



TOWN OF ERIN
Regular Council Meeting
AGENDA

May 5, 2015

1:00 PM

Municipal Council Chamber

	Pages
1. Call to Order	
2. Approval of Agenda	
3. Declaration Pecuniary Interest	
4. Community Announcements	
5. Adoption of Minutes	
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6. Accounts	
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10.	New Business	
10.1	Councillor Duncan - Process of releasing Bids/Quotes to the public - discussion	
10.2	Councillor Sammut - Wastewater next steps - discussion	
11.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2) :	
	(d) labour relations or employee negotiations - HR Matter	
	(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose - HR Matter	
12.	Return from Closed Session	
12.1	Motion to Reconvene	

12.2 Report Out

13. **By-Laws**
Procedural
Ice Storm Assistance Program Agreement
14. **Notice of Motion**
15. **Adjournment**

101 - 125



Minutes of the Town of Erin Special Council Meeting

April 21, 2015

6:30 p.m.

Municipal Council Chamber

PRESENT:	Allan Alls	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
STAFF PRESENT:	Kathryn Ironmonger	CAO/Town Manager
	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance
	Larry Wheeler	Financial Analyst
	Larry Van Wyck	Road Superintendent
	Andrew Hartholt	Chief Building Official
	Dan Callaghan	Fire Chief
	Graham Smith	Facility Manager
	Bob Cheetham	Economic Development Coordinator

1. Call to Order

Mayor Alls called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1. 2015 Budget

The Director of Finance presented the 2015 Budget to Council and the public which incorporated the changes directed in the previous budget meetings, as well as data on a 5 year history of operating, capital, net

expenditures, and the impact of the 2015 Budget on the average tax bill. Each Department and sub-departments were presented at a high level with highlights. Department Heads were present to answer questions as they arose.

Additional information presented included Reserves and Reserve Fund balances, debt balances and debt servicing costs, loan principle outstanding, blended tax dollar impact, as well as the impacts of the land tax incentive programs.

The Financial Analyst also presented a review of the capital projects included in the budget.

Periodically during the presentation, Mayor Alls asked for questions from the floor. One question involved clarification on what funds are put into reserves when capital projects are not undertaken in the year they are budgeted. The Director of Finance advised that only funds that are actually received, such as the funds raised from taxes are put into reserves. Other sources of revenue that were not received by the municipality, such as unsuccessful grants and loans that are not taken out as a result of projects not moving forward, are not available to put into reserves.

4. Adjournment

The meeting was adjourned at 7:35pm

Mayor

Clerk



Minutes of the Regular Town of Erin Council Meeting

April 21, 2015

7:30 PM

Municipal Council Chamber

PRESENT:	Allan Alls	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
STAFF PRESENT:	Kathryn Ironmonger	CAO/Town Manager
	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance
	Larry Van Wyck	Road Superintendent
	Andrew Hartholt	Chief Building Official
	Bob Cheetham	Economic Development Coordinator

1. Call to Order

Mayor Alls called the meeting to order.

2. Approval of Agenda

Resolution # 15-133

Moved By Councillor Brennan

Seconded By Councillor Duncan

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

- a closed session item pertaining to advice that is subject to solicitor-client privilege
- Finance report item - Ice Storm Assistance Program Grant Agreement

Carried

3. Declaration Pecuniary Interest

None.

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4. Community Announcements

May 2, 9am to noon - Erin Community Tree Planting - Erin Deer Pit storm water pond (behind Centre 2000)

May 3 - EWCS High Tea and High Heels - St. Andrew's Presbyterian Church

May 6 - Mayor's Business Breakfast - David's Restaurant - pre-register with the Town

Visit www.erin.ca for upcoming events

5. Adoption of Minutes

Resolution # 15-134

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council hereby adopts the April 7, 2015 meeting minutes as circulated.

Carried

6. Accounts

Resolution # 15-135

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the accounts in the amount of \$76, 785.45 be paid.

Carried

7. Delegations/Petitions/Presentations

7.1. Geraldine Walsh - Requesting declaration regarding the Blue Dot Movement

Ms. Walsh presented information on David Suzuki's Blue Dot Movement, and asked for a municipal declaration.

Resolution # 15-136

Moved By Councillor Brennan

Seconded By Councillor Duncan

April 21, 2015 Regular Meeting

Be it resolved that the Council of the Town of Erin declares its support for the Blue Dot Movement, to promote the basic human rights of citizens to drink clean water, breathe fresh air and eat healthy food;

And that Council makes this declaration in order to protect, and promote its citizens' basic human right to a healthy environment.

Carried

7.2. Barry Pennington - Request to re-instate parking on Waterford Drive

Mr. Pennington went through his presentation and concerns regarding no parking on the circle on Waterford Drive.

Resolution # 15-137

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the delegation from Barry Pennington regarding parking on Waterford Drive;

And that the Road Superintendent be directed to bring back a report to Council with recommendations at the next meeting.

Carried

8. Reports

8.1. Roads

8.1.1. Roads Superintendent - Roads Department Staffing

Resolution # 15-138

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council receives the report of the Road Superintendent regarding current staffing levels in the Roads Department;

And that Council authorizes the hiring of Clayton Lovell as a summer student for the period of April 22, 2015 to September 4, 2015 at Grade 5, Job rate on the Town's part time grid.

Carried

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8.2. Water

8.2.1. Water Superintendent - Well house Data Logger Installation

Resolution # 15-139

Moved By Councillor Brennan

Seconded By Councillor Duncan

Be it resolved that Council supports the recommendation of the Water Department Staff that the Well house Data Logger Installations be completed by Selog in the estimated amount of \$10,000.00 per well house for a total project estimated amount of \$40,000.00 + HST.

And That Council endorses this deviation from the Town of Erin's purchasing and procurement policy.

Carried

8.3. Administration

8.3.1. CAO/Town Manager - Grass Cutting and Trimming Services Contract

Resolution # 15-140

Moved By Councillor Brennan

Seconded By Councillor Duncan

Be it resolved that Council receive the report of the CAO/Town Manager regarding the Grass Cutting and Trimming Services Contract;

And that Council accepts the review committee's recommendation to accept the 2015 Grass Cutting and Trimming Services proposal submitted by Mr. Markus Maintenance for the period of April 28th 2015 to October 31, 2015.

Carried

8.4. Finance

8.4.1. Director of Finance - 2015 Budget Report

April 21, 2015 Regular Meeting

Resolution # 115-141

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the Director of Finance's Report for information;

And That Council considers the 2015 Budget By-law for adoption.

Recorded

Councillor Brennan	Yes	
Councillor Smith	Yes	
Councillor Duncan	Yes	
Councillor Sammut		No
Mayor Alls	Yes	
Results	4	1

Carried

8.4.2. Revenue Administrator - Water Arrears to Taxes

Resolution # 15-142

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that the Director of Finance be authorized to add the following outstanding accounts from the Water System rates to the Tax Collector's Roll:

Roll #: 23 16 000 011 12300 \$623.59

011 01400 \$1,521.02

011 01600 \$604.03

011 12800 \$3,303.79

010 06800 \$1,784.19

011 21262 \$1,525.23

010 20300 \$3,641.42

011 18600 \$949.76

009 07202 \$2,816.52

009 08323 \$741.59

010 13135 \$1,254.26

009 07204 \$2,455.48

009 07290 \$740.50

009 08338 \$1,859.18

Carried

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8.4.3. Director of Finance - Ice Storm Assistance Program - Grant Agreement

Item added during approval of the agenda.

Resolution # 15-143 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council Authorizes Mayor Alls and the Director of Finance to sign the Ice Storm Assistance Program Grant Agreement;

And that a housekeeping by-law be brought forth at the next regular meeting.

Carried

8.5. Committees

8.5.1. Ballinacfad Community Centre - March 4 and 10 meeting minutes

Resolution # 15-144

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the BCC March 4 and March 10, 2015 meeting minutes.

Carried

8.5.2. Economic Development Committee - February 18 and March 11, 2015 meeting minutes

Resolution # 15-145

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Council receives the EEDC February 18, 2015 and March 11, 2015 meeting minutes.

Carried

9. Closed Session

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Resolution # 15-146

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 8:57 pm to discuss the matter(s) pertaining to:

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

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; SSMP, + one additional item added during approval of the agenda

Carried

10. Return from Closed Session

10.1. Motion to Reconvene

Resolution # 15-147

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that the meeting be reconvened at the hour of 10:48 pm.

Carried

10.2. Report Out

10.2.1. Triton Engineering - Water Servicing Class Environmental Assessment Proposal

Resolution # 15-148

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council receives the correspondence from Triton Engineering regarding the Water Servicing Class EA;

And that Council accepts the proposal from Blackport Hydrogeology Inc., to complete the Water Servicing Class EA for an estimated cost of \$404, 580.00 + HST;

And that the study and well costs related to the growth portion of

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the Water Servicing Class EA be funded with development charges.

Carried

11. Correspondence

Resolution # 15-149

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives correspondence items 11.1 to 11.4 for information.

Carried

11.5. Township of Madawaska Valley - Request for support resolution regarding Hydro rates

Resolution # 15-150

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council supports the resolution passed by the Council of the Township of Madawaska Valley on March 23, 2015 regarding hydro rates.

Carried

11.6. Hillsburgh Firefighters Association - Requesting yearly grant for the Annual Garage Sale held at Hillsburgh Community Centre

Resolution # 15-151

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council approves a grant to the Hillsburgh Firefighter's association in the amount of \$2,100 to be applied to the rent of the Hillsburgh Community Centre on June 6 & 7, 2015 for their Annual Garage Sale;

And that the Hillsburgh Firefighter's Association be granted yearly inclusion in the list of grants in the budget for its Annual Garage Sale, in the amount of \$2,100.

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

Carried

11.7. **Silvia Jones, MPP Dufferin-Caledon - Request for support, Bill 36 the Respecting Private Property Act**

Resolution # 15-152

Moved By Councillor Sammut

Seconded By Councillor Smith

Whereas there is currently no minimum fine for trespassing on private property and the Trespass to Property Act limits the maximum compensation a property owner can receive for damages due to trespassing to \$1,000;

Now therefore be it resolved that the Council of the Town of Erin supports Dufferin-Caledon MPP Sylvia Jones Private Members Bill, Bill 36 the Respecting Private Property Act, which would create a minimum fine of \$500 for trespassing and increase the maximum compensation for damages to \$25,000.

Carried

11.8. **Triton Engineering - Recommendation for final acceptance of site grading for Crewson Ridge Subdivision**

Resolution # 15-153

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council approves the recommendation of Triton Engineering regarding the Crewson Ridge Subdivision to approve final acceptance of the Site Grading only, and a reduction in current securities to \$378, 250.00.

Carried

Resolution # 15-154 (verbal)

Moved By Councillor Smith

Seconded By Councillor Brennan

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

Carried

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12. New Business

12.1. Councillor Sammut - Motion for reconsideration of Resolution # 15-077, and follow up motion

Resolution # 15-154

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council reconsider the vote on Resolution 15-077 concerning proposed revisions to the Procedural By-law.

Carried

Resolution # 15-155

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council directs staff to amend the Procedural By-law to add the item "Business Arising From the Minutes" to the regular meeting agenda, and to bring the amended by-law forward for consideration at the next regular meeting.

Carried

13. By-Laws

Resolution # 15-156

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that By-Law numbers 15 – 15 to 15 - 16 inclusive, are hereby passed.

Carried

14. Notice of Motion

None.

15. Adjournment

Resolution # 15-158

Moved By Councillor Sammut

Seconded By Councillor Smith

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Be it resolved that the meeting be adjourned at the hour of 11:14pm

Carried

Mayor

Clerk





CPLT20 Management Team

Roy Singh – Founder & Chairman


Emma Everett - Global Payer Operations

Gary M. Sugar – Legal Counsel

Dr. Alvin Curling – Advisory Board

Shivnarine Chanderpaul – Director


George Gordon - Cricket Operations





CPLT20 Summary

Cricket is the second most participated sport in the world behind soccer. In Canada the sport continues to grow and will only become a sport of the future because of rising immigration from cricketing nations, healthy domestic competition and focus on youth cricket programs. More than 100,000 play cricket in Canada; the second most cricket participation outside of the full member nations.


T20 is a new, shortened format of cricket, a three-hour game full of the best, biggest and clean hitting talent that North Americans have yet to see on a large entertaining global stage set in Montreal. The Canadian Premier League will deliver live game coverage, match reports across digital platforms and will keep fans informed via social media channels and broadcasting platforms. **CPL's T20** is a first for Canada and will aid in promoting the game of cricket, boosting sport tourism (a \$3.6 billion industry) and will give Sponsors and Investors opportunities to showcase their products and services globally.





CPLT20 Summary

CPLT20 will provide cricket fans with a fast paced, professional and entertaining sporting event that will include some of this sport's biggest names. Think: the cricket version of NHL's Winter Classic over four weeks. Cricket is Canada's sport of the future and the CPLT20 will only become more popular each following year.




Cricket- The Numbers that Matter

- Canada has the second most cricket participation globally, outside of full member countries.
- More than 300,000 persons play cricket professionally in North America.
- More than 500,000 hits per month come from Canada's Yahoo cricket site based in India.
- Cricket is the second most searched item on Yahoo Canada's sport pages.
- Of 2.5 million persons from Toronto, more than 1.3 million identify from Asia, home to five top tier cricket nations.





Canadian Premier League Mission Statement 'FOR THE LOVE OF THE GAME'

The mission of the CPLT20 is to be the first to provide Canadians with an annual and entertaining cricket tournament. The CPLT20 mission is to:

- Be the *Number 1 Cricket T20* tournament in North America.
- Reach and engage with a **Global Audience**.
- Help inspire **North American Cricket Fans** to play the sport.





Key Performance Indicators of T20 Cricket:

More than 300,000 persons play cricket in North America; more than 500,000 persons search for cricket content online monthly; and Canada has the second most player participation numbers in North America.

What Is T20 Cricket?

- It's a short game of cricket: 3.5 hours; 240 balls; big hitting, more exciting format.
- T.V.: more than 300 million viewers watch T20 from the UK, India, Australia.
- T20 format: fastest growing sport in the world.
- Major cricket stars play T20: Chris Gayle, Mitch Johnson, Virat Kohli.





Introducing the 2015 Franchised T20 Teams

























Schedule 2015 - 27 games




TEAMS















Preliminary Rounds = 20 Games

Group A			Group B				
A1		VS		B1		VS	
A2		VS		B2		VS	
A3		VS		B3		VS	
A4		VS		B4		VS	
A5		VS		B5		VS	
A6		VS		B6		VS	
A7		VS		B7		VS	
A8		VS		B8		VS	
A9		VS		B9		VS	
A10		VS		B10		VS	

Weekly Games Details

Week	Game Codes	Type
Week 1	Game A1 & Game B1	Double
Saturday, August 1, 2015		
Week 2	Game A2 & Game B2	Double
Sunday, August 2, 2015		
Tuesday, August 04, 2015	Game A3 & Game B3	Double
Wednesday, August 05, 2015	Game A4 & Game B4	Double
Thursday, August 06, 2015	Game A5 & Game B5	Double
Saturday, August 08, 2015	Game A6 & Game B6	Double
Week 3	Game A7 & Game B7	Double
Sunday, August 09, 2015		
Tuesday, August 11, 2015	Game A8 & Game B8	Double
Wednesday, August 12, 2015	Game A9 & Game B9	Double
Thursday, August 13, 2015	Game B10 & Game A10	Double
Saturday, August 15, 2015	Quarter Finals 1 & 2	Double
Week 4	Quarter Finals 3 & 4	Double
Sunday, August 16, 2015		
Saturday, August 22, 2015	Semi Finals 1 & Semi Finals 2	Double
Week 5	FINALS (W-SF1 Vs W-SF2)	Single
Sunday, August 23, 2015		

Quarter Finals = 4 Games				Semi-Finals = 2 Games				Grand Finals = 1 Game	
Games	Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H	Group I
Quarter Finals 1	Winner of Group A	VS	Fourth Place from Group B	Semi Finals 1	Winner of Group E	VS	Winner of Group F	Quarter Finals 2	Winner of Group G
Quarter Finals 2	Second Place from Group A	VS	Third Place from Group B	Semi Finals 2	Winner of Group H	VS	Winner of Group I	Grand Finals	Winner of Semi Finals 1
Quarter Finals 3	Third Place from Group A	VS	Second Place from Group B						VS
Quarter Finals 4	Fourth Place from Group A	VS	Winner of Group B						Winner of Semi Finals 2



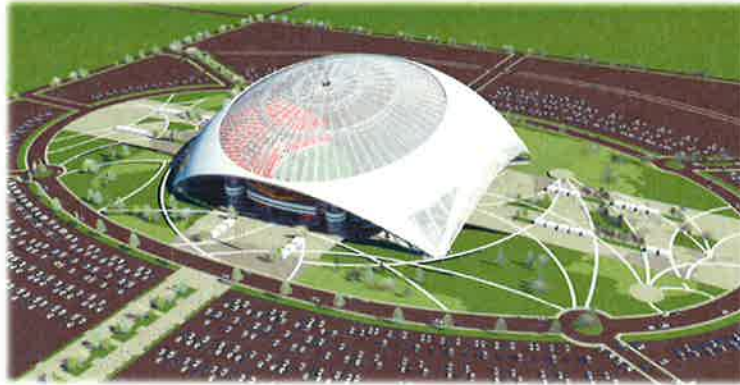
**Opportunity Of Involvement
For Stadium Development Project**

- CDN\$700 million - \$1 billion injection into project
- Two and a half years of project construction
- Pre construction employment 200+ persons per 12 month period
- Post Construction employment 75+ persons per 12 month period
- Home base for the CPLT20 League

The bottom of the slide features an aerial view of a soccer stadium filled with spectators, with the Canadian Premier League T20 logo overlaid at the bottom center. The top of the slide features a red and orange wavy banner with the Canadian Premier League T20 logo in the top right corner.



**Proposed Design of
Canadian Premier League's
New State of the Art Cricket Stadium**



**Proposed Design of
Canadian Premier League's
New State of the Art Cricket Stadium**







The image shows a group of cricketers in white uniforms playing on a green field. The Canadian Premier League T20 logo is visible in the bottom center of the slide.

CPLT20 vision for the future of Cricket Canada

- Players involvement in 'partial ownership' of teams.
- Launch pad for players' growth in the cricketing world.
- Creation of cricket camps for the young at heart.
- Opportunity to create/develop existing/new school/youth community leagues.
- Involve 'legends' such as Sachin Tendulkar, Brian Lara etc. from the past cricket generations to offer guidance on the development of this sport within Canada.
- Top Invitational Guest Teams from other International T20 leagues to partake in future CPLT20 tournaments.



Event Goals and Objectives

- To Sell Out 27 games, with a minimum of 10,000 and 35,000 max seats. Potential Uncapped Revenue for Sponsors' Products on Sale at Match Venues
- To Generate a 20% Profit after end of tournament.
- To Maintain and Add to sustainability projects for the Tournament and the City of Montreal. Next generation of Sports Tourism & Sport Entertainment.
- To Produce a Tournament watched throughout Canada and the Globe on an annual basis. Matches will be broadcasted live to approx. 600 million viewers via partnership with ATN Network and Production Resource group.
- To Showcase Canadian Musical and Cricket talent Globally. Interval entertainment on Match Days. Never a dull moment at each game!
- Maximize all advertising, marketing and customer feedback opportunities.



Key Tournament Strategies

- Effectively promote the CPLT20 format through increased marketing initiatives in local community and national press as well as maximizing online media activity showcasing owners' 'Corporate Social Responsibility' to the world.
- Establish specific promotional plan detailing target markets, times, objectives, strategies and budget etc., inclusive of the Ownership involvement.
- Enhance CPL T20 website and make adjustments/changes based on consumer feedback and market research. Opportunity for Owners' Web-links to be featured on the CPLT20 website.





'The Erin Effect'

The Town of Erin will benefit from:

- Increased Economic Activity with the construction and operation of this New State of the Art Stadium Facility.
- Opportunity for the Town of Erin to bid for Major Sporting Events from various Sporting Bodies.
- National exposure to the Town of Erin from live broadcasts / coverage of Sporting Events held at the Stadium facility
- Potential for other Private Developers to consider the Town of Erin for Potential Projects
- Creation of Employment and Domestic Tourism Opportunities in the Town of Erin




Launches

August 1-23 2015
MONTREAL OLYMPIC STADIUM









Team Selection Date
June 15 2015
11am-4pm



CANADIAN
PREMIER LEAGUE T20

Fast-Paced • Fan-friendly • Twenty20 Cricket

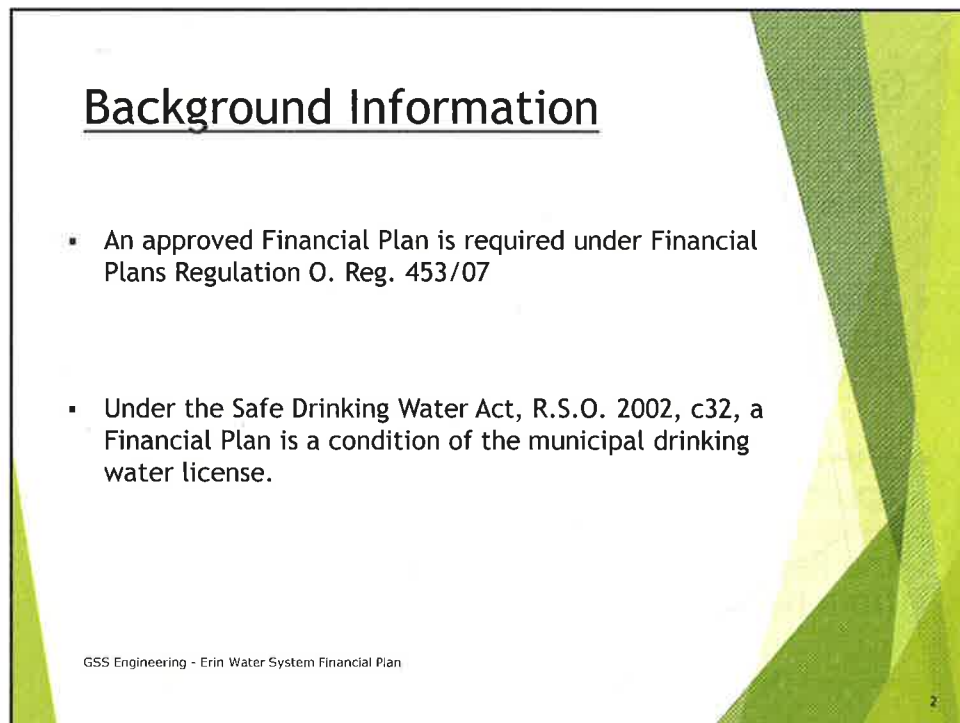
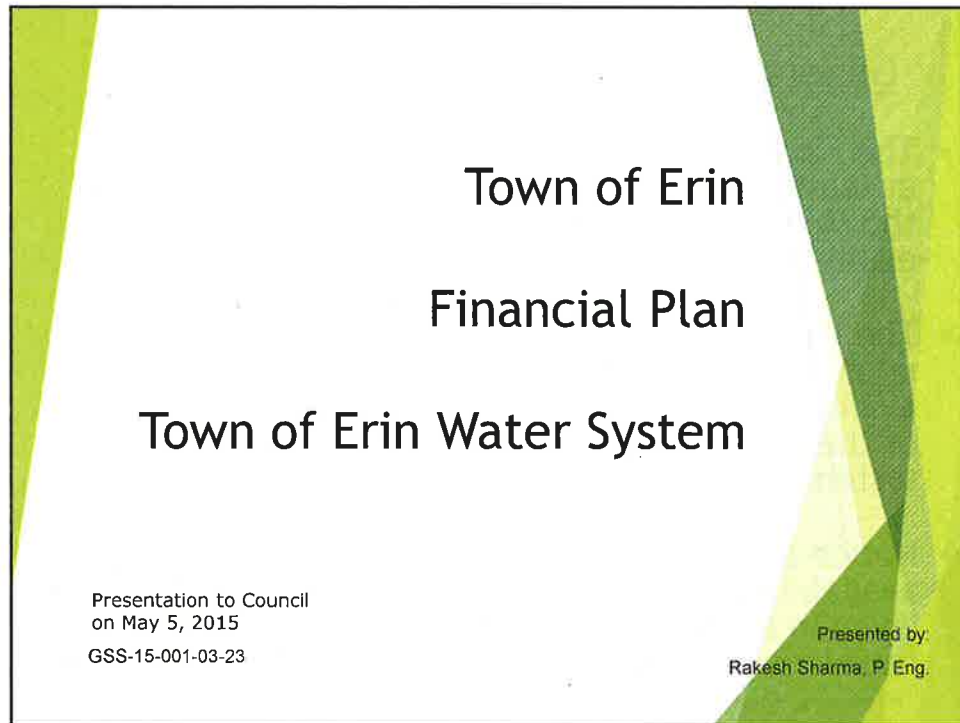
Roy Singh
Founder & Chairman
CINRO SPORTS & ENTERTAINMENT INC.
Toronto, Ontario

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Email: roy@cplt20.ca
Website: www.cplt20.ca



27th April 2015



General Requirements

- The Financial Plan must be for a period of at least **six years** starting with the year the Municipal Drinking Water Licence expires.
- The Financial Plan must be made **available** upon request and **without charge** and available on the website to the members of the public that are served by the water system.
- Notice advising the **Public** of the availability of the Financial Plan should be given in a manner to bring the notice to the attention of the public.

GSS Engineering - Erin Water System Financial Plan

3

General Requirements *cont'd*

- A **Council Resolution** approving the Financial Plan must be passed by Council.
- The Financial Plan and resolution must be submitted to the Ministry of **Municipal Affairs and Housing**.
- The Financial Plan should be updated and approved prior to applying for a **license renewal** (i.e. every five years). However, the Regulation does not prevent the Plan from being amended more regularly.

GSS Engineering - Erin Water System Financial Plan

4

Financial Plan Guidelines

The following **9 Principles** should be applied when developing a Financial Plan:

1. **Ongoing public engagement** and transparency to build support for, and confidence in the Financial Plan and the system(s) to which it relates.
2. An **integrated approach** to planning among water, wastewater and stormwater systems, given the inherent relationship among these services.

GSS Engineering - Erin Water System Financial Plan

5

Financial Plan Guidelines

3. **Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.**
4. Life-cycle planning with **mid-course corrections** is preferable to planning over the short-term or no planning at all.
5. The **Asset Management** Plan is a key component to the development of the Financial Plan.

GSS Engineering - Erin Water System Financial Plan

6

Financial Plan Guidelines (Cont'd)

6. A **sustainable level of revenue** allows for reliable service that meets or exceeds environmental protection standards, while ensuring sufficient resources for future rehabilitation and replacement needs.

7. Ensuring **users pay for the services** they are provided **leads to** equitable outcomes and can improve conservation. In general, **metering** and the use of rates can help ensure users pay for services received.

GSS Engineering - Erin Water System Financial Plan

7

Financial Plan Guidelines (Cont'd)

8. This Financial Plan is a **“living document”** that requires continuous updates and improvements. Improved planning for the future can be achieved by comparing the accuracy of financial projections with actual results.

9. Financial Plans can benefit from the **close collaboration** of various groups, including engineers, accountants, auditors, utility staff and municipal staff.

GSS Engineering - Erin Water System Financial Plan

8

Financial Plan Guidelines (Cont'd)

Long term financial planning and asset management can have environmental benefits, such as the enhancement of conservation through reduced leakage rates from aging watermains.

GSS Engineering - Erin Water System Financial Plan

9

Financial Plan Requirements:

- **Statement of Operation** - summary of revenue and expenses
- **Statement of Cash Flow** - summary of how the water system is expected to generate and use cash resources
- **Statement of Financial Position** - summarizes information for assets, liabilities, financial assets and tangible capital assets.

GSS Engineering - Erin Water System Financial Plan

10

Financial Statement(s) Preparation Includes:

- Total Financial Assets, Total Liabilities, Net Debt, Tangible Capital Assets (TCA) under construction, inventories and prepaid, as well as TCA additions, donations from developers and disposals.
- Total Operating Revenues, Expenses including Amortization and Interest expense.

GSS Engineering - Erin Water System Financial Plan

11

Financial Statement(s) Preparation Includes:

- Annual Surplus or Deficit and the Accumulated Surplus or Deficit.
- Details of the projected Cash i.e. cash used for operating, cash received on the sale of Tangible Capital Assets (TCA), cash used for the acquisition of TCA and the change in cash during the year.
- Issuance of Debt and amount of Debt repayment.

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Operating Expenses

- Are ongoing costs that relate to providing goods and services for the Water systems operations.
- Keep **the service functioning on a day to day basis** and includes:
 - wages and benefits
 - materials and supplies
 - Equipment, fuel, utilities, etc.
 - Interest payment
 - **Does not include capital upgrade costs**
- All expenses have been indexed by 2% annually to reflect anticipated inflation.

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Operating Expenses



Includes Amortization expense

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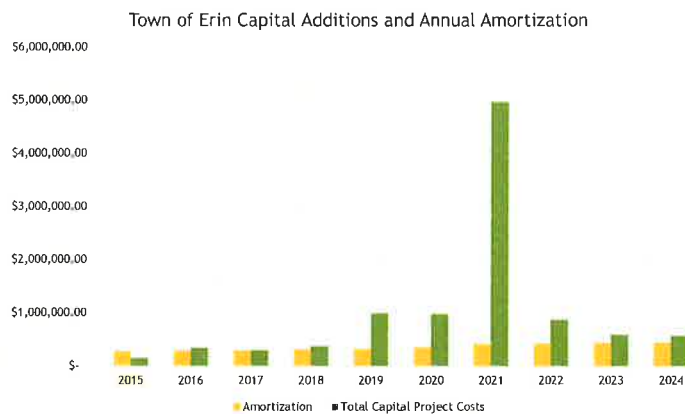
Amortization Expense

- Amortization is a **non-cash** expense.
- Measures gradual **wear and tear** of tangible capital asset in a systematic manner.
- The Amortization cost is based on **historic cost** and is apportioned over the estimated useful life of assets using a straight line depreciation.
- **Does not affect cash flow**, but affects the annual surplus/deficit and Statement of Operations.

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Projected Capital vs. Amortization Expenses



Note: Includes amortization of planned capital projects

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10 year Capital Plan

Covers Primarily:

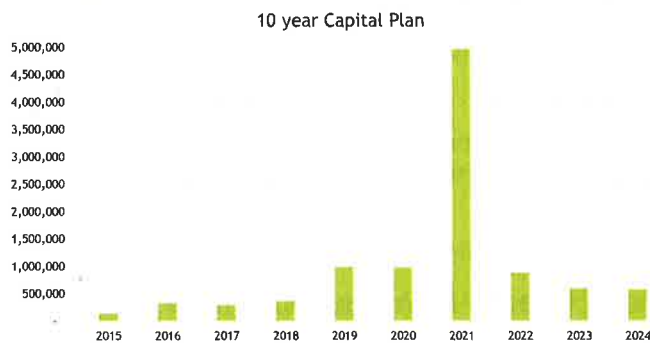
- Water Tower Upgrades
- Improvements to Pumphouses
- Proposed new wells for both Erin & Hillsburgh.
- Old Watermain Replacements in Erin & Hillsburgh
- Meter Replacement continuity

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10 year Capital Plan

Includes development project (\$5 million)



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Revenues

- Budget information provided by the **Town** of Erin staff, **Asset Management Plan** and the **Development Charges** Background Study.
- Operating revenues based on:
 - User fees (Water Billings)
 - Grant funding
 - Development charges allocations: assumed Developer's **commitment is available in the year the project is undertaken.**

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Revenues (Cont'd)

- Development project in 2021
 - Project Cost \$5.0 million approx.
 - Developer Contribution \$2.5 million approx.
 - Developer Front End Commitment \$1.6 million approx.
Receives payment back from town through development charge revenue
 - Reserve Fund \$0.9 million approx.
- Development Charge Revenue from new lots considered at 500 lots in 2021, and 2 infill in Erin and 1 infill in Hillsburgh per year (after 2015).

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Funding Models for Water Billing

1. Depreciation Model
 - Contribute total average annual depreciation amount over 9 yrs. plus 15% to lifecycle reserve.
2. Capital Plan Model
 - Contribute total average tangible capital assets purchases over 9 yrs. to life cycle reserve.
3. Roll Back Price Model
 - Roll back water rate by 5 % to 2014 level.
 - Keep water rates unchanged for 2016 to 2024.
 - Direct all surplus to lifecycle reserve.

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Funding Models (Cont'd)

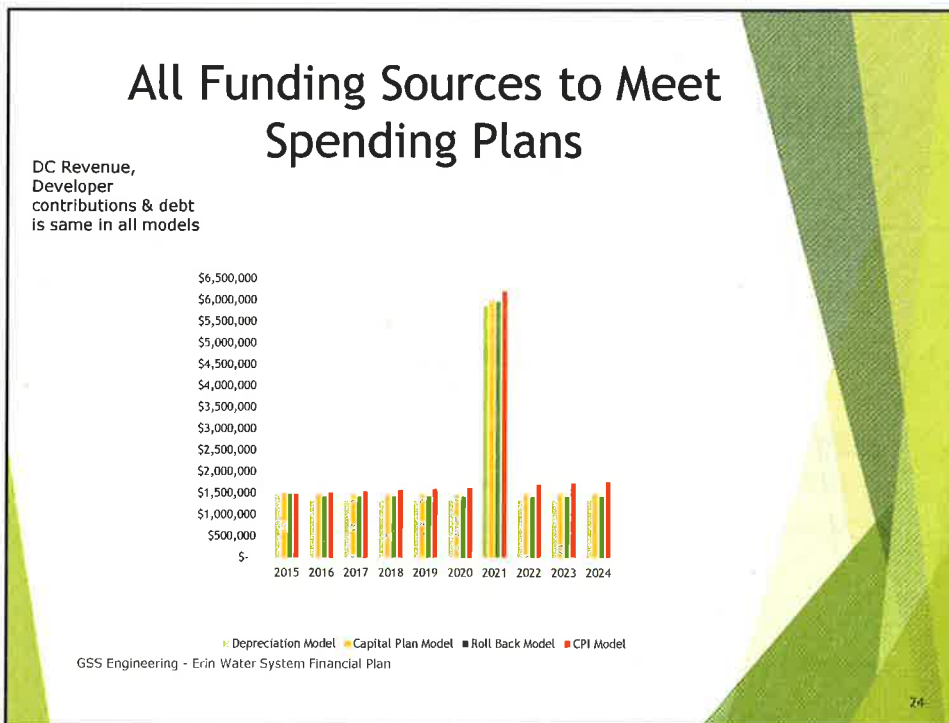
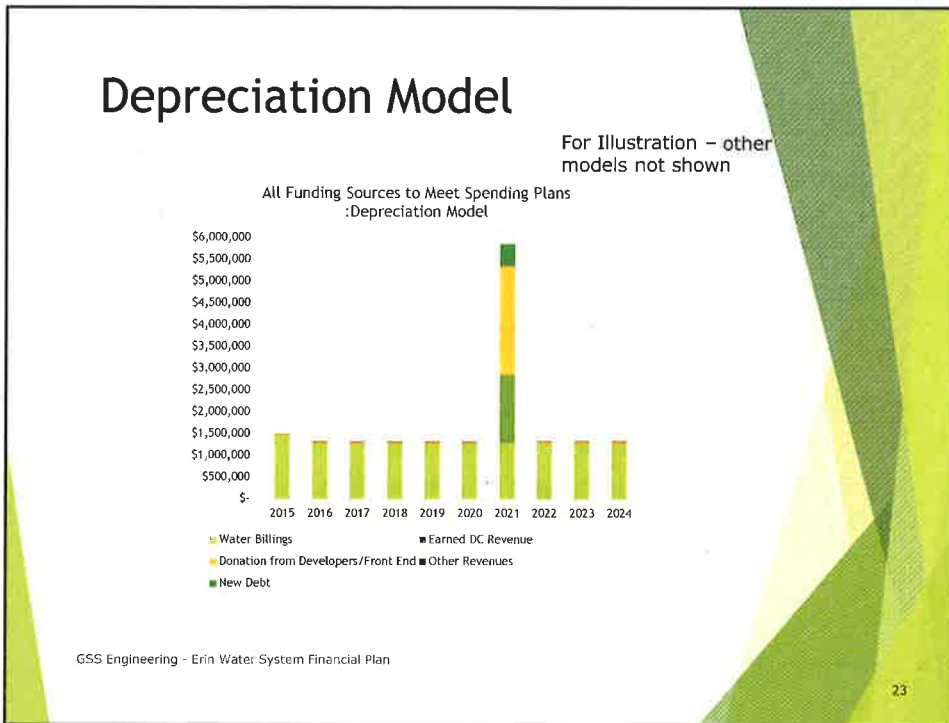
4. CPI Model
 - Increase water rates @ 2% per year for 2016 to 2024 per CPI
 - Direct all surplus to lifecycle reserve.

All Models

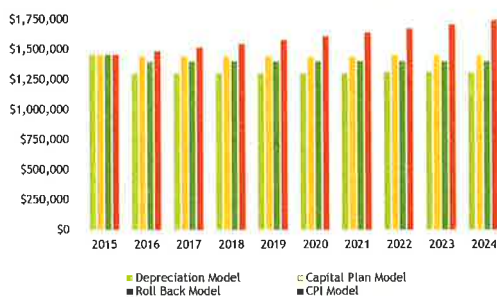
- Lifecycle reserve not to fall under \$400,000
- If needed, draw down loan @ 3% interest for 10 yr. term

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Comparison of "Water Revenue ONLY" All Models

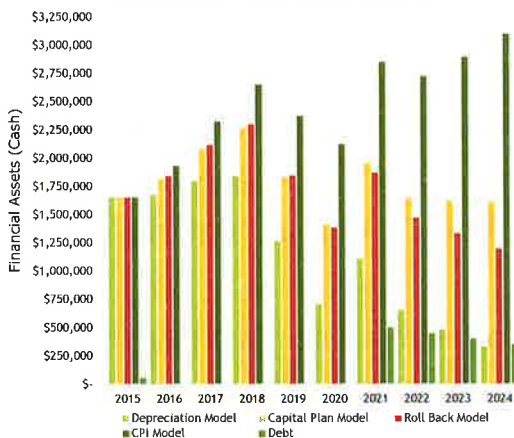


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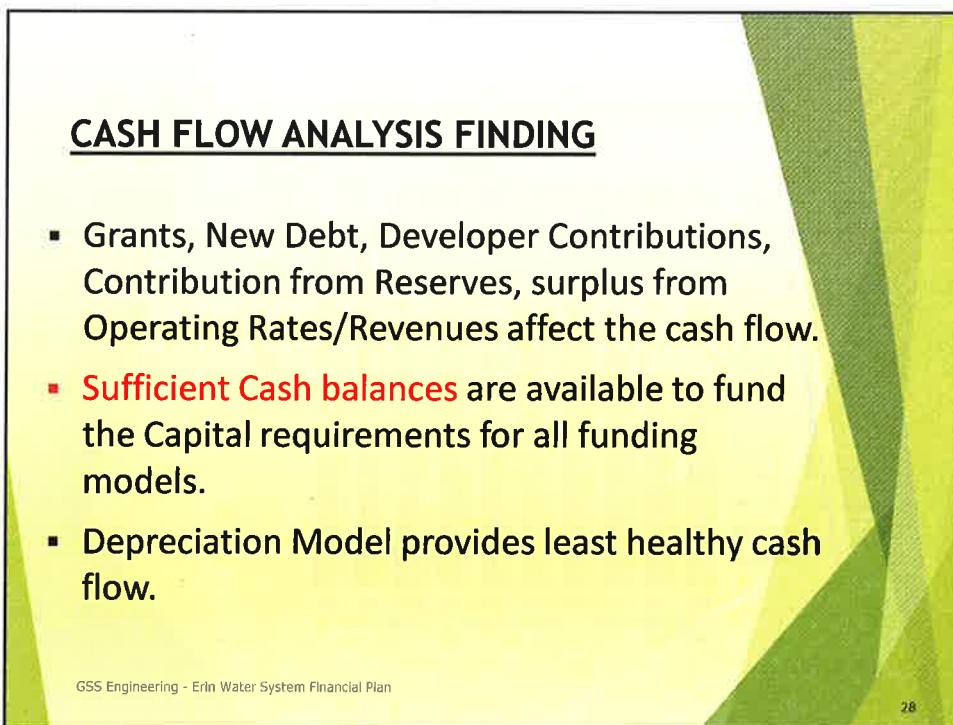
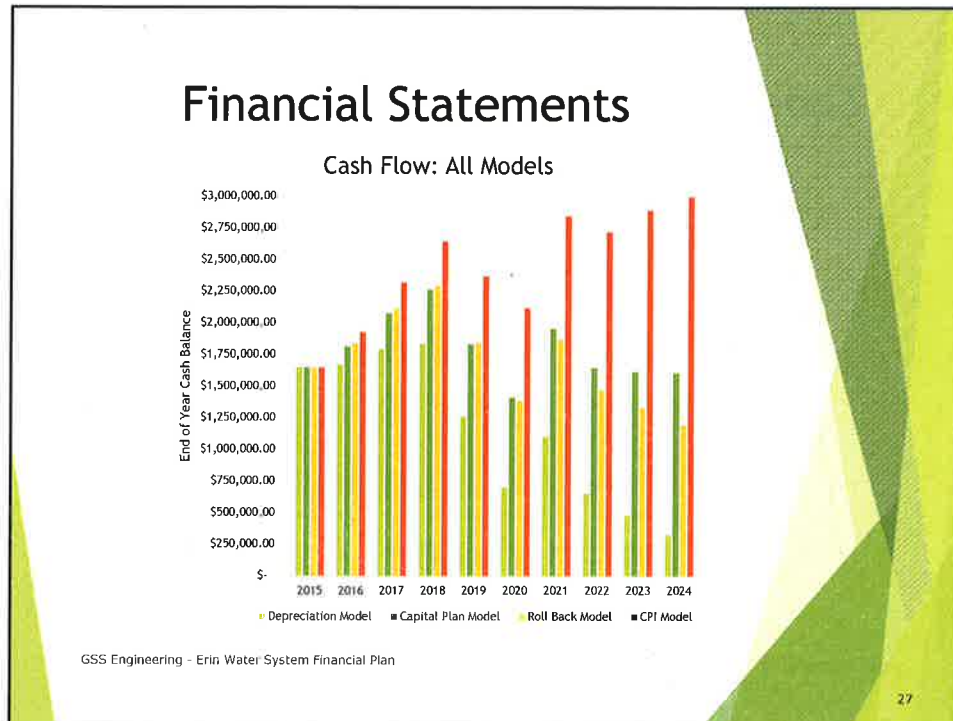
Financial Statements

Financial Position: All Models



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Analysis of Funding Models

- All models meet cash flow objectives
- All models maintain Lifecycle reserve of \$400,000
- Depreciation Model has drawbacks:
 - Provides the most reduced cash flow
 - Provides the least wealthy financial position
- Capital Plan & Roll Back Models:
 - Both generate similar cash flow and financial position
- CPI Model generates highest cash flow and healthy financial position

Conclusion

CPI model is most appropriate

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Rate Study Finding(s)

Scenario	Base Rate	Lifecycle Reserve + Water (\$/m ³)
2014		4.08
2015		4.29
(2016) Depreciation Model		3.49
(2016) Capital Plan Model	Same as 2015	3.99
(2016) Roll Back Model		4.08
(2016) CPI Model		4.38

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Rate Study Finding(s) *(Cont'd)* Base Rate Summary

Service Type	Monthly Base Rate (2015)
Regular Residential Customers	\$15.39
Flat Rate Customers	\$40.62
2" Service various	\$30.77
4" Service 2005 & 2140	\$55.45
Senior Apt - Church St 60010	\$169.29
Senior Apt - Centre St 2130	\$246.24
Apts, Guelph Rd. 60391 60390	\$307.80
Seniors, Spruce Street a/c 907259	\$446.31
Stanley Park 60880 & 60881	\$1,662.12

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Water Rates Comparison with Other Cities

Orangeville (2014)

Base Rate (15 mm & 19 mm)	\$7.05/mo
(25 mm)	\$9.40/mo

Water Consumption Rate

(15 mm & 19 mm)	\$1.73/m ³ up to 50m ³ /mo
	\$2.34/m ³ >51m ³ /mo
(25 mm)	\$1.73/m ³ up to 100 m ³ /mo
	\$2.34/m ³ >101 m ³ /mo

Sauble Beach (2015)

Base Rate (15 mm)	\$84/mo
(19 mm)	\$92/mo
(25 mm)	\$118/mo
Reserve Water Charge	\$25/mo
Water Consumption Rate	\$1.36/m ³

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Water Rates Comparison with Other Cities

Guelph-Eramosa

Base Rate	\$4.20/mo
Water Consumption Rate	\$1.87/m ³ (Rockwood) \$2.37/m ³ (Hamilton Dr.)

Centre Wellington (2015)

Base Rate (19 mm or less)	\$10.17/mo (\$7.26+\$2.91)
(25 mm)	\$16.01/mo (\$11.43+\$4.58)
Water Consumption Rate	\$2.14/m ³
Un-metered Properties	\$56.95/mo (flat)

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Next step(s)

- Finalize the funding model & rate study and consequently report.
- Council Resolution passed accepting the study
- Financial Plan report to be made available to Public without charge.
- Submit final report to Minister of Municipal Affairs & Housing

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ANGELSTONE FARMS INC

ZONING AMENDMENT APPLICATION

1. **PURPOSE**

Angelstone Farms Inc own a 25.9 hectare property at 8720 Wellington Road 50 at the Eramosa-Erin Townline. The property has 390m of frontage and 604m of depth. There is a 3.5 hectare woodlot in the northwest corner of the property leaving 22.4 hectares of cleared land (55 acres).

On January 29, 2015, Angelstone Farms Inc. requested the Town of Erin “to permit the property to be used for special equestrian events up to and including sale of related merchandize and food and holding LLBO licensed events and camping for participants.

2. **CURRENT PLANNING STATUS**

The property is designated “Prime Agricultural and Greenlands” in both the Wellington County and Town of Erin Official Plans. The lands are zoned Agriculture (A) and Rural Environmental Protection (EP2) in the Town of Erin Zoning By-law.

3. **RECENT HISTORY**

Angelstone Farms Inc. acquired the property in 2007. In 2011 they began to host equestrian events. The events drew complaints from neighbours who were concerned about noise, traffic, late evening entertainment and other matters. After what has been reported by neighbours as a very disturbing 2013 season, the Town of Erin advised Angelstone that they did not comply with the Town Zoning bylaw. Angelstone made an application to amend the zoning bylaw in December 2013 which was the same as the current request. The Town requested studies such as a Planning Justification Study, a Traffic Impact Study, a noise study, a drainage report and an emergency plan. These studies apparently could not be completed prior to the 2014 season so the Town of Erin passed:

- a) a temporary use bylaw to allow the requested uses from May 20, 2014 until November 1, 2014.
- b) a bylaw to regulate major events which requires permits to be granted by the Town to allow events such as those proposed by Angelstone.

During the public discussions leading to the passing of the two bylaws, significant public opposition was expressed about the Angelstone equine events and entertainment activities including whether they were appropriate uses in an agricultural area and a variety of public nuisance issues.

The 2014 season was allowed to proceed. There were 6 events listed in the temporary use bylaw beginning May 31 and ending October 5, 2014 extending over a 4 month period. Each event, except the first, was 5 days in duration and attracted over 500 horses.

While the public response to the 2014 season suggested that there was some improvement, there remained serious concerns related to all the issues raised at the public meetings earlier in the year.

After the season, Angelstone completed the reports requested by the Town including a site plan and on January 29, 2015 again applied for permanent zoning to authorize their activities.

4. **PUBLIC INPUT**

There has been a substantial amount of public input on the Angelstone application both at the March public meeting and through letters and emails before and after. The specific comments will be available through the public meeting record and the Town's file.

In general public comments focused on the following areas:

- a) significant concerns with late night activities including entertainment, drinking and camping
- b) significant concerns with day noise from the PA systems at the rings and in the stable area and constant announcements
- c) concerns about road improvements, parking, drainage and trespass
- d) questions about whether the Angelstone operation was a valid agricultural activity and other agricultural issues
- e) concerns with the scale of the Angelstone operation

It should be noted that most of the individuals did not take issue with the holding of equine events but there was an almost universal view that it was too disruptive to neighbours. There was also a general agreement that the 2014 year was significantly better than 2013 but this was often coupled with skepticism that this would continue in the future.



5. **THE MAIN ISSUES**

There have been a number of issues raised during the public process but the key issues are:

- a) Are Equine Events Allowed in Prime Agricultural Areas?
- b) Do the Studies Prepared for Angelstone Address Concerns?
- c) Are the Proposed Uses Compatible with Neighbouring Uses?

6. **ARE EQUINE EVENTS ALLOWED IN PRIME AGRICULTURAL AREAS**

a) **Provincial Policy**

In April 2014 a new Provincial Policy Statement was approved for use in Ontario. The new policy had a number of changes to agricultural policy. The new policies are generally a little more supportive of rural economic development including diversifying the economic base and employment opportunities and providing opportunities for tourism.

In Prime Agricultural Areas the permitted uses are:

- i) **agricultural uses:** means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture, apiaries; agro-forestry; maple syrup production; and associated on farm buildings and structures; including, but not limited to livestock facilities, manure storages, value retaining facilities and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.
- ii) **Agri-tourism uses:** means those farm-related tourism uses, including limited accommodation such as bed and breakfast, that promote enjoyment, education or activities related to the farm operation.
- iii) **Agriculture-related uses:** means those farm related commercial and farm related industrial uses that are directly related to the farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products or services to farm operations as a primary activity.
- iv) **On-farm diversified uses:** means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products.

These changes tend to broaden uses allowed, recognize rural tourism and, in the case of farm related commercial and industrial uses remove the previous “small scale” limitation. The policy also recognizes that these uses may be based on a number of farm operations in an area rather than on a single farm operation.

Equine is clearly an allowed agricultural use and equine shows could fit both agriculture-related use or a farm diversified use.

In February 2015 the Ministry of Agriculture, Food and Rural Affairs released Draft document for discussion entitled “Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas” which is intended to provide additional clarity about provincial agricultural policy. The document is not approved but eventually will be important guidance document. It needs to be considered for any assistance it can provide in understanding policy.

On page 15, the Guideline clearly indicates that a “horse farm (breeding, raising, boarding, maintenance, training) including stables and indoor or outdoor riding arena/tracks is an agricultural use.

In the discussion on agricultural – related uses, equine events is neither specifically used as an example or rejected as not agriculture-related. Campgrounds are listed as not agriculture-related but I believe they are referring to permanent campgrounds not temporary overnight camping which has been an accepted component of events like the International Plowing Match which

Wellington County is hosting in 2016. Under agriculture-related uses; however, examples include both livestock assembly yards, auction yards and farmer's markets all of which represent central commercial venues serving many farms where the commercial activity could be the main use and take up significant land area.

On-farm diversified uses must be located on an agricultural property that is actively farmed. These uses are to be limited in area. Typically these uses have included home occupations and home industries which can be accommodated in a relatively small area.

The Ministry staff seem to favour equine events as an on farm diversified use despite the desire to limit size. They accept that intermittent uses may require a greater area. They specifically mention equine events as an agri-tourism use and also recognize café/small restaurant as an on farm diversified use.

In dealing with agriculture-related uses and on-farm diversified uses the draft Guideline recognizes that temporary use bylaws, site plan control and Municipal Act bylaws (like Erin's) for nuisance issue may be useful.

Finally the draft Guideline recognizes that some events unrelated to agricultural such as a festival could be allowed through temporary use bylaws but they should not be large scale repeated hosting of these events.

b) **County and Erin Official Plans**

The new Provincial Policy Statement took effect on passing in 2014 and the policies take precedence over existing municipal official plans to the extent of any conflict.

The County and Erin Official Plans clearly allow equine uses and would not prohibit equine shows.

c) **Erin Zoning Bylaw**

The Angelstone property is zoned Agricultural (A) and Environmental Protection (EP2) and would allow equine uses but would not allow an equine event, the sale of equine products, the sale of food and beverages or camping. An amendment would be required to authorize these latter uses for Angelstone Farms. Camping is not clearly allowed and zoning bylaws do not authorize LLBO events. This could potentially be a matter for the Town's Major Events Bylaw.

d) **Angelstone as an Agricultural Use**

In discussions with Mr. Randy White and Mr. John Cox the following is a general overview of the Angelstone Farms Inc. business.

Angelstone Farms Inc. indicates that it is in the business of breeding and purchasing young horses, training them to reach top levels of sports, and selling them.

8720 Wellington Road 50 is a training facility that is used for Angelstone's business from April to November. During the rest of the year the horse stock is

relocated to Florida and other warm weather locations so that little activity occurs on the Erin site.

Angelstone runs equine events at 8720 Wellington Road 50 to showcase the horses they currently have for sale as well as the horses of other people in the equine business. Angelstone estimates that 75% of the horses are local.

To attract buyers Angelstone believes it is necessary to develop excellent facilities – the most important being the rings that are used for equine competitions. The rings are a significant investment to protect the safety of valuable horses. It is also desirable to provide an entertaining equine event and some social opportunities after the show. The evening entertainment on Thursdays and Saturdays are part of the horse show experience in Angelstone Inc.'s view.

On site, the horses need to be safeguarded during the evenings as well as fed and watered. The stable hands, grooms need to camp on site to provide care for the horses.

All of the uses, including horse breeding, purchasing, training, selling and the horse shows and entertainment are considered to be an integrated equine business.

The maximum number of horses on site during a 5 day event is 800. Not all horses are on site the entire time. Angelstone estimates that at most 250 horses are shown on any given day and that at most 400 – 500 horses are on site at any time – often a lot less.

e) **Conclusions**

In my view both equine and equine events may be allowed by provincial policy in prime agricultural areas. The sale of equine related products and food and beverages may also be allowed. Overnight camping is not clearly authorized but may, in certain cases, be considered on a temporary basis provided it is appropriate to the site and locale. It may be more appropriate if clearly related to the agricultural activity.

The zoning bylaw is an appropriate means of permitting equine events including the sale of equine related products and food and beverages. It is also the appropriate vehicle to consider overnight camping. A site plan would also be an appropriate means of setting out where various activities may take place.

The Town's Major Events bylaw is the appropriate means to consider issues such as hours of operation, entertainment, noise issues including electronically amplification and licensed events.

It is worth noting that the comments received by nearby residents generally are supportive of equine events of an appropriate scale and impact. They tend to believe that Angelstone's events are too large and cause too much disturbance but they do not reject equine events out of hand.

7. **DO THE STUDIES ADDRESS CONCERNS?:**

At Erin Council's request a number of studies were undertaken by Angelstone Farms to support their zoning application:

a) **Traffic Impact: Paradigm Transportation Solutions Limited – April 2014**

To respond to concerns from the County of Wellington, a traffic impact assessment focusing on entrance locations and the need for improvements. The study focused on peak Saturday times.

The study determined that the main entrance was in an acceptable location and some improvements were needed including the removal of a tree and paving with hot mix asphalt at the entrance into the site. A left turning lane was not required. There is a need for on-site flag personnel during peak inbound conditions and for one busy week off duty police are required (in 2014) during in-bound times.

b) **Environmental Noise Study: HGC Engineering – July 2014**

A sound study was undertaken during the June 2 to 10, 2014 period under the operating conditions at that time. Sound levels were monitored at four (4) nearby residences and at one (1) on-site location. Two consulting staff monitored sound levels and conducted listening tests.

The consultant's general findings was that "The data shows that changes in sound levels due to noises from Angelstone's events are generally un-differentiable from other sources such as road traffic or the ambient sounds of nature or other rural activities." However, they also indicate that "this result does not confirm that the sounds from Angelstone Tournaments are not audible or disturbing the neighbouring properties at some times" and that "the human auditory system is often able to extract vocal sounds with fine acuity from the typical mixture of natural sounds in the environment, and for this reason, vocalizations may be particularly intrusive if audible, even if not measurably louder than other intermittent background sounds."

The consultant also suggests that certain other improvements could be considered to further reduce noise, including:

- better designed sound systems could improve on-site audibility while reducing noise on neighbouring properties. Angelstone could hire an audio system engineer to assist in the design
- the use of solid acoustical barriers near major sound sources where topography allows could reduce noise
- the use of more permanent buildings with walls and a roof for entertainment events instead of canopy tents

The neighbours have expressed concerns that the noise study was conducted at one of the smaller equine events and that the larger events produced more noise. They have also indicated that at least part of the issue is the persistent nature of the noise all day and into the evening.

- c) **Drainage Report - Burnside – January 2015**
Burnside reviewed the drainage for the site and responded to a complaint about runoff being directed onto a neighbouring property near the stable area. This was the only problem identified.

To resolve the concern an overflow pipe from an on-site pond will direct runoff in a different direction onto another neighbour's land.

This work has not been completed to date.

- d) **Emergency Plan**
An emergency plan has been prepared and reviewed by the Erin Fire Department.
- e) **Planning Justification Report - J. L. Cox, January 2015**
This study reviews provincial policy (now updated by new policies) and the County Official Plan policies and concludes that the Angelstone proposal is compliant with these policies.

It also reviews other studies prepared for the applicant such as Traffic Impact, Noise Impact, Drainage and a Site Plan and an Emergency Plan to demonstrate that Angelstone was complying with Erin Council's request for these studies.

Mr. Cox concluded that impacts on residents have been addressed through changes to the operating activities and other mitigation measures.

- f) **Detailed Site Plan**
A site plan setting out key features of the property and locations for major activities has been prepared and submitted.

The plan does not show any details of surrounding uses and does not illustrate some features such as manure storage areas.

- g) **Conclusions**
Angelstone Farm Inc. has provided the studies previously requested by Erin Council. I agree with the Planning Justification study that provincial and county planning policies allow equine and equine events in an agricultural area and many of the studies address issues appropriately. There remains some unfinished work including:

- completing the entrance improvements as set out in the Traffic study
- completing the drainage improvements as set out in the Drainage Report
- more fully addressing noise abatement measures as set out in the noise study

The noise study is of particular interest because, while it concludes that noise levels in the June 2 – 10 period were not excessive, they nevertheless could be disturbing to neighbours. This corresponds well with the observation of neighbours who agree that 2014 was an improvement but that the persistent day time noise and the night time entertainment continued to be troubling.

Angelstone has made progress but more improvements may be needed.

8. **ARE THE PROPOSED USES COMPATIBLE WITH NEIGHBOURING USES**

It is a fundamental principle of land use planning that new uses seeking to establish must demonstrate that they will be compatible with existing uses. Compatible does not mean “the same” nor does it mean that there will be no impacts but impacts must be reasonable.

a) **The 2013 Year**

It is very clear that the 2013 events held by Angelstone created a significant disturbance to neighbours and also to people living some distance from the event site and these impacts were not reasonable. Angelstone seems to have accepted this view.

b) **The 2014 Year**

The 2014 season with some improvements to the public address system, the elimination of late night rock concerts and some restrictions on hours of operation represented a clear improvement. Residents near the event site still felt that the day time noise and night time noise and activities were disturbing and not in keeping with the rural setting of their neighbourhood. In the residents view, the impacts of the event still were not reasonable.

c) **The Proposed 2015 Year**

While the 2014 events were spread out over 4 months the 2015 season of 7 events and 35 days is spread over July and August or 61 days. This compressed season in the prime summer months to coincide with the Pan Am Games creates the potential for greater impacts for neighbours. There was no consultation with the Town or the neighbours in establishing the schedule.

Angelstone; however, is proposing a number of improvements to reduce both day time and night time impacts.

Angelstone is moving to an online application to give live show information to competitors. This will eliminate the need for a PA system at the stables nearest the Gilbert, Mance and Woodley properties.

They will also be replacing some bins in the barn area which were disturbing residents due to loud banging of the lids. This reduction in announcements and removal of noise generators close to the nearest neighbours combined with improvement to the PA system near the rings made in 2014 should be an improvement.

Angelstone is also reducing its night time entertainment activities:

- there will be no on site parties such as the ones that caused significant concerns in 2013. They will be moved off site likely to Guelph

- a full schedule of entertainment and social events in the evenings from Angelstone is attached and seems to lessen the live entertainment component

There are other impacts such as trespass and camping that will need to be addressed.

d) **Conclusion**

Both 2013 and 2014 event seasons created significant disturbances to neighbours although 2014 was an improved season.

The 2015 season is of concern because of the compressed time frame of the event season but improvements proposed for both day time and night time noise levels could ease impacts on neighbours.

It is not clear to what extent impacts will be reduced.

Neighbours are generally skeptical that Angelstone will follow through with improvements. The Town will likely have to take a fairly strong role in setting out operating conditions if the 2015 season is to go forward.

9. **RECOMMENDATIONS**

- a) **THAT** a permanent zoning for Angelstone Farms Inc. as set out in their zoning amendment application not be approved.
- b) **THAT** another one (1) year temporary use zoning bylaw be approved for Angelstone Farms Inc. for 2015 to allow equine events, including the sale of related merchandize and food and beverages and for temporary camping for stable hands and grooms provided that:
- the required improvements are made to the entrance to the County's satisfaction
 - the required drainage improvements are completed and confirmed by Burnside
 - an online system for Angelstone shows be put in place to allow participants to see the status of each ring
 - no public address system be allowed in the stable area
 - completing the wood fence along the entire rear lot line of the Gilbert property
 - providing fencing for the Woodley property sufficient to prevent trespass
- c) **THAT** the Town Solicitor work with Angelstone and the solicitor for the Gilberts to develop conditions for permits under the Major Event Bylaw related to:
- LLBO events
 - hours of operation
 - any allowed late evening entertainment including amplified sound
 - restrictions on camping activities for staff needed for the security of the horses on site.

- either through fees or a deposit provided funds to allow the Town to monitor noise and other impacts
 - a site plan setting out relocation for various activities on the Angelstone Farm for event activities
 - other matters deemed necessary by the Town Solicitor or Council.
- d) **THAT** immediately after the 2015 season is complete, the Town:
- review the season with both Angelstone and immediate neighbours to determine the need for future improvements
 - develop some guidance related to the number and timing of future events to assist Angelstone in scheduling any future seasons.
- e) **THAT** Angelstone Farms and neighbours be given two weeks to consider this report.

Peggy McLaren-Villeneuve

From: Gary Cousins
Sent: Thursday, April 30, 2015 11:45 AM
To: Peggy McLaren-Villeneuve
Subject: FW: Hours

-----Original Message-----

From: Kean White [mailto:kean.white@yahoo.com]
 Sent: Thursday, April 30, 2015 11:28 AM
 To: Gary Cousins; John Cox; Randy White C.A.
 Subject: Hours

Week 1 - July 1-5

Horse show is over around 5:00 PM Wednesday, Friday and Sunday

On Thursday and Saturday the main event starts at 6:00 and is over around 8:00

We will have the cocktail lounge open until 11:00pm these two nights, however there is no live entertainment. There is an off site party Saturday night.

July 8-12

Same schedule as above. We have dueling pianos playing from 5:00PM to the conclusion of the class (8:00pm). The cocktail lounge is again open Saturday and Thursday till 11:00. We host an off site party Sunday evening this week.

July 15-19

Exactly same as July 8-12 week

July 29-August 2

Wednesday, Friday, Sunday we wrap around 5:00PM

Thursday the main event is over around 8:00, with cocktail lounge open till 11:00, but no live entertainment

Saturday evening we have the main event 8:00pm to 10:00pm. Dueling pianos play from 6:30 to 9:00. The cocktail lounge is open until 11:00. We have an offsite party Sunday night.

August 5-9 - Same as July 29 week

August 19-23 - Same as July 29 week

August 26-30 - again same as July 29 week

8720 Wellington Road 50, Erin, Ontario



* Show Ground map is subject to change throughout 2013



Staff Report

Report #: 2015-02 F
Date: May-5-15
Submitted By: Fire Chief, Dan Callaghan
Subject: Purchase of Scott Safety NFPA 2013 Compliant Breathing Apparatus

Recommendations:

Be it resolved that Council authorizes Erin Fire & Emergency Services to sole source the purchase of NFPA 2013 Compliant Breathing Apparatus from the manufacturer Scott Safety and associated dealers in Ontario.

Background:

Erin Fire & Emergency Services personnel have used Scott Safety breathing apparatus for life safety breathing devices while in areas of untenable atmospheres. Erin Fire & Emergency Services personnel are trained in usage and emergency procedures using these Scott Safety Self Contained Breathing apparatus. Most of our mutual aid partners use Scott breathing apparatus, which allows for the intermixing of breathing apparatus bottles and systems during large incidents and allow for safety of like users of the same Scott product. We intend to send RFP's to Scott dealers within Ontario.

Financial Impact:

This will be a RFP sent to dealers selling Scott Safety products within Ontario.

Consultation:

Erin Fire & Emergency Services consulted with our Mutual aid partners, manufacturers of breathing apparatus, dealers, our training division, and health and safety.

Communications Plan:

None required at this time

Conclusion:

That Council authorizes the Fire Chief to get RFP's from Ontario dealers of the Scott Breathing Apparatus for the purchase of such apparatus.

Appendices:

N/A

ERIN FIRE & EMERGENCY SERVICES

Monthly Fire Report



REPORT MONTH:		MARCH 2015											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly
FIRE:	Type not specified:												
	Structure:		1			1	2		\$0		1		
	Vehicular:		1				1						
	Grass, Rubbish, etc:												
	Other:		3	4				1					
		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD	
	Medical Assist:	5	18	12		7	15	5			1	1	
	Motor Vehicle Collision:	1	6	5			3	6			4	6	
	Erin/Hillsburgh Assist	1	4				1	3					
	Mutual Aid:			2			1	3					
	C.O. Calls:		1	4		1	4						
	False Alarms:												
	Alarm Activation:	1	2	3		3	5	1		2	2		
	Standby/Assist to Other Depts:												
	Burning Complaints:							1					
	Incorrect Pages:			2			1						
	Other:	2	4	4		1	1	6		1	1	1	
		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD	
	TOTALS:	10	40	36		13	34	26		3	9	8	
	Estimated Total \$ Loss Due to Fire:	\$0	\$22,000	\$1,500		\$0	\$125,000	\$0		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief



Staff Report

Report #: 2015-07R
Date: May-5-15
Submitted By: Larry Van Wyck, Road Superintendent
Subject: Petroleum Products Tender #2015-01 Results

Recommendations:

Be it resolved that Council receives the Petroleum Products Tender #2015-01 Results report.

And that Council accepts the tender of the lowest bidder, Bryan's Fuel for the supply of petroleum products for a period from June 1, 2015 to May 30, 2019 estimated price of \$169,011.90.

Background:

Tenders were advertised in the local papers and on the Town's Website. The bids received are summarized on the table below.

<u>Town of Erin Fuel Tender 2015-01</u>	
<u>Results</u>	
<u>April 28, 2015</u>	
<u>TOTAL</u>	
Bryans Fuels	\$169,011.90
Ultramar	\$171,582.35
Arthurs Fuels	\$171,786.20
Leitch Fuels	Incomplete bid

Town of Erin Fuel Tender Results
(corrected)
28-Apr-15

	<u>Unleaded</u>	<u>Clear</u>	<u>Colored</u>	<u>TOTAL</u>	
		<u>Diesel</u>	<u>Diesel</u>		
Quantity	20,500.00	73,000.00	86,500.00		
Bryans Fuels	\$20,778.80	\$74,241.00	\$73,992.10	\$169,011.90	
Ultramar CTS	\$19,288.45	\$76,277.70	\$76,016.20	\$171,582.35	Math discrepancy
Arthurs Fuels	\$21,033.00	\$75,394.40	\$75,358.80	\$171,786.20	
Leitch Fuels	NO BID	\$77,045.66	\$82,496.78	\$159,542.44	Incomplete bid

Financial Impact:

This expenditure is included in the 2015 Operating Budget.

Consultation:

N/A

Communications Plan:

N/A

Conclusion:

That Council accepts the tender of the lowest bidder, Bryan's Fuel for the supply of petroleum products for a period from June 1, 2015 to May 30, 2019 for an estimated price of \$169,011.90.

Appendices:

N/A



Staff Report

Report #: 2015-08R
Date: May-5-15
Submitted By: Larry Van Wyck, Road Superintendent
Subject: Three Quarter Ton Pickup Truck Tender #2015-02 Results

Recommendations:

Be it resolved that council receives the Pickup Truck Contract 2015-02 Tender Results report;

And That the Town of Erin accepts the tender submitted by Howes and Reeves Limited for the supply of one 2015 ¾ Ton Pickup Truck (Dodge 2500) for a purchase price of \$ 36,317.07 including HST.

Background:

Tenders were advertised in the local papers, the Town Website and Companies known to be in the New Vehicle Sales business were invited to submit tenders for the supply of a 2015 - ¾ Ton Pickup Truck.

Bids were received and opened publicly. There was no provision for a trade in, as it is intended the vehicle being replaced will be disposed of at a public auction once the new vehicle has been put in service.

**Town of Erin
¾ Ton Pickup Truck
Tender #2015-02**

RESULTS

	<u>Price</u>	<u>HST</u>	<u>Total</u>
Howes and Reeves Ltd.	\$32,139.00	\$4,178.07	\$36,317.07
Royal Chev Olds	\$32,150.00	\$4,179.50	\$36,329.50

Financial Impact:

This expenditure is included in the 2015 Capital Budget.

Consultation:

N/A

Communications Plan:

N/A

Conclusion:

That Council accept the tender submitted by Howes and Reeves Limited for the supply of one 2015 ¾ Ton Pickup Truck (Dodge 2500) for a purchase price of \$ 36,317.07 including HST.

Appendices:

N/A



Staff Report

Report #: 2015-09R

Date: May-5-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: Load, Haul and Apply Maintenance Gravel Quote 2015-03 Results

Recommendations:

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

And Further That Council accepts the quote of Cox Construction to Load, Haul and Apply Maintenance Gravel for a price of \$ 109,480.00 including HST.

Background:

Quotations were advertised in the local papers and posted on the Township Website inviting quotations to Load, Haul and Apply Maintenance Gravel for 2015. The two quotations received are summarized below.

Cox Construction	\$ 109,480.00
McNichol Trucking	\$ 110,880.00

Financial Impact:

This expenditure is included in the 2015 Operating Budget.

Consultation:

N/A

Communications Plan:

N/A

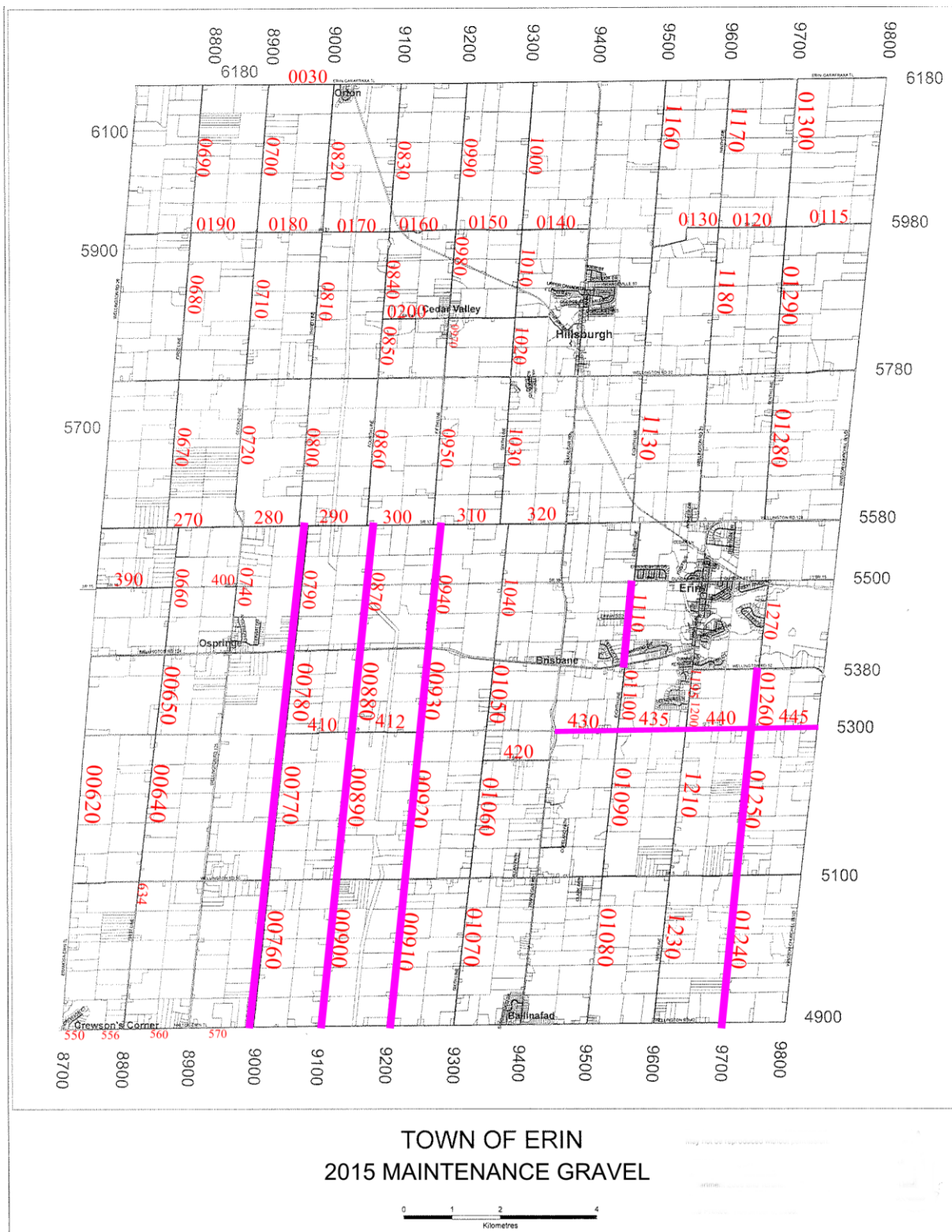
Conclusion:

That Council accepts the quotation of the lowest bidder, Cox Construction to Load, Haul and Apply Maintenance Gravel for a price of \$ 109,480.00 including HST.

Appendices:

Attachment 1 - Map

Attachment 2 - Table



ATTACHMENT 1

Section ID	Road Name	Length	Surface Width	Area	Depth	Volume	Tonnage
00760	3rd Line	3	6	18000	0.045	810	1944
00770	3rd Line	3	6	18000	0.045	810	1944
00780	3rd Line	1.8	6	10800	0.045	486	1166.4
00870	4th Line	2.7	6	16200	0.045	729	1749.6
00880	4th Line	1.8	6	10800	0.045	486	1166.4
00890	4th Line	3.2	6	19200	0.045	864	2073.6
00900	4th Line	3	6	18000	0.045	810	1944
00910	5th Line	3	6	18000	0.045	810	1944
00920	5th Line	3	6	18000	0.045	810	1944
00930	5th Line	1.8	6	10800	0.045	486	1166.4
00940	5th Line	2.6	6	15600	0.045	702	1684.8
01110	8th Line	1.6	6	9600	0.045	432	1036.8
01240	10th Line	3	6	18000	0.035	630	1512
01250	10th Line	3.2	6	19200	0.035	672	1612.8
01260	10th Line	1.3	6	7800	0.045	351	842.4
00430	10 Sideroad	1.35	6	8100	0.0425	344.25	826.2
00435	10 Sideroad	1.35	6	8100	0.0425	344.25	826.2
00440	10 Sideroad	1.35	6	8100	0.0425	344.25	826.2
00450	10 Sideroad	1.3	6	7800	0.0425	331.5	795.6
TOTAL							27005.4

ATTACHMENT 2



Staff Report

Report #: 2015-10R

Date: May-5-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: Dust Suppressant Tender #2015-04 Results

Recommendations:

Be it resolved that Council receives the Dust Suppressant Tender #2015-04 Results report;

And Further That Council defers the acceptance of the bid received from 552976 Ontario Ltd. (Holland Transport), the lowest bidder, for the supply and application of Dust Control and Road Stabilization Materials for a price of \$ 0.640 per litre for an estimated total of \$ 73,113.60 including 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)

Background:

Tenders were advertised in the local papers, the Town Website and companies known to be in the of Dust Control and Road Stabilization business were invited to submit tenders for the 2015 of Dust Control and Road Stabilization Program. The bids received are summarized on the table below along with historic information.

The specifications permitted different solutions, either calcium chloride, magnesium chloride or a combination of both (Composite solution).

Bids were received for each type of solution as per the attached tender results.

The lowest of the three tenders received is for the supply and application of a brine solution, the actual chemical composition and equivalency ratings were not included with the tender submitted, nor was an MSDS sheet. A double application of other brine products (which have been used successfully by the Town of Erin) is required in order to achieve the equivalent concentration of an application of 35 % calcium chloride, it has been assumed for comparison purposes that this solution is similar but no information has been provided to confirm that.

The Town has used another brine product in the past and the performance was acceptable however we have no experience with this product or this contractor.

I am hesitant to recommend acceptance of the low bid until satisfactory additional information is received due to the fact that the extra costs (labor, equipment, scheduling, extra applications and preparation) which may result from supply problems, equipment problems or material issues could easily exceed the difference between the lowest bidder and the second and subsequent bidders.

For the information of Council, Town forces spend at least 4 weeks between Mid-May and the end of June with the following equipment and labor to prepare the roads and apply dust suppressant

- 2 water trucks (2 drivers)
- 3 graders complete with rollers (3 operators)
- A spotter with each load to direct trucks to the proper location, confirm the application rate and to monitor and control traffic as material is being applied

Town of Erin

Dust Suppressant Tender 2015-04

RESULTS

April 28, 2015

	2015 <u>Unit Price</u>	<u>Qty</u>	<u>Amount</u>
552976 Ontario Ltd. (Holland Transport) (Brine)	\$0.0640	1,142,400	\$73,113.60
Pollard Highway Products (Composite Brine)	\$0.0725	1,142,400	\$82,824.00
DA-LEE Dust Control (Calcium Chloride)	\$0.2030	571,200	\$115,953.60
Miller Paving (MAG Chloride)	\$0.2656	571,200	\$151,710.72

HST
Included

HISTORIC INFO

	2014 <u>Unit Price</u>	Annual <u>Qty</u>	Total <u>Amount</u>
Pollard Highway Products (Composite Brine)	\$0.07	1,142,400	\$74,256.00
DA-LEE Dust Control (Calcium Chloride)	\$0.19	571,200	\$110,241.60

Miller Paving (MAG Chloride)	\$0.20	571,200	\$116,981.76
			HST Included

	<u>2013 Unit Price</u>	<u>Annual Qty</u>	<u>Total Amount</u>
DA-LEE Dust Control	\$0.14	571,200	\$81,681.60
Pollard Highway Products	\$0.16	571,200	\$89,678.40

	<u>2012 Unit Price</u>	<u>Annual Qty</u>	<u>Amount</u>
DA-LEE Dust Control	\$0.19	571,200	\$109,670.40

Financial Impact:

This expenditure is included in the 2015 Operating Budget.

Consultation:

N/A

Communications Plan:

N/A

Conclusion:

That Council defers the acceptance of the bid received from 552976 Ontario Ltd. (Holland Transport) (the lowest bidder) for the supply and application of Dust Control and Road Stabilization Materials for a price of \$ 0.640 per litre for an estimated total of \$ 73,113.60 including 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)

Appendices:

N/A



Staff Report

Report #: 2015-11R
Date: May-5-15
Submitted By: Larry Van Wyck, Road Superintendent
Subject: Asphalt Paving Tender 2015-05 Results

Recommendations:

Be it resolved that Council receives the Asphalt Paving Contract 15-05 Tender Results report;

And Further That Council accepts the bid of **Cox Construction Limited** (the lowest bidder) for the supply and application of Hot Mix Asphalt for a price of \$ 183,683.76 including HST.

Background:

Tenders were advertised in the local papers, the Town Website and Companies known to be in the Paving business were invited to submit tenders for the 2015 Paving Program. The bids received are summarized on the table below.

TOWN OF ERIN - TENDER RESULTS CONTRACT 2015-05				
APRIL 28, 2015 - HOT MIX ASPHALT				
		Brantco	Murray	Steed &
	Cox	Construction	Group	Evans
Supply and Apply HL4	\$162,552.00	\$170,820.00	\$202,540.00	\$212,160.00
HST	\$21,131.76	\$22,206.60	\$26,330.20	\$27,580.80
TOTAL	\$183,683.76	\$193,026.60	\$228,870.20	\$239,740.80

Financial Impact:

This expenditure is included in the 2015 Capital Budget.

Consultation:

N/A

Communications Plan:

N/A

Conclusion:

That Council accepts the tender of the lowest bidder, **Cox Construction Limited** for the supply and application of Hot Mix Asphalt for a price of \$ 183,683.76 including HST.

Appendices:

N/A



Staff Report

Report #: 2015-12R

Date: May-5-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: Pavement Marking Quote #2015-06 Results

Recommendations:

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

And That Council accepts the quote of Midwest Line Striping (the lowest bidder) for the supply and application of Pavement Markings for a price of \$ 16,712.87 including HST.

Background:

Quotations were sent to companies known to be in the Pavement Marking business, advertised in the local papers and posted on the Town Website inviting quotations for the 2015 Pavement Marking Program. The quotations received are summarized below.

Midwest Line Striping	\$ 16,712.87
Precision Markings Inc.	\$ 17,129.24
R-N Maintenance	\$ 17,144.08
Upper Canada Road Services Inc.	\$ 20,597.08
Apex Pavement Markings Inc.	\$ 23,494.51

Financial Impact:

This expenditure is included in the 2015 Operating Budget. A portion of the total amount (\$1,997.50) is recoverable as the quotation included work for the Township of East Garafraxa.

Consultation:

NA

Communications Plan:

N/A

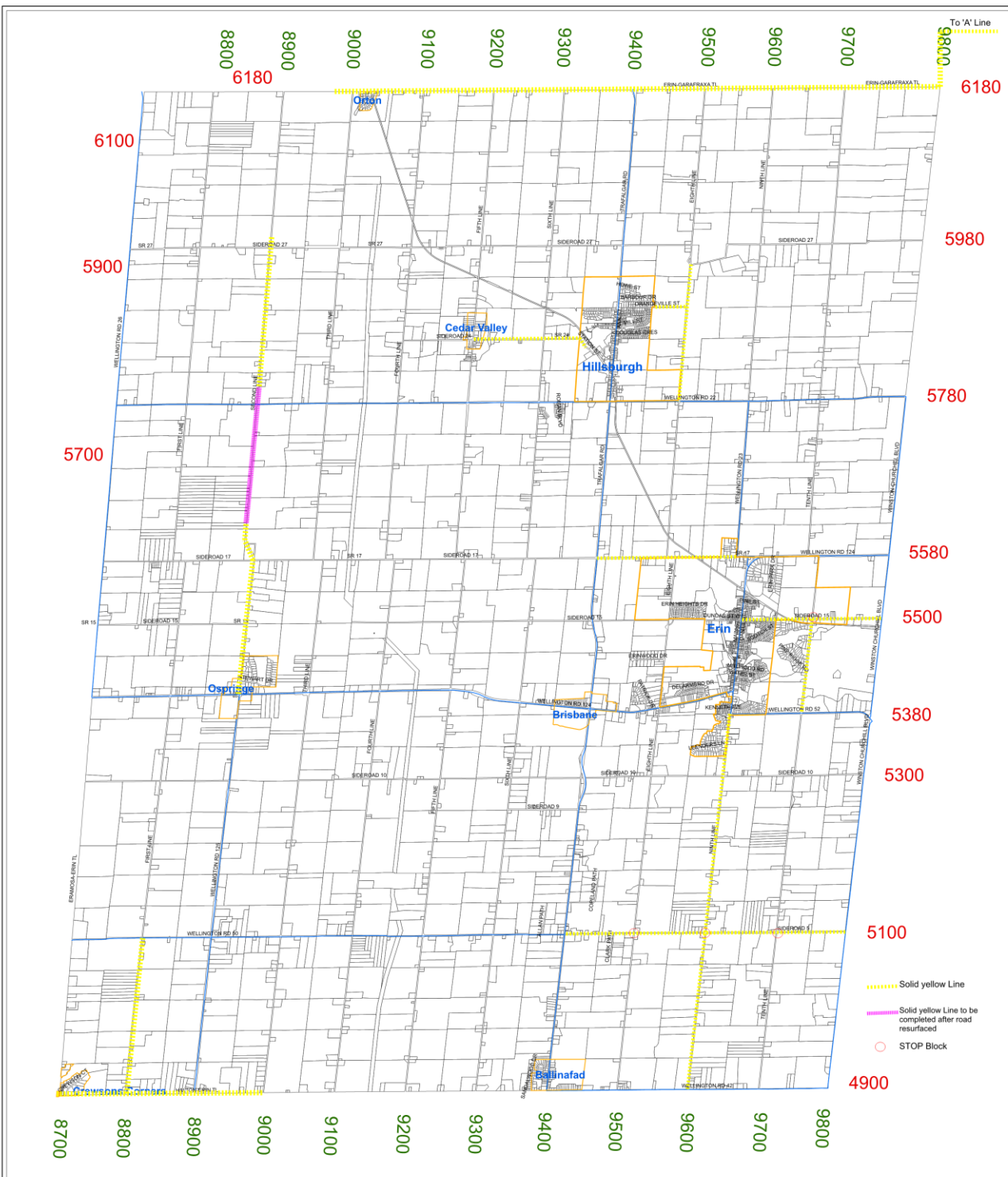
Conclusion:

That Council accept the quotation of the lowest bidder, Midwest Line Striping for the supply and application of Pavement Markings for a price of \$ 16,712.87 including HST.

Appendices:

Attachment 1 - Map

Attachment 2 - Table



NOTE:
 GREEN civic address number ranges
 increase from West to East.
 RED civic address number ranges
 increase from South to North

TOWN OF ERIN

Date Printed: November 29, 2012.
 F:\Land Information System\Draw\Town_of_Erin\Town of Erin.mxd
 This is not survey data. All rights reserved.
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Sources:
 Parcels: County of Wellington
 Planning and Development
 Department 2012.



<u>Town of Erin - 2015 Roads for Marking</u>					
<u>Centreline Single Solid Yellow</u>					
	<u>Road</u>	<u>From</u>	<u>To</u>	<u>Length (km)</u>	<u>Length (m)</u>
1	1st Line	Erin/Halton Townline	Wellington Cty. Rd. 50	4	4000
2	2nd Line	Sideroad 27	Wellington Cty. Rd. 22	3	3000
3	2nd Line	Wellington Cty. Rd. 22	17 Sideroad	3	3000
4	2nd Line	17 Sideroad	Wellington Cty. Rd. 124	2.7	2700
5	Erin/Halton Townline	3rd Line	Erin/Eramosa Townline	3.9	3900
6	5 Sideroad	Trafalgar Rd	Winston Churchill Blvd	5.5	5500
7	15 Sideroad	Winston Churchill Blvd	Main St	2.93	2930
8	8th Line	Wellington Cty. Rd. 22	Sideroad 26	2.6	2600
9	9th Line	Wellington Cty. Rd. 42	Wellington Cty. Rd. 52	7.28	7280
10	10th Line	Wellington Road 52	Sideroad 15	1.9	1900
11	17 Sideroad	Wellington Cty. Rd. 23	Trafalgar Rd	2.7	2700
12	Erin/East Garafraxa Townline	Trafalgar Rd	Orton	5.5	5500
13	24 Sideroad	Village Limits	5th Line	2.2	2200
14	Orangeville St	8th Line	Village Limits	0.6	600
				47.81	47810
15	Mill St	Trafalgar Rd	past Ann St	0.2	200
16	East Garafraxa Boundary	Trafalgar Rd	A Line	8.5	8500

ATTACHMENT 2

<u>Parking Lane Single Solid White</u>				
	<u>Road</u>			<u>Length (m)</u>
a	Main St Erin			943
		West Side Line begins just S of Dundas and continues southerly to Charles St.		
		East Side Line begins at Mill St and continues N of Church St.		
		Estimated 75 White lines to curb.....please X out parking space in front of fire hydrants		
b	Main St Hillsburgh			386
		Both sides from House # 85 to House # 119 (East Side)		
		and from House # 118 to House 86 (West Side)		
		Estimated 20 White lines to curb		
	TOTAL			1329
	<u>Stop Blocks</u>			
	5 SR	10th Line		4
	5 SR	9th Line		4
	5 SR	8th Line		4
	15 SR	8th Line		1
	Dundas St	Daniel		4
	Daniel St	English		1
	Daniel St	Scotch		2
	Daniel St	Spring		2
	Daniel St	Church		<u>2</u>
	TOTAL			24
	Mill St	Ann St		1
	Mill St	Spruce St		1
	TOTAL			2
	<u>Crosswalk</u>			
	Dundas St	Daniel St		1
	Daniel St	English		<u>1</u>
	TOTAL			2

ATTACHMENT 2



Staff Report

Report #: 2015-13R

Date: May-5-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: Water Street, Waterford Drive Circle

Recommendations:

Be it resolved that Council receive the report of the Road Superintendent regarding the area of the circle on Water Street/Waterford Drive;

And that Council endorses retaining the revised No Parking area to include the circle on Water Street/Waterford Drive.

Background:

In the winter of 2014/ 2015 complaints were received regarding vehicles parked in the circle on Water St/Waterford Dr. obstructing traffic. A call was also received from the school bus operator, advising vehicles where parking on the circle at Water St/Waterford Dr. and buses could not safely get past. I have attended this location to investigate the conditions and found that depending upon the location on the circle where the vehicle was actually parked virtually any larger vehicle including fuel trucks, snow plow, fire truck, delivery trucks and school buses could not manoeuvre safely around the parked vehicle due to the vehicle on the right side and the raised curb on the inside of the circle. This situation is exasperated in the winter.

To ensure unimpeded, Police, Fire & Emergency response, safe passage of school buses and large service vehicles I recommended a parking restriction in the area of the circle. This type of restriction can be enforced by the appropriate Town staff as well as the OPP.

There is also a section of the Highway Traffic Act which prohibits obstructing traffic and it would apply in this area and could be used to deal with vehicles parked that are obstructing traffic. It could only be enforced by a police officer, but it does provide the ability for that officer to have the vehicle removed.

Below is the relevant section of the Highway Traffic Act.

Vehicles interfering with traffic

(12) Despite the other provisions of this section, no person shall park or stand a vehicle on a highway in such a manner as to interfere with the movement of traffic or the clearing of snow from the highway. R.S.O. 1990, c. H.8, s. 170 (12).

Application of subs. (12), where by-law in force

(13) The provisions of subsection (12) with respect to parking or standing in such a manner as to interfere with the movement of traffic or with the clearing of snow from the highway do not apply to a portion of a highway in respect of which a municipal by-law prohibiting or regulating parking or standing in such a manner as to interfere with traffic or with the clearing of snow from the highway, as the case may be, is in force. R.S.O. 1990, c. H.8, s. 170 (13).

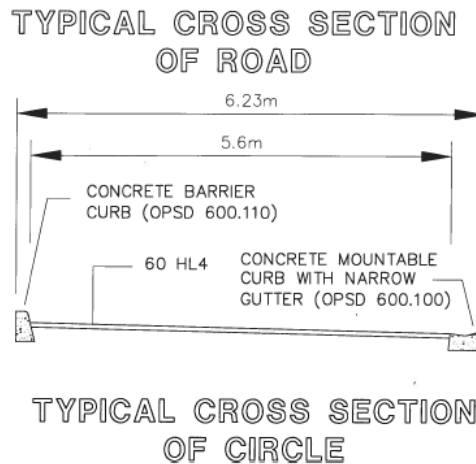
Penalty

(14) Every person who contravenes this section is guilty of an offence and on conviction is liable to a fine of not less than \$20 and not more than \$100. R.S.O. 1990, c. H.8, s. 170 (14).

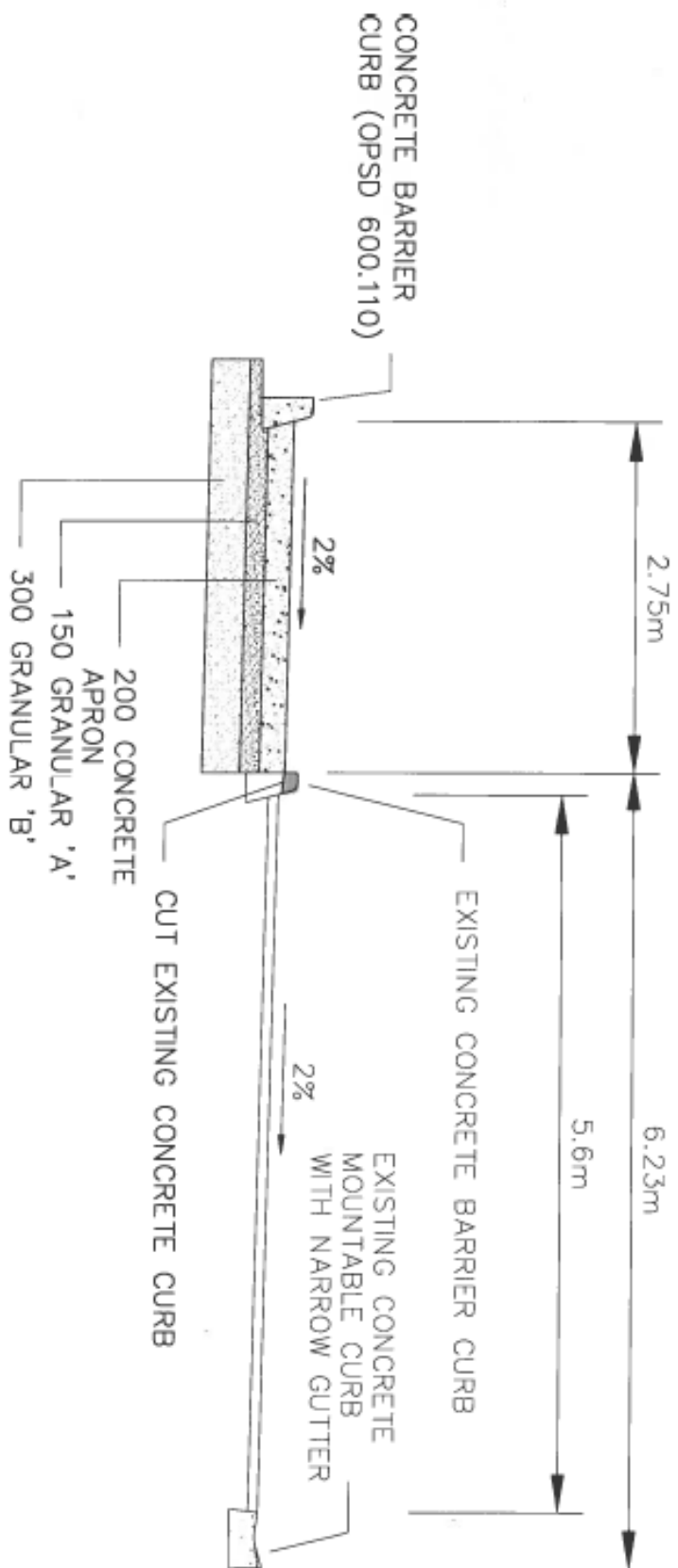
Powers of officer to remove vehicle

(15) A police officer, police cadet, municipal law enforcement officer or an officer appointed for carrying out the provisions of this Act, upon discovery of any vehicle parked or standing in contravention of subsection (12), of a regulation made under subsection 26 (3) of the Public Transportation and Highway Improvement Act or of a municipal by-law, may cause it to be moved or taken to and placed or stored in a suitable place and all costs and charges for the removal, care and storage of the vehicle, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the Repair and Storage Liens Act. 2005, c. 26, Sched. A, s. 28 (2).

During 2014 Water Street and Waterford Drive was repaved. This project included the installation of curb and gutter as well as a new raised curb on the inside of the circle. The road cross section is illustrated below.



A request was made of the Town's engineer to prepare a design concept of the circle that could include an additional area to be installed on the inside of the circle to provide additional room for larger vehicles to pass parked vehicles on the inside of the circle, similar to a roundabout. A cost estimate to complete this work was also prepared and is also included.



The preliminary cost estimate for that work is as follows:

SCHEDULE OF UNIT PRICES

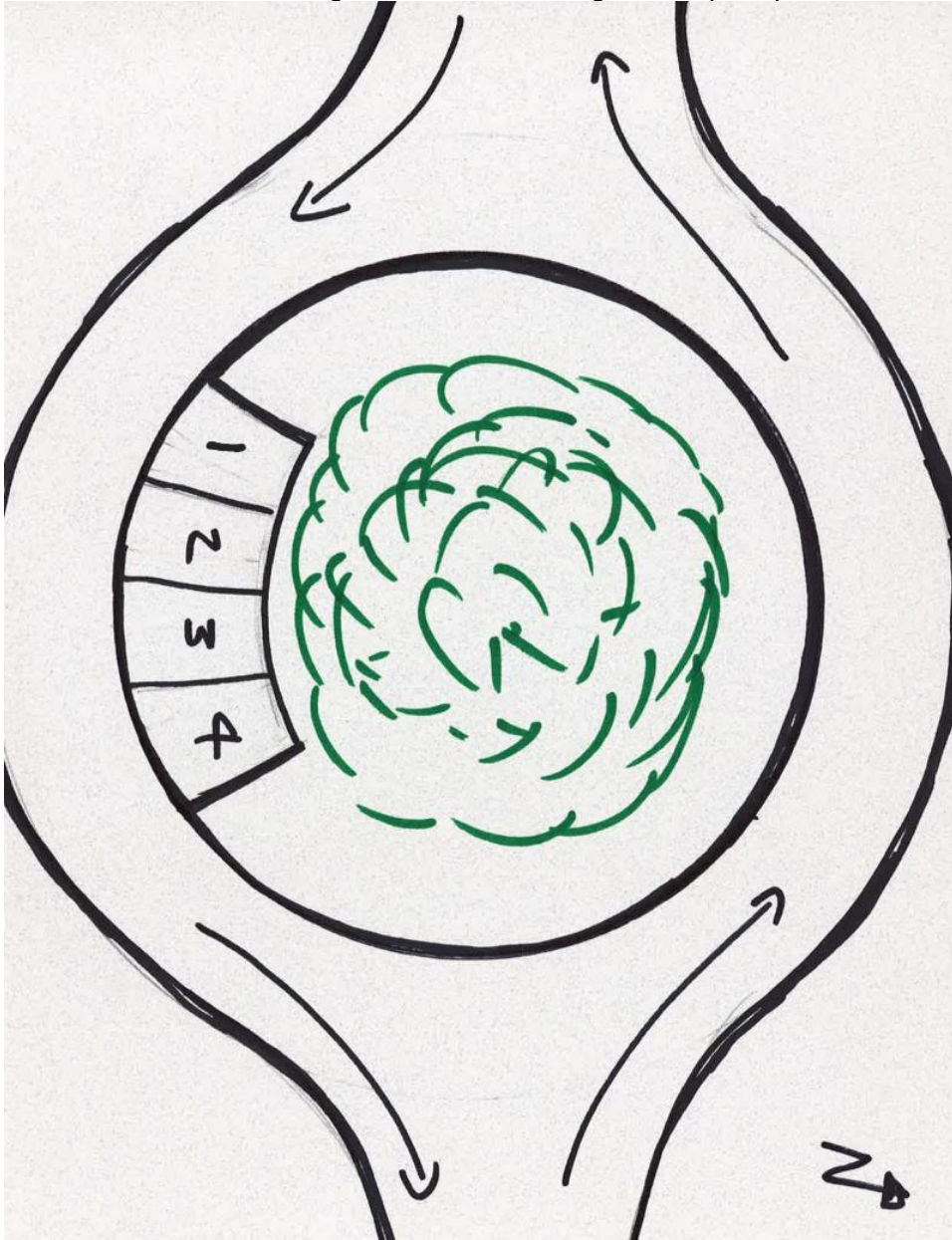
QUOTATION NO. 5325-15

In the column headed "Spec. No.", the number refers to the latest issue of the Ontario Provincial Standard Specifications. "S.P." refers to the Special Provisions.

ITEM NO.	SPEC. NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
SECTION 1 - ROADS AND DRAINAGE						
1.01	706 S.P.	Traffic Control	-	L.S.		\$1,000.00
1.02	801 S.P.	Tree Protection	-	L.S.		\$500.00
1.03	201 S.P.	Clearing and Grubbing	-	L.S.		\$200.00
1.04	206 S.P.	Earth Excavation for Roadway	240	m ³	\$18.00	\$4,320.00
1.05		Saw Cut Concrete Curb	125	m	\$55.00	\$6,875.00
1.06	314 501 S.P.	Granular "B", Type 1	300	Tonne	\$17.00	\$5,100.00
1.07	314 501 S.P.	Granular "A"	150	Tonne	\$30.00	\$4,500.00
1.08	353 S.P.	Concrete Curb (All Types)	106	m	\$60.00	\$6,360.00
1.09	351 S.P.	Concrete Apron (OPSD-310.010, 310.020 & 310.030)	320	m ²	\$75.00	\$24,000.00
1.10	802 S.P.	Topsoil (Imported)	200	m ²	\$10.00	\$2,000.00
1.11	803	Sodding	200	m ²	\$6.00	\$1,200.00
1.12	S.P.	Remove, Salvage and Re-Install Existing Signs	-	L.S.		\$100.00
SUB TOTAL - SECTION 1 - ROAD AND DRAINAGE						<u>\$56,155.00</u>

SECTION 2 - MISCELLANEOUS						
3.01	S.P.	Construction Layout	-	L.S.		\$1,000.00
3.02		Provide Bonding	-	L.S.		
TOTAL - SECTION 2 - MISCELLANEOUS						<u>\$</u>

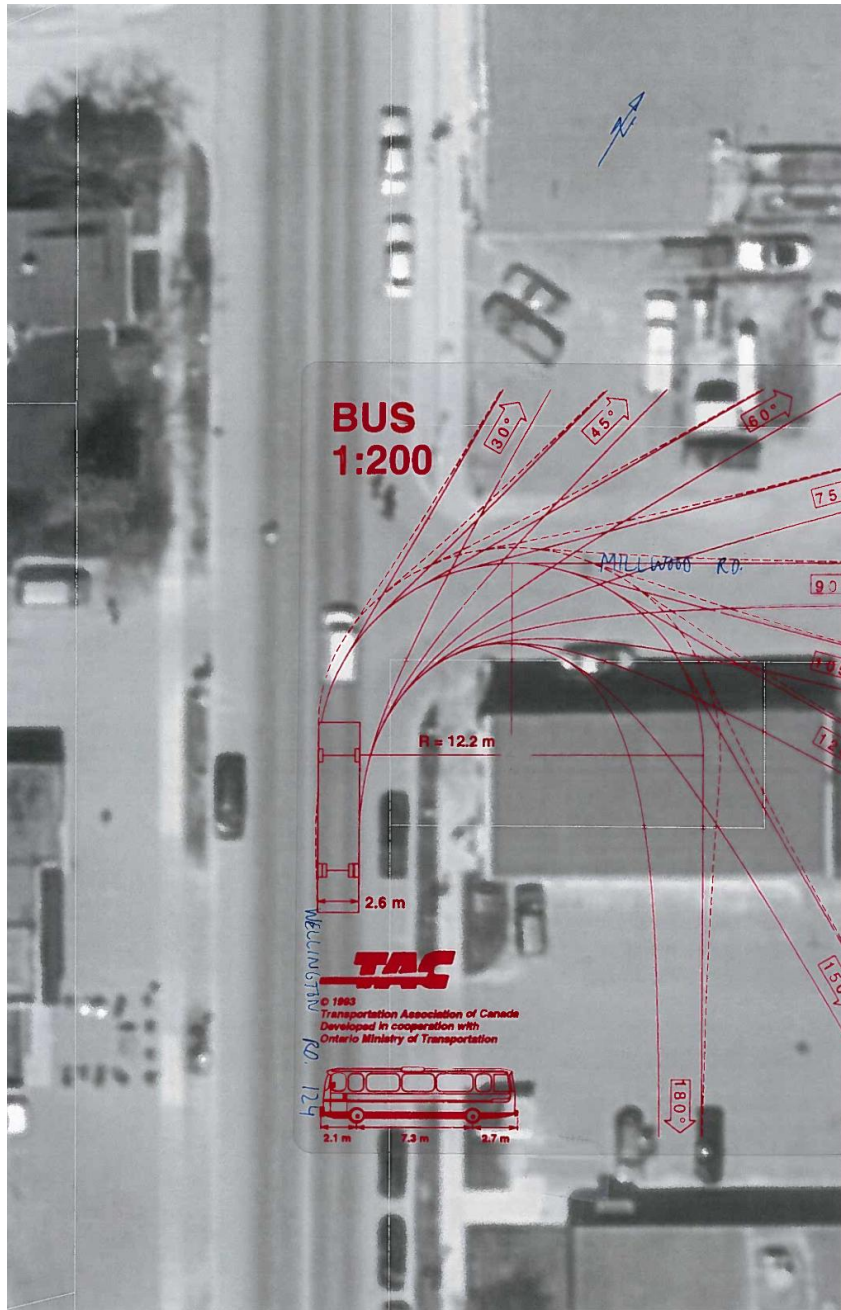
At the last council meeting an alternative design concept to provide limited parking was presented.



By applying the unit prices from the first design to this alternative, the cost would be approximately \$ 15,000 by the time the necessary changes were made to the curb, the proposed parking area was excavated, filled with granular material, curbs installed to physically restrict traffic from driving thru the centre of the island and finally paving the 4 parking spaces.

Turning a vehicle in and out of this proposed parking area is likely to present problems as well requiring maneuvering on the limited road width available. I would recommend against this proposal if for no other reason than the precedence it sets by essentially providing parking for one individual or business. Should the Town install this feature it would be extremely difficult to refuse any other future requests for the provision of additional parking spaces to be installed and provided on municipal property at the Town's expense.

I have further investigated the turning manoeuvre from Main St Northbound to Millwood and can confirm this turn is problematic due to the road geometrics, the proximity of the building on the SE Corner and traffic coming in and out of Mundell's, as a result the buses have traveled Water Street as an alternative. The drawing below illustrates that the bus would encroach well into the other lane on Millwood when making this turn.



Since the original report was presented to council no new information has come to my attention that would alleviate the concerns resulting from traffic being obstructed and the safety concerns associated with vehicles not being able to safely get past. I stand by my initial recommendation to restrict parking in this area.

Council has several alternatives it can consider:

- Continue with the parking restriction as proposed
- Revoke the existing By-law provision, and rely on the Highway Traffic Act and the OPP's enforcement should vehicles continue to park obstructing traffic
- Make physical changes to the island to accommodate vehicles parked in the circle.
- Revisit this issue once the landscaping has been completed and residents once again have the ability to pull off the road surface on the outside edge of circle (the curbs on outside as illustrated above are mountable) but due to fact this area was not completely reinstated last fall pulling over into this area really was not an option

Financial Impact:

Financial impact will depend on Council's preferred alternative.

Consultation:

N/A

Communications Plan:

Report to Council.

Conclusion:

That Council receive the report, and advise on the preferred option.

Appendices:

None.

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

Members present: Lloyd Turbitt, Jackie Turbitt, Ruth Maddock, Donna Revell, Jeff Duncan,
Donna Muir

Regrets: Grace Lush, Liz Ewasick, Elizabeth MacInnis

1. Minutes:

Motion 1-3-2015: LGHG Minutes

Moved by Donna Muir; seconded by Ruth Maddock: That the minutes of the LGHG meeting of February 19, 2015 be adopted as circulated. Carried.

2. Accounts:

Motion 2-3-2015: Accounts

Moved by Donna Muir; seconded by Ruth Maddock: That accounts in the amount of \$229.41 (list attached) be paid. Carried.

3. Budget: Jackie sent our budget figures to Treasurer Sharon Marshall. Sharon put in a budget request of \$8500 for LGHG Committee since a figure was needed for a Budget Meeting. Town budget discussions are still ongoing.

4. 2015 Fundraising:

- a) Letters asking for donations for flower baskets and planters have been sent out to 32 businesses, 7 of them new recipients of the letter.
Liz has obtained from Donna Muir a copy of the letter and a list of who has been sent a letter to assist her in canvassing residents on main street.

Action: Donna Muir will give Lloyd a copy of the letter.

Action: Lloyd will contact Nestles about their donation for flower baskets for this year.

- b) Sweet Signs Dessert Party:
2100 small flyers have been delivered to Jo Phenix for mailing out with the new Century Church Theatre brochures and for handing out with the programmes at theatre performances.

Large posters will be posted in the community early May.

Poster will be sent to Webmaster of Town of Erin website.

Tickets: Donna Muir suggested investigating Canada Ticket Printing web site for designing and printing tickets.

Action: Donna will investigate the web site and proceed with design and printing of 100 tickets for the event.

Action: Jeff will investigate whether the Town of Erin receives a special rate when it places advertisements in the Wellington Advertiser.

Motion: 3-3-2015 Rental Supplies:

Moved by Donna Muir; seconded by Jeff Duncan: That the Committee authorizes Jackie Turbitt and Donna Revell to book dishes, cutlery etc. for the Sweet Signs Dessert Party from a rental company. Carried.

- c) Fall Decorating Kits: We will have a display at Spirit of the Hills Family Fun Day and will take orders that day as well.
 Order Deadline Date: Wednesday September 9
 Pick Up date: September 19 9am-11am
 Phone numbers on posters for orders: Jackie's and Donna's
 Cost of kits: \$40.00

5. Other 2015 Events & Contests:

- a) Family Fun Day Saturday August 15th

Theme: Circus

What's Booked: Pockets the Clown, Bouncy Castle, Petting Zoo

Brainstorming ideas:

Games: Pin the tail on the elephant

Beanbag toss into a lion's mouth

Popcorn, Cotton Candy

Talent Show

Dress up as a clown

Agility dogs

Small mid-way type ride(s)

Tarot Card Reader/Fortune Teller

Actions:

Donna to contact Jim Tsitanidis (Spirit Ridge K9 Training & Rescue) regarding agility dogs.

Ruth to contact Ryan Ladner regarding firetruck.

Jackie to contact Ruth Robertson regarding small mid-way ride(s).

- b) Scarecrow Contest:

Judging to take place Saturday October 24

Registration phone numbers on posters: Lloyd's and Jeff's.

6. LGHG information on Town web site:

Some updating needed on information.

Suggestion made that perhaps we could add some photos.

Action: Donna to check with Connie Cox at Town Office regarding use of photos and permissions needed.

Donna will work on revisions for next meeting.

7. 2015 Projects:

a) Planter boxes

Motion 4-3-2015 New Planter Boxes

Moved by Donna Revell; seconded by Ruth Maddock: That we authorize the Committee Chair, Lloyd Turbitt, to order twelve (12) planter boxes from Mayne Outdoor Projects of Distinction. Carried.

Delivery date of new planters to be mid-May to Town Works Yard.

Action: Lloyd will ask for a new quote from Mayne and place the order.

Action: Lloyd will talk to Town Works Department staff to make sure that old wooden boxes are not put out on the street this spring.

b) Entrance Signs:

Action: Lloyd will ask Myron Lasko to submit some new designs taking into consideration our preferences and suggestions (oval shape, leaves, not a script font).

c) Hillsburgh Historical Park renovations:

Action: Lloyd will check with Town Water Department staff to make sure that the water hook up in the park is on their list to do.

8. Round Table:

Volunteer Appreciation Dinner Event is Saturday April 18.

Erin Home & Lifestyle Show presented by the East Wellington Chamber of Commerce is Saturday April 25 at Centre 2000 from 10am-4pm.

Action: Donna will investigate the cost of a table at the Home Show.

Next Meeting: Thursday April 16, 2015 at the Hillsburgh Library at 7pm.

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Fill By-law	CAO	2014	19-May-15	50%
Stanley Park Arch and Gates - ownership/formal designation	CAO/Heritage Committee	20-Jan-15	31-Dec-15	50%
Sideroad 10 unopened road allowance - possible closure of portion	CAO	20-Jan-15	n/a	50%
Review of Committees of Council	CAO/Economic Development Coordinator	3-Feb-15	31-Dec-15	
Set dates for Special Meetings - strategic initiatives	Council	3-Feb-15	ongoing	as scheduled
Victoria Park - Concession booth work/rent	Facilities Manager	7-Apr-15	19-May-15	85%
Mayor and Reeves Wall of Recognition	New Council	2014	2015	
Completed Items				
Report on cost and practicality of implementing a ban on the sale of bottled water in Town owned Facilities	Facilities Manager	16-Dec-14	3-Feb-15	100%
Economic Development Committee	Economic Development Coordinator	16-Dec-14	3-Feb	100%
Establish Ad Hoc Committee - Grant Requests	Director of Finance/CAO	3-Feb-15	17-Feb	100%
Report - Procedural By-law changes	Clerk	3-Feb-15	3-Mar	100%
Provide comments to Halton Region regarding 4th Line Well Field Expansion by March 9	Water Superintendent	17-Feb-15	9-Mar	100%
Provide comments to the Ministry of Transportation, Ontario Good Roads Association and Association of Municipalities of Ontario opposing any amendment to default speed limits.	Roads Superintendent	17-Feb-15	27-Feb	100%
Integrity Commissioner - implications of rescinding Code of Ethics	CAO/Integrity Commissioner	3-Feb-15	7-Apr-15	100%
Celebrate Erin	Committee	16-Dec-14	18-Apr-15	100%
Procedural By-law change	Clerk	21-Apr-15	5-May-15	100%
Ice Storm Assistance Grant Agreement By-law	Clerk	21-Apr-15	5-May-15	100%
Report on Waterford Drive with recommendations	Road Superintendent	21-Apr-15	5-May-15	100%

Ministry of Energy

Office of the Minister

4th Floor, Hearst Block
 900 Bay Street
 Toronto ON M7A 2E1
 Tel.: 416-327-6758
 Fax: 416-327-6754

Ministère de l'Énergie

Bureau du ministre

4e étage, édifice Hearst
 900, rue Bay
 Toronto ON M7A 2E1
 Tél. : 416 327-6758
 Téléc. : 416 327-6754



His Worship Allan Ails
 Mayor
 Town of Erin

Dear Mayor Ails:

On April 16, 2015, the Ontario Government announced our intention to proceed with an Initial Public Offering of shares in Hydro One Inc. before the end of the current fiscal year. We further announced that Hydro One Brampton Networks Inc. would be merged with three other local distribution companies: Enersource Corporation, Horizon Utilities Corporation and PowerStream Inc.

These announcements are in response to advice from the Premier's Advisory Council on Government Assets, led by Ed Clark. As you know, the Council was tasked with finding ways to improve customer service and increase efficiencies in order to maximize the value of government assets and generate better returns for the people of Ontario.

An amount equal to the net proceeds of the sale of Hydro One shares will be put in the Trillium Trust. Our government's Moving Ontario Forward initiative commits nearly \$29 billion over the next 10 years for investments in priority infrastructure projects, including nearly \$14 billion earmarked for outside the Greater Toronto-Hamilton Area for investment in roads, bridges, transit and other critical infrastructure. The Trillium Trust will be an important source of funding for this commitment.

The Province will continue to be the largest shareholder in the new Hydro One, and the company's rates will continue to be regulated by the Ontario Energy Board (OEB). We are proposing new oversight powers for the OEB and the appointment of a dedicated Ombudsperson within the new Hydro One to further protect consumers, contain costs and ensure reliability of service.

I want to assure those in Hydro One's service territory that the reliability and affordability of power is our first priority. The sale of shares in Hydro One will not cause the price of electricity to rise and will not impact reliability of service. In fact, we agree with the Council's assessment that changes at Hydro One will unleash new efficiencies and innovation that will reduce costs and benefit consumers.

I also want to assure you that we remain committed to the transmission projects outlined in the 2013 Long-Term Energy Plan, including to plan for a new northwest Bulk Transmission Line west of Thunder Bay and to work with the federal government to connect remote

northwestern communities.

I want to draw your attention to the decision to merge Hydro One Brampton. The merger of four local distribution companies (LDCs) into a single, highly effective entity will create savings and efficiencies of scale that will benefit hundreds of thousands of households and create the second-largest LDC in the province. This is consistent with the recommendations of the Ontario Distribution Sector Review Panel and will hopefully serve as a model for other LDCs. While I have been clear that our government will not force consolidation of municipally-owned LDCs, I feel that further consolidation is in the best interests of the system and its customers.

If you would like to review the Council's report, it is available at www.ontario.ca/government/premiers-advisory-council-government-assets.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Chiarelli". The signature is fluid and cursive, with the first name "Bob" and last name "Chiarelli" clearly distinguishable.

Bob Chiarelli
Minister

Ministry of the Environment
and Climate Change

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

Office of the Minister

Bureau du ministre

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

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



APR 16 2015

ENV1283MC-2015-453

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

RECEIVED
APR 20 2015
TOWN OF ERIN

Dear Mayor Ails:

I want to take this opportunity to thank you and your delegation for attending the 2015 Ontario Good Roads Association and the Rural Ontario Municipal Association's Combined Conference in Toronto. I have also received your letter of February 26th in follow-up to our meeting.

The Ministry of the Environment and Climate Change (MOECC) is committed to working with our municipal partners to build up Ontario and achieve our environmental goals. We recognize the contributions that are made by rural cities, towns and businesses, including the agricultural sector, to our economy, to our way of life, and to combating climate change.

I appreciate your focus on wastewater management and infrastructure upgrades for your town. While my ministry does not administer funding for these types of projects, I encourage you to pursue support from the Ministry of Economic Development, Employment and Infrastructure (MEDEI) through the Ontario Community Infrastructure Fund. Accordingly, I have taken the liberty of sharing your letter with my colleague the Honourable Brad Duguid, Minister of Economic Development, Employment and Infrastructure.

For its part, MOECC staff could provide a letter of support for inclusion with the town's infrastructure funding application(s), if requested. My ministry will also continue to assist town officials with documenting the ongoing wastewater issues and providing advice.

As discussed at our meeting, I am encouraging the Town of Erin, and other municipal partners that are demonstrating environmental leadership, to contribute to Ontario's efforts to combat climate change. Your letter of February 26th asked how municipalities can contribute to a low-carbon economy, and I appreciate your interest in participating. As a first step, I encourage you to review our discussion paper and related news and information on the website at <http://www.ontario.ca/environment-and-energy/climate-change-consultation>. Additional information is posted on the website at <https://talk.ontario.ca/climate/>.

...2

His Worship Allan Ails
Page 2.

The discussion paper identifies the climate change challenge, the risks and threats it poses to Ontario's environment, economy and way of life. It suggests actions that encourage individuals, businesses, government and communities to do more to reduce greenhouse-gas emissions. The paper also poses important questions to help inform a comprehensive climate change strategy and action plan to be released later this year.

I look forward to talking and working with you and our other municipal partners to create a new climate change strategy that cultivates a strong economy built on science, innovation, conservation and well-planned communities.

Again, thank you for taking the time to meet with me, and please accept my best wishes.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Glen Murray', with a long horizontal flourish extending to the right.

Glen Murray
Minister

c: Mr. Ted Arnott, MPP
Wellington-Halton Hills



120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1

T 416-967-7474
F 416-967-1947
www.ieso.ca

April 29, 2015

via email

Ms. Dina Lundy, Municipal Clerk
Town of Erin
5684 Trafalgar Road
Hillsburgh, ON N0B 1Z0

Dear Ms. Lundy:

Re: Release of 20-year Electricity Plan for Kitchener-Waterloo-Cambridge-Guelph

We are pleased to provide the Town of Erin with the first Kitchener-Waterloo-Cambridge-Guelph (KWCG) Integrated Regional Resource Plan (IRRP). This 20-year electricity plan identifies the electricity needs of the area and is designed to plan for growth to ensure that electricity is reliable and available as needed. The plan has been developed by a Working Group consisting of Kitchener-Wilmot Hydro, Waterloo North Hydro, Cambridge & North Dumfries Hydro, Guelph Hydro Electric System Inc., Hydro One Networks Inc., and the Independent Electricity System Operator (IESO). To view the KWCG Region IRRP, please visit <http://www.ieso.ca/KWCG>.

IRRP's are undertaken in the context of the province's Long-Term Energy Plan, as well as provincial and distribution-level planning. They take an integrated approach to finding the best ways to address electricity needs, including considering existing resources, conservation, generation, wires and other innovative solutions. The plan sets out actions to address near-term electricity needs as well as options to address medium- and long-term needs. The development of IRRP's is mandated by the Ontario Energy Board, and IRRP's are updated every five years or sooner if needed. The KWCG IRRP will be updated as needed to reflect any changes to the electricity needs of the region and based on feedback from the community.

Under the IRRP process, local distributors and transmitters as well as municipalities, Aboriginal communities, stakeholders and members of the general public are increasingly involved in developing integrated energy planning solutions for maintaining a reliable supply of electricity. Below are the activities that will be undertaken to facilitate a regional electricity planning dialogue with the community.

Informational Webinar

An informational webinar will be held at the date and time listed below to review the IRRP and discuss the next steps in community engagement. Participants can both view the presentation and listen to the

webinar via the weblink, or call the toll-free number to listen to the webinar. Questions will be taken both over the phone and via the weblink.

Tuesday, June 2 from 2 p.m. – 4 p.m.
<http://www.meetview.com/ieso20150602b>
Toll-free: 1-888-239-2037

Municipal Presentation

The Working Group is available to present the IRRP and discuss next steps in community engagement to Council and/or meet with staff to answer any questions. Please email ontarioregionalplanning@ieso.ca to schedule a presentation or meeting, or to ask any questions about the plan.

Community Engagement

In spring/summer 2016, an update informational meeting will be held with local representatives from municipalities including Mayors and economic development groups, Aboriginal communities, local industry and community groups. A public open house will then be scheduled to further expand the discussion and awareness at a community level.

IRRP Web Page - <http://www.ieso.ca/KWCG>

A dedicated KWCG IRRP webpage is available on the IESO website. The IRRP is posted on this page which also highlights key information related to this regional planning area. You will note that there is a “subscribe to receive updates” feature on this page where interested parties can opt to receive email updates related to activities in this area. This page also includes a link to information on the regional planning process.

We look forward to planning for your future electricity needs together.

Sincerely,



Michael Lyle
Vice President, Planning, Law and Aboriginal Relations

**Ministry of
Community Safety and
Correctional Services**

Office of the
Fire Marshal and
Emergency Management

2284 Nursery Road
Midhurst ON L0L 1X0
Tel: 1-800-565-1842
Fax: (705) 725-7259

**Ministère de la
Sécurité communautaire et
des Services correctionnels**

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

2284, chemin Nursery
Midhurst ON L0L 1X0
Tél: 1-800-565-1842
Télé: (705) 725-7259



April 30, 2015

Mayor and Head of Council Allan (AI) Alls
Town of Erin
5684 Trafalgar Road,
Hillsburgh, ON
N0B 1Z0

Sent via e-mail: allan.allis@erin.ca

Dear Mayor and Head of Council in Council:

The Office of the Fire Marshal and Emergency Management (OFMEM) previously sent letters to your Mayor in Council on February 12, 2014, June 17, 2014, and December 17, 2014 respectively informing your municipality of the legislative requirements pertaining to vulnerable occupancies.

This letter is to inform you that your municipality has achieved compliance based on the information you have inputted into the OFMEM Vulnerable Occupancy Registry acknowledging that the following has occurred:

1. The annual mandatory fire drill required by O. Reg. 364/13 was approved and observed by your fire department in accordance with FM Directive 2014-002;
2. The fire safety inspection as required by O. Reg. 364/13 was conducted using the "Annual Inspection Checklist for Care Occupancies, Care and Treatment Occupancies and Retirement Homes" in accordance with FM Directive 2014-002; and
3. The required information detailed in O. Reg. 364/13 was inputted into the OFMEM Vulnerable Occupancy Registry in accordance with FM Directive 2014-001.

Effective January 1, 2014, Ontario became the first province to enact a series of regulatory changes intended to improve fire safety in vulnerable occupancies. A number of regulatory changes were enacted that impose requirements on municipalities and Chief Fire Officials. I would like to outline what this means for municipalities like yours:

- Three years to complete mandatory training for all Chief Fire Officials responsible for approving facility fire safety plans (**New deadline is January 1, 2017**);
- Observation of annual fire drills based on approved scenario (**New and in effect as of January 1, 2014; first fire drill to be completed by December 31, 2014**);
- Annual fire safety inspections conducted by the Chief Fire Official, based on a standardized checklist (**New and in effect as of January 1, 2014; first inspection to be completed by December 31, 2014**);

- Registry of Vulnerable Occupancies (**New and in effect as of January 1, 2014; entering information about facilities to be completed by December 31, 2014**).

Facility owners and operators are responsible in all municipalities to ensure their buildings are in full compliance with the changes to Ontario fire safety regulations. It is the responsibility of municipalities and Chief Fire Officials to ensure they are in full compliance with the new Regulations and Fire Marshal Directives.

- Directive 2014-001 - Registry of Vulnerable Occupancies, and
- Directive 2014-002 Vulnerable Occupancies – Fire Drill Scenarios, Fire Drill Observations, Fire Safety Inspections.

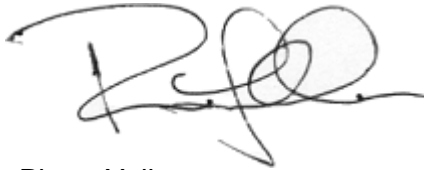
The OFMEM has commenced a monitoring program as of January 01, 2015 to confirm and validate the status of compliance of municipalities and Chief Fire Officials with the new Regulations and Fire Marshal Directives.

The OFMEM monitoring program has determined that as of December 19, 2014, your municipality has achieved annual compliance with the above-referenced Regulations and Fire Marshal Directives.

If you have any questions regarding the monitoring process, they can be directed to me via email at Pierre.Yelle@ontario.ca or by telephone at (705) 725-1825.

We all have a continuous legislative responsibility to ensure the public fire safety of seniors and vulnerable Ontarians.

Sincerely,



Pierre Yelle
Assistant Deputy Fire Marshal
Field and Advisory Services

- c: Jim Jessop, Director, Field and Advisory Services / Deputy Fire Marshal, OFMEM
Al Suleman, Director, Prevention and Risk Management, OFMEM
Dina Lundy, Clerk, *Sent via e-mail: Dina.Lundy@erin.ca*



THE
COLLEGE
OF
PHYSICIANS
AND
SURGEONS
OF
ONTARIO

April 20, 2015

Dear Sir/Madam:

The Council Award of the College of Physicians and Surgeons of Ontario is presented at each Council meeting to honour outstanding Ontario physicians who have demonstrated excellence and embody society's vision of an "ideal physician". The criteria for selecting a physician for the Council Award is based on the eight "physician roles" identified by Educating Future Physicians of Ontario. The eight point selection criteria are outlined in the attached Council Award brochure.

The College is seeking to recognize physicians whose performance in each of these roles is outstanding, recognizing that individual physicians will demonstrate more extensive expertise in some roles than in others. The four categories from which physicians are selected are: Academic Specialty, Community Specialty, Academic Family Practice and Community Family Practice.

We receive a variety of nomination packages, some of which are focused around a comprehensive CV, while others consist of personal letters that demonstrate the physician's commitment to medicine. We understand that given the diverse array of selection criteria, nominators may wish to use any number of creative ways to highlight the particular attributes of their nominees.

If you know of a physician who meets the selection criteria, I encourage you to nominate him or her for the Council Award. The deadline for receipt of nominations is October 1, 2015.

For further information, please contact my Administrative Assistant Patricia Santana at 416-967-2600 or 1-800-268-7096 extension 256 or psantana@cpso.on.ca.

Sincerely,

Prithi S. Yelaja
Communications Specialist

RECEIVED
APR 24 2015
TOWN OF ERIN

**Ontario
Provincial
Police** **Police
provincial
de l'Ontario**



**Communications and Technology Services
Bureau**
Bureau de gestion de communication et technologie

Lincoln M. Alexander Building
777 Memorial Ave.
Orillia ON L3V 7V3

Edifice Lincoln M.
Alexander
777, avenue Memorial
Orillia ON L3V 7V3

Telephone/Téléphone:
Facsimile/Télécopieur:
File Number/Référence:

(705) 329-6177
(705) 329-6176
GOV 3750 00

April 13, 2015

Dear Mayor / Reeve,

On July 7th, 2014 the Ontario Provincial Police (OPP) introduced Citizen Self Reporting (CSR), an internet-based reporting system, as an alternate means of reporting non-emergency incidents to police from the traditional phone call to a Communications Centre. Utilizing this system is completely optional and has been introduced as a simple and convenient method to use a computer or mobile device to report specific incidents that are not deemed to be an emergency, or where there are no suspects or no injuries involved.

Since the program was implemented, the OPP has received hundreds of online reports from citizens across Ontario. With this information, police have been able to use these online reports to make linkages to property crime investigations, some of which have led to the arrest and charging of suspect(s).

The OPP is constantly looking for ways to improve efficiencies and increase public safety and we are confident that online reporting has greater potential moving forward now that citizens can report non-emergency incidents anywhere, anytime.

The OPP are collaborating with our municipal partners to promote and support Citizen Self Reporting throughout the province. Citizen Self Reporting will be instrumental in allowing members of the public to report less serious occurrences on their own time. As members of the public engage the Citizen Self Reporting system more frequently, it will permit valuable front line resources to be focused on more serious crimes and community based projects.

Municipalities can assist in supporting this system by posting the enclosed web information on your municipal website. The following link will take you directly to the CSR website:
<http://www.opp.ca/reporting/>

Community safety and well-being in Ontario is everyone's responsibility. Your ongoing support will make a difference.

Yours truly,

R. W. (Rick) Barnum, Chief Superintendent
Bureau Commander
Communications and Technology Services Bureau
Ontario Provincial Police

16847 Winston Churchill Blvd.
Caledon, ON L7K 1H9

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RECEIVED

APR 20 2015

TOWN OF ERIN

April 21, 2015

Respectfully submitted for
your consideration:

Our beloved Father Joe Kelly
is retiring this June, 2015.

In remembrance of his
wonderful long years serving
our community, our parish,
our St. John Brebeuf students
teachers & Staff, we would
like to give to Father Joe Kelly
who came to us from Ireland
and made this his home &
gave SO MUCH TO ALL of US
a remembrance in HIS name.

He has been so loved by
All of us, a little bit of
our heaven, named for him,
would be a memorable
tribute! A park, a street,
a pond, a little bit of green?
or whatever you consider
suitable.

There is a celebration at the
School on Wednesday, May 6
at 6:30 p.m. so if something
might be considered to present
to him & the entire community
which will be present WOULD
BE AMAZING! The Kulhay
family (all 9 of us)

THE CORPORATION OF THE TOWN OF ERIN

BY - LAW NO. 15 - 17

A by-law to provide rules governing the order and proceedings of the Municipal Council of the Corporation of the Town of Erin, and its Committees and Local Boards, and to repeal By-law 15-02

WHEREAS pursuant to Section 238 (2) of the *Municipal Act, S.O., 2001, c. 25*, as amended, every Council and local board shall adopt a procedure by-law governing the calling, place and proceedings of meetings;

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

1. Definitions

- 1.1 **"Ad Hoc Committee"** means a committee appointed to review and report on a specific issue; once the report is delivered, the ad hoc committee is automatically dissolved unless continued by Council.
- 1.2 **"Agenda"** means the specific items of business to be dealt with at a Meeting of Council or Committee of Council, placed in sequence and defined by the order of business.
- 1.3 **"By-law"** means a law of the municipality passed by the municipal council.
- 1.4 **"CAO"** means the Town Manager/Chief Administrative Officer of the Corporation of the Town of Erin, or his or her designate.
- 1.5 **"Clerk"** means the Clerk of The Corporation of the Town of Erin, or his or her designate.
- 1.6 **"Closed Session"** means a meeting or part of a meeting that is not open to the public under authority of section 239 of the *Municipal Act, S.O. 2001, c. 25*, as amended, may also be referred to as an "In Camera Session".
- 1.7 **"Committee of Council"** means an advisory or other Committee, sub-Committee or similar entity of which at least one of the Members is also a Member of Council.
- 1.8 **"Committee"** means any committee, such as an advisory, ad hoc or standing committee established by the Council from time to time.
- 1.9 **"Council"** means the Municipal Council of The Corporation of The Town of Erin.
- 1.10 **"Defer", "Deferred" or "Deferral"** means, when used in connection with a matter or item before the Council or Committee of Council, that the said matter or item is to be dealt with at the next or specified meeting of the same body; may also be referred to as "postponing" a matter.
- 1.11 **"Delegation"** means a person or persons who address Council or a Committee of Council in the manner described within the provisions of this by-law.
- 1.12 **"Emergency"** means a situation or the possibility of an impending situation which by its nature and magnitude requires a timely, coordinated and controlled response.
- 1.13 **"Ex Officio"** means a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
- 1.14 **"Head of Council"** means the Mayor of The Corporation of the Town of Erin.
- 1.15 **"Local Board"** means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established

or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

- 1.16 **“Main Motion”** means a formal proposal introducing a substantive question to the meeting as a new subject, or a subject related to past business.
- 1.17 **“Majority”** means a number greater than half of the total.
- 1.18 **“Meeting”** means the official assembly of the Council, or a Committee, as the case may be, includes the Chairperson/Mayor.
- 1.19 **“Member”** means a member of the Council or a committee, as the case may be.
- 1.20 **“Municipality”** means The Corporation of the Town of Erin.
- 1.21 **“Notice of Motion”** means an advance notice to Members of a matter on which the Council or Committee of Council will be asked to take a position.
- 1.22 **“Pecuniary Interest”** means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, chapter M.50 as amended.
- 1.23 **“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council or a Committee of Council.
- 1.24 **“Presiding Officer”** means the person presiding at a meeting. Also known as the Chairperson.
- 1.25 **“Quorum”** means the majority of all the whole number of members, excluding those members with a declared conflict of interest, required to constitute Council and/or Committee; or not less than two members where by reason of *The Municipal Conflict of Interest Act* members are disallowed by the Act from participating in the meeting.
- 1.26 **“Recommendation”** means a recommended course of action. A Committee of Council may pass a recommendation to be later taken up by Council for its consideration.
- 1.27 **“Recorded Vote”** means documenting within the minutes of a Meeting the name of each Member and their vote on a matter or question, in favour, opposed, abstained (shall be recorded as opposed), or absent.
- 1.28 **“Regular Meeting”** means a scheduled Meeting held in accordance with the approved calendar or schedule of Meetings.
- 1.29 **“Resolution”** means a motion or question to be considered by Council or Committee of Council.
- 1.30 **“Council/Staff Working Meeting”** means a special meeting called by Council resolution for the purpose of interacting with staff on specific matter(s).

2. General Rules

- 2.1 The rules and regulations contained within this by-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and the dispatch of business of the Council and, wherever possible and with the necessary modifications, for all Committees of Council, unless otherwise prescribed.
- 2.2 All points of order or procedure for which rules have not been provided with this by-law shall be decided by the Presiding Officer in accordance, as far as it is reasonably practical, with the rules of parliamentary law as contained in James Lochrie's Meeting Procedures, Parliamentary Law and Rules of Order for the 21st Century.

- 2.3 No provision of this by-law shall be suspended except by resolution by a majority vote of the members of Council.
- 2.4 The use of cameras, electric lighting equipment, television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media may be permitted with the approval of the Head of Council.
- 2.5 Cell phones are required to be either turned off or placed on vibrate during Council or Committee meetings. Members of Council and municipal staff shall not communicate by electronic means during a meeting.
- 2.6 The members may by resolution, cancel or alter the time, day, or place of any meeting pursuant to the notice provisions of this by-law.

3. Meetings

3.1 Location of Meetings

- a) All meetings of Council shall take place in the Council Chambers at the municipal office, 5684 Trafalgar Road, Hillsburgh, or such other place designated and used by Council from time to time. Notice of meetings held at locations other than the municipal office shall be provided in accordance with the notice provisions of this by-law.
- b) Notwithstanding section 3.1 a) above, in the event of an emergency, the Council shall determine, at its discretion, other locations within or outside the municipality to hold its meeting, pursuant to Section 236 (1) of the Municipal Act, 2001. The Clerk shall provide notice in accordance with section 4.3 of this by-law.

3.2 Inaugural Meeting

- a) The inaugural meeting of the new Council, in each term, shall be held on the first Tuesday in December in each election year, in the Council Chambers of the municipal office at 7:30 pm.
- b) Notwithstanding section 3.2 a), an alternate location, date, and time of the inaugural meeting may be determined by resolution of Council.

3.3 Regular Meetings

- a) Council meetings shall be held on the first and third Tuesday of each month of the year at the hours of 1:00 pm and 7:30 pm, respectively, unless by resolution, Council selects an alternate meeting date or time.
- b) Notwithstanding section 3.3 a), during the months of July and August, there shall be one (1) meeting scheduled for each month by resolution setting out the date, time, and location.
- c) The fourth Tuesday of each month may be used from time to time as a Regular Council Meeting should there be sufficient business in the opinion of the Clerk and Town Manager/CAO.
- d) When the day for a meeting is a public or civic holiday, the Council shall meet at the same hour on the next regular business day, unless decided otherwise.

3.4 Calling of Meetings to Order and Quorum / No Quorum

- a) A majority of all members of council shall constitute a quorum and be necessary for the transaction of business. A majority of all members shall be determined as three (3) members of Council.

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- b) Unless there is a quorum present within fifteen (15) minutes after the time appointed for the meeting, the Council or Committee of Council shall stand adjourned until the next meeting date, and the Clerk shall record the names of the members present at the expiration of the fifteen (15) minutes.
- c) As soon after the hour of the meeting as there is a quorum present, the Mayor shall assume the chair and call the members to order. In the absence of the Mayor, a Presiding Officer shall be chosen from the members present and that person shall preside during the meeting until the arrival of the Mayor.
- d) If at any time during the meeting there is no quorum in attendance, the meeting shall automatically stand recessed until there is a quorum once again in attendance. Should the lack of a quorum continue for fifteen (15) minutes from the time of its occurrence, the meeting shall stand adjourned until the next scheduled meeting.
- e) Where the number of members of Council who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, such that, at the meeting the remaining members are insufficient to constitute a quorum, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two (2).
- f) If members of Council are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Clerk in advance of the meeting.

3.5 Special Meetings

- a) The Head of Council may at any time call a special meeting. See section 3.1 for location of meetings, and section 4.2 of this by-law for notice of special meetings.
- b) Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting of Council for the purpose and the time mentioned in the petition. See section 3.1 for location of meetings, and section 4.2 of this by-law for notice of special meetings.
- c) No business may be transacted at a special meeting other than that specified in the notice or agenda.
- d) Notwithstanding any other provision of this by-law, a special meeting may be held without notice in the case of an emergency, as defined in the Emergency Management Act, provided that attempts have been made to reach all members and notice is placed on the Town website.
- e) A Special Meeting also constitutes a Public Meeting pursuant to legislation, including but not limited to matters under the Planning Act.
- f) Notwithstanding the provisions of this by-law, the time limitation for delegations, as set out in this by-law, shall not apply to a Public Meeting pursuant to legislation, including but not limited to matters under the Planning Act.
- g) A Special Meeting also constitutes a Council/Staff Working Meeting for the matter(s) listed on the Agenda.

3.6 Closed Sessions

- a) For the purpose of this section, a meeting or a portion thereof, not open to the public shall be called a 'closed session'.
- b) All meetings of council and committees shall be open to the public except as provided for in section 239 of the Municipal Act, 2001.

Exceptions:

- i. The security of the property of the municipality or local board;
 - ii. Personal matters about an identifiable individual, including municipal or local board employees
 - iii. A proposed or pending acquisition or disposition of land by the municipality or local board;
 - iv. Labour relations or employee negotiations;
 - v. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
 - vi. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act; 2001, c.25, s. 239 (2);
 - viii. If the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act. 2001, c. 25, s. 239(3);
 - ix. If the meeting is held for the purpose of educating or training the members and if no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee of that Act 2006, c.32, Schedule A, s. 103(1).
- c) Before holding a closed session, the Council shall state by resolution the reason for holding the closed session and the general nature thereof.
 - d) When a closed session is necessary, it will be a requirement that the minutes shall be prepared and circulated in the next closed session agenda and signed by the Presiding Officer and Clerk.
 - e) All agendas, confidential reports and materials for closed sessions will be circulated to the members in sealed envelopes in advance of the closed session whenever possible.
 - f) The closed session material shall be returned to the Clerk or his/her designate, at the close of the meeting at which the closed session is held.
 - g) The Clerk shall be responsible for retaining a confidential copy of all original documentation distributed in relation to closed sessions, and for retaining the confidential minutes of all closed sessions.
 - h) It shall be the responsibility of the members and staff to respect the confidentiality of all matters disclosed to them and materials provided to them during closed sessions.
 - i) Members of Council shall not disclose any information pertaining to matters dealt with by Council in closed session, prior to it being reported out publicly. Items can either be ratified in open Council immediately after the closed session or at a future scheduled Council meeting. Upon the reporting out of any closed session agenda item, any individual member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other members of Council or any staff member.

4. Notice of Meetings**4.1 Regular Meetings**

- a) A meeting schedule shall be maintained on the Town website. Posting of meetings on this schedule shall constitute notice of regular and special meetings of council, and will include the date and time of the meeting.
- b) A copy of the Council meeting agenda shall be provided to the members of Council and posted on the Town's website for public viewing. The posted agenda shall be considered as notice of regular and special meetings of council. The agenda shall include the date, time, and place of the meeting.
- c) The Clerk shall ensure that notice of each regular meeting of council is provided to the members of council and the public at least forty eight (48) hours in advance of said meeting. The members of council shall receive notice of the regular meeting electronically, or by telephone, and the public shall receive notice in the manner identified in section 4.1 a) and 4.1 b).
- d) The Clerk or CAO, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so. The Clerk shall provide notice of cancellation of a meeting to Council, staff, the local media, and other interested parties within at least (3) hours in advance of a meeting. The public shall receive notice by the method identified in section 4.1 b), and/or by posting notice on the entrance doors located at the municipal office; or the entrance door of the location where the meeting was scheduled to be held.

4.2 Special Meetings

- a) The Clerk shall ensure that notice of each special meeting of Council is provided to the members of Council and the public at least twenty four (24) hours in advance of the said meeting. The members of Council shall receive notice of a special meeting electronically, or by telephone, and the public shall receive notice in the manner specified in 4.1 a) and 4.1 b).

4.3 Emergency Meetings

- a) The Clerk shall ensure that notice of an emergency meeting of Council is provided to the members of Council and the public once the meeting has been scheduled. The members of Council shall receive notice of an emergency meeting electronically, or by telephone, and the public shall receive notice in the manner specified in 4.1 a) and 4.1 b) of this by-law. If it is not feasible to provide notice by any of the above methods, then notice shall be given in whatever manner is deemed to be effective and appropriate, given the circumstance.

- 4.4 Lack of receipt of the notice by any member of Council shall not affect the validity of holding a meeting nor any action taken at a meeting.

5. Responsibilities of the Presiding Officer or Chairperson

- 5.1 The Mayor as Head of Council shall chair all meetings of Council or Committee unless otherwise provided for. The Mayor is a Member, ex officio, of all other Committees of the Council, and shall have the same rights, including voting rights, as a member.

- 5.2 The Mayor shall be the Presiding Officer at all Council meetings. In the absence of the Mayor, and if a quorum is present, the Council shall elect a chairperson from amongst the members present. While presiding, the member appointed by Council shall have all the powers and duties of the Head of Council.

- 5.3 It shall be the duty of the Presiding Officer to:

- a) open the meeting of Council by taking the Chair and calling the members to order;

- b) announce the business before the Council in the order in which it is to be acted upon;
- c) ensure the meeting agenda is followed and that the meeting progresses with due efficiency;
- d) receive and submit, in the proper manner, all motions presented by the members of Council;
- e) put to a vote all motions which are moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;
- f) decline to put to vote resolutions which infringe upon the rules of procedure or are beyond the jurisdiction of Council;
- g) restrain the members, within the rules of order, when engaged in debate;
- h) enforce the observance of order and decorum among the members;
- i) do all matters to permit the meeting to proceed in an orderly and efficient manner;
- j) expel or exclude from any meeting any member of the gallery who is guilty of improper conduct at the meeting;
- k) call on another member to assume the role of Presiding Officer if desiring to take part in debate or otherwise;
- l) authenticate, by his signature when necessary, all by-laws and minutes of the Council;
- m) inform or advise the Council on points of order or usage;
- n) represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- o) ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- p) adjourn the meeting when the business is concluded;
- q) adjourn the meeting without question in the case of grave disorder arising in the Council Chambers;
- r) select members of Council who are to serve on Committees, such selections to be ratified by Council.

6. Responsibilities of All Council Members

- 6.1 All members of Council shall come prepared to every meeting by having read all the material supplied, including the agenda and staff reports, to facilitate discussion and the determination of action at the meeting. The members are encouraged to make inquiries of staff regarding the materials supplied with the agenda in advance of the meeting.
- 6.2 Requests for reports that will take more than one (1) hour of staff time to prepare shall be authorized by Council resolution, and the resolution shall identify the appropriate department or department head and the objectives of the report.
- 6.3 No member of Council shall have the authority to direct or interfere with the performance of any work for the Municipality.
- 6.4 The Municipality's "Council Code of Ethics" policy shall govern the actions and behaviour of the members of Council. The code of ethics can be found on the Town of Erin website.

- 6.5 The Council, by majority vote, may expel or exclude a member of Council who is guilty of improper conduct at a meeting.

7. Roles of Administration

7.1 Town Manager/Chief Administrative Officer (CAO)

- a) The Town Manager/CAO shall have such general control and management of the administrative affairs of the Corporation of the Town of Erin, as may be prescribed by Council by by-law and shall be responsible for the efficient administration of all its departments to the extent he/she is given control over such departments by by-law.
- b) In accordance with Section 227 of the Municipal Act, 2001, the Town Manager/CAO shall be responsible to establish and implement such policies as may be required to carry out the administrative duties prescribed by the Council of the Town of Erin.
- c) All reports and recommendations of the Senior Management Team shall be coordinated through the Town Manager/CAO.

7.2 Clerk

- a) The Clerk shall be responsible for preparing and distributing the agenda for all Council meetings, in accordance with the provisions of this by-law, and shall determine the appropriateness and location of all items to be placed on the agenda.
- b) The Clerk shall make such minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council.
- c) The Clerk, in conjunction with the Town Manager/CAO and Senior Management Team, shall ensure that administrative processes relative to the agenda preparation and distribution are comprehensive, efficient and cost effective.
- d) The Clerk shall maintain the originals of all by-laws and minutes of the proceedings of Council.

7.3 Senior Management Team

- a) The role of the Senior Management Team and all members of staff is to provide information, guidance, advice and recommendations for all matters to Council while considering the interests and safety of the whole community.
- b) Each Department Head or designate is required to act in accordance with applicable legislation and to carry out their statutory duties as outlined in the legislation.
- c) The administrative programme of the Corporation of the Town of Erin is divided among and performed by the municipal departments and each Department Head shall be responsible to and subject to direction and control by the Town Manager/CAO.

8. Agendas

- 8.1 All items for the Agenda shall be delivered in writing to the Clerk, prior to 12:00 pm on the Wednesday preceding the meetings of Council.
- 8.2 The Clerk shall prepare the Council Agenda under the following headings:
 - a) Call to Order
 - b) Approval of Agenda

- c) Declaration of Pecuniary Interest
 - d) Community Announcements
 - e) Adoption of Minutes
 - f) Business Arising From the Minutes
 - g) Delegations/Petitions/Presentations
 - h) Accounts
 - i) Reports
 - j) New Business
 - k) Correspondence
 - l) Closed Session
 - m) By-laws
 - n) Notice of Motion
 - o) Adjournment
- 8.3 The order of business shall be taken upon the order in which it stands on the agenda, unless otherwise decided by consent of the majority of council.
- 8.4 At the time of approval of the Agenda, a change in the order set forth on the Agenda may be permitted by majority vote of the members present and heard under the appropriate section in the Agenda.
- 8.5 An item of business not listed on the Agenda cannot be introduced at a Council meeting unless the item related to an item already on the Agenda and must be approved by Council (having regard for provisions of Notice in this by-law, or any other related by-law).
- 8.6 The Clerk shall place any agenda items not dealt with at a meeting on the agenda for the next regular meeting, unless otherwise decided by the Council.
- 8.7 When it appears there is insufficient business for a regular meeting of the Council, the Clerk or CAO may cancel the meeting.
- 8.8 An Agenda, with the necessary modifications and applicable sections, will be prepared by the Clerk for Special Council Meetings.

9. Minutes

- 9.1 The minutes of a meeting shall record:
- a) The date, time, and place of the meeting.
 - b) The record of attendance of the Members of Council and Senior Staff.
 - c) All resolutions voted on and their disposition.
 - d) All other proceedings of the meeting without note or comment.
- 9.2 The Clerk shall ensure that the minutes of the regular and special meetings are circulated along with the agenda prepared in accordance with section 7.2 and 8.2 of this by-law, and that the minutes of closed meetings are circulated with the next closed session agenda package. The minutes of regular and special meetings shall be posted on the Town of Erin website for public inspection.

- 9.3 The minutes may be adopted by council or the respective committee without having been read at the meeting at which the question of their adoption is considered.
- 9.4 Only changes in the form of errors or omissions in the recording of any action taken or not taken at a previous Council meeting can be made at the time of adopting the minutes.
- 9.5 When the minutes have been adopted, they shall be signed by the Mayor and Clerk.
- 9.6 Items under the heading "Business Arising from the Minutes" shall be business from the previous meeting requiring additional consideration by Council. Items under this heading may also include follow-up information provided by staff or consultants.

10. Accounts

- 10.1 A listing of accounts to be approved shall be made available to Council Members prior to a Council Meeting.
- 10.2 In the event that any Council Meeting is suspended, or that any accounts must be paid prior to a Council Meeting, the Director of Finance may prepare such invoices for payment as necessary.

11. Delegations/Petitions/Presentations

- 11.1 Any person wishing to appear before the Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town, may notify the Clerk by providing a completed "Request to Appear as a Delegation" form no later than 12:00 p.m. on the Wednesday preceding the meeting.
- 11.2 The "Request to Appear as a Delegation" form, as well as any correspondence that is to be presented to Council, shall be legibly written, typed, or printed, and shall not contain any obscene or defamatory language.
- 11.3 Any requests to appear before Council that are received by the Clerk after the deadline as set out in section 11.1, shall be approved by the Clerk before it will be added to the Agenda.
- 11.4 The Clerk shall evaluate the request for Delegation and decide whether the request complies with the criteria set out within this by-law. If the Clerk decides not to place a delegation on the agenda, and the delegation wishes to appeal the Clerk's decision, the information shall be distributed under separate cover to Council for their consideration.
- 11.5 The Clerk may, upon receipt, refer any correspondence or petition to a department head without the prior consideration of Council. Any correspondence or petition sent anonymously will not be received.
- 11.6 Once a date and time has been established for the person requesting delegation status, the Clerk shall provide confirmation, by telephone, fax or electronic means.
- 11.7 The scheduling of delegations for regular meetings shall be limited to three (3) per meeting, unless otherwise determined by the Clerk, in consultation with the Town Manager/CAO.
- 11.8 Any person desiring to address the Council by oral communication who has not requested to be a delegation shall not be permitted to speak unless determined by unanimous consent of the Council.
- 11.9 Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks.

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- 11.10 Delegations that have previously appeared before Council on a subject matter shall provide new information only in any subsequent presentations relating to that matter.
- 11.11 Delegations shall be limited to two (2) speakers, shall stand or sit, as may be appropriate, at a place usually reserved for that purpose or as may be directed by the Mayor or Presiding Officer, and shall limit their address to ten (10) minutes. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the members of Council and the person having the floor, shall be permitted to enter into any discussion either directly or through the members of Council.
- 11.12 A person who is unable to attend a Council Meeting but who has registered with the Clerk as a delegation may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and the provisions of this by-law.
- 11.13 If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council at a subsequent meeting. (See Section 6.2)
- 11.14 Delegations shall not:
- a) Speak disrespectfully of any person;
 - b) Use offensive words;
 - c) Speak on any subject other than the subject that they have received approval to address Council;
 - d) Disobey a decision of the Presiding Officer or Council;
 - e) Enter into a cross debate with other Delegations, staff, Council Members, or the Presiding Officer.
- 11.15 The Mayor or Presiding Officer may curtail any Delegation, for disorder or any other breach of this by-law and, if he/she rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw, and the decision of the Mayor or Presiding Officer shall not be subject to challenge.
- 11.16 Upon the completion of a Delegation, any discussion between the Members and the Delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the Delegation. Once a Motion has been moved and seconded, no further presentation or questions of the Delegation shall be permitted.
- 11.17 Delegations will not be permitted on items that will be the subject of a scheduled public meeting pursuant to the Planning Act. Persons should present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions. Delegations or submissions to Council after the Public Meeting has been completed and before Council has made its determination will not be permitted.

12. Reports

- 12.1 All reports of departments shall be coordinated with the CAO prior to the Wednesday that precedes the regular council meeting.
- 12.2 All reports of departments and committees shall be received by the Clerk no later than 12:00 pm on the Wednesday that precedes the regular council meeting.
- 12.2 Walk-in reports shall be discouraged. Reports not included on the agenda may be circulated to the members of Council at a regular meeting; however

consideration of such report shall be given at the next meeting unless otherwise determined by the consent of the majority of Council.

13. New Business

- 13.1 New business includes any correspondence to Council that may not necessarily require a staff report in order to be considered.
- 13.2 New business items shall be received by the Clerk no later than 12:00 pm on the Wednesday that precedes the regular council meeting.
- 13.3 New business shall be listed on the Agenda or may be added to the Agenda by resolution during Approval of the Agenda, in order to be discussed by Council.

14. Correspondence

- 14.1 All correspondence shall be received by the Clerk no later than 12:00 pm on the Wednesday that precedes the regular council meeting.
- 14.2 Correspondence may be that for which direction or a decision of Council is required. Council may request a report and recommendation from any person or Committee, on correspondence of this nature. (See Section 6.2)
- 14.3 Correspondence for which direction or a decision of Council is not required may be received by one motion, but prior to consideration of such motion, members may request that specific items be removed from consideration under such motion and Council shall consider such items individually.

15. By-laws

- 15.1 Every by-law listed on the agenda shall be considered by Council for enactment by one main motion, but any Member may request that a proposed by-law be considered separately.
- 15.2 Motions for amendment need not be written unless the effect of such amendment would be to substantially change the intent of the by-law.
- 15.3 A by-law shall deem to have been read upon the title or heading or short description thereof being read or taken as read unless a member of Council requires the by-law or any portion thereof to be read in full.
- 15.4 The Clerk may make minor corrections of errors and omissions in any by-law before it is signed and sealed for the purpose of ensuring complete implementation of Council's decision.
- 15.5 The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of Council and every resolution passed at a meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
- 15.6 Every by-law passed by Council shall:
 - a) Be signed by the Mayor or Presiding Officer;
 - b) Be signed by the Clerk;
 - c) Be sealed with the seal of the Corporation;
 - d) Indicate the date of passage;
 - e) Be numbered and filed by the Clerk for safe keeping.

16. Notice of Motion

- 16.1 The Notice of Motion shall be introduced at a Meeting of Council but shall not be discussed or debated until the next Regular Meeting. The Member

introducing the notice of motion shall provide the Clerk with a written copy of the proposed motion by 12:00 pm on the Wednesday preceding the date of the next Regular Meeting.

- 16.2 At the Regular Meeting following the introduction, the motion previously introduced through a notice of motion shall be included in full in the Agenda Package and listed on the Agenda under New Business. The motion shall be seconded by a Member before being debated.

17. Adjournment

- 17.1 The Council shall adjourn at the hour of 11:00 pm for meetings commencing at 7:30 pm, and 5:00 pm for meetings commencing at 1:00 pm, if in session at that hour, unless otherwise determined by a resolution of Council passed unanimously among the Members present; and provided that such motion does not require the meeting to be extended for more than one (1) hour. This motion requires a second, is not debatable, and is not amendable.
- 17.2 When the Council adjourns before the Agenda is completed, the items on the Agenda not dealt with shall be noted and deferred to the next Regular meeting, unless a resolution is adopted by a majority vote to reconvene at a date and time prior to the next Regular Meeting.
- 17.3 A Council Meeting shall not be adjourned until a by-law confirming the proceedings of the Meeting at the time of adjournment has been presented and adopted by Council.

18. Voting and Motions/Resolutions

- 18.1 No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect, in accordance with section 244 of the Municipal Act, 2001.
- 18.2 All motions shall be duly moved and seconded before being debated. Upon request, the motion may be read or stated by the Mayor or Presiding Officer, or Clerk at any time during the debate.
- 18.3 Every member of Council shall have one vote. Voting shall be by show of hands, where no recorded vote is required. The failure to vote by a qualified member of Council shall be deemed to be a negative vote. The Mayor or Presiding Officer, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.
- 18.4 Once the Mayor or Presiding Officer states the question, the motion shall be deemed to be in the possession of the Council, but may, with the consent of the majority of Council, be withdrawn at any time before decision or amendment.
- 18.5 After a motion is put to a vote, no member of Council shall speak to the motion nor shall any other motion be made until after the vote is taken and the result declared.
- 18.6 No member of Council shall speak more than once to the same question without the consent of the Council or until all of the other members of Council have had the opportunity to speak to the question a first time, except in explanation of a material part of his/her speech which may have been misconstrued, and in doing so, is not to introduce a new matter.
- 18.7 The Mayor or Presiding Officer may answer questions and comment in a general way without leaving the chair, but if he/she wishes to make a motion or speak to a motion taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the chair.
- 18.8 Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be defeated. See section 245 of the Municipal Act, 2001.

18.9 All votes shall be announced openly, as carried or defeated, by the Mayor or Presiding Officer. Should the result of a vote be stated by any Member to be in doubt, the Mayor or Presiding Officer shall require the vote to be retaken in alternative manner and the result of this vote shall be final. The Clerk shall record the results of the votes as follows:

- a) If passed "Carried"
- b) If not passed "Defeated"

18.10 A main motion properly before the Council shall receive disposition before any other motion can be considered, except in respect of matters listed below, namely:

- To recess;
 - To adjourn;
 - To postpone the motion under consideration to a definite date;
 - To postpone the motion under consideration indefinitely;
 - To refer the motion under consideration to a Committee or staff for a report;
 - To amend the motion under consideration; and
 - To close debate (to end debate on the motion under consideration)
- a) A motion to recess:
 - i. Is permissible when there is business before Council for consideration;
 - ii. Shall specify the length of time of the recess;
 - iii. Is not debatable except with regard to the length of the recess; and
 - iv. Shall be amendable with respect to the length of the recess.
 - b) A motion to adjourn:
 - i. Is permissible;
 - ii. Is not amendable;
 - iii. Is not debatable;
 - iv. Is not in order when a Member is speaking or during a vote; and
 - v. When resolved in the negative, cannot be made again until the Presiding Officer has deemed sufficient business has been conducted by Council in the intervening time.
 - c) A motion to postpone:
 - i. May or may not state a definite time or date as to when the matter shall be further considered;
 - ii. Shall apply to the main motion and to any adhering motions to amend the main motion that are pending;
 - iii. Is not debatable except as to date or time; and
 - iv. Shall not be amendable except as to date or time.

Where a motion to postpone is adopted without a definite time or date as to when the matter shall be further considered, it shall be considered at the next regular meeting.

- d) A motion to refer:
 - i. Shall be open to debate;
 - ii. May be amended;
 - iii. Shall include the terms of referral including the time of conditions under which the matter is to be returned to Council for consideration; and
 - iv. May include the reasons for the referral.
- e) A motion to amend:
 - i. Shall be relevant to the main motion;
 - ii. Shall not be directly contrary to or propose a direct negative to the main motion;
 - iii. Shall be debatable; and
 - iv. Shall not itself be amended more than once;
 - v. And motions to amend shall be put to a vote in reverse order from which they are made, and should the motion to amend be carried, the main motion shall then be considered by Council as amended.

Notwithstanding the foregoing, a motion to amend shall not be required where the mover and seconder of the main motion agree to re-word the main motion to accommodate a proposed amendment and no Member of Council objects.

- f) A motion to close debate:
 - i. Is not permissible until every Member present has had the opportunity to speak to the question at least once;
 - ii. Is not amendable;
 - iii. Is not debatable; and
 - iv. Upon adoption, the Presiding Officer shall forthwith put the main motion and all amendments thereto to a vote.
- g) A motion to suspend the rules:
 - i. Is permissible;
 - ii. Is not amendable;
 - iii. Is not debatable;
 - iv. Shall include a statement as to the purpose of the suspension; and
 - v. Is not permissible with regard to any statutory requirements that apply to the proceedings of Council.

18.11 Precedence of motions and rules governing such motions, shall unless otherwise indicated herein, be in accordance with James Lochrie's Meeting Procedures, Parliamentary Law and Rules of Order for the 21st Century.

18.12 Recorded votes:

- a) The Mayor or Presiding Officer shall require a recorded vote to be taken on any question upon request of a member if such request is made prior to the commencement of the voting or immediately thereafter. When a member present requests a recorded vote, all members present at the meeting shall vote, unless otherwise prohibited by statute, shall announce his/her vote openly and individually in favour of or against the question except for the Mayor or Presiding Officer, who shall announce his/her vote last.
- b) The Clerk shall call each member to vote in random order, except for the Mayor who shall vote last. When called to vote, each member shall answer "Yes", "No", or "Abstain". Abstain will be considered a "No" vote.
- c) The Clerk shall record each member's vote and each member's vote shall be noted in the minutes. The Clerk shall record in the minutes the name of a member who is not present when the recorded vote is taken.
- d) If during the recorded vote any member present refuses or fails to vote, he/she shall be deemed and recorded as voting against the motion.

19. Reconsideration

- 19.1 Council may only reconsider a matter that has not been acted on by an officer, employee, or agent of the municipality.
- 19.2 After any question has been decided by Council, any member who voted with the prevailing side in respect of such question may move a motion for reconsideration. In the event that the original motion was not decided by a recorded vote, the Mayor or Presiding Officer shall determine that the motion to reconsider is being appropriately introduced.
- 19.3 Should a main motion be defeated due to a tie vote, only a member who voted in the negative may move a motion for reconsideration.
- 19.4 Any member who was absent at the time the vote was taken on the original motion shall be deemed to be a member who voted with the prevailing side for the purposes of section 19.2 of this by-law.
- 19.5 When a motion for reconsideration is made at the same meeting at which the question to be reconsidered was carried or defeated, the motion for

reconsideration shall be resolved at that meeting and shall require the support of the majority of the members present.

- 19.6 At the same meeting, if the motion to reconsider is adopted, the original motion as voted on shall be the next order of business.
- 19.7 Where a motion for reconsideration is made at a meeting subsequent to that at which the question to be re-opened for debate was carried or defeated, the motion for reconsideration shall be initiated by a notice of motion pursuant to section 16 of this by-law (Notices of Motion). The motion for reconsideration of a vote shall require the support of the majority of Council present.
- 19.8 At the subsequent meeting, if the motion to reconsider is adopted, the original motion as voted on shall be the next order of business or a motion on the same matter, subject to a Notice of Motion, shall be the next order of business.
- 19.9 No discussion on the original motion shall be allowed unless the motion for reconsideration is carried in the affirmative by the majority of Council, present.
- 19.10 The original motion shall remain in effect until a new motion is carried that supersedes the original motion, subsequent to a motion of reconsideration carried in the affirmative.
- 19.11 No question shall be reconsidered more than once within 12 months following the date that a motion to reconsider was ratified.

20. Points of Order and Privileges

- 20.1 When a member of Council is speaking, no other member shall interrupt him/her except to raise a point of order.
- 20.2 Any member may raise a point of order.
- 20.3 When a member rises on a point of order, a member shall state the point of order to the Mayor or Presiding Officer who shall immediately rule on the point of order, and there shall be no debate by the members.
- 20.4 Thereafter, the member raising the point of order shall only address the Council for the purpose of appealing the decision of the Mayor or Presiding Officer. If there is no appeal, the decision is final.
- 20.5 The Council, if appealed to, shall decide on the question without debate and its decision is final.
- 20.6 The procedure for decision on matters of personal privilege or privilege of the Council as a whole shall be the same as for point of order.
- 20.7 Where a member considers that a member's integrity or the integrity of Council as a whole has been impugned, the member may as a matter of privilege rise at any time, for the purpose of drawing the attention of the Council to this matter.
- 20.8 Where the CAO or a member considers staff as being maligned, the CAO or member may as a matter of personal privilege rise at any time, for the purpose of drawing the attention of the Council to this matter.
- 20.9 Where the discussion is such that the integrity of any Town employee has been impugned or questioned, the discussion will cease and any further discussion or debate will be held in closed session.

21. Committees

- 21.1 Special or ad hoc committees may be established from time to time by Council to consider a specific matter. The committee shall report directly to Council. Once an ad hoc committee has completed its work, the committee shall be deemed to be dissolved, unless otherwise determined by Council.

- 21.2 Council may appoint representatives to serve on local boards, advisory committees, or any other body to which Council is required or empowered to appoint a representative. Appointments to such boards/committees may be a member of Council or may be a person appointed from amongst its ratepayers.
- 21.3 The following applies to all committees:
- a) The rules and regulations contained in this by-law shall apply to all committees, with necessary modifications.
 - b) A quorum for a committee is a majority of the members thereof, not including the Mayor.
 - c) The members of a committee shall appoint a Chairperson from among them and shall specify the term of office.
 - d) Unless authorized by the budget or by by-law, no committee or member of a committee shall incur any expense or liability in the name of the Corporation.
 - e) The Chairperson shall preside at every meeting and may vote on all questions submitted, except where disqualified to vote by reason of interest or otherwise, may vote with the other members on all questions, and, except where otherwise expressly provided by this Act, any question on which there is an equality of votes shall be deemed to be negative.
 - f) In the absence of the Chairperson, one of the other members shall be elected to preside, who shall discharge the duties of the Chairperson during the meeting, or until the arrival of the Chairperson.
 - g) The Minutes of every Committee of Council shall be recorded and shall be circulated for confirmation or correction, once approved a copy of the minutes must be forwarded to the Municipal Office.
 - h) The Committee members present shall vote unless disqualified from voting by an Act, and in the event a member refuses to vote without being excused; his or her vote shall be counted in the negative. Each member of a Committee shall have one vote at Committee meetings.
 - i) All meetings shall be open to the public unless it is in accordance with section 3.6 of this by-law.
 - j) The Chairperson of the Committee may expel or exclude any person from the gallery who is guilty of improper conduct at a meeting.
 - k) The committee, by majority vote, may expel or exclude a member of the committee who is guilty of improper conduct at a meeting.
 - l) Should a Chairperson of any Committee neglect to call a meeting of his Committee at such time, or with such frequency, as the proper dispatch of the business entrusted to the Committee requires, or do the business of the Committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal, or action to the Council who may, if Council deems it advisable, remove the said Chairperson from the Committee and appoint another member in his or her place and also may appoint a new Chairperson of the said Committee.
 - m) Should any member or members of a Committee neglect or refuse to attend the properly summoned meetings of their Committee, the Chairperson shall report such neglect or refusal to the Council, who may remove the said member or members from the Committee and appoint another member or other members in their place or places, or should any Committee neglect or refuse to give due attention to all business or matters before them, the Council may by resolution discharge such Committee and appoint another in its stead.

- n) Members of the Council may attend the meetings of any of its Committees, but shall not be allowed to vote, nor shall they be allowed to take part in any discussion or debate, except by the permission of the majority of the members of the Committee.
- o) The Mayor may appoint a member of Council to sit on the various Committees, such appointment to be ratified by Council; the appointed individual shall be deemed a member of the Committee and shall be allowed all rights of committee membership.

22. Amendment of These Rules

22.1 These rules may be amended, or new rules adopted by a majority vote of all members of Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

23. Validity and Severability

23.1 It is hereby declared that notwithstanding any of the sections or provisions of this by-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of the Council to enact, such sections or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of this by-law as a whole or part thereof and all other sections of this by-law shall be deemed to be separate and independent therefrom and enacted as such.

24. Repeal of By-law

24.1 By-law 15-02 is hereby repealed and replaced by this By-law on such date that this By-law comes into force.

24.2 This By-law comes into force and effect on the date of its passing.

Passed in open Council on May 5, 2015.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW # 15 – 18

Being a By-Law to authorize the Mayor
and Director of Finance to execute the Ice Storm
Assistance Program Grant Agreement

WHEREAS Section 22 of the Municipal Act, 2001, c. 25, as amended enables a municipality to enter into agreements with the Province of Ontario under a program established and administer by the Province of Ontario;

AND WHEREAS the Province of Ontario created an Ice Storm Assistance Program, which is administered by the Ministry of Municipal Affairs and Housing;

AND WHEREAS the Town of Erin experienced costs as a result of the ice storm which occurred in December 2013;

AND WHEREAS the Town of Erin submitted an expression of interest, which was accepted by the Ministry for assistance and submitted a claim to cover the eligible costs incurred as a result of the ice storm;

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

1. That the Mayor and Director of Finance are hereby authorized to execute the Ice Storm Assistance Program Grant Agreement between Her Majesty the Queen in Right of Ontario As represented by the Minister of Municipal Affairs and Housing and the Corporation of the Town of Erin as in Schedule A attached hereto.
2. That Schedule A shall form part of this By-Law.
3. That this By-Law shall come into force and takes effect upon the final passage thereof.

Passed in Open Council, on May 5th, 2015

Mayor

Clerk

ICE STORM ASSISTANCE PROGRAM
GRANT AGREEMENT

THIS AGREEMENT ("Agreement") made in triplicate as of the *22nd* day of *April*, 2015.

B E T W E E N:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
As represented by the Minister of Municipal Affairs and Housing

(referred to as the "**Ministry**")

AND:

THE CORPORATION OF THE TOWN OF ERIN

(referred to as the "**Claimant**")

WHEREAS the Claimant experienced costs as a result of the ice storm which occurred in December 2013;

AND WHEREAS the Province created an Ice Storm Assistance Program (the Program), which is administered by the Ministry and provides assistance to Claimants for Eligible Costs;

AND WHEREAS the Claimant submitted an expression of interest, which was accepted by the Ministry for assistance and submitted a claim to cover the Claimant's Eligible Costs incurred as a result of the ice storm.

NOW THEREFORE in consideration of their respective agreements set out below, the parties covenant and agree as follows:

1.0 DEFINITIONS

1.1 In this Agreement the following words shall have the following meanings:

- (a) "Agreement" means this Agreement entered into between the Ministry and the Claimant and all schedules and attachments to this Agreement and any instrument amending this Agreement;
- (b) "Claimant" means a municipality or conservation authority that submitted an expression of interest to the Program, was accepted by the Ministry and submitted a claim;
- (c) "Conflict of Interest" includes, but is not limited to, any circumstance where in relation to the performance of its obligations under this Agreement, the Claimant's other commitments, relationships or financial interests:

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- (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or
 - (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;
- (d) "Eligible Costs" means the eligible costs described in the Ministry's Ice Storm Assistance Program Guidelines dated September, 2014; and
- (e) "Grant Fund(s) (ing)" means funds that may be or are provided to the Claimant, as the context may require, by the Ministry pursuant to this Agreement.

2.0 GRANT FUNDING

- 2.1 The Ministry shall pay to the Claimant Grant Funding of up to \$447,720.50 (Four Hundred Forty-Seven Thousand, Seven Hundred Twenty Dollars and Fifty Cents).

3.0 GRANT PAYMENTS

- 3.1 When both the Ministry and the Claimant have executed the Agreement, the Ministry will pay the Claimant an interim Grant Funding payment of \$156,702.18 (One Hundred Fifty-Six Thousand, Seven Hundred Two Dollars and Eighteen Cents).
- 3.2 Subject to subsection 3.1, the Ministry will determine the amount of the Claimant's final Grant Funding based on the Ministry's complete review of the Claimant's claim against Program criteria. The Ministry will make a final Grant Funding payment to the Claimant based on the Ministry's determination of the Claimant's Eligible Costs minus the amount of the interim Grant Funding payment made to the Claimant.
- 3.3 If the Ministry determines that the interim Grant Funding payment is more than the amount of assistance that the Claimant is eligible for under the Program, the Claimant agrees to pay the Ministry the amount of the Grant Funding overpayment within 30 days of receiving a Notice to pay from the Ministry in accordance with Article 9 of the Agreement.

4.0 CLAIMANT WARRANTS

- 4.1 The Claimant warrants that it shall carry out the purposes of the Agreement in compliance with all applicable federal, provincial or municipal laws or regulations.

5.0 USE OF GRANT FUNDING

- 5.1 The Grant Funds are provided to the Claimant to reimburse the Claimant for its Eligible Costs.

6.0 REPORTING REQUIREMENTS FOR CLAIMANT AND DOCUMENT RETENTION

- 6.1 The Claimant shall submit to the Ministry, the Claimant's 2014 audited financial statements, as soon as the statements are available.
- 6.2 The Claimant shall maintain all necessary records associated with their claim to substantiate (a) all payments to the Claimant under this Agreement and (b) all expenditures of the Claimant for its Eligible Costs reimbursed by the Grant Funds, including copies of all supporting documentation, until told by the Ministry that the maintenance of these records is no longer required. The Claimant shall permit and assist the Ministry in conducting audits of the operations of the Claimant to verify (a) and (b) above. The Ministry shall provide the Claimant with at least ten (10) business day's prior notice of its requirement for such audit.

7.0 CONFLICT OF INTEREST

- 7.1 The Claimant shall:
- (a) avoid any Conflict of Interest in the performance of this Agreement; and
 - (b) disclose to the Ministry without delay any actual or potential Conflict of Interest that arises during the performance of this Agreement.

8.0 LIMITATION OF LIABILITY AND INDEMNITY

- 8.1 The Ministry, its officers, employees and agents shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss or use or profit of the Claimant arising out of or in any way related to the Agreement.
- 8.2 The Claimant shall indemnify the Ministry, its officers, employees and agents from and against all costs incurred as a result of a claim or proceeding related to the Agreement.

9.0 REPAYMENT

- 9.1 The Ministry may require the Claimant to repay to the Ministry any amount of Grant Funds received by the Claimant if used by the Claimant in contravention of the Agreement or if the Ministry, acting reasonably, determines that the Claimant's claim for the Grant Funds was based on false or erroneous information.
- 9.2 The Ministry may demand interest on any amount owing by the Claimant at the then current rate charged by the Province of Ontario on accounts receivable.
- 9.3 If the Claimant fails to pay any amount owing to the Ministry under the Agreement, the Claimant acknowledges and agrees that the Ministry or the Minister of Finance may deduct any unpaid amount from any money payable to the Claimant by the Province of Ontario, or may exercise any other remedies available to the Ministry or the Minister of Finance to collect the unpaid amounts.

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- 9.4 The Claimant shall pay any amount owing to the Ministry under this Agreement by cheque payable to the "Minister of Finance" and mailed to the Ministry to the attention of the Ministry's Representative.

10.0 TERMINATION BY THE MINISTRY

- 10.1 The Ministry may in its sole discretion, without liability, cost or penalty, and without prejudice to any other rights or remedies of the Ministry under this Agreement or at law or in equity, terminate this Agreement at any time, for any reason, upon giving at least seven (7) days notice to the Recipient.

11.0 NOTICES

Means for Notice

- 11.1 Notices shall be in writing and shall be delivered by email, mail, courier or personal delivery and shall be addressed to the Ministry and the Claimant respectively as follows or as either Party designates to the other by Notice:

To the Ministry:
 Ministry of Municipal Affairs and Housing
 Ice Storm Assistance Program
 Municipal Programs and Education Branch
 16th Floor, 777 Bay Street
 Toronto, ON M5G 2E5
 Attention: Shawn Parry, Manager
 shawn.parry@ontario.ca

And to the Ministry:
 icestorm.program@ontario.ca

and to the Claimant at:
 The Corporation of the Town of Erin
 5684 Trafalgar Road
 Hillsburgh, ON N0B 1Z0
 Attention: Larry Wheeler, Financial Analyst
 larry.wheeler@erin.ca

- 11.2 Notices shall be deemed to have been given (a) in the case of mail, five (5) business days after such notice is mailed (b) in the case of courier, two (2) business days, after such notice is mailed; or (c) in the case of email or personal delivery, one (1) business day after such notice is received by the other party.

12.0 GOVERNING LAW

- 12.1 This Agreement and the rights, obligations and relations of the parties hereto shall be governed by and construed in accordance with the laws of the Province of Ontario.

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13.0 ENTIRE AGREEMENT

- 13.1 This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and Agreements.
- 13.2 This Agreement may only be modified by a written Agreement duly executed by the parties.

14.0 CLAIMANT'S POWER TO ENTER INTO AGREEMENT

- 14.1 The Claimant represents and warrants that it has the full right and power to enter into the Agreement and that it is not party to any other agreement that would in any way interfere with the rights of the Ministry under the Agreement. The parties both represent that their respective representatives have the authority to legally bind them.

15.0 CLAIMANT NOT A PARTNER OR AGENT

- 15.1 Nothing in the Agreement shall have the effect of creating a partnership or agency relationship between the Ministry and the Claimant.

16.0 RESPONSIBILITY OF THE CLAIMANT

- 16.1 The Claimant agrees that it is liable for the acts and omissions of its officers, employees, agents, partners, affiliates, volunteers and subcontractors. The Claimant shall be liable for all damages, costs, expenses, losses, claims or actions of any kind arising from any breach of the Agreement resulting from the actions of the above mentioned individuals and entities.

17.0 AGREEMENT BINDING AND SURVIVAL

- 17.1 The Agreement shall operate to the benefit of and be binding upon the parties and their successors, executors, administrators and their permitted assigns.
- 17.2 The provisions of Articles 4.0 (Claimant Warrants), 5.0 (Use of Grant Funding), 6.0 (Reporting Requirements for the Claimant and Document Retention), 8.0 (Limitation of Liability and Indemnity), 9.0 (Repayment), 12.0 (Governing Law), 16.0 (Responsibility of the Claimant) and 17.0 (Agreement Binding and Survival) shall survive termination or expiry of this Agreement for a period of ten (10) years from the date of expiry or termination of this Agreement.

18.0 CONDONATION NOT A WAIVER

- 18.1 Any failure by the Ministry to insist in one or more instances upon strict performance by the Claimant of any of the terms or conditions of the Agreement shall not be construed as a waiver by the Ministry of its right to require strict performance of any such terms or conditions, and the obligations of the Claimant with respect to such performance shall continue in full force and effect.

19.0 SEVERABILITY

19.1 If any term or condition of the Agreement is to any extent invalid or unenforceable, the remainder of the Agreement shall not be affected thereby.

20.0 FORCE MAJEURE

20.1 Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Agreement where such delay or failure is caused by an event beyond its reasonable control.

IN WITNESS WHEREOF the parties hereto have executed and affixed their seals to the Agreement.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
As represented by the Minister of Municipal Affairs and Housing

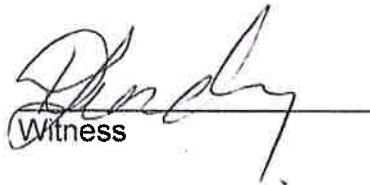
The Honourable Ted McMeekin

Date of Signature: _____

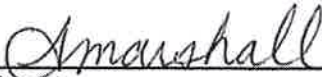
THE CORPORATION OF THE TOWN OF ERIN



Signature
Name: Allan Ails
Title: Mayor
Date of Signature: Apr 22/15



Witness



Signature
Name: Sharon Marshall
Title: Director of Finance
Date of Signature: April 22, 2015



Witness