ministère des Affaires civiles,  
de l'Immigration et du Commerce  
international

Ministre  
6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 325-6200  
Télééc.: (416) 325-6195



RECEIVED

APR 28 2016

TOWN OF ERIN

April 2016

Dear Friends,

It is my pleasure to invite you to submit a nomination for the **Ontario Medal for Good Citizenship.**

Established in 1973, the Ontario Medal for Good Citizenship honours Ontarians who, through exceptional, long-term efforts, have made outstanding contributions to community life.

Recipients will be presented with their medal by the Lieutenant Governor of Ontario at a special ceremony at Queen's Park.

**To make a nomination:**

1. Visit [ontario.ca/honoursandawards](http://ontario.ca/honoursandawards) and click on the Ontario Medal for Good Citizenship link.
2. Download the appropriate PDF nomination form.
3. Read the eligibility criteria and instructions carefully.
4. Fill out the form and submit it with your supporting material. Instructions for submitting your package can be found on the website.

**The deadline for nominations is July 17, 2016**

Please take this opportunity to acknowledge an outstanding citizen in your community. The men and women we honour stand as shining examples to us all.

If you have questions or require a copy of the nomination form to be mailed to you, please send an email to [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca) or call 416 314-7526, toll free 1 877 832-8622 or TTY 416 327-2391.

Thank you for taking the time to consider a deserving Ontarian for the Ontario Medal for Good Citizenship.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Chan', written in a cursive style.

Michael Chan  
Minister



The Corporation of the Township of  
**NORTH STORMONT**  
**RESOLUTION**

**Date: April 12, 2016** *Part 1*  
**Resolution No. 609**

**MOVED BY:**

- Deputy Mayor Bill McGimpsey
- Councillor Jim Wert
- Councillor François Landry
- Councillor Randy Douglas

**SECONDED BY:**

- Deputy Mayor Bill McGimpsey
- Councillor Jim Wert
- Councillor François Landry
- Councillor Randy Douglas

**WHEREAS** the OEB file **EB-2015-0179** (dated July 23, 2015) application and pre-filed evidence from Union Gas Limited is seeking approval of its proposed Community Expansion Program with intent to support the expansion of infrastructure necessary to provide natural gas to communities that would otherwise not receive natural gas service (Rural areas);

**WHEREAS** the Ontario Energy Board issued a Notice for Public Hearing **EB-2016-004** (dated January 2016) regarding OEB's intent to review the following issues in May 2016:

1. Should the OEB implement new ratemaking mechanisms including changes to current economic tests to encourage utilities to expand natural gas distribution service to new communities? If so, what should these new mechanisms be?
2. Should the OEB consider imposing conditions or making other changes to Municipal Franchise Agreements and Certificates of Public Convenience and Necessity to reduce barriers to natural gas expansion?
3. Does the OEB have the authority to require the ratepayers of one utility to subsidize the costs of another utility to expand into new communities? If so, under what circumstances (if any) would this be appropriate?

**WHEREAS** the Eastern Ontario Warden's Caucus's letter of comment (dated April 6, 2016) regarding the Ontario Energy Board's Generic Proceeding EB-2016-004 with intent for the Warden Caucus to support the initial application from Union Gas (EB-2015-0179) and also similar entities that wish to expand natural gas service to rural and remote communities;

**WHEREAS** the Township of North Stormont has signed a 20 year Franchise Agreement with Enbridge and has attempt many communications with them to have natural gas service in the ~~WEST~~ <sup>EAST</sup> part of our Township without any responses or actions being taken by Enbridge;

*WEST EAST*

	<b>FOR</b>	<b>AGAINST</b>
<b>Recorded Vote:</b>	_____	_____
	_____	_____
	_____	_____

**CARRIED:**   
*Mayor*

**DEFEATED:** \_\_\_\_\_  
*Mayor*

**Declaration of Conflict of interest:** \_\_\_\_\_

- Disclosed His/Her/Their interest
- Vacated His/Her/Their Seat
- Deferred

**CAO/Clerk**



The Corporation of the Township of  
**NORTH STORMONT**  
**RESOLUTION**

**Date: April 12, 2016** Part 2  
**Resolution No. 609**

**MOVED BY:**

- Deputy Mayor Bill McGimpsey
- Councillor Jim Wert
- Councillor François Landry
- Councillor Randy Douglas

**SECONDED BY:**

- Deputy Mayor Bill McGimpsey
- Councillor Jim Wert
- Councillor François Landry
- Councillor Randy Douglas

**WHEREAS** the West part of the Township of North Stormont is being served by Union Gas and that the separation is even made on the West side of a road (**serviced by Union Gas**) versus the East side of the same road (**unserved by Enbridge**);

**WHEREAS** the Township of North Stormont made representation with Union Gas to endeavor possible development of the natural gas services on the East side of the Township;

**THEREFORE BE IT RESOLVED** by the Council of Township of North Stormont that the OEB examine the proposal to expand natural gas services and make it available to all of Eastern Ontario rural areas such as the United Counties of Stormont, Dundas & Glengarry and the United Counties of Prescott-Russell as it is vital to our Economic Development and to Business expansion and retention as well as the increase of employability in our sector.

**AND BE IT ALSO RESOLVED** THAT this resolution supports the letter of comment sent to the Ontario Energy Board by the Eastern Ontario Warden's Caucus.

**AND BE IT FURTHER RESOLVED THAT** this resolution be circulated to all municipal and regional councils in Ontario requesting that they endorse and support this resolution and communicate their support to the Premier, the OEB and the Ministers of Economic Development, Employment and Infrastructure, Energy, and Agriculture and Rural Affairs.

Passed by the Council of the Township of North Stormont on April 12, 2016

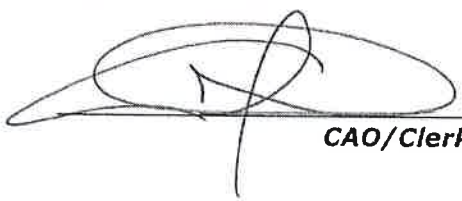
	<b>FOR</b>	<b>AGAINST</b>
<b>Recorded Vote:</b>	_____	_____
	_____	_____
	_____	_____

**CARRIED:** *Dennis Rife*  
**Mayor**

**DEFEATED:** \_\_\_\_\_  
**Mayor**

**Declaration of Conflict of interest:** \_\_\_\_\_

- Disclosed His/Her/Their interest
- Vacated His/Her/Their Seat
- Deferred

  
\_\_\_\_\_  
**CAO/Clerk**

## ONTARIO ENERGY BOARD NOTICE

The Ontario Energy Board is holding a hearing to consider what mechanisms may be used to recover the costs of expanding natural gas service to Ontario communities that are currently not served.

Learn more. Have your say.

The Ontario Energy Board is commencing a hearing on its own motion to consider what mechanisms may be used to recover the costs of expanding natural gas service to Ontario communities that do not currently have access to natural gas.

In July 2015, Union Gas Limited filed an application (EB-2015-0179) to expand natural gas service to certain rural and remote communities. That application included a proposal to have existing Union Gas Limited customers pay a portion of the costs to connect new customers. The Ontario Energy Board has determined that the requests made by Union Gas Limited in that application raise issues that may be common to any entity that wishes to provide natural gas service to communities that do not currently have access to natural gas service. The Ontario Energy Board will therefore address these issues through a generic proceeding.

The Ontario Energy Board will put the hearing of Union Gas Limited's application (EB-2015-0179) on hold until the generic hearing is complete.

In the generic proceeding, the Ontario Energy Board will consider possible alternative ratemaking frameworks to provide natural gas service to Ontario communities that do not currently have access to natural gas. The OEB plans to seek input from intervenors on exactly what the issues should be. However, broadly speaking the OEB intends to review the following issues:

1. Should the OEB implement new ratemaking mechanisms including changes to current economic tests to encourage utilities to expand natural gas distribution service to new communities? If so, what should these new mechanisms be?
2. Should the OEB consider imposing conditions or making other changes to Municipal Franchise Agreements and Certificates of Public Convenience and Necessity to reduce barriers to natural gas expansion?
3. Does the OEB have the authority to require the ratepayers of one utility to subsidize the costs of another utility to expand into new communities? If so, under what circumstances (if any) would this be appropriate?

To see the detailed draft issues list, please select the file number EB-2016-0004 on the OEB website: [www.ontarioenergyboard.ca/notice](http://www.ontarioenergyboard.ca/notice)

### THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the kind of cost recovery mechanisms that may be appropriate for rural and remote community expansion projects in Ontario. We will hear arguments from parties involved in the process and will decide what, if any, new mechanisms are appropriate.

The OEB will adopt into the record of this proceeding, all evidence filed in EB-2015-0179 that is relevant to the issues to be determined for the generic hearing. The OEB will provide an opportunity for the filing of further evidence in subsequent procedural orders.

The OEB will deem the intervenors in the EB-2015-0179 case to be intervenors in this generic hearing and grants to any such intervenors the same cost eligibility status as was granted in EB-2015-0179.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

### BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review this Notice and related documents on the OEB's website now.
- You can sign up to observe the proceeding by receiving OEB documents related to the hearing.
- You can file a letter with your comments which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by February 22, 2016 or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

### LEARN MORE

Our file number for this case is EB-2016-0004. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case (including the draft issues list), please select the file number EB-2016-0004 from the list on the OEB website at [www.ontarioenergyboard.ca/notice](http://www.ontarioenergyboard.ca/notice). You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

### ORAL HEARING

The OEB intends to proceed with an oral hearing for this case.

### PRIVACY

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This hearing will be held under sections 19 and 36 of the Ontario Energy Board Act, 1998.*



Ontario

Ontario Energy Commission / Commission de l'énergie de l'Ontario



Eastern Ontario Wardens' Caucus

c/o County of Renfrew, 9 International Drive, Pembroke, ON K8A 6W5

Pembroke, April 6, 2016

Kirsten Walli, Board Secretary  
Ontario Energy Board  
2300 Yonge St.  
PO Box 2319  
Toronto, Ontario M4P 1E4

**Re: Ontario Energy Board Generic Proceeding EB-2016-004**

Dear Ms. Walli,

Regarding the Ontario Energy Board's Generic Proceeding EB-2016-004, the Eastern Ontario Wardens' Caucus would like to provide the following submission as a letter of comment.

As an organization representing the interests of municipal taxpayers in rural Eastern Ontario, the EOWC supports the initial application from Union Gas (EB-2015-0179) to expand natural gas service to rural and remote communities. Beyond that, however, the EOWC also supports any similar efforts from other entities, such as Enbridge Gas, that wish to provide natural gas services to rural and remote communities that do not currently have access to such services.

The expansion of the infrastructure required to provide natural gas to rural communities that would otherwise not receive this service would allow for significant economic benefits for every sector: residential, commercial and industrial. Natural gas is the most reliable, efficient, and economical form of energy, but due to the dispersed nature of our population – coupled with our geography and geology – many areas remain underserved or are simply not serviced at all.

As the economic development of our region is a priority issue, the expansion of the natural gas network is of great importance to everyone who lives and does business in rural Eastern Ontario. If certain conditions were put into place, such as those being considered by the Ontario Energy Board, it may become financially feasible to extend natural gas to the EOWC region.

The EOWC is an incorporated non-profit organization comprised of the elected Wardens of the 13 County Councils in rural Eastern Ontario, stretching from Northumberland in the west to the Quebec border in the east, with a combined population of 750,000. In closing, on behalf of the EOWC, I strongly encourage the Board to consider and approve any measures raised in the Generic Proceeding EB-2016-004 that may allow for the provision of natural gas in our region.

Best regards,

A handwritten signature in black ink, appearing to read 'Peter Emon', with a long horizontal flourish extending to the right.

Peter Emon  
Chair, 2016, Eastern Ontario Wardens' Caucus

## Corporation of the Town of Erin

5684 Trafalgar Rd.  
Hillsburgh, ON N0B 1Z0  
Phone: 519-855-4407

(delivered as email attachment)

April 26, 2016

For inclusion in May 3d Council Agenda under Correspondence.

Attention: Mayor and all of Council

### **RE: Streamlining Erin's complaint process:**

As a follow up to a discussion with the Town Clerk on April 5th, regarding the "complaint process", it was agreed a one-on-one informal discussion with the clerk would be the most efficient option in achieving a resolution to most complaints. However the Town of Erin does not have an official Complaint Process out-lined in the procedural by-law.

Coincidentally, an interesting article subsequently appeared in the Advertiser (April 15) regarding Minto's approach to the complaint process now that "as of January 1, the Ontario Ombudsman is allowed to take public complaints about the general business of municipalities (.... in addition to closed meeting investigations)."

The article goes on to say; "municipalities were encouraged at the recent OGRA/ROMA convention to upgrade their complaint tracking polices and consider use of current Municipal Act Tools such as code of conduct and accountability officers to formalize the complaint handling."

The municipality can appoint an Integrity Commissioner and an Auditor General to provide oversight, but it now appears the Ombudsman can review/overturn the decision of the "local appointee". So Minto's CAO suggests only using the Ombudsman since the Ombudsman has the final comment in the complaint process. The Ombudsman only gets involved if the complainant completes the town's complaint process without a satisfactory resolution.

As a result, Minto's CAO prepared the attached Staff Report for their Council entitled "Code of Conduct, Integrity Commissioner Complaints Policy, Municipal Ombudsman" which includes SCHEDULE "A " TO BYLAW NO. 2016-\_\_\_ Code of Conduct, Accountability, Transparency and Complaint Policy.

Reference: March 29, Minto council meeting agenda attachment under staff report #4 from CAO.

<https://mintopublishing.escribemeetings.com/Meeting?Id=970eeda1-6f82-437a-91e0-3485b7fec627&Agenda=Agenda&lang=English>

With the Mayor having taken issue of the cost to engage the Town's Closed Meeting Investigator to rule on a number of complaints, perhaps it's time the Town establish a complaint resolution process at the local level, prior to involving the ombudsman (or for that matter the Closed Meeting Investigator). All complainants would follow the defined process, ending with the CAO or Mayor.

..... page 2

Page 2: Mayor and all of Council; Streamlining Erin's complaint process.

April 26, 2016

Thereafter the complainant has the option to file with the Ombudsman (at no charge) if the complaint has not been satisfactorily resolved. This will require a paper trail and therefore, by definition, a "complaint process protocol" needs to be developed as part of the by-law. The process should then include a tracking mechanism; for follow-up and trend analysis.

As such, I respectfully request Council to consider directing our CAO to prepare a staff report similar in content to the proposed by-law, Schedule A (particularly page 6), B and C as prepared by the CAO/Clerk of the Town of Minto in order to establish an official complaint process for the Town of Erin.

Thank you.

Roy VAL  
Resident of Erin  
18 Pine Ridge Road  
Erin, ON N0B 1T0

cc Dina Lundy; Town Clerk

**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law#16-**

Being a By-Law to establish and require payment of fees for various Fire and Emergency Services provided within the Town of Erin, and to repeal By-laws 99-51, 01-02, 04-48, 05-31, 05-54 and 07-28

**Whereas**, The Municipal Act, 2001, c.25 section 11(1) as amended, authorizes a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**And Whereas**, the Fire Protection and Prevention Act, 1997, c.4, authorize a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency services program;

**And Whereas**, the Council of the Town of Erin has established a Fire Department being the Fire and Emergency Services to deliver firefighting and related emergency services;

**And Whereas** Section 391, Part XII of the Municipal Act, 2001 authorizes a municipality to impose fees or charges on persons;

**Now therefore, the Corporation of the Town of Erin hereby enacts as follows:**

**Definitions**

1. In this by-law,

- a) "Corporation" means the Corporation of the Town of Erin;
- b) "emergency system" includes a sprinkler system, standpipe system, fire extinguishing system, smoke detection system, emergency power system, fire pump system, voice communication system or any other device monitored through a fire alarm system;
- c) "Fire & Emergency Services" means a Department for the Corporation of the Town of Erin, and being a fire department within the meaning of the Fire Protection and Prevention Act, 1997, as amended, and is deemed to include any member of the Fire Emergency Service.
- d) "firefighting and emergency services" include all services related or incidental to the prevention, control and suppression of fires and the protection of lives and property, but excludes the provision of emergency medical and paramedical aid to victims of life-threatening injury or trauma;
- e) "first alarm response" means the compliment of vehicles and members normally sent to an emergency consisting of a combination of pumpers, tankers and/or rescue squads;



- f) "malicious act" means a wrongful act done intentionally by any person without just cause or excuse;
- g) "motor vehicle" has the same meaning as prescribed in the Highway Traffic Act R.S.O. 1990 c.H.8, as amended;
- h) "non-resident" means a person who is neither a property owner nor a tenant of a property within the Town of Erin;
- i) "property" means any public or private real property within the Town of Erin including buildings, structures and erections of any nature and kind in or upon such lands, but excludes real property owned by the Crown either Federally or Provincially;
- j) "property owner" means the registered owner of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession, receiver and manager, trustee and trustee in bankruptcy;
- k) "Town" means the Corporation of the Town of Erin in the County of Wellington.

### **Fire Alarms**

2. If Fire & Emergency Services attend at a property in response to a fire alarm and upon conducting an investigation a member of the Fire & Emergency Services determines that the alarm is a nuisance false alarm, the property owner shall be charged the fee as prescribed in the Fees and Charges By-Law.
3. If Fire & Emergency Services respond to a fire alarm and upon conducting an investigation a member of the Fire & Emergency Services determines that the alarm is a false alarm occurring as a result of a malicious act, the property owner shall be charged a fee as prescribed in the Fees and Charges By-Law.

### **Motor Vehicle Accidents**

4. If Fire & Emergency Services attend at the scene of a motor vehicle accident on any roadway or property within the Town of Erin and provides firefighting or other emergency services, and upon receipt of a police report pertaining to such accident Fire & Emergency Services are advised that the motor vehicle accident occurred as a result of the fault or negligence of a non-resident, the non-resident owner shall be charged a fee as prescribed in the Fees and Charges By-Law.
5. If Fire & Emergency Services attends at the scene of a motor vehicle accident on any property within the Town of Erin and provides firefighting or other emergency services, to a non-resident driver, the non-resident driver shall be charged the fee as prescribed in the Fees and Charges By-Law.

### **Extraordinary Expenses**

6. If Fire & Emergency Services respond to a fire or other emergency at a property and determine, or the Fire Chief or Deputy Fire Chief determine, that it is necessary to retain a private contractor, rent special equipment, or use more specialized materials than are carried on a first alarm response in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, the property owner shall be charged those expenses incurred by Fire & Emergency Services where a private contractor is retained, special equipment is rented or more specialized materials than are carried on a first alarm response are used.

### **Administration and Enforcement**

7. The Corporation shall deliver an invoice to each person upon whom a fee is imposed under this by-Law and the person shall pay the fee within thirty days of receipt of the invoice.
8. The Corporation may deliver an invoice either electronically, personally, or by prepaid registered mail, or by ordinary mail to a person's home address or in the case of a property owner to the property owner's address as recorded on the Corporation's assessment roll, or directly to the owner's insurance company. Receipt of an invoice shall be deemed to have occurred:
  - a) on the date sent electronically
  - b) on the date of delivery in the case of personal delivery
  - c) three days after mailing by prepaid registered mail if delivered to an address within the Town of Erin;
  - d) five days after mailing by prepaid registered mail if delivered to an address outside of the Town of Erin;
  - e) five days after mailing by ordinary mail if delivered to an address outside of the Town of Erin.
9. A fee imposed upon a person under this by-law, including any interest and penalty charges and costs of collection, constitutes a debt of the person to the Corporation.
10. If a person who is charged a fee under this by-law fails to pay the fee within thirty days of receipt of the invoice, the person shall be charged interest commencing on the thirty-first day that the fee remains unpaid at a rate as prescribed in the Fees and Charges By-Law.
11. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Town of Erin registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

**Inspections and Permits**

- 13. Council hereby establishes fees and charges as prescribed in the Fees and Charges By-Law.
- 14. No request by any person for any inspection or permit described in Schedule B of the Fees and Charges By-Law will be processed or provided by the Town unless and until the person requesting the inspection or permit has paid the applicable fee in the prescribed amount as prescribed in the Fees and Charges By-Law.

**Validity and Severability**

- 15. Should any part of this By-law, including any part of the schedule attached hereto be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the schedule attached hereto, as applicable, shall continue to operate and to be in force and effect.

**Repeal of By-laws**

- 16. This By-Law repeals and replaces By-law 99-51, 01-02, 04-48, 05-31, 05-54 and 07-28.
- 17. This By-Law becomes in effect upon its passing.

Passed in Open Council on May 3<sup>rd</sup>, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWN OF ERIN**

**BY-LAW #16- \_\_\_\_**

**A by-law to establish fees and charges for various services provided by the Corporation of the Town of Erin**

**WHEREAS** Section 391, Part XII of the Municipal Act, 2001 authorizes a municipality to impose fees or charges on persons;

**AND WHEREAS** pursuant to Section 385, Part XI of the Municipal Act, 2001 a municipality may fix a scale of costs to be charged as the reasonable costs of proceedings under Part XI, which scale shall be designed to meet only the anticipated costs of the municipality;

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

1. That the fees and charges for various municipal services provided shall be as set out in the departmental schedules attached hereto, and forming part of this By-law.
2. That where the provisions of this By-law may conflict with any other By-law, this By-law shall prevail.
3. That should any part of this By-law, including any part of the schedules attached hereto be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the schedules attached hereto, as applicable, shall continue to operate and to be in force and effect.
4. That the By-law repeals and replaces By-law #15-53.
5. That this by-law shall be cited as the Fees and Charges By-law.
6. That this By-law shall come into force and take effect on \_\_\_\_\_.

Passed in open Council on May 3<sup>rd</sup>, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Schedule "A"**  
**ADMINISTRATION DEPARTMENT**

Type Of Service	Fees
<b>Commissioner of Oaths</b>	
Certification of True Copy	\$10.00
Commissioning Signatures on Documents	\$10.00
Administering Oaths/Affidavits	\$10.00
<b>Paper Copies</b>	
Full year of Council Agendas (annual rate, paid by Jan. 31)	\$300.00/year
Single Council Agenda, per page charge	\$0.30/page
Per page copy charge for all other documents	\$0.30/page
<b>Civil Marriage</b>	
Civil Marriage (council chambers, during office hours)	\$250.00
Civil Marriage (council chambers, after hours)	\$350.00
Civil Marriage (offsite)	\$400.00
<b>Licencing</b>	
Dog Tag (Jan 1 to Mar 31)	\$20.00
Dog Tag (Apr 1 to Dec 31)	\$30.00
Dog Tag Replacement	\$5.00
Kennel Licence (Jan 1 to Mar 31)	\$150.00
Kennel Licence (Apr 1 to Dec 31)	\$200.00
Lottery Licence	3% of estimated prize value (\$20.00 minimum)
<b>Canine Control</b>	
Pick-Up Fee (First pick-up)	\$30.00
Pick-Up Fee (Second pick-up)	\$40.00
Pick-up Fee (Third and subsequent pick-up)	\$50.00
Impoundment Fees	\$30.00/day
Hearing Fee Request (Muzzle Order)	\$50.00
<b>Taxation</b>	
Tax Certificate	\$50.00
Tax Arrears Notice	\$5.00
Reprint of Tax Bill/Statement	\$15.00
Unpaid Charges added to Tax Roll (other than water arrears)	\$25.00
<b>Other</b>	
NSF Cheque	\$35.00
Burial Permit Administration Fee	\$15.00
Fence Viewing Request	\$400.00
Freedom of Information Requests	Per Legislation

***\*All fees include HST where applicable***

**Schedule "B"**  
**FIRE AND EMERGENCY SERVICES DEPARTMENT**

Type Of Service	Fees
Burn Permit	\$20.00
Large Burn Permit	\$107.00
Indemnification Technology®	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call
File Search – per address	\$75.00
Fire Report – per address	\$75.00
Permit – consumer / display Fireworks	\$107.00
RSMP review – 5000 USWG or less (existing where changes have occurred)	\$100.00 / hour
RSMP review – 5000 USWG or less (new or change of ownership)	\$100.00 / hour
RSMP review – Greater than 5000 USWG (existing, where changes have occurred)	\$100.00 / hour
RSMP review – Greater than 5000 USWG (new or change of ownership)	\$100.00 / hour
Fire route application	\$200.00
Fire safety plan review	\$100.00 / hour
Fire inspection – group homes	\$125.00
Fire inspection – industrial / commercial / office	\$125.00
Less than 10,000 sq. ft. (base building)	\$100.00
Each additional tenant / occupant	\$50.00
Over 10,000 sq.ft. (base building)	\$100.00
Each additional 1,000 sq.ft./pt. thereof	\$25.00
Each additional tenant / occupant	\$50.00
Fire inspection – residential / apartment / condo	\$125.00
Fire inspection – office / commercial malls	
Base building	\$100.00
Each occupancy up to 10,000 sq.ft	\$25.00
Each occupancy over 10,000 sq.ft	\$50.00
Fire Inspection – two unit dwelling	\$125.00
Fire Inspection – tents / marquee where mandated	\$85.00
Fire Inspection – AGCO	\$200.00
Fire inspection – Sidewalk sales	\$100.00
Outdoor function permit application review (no inspection)	\$25.00
Occupant load calculations	\$100.00 / hour
Smoke alarm / carbon monoxide alarm	Nil
Fire extinguisher training	\$20.00 / person
<b>For responding to false alarms occurring as a result of a failure to maintain a fire alarm system or emergency system:</b>	
First False alarm in any calendar year	Nil
Each subsequent false alarm in any calendar year or consecutive twelve month period	\$700.00
<b>For responding to false alarms occurring as a result of work being performed on a fire alarm system or emergency system:</b>	
Each false alarm	\$700.00
<b>For responding to false alarms occurring as a result of a malicious act:</b>	
First false alarm in any consecutive three month period	Nil
Each subsequent false alarm in any consecutive three month period	\$700.00

**Schedule "B" (continued)**  
**FIRE AND EMERGENCY SERVICES DEPARTMENT**

Type Of Service	Fees
<b>For attending at the scene of a motor vehicle accident or at the scene of motor vehicle fire or other emergencies, and providing firefighting or other emergency services to a non-resident:</b>	
Per vehicle for the first hour or any part thereof	\$350.00
Per vehicle for each additional hour or part thereof	\$175.00
<b>Included the initial inspection and a re-inspection only.</b>	
<b>Additional re-inspections at a rate of original inspection</b>	
<b>Inspection industrial / Commercial</b>	
Less than 10,000 sq.ft. (base building)	\$107.00
Each additional tenant / occupant	\$53.50
Over 10,000 sq.ft (base building)	\$107.00
Each additional 1,000 sq.ft. / part thereof	\$26.75
Each additional tenant / occupant	\$53.50
Apartment / condominium Residential	\$107.00
Each Tenant / occupant / apartment	\$5.35
Special inspection – tent / marquee (outdoor function)	
Where fire code inspection is mandated (alcohol)	\$53.50
Application review (no alcohol)	\$26.75

***\*All fees include HST where applicable***

***\*Invoices overdue by 30 days shall be charged interest at a rate of 1.25% per month***

**THE CORPORATION OF THE TOWN OF ERIN**

**BY-LAW # 16-**

**Being a By-Law to impose user fees or charges for  
Erin Community Centre and Centre 2000 Theatre;  
the Hillsburgh Community Centre;  
and the various Park Facilities,  
and to Repeal By-law 15-22.**

**WHEREAS** Section 391, Part XII of the Municipal Act, 2001 authorizes a municipality to impose fees and charges on persons;

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

1. The user fees for the Erin Community Centre and Centre 2000 Theatre, the Hillsburgh Community Centre, and the various Park Facilities be established as shown in Schedule 'A' attached hereto and forming part of this By-law;
2. This By-law repeals and replaces By-law #15-22
3. This By-Law shall come into force and take effect on the day of its passing.

**Passed in open Council on May 3<sup>rd</sup>, 2016.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**



<b>CENTRE 2000 Birthday Party Packages</b>				
			2016/2017 rates	
			Before Tax with increase	FINAL RATES include tax, increase, & surcharges
<b>Capital Surcharge</b>		<b>Hourly Rate Included in price</b>	\$ 5.00	\$ 5.65
<b>Prime Ice Package After 5pm wkdays &amp; all Wknds</b>				
1 hour of Ice & 3 hours of room (\$15 surcharge & \$10 Ice surcharge included)			\$ 243.36	\$ 275.00
<b>Non Prime Ice Package Weekdays before 5 pm</b>				
1 hour of Ice 3 hours of room (\$15 surcharge \$10 Ice surcharge included)			\$ 185.84	\$ 210.00
<b>Public Skating Package Frdiay nights 4-5:30 Sundays 1:00 pm to 3:30 pm</b>				
1.5 hours of public skating & 3 hours of room			\$ 168.14	\$ 190.00
				\$ -
<b>Arena Floor Package</b>				
3 hours of arena floor surface			\$ 168.14	\$ 190.00
<b>Theater Birthday Packages</b>				
<b>DVD/NETFLIX Movie package</b>				
(\$5 room surcharge Included) 3-4 hours of theatre, back of theatre & a movie (\$5 room surcharge Included)			\$ 168.14	\$ 190.00
<b>PLAYSTATION Packages</b>				
(\$5 room surcharge Included) 1 hour of gaming—\$165.00			\$ 168.14	\$ 190.00
2 hours of gaming—\$215.00			\$ 221.24	\$ 250.00
3 hours of gaming—\$235.00			\$ 243.36	\$ 275.00
<b>All Theatre Birthday Parties are 3-4 hours of theatre and room attached to theatre</b>				
<b>Community Groups</b>				
<b>Nursery Schools</b>				
Monthly			\$ 1,539.82	\$ 1,740.00
Station Road September to August				\$ -
<b>EWCS Room</b>				
Monthly			\$ 1,424.00	\$ 1,609.12
EWCS ROOM September to August				\$ -
<b>Shamrock Room</b>				
Any Day Full Program			\$ 65.04	\$ 73.50
Station Road/Day				\$ -
<b>Dance Groups</b>				
Per one or two sessions per week booked up to 4 hours			\$ 89.00	\$ 100.57
All rooms or half of shamrock room			\$ 65.00	\$ 73.45
Reduced rate on third session per week booked				\$ -
<b>Karate</b>				
Per one or two sessions per week booked up to 4 hours			\$ 88.50	\$ 100.01
All rooms or half of shamrock room (\$5 room surcharge Included)				\$ -
<b>Camps</b>				
Camps			<b>Negotiated</b>	<b>Negotiated</b>
Weekly and Daily Rates				\$ -
<b>Fitness Class</b>				
Per Hour			\$ 38.94	\$ 44.00
(\$5 room surcharge Included)				\$ -
<b>Church groups</b>				
All rooms or half of shamrock room (\$5 room surcharge Included)			\$ 88.50	\$ 100.01
<b>SRNS Office</b>				
Station Road Staff Room			\$ 62.83	\$ 71.00
Per month (\$5 room surcharge Included)				\$ -
Hearing Clinic			\$87.00	\$ 98.31
Per month (\$5 room surcharge Included)				\$ -
<b>Advertsing, Lockers &amp; Storage</b>				
<b>Locker Rentals</b>	Minor Hockey & Shamrocks	Per season (\$25 room surcharge Included)	\$ 1,300.89	\$ 1,470.01
<b>Hockey Office</b>	Minor Hockey	Per month (\$5 room surcharge Included)	\$ 207.97	\$ 235.01
<b>Advertising Space</b>	Arena Walls	Per sign/yearly	\$ 286.00	\$ 286.00
<b>Zamboni Advertising</b>	Zamboni	Yearly	\$ 431.00	\$ 431.00
<b>Advertising Space</b>	Arena Boards	Per sign / yearly	\$ 357.00	\$ 357.00

# TOWN OF ERIN PARKS AND RECREATION PRICE LIST

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			2016/2017 rates	
			RATES BEFORE TAX WITH INCREASE	FINAL RATES incl tax, increase, & surcharges
<b>Centre 2000 - Shamrock Room</b>				
<b>Capital Surcharge</b>				
<b>Included in all prices</b>	Flat Rate		\$ 25.00	\$ 28.25
	Hrly Rate		\$ 5.00	\$ 5.65
<b>Full Room includes Bar &amp; Dancing</b>				
(SURCHARGE INCLD)	Friday to Sunday	9:00 am to 1:00 am.	\$ 555.75	\$ 628.00
	Extra Charge	Bar until 2 am	\$ 92.92	\$ 105.00
<b>Full Room includes Bar &amp; Dancing</b>				
<b>Full Room includes Bar &amp; Dancing</b>	Friday to Sunday	9:00 am to 1:00 am.	\$ 442.48	\$ 500.00
(SURCHARGE INCLD)	Monday to Thursday	9:00 am to 1:00 am.	\$ 420.35	\$ 475.00
		Bar until 2 am Extra charge	\$ 92.92	\$ 100.00
<b>Upper Cafeteria Rental for Event</b>				
(SURCHARGE INCLD)	With Shamrock Room rental	Flat Fee	\$ 201.77	\$ 228.00
<b>Meeting or Parties Hourly Rate Fri.-Sun.</b>				
(SURCHARGE INCLD)	Fri.-Sun 9:00 am to 2:00 am.	Hrly Rate	\$ 92.92	\$ 105.00
<b>Meeting or Parties Hourly Rate - Mon. - Thurs.</b>				
(SURCHARGE INCLD)	Mon. to Thurs 9am to 2am.	Hrly Rate	\$ 79.65	\$ 90.00
<b>ALL Shamrock Room Full Rentals extra hours charged hourly plus surcharge</b>			\$ 92.92	\$ 105.00
<b>New Years Eve Rental</b>				
(SURCHARGE INCLD)	New years 9:00 am to 2:00 am.	Flat rate	\$ 821.24	\$ 928.00
	Excessive Clean up	Per hour rate	\$ 92.92	\$ 105.00
<b>Full Shamrock Room Senior Groups - 3 hour Flat Rate</b>				
(SURCHARGE INCLD)	Daytime per 3 hrs session	Sunday to Thurs	\$ 76.99	\$ 87.00
		Per hour rate	\$ 26.55	\$ 30.00
<b>Full Shamrock Room Not for profit fundraisers 5 hour Flat Rate</b>				
(SURCHARGE INCLD)	Any Day	Up to 5 hours	\$ 272.57	\$ 308.00
		per hour rate	\$ 57.52	\$ 65.00
<b>Non for Profit &amp; Minor Sports Dance (Bar until 1 am)</b>			\$ 423.01	\$ 478.00
<b>Minor Sports &amp; Not For Profits Poker/Card Tournament (Bar u</b>			\$ 378.76	\$ 428.00
<b>Bar open until 2 am extra</b>			\$ 92.92	\$ 105.00
<b>Meeting Rooms &amp; Lobby</b>				
<b>Either 1/2 of Shamrock Room or Upper Cafeteria or EWCS Rm and Back of Theatre</b>				
(SURCHARGE INCLD)	Any Time / Meeting only	Flat Fee max 3 hours	\$ 97.35	\$ 110.01
	Any Time / Meeting only	Meeting use per hour or each hour after 3 hours	\$ 44.25	\$ 50.00
<b>Lobby (registration)</b>				
(SURCHARGE INCLD)	Hourly Rate after 3 hr	Flat Rate	\$ 61.95	\$ 70.00
		Hourly or after each hour after 3 hrs	\$ 41.59	\$ 47.00
<b>Additional set up fee will be charged if initial set up needs changed</b>				
(SURCHARGE INCLD)		Per hour rate	\$ 70.80	\$ 80.00
<b>Clean up Fees above and beyond the accepted level</b>				
(SURCHARGE INCLD)		Per hour rate	\$ 92.92	\$ 105.00

# Theatre Usage and Theatre Community Room

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## Theatre Capital Surcharge

		Flat Rate per 4 hours	\$ 17.70	\$ 20.00
		Hrly Rate	\$ 5.00	\$ 5.65

## Full Theatre Non-Resident

<small>(SURCHARGE INCLD)</small>	Sunday to Saturday	4 hour Max	\$ 679.65	\$ 768.00
	Sunday to Saturday	8 hour Max	\$ 986.73	\$ 1,115.00
	Sunday to Saturday	12 hour Max	\$ 1,513.27	\$ 1,710.00
	Sunday to Saturday	Weekly surcharge based on 12 hr daily rate included	\$ 4,814.16	\$ 5,440.00

## Full Theatre Local Non-Profit

<small>(SURCHARGE INCLD)</small>	Sunday to Saturday	4 hour Max	\$ 265.49	\$ 300.00
	Sunday to Saturday	8 hour Max	\$ 473.45	\$ 535.00
	Sunday to Saturday	12 hour Max	\$ 600.00	\$ 678.00
	Sunday to Saturday	Weekly	\$ 2,256.64	\$ 2,550.00

## Full Theatre Local

<small>(SURCHARGE INCLD)</small>	Sunday to Saturday	4 hour Max	\$ 351.33	\$ 397.00
	Sunday to Saturday	8 hour Max	\$ 592.92	\$ 670.00
	Sunday to Saturday	12 hour Max	\$ 787.61	\$ 890.00
	Sunday to Saturday	Weekly	\$ 3,512.39	\$ 3,969.00

## Theatre Rental overtime Hourly

<small>(SURCHARGE INCLD)</small>	Sunday to Saturday	Overtime per hour	\$ 92.92	\$ 105.00
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## Back of Theatre

<small>(SURCHARGE INCLD)</small>	Any day	3 hour max	\$ 97.35	\$ 110.01
		Hourly or over time per hour	\$ 44.25	\$ 50.00

## Centre 2000 Foyer

<small>(SURCHARGE INCLD)</small>	Any day	Bar Purposes Flat Fee	\$ 115.04	\$ 130.00
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## Stage/Riser Set up & Take down

<small>Surcharge \$25.00 included</small>	Any Day	Flat fee	\$ 181.42	\$ 205.00
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## Theatre Concession

<small>Surcharge \$25.00 included</small>	Any Day	Flat Fee	\$ 92.92	\$ 105.00
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# Centre 2000 Ball Diamond Rates

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## Capital Surcharge

	Hrly Rate	\$ 5.00	\$ 5.65
	Daily Tournament Rate	\$ 25.00	\$ 28.25

## Ball Diamond Lights

	Ball Diamond Lights per hour	\$ 24.78	\$ 28.00
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## Clean up Fees above and beyond the accepted level

	Clean up Fee PER HR	\$ 92.92	\$ 105.00
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## Centre 2000 Baseball Diamond Local Adult Leagues

<small>(SURCHARGE INCLD)</small>	<b>Hourly Rates</b>	Practice (Incls \$5 surcharge)	\$ 32.74	\$ 37.00
	<b>Hourly Rates</b>	Game No Lights (Incls \$5 surcharge)	\$ 41.59	\$ 47.00
	<b>Hourly Rates</b>	Game With Lights (\$10 surcharge)	\$ 66.37	\$ 75.00
		Extra Lights per hour	\$ 24.78	\$ 28.00

## Centre 2000 Baseball Diamond Tournament Rates

<small>(SURCHARGE INCLD)</small>	One Day Tournament	\$ 305.31	\$ 345.00
	Two Day Tournament	\$ 522.12	\$ 590.00
	Three Day Tournament	\$ 623.89	\$ 705.00
	Lights per hours	\$ 24.78	\$ 28.00

## Minor Baseball

Surcharge to start 2017	<b>Hourly Rates</b>	Practice	\$ 16.81	\$ 19.00
	<b>Hourly Rates</b>	Game No Lights	\$ 28.32	\$ 32.00
	<b>Hourly Rates</b>	Lights per hour	\$ 24.78	\$ 28.00

## Hillsburgh Diamonds Fastball Rates based on 1.5 hr games

<small>(SURCHARGE PER HOUR INCLD)</small>	<b>Per Game</b>	Practice	\$ 36.28	\$ 41.00
	<b>Per Game</b>	Game	\$ 56.64	\$ 64.00
		Lights per hour	\$ 24.78	\$ 28.00

## Hillsburgh Diamonds 3 Pitch Rates

<small>(SURCHARGE INCLD)</small>	<b>Per Game</b>	Practice	\$ 33.63	\$ 38.00
	<b>Per Game</b>	Game	\$ 52.21	\$ 59.00
		Lights per hour	\$ 24.78	\$ 28.00

## Barbour & Vic Park Tournament Rates - Surcharge \$25 per day per field

<b>One Day</b>	1 Day Vic Park (lights extra)	\$ 305.31	\$ 345.00
<small>(SURCHARGE INCLD)</small>	1 Day Barbour 1 diamond (lights extra)	\$ 305.31	\$ 345.00
	1 Day Barbour 2 diamonds (lights extra)	\$ 491.15	\$ 555.00
	1 Day Barbour 2 diamonds and Vic Park (lights extra)	\$ 641.59	\$ 725.00
<b>Two Day</b>	2 Days Vic Park (lights extra)	\$ 522.12	\$ 590.00
<small>(SURCHARGE INCLD)</small>	2 Days Barbour 1 diamond (lights extra)	\$ 522.12	\$ 590.00
	2 Days Barbour 2 diamonds (lights extra)	\$ 945.13	\$ 1,068.00
	2 Days Barbour 2 diamonds and Vic Park (lights extra)	\$ 1,318.58	\$ 1,490.00

# Soccer Field Rates

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## Capital Surcharge

	Hrly Rate Per field	\$ 5.00	\$ 5.65
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Included Field Cutting, painting & netting- 1-2 times per week depending on weather - all fields fertilized annually - Top dressed overseeded aerated an average of 3-4 times per season.

## Extra Services

	Field Cutting - per field as requested	\$ 66.37	\$ 75.00
	Field Painting - per field as requested	\$ 70.80	\$ 80.00

## HEADS - per hour field rates

Surcharge to start 2017	Fields 1, 4 & 5 per hour	\$ 22.12	\$ 25.00
	Mini Fields 2E, 2W, 3E, 3W per hour	\$ 15.49	\$ 17.50
	Vic Park & Centre 2000 per hour	\$ 14.16	\$ 16.00
	Adult use per hour all fields	\$ 29.20	\$ 33.00
	Soccer Field Lights per hour	\$ 24.78	\$ 28.00

## HEADS - Soccer Tournaments - Surcharge to start 2017 - Heads

<b>Fields 1, 4 &amp; 5 ( large fields)</b>	1 fields per day rate	\$ 163.72	\$ 185.00
	2 fields per day rate	\$ 323.89	\$ 366.00
	3 fields per day rate	\$ 482.30	\$ 545.00
<b>Fields 2E, 2W, 3E, 3W (mini fields)</b>	1 field per day rate	\$ 119.47	\$ 135.00
	2 fields per day rate	\$ 234.51	\$ 265.00
	3 fields per day rate	\$ 341.59	\$ 386.00
	4 fields per day rate	\$ 446.90	\$ 505.00
	Excessive Clean up fees per hour	\$ 88.50	\$ 100.01
	Soccer Field Lights per hour	\$ 24.78	\$ 28.00

## Barbour & Vic Park Soccer Field Rates

	In Town Rental Per Field	\$ 44.25	\$ 50.00
	In Town Rental With Lights	\$ 97.35	\$ 110.01
	Out Of Town Rental Per Field	\$ 53.98	\$ 61.00
	Out Of Town Rental With Lights	\$ 107.08	\$ 121.00
<b>Centre 2000 Soccer Field Rates</b>	Games & Practices	\$ 23.89	\$ 27.00
Surcharge to start 2017 - Heads		\$ -	\$ -

## Soccer Tournaments Adult/Lacrosse/Out of Town

<small>(SURCHAGRE INCLD)</small>	1 DAY EVENTS (no diamond or field prep) (ex. Dog shows, family picnics.)	\$ 194.69	\$ 220.00
<b>Fields 1, 4 &amp; 5 ( large fields)</b>	1 field Per day rate - Adult/ Lacrosse/out of town	\$ 331.86	\$ 375.00
<small>(SURCHAGRE INCLD)</small>	2 fields per day rate	\$ 659.29	\$ 745.00
	3 fields per day rate	\$ 969.03	\$ 1,095.00
<b>Fields 2E, 2W, 3E, 3W (mini fields)</b>	1 field per day rate	\$ 234.51	\$ 265.00
<small>(SURCHAGRE INCLD)</small>	2 fields per day rate	\$ 455.75	\$ 515.00
	3 fields per day rate	\$ 672.57	\$ 760.00
	4 fields per day rate	\$ 876.11	\$ 990.00
		\$ -	\$ -
		\$ -	\$ -
<small>(SURCHAGRE INCLD)</small>	CLEAN-UP FEES FOR ALL TOURNAMENTS PER HOUR	\$ 88.50	\$ 100.01

## Baseball & Soccer Field Rentals

<b>Capital Surcharge</b>		Hrly Rate Per field	\$ 5.00	\$ 5.65
<b>ECC Soccer Field</b>	<small>(SURCHAGRE INCLD)</small>	Games & practices	\$ 23.89	\$ 27.00
<b>ECC Field rate for Heads</b>	<small>(SURCHAGRE INCLD)</small>	Per hour rate	\$ 14.16	\$ 16.00

<b>Hillsburgh Community Centre Price List</b>			
		2016 Prices Before tax	2016 Final Prices
<b>HCC ICE RATES</b>			
<b>Capital Surcharge</b>			
		Hourly	\$ 10.00 \$ 11.30
<b>Prime Time</b>			
<b>Weekdays after 5pm &amp; all weekends</b>			
Prices Include Surcharges	Resident	Hourly	\$ 172.57 \$ 195.00
	Out of Town Rate	Hourly	\$ 199.12 \$ 225.00
	EHMHA	Hourly	\$ 156.06 \$ 176.35
<b>Non Prime Time</b>			
<b>Weekdays before 5:00pm.</b>			
Prices Include Surcharges	1 to 4 skaters	Hourly	\$ 66.37 \$ 75.00
	over 4 skater Rate (FULL)	Hourly	\$ 92.92 \$ 105.00
<b>Holiday Rates</b>			
Prices Include Surcharges	Resident	Hourly	\$ 92.92 \$ 105.00
	Out of Town	Hourly	\$ 199.12 \$ 225.00
<b>Local Adult Hockey Leagues</b>			
Prices Include Surcharges	All prime time ice	Hourly	\$ 182.30 \$ 206.00
<b>Tournaments</b>			
Prices Include Surcharges	EHMHA Hockey Tournaments		\$ 156.06 \$ 176.35
	Adult	Hourly	\$ 188.94 \$ 213.50
<b>ARENA FLOOR</b>			
<b>Capital Surcharge</b>			
Prices Include Surcharges	Hourly		\$ 5.00 \$ 5.65
	Flat daily Fee		\$ 25.00 \$ 28.25
<b>Floor Rates</b>			
Prices Include Surcharges	All Days	Regular Hourly Rate	\$ 63.27 \$ 71.50
	Whole facility Full Day Event Non Profit		\$ 871.68 \$ 985.00
	Entire Facility Full Day Event Profit Based		\$ 1,207.97 \$ 1,365.01
	Arena Floor Only Full Day Non Profit		\$ 681.42 \$ 770.00
	Arena Floor Only Full Day Profit Based		\$ 871.68 \$ 985.00
<b>Hall Rental</b>			
<b>Hall Capital Surcharge</b>			
		Hourly	\$ 5.00 \$ 5.65
		Flat daily Fee	\$ 25.00 \$ 28.25
Prices Include Surcharges	Hourly	Regular Hourly Rate	\$ 62.83 \$ 71.00
	Full Rental Friday or Saturday	Flat Fee (12 hours)	\$ 460.18 \$ 520.00
	Sundays	Flat Fee (12 hours)	\$ 261.06 \$ 295.00
	Weekday	Flat Fee (12 hours)	\$ 216.81 \$ 245.00
	1/2 Hall rental Friday/Saturday	Flat Fee (12 hours)	\$ 265.49 \$ 300.00
	New Years Eve	Flat Fee (12 hours)	\$ 690.27 \$ 780.00
	Kitchen	Flat Fee (12 hours)	\$ 30.97 \$ 35.00
	Overtime Hours	Overtime Hourly	\$ 66.37 \$ 75.00
<b>Birthday Parties</b>			
<b>Capital Surcharge</b>			
		Flat daily Fee	\$ 13.27 \$ 15.00
<b>Birthday Parties Options &amp; Rates</b>			
Prices Include Surcharges	1 hour Prime Ice with Hall	Flat Fee	\$ 221.24 \$ 250.00
	1 hour Non Prime Ice with Hall	Flat Fee	\$ 150.44 \$ 170.00
<b>Prices includes HST &amp; any capital surcharges where applicable</b>			

<b>ERIN COMMUNITY/CENTRE 2000</b>				
<b>Ice Rentals</b>			2016/2017 rates	
			Before Tax with 6% increase	FINAL RATES include tax, increase, & surcharges
<b>Capitall Surchage</b>				
	added to each hour of ice	Hourly	\$ 10.00	\$ 11.30
<b>Resident Prime Time Ice rate</b>				
	Weekday after 5pm & all weekends			\$ -
	September to March	Hourly	\$ 194.69	\$ 220.00
<b>Out of Town Prime Time Rate</b>				
	September to March	Hourly	\$ 230.09	\$ 260.00
<b>Non Prime Ice</b>				
	Weekdays before 5:00pm.		\$ -	
	1 to 4 skaters	Hourly	\$ 66.37	\$ 75.00
	4th - 8th skater each	Hourly	\$ 11.06	\$ 12.50
	over 8 skater Rate (FULL)	Hourly	\$ 119.47	\$ 135.00
<b>Minor Hockey</b>				
	September to March	Hourly	\$ 166.37	\$ 188.00
			\$ 256.64	\$ 290.00
<b>Special Ice</b>				
	4:30 pm – 6:00pm Flat fee		\$ 194.69	\$ 200.00
	before 9 am & after 11 pm weekday & after 10		\$ 176.99	\$ 220.00
	8am -5 pm per person	Organized shinny midweek- \$10 per person Per	\$ 8.85	\$ 10.00
	8am -5 pm per person	Organized school shinny midweek- \$5 per person	\$ 4.42	\$ 5.00
<b>Schools</b>				
	Prime Time	Hourly	\$ 166.37	\$ 188.00
	Non Prime Time	Hourly	\$ 82.74	\$ 93.50
<b>Local Hockey Leagues</b>				
	All prime time ice	Hourly	\$ 200.88	\$ 227.00
<b>EHMHA</b>				
	EHMHA -Christmas Break Tournaments/weekdays		\$ 131.42	\$ 148.50
	EHMHA Hockey Tournaments/weekends		\$ 166.37	\$ 188.00
<b>Arena Floor</b>				
	Surcharge	Per hour rate	\$ 5.00	\$ 5.65
	All Days	Regular Hourly Rate	\$ 80.53	\$ 91.00
	Full Day Event	Flat Fee	negotiated	negotiated
	Concert	Flat Fee	negotiated	negotiated
	Clean up rate for Concerts	Per hour rate	\$ 66.37	\$ 75.00

<b>Skating Rates</b>					
<b>Parents &amp; Tots Sticks and Pucks Welcome</b>					
	Mon & Tues.'s 2-3 pm		Per skater	\$ 2.65	\$ 3.00
	Wed. & Thru.'s 10:30 - 11:30am		Per skater	\$ 2.65	\$ 3.00
		Seasons pass	Sept- March	\$ 70.80	\$ 80.00
<b>Adult Skating</b>					
	Mondays 10:00-11:30 am		Per skater	\$ 2.65	\$ 3.00
	Fridays 1:30 to 2:30 pm		Per skater	\$ 2.65	\$ 3.00
		Seasons pass	Sept- March	\$ 53.10	\$ 60.00
<b>Public Skating (Sun, Fri., Christmas &amp; March Break)</b>					
	Friday's 4-5:30 pm			\$ -	\$ -
	Sunday's 12-1:30pm	Children under 12	Per skater	\$ 2.65	\$ 3.00
		Teens 13 to 18	Per Skater	\$ 2.88	\$ 3.25
		Adults	Per skater	\$ 3.54	\$ 4.00
		Seniors	Per skater	\$ 2.88	\$ 3.25
		Family	Per Family of 4	\$ 11.50	\$ 13.00
		Family Membership		\$ 150.44	\$ 170.00
		Individual Membership	Adult	\$ 48.67	\$ 55.00
		Individual Membership	Child	\$ 39.82	\$ 45.00
<b>Adult Shinny</b>					
	Fridays 2:30-4 pm		Per skater	\$ 4.42	\$ 5.00



**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law Number 16 – \_\_\_\_**

**Being a By-law to set the rates  
for 2016 taxation and provide  
for the collection thereof.**

**WHEREAS** pursuant to Section 312 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the Council of a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class;

**AND WHEREAS**, the Council of the Corporation of the Town of Erin has passed By-law number 16-12 to adopt the estimates of all sums required during 2016 for the purposes of the municipality;

**AND WHEREAS** Sections 307 and 308 of the said Act require tax rates to be established in the same portion to tax ratios;

**AND WHEREAS** the Council of the County of Wellington has passed By-law number 5465-16 being a by-law to set tax ratios for the County of Wellington and for all local municipalities within the boundaries of the County for the year 2016 as follows:

Residential/Farm	1.000000
Multi Residential	1.868000
Commercial	1.479000
Industrial	2.400000
Pipeline	2.240000
Farmlands	0.250000
Managed Forests	0.250000

**AND WHEREAS**, the tax rates for education purposes have been prescribed by the Ministry of Finance and announced by letter dated April 11, 2016.

**AND WHEREAS**, the Council of the County of Wellington has passed By-law number 5454-16 being a by-law to adopt the estimates for the sums required during the year 2016 for general purposes for the County and By-law number 5466-16 to establish tax rates for same against the local municipalities;

**AND WHEREAS**, the Council of the County of Wellington, in said By-law number 5465-16, has established tax rate reductions as follows:

- 1) the vacant land, vacant units and excess land subclasses in the commercial property class is 30%;
- 2) the vacant land, vacant units and excess land subclasses in the industrial property class is 35%;
- 3) the first class of farmland awaiting development in the residential/farm, multi-residential, commercial or industrial property classes is 25%;
- 4) the second class of farmland awaiting development in the residential/farm, multi-residential, commercial or industrial property classes is 0%.

**AND WHEREAS**, the Assessment Roll compiled in 2015 and upon which taxes for 2016 are to be levied, was certified by the Assessment Commissioner, the whole of the assessment for real property, according to the said last assessment roll, is as follows:

Residential property class	1,851,033,147
Multi-residential property class	6,446,000
Commercial property class - full	62,717,000
Commercial property class - excess land	1,701,000
Commercial property class - vacant land	2,983,000
New Commercial	6,580,500
Commercial property class - Farmland I	0
Industrial property class - full	20,418,153
Industrial property class - excess land	775,300
Industrial Shared PIL	475,000

Industrial property - farmland II	0
Industrial property class - vacant land	3,807,000
Industrial property class - Farmland I	149,000
Large Industrial property class - full	0
Large Industrial property class - excess land	0
Pipeline property class	1,956,000
Farm property class	244,177,500
Managed Forest property class	11,663,300
New construction – office	2,084,000
New construction – excess land	<u>47,000</u>
	2,217,012,900

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

- 1/ That the sums to be raised by means of taxation for the year 2016 be as follows:
  - 1) for general municipal purposes a sum of \$ 5,985,655
  - 2) for County purposes a sum of \$13,493,822
  - 3) for education purposes a sum of \$4,766,764
  - 4) for Business Improvement Area purposes - a sum of \$16,400
  
- 2/ That there shall be levied and collected upon the whole assessment for real property, according to the last certified assessment roll, the rates of taxation for the year 2016 as set out in Schedule "A" attached hereto, and which forms part hereof.
  
- 3/ That, in addition to the rates above, a special services levy be applied to each benefiting unit within the specific areas of Hillsburgh, the hamlets of Cedar Valley, Orton, Ospringe, and Ballinafad, and the subdivisions of Mountainview, Sandalwood Drive, Credit River Pines, Erinwood Drive, Erin Meadows, and Belerin, Delarmbro Drive, Trail Ridge, Forest Ridge, the Village of Erin, Crewson Ridge and Erinbrook for streetlighting costs based on the 2016 hydro and maintenance costs of \$184,673 as a flat rate per unit of \$96.74
  
- 4/ That a Business Improvement Area rate of .01877935 be applied to the specific commercial properties within the designated Business Improvement Area of the Village of Erin according to the minimum and maximum provisions established by the Village of Erin By-law number 84-24.
  
- 5/ That save and except that portions of taxes and other special rates levied by the Interim Levy under Section 317 of the *Municipal Act*, 2001 the taxes levied on the Residential, Farm, Managed Forest, and Pipelines, Commercial or Industrial farmlands awaiting development property classes, including all other rates, to be raised in 2016 shall become due and payable on the date of passing of this By-law, but may be paid in two installments as follows: 50 percent of the final levy rounded upwards to the next whole dollar shall become due and payable on the 31<sup>st</sup> day of August, 2016; the remaining 50 percent of the final levy shall become due and payable on the 31<sup>st</sup> day of October, 2016; where the final tax levy is \$20.00 or less, they shall become due and payable in one installment on the 31<sup>st</sup> day of August, 2016; non-payment of the amount on the dates stated in accordance with this section shall constitute default, whereby the subsequent installment or installments shall forthwith become payable.
  
- 6/ That the final tax installments for Commercial, Industrial, and Multi-Residential property classes, including subclasses, be paid in two installments as follows: 50 percent of the final levy rounded upwards to the next whole dollar shall become due and payable on the 30<sup>th</sup> day of September, 2016; the final 50 percent of the final levy shall become due and payable on the 30<sup>th</sup> day of November, 2016.
  
- 7/ That where the sum of the taxes for which any person is chargeable in 2016 for municipal, County, education, and any other purpose, upon any real property assessed in one parcel to the same owner would according to the assessment thereon be less than \$10.00, the sum of such taxes shall be deemed to be \$10.00.

- 8/ On all taxes of the levy, which are in default on the 1<sup>st</sup> day of September, 2016, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the first day of each calendar month in which default continues, until December 31<sup>st</sup>, 2016.
- 9/ On all taxes in default on January 1<sup>st</sup>, 2017 interest shall be added at the rate of 1.25 percent per month for each month or fraction thereof in which default continues.
- 10/ Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
- 11/ The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 12/ That taxes are payable at the Town of Erin Municipal Office, 5684 Trafalgar Road, Hillsburgh, Ontario.

**Passed in Open Council on the 3rd day of May 2016.**

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**Mayor**

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**Clerk**