



TOWN OF ERIN
Regular Council Meeting
AGENDA

June 16, 2015
7:30 PM

Municipal Council Chamber

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Declaration Pecuniary Interest**
4. **Community Announcements**
5. **Adoption of Minutes**
 - 5.1 June 2, 2015 Regular Meeting 1 - 9
6. **Business Arising from the Minutes**
7. **Accounts**
8. **Delegations/Petitions/Presentations**
 - 8.1 Erin Water Rockers - Presentation of cheque for Water Bottle Filling Station Fundraising
 - 8.2 Linda Dickson, Emergency Manager - Dam Breach Exercise Presentation and Debriefing Report 10 - 36
 - 8.3 Bridget Ryan/Kelly Counsell, Equine Canada/Horse Experience 2015 - Distribution of promotional materials and project support 37 - 39
9. **Closed Session (approximately one hour in length)**

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

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (by-law advice)
10. **Return from Closed Session**
 - 10.1 Motion to Reconvene
 - 10.2 Report Out
11. **Reports**
 - 11.1 Roads
 - 11.1.1 Road Superintendent - Replacement of Structure 2061, Contract 5093-15 Tender Results 40 - 42

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13.	New Business	
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14. By-Laws

Repeal By-law 15-20

Temporary Zoning Amendment - Angelstone

Tax Exemption - Erin Legion

Urban Water Works

15. Notice of Motion

16. Adjournment



Minutes of the Regular Town of Erin Council Meeting

June 2, 2015

1:00 PM

Municipal Council Chamber

PRESENT:	Allan Ails	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
	Graham Smith	Facility Manager
	Harold Knox	By-Law Officer/Building Inspector

1. Call to Order

Mayor Ails called the meeting to order.

2. Approval of Agenda

Resolution # 15-207

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that the agenda be approved as amended to add an item under new business regarding the Glendevon Well House Reservoir.

Carried

3. Declaration Pecuniary Interest

None.

4. Community Announcements

June 1-6 - Erin Auto Recyclers Tire Take Back Event - BBQ Saturday June 6

June 4, 7-9pm - Septic Social - Centre 2000

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June 5 - Dedication of Hillsburgh Boosting Pumping Station to Frank Smedley
 June 7 - Dinner to honour Father Joe Kelly
 June 8-9-Station 50 Annual Garage Sale
 June 18 - 2pm-5pm EWCS Sponsored Cars Seat Clinic at Fire Station
 10-call to register
 June 28 - 2-4pm - LGHG Sweet Signs Dessert Party - Advance Tickets only

Visit www.erin.ca What's On section, for more information.

5. Adoption of Minutes

Resolution # 15-208

Moved By Councillor Brennan

Seconded By Councillor Smith

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

May 19, 2015 - Public Meeting, Water System Financial Plan

May 19, 2015 - Regular Meeting

Carried

6. Business Arising from the Minutes

9.6.1 - Hillsburgh Library – County Councillor Brianceau and Mayor Alls attended the meeting. The County was asked to look into the current location of the library as an option, and to hold off making a decision until the fall.

7. Accounts

Resolution # 15-209

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that the accounts in the amount of \$181,487.52 be paid.

Carried

8. Delegations/Petitions/Presentations

8.1 David Mains, Hannah Environmental Equipment - Wastewater Technology Presentation

Mr. Mains presented information on wastewater technology solutions from Hannah Environmental Equipment.

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- Manufacturer based in Ontario
- Addressing growing need for communal wastewater systems
- The technology needs to be proven and affordable
- KEE process partnership, also work with Bioscience
- Range of systems from portable to modular, to meet customer specific requirements
- Specialize in Rotating Biological Contactor System (RBC) which is more cost effective due to less labour and less energy to operate as compared to other technologies
- Discharge can be surface or subsurface
- Low odour

Resolution # 15-210

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the presentation from Hannah Equipment regarding wastewater technology.

Carried

9. Reports

9.1 Recreation

9.1.1 Facility Manager - Capital Funds Release for Playground

Resolution # 15-211

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council accepts the proposal submitted by Blue Imp - Design Option #2 for playground equipment at Victoria Park in the amount of \$28,195 plus HST as recommended by the Erin Facility Manager.

Carried

9.2 Finance

9.2.1 Director of Finance - Annual Surplus Report - 2014

Resolution # 15-212

Moved By Councillor Brennan

Seconded By Councillor Smith

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Be it resolved that Council receives the Director of Finance's 2014 Annual Surplus Report with attachments pursuant to the Annual Surplus Policy adopted by Council Resolution #13-40 for consideration.

And That Council authorizes the transfer of \$156,625.00 into the Tax Stabilization Reserve as recommended.

Carried

9.2.2 Director of Finance - Canada 150 Community Infrastructure Program – Project Authorization

Resolution # 15-213

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council authorizes staff to submit a grant funding application under the Canada 150 Community Infrastructure grant Program for funding to support the improvements and accessibility upgrades to the Victoria Park playground equipment in Hillsburgh;

And That the Town of Erin application will request 33.3% government funding to support the anticipated Project costs up to \$150,000.

Carried

9.2.3 Financial Analyst - Water Rates Study & Financial Plan – Adoption

Resolution # 15-214

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the Financial Analyst's report with regard to the adoption of the 2015 Town of Erin Drinking Water System '10 Year Financial Plan';

And That Council directs staff to prepare a by-law to implement the rate structure identified as the 'Capital Plan Model' in the GSS Engineering Consultants Ltd 2015 Water Rates Study, for authorization at a future Council meeting;

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And That Council approves a resolution to adopt the ten year Financial Plan as presented by GSS Engineering Consultants Ltd.

Carried

9.3 Committees

9.3.1 Town of Erin Heritage Committee - April 20, Meeting Minutes and update

The Heritage Committee has asked that the Town advertise for new members. As this committee has been ongoing and there have been no issues with quorum, the Town will advertise for new members to be appointed to the committee.

Resolution # 15-215

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the Town of Erin Heritage Committee April 20, 2015 meeting minutes.

Carried

10. Correspondence

Resolution # 15-216

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives correspondence items 10.1 to 10.6 for information.

Carried

10.1 Activity List

Add item - Hillsburgh Fire Station - Update Emergency Plan, Fire Chief and County Emergency Manager

Mayor and Reeve's Wall of Recognition - Reassign to Heritage Committee

Victoria Park Concession - Town has been approached by an interested party to operate, as well as the Centre 2000 and Hillsburgh Community Centre concessions

Sideroad 10 unopened road allowance - Proponents are making progress

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with neighbours and survey work and documentation - will come before council once complete

10.7 Town of Aurora - Resolution re: Community Mailboxes

Resolution # 15-217

Moved By Councillor Sammut

Seconded By Councillor Duncan

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

And that the Town of Erin endorse the City of Hamilton's opposition to the elimination of home mail delivery and installation of community mailboxes;

And further that Council directs the Mayor to send a letter to the Federal Minister of Transport, who oversees Canada Post, to require Canada Post to halt installation of community mailboxes immediately and adhere to its Five-point Action Plan requirement to engage in full and meaningful consultation with all stakeholders, including the Town and its residents.

Carried

10.8 Kelly Clermont, Angelstone Farms - Requesting Council designate 2015 events as municipally significant

Resolution # 15-218

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives Kelly Clermont's letter dated May 21, 2015 seeking Council's consideration to designate the Angelstone International Show Jumping Tournaments being held July 1st to 5th, July 8th to 12th, July 15th to 19th, July 29th to August 2nd, August 5th to 9th, August 19th to 23rd, and August 26th to 30th as municipally significant events for its contribution to the Town's tourism and economic development to meet the requirements of the Special Occasion Permit to be able to move freely between licensed areas and areas to which the Special Occasion Permit applies;

And that Council grants this request, subject to Angelstone's compliance with the Town's by-laws 14-19 (Major Events), and 15-20 (Temporary Zoning Amendment - Angelstone Farms).

Carried

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11. New Business

**Item added during approval of the Agenda - Glendevon Reservoir:

Council received a memo from the Interim Water Superintendent explaining that several cracks are evident in the concrete walls of the reservoir which need to be repaired as soon as possible. Extensive crack repair has been undertaken in the past, and therefore due to the recurring nature of the issue, major repairs and/or replacement of the reservoir will be reviewed.

Resolution # 15-219 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Duncan

Be it resolved that Council authorizes the Interim Water Superintendent to take emergency measures necessary to repair the Glendevon Reservoir, and to prepare an update report including costing.

Carried

11.1 Set Special Meeting Date for Strategic Initiatives - Councillor Sammut

Councillor Sammut would like to schedule a meeting to put forth key strategic initiatives and discuss an action plan and how to accomplish priorities. A suggestion was made to include a survey with the July tax bill mailing. The CAO will inquire with County Planning to facilitate the meeting.

Resolution # 15-220

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council sets the following meeting date as a special meeting to discuss key objective based strategic initiatives:

June 30, 2015 - 1:00pm

Carried

11.2 Christine Furlong, Triton Engineering - FCM - Green Municipal Fund - Approval to submit application for funding

June 2, 2015 Regular Meeting

Resolution # 15-221

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives and accepts the correspondence from Triton Engineering dated May 28, 2015, regarding the Federation of Canadian Municipalities (FCM) - Green Municipal Fund (GMF);

And that Council directs staff to complete the GMF application for a feasibility study related to the Wastewater Servicing Class EAs, with the assistance of Triton Engineering Services Limited.

Carried

11.3 Wastewater EA - Direction - Mayor Aills

Resolution # 15-222

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council agrees with the recommendations of the SSMP and authorizes staff and Triton Engineering Services to continue moving forward with preparing a request for Letters of Interest from qualified consulting firms to complete the Wastewater Servicing Class Environmental Assessment.

Carried

12. Closed Session

Resolution # 15-223

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 3:54 pm to discuss the matter pertaining to:

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; By-law Part 1 Ticket

Carried

13. Return from Closed Session

13.1 Motion to Reconvene

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Resolution # 15-224

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that the meeting be reconvened at the hour of 4:09 pm.

Carried

13.2 Report Out

None.

14. By-Laws

Resolution # 15-225

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that By-Law number 15 – 24 (confirming) is hereby passed.

Carried

15. Notice of Motion

None.

16. Adjournment

Resolution # 15-226

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that the meeting be adjourned at the hour of 4:10 pm.

Carried

Mayor

Clerk



Town of Erin

Council Presentation

June 16, 2015

Dam Breach – West Credit River



Definition

“a breach of any water retaining structure, their abutments, outlet works or spillway which results in a large or rapidly increasing uncontrolled release of water, which may be caused by a major flood, unusual leakage, and loss of discharge capability, earthquake, sabotage or act of terrorism”.



Possible Reasons for Breach

- Major flood
- Unusual leakage (piping through the embankment, foundations or abutments)
- Loss of discharge capability (could result in high water levels which may overtop the dam)
- Earthquake (uncertainty as to the construction standards) major dams built during or around time of hazels were built for this consideration.
- Sabotage, bomb threat, etc.





Hillsburgh/Station Road



PHOTO COURTESY OF MICHIGAN DEPARTMENT OF TRANSPORTATION



Hillsburgh conduit



PHOTO COURTESY OF MICHIGAN DEPARTMENT OF TRANSPORTATION



Hillsburgh Pond

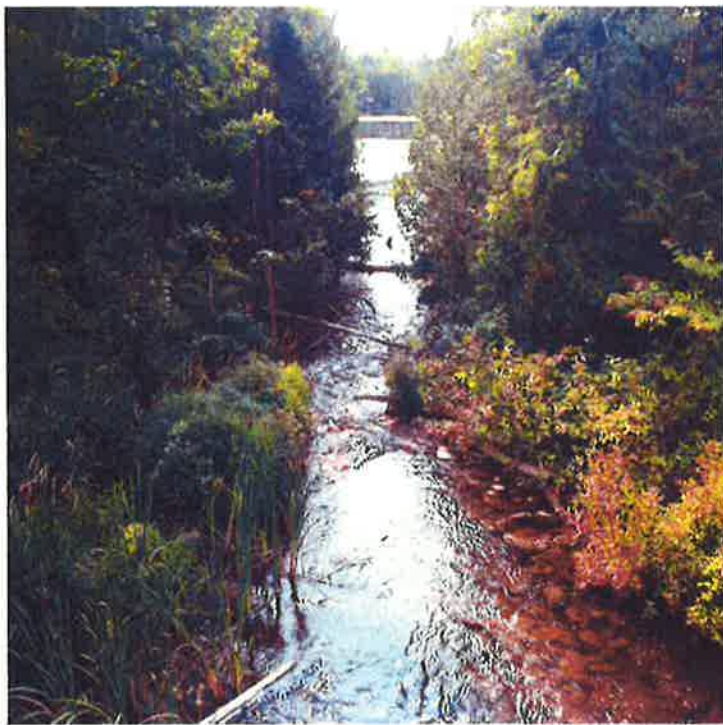


Station Road





View to Ainsworth



Ainsworth Pond

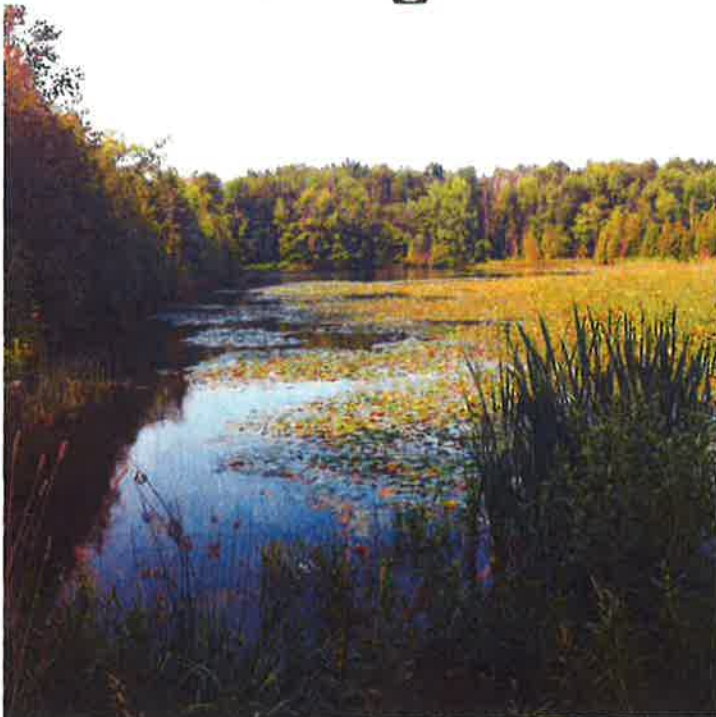




Figure 10.1. Erin Exercise Breach



View along dam





Fish Club Pond



April 2011 - Sun, Ne. & N. 100 ft. S



Fish Club Spillway





© 2004-2005, Town of Erin, Ontario



Unnamed Dam



© 2004-2005, Town of Erin, Ontario



Unnamed



11/20/2014 10:20:00 AM



Unnamed



11/20/2014 10:20:00 AM



Illustration provided by the Town of Erin

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Roman Lakes





Roman Lakes



Figure 1. The Spring of Roman Lakes



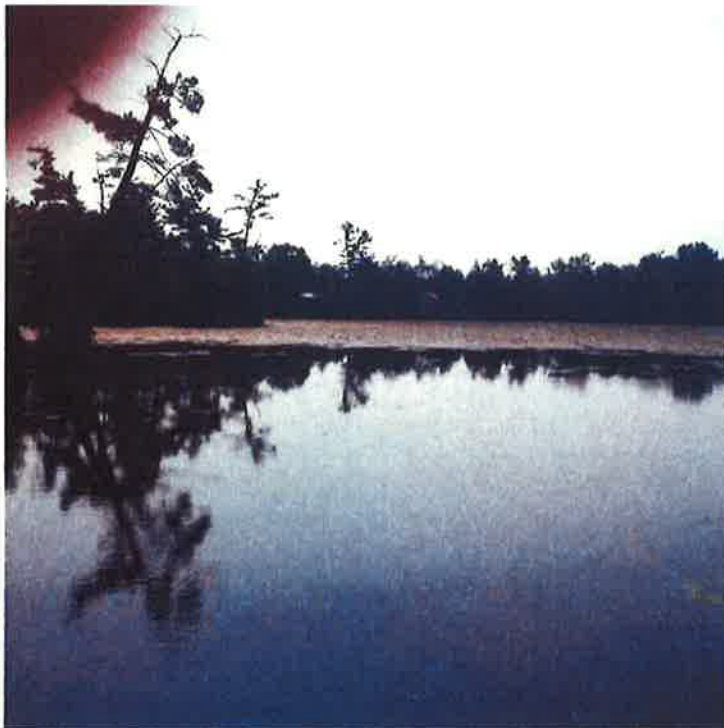
Roman Lakes



Figure 2. Roman Lakes



North Pond





Culvert between Ponds



Figure 1.1: Culvert between ponds

25



Culvert between ponds



Figure 1.2: Culvert between ponds

26



South Pond



Photo by [unreadable]

14



View of South Pond from Dam



Photo by [unreadable]



FIGURE 1-10 Exercise Breach



Church Street Dam



FIGURE 1-11



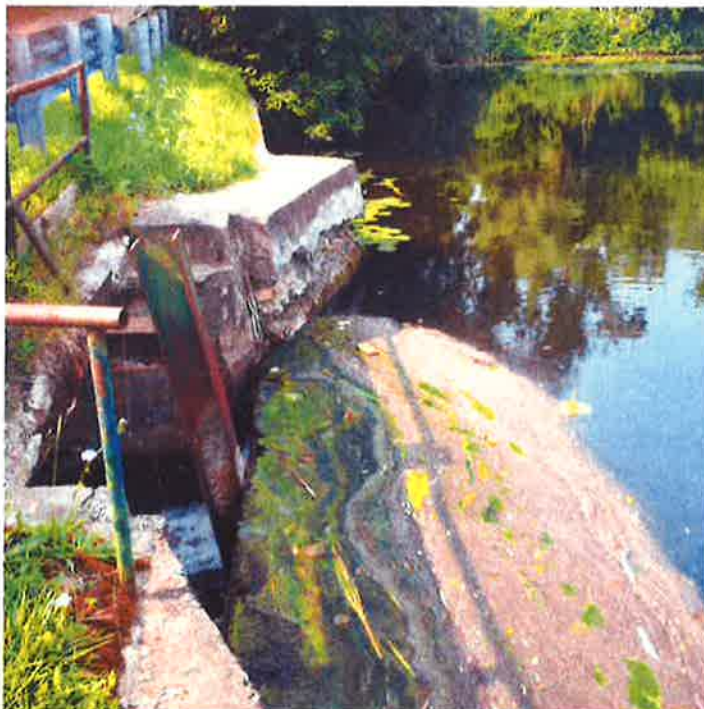
Church Street Dam



© 1996-2004 Department of Environmental Management



Church Street Dam





Church Street Pond



Church Street Pond, June 19, 2009

24



Church Street Pond



Church Street Pond, June 19, 2009

25



Church Street Dam Spillway



Church Street Culvert





Downstream side of Church



Figure 1. Downstream side of Church

17



Charles Street Pond



Figure 2. Charles Street Pond

18



Charles Street Dam



Figure 10-11 Charles Street Dam

10



Charles Street Dam



Figure 10-12 Charles Street Dam

11



Charles Street Dam



Copyright © National Park Service



Charles Street downstream



Copyright © National Park Service



Church Street along bridge



Cascading Breach Results

± Time H:M	Location / Infrastructure	Result	Flow ±cms	Buildings flooded
0:15	Hillsburgh and Ainsworth Dam	Breach begins		0-2
1:00	Downstream of Breach	Max flow	144	
1:10	Rail Trail	Inundated 2.3m	135	
1:15	Fish Club Pond	Breached by flood	205	0-1
1:20	Regional Road 22, low point 100m from culvert	Inundated 1.6m	197	
1:45	Olesovsky Pond	Breached by flood	537	
	Trafalgar Road	Inundated 1.4m		
	8 th Line 1 st crossing	Inundated 2.3m		
	17 th Side Road	Inundated 0.9m		
	8 th Line 2 nd crossing	Inundated 1.2m		
4:00 to 8:15	Outside Town of Erin	± 50 year flood	65	
	Town of Erin > 8 Structures inundated	Regional flood or greater with more dams breached		> 130



50 year flood levels for Erin

Section	Structures	Location	Depth, m	Velocity, m/sec
10478	± 4 sites (lots) as a part of trailer park	Trailer Park lots w/ multiple structures	0.4	0.3
Through 10335	± 32 trailer park lots	Trailer Park	1.35	0.4
D/S of 10335	± 3 trailer park lots	Finger of land into pond	0.5	0.4
9927	2 residential	U/S of Dundas	0.4	0.5
9432	2 residential	South side Centre St	<0.1	0.1
8903 to 9547	± 7 residential and/or business	from u/s of Charles St Dam through Hwy 124 to Mills St	1.8 max @ sec 8881	1.6 max @ sec 8881



Village of Erin Two Zone Study

- Completed in 1994
- Number of recommendations for managing flood plain in the urban centre of Erin
- Some recommendations directed at Charles and Church Street Dams



Questions

Town of Erin After Action Report | 2014

In accordance with the Emergency Management and Civil Protection Act, R.S.O., 1990, the Town of Erin Municipal Emergency Control Group and supporting Emergency Operation Centre staff conducted an exercise as required by Regulation 380/04 Section 12 (6) of the Emergency Management and Civil Protection Act. The following report summarizes the details of the exercise, outcomes and recommendations of the exercise.

1. **DATE:**
August 14, 2014

2. **TIME:**
1030 hrs to 1500 hrs

3. **LOCATION:**
Primary Emergency Operation Centre – Town of Erin Municipal Office

4. **EXERCISE PARTICIPANTS**
Kathryn Ironmonger, CAO
Connie Cox, Scribe
Larry Van Wyck, Road Superintendent
Sally Stull, Planner
John Brennan, Councillor
Jeff Wong, CVCA
Sherwin Watson-Leung, CVCA
Tyler Slaght, CVCA
Drew Maddison, OFEMO Field Officer
Linda Dickson, Emergency Manager
Bridgette Francis, Wellington Emergency Management

5. **AIM :**
The purpose of this exercise is to bring together the information gathered over the past few years regarding the discussions with Hillsburgh/Station Road dam and the risks associated with a breach of the dam and/or subsequent dams further downstream. The exercise will review the dams located between Hillsburgh and Erin including a site tour of several of the dams. As a result of the exercise it is hoped that the information gathered and assembled will assist the Town in making decisions with respect to prevention and/or mitigation measures of publicly owned dams and where necessary prepared plans and procedures to respond to potential breaches of the dams and subsequent flood risks in the urban centre of Erin.

6. **TYPE OF EXERCISE – Discussion based exercise**

7. SCENARIO:

This year's annual emergency management exercise is based upon a succession of dam breaches on the West Credit River between the urban centres of Hillsburgh and Erin. In 2010 and 2011 the Road Superintendent noted settling on Station Street roadway in the area of the culvert crossing of the Hillsburgh Dam. The road was monitored and in the fall of 2011, it was observed that the culvert was bubbling and making strange noises. The Credit Valley Conservation Authority (CVCA) was contacted who in turned contacted the Ministry of Natural Resources (MNR). The Town arranged for radar testing of the situation in November of 2011. A significant void was present under the travelled portion of the roadway above the culvert. Station Street was closed for safety reasons and further investigation of the situation was initiated.

A series of meetings were held among the MNR, CVCA and the Town of Erin and options to correct the sinkhole in the roadway were considered. To address immediate safety and risks associated with the sinkhole and road closures, the Town chose to make temporary repairs to the culvert crossing and complete road repairs using the "non-application emergency" provision of the Lakes and Rivers Improvement Act. This allowed the Town to complete certain works on a temporary or interim basis to address the immediate safety threat and to permit repairs to the road to allow it to reopen. The Fire Hall is immediately adjacent to this roadway and Station Street is a commonly used road by the Fire Department for emergency calls. With the road closed alternate and less direct routes were required which in some cases could add considerable time to responding to an emergency call.

The works were considered a temporary fix and more permanent solutions are to be addressed. The first step is the completion of an Environmental Assessment for which the Town has budgeted to have completed in 2014.

At the time the sinkhole was observed and discussed, at the request of MNR, the CVCA investigated the risks associated with a breach of the Hillsburgh Dam. The investigation included not only the Hillsburgh Dam but all publicly and privately owned dams along the branch of the West Credit River leading into and in the urban centre of Erin.

8. EXERCISE SUMMARY:

All information and effects associated with cascading dam failures is based upon limited information and best estimates for water quantities in the existing ponds.

There are six dams, mostly privately owned, located directly on the West Credit River and two dams which are indirect to the river but may be impacted by a cascading dam failure and therefore contribute to the effects of dam failures.

The main impacted area associated with cascading dam failures is the Stanley Park area and the downtown and residential areas of Erin south east of the Charles Street Dam.

It is generally agreed that the flood impact would result in approximately a 1:50 year flood event in the Stanley Park and urban centre of Erin. The 1:50 year flood event is slightly less than the current regulatory flood lines denoted in the Town's planning documents.

9. EXERCISE RECOMMENDATIONS:

- i) Prepare a report on the effects of a cascading dam breach on the West Credit River.
- ii) Prepare a flood contingency/response plan for the Town of Erin in consultation with the Ministry of Natural Resources who, under the Order in Council, is provincially responsible for formation of emergency response plan for dam failures.
- iii) Review report and plan with the Town's Emergency Management Program Committee and Council in 2015.

REQUEST TO BE A DELEGATION BEFORE COUNCIL



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

MEETING DATE BEING REQUESTED:

Tuesday June 16 -

1st Choice

Kelly Counsell or Bridget Ryan

Name of delegate(s) or group representative

2nd Choice

Equine Canada / Horse Experience 2015

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

To present Horse Experience 2015 project for the purpose of creating generate awareness, economic benefits to the area and opportunities for Town of Erin businesses to get involved in the project

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

- ①. Distribution of promotional materials and project support. (at Town Office and posting to Town website.)
- ②. Website link

CONTACT INFORMATION:

Name: Bridget Ryan - or - Kelly Counsell (905) 252-0451
Address: 5832 Tenth Line Hillsburgh Ontario
kelly@strategic.equine.ca
Phone: 519-855-4562 E-Mail: bryan@creativedirectionmk.ca

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

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

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

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

Signature of Applicant

B Ryan

Date

June 1/2015

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



www.HorseExperience.ca

JOIN US! SHARE THE EXCITEMENT DURING THE PAN AM GAMES!

Dear Business Owner;

Equine Canada invites you to see, touch and experience **Horse Experience 2015**, a month-long showcase of horses in Canada. **Horse Experience 2015** was created to attract international, national and regional visitors, and to build on the excitement of the 2015 Pan American Games. In support of this great event Equine Canada has created this portal to horse-related events and activities complete with shuttle service and RV camping options during the month of July.

Details and Calendar of Events at

www.HorseExperience.ca

- The Pan Am Games (Toronto 2015) is anticipating more than *10,000 international visitors* from 41 countries in North, Central and South America. Pan Am Toronto 2015 is planning for an additional 200,000+ visitors to the area from Ontario and neighbouring provinces and states.
- Included on our new, interactive website, are events and options for horse farm tours, horse racing packages, educational tours, learn-to experiences, horse exhibitions, horse sales, and unique horse interaction and horse-adventure and riding opportunities.
- Some events are free and require reservations; other events are ticketed and require booking and paying for tickets on the site.
- Tickets and shuttle services for all Horse Experience Events can be purchased from the site.
- Bus Tours booked through the site depart from the RV campground, located at Orangeville Fairgrounds (OEC), located 5 minutes north of the Town of Orangeville
- RV camping available at the Orangeville Fairgrounds (OEC), close to the Pan Am equestrian competitions taking place at Caledon Equestrian Park.
- Shuttle service from the RV campground to the equestrian competitions is available.

For more information on how to get your business involved with Horse Experience 2015 or to order promotional material, please contact Strategic Equine Inc, on behalf of Equine Canada:

Kelly Counsell
905-252-0451
Kelly@strategicequine.ca

Vel Evans
905-953-8250
VelEvans@strategicequine.ca



www.HorseExperience.ca

Equine Canada invites you to ...

See

Touch

Experience

#HorsesInCanada

Equine Canada through *Horse Experience 2015*, has partnered with the Headwaters Tourism and the Ontario Equestrian Federation to fulfill the following objectives:

- Develop export markets for Canadian-bred horses and genetics. South/Central American countries are target markets for the Long Term International Strategy for Equine Canada (and the Canadian industry) as key potential growth markets for Canadian horse industry exports.
- Maximize domestic and international tourism activities in the Headwaters region and build awareness of “Headwaters Horse Country”.
- Maximize participation with horses in Ontario in all breeds, disciplines and sports. Attracting new participants from urban Ontario supports this mandate.

For more information on how to get your business involved with *Horse Experience 2015* and to receive promotional material, please contact Strategic Equine Inc, on behalf of Equine Canada:

Kelly Counsell
905-252-0451
Kelly@strategicequine.ca

Vel Evans
905-953-8250
VelEvans@strategicequine.ca



Staff Report

Report #: 2015-14R

Date: June-16-15

Submitted By: Larry Van Wyck, Road Superintendent

Subject: Replacement of Structure 2061,
Contract 5093-15
TENDER RESULTS

Recommendations:

Be it resolved that Council receives the Replacement of Structure 2061 Contract 5093-15 Tender Results report;

And that Council accepts the bid of Finnbilt Contracting Ltd. (the lowest qualified bidder) for the Replacement of Structure 2061 for a price of \$ 366,304.87 including HST and Contingency.

Background:

Notices were faxed by the Town Engineer to known bridge contractors. In addition an advertisement was placed in the Wellington Advertiser. This approach was necessitated in an attempt to maximize the limited time window available to work in the stream at this location as it has been identified as a cold water stream. (July 1st until September 30).

The tenders received have been checked for errors and omissions and no arithmetical errors were found.

Therefore it is recommended that council award the Contract to Finnbilt Contracting in the amount of \$ 366,304.87 which includes an allowance for Contingencies and HST

Financial Impact:

This expenditure is included in the 2015 Capital Budget.

Consultation:

E/A Commenting and approval agencies GRCA, MNR etc.

Communications Plan:

Once the schedule is confirmed a written notice will be delivered to all area residents.

Conclusion:

That Council accepts the tender of the lowest bidder, Finnbilt Contracting for the Replacement of Structure 2061 for a price of \$ 366,304.87 including HST

Appendices:

2015-14R Results

TOWN OF ERIN - TENDER RESULTS CONTRACT 5093-15				
June 10, 2015 - Replacement of Structure 2061				
	<u>Finnbilt</u>	<u>Drexler</u>	<u>Reeves</u>	
	<u>Contracting</u>	<u>Construction</u>	<u>Construction</u>	
HST				
TOTAL	\$366,304.87	\$379,762.49	\$420,646.11	



Staff Report

Report #: BD2015-05
Date: June-16-15
Submitted By: Andrew Hartholt
Subject: Demolition Report - 5358 Tenth Line

Recommendations:

Be it resolved that Council hereby receives Building Department Demolition Report, dated June 16, 2015, regarding the application for demolition permit to demolish a single residential dwelling located at 5358 Tenth Line, Town of Erin;, Assessment Roll No. 23 16 000 003 11900 0000

And that the Heritage Committee previously approved this application on September 15, 2014

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

Background:

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

Proposed Demolition:

An authorized agent of the owner has applied for a demolition permit to demolish and remove the house that is existing. The Building Department has not received an application to construct a replacement house on the property.

Information:

The demolition permit application was received May 13, 2015.

The heritage committee has been circulated and approved the removal of the house and the outbuildings on September 15, 2014.

Property Information:

Owner: Halton Crushed Stone Ltd.
Legal Description: Part Lots 11 & 12, Con 10E
Assessment Roll No.: 23 16 000 003 11900 0000
Zoned: M4 – Extractive Industrial

Financial Impact:

None

Consultation:

Heritage Committee and Council

Communications Plan:

Through regular council meeting

Conclusion:

The Building Department has no objection to the demolition application.

Appendices:

Appendix I –photos and site plan of house proposed to be demolished

Appendix I –photos and site plan of house proposed to be demolished



Front of house



Rear of house



Site Plan showing house proposed to be demolished



Staff Report

Report #: BD2015-06
Date: June-16-15
Submitted By: Andrew Hartholt
Subject: Demolition Report – 5588 Eighth Line

Recommendations:

Be it resolved that Council hereby receives Building Department Demolition Report, dated June 8, 2015, regarding the application for demolition permit to demolish a single residential dwelling located at 5588 Eighth Line, Town of Erin; Assessment Roll No. 23 16 000 008 04000 0000

AND THAT Council hereby approves the issuance of the demolition permit

Background:

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

Proposed Demolition:

An authorized agent of the owner has applied for a demolition permit to demolish and remove the house that is existing. The Building Department has not received an application to construct a replacement house on the property, but the authorized agent has indicated such an application will be applied for by the end of June 2015 or early July 2015.

Information:

The demolition permit application was received June 8, 2015. The house is not listed on the heritage inventory.

Property Information:

Owner: Steve Schafer

Legal Description: Part Lot 18, Con 8E

Assessment Roll No.: 23 16 000 008 04000 0000
Zoned: A & EP2

Financial Impact:

None

Consultation:

Council

Communications Plan:

Through regular council meeting

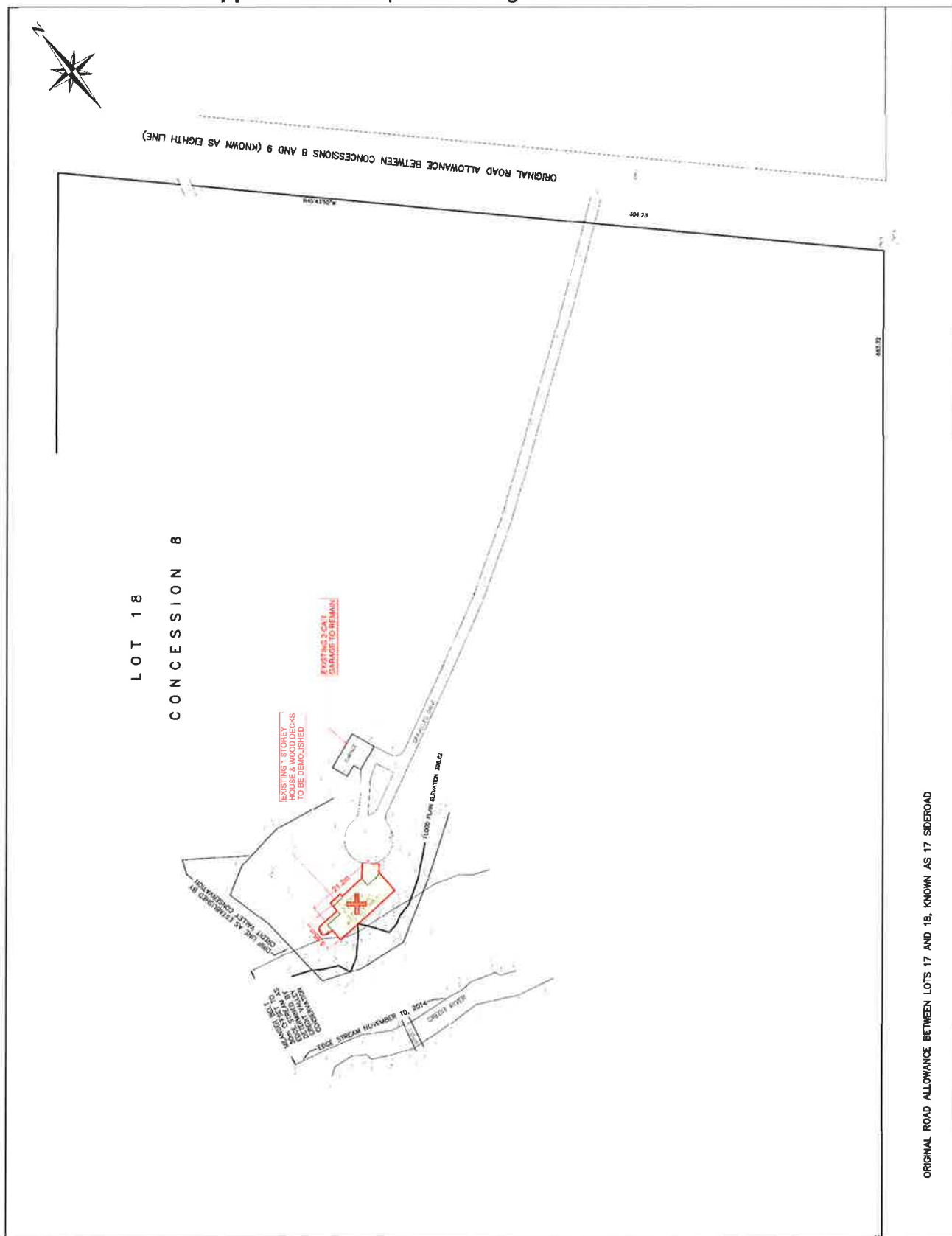
Conclusion:

The Building Department has no objection to the demolition application.

Appendices:

Appendix I – Site plan showing house to be demolished
Appendix II –photos of house proposed to be demolished

Appendix I – Site plan showing house to be demolished



ORIGINAL ROAD ALLOWANCE BETWEEN LOTS 17 AND 18, KNOWN AS 17 SIDEROAD

Appendix II –photos of house proposed to be demolished



Front Elevations





Rear Elevation



Staff Report

Report #: BD2015-02
Date: June-16-15
Submitted By: Andrew Hartholt, CBO
Subject: Building Permit Activity Report

Recommendations:

Be it resolved that Council hereby receives Building Department Building Activity Report dated June 16, 2015 for information

Background:

Overall the building activity this year is up 13% over last year's numbers. As of June 10, we have issued 92 permits when compared to 81 at the same time last year. Housing starts have increased significantly over last year, going from 7 houses in 2014 to 16 houses in 2015.

See attached appendices for full breakdown of the comparison of the 2015 building permit activity vs. 2014 building permit activity.

Financial Impact:

None

Consultation:

N/A

Communications Plan:

To be presented at a regular council meeting for information

Appendices:

Appendix I – Building Permit to Date – June 10, 2015
 Appendix II – Month by Month comparison – January to May 2015

Appendix I -Building Permits to Date

Permit Comparison Summary

Issued For Period JAN 1,2015 To JUN 10,2015

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	8	3,748.84	80,000.00	3	1,083.58	70,000.00
Pool	7	1,600.00	168,000.00	3	600.00	110,000.00
Accessory Building - Residential						
Accessory Building - Residential	8	5,122.55	142,000.00	11	8,531.12	342,000.00
Change of Use						
Change of Use	1	2,751.80	25,000.00	0	0.00	0.00
Commercial						
Commercial	2	0.00	1,810,000.00	0	0.00	0.00
Commercial - Major renovation	2	2,750.00	100,000.00	4	5,500.00	135,778.00
Commercial - Minor renovation	3	2,250.00	55,000.00	0	0.00	0.00
Demolition						
Demolition Permit - Non-Residential	2	1,500.00	0.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	5	4,060.00	663,000.00	2	2,057.60	487,500.00
Farm Building - New	2	3,715.50	220,000.00	6	4,147.20	281,300.00
Industrial						
Industrial	1	8,160.00	150,000.00	0	0.00	0.00
Industrial - Major	2	1,500.00	840,000.00	2	7,070.00	506,000.00
Institutional						
Institutional - Major	1	2,000.00	400,000.00	0	0.00	0.00
Institutional - Minor	1	750.00	3,000.00	0	0.00	0.00
Residential						
Residential - Major	7	14,146.00	1,575,000.00	13	23,000.74	2,138,000.00
Residential - Minor	5	1,336.23	44,000.00	4	1,377.00	40,000.00
Residential - New						
Residential -SDR	7	20,115.08	2,853,000.00	16	58,517.56	7,988,000.00
Septic Permit						
Septic Permit	12	6,000.00	0.00	25	12,075.00	0.00
Septic Permit - Tank Replacement	4	800.00	0.00	1	200.00	0.00
Tent						
Tent	1	200.00	0.00	2	400.00	0.00

Town Of Erin

Permit Comparison Summary

Issued For Period JAN 1,2015 To JUN 10,2015

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	81	92
Total Dwelling Units Created	9	16
Total Permit Value	9,128,000.00	12,098,578.00
Total Permit Fees	82,506.00	124,559.80
Total Compliance Letters Issued	9	18
Total Compliance Letter Fees	675.00	1,350.00

<u>Permit Charge</u>	<u>Amount</u>
Accessory Building - Residenti	8,531.12
Commercial - Major renovation	5,500.00
Deck	1,083.58
Farm Building - Addition/renov	2,057.60
Farm Building - New	4,147.20
Industrial - Major	7,070.00
Pool	600.00
Residential - Major	23,000.74
Residential - Minor	1,377.00
Residential -SDR	58,517.56
Septic Permit	12,075.00
Septic Permit - Tank Replaceme	200.00
Tent	400.00
Total	124,559.80

Town Of Erin

Permit Comparison Summary

Issued For Period JAN 1,2015 To JUN 10,2015

Type	Number	Property
Farm Building - New	2014-0221	6125 SECOND LINE
Septic Permit - Tank Replacement	2014-0227	27 SCOTCH ST
Residential - Major	2014-0225	30 ANDERSON CLOSE
Septic Permit	2014-0132R	5421 TRAFALGAR RD
Residential - Major	2015-0002	5377 TRAFALGAR RD
Accessory Building - Residential	2015-0005	5857 NINTH LINE
Residential - Major	2015-0004	5198 FIRST LINE
Commercial - Major renovation	2014-0212	280 MAIN ST
Commercial - Major renovation	2014-0213	280 MAIN ST
Septic Permit	2014-0214	280 MAIN ST
Septic Permit	2015-0006	5761 SIXTH LINE
Residential -SDR	2015-0007	105 HOMESTEAD LANE
Septic Permit	2015-0008	105 HOMESTEAD LANE
Industrial - Major	2015-0001	8949 WELLINGTON RD 50
Farm Building - New	2015-0011	6036 NINTH LINE
Septic Permit	2015-0012	6036 NINTH LINE
Farm Building - Addition/renovatio	2015-0013	6036 NINTH LINE
Accessory Building - Residential	2013-0169	9145 WELLINGTON RD 50
Residential -SDR	2015-0016	8933 WELLINGTON RD 124
Septic Permit	2015-0017	8933 WELLINGTON RD 124
Commercial - Major renovation	2014-0228	134 MAIN ST
Farm Building - Addition/renovatio	2015-0021	5216 NINTH LINE
Pool	2015-0022	5 ASPEN CRT
Residential - Minor	2014-0136R	5318 TRAFALGAR RD
Residential - Major	2015-0023	5840 TENTH LINE
Residential - Major	2014-0016R	172 MAIN ST
Septic Permit	2014-0021	172 MAIN ST
Pool	2015-0034	35 LEENDERS LANE
Deck	2015-0024	9471 SIDEROAD 17
Residential -SDR	2015-0019	5427 TRAFALGAR RD
Septic Permit	2015-0020	5427 TRAFALGAR RD
Residential - Major	2013-0174R	9105 ERIN GARAFRAXA TL
Accessory Building - Residential	2015-0015	9030 HALTON-ERIN TLINE
Residential - Major	2015-0029	4 WALLACE AVE
Residential -SDR	2015-0030	4918 FIRST LINE
Septic Permit	2015-0031	4918 FIRST LINE
Residential - Major	2015-0032	9647 SIDEROAD 27
Deck	2015-0025	6082 WINSTON CHUR BLVD
Septic Permit	2015-0033	9647 SIDEROAD 27
Residential - Major	2015-0036	6123 TRAFALGAR RD
Accessory Building - Residential	2015-0039	9465 SIDEROAD 17
Residential -SDR	2015-0009	5748 EIGHTH LINE
Septic Permit	2015-0010	5748 EIGHTH LINE
Residential -SDR	2015-0037	5338 WINSTON CHUR BLVD

Town Of Erin

Permit Comparison Summary

Issued For Period	JAN 1,2015	To	JUN 10,2015
Septic Permit		2015-0038	5338 WINSTON CHUR BLVD
Accessory Building - Residential		2015-0042	5 ASPEN CRT
Accessory Building - Residential		2015-0040	9765 SIDEROAD 10
Accessory Building - Residential		2014-0119R	5 DUNDAS ST W
Residential -SDR		2014-0084	9736 WELLINGTON RD 42
Septic Permit		2014-0085	9736 WELLINGTON RD 42
Accessory Building - Residential		2015-0041	9353 SIDEROAD 9
Tent		2015-0065	5555 FOURTH LINE
Residential - Major		2015-0044	5122 ALLAN PATH
Septic Permit		2015-0067	5122 ALLAN PATH
Farm Building - New		2015-0035	5365 WELLINGTON RD 125
Farm Building - New		2015-0035F	5365 WELLINGTON RD 125
Commercial - Major renovation		2015-0043	2 THOMPSON CRES
Septic Permit		2015-0046	4952 EIGHTH LINE
Residential -SDR		2015-0045	4952 EIGHTH LINE
Residential - Minor		2015-0061	6028 FOURTH LINE
Residential -SDR		2015-0048	4929 TRAFALGAR RD
Septic Permit		2015-0049	4929 TRAFALGAR RD
Accessory Building - Residential		2015-0054	31 ARMSTRONG ST
Pool		2015-0062	31 ARMSTRONG ST
Septic Permit		2015-0072	115 TRAFALGAR RD
Residential -SDR		2015-0064	5931 TENTH LINE
Septic Permit		2015-0066	5931 TENTH LINE
Residential -SDR		2015-0026	5367 EIGHTH LINE
Septic Permit		2015-0028	5367 EIGHTH LINE
Residential -SDR		2015-0055	9568 SIDEROAD 5
Septic Permit		2015-0056	9568 SIDEROAD 5
Industrial - Major		2015-0073	11 THOMPSON CRES
Tent		2015-0080	5677 THIRD LINE
Residential - Major		2015-0050	6159 EIGHTH LINE
Residential - Minor		2015-0076	9334 SIDEROAD 9
Septic Permit		2015-0077	75 DOUGLAS CRES
Residential - Minor		2015-0027	9496 SIDEROAD 10
Residential -SDR		2014-0155	8720 SIDEROAD 15
Deck		2015-0053	5062 THIRD LINE
Residential - Major		2015-0070	34 PINE RIDGE RD
Residential -SDR		2015-0078	16 SPRUCE ST
Septic Permit		2015-0083	16 SPRUCE ST
Residential -SDR		2015-0058	1 LINE
Septic Permit		2015-0059	1 LINE
Accessory Building - Residential		2015-0060	1 LINE
Farm Building - New		2015-0082	5383 WELLINGTON RD 125
Residential -SDR		2015-0068	9765 SIDEROAD 10
Septic Permit		2015-0069	9765 SIDEROAD 10
Residential - Major		2015-0079	9425 SIDEROAD 17

Town Of Erin

Permit Comparison Summary

Issued For Period	JAN 1,2015	To	JUN 10,2015
Accessory Building - Residential	2015-0087		4952 EIGHTH LINE
Septic Permit	2015-0095		9425 SIDEROAD 17
Farm Building - New	2015-0052		5670 SECOND LINE

Appendix II - Building Permits to Date

Permit Comparison Summary

January

Issued For Period JAN 1,2015 To JAN 31,2015

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building - Residential						
Accessory Building - Residential	0	0.00	0.00	1	200.00	2,000.00
Demolition						
Demolition Permit - Non-Residential	1	1,300.00	0.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	1	2,160.00	68,000.00	0	0.00	0.00
Farm Building - New	0	0.00	0.00	1	919.20	60,000.00
Industrial						
Industrial	1	8,160.00	150,000.00	0	0.00	0.00
Institutional						
Institutional - Major	1	2,000.00	400,000.00	0	0.00	0.00
Residential						
Residential - Major	1	2,000.00	40,000.00	2	2,925.74	95,000.00
Residential - Minor	1	300.00	10,000.00	0	0.00	0.00
Septic Permit						
Septic Permit	1	500.00	0.00	1	75.00	0.00
Septic Permit - Tank Replacement	0	0.00	0.00	1	200.00	0.00

	Previous Year	Current Year
Total Permits Issued	7	6
Total Dwelling Units Created	0	0
Total Permit Value	668,000.00	157,000.00
Total Permit Fees	16,420.00	4,319.94
Total Compliance Letters Issued	2	2
Total Compliance Letter Fees	150.00	150.00

Permit Charge	Amount
Accessory Building - Residenti	200.00
Farm Building - New	919.20
Residential - Major	2,925.74
Septic Permit	75.00
Septic Permit - Tank Replaceme	200.00
Total	4,319.94

Town Of Erin

February

Permit Comparison Summary

Issued For Period FEB 1,2015 To FEB 28,2015

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Commercial						
Commercial - Major renovation	1	750.00	50,000.00	2	2,750.00	45,000.00
Commercial - Minor renovation	1	750.00	20,000.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	0	0.00	0.00	1	1,857.60	457,000.00
Farm Building - New	1	818.10	120,000.00	1	750.00	16,300.00
Industrial						
Industrial - Major	0	0.00	0.00	1	6,320.00	400,000.00
Residential						
Residential - Major	1	2,000.00	121,000.00	1	2,000.00	200,000.00
Residential - New						
Residential -SDR	2	6,823.46	820,000.00	1	4,887.19	645,000.00
Septic Permit						
Septic Permit	3	1,500.00	0.00	4	2,000.00	0.00
Septic Permit - Tank Replacement	1	200.00	0.00	0	0.00	0.00
	Previous Year			Current Year		
Total Permits Issued	10			11		
Total Dwelling Units Created	2			1		
Total Permit Value	1,131,000.00			1,763,300.00		
Total Permit Fees	12,841.56			20,564.79		
Total Compliance Letters Issued	2			1		
Total Compliance Letter Fees	150.00			75.00		

Permit Charge	Amount
Commercial - Major renovation	2,750.00
Farm Building - Addition/renov	1,857.60
Farm Building - New	750.00
Industrial - Major	6,320.00
Residential - Major	2,000.00
Residential -SDR	4,887.19
Septic Permit	2,000.00
Total	20,564.79

Town Of Erin

March

Permit Comparison Summary

Issued For Period MAR 1,2015 To MAR 31,2015

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Pool	0	0.00	0.00	1	200.00	40,000.00
Accessory Building - Residential						
Accessory Building - Residential	1	1,125.00	10,000.00	1	1,489.18	75,000.00
Commercial						
Commercial - Major renovation	0	0.00	0.00	1	2,000.00	40,778.00
Commercial - Minor renovation	1	750.00	15,000.00	0	0.00	0.00
Demolition						
Demolition Permit - Non-Residential	1	200.00	0.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	0	0.00	0.00	1	200.00	30,500.00
Residential						
Residential - Major	1	2,000.00	60,000.00	0	0.00	0.00
Residential - Minor	1	200.00	4,000.00	1	150.00	10,000.00
Residential - New						
Residential -SDR	0	0.00	0.00	1	2,858.14	400,000.00
Septic Permit						
Septic Permit	0	0.00	0.00	1	500.00	0.00

	Previous Year	Current Year
Total Permits Issued	5	7
Total Dwelling Units Created	0	1
Total Permit Value	89,000.00	596,278.00
Total Permit Fees	4,275.00	7,397.32
Total Compliance Letters Issued	2	1
Total Compliance Letter Fees	150.00	75.00

Permit Charge	Amount
Accessory Building - Residenti	1,489.18
Commercial - Major renovation	2,000.00
Farm Building - Addition/renov	200.00
Pool	200.00
Residential - Minor	150.00
Residential -SDR	2,858.14
Septic Permit	500.00
Total	7,397.32

Town Of Erin

Permit Comparison Summary

Issued For Period APR 1,2015 To APR 30,2015

April

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	5	2,713.48	57,000.00	2	757.24	30,000.00
Pool	1	300.00	50,000.00	1	200.00	50,000.00
Accessory Building - Residential						
Accessory Building - Residential	1	599.40	20,000.00	2	2,530.80	100,000.00
Change of Use						
Change of Use	1	2,751.80	25,000.00	0	0.00	0.00
Commercial						
Commercial	2	0.00	1,810,000.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	2	1,500.00	395,000.00	0	0.00	0.00
Farm Building - New	1	2,897.40	100,000.00	0	0.00	0.00
Residential						
Residential - Major	1	3,946.00	975,000.00	6	10,075.00	1,345,000.00
Residential - Minor	2	470.60	20,000.00	0	0.00	0.00
Residential - New						
Residential -SDR	2	5,764.82	833,000.00	3	9,195.90	1,473,000.00
Septic Permit						
Septic Permit	4	2,000.00	0.00	5	2,500.00	0.00

	Previous Year	Current Year
Total Permits Issued	22	19
Total Dwelling Units Created	4	3
Total Permit Value	4,285,000.00	2,998,000.00
Total Permit Fees	22,943.50	25,258.94
Total Compliance Letters Issued	1	3
Total Compliance Letter Fees	75.00	225.00

Permit Charge	Amount
Accessory Building - Residenti	2,530.80
Deck	757.24
Pool	200.00
Residential - Major	10,075.00
Residential -SDR	9,195.90
Septic Permit	2,500.00
Total	25,258.94

Town Of Erin

Permit Comparison Summary

May

Issued For Period MAY 1,2015 To MAY 31,2015

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Pool	6	1,300.00	118,000.00	1	200.00	20,000.00
Accessory Building - Residential						
Accessory Building - Residential	5	2,840.71	92,000.00	5	2,276.53	72,000.00
Commercial						
Commercial - Major renovation	1	2,000.00	50,000.00	1	750.00	50,000.00
Farm Building						
Farm Building - Addition/renovation	2	400.00	200,000.00	0	0.00	0.00
Farm Building - New	0	0.00	0.00	2	960.00	40,000.00
Industrial						
Industrial - Major	2	1,500.00	840,000.00	1	750.00	106,000.00
Residential						
Residential - Major	1	2,000.00	225,000.00	1	2,000.00	178,000.00
Residential - Minor	0	0.00	0.00	1	200.00	15,000.00
Residential - New						
Residential -SDR	2	4,837.96	850,000.00	7	30,692.58	4,074,000.00
Septic Permit						
Septic Permit	3	1,500.00	0.00	9	4,500.00	0.00
Septic Permit - Tank Replacement	3	600.00	0.00	0	0.00	0.00
Tent						
Tent	1	200.00	0.00	2	400.00	0.00

	Previous Year	Current Year
Total Permits Issued	26	30
Total Dwelling Units Created	2	7
Total Permit Value	2,375,000.00	4,555,000.00
Total Permit Fees	17,178.67	42,729.11
Total Compliance Letters Issued	2	4
Total Compliance Letter Fees	150.00	300.00

Town Of Erin

Permit Comparison Summary

Issued For Period MAY 1,2015 To MAY 31,2015

Permit Charge	Amount
Accessory Building - Residenti	2,276.53
Commercial - Major renovation	750.00
Farm Building - New	960.00
Industrial - Major	750.00
Pool	200.00
Residential - Major	2,000.00
Residential - Minor	200.00
Residential -SDR	30,692.58
Septic Permit	4,500.00
Tent	400.00
Total	42,729.11

ERIN FIRE & EMERGENCY SERVICES

Monthly Fire Report



REPORT MONTH:		APRIL 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
F I R E:	Type not specified:												
	Structure:		1				2				1		
	Vehicular:		1				1	1					
	Grass, Rubbish, etc:	1	1	1	\$0	4	4	1		1			\$0
	Other:	2	5	4	\$0	2	2	1			1		
		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD	
	Medical Assist:	4	22	14		6	21	7			1	1	
	Motor Vehicle Collision:	1	7	6		1	4	6		1	5	6	
	Erin/Hillsburgh Assist	4	8			1	2	3					
	Mutual Aid:			2		1	2	3					
	C.O. Calls:		1	5			4						
	False Alarms:												
	Alarm Activation:	2	4	3			5	1			2		
	Standby/Assist to Other Depts:												
	Burning Complaints:							1					
	Incorrect Pages:			2			1						
	Other:		4	5		1	2	7			1	1	
	TOTALS:	MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD	
		14	54	42		16	50	31		2	11	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 #: W7-2015
Date: June-16-15
Submitted By: Joe Babin
Subject: Communications and PLC Upgrades to SCADA for Erin Drinking Water System

Recommendations:

Be it resolved that Council supports the recommendation of the Interim Water Superintendent to complete necessary upgrades to the Erin Drinking Water System communications and SCADA systems at a cost not to exceed \$160,000;
And that Council endorses this deviation from the Town of Erin's purchasing and procurement policy, to allow the Water Department to conduct these upgrades in house.

Background:

The current communications are run on dial up modems that were installed in 2000. These units were installed temporarily, with the intent that we would be upgrading to wireless when it became available. The units have been functioning well past their intended use (15 years), but have been experiencing multiple issues with communication loss in the past few years, resulting in numerous call outs after hours. I recommend that the communications be upgraded to wireless at this time to limit these occurrences.

The current PLC's (Data Collection Units) in the well houses are Bristol Babcock units that were installed in 2004. These units are at the end of their lifecycle and are losing data that is collected for review by the Ministry of Environment. We recently installed Data Loggers as a back-up to achieve compliance with the MOE, as they log the data independently in each well house. The recommendation is to upgrade our system to Allen Bradley units in order to achieve full SCADA. These units are the standard in the industry having technical support available.

I recommend that the Water Department purchases the equipment for this project in house. The communications portion of the project would be contracted out for the installation. We would be utilizing our programmer to install the Allen Bradley units and make the necessary changes to ensure continuity to our current system and practices.

Financial Impact:

The project has been budgeted for in the Water Department's 10 Year Capital Plan. The estimated cost is \$160,000 if we purchase the equipment in house and contract out some of the installation. This option would decrease costs significantly which would be a benefit for our long term budget.

I have reviewed the Procurement Bylaw and Council has the authority to approve this project by specific resolution. [4.1.1]

Consultation:

Water Department Staff

Communications Plan:

Budget discussions and council report

Conclusion:

We ask that council approves this project and supports the recommendations of the Water Department Staff to deviate from the Town of Erin's purchasing and procurement policy.

Appendices:

N/A



Staff Report

Report #: W9-2015
Date: June-16-15
Submitted By: Joe Babin
Subject: Frozen Water Service Report

Recommendations:

Be it resolved that Council accepts the Frozen Water Service report;

And That Council supports the recommendations brought forward by the Water Department.

Background:

The Town of Erin Water Department responded to 44 Frozen Water Services this winter. This required a considerable amount of resources including staff time and equipment. This spring the Water Department has conducted meetings to review the issues and develop a plan of action for future events of Frozen Water Services. Staff has investigated each property that had a Frozen Service this year and has made recommendations for each individual property. We have concluded that the current Municipal Water Servicing By-Law 11-47 needs to be updated to include Frozen Water Services and how we are going to respond to them in the future. We plan to update this By-Law during the summer months, so it will be in effect for this coming winter.

In reviewing each property, the following issues are Town related:

- 5 & 7 Tomwell Crescent, Erin has service lines in the same utility corridor as a hydro duct bank which is causing excessive amount of frost in the area. We recommend excavating and insulating in that corridor.
- 11 & 12 Spring Street, Erin has curb stops that are openly exposed in the road which means they are not protected from the frost and traffic. We recommend moving these curb stops out of the roadway to the property lines.
- Church Street West Blvd, Erin had 5 Frozen Water Services and 2 properties running to waste to avoid possible freezing. This road has several issues contributing to the problem. This road was not originally designed for heavy traffic but there is an increasing number of trucks driving on this street causing the frost to go down deeper. Also the road has numerous cracks which would

also deepen the frost. The aging infrastructure of this street has been included in the 5 year capital plan for reconstruction. We recommend full reconstruction of this road be prioritized. Upon reconstruction we would lower the new water main as well as the water service lines to the properties on this street.

The remaining properties were also reviewed and issues were identified. We plan to communicate to each property owner the concerns the Town has relating to their private service and give recommendations.

Financial Impact:

There was a substantial financial impact to the Water Department as there was an increase in staff time and equipment costs. Also having consumers run the water to waste in order to prevent freezing, had a huge impact on our pumping rates and hydro usage.

Consultation:

Town of Erin Water Department Staff

Communications Plan:

Council Report and Correspondence with Property Owner's

Conclusion:

The Town of Erin Water Department is trying to be proactive in addressing known problems concerning Frozen Water Services to reduce the number of residents affected in the future and minimize the financial impact incurred by The Town.

Appendices:

N/A



Staff Report

Report #: W10-2015
Date: June-16-15
Submitted By: Joe Babin
Subject: ¾ Ton Pickup Truck Tender #2015-01W Results

Recommendations:

Be it resolved that council receives the Pickup Truck Contract 2015-01W Tender Results report;

And That the Town of Erin accepts the tender submitted by McMaster Buick GMC for the supply of one 2015 ¾ Ton Pickup Truck (GMC Sierra 2500HD) for a purchase price of \$ 37,639.17 including HST.

Background:

Tenders were advertised in the local papers, the Town Website as well as 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 #2015-01W**

RESULTS

	<u>Price</u>	<u>HST</u>	<u>Total</u>
McMaster Buick GMC	\$ 33,309.00	\$ 4,330.17	\$ 37,639.17

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 McMaster Buick GMC for the supply of one 2015 ¾ Ton Pickup Truck (GMC Sierra 2500HD) for a purchase price of \$ 37,639.17 including HST.

Appendices:

N/A



Staff Report

Report #: W8-2015
Date: June-16-15
Submitted By: Joe Babin
Subject: New Water Service Connections

Recommendations:

Be it resolved that Council receives the New Water Service Connections Report;

And that Council approves the amendment to the Municipal Water Servicing By-Law 11-47 to allow property owner's to connect to municipal water without decommissioning their well upon meeting all the requirements as recommended in this report;

And that Council will consider the proposed by-law at the end of this meeting.

Background:

On July 17, 2012, council approved by resolution # 12-459 to eliminate the Town of Erin Water System Connection Fee to promote the maximum utilization of existing water infrastructure within the Town of Erin for the period of July 1, 2012 to June 30, 2015. As a result we have 15 property owners interested in connecting but there are a few that will only connect if they can also keep their well. Also some of those property owners share a well with their neighbour which leaves them unable to connect to Municipal Water with the current By-Law 11-47 in place.

In the current Municipal Water Servicing By-Law 11-47, section 3.2 it states that "Where municipal water service is provided adjacent to a municipal water main, as a condition of approval of development the owner shall be required to connect to the municipal service, and cease of use of any existing well on the property; the well shall be decommissioned to the satisfaction of the Town of Erin Water Department." The current By-Law could be updated by clarifying this section. The change would be to allow property owner's to connect to municipal water without decommissioning their well if the following requirements were met:

- **The well is located outside of a wellhead protection area as outlined in the current provincially approved assessment report under the Clean Water Act.**

- The well is a drilled certified well and will continue to be maintained as per regulation 903 under The Ontario Water Resources Act. The drilled well must be at least 30 meters away from source contamination (ie. septic).
- The plumbing must be physically separated to ensure no cross contamination into the Municipal Water System. This would entail the installation of a dual check valve and expansion tank to ensure a closed loop system.

Financial Impact:

The potential for long term customers will increase the revenue.

Consultation:

Kyle Davis – RMO Source Water Protection

Christine Furlong – Triton Engineering

James Pickering – Provincial Officer/Water Inspector, Ministry of Environment

Andrew Hartholt – CBO, Town of Erin

Communications Plan:

Council Report

Conclusion:

If Council decides to amend the current Municipal Water Servicing By-Law 11-47 with the proposed changes it will allow property owners with a shared well to connect to the Municipal Water System. Also it gives some flexibility to allow the retention of private wells providing they meet the requirements of the updated By-Law.

Appendices:

N/A



Staff Report

Report #: Parks-2015-002

Date: June-9-15

Submitted By: Facilities Manager Graham Smith RRFA/CIT

Subject: Barbour Field Pavilion Roof Replacement

Recommendations:

Be it resolved that Council accepts the proposal of North Halton Roofing in the amount of \$9,625 plus HST, to remove and replace the shingles on the pavilion at Barbour Field in Hillsburgh.

Background:

During 2015 budget proceedings staff reported that the roof of the pavilion at Barbour Field sports field complex in Hillsburgh needed to be removed and replaced. Council approved \$15,000 for this project.

After budget approval an RFP was created and sent to 6 companies for pricing as well as being posted on the Town website.

We received 5 quotes by the closing deadline.

Some of the bids received had various pricing for quality of shingles and optional pricing for extra roof vents, weather guard and repairs to existing wood sheathing.

The shingles installed will be GAF Timberline Lifetime (Architectural) shingles.

This price includes an additional \$500 plus HST for synthetic paper on the entire roof as well as an extra cost of \$450 plus HST to install ice and water guard 70 inches at house eaves.

Work to proceed once we receive WSIB clearance number, verification of liability insurance and check references.

Financial Impact:

The cost of the project with additional options is \$9,625 plus HST. There will be an additional cost to replace rotted wood or damaged sheathing. The additional cost to repair wood rot would be at \$50 per 4 by 8 sheet of plywood.

Consultation:

Bids received from the following companies:

All Pro Roofing Inc \$8,150 plus HST plus extra costs for weather proofing

North Halton Roofing prices ranged from \$8,240 up to \$8,675 plus HST plus extra costs

weather proofing. The price ranges were for different quality of shingles

Bel-Mar Roofing \$9,400 plus HST plus extra costs for weather proofing

Synergy Roofing \$12,300 plus HST – no additional cost added for weather proofing

Findlay Roofing #13,200 plus HST plus additional costs for weather proofing

Town recreation staff reviewed the bids with town building staff to insure the bids and proposals met the RFP project outline. It was felt that North Halton Roofing met all the guidelines in the RFP and there price fell within the Capital Budget for the project.

Communications Plan:

None to report

Conclusion:

Council approve the recommendation to secure North Halton Roofing to remove and replace the shingles on the pavilion at Barbour Field sport fields including extra costs recommended by facilities manager as well a necessary replacement of rotted sheathing.

Appendices:

Proposal #5685 from North Halton Roofing

PROPOSAL
976413 ONTARIO INC.
O/A



5685

visit our website at
www.northhaltonroofing.ca

visit our website at
www.northhaltonroofing.ca

28 YEARS

HST #133346585RT
Tel# (905) 873-2379
Fax # (519) 833-2235

28 YEARS

northhaltonroofing@sympatico.ca / P.O. Box 146 Ballinafad, ON, N0B 1H0

SUBMITTED TO: <u>Graham Smith</u>	WORK/CELL# <u>519-833-2114 ext. 21</u>	DATE <u>05/26/15.</u>
ADDRESS:	JOB NAME	
TELEPHONE #	JOB LOCATION <u>#5908 8th LN, Hillsburgh ONT.</u>	
EMAIL ADDRESS: <u>job Name -> town of Erin Barbours Field Pavilion RFP-REC-2015-003</u>		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: Entire ROOF.

Remove 1 layers down to wood surface and dispose from jobsite. reinstall existing galvanized eave/terts
Supply & Install ice & water guard 36 inches along house eaves.

Supply & Install 0 duraflow 50 sq. inch roof vents, and 1 3 inch plumbing stack flashing(s).

Supply & Install 0 feet of counter flashings, and 0 new chimney flashing(s). 32 feet of Hidden ridge vent

Supply & Install ice & water guard underneath valleys 36 inches wide, and pre-painted 24 inch metal valleys. around

Clean ground with magnetic broom, and clean eavestroughs. stove ventilator.

Supply & Install IKO Cambridge Limited Lifetime (Architectural) shingles -> '8240

Supply & Install GAF Timberline Limited Lifetime (Architectural) shingles -> '9675 + HST

" & " BP Mystique " " " " " -> '8240

NOTE: We'll install 6 nails per shingle & seal starter shingles. extra cost -> '500 + HST

NOTE: FIBERGLASS SHINGLES INCLUDES 1 PLY ~~15~~ synthetic paper on entire roof deck. (NOT included)

NOTE: IF SHEATHING IS NEEDED THE EXTRA COST IS \$ 50.00 + TAX PER 4'X8' INSTALLED. 1/2" spruce ply wood.

EXTRA COST TO INSTALL ROOFBOARDS, \$ _____ + TAX PER LINEAR FOOT.

EXTRA COST TO INSTALL ICE & WATER GUARD 70 INCHES AT HOUSE EAVES '450.00 + TAX.

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOUR-COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF: _____ + TAX.

PAYMENT TO BE MADE AS FOLLOWS: '1500 + HST deposit and balance due upon job completion.

NOTE: VISA/MASTERCARD ACCEPTED UP TO A MAXIMUM OF \$4000.00

ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. NOT LIABLE FOR SATELLITE SIGNAL LOSS OR FOR ANY LEAKS DUE TO SATELLITES REINSTALLED ON ROOFDECK. NOT LIABLE FOR LEAKS CAUSED BY ICE BUILD-UP, ICE AND WATER SHIELD IS STRONGLY RECOMMENDED.

AUTHORIZED SIGNATURE [Signature]

NOTE: PROPOSAL PRICE GUARANTEED 15 DAYS. 5 YEAR WORKMANSHIP GUARANTEE.

ACCEPTANCE OF PROPOSAL
THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DATE OF ACCEPTANCE: _____

SIGNATURE _____

COLOR CHOICE: _____

4.0 QUOTATION FORM

4.1 PROPONENT INFORMATION

All fields must be completed by Proponent

Authorized Signing Authority: NORTH HALTON ROOFING / Brenda Vanderleest
(Full Name and Title) George Vanderleest
OWNERS

Signature: [Signature] Dated: MAY, 26, 2015.

Mailing Address: P.O. BOX 146 Ballinafad, ONT. N0B-1H0

Email: north halton roofing@sympatico.ca

Phone: 519-833-1170 Fax: 519-833-2235
OR 905-873-2379

4.2 PROPOSAL PRICE

Supply and Install Price _____

Removal and Disposal Price _____

Additional Project Costs _____

Sub-Total _____

HST _____

Total Price _____

Weather Stopper Price _____

} PROPOSAL * 5695

Additional Notes/Details:



Staff Report

Report #: Recreation – HCC - 001

Date: June-10-15

Submitted By: **Facilities Manager Graham Smith RRFA/CIT**

Subject: Dasher Board Replacement at the Hillsburgh Community Centre

Recommendations:

Be it resolved that Council accepts the tender proposal of Riley Manufacturing in the amount of \$106,800 plus HST which includes a \$7,500 contingency fund, to replace the dasher boards at the Hillsburgh Community Centre;

And that Council accepts the added costs for Protective Spectator netting, 8 to 12 Advertising Panels and backer panels along the spectator side at a cost of no greater than \$10,900;

And further that Council allow staff to price arena player's benches/boards for sledge hockey purposes and apply for accessibility funding from the County of Wellington;

And further that Council allow staff to price accessibility upgrades to Facility entrance doors, 2 dressing rooms and flooring (from dressing rooms to ice surface) for sledge hockey.

Background:

During 2015 budget proceedings staff reported that the dasher boards at the Hillsburgh Community Centre needed to be removed and replaced. Council approved \$117,000 for this project.

After budget approval staff contacted Triton engineering to prepare a tender package for the scope of the work required. A tender was created and sent to 4 companies for pricing.

A site meeting on June 2nd was held with all for potential bidders to clarify the scope of the work required and an amendment to the tender was made at that time.

In order to save budget dollars recreation staff agreed to remove existing glass and dasher boards at the Hillsburgh Community Centre and that we would reuse the 4 by 4 foot tempered glass that is currently in use in the facility.

2 quotes were received by the closing deadline.

During discussions we have had a request to look into the possibility of adding sledge hockey benches and boards during this process and were told there were grants available from the County of Wellington to assist with this process. It is staff feeling that if we are going to promote our ice surface to be available for sledge hockey practices/games, we should insure we make our dressing rooms and entry to the ice surface more accessible as well. This is a process we could do over the course of 1 to 2 years as long as we have been given approval for the player's benches. The work involved for the dasher boards would include removable players/penalty benches and clear plexi-glass boards on those areas. As well as a surface the sledge's can glide on during use.

The accessible work in the dressing rooms and entrance way would include accessible player's benches, a floor surface for the sledge's to glide on and push button entry/exit doors.

Financial Impact:

The financial impact is \$106,800 which includes a \$7,500 contingency fund Extra costs priced at no more \$10,900 which includes safety netting, advertising panels for the arena boards and backer panels along the spectator bleachers and could be partly funded by the contingency fund.

There will be a fee for the engineering costs which were not available at the time of this report

With the engineering costs and extra work required we are within budget guidelines if we use the contingency fund made available in the tender bid.

Staff will provide further quotes for sledge hockey accessibility for the boards and dressing rooms upon Council approval of project and grant funding.

Consultation:

Staff met with Paul Ziegler from Triton Engineering to assist with tender document

A site meeting was held with 4 potential bidder and Triton to insure we had a fair bid from all

Using guidelines of the Canada Sledge Hockey Association Senior staff met at the HCC to discuss to option of adding the potential of sledge hockey to the facility. Although there is some work required to meet some of the guidelines we felt this would make increase potential users to the Hillsburgh Community Centre.

Communications Plan:

Staff will make sure all users of the Hillsburgh Community Centre are made aware of the changes and work that will be completed

Conclusion:

Council approve moving ahead with the Hillsburgh Community Centre dasher board project including the extra work required for safety and advertising purposes.

Also that council allow staff to further look into adding sledge hockey accessible players/penalty benches and apply for grant funding as part of this addition.

Council agree to grant staff permission to look further look into making dressing rooms and entrance ways more accessible for sledge hockey players and other facility users with disabilities.

Appendices:

Riley Manufacturing Tender form

Recommendation Letter from Triton Engineering – Paul Ziegler

THIS SET OF THE FORM OF TENDER TO BE COMPLETED AND SUBMITTED WITH TENDER

B-1

FORM OF TENDER

FOR

DASHER BOARD REPLACEMENT,
HILLSBURGH COMMUNITY CENTRE

TOWN OF ERIN

CONTRACT NO. 5332-15

TO: THE MAYOR AND MEMBERS OF COUNCIL OF
THE CORPORATION OF THE TOWN OF ERIN

This Tender is Submitted by RILEY MANUFACTURING
Firm Name

S-460 INDUSTRIAL AVE
Address

WOODSTOCK ON NYS 741

519-539-4830
Telephone No.

1. I, SEAN RILEY
of RILEY MANUFACTURING

DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below, has any interest in this tender or in the contract proposed to be taken.

2. I FURTHER DECLARE that this tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.

3. I FURTHER DECLARE that no member of the Town Council or any officer of the Corporation of the Town of Erin is or will become interested directly or indirectly as a contracting party or otherwise in the performance of the Contract, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or in any of the monies to be derived therefrom.

4. I FURTHER DECLARE that the several matters stated in the said tender are in all respects true.

5. I FURTHER DECLARE that I have carefully examined locality and site of the proposed works, Form of Tender, Information to Tenderers, Specifications, Special Provisions, General Conditions, Agreement to Bond, and Addenda No. 1 to Addenda No. 1 relating to the said Contract, and hereby acknowledge the same to be part and parcel of any contract to be let for the work therein described or defined. I hereby agree to supply all material and to perform and complete all the work, in accordance with the Contract Documents for the total Contract Price of:

CONTRACT PRICE (excluding H.S.T.) ONE HUNDRED + SIX THOUSAND
EIGHT HUNDRED DOLLARS (\$106,800.00)

SECTION B - FORM OF TENDER

B-2

6. I do hereby tender and offer to enter into a contract, to do all of the work and to furnish all necessary labour, machinery, tools, apparatus and other means of construction, and to provide, furnish, deliver and place all materials described, in strict accordance with the specifications and supplemental specifications and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities at the unit prices set forth in the tender hereinafter.

7. In the event that the Tender provides for and contains a Contingency Allowance, it is understood and agreed that such Contingency Allowance is merely for the convenience of accounting by the Owner and the Contractor is not entitled to payment thereof except for extra or additional work carried out by him as directed by the Contract Administrator and in accordance with the Contract and only to the extent of such extra or additional work.

8. The tender price is compiled from the Schedule of Unit Prices included hereinafter. The quantities in the Schedule being approximate, I agree that the final valuation will be made on the basis of actual quantities measured during and on completion of the work at the prices in the schedule.

I agree that the valuation of additions to, and deductions from, the Contract shall be made as follows:

- a) The prices in the Schedule of Unit Prices shall apply where appropriate.
- b) If the prices in the Schedule of Unit Prices are not appropriate, valuation will be made by one of the following methods:
 - i) The Contract Administrator may ask the Contractor for a quotation for the proposed work.
 - ii) If the quotation referred to above is not accepted by the Contract Administrator, the actual cost of the work will be determined in accordance with GC 6.3.7 - General Conditions of Contract.



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

June 10, 2015

Town of Erin
5684 Trafalgar Road
R.R. #2
HILLSBURGH, Ontario
N0B 1Z0

ATTENTION: Kathryn Ironmonger
Town Manager/CAO

RE: TOWN OF ERIN
DASHER BOARD REPLACEMENT,
HILLSBURGH COMMUNITY CENTRE
CONTRACT NO. 5332-15
OUR FILE: M5332A

Dear Ms Ironmonger:

Tenders for this project were received and opened in the Town offices shortly after 10:00 a.m. on Tuesday, June 9, 2015.

Those present were Kathryn Ironmonger, Graham Smith and Paul Ziegler.

The Tenders received were as follows:

<u>CONTRACTOR</u>	<u>TENDER PRICE</u>
RILEY MANUFACTURING	\$ 106,800.00
WELMAR RECREATIONAL PRODUCTS	\$ 106,900.00

The Tenders received have been checked for errors and omissions and no arithmetical error were found.



Therefore, we recommend that the contract be awarded to Riley Manufacturing in the amount of \$106,800.00 which includes an allowance for Contingencies.

We trust that this information is satisfactory for your present requirements and should you have any questions, please do not hesitate to contact the writer.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Paul F. Ziegler, C.E.T.

PFZ/tah

cc: Graham Smith, Town of Erin





Report #: 2015- 02
Date: June-16-15
Submitted By: Jackie Detta Tax Administrator
Subject: Erin Legion Tax Exemption

Recommendations:

Be it resolved that the property owned by the Royal Canadian Legion Erin Branch 442 identified on the Assessment Roll as 231600001151000000 be exempt from taxation by the Town of Erin, except for local improvement and school purposes for a period from January 1, 2015 to December 31st 2018.

Background:

The *Assessment Act* Section 6.1 states that the Council of a municipality "may pass a by-law exempting from taxation, other than school taxes and local improvement rates, land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any war" An exemption under this section must not exceed 10 years but may be renewed at any time during the last year of the previous exemption.

The Town of Erin has provided exemption from local taxes for many years. Although the Assessment Act provides municipalities with the authority to waive taxes for periods up to 10 years, the Town of Erin historically has approved the Legion exemption only for the term of current Council.

County By-law #5426-15 allows for Legions to be exempt from the County portion of taxes.

Financial Impact:

In 2014, the Legion exemption provided cancellation of taxes as follows:

Town of Erin	(\$1,577.00)	
County of Wellington	(\$3,564.00)	
Education	n/a	school taxes \$1,107.37 are not waived

Consultation:

The attached Bylaw has changed in respect to the Legion now owning only one property. County by-law #5426-15 passed in April 2015.

Communications Plan:

Upon passing of the recommended Bylaw, a copy will be circulated to the Royal Canadian Legion, Erin Branch

Conclusion:

The attached By-law has been prepared for Town Council to provide such an exemption for the years 2015 – 2018 inclusive.

Appendices:

N/A



Staff Report

Report #: 2015- 04

Date: June-16-15

Submitted By: Larry Wheeler / Financial Analyst

Subject: Guelph Solar – Facility Rooftop Proposals & Options

Recommendations:

Be it resolved that Council receives the Financial Analyst’s report with regard to its potential participation in any of the five rooftop solar project opportunities proposed by Guelph Solar;

And that Council accepts the staff recommendation to request RFP’s for all three microFIT projects with the objective of selecting and proceeding with one optimum proposal as per the 2015 Capital Budget;

And that Council accepts the staff recommendation to proceed with an educational session as the next step towards participating in either of the two FIT proposals.

Background:

The Province of Ontario through the Green Energy Act, 2009 and its Long-Term Energy Plan have launched activity in the renewal energy sector. One of its objectives is to increase municipal engagement in the renewable energy development process through participation in the ‘Feed-in Tariff’ (FIT) program.

Guelph Solar Mechanical Inc has approached the Town of Erin with several potential solar energy projects utilizing the rooftops of Town owned facilities. These projects can be divided into two types, both entail 20 year contracts:

- 1) FIT - large projects with capacity to generate over 500 kW
- 2) microFIT - small projects with capacity to generate over 10kW

The Town has been offered two FIT opportunities: Centre 2000 and Hillsburgh Firehall. The Town has been offered three microFIT opportunities: Ballinafad Community Centre, Erin Water Building, and Erin Firehall.

Financial Impact:

Centre 2000 FIT Proposal:

The Town has been offered up to a maximum 49% equity interest in exchange for a 44% capital investment of approximately \$300,000. The difference of 5% represents the landlord's 'host discount'. Alternatively, the Town can refrain from taking an equity interest but still participate in the project by opting to lease the rooftop to the Co-op for a percentage of gross revenue.

Hillsburgh Firehall Station 50 FIT Proposal:

The Town has been offered up to a maximum 49% equity interest in exchange for a 44% capital investment of approximately \$120,000. Alternatively, the Town can refrain from taking an equity interest but still participate in the project by opting to lease the rooftop to the Co-op for a percentage of gross revenue.

Ballinafad Community Centre microFIT Proposal:

The Town would have a 100% equity interest in exchange for a capital investment of approximately \$30,000. The Town would collect revenue based on \$0.384 per kWh, projected to be approximately \$3,700 per annum.

Erin Water (ex Hydro) Building microFIT Proposal:

The Town would have a 100% equity interest in exchange for a capital investment of approximately \$30,000. The Town would collect revenue based on \$0.384 per kWh, projected to be approximately \$3,860 per annum.

Erin Firehall Station 10 microFIT Proposal:

The Town would have a 100% equity interest in exchange for a capital investment of approximately \$29,000. The Town would collect revenue based on \$0.384 per kWh, projected to be approximately \$3,800 per annum.

The Financial Analyst is currently in the process of completing the Town's due diligence with regard to unforeseen expenses, downside liability, and other municipality's experience.

Consultation:

Up to this point with regard to commercial enterprises, the Town has only been in discussions with Guelph Solar. Guelph Solar is a limited Co-Operative offering 20 year bonds to the community, targeting investors who wish to invest in solar energy projects.

Town of Erin participants in ongoing discussions have been the: Mayor, CAO, Director of Finance, Economic Development Officer, and Financial Analyst.

The Province of Ontario's (Ministry of Energy) publication entitled '*Renewable Energy Development: A Guide for Municipalities*' is a comprehensive and understandable synopsis which outlines a variety of ways for municipalities to be involved in the renewable energy development process. The guide is available in hard copy here tonight or at the following link: www.energy.gov.on.ca/en/renewable-energy-facilitation-office/resources-and-contacts-2/renewable-energy-development-a-guide-for-municipalities/

Communications Plan:

If Council so desire, a 'lunch n learn' educational session can be organized within the next 10 days, put on by principles of Guelph Solar so that the process from start to finish can be outlined by experienced industry personnel. Also, Council may wish to ask questions with regard to the pro's and con's and risks of the various methods available to participate in the market.

Conclusion:

With regard to the two FIT program opportunities, staff recommend that Council take the following steps:

- 1) Take part in an educational session in the very near future, so that a decision to proceed in any capacity could be ratified at that meeting.
- 2) Reach consensus on whether or not Council would like either of the two facility roof's encumbered with solar panels.
- 3) If so, Council may resolve to proceed as a landlord only. Staff recommend this option.
- 4) Council may prefer to proceed as an equity investor, in which case Council would need to agree on the size of its investment, with the likelihood of using debt financing.
- 5) If Council's decision is either (3) or (4), staff recommends going the RFP route for the projects, or alternatively negotiating the percentage of gross revenue with Guelph Solar as the Tenant.

With regard to the three microFIT opportunities, staff recommend that Council take the following steps:

- 1) Reach consensus on whether or not Council would like either of the three facility roof's encumbered with solar panels.
- 2) If so, staff recommend going the RFP route for all three projects, with the objective of choosing the optimum site, as per the 2015 Capital Budget.

Note: A quick Google search of the nearby solar industry participants revealed four suppliers in the City of Guelph alone.

Appendices:

Minutes of the Let's Get Hillsburgh Growing Committee Meeting
April 16, 2015

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

) Minutes:

Motion 1-4-2015: LGHG Minutes

Moved by Jackie Turbitt; seconded by Ruth Maddock: That the minutes of the LGHG Committee meeting of March 19, 2015 be adopted as circulated. Carried.

2) No accounts.

3) Fundraising

a) Flower Baskets & planters:

To date \$2519.70 has been received as donations for the flowers. Thank you notes have been sent to the donors. Reminder calls have been made by Donna Muir.

Action needed: Liz and Elizabeth will start canvassing households on Trafalgar Road.

b) Sweet Signs Dessert Party on June 28 at the Century church Theatre:

Sweet Signs Dessert Party flyers have been mailed out this week with their new season's brochure by the Century Church Theatre.

Action needed: Posters are ready and Committee members will post them in various locations in the community in early May.

Donna and Liz toured the Century Church Theatre with Susan Peavoy on Friday April 10 and feel that there are sufficient dishes, cutlery, etc available there that we do not need to rent those items for the event.

Tickets are printed and ready.

Remember to tell people purchasing tickets that the Century Church Theatre is NOT wheelchair accessible.

Desserts: We will need a few desserts that are sugar-free and gluten-free for those individuals on special diets. Suggestion made that we have a fruit tray and/or fruit salad. Grace has offered to supply ground coffee for the event.

Action needed: Need to start approaching businesses and individuals to see if they will donate one or more desserts for the event.

4) Other 2015 Events

Spirit of the Hills Family Fun Day on Saturday August 15, 2015

1 vendor has contacted Jackie and paid already.

Ruth has contacted Ryan Ladner regarding the firetruck coming to Fun Day.

Jackie contacted Ruth Robertson regarding some kind of small ride for Fun Day. Ruth is still investigating if they have anything available.

Motion 2-4-2015: Cheque Request

Moved by Jackie Turbitt; seconded by Liz Ewasick: Be it resolved that the LGHG Committee request a cheque for \$75.00 to Wellington County to accompany the application for police at Family Fun Day. Carried.

5) LGHG information on Town of Erin web site

Donna distributed a revised version of information for the Town web site.

Action: Donna will email the new version to Connie Cox.

Action: Donna will review photos from LGHG events and send a selection of them to Connie Cox for posting on the Town web site.

6) 2015 Projects:

a) Planter boxes: Order has been placed for 12 planter boxes in "Expresso" colour (dark brown) at a total cost of \$2075.67.

Shipping is 2 – 5 weeks; so they should be here in plenty of time for putting out the flowers.

b) Entrance Signs

Discussion occurred regarding using the old posts or installing new ones for the new signs. Decision made to install new posts.

Jeff suggested that the new signs be installed at an angle (maybe 60 degrees)/offset to the road rather than at 90 degrees to the road. This would allow a longer and better view of the signs as cars drive by.

The Committee looked at four possible designs provided by Myron Lasko.

Action: Lloyd to ask Myron Lasko to provide the Committee with a design that has white on the outside and inner oval shapes of the sign.

7) Erin Home & Lifestyle Show on Saturday April 25, 10am-4pm at Centre 2000

The Century Church Theatre will hand out flyers for the Sweet Signs Dessert Party at their booth. The Town of Erin will also have a booth and will hand out LGHG Committee pamphlets to interested people.

Action: Donna will provide the Town with LGHG pamphlets for the Erin Home Show.

8) Other Business & Round Table

The LGHG Committee's request for funds has been approved in the draft budget.

The Town of Erin's Budget will be approved at the next Council meeting on Tuesday April 21.

Next Meeting: Thursday May 21, 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	70%
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	70%
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	90%
Operational Review Report to Council	Consultant		23-Jun-15	
Centre 2000 Shared Use Agreement	CAO		31-Dec-15	
Alcohol Risk Policy - update	CAO	19-May-15	Q3	
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	
Station 50 - Update Emergency Plan	Fire Chief/County Emergency Manager	2-Jun-15	Q4	
Glendevon Reservoir - Report - Update on status and cost of repairs	Interim Water Superintendent	2-Jun-15	16-Jun-15	
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%

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
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%



Ontario
LEGISLATIVE ASSEMBLY OF ONTARIO

Queen's Park
Toronto, Ontario

May 25, 2015

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

RECEIVED
JUN 02 2015
TOWN OF ERIN

Dear Mayor Alls:

Thanks again for sending me a copy of Town Council's resolution concerning the Blue Dot Movement.

I have written to the Premier to follow up on your resolution and have asked that she respond directly to you. A copy of my letter is enclosed.

Please let me know if there is anything further you would like me to do.

All the best.

Sincerely,

Ted Arnott, MPP
Wellington-Halton Hills

TA:dr

Encl:

TED ARNOTT, MPP • WELLINGTON - HALTON HILLS

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



LEGISLATIVE ASSEMBLY OF ONTARIO

Queen's Park
Toronto, Ontario

May 25, 2015

The Hon. Kathleen Wynne
Premier of Ontario
Room 281, Main Legislative Building
Queen's Park, Toronto, ON
M7A 1A1

Dear Premier:

I am writing to bring to your attention a resolution passed by the Town of Erin Council at their April 21 meeting, declaring Council's support for the Blue Dot Movement, which you should have received. A copy is enclosed for your ease of reference.

Council's resolution is detailed and self-explanatory. Council supports the Blue Dot Movement to promote basic human rights of citizens to drink clean water, breathe fresh air, and eat healthy food. Council would like to see the Province of Ontario follow suit and adopt similar legislation.

I agree that we all have a responsibility to ensure that our environment is preserved and protected for future generations. The Government of Ontario should be a leader in this regard.

Please respond to Town of Erin Council, and send a copy of your response to my Queen's Park office.

Thank you for your consideration of this matter.

Sincerely,

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

Ted Arnott, MPP
Wellington-Halton Hills

TA:dr

Encl:

Cc: Mayor Allan Ails, Town of Erin

TED ARNOTT, MPP • WELLINGTON - HALTON HILLS

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

Key Financial Ratios For Analysis Town of Erin

I have utilized the BMA report for the City of Guelph and taken out key ratios that would benefit Erin management, staff and Council:

1. Average Household Income less the top 10%
2. Residential unweighted and weighted assessment per capita and difference
3. Financial position per capital (financial assets less liabilities)
4. Operating surplus and operating surplus ratio
5. Total asset consumption rates (written down value of capital assets relative to historical costs)
6. Tax discretionary reserves (less water) as % of taxation
7. Tax debt interest as % of own source revenue
8. Debt to reserve ratio
9. Debt outstanding per 100K unweighted assessment
10. Net financial liability ratio
11. Taxes receivable as % of tax levied
12. Net municipal levy per capita
13. Net municipal levy per capital ex agriculture & conservation properties
14. Net municipal levy per 100K unweighted assets
15. Net municipal levy per 100K unweighted assets ex agriculture & conservation properties
16. Larger departments (roads, recreation, fire, general etc.) net costs per 100K assessment including amortization
17. Efficiency measure of each department based on operating costs
18. Tax ratios for all different classes
19. Detached bungalow average 2014 property taxes with and w/o agriculture/conservation props
20. 2 story home average property taxes with and w/o agriculture/conservation props
21. Senior executive home with and w/o agriculture/conservation props
22. Commercial tax per sq ft
23. Industrial tax per sq ft
24. Water costs per 200 m3
25. Water & wastewater costs per 200 m3 (assume \$130 per month ww cost)
26. Water & ww cost as % of total income
27. Water & ww cost as % of total income less top 10%
28. Water asset consumption rates
29. Average household income & dwelling value
30. Property taxes as % income
31. Property taxes as % income less top 10%
32. Total municipal burden (taxes + water/ww) as % of income
33. Total municipal burden (taxes + water/ww) as % of income without top 10%

Source: <http://guelph.ca/wp-content/uploads/2014BMASstudy.pdf>

Matt Sammut Erin Councillor

The Corporation of the Town of Erin

By-Law # 15-25

Being a By-Law to repeal by-law #15-20,
a by-law to amend the Zoning By-law 07-67 as amended
for the Corporation of the Town of Erin – 8720 WCR 50,
Pt. Lot 6 Con 1 –Town of Erin – Angelstone Farms,

WHEREAS the Municipal Act, R.S.O. 2001, provides that a municipality has the capacity, rights powers, and privileges of a natural person of exercising its authority under this or any other act;

AND WHEREAS the Council of the Corporation of the Town of Erin deems it appropriate to repeal by-law #15-20.

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

1. **THAT** By-law #15-20 passed May 19, 2015 is hereby repealed.
2. **AND THAT** this By-law shall come into force and take effect on the date of passing.

Passed in open Council June 16, 2015.

Allan Ails, Mayor

Dina Lundy, Clerk

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW NO. 15 -26

A by-law to amend the Zoning By-law 07-67 as amended
for the Corporation of the Town of Erin – 8720 WCR 50,
Pt. Lot 6 Con 1 –Town of Erin – Angelstone Farms,

Whereas the Council of the Corporation of the Town of Erin deems it desirable to amend By-law 07-67 as amended, pursuant to Section 39 of the Planning Act R.S.O 1990.

Therefore Council enacts as follows:

1. By-law 07-67, the Comprehensive Zoning By-law is amended by adding subsection A-141(T) and Schedule "A" to Section 14 Special Provisions as follows:

A-141(T)
By-law 15-26
Angelstone Farms 8720 WCR 50
Pt Lot 6, Con 1

Permitted Uses:

Notwithstanding any other provision in this By-law, the lands zoned A-141(T) are subject to the regulations of the A, Agricultural zone and on the specific dates listed on Schedule "B", the following uses shall also be permitted on a temporary basis, while this by-law is in effect;

- a) Equestrian Competitions,
- b) Camping for staff necessary for the care and security of horses
- c) Associated vendors, food and beverage sales as follows:
 - i) equestrian related merchandise
 - ii) food and beverages for consumption

Regulations

- a) The use of the lands zoned A-141(T) for the temporary uses permitted by this by-law shall also require a Major Event permit from the Town.
2. That this By-law becomes effective from the date of passing and is in effect until September 4, 2015.

Passed in open Council on June 16, 2015.

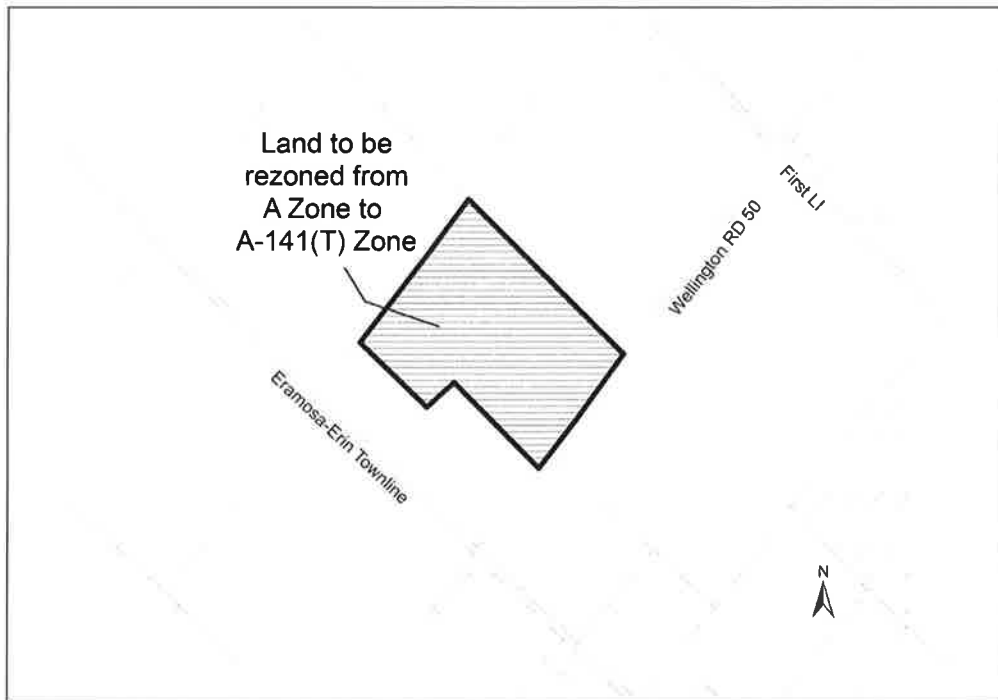
Mayor

Clerk

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW NO. 15-26

SCHEDULE "A"



**This is Schedule "A" to By-law No. 15-26
Passed on June 16, 2015.**

SCHEDULE "B"

BY-LAW 15-26**Angelstone Equestrian Major Events**

1. July 1 to July 5, 2015
2. July 8 to July 12, 2015
3. July 15 to July 19, 2015
4. July 29 to August 2, 2015
5. August 5 to August 9, 2015
6. August 19 to August 23, 2015
7. August 26 to August 30, 2015

EXPLANATION OF BY-LAW NO. 15-26

By-law Number 15-25 amends the Town of Erin Zoning By-law 07-67 by rezoning Part of Lot 6, Concession 1 from the current Agricultural (A) Zone to an Agricultural (A-141T) as shown on Schedule "A" of this By-law.

The purpose of this Zoning By-law amendment is to allow the temporary use of an existing agricultural lot for equestrian events, camping for staff necessary for the care and security of horses and for the associated sale of equestrian related merchandise and food and beverages. The temporary uses are permitted for seven events listed in Schedule "B" to the By-law.



THE CORPORATION OF THE TOWN OF ERIN

By-Law Number 15 - 27

**Being a By-law to authorize tax
exemption for the property of
the Royal Canadian Legion
Branch 442, Erin.**

WHEREAS Section 6.1 (1) of the Assessment Act R.S.O. 1990, c. A.31 authorizes Municipal Councils to exempt from taxation, except for the obligation to pay fees or charges that have priority lien status, for a period not exceeding 10 years, any land actually used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any war;

AND WHEREAS the premise described as 12 Dundas Street East, Erin and known municipally as Con 10 Pt Lot 16 INC RP 61R1980 Part 1 Part 2 Subject to ROW, and is a premise actually used and occupied as memorial homes or clubhouses or athletic grounds by persons who served in the armed forces of Her Majesty or Her majesty's Allies in any war.

AND WHEREAS it is deemed advisable to exempt the said premise from taxation by the Town of Erin, except for local improvement, school purposes and county purposes, for a period not exceeding January 1st, 2015 to December 31st, 2018.

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

1. That the property owned by the Royal Canadian Legion, Erin Branch 442 identified on the Assessment Roll as property roll # 23 16 000 011 15100 be exempt from taxation by the Town of Erin, except for local improvement and school purposes for a period from January 1st, 2015 to December 31st, 2018.

Passed in open Council on June 16, 2015.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW NUMBER 15- 28

A by-law to regulate municipal water works within the urban area, Regulating the distribution, use and the establishment of municipal water within the Town of Erin.

WHEREAS pursuant to Section 11 as amended of the *Municipal Act, 2001*, as amended (hereafter referred to as the *Municipal Act, 2001*), The Town of Erin (hereafter referred to as the Town) has the responsibility for public utilities, including water distribution, production, treatment and storage within the Town of Erin Official Plan and the collection, production and treatment of such water and the financing thereof by a municipal corporation or local board thereof and all provisions of any special act relating to such collection and treatment of such water apply;

AND WHEREAS pursuant to the *Municipal Act, 2001*, the Town has the responsibility for public utilities, including water distribution, production, treatment and storage of such water and the financing thereof by the Town and all provisions of any special act relating to such collection and treatment of such water that apply;

AND WHEREBY Council has now received and considered the final Study Reports titled "Water Rate Study" dated February 1, 2011,

NOW THEREFORE, the Council of the Corporation of the Town of Erin ENACTS AS FOLLOWS:

1 Application

That the rules and regulations set out in this By-law shall govern and regulate the operation of any system of the municipal water works owned by the Town and shall be considered to form a part of the contract between the Town and the owner, or occupant, of a property to supply municipal water by the Town within the Town of Erin.

2 Definitions:

That in this By-law, the following terms are defined as:

"Adjacent" for the purposes of section 3, "Adjacent" means that a property line is within 30 meters of a municipal water main, and that the building to be serviced is not more than 120 meters from where the municipal water service valve would be located.

"Backflow Assembly" means a testable backflow mechanism

"Backflow Device" means a non testable backflow mechanism

"Development" means any building or site works proposed which would require issuance of a building permit as defined under the Building Code Act; a consent approval, a site plan approval, or approval of a plan of subdivision or condominium as defined by the Planning Act. Mandatory connection to the water service will not be required as a condition of building permit issuance for the following;

- pool enclosures,
- fences,
- uncovered decks,
- accessory structures of less than 108 ft²
- internal renovations not requiring septic system review in accordance with the Ontario Building Code

“Municipal Water User” means the owner or occupant of a property receiving municipal water service by way of written agreement/authorization of the Town of Erin Water Department.

“Municipal Water Works” means the facilities for the collection, production treatment, storage, supply or distribution of water or any part of the facilities.

“Non Metered Rate” means the charge will be calculated by using the annual average water consumption (cubic meter) for each system divided by twelve months and applying the Water Consumption Rates in accordance with Schedule “A” where installation of meters is deemed by the Town of Erin Water Department to be impractical.

“Private Water Service” means all the physical and mechanical equipment and devices located on private property in providing municipal water works.

“Town of Erin Water Department” is a department of the Corporation of the Town of Erin as established in accordance of the Municipal Act as a public utility providing municipal water to the Town of Erin subject to the regulations of the Ontario Water Resources Act, R.S.O. 1990.

“Water Main” A potable water pipe located on a municipal right of way that has a minimum diameter of 50mm.

3 Application of Municipal Water Works

3.1 All properties requiring a potable water service within the urban areas of the villages of Hillsburgh and Erin shall only be serviced with municipal water works; where no municipal water works is available adjacent to the property, a private well shall be permitted.

3.2 Where municipal water service is provided adjacent to a municipal water main, as a condition of approval of development the owner shall be required to connect to the municipal service, and cease of use of any existing well on the property; the well shall be decommissioned to the satisfaction of the Town of Erin Water Department.

3.3 Notwithstanding section 3.2, the owner may request to retain the existing well on the property subject to meeting the following conditions and final approval of the Town of Erin Water Department:

- a) That the well is located outside of a wellhead protection area as outlined in the current provincially approved assessment report under the Clean Water Act.
- b) And that the well is a drilled certified well and will continue to be maintained as per regulation 903 under The Ontario Water Resources Act. The drilled well must be a minimum of 30 meters away from source contamination.
- b) And that the plumbing is physically separated to ensure no cross contamination into the Municipal Water System. This would entail

the installation of a dual check valve and expansion tank to ensure a closed loop system.

4 Private Water Service (General)

- 4.1 The Town of Erin Water Department is not responsible for damages or costs to the private water service that may result as part of disconnection or reconnection of the municipal water supply.
- 4.2 The owner or occupant shall provide the Town of Erin Water Department with ready access to the property for the purpose of inspection or maintenance of a private water service.
- 4.3 Each individual private water service shall have a minimum of one meter. Additional separate private water services for fire protection do not require a meter.
- 4.4 If the Town of Erin Water Department deems a private water service a potential threat to the safety of the Municipal Water Works, the Town will disconnect the service until the potential threat is eliminated.

5 Municipal Water Works - (Municipal Water Main to Private Property Line – Municipal Portion)

Where no Municipal Water Works is available to a property and is required, the prospective municipal water user is responsible for the cost of extending the municipal water works to the property line subject to the approval of the Town of Erin Water Department.

6 Private Water Service - (Private Property Line to building - Private Portion)

- 6.1 The private water service line on private property is owned, installed and maintained by the owner of the property, the installation and maintenance is subject to the satisfaction of the Town of Erin Water Department.
- 6.2 When connecting a private water line to the service valve at property line the Town shall be present to inspect the connection. This included
- 6.3 The water service line on private property shall be installed as per building code requirements.
- 6.4 Tracer wire shall be installed with any non conductive pipe.

7 Private Water Service (meter and meter isolation valves)

- 7.1 Meters and Meter Isolation Valves shall be purchased from the Town of Erin Water Department and the municipal water user invoiced at current market value + 10% administration fee and taxes as noted in Schedule "B" of **By-law 11-__**.
- 7.2 Meter size shall be at the discretion of the Town of Erin Water Department.
- 7.3 The Town of Erin Water Department reserves the right to conduct a water meter test at any time.

- 7.4 Where a meter cannot be located as per this by-law the meter may be required to be installed in a meter pit at the property owners cost.
- 7.5 Repair of meter due to normal usage shall be the responsibility of the Town of Erin Water Department.
- 7.6 Meters shall be located so that all the water used on that property is metered.
- 7.7 Meters, meter isolation valves and meters bypass valves shall be sealed by the Town of Erin Water Department and not tampered with, should repairs be undertaken, the seal must be reaffixed by the Town of Erin Water Department

8 Private Water Service (Backflow prevention)

- 8.1 No municipal water user shall permit backflow of any water source into the potable drinking water lines which connects to the municipal water supply.
- 8.2 No owner shall connect the water service to any cisterns, well or other water source.
- 8.3 Backflow devices and assemblies shall be installed at the discretion of the Town of Erin Water Department.
- 8.3 Where a device is capable of creating pressure or backflow into the municipal water works from a private water service, the owners shall ensure the Town is notified and a suitable backflow assembly installed to the satisfaction of the Town of Erin Water Department.
- 8.4 Backflow assemblies shall be specified by an engineer with experience with backflow assemblies. The backflow assembly shall be installed by a certified plumber. All associated cost shall be the responsibility of the municipal water user.
- 8.5 The municipal water user shall submit annual back flow certification as required for all backflow assemblies.

9 Fire Protection

- 9.1 Equipment installed for the automatic extinguishing of fires in buildings, subject to approval from the Town of Erin Water Department. Connection is permitted to the municipal water supply provided no water shall be used for any purpose except the extinguishing of fires. All such equipment shall be provided with a separate valve at the street line and under exclusive control of the Town.
- 9.2 A backflow prevention device shall be installed on all fire extinguishing systems to ensure no connection with the municipal water supply.

10 Responsibility of Municipal Water User

- 10.1 The property owner is responsible to ensure that the following has been completed before requesting the water service is turned on:

- All applicable costs associated with this water service have been paid.
 - An inspection of the connection to the service valve at property line has been conducted and approved by the Town of Erin Water Department.
 - The water meter and appurtenances have been inspected, sealed and approved by the Town of Erin Water Department.
 - A water account has been opened with the Town of Erin Water Department.
- 10.2 Municipal Water Users shall ensure that the meter or meter bypass valve seal is affixed. Should the seal become damaged, the municipal water user must contact the Town of Erin Water Department to reaffix the seal.
- 10.3 Municipal water users shall ensure that all water used by the property passes through the meter.
- 10.4 Municipal Water Users shall provide ready and convenient access to the private water service for inspection and repair by the Town of Erin Water Department at all times.
- 10.5 No person shall open or close any valve, hydrant or gate in the street main or interfere with the town water system in any manner.
- 10.6 Municipal water users shall notify the Town of Erin before a meter is relocated and allow access to reseal the meter within 15 days.
- 10.7 Municipal water users shall insure that the water meter has been installed in an area that will allow for easy inspection and replacement.
- 10.8 Municipal water users shall ensure that if a meter touch pad is used that the touch pad is installed in an area that is accessible to the meter reader and to the satisfaction of the Water Superintendent.
- 10.9 Municipal water user shall ensure there is no water leaks between the service valve at property and the meter.
- 10.10 Municipal Water users shall protect all parts of the water service, meter, backflow device or assembly and appurtenances from freezing.
- 10.11 No person shall tamper with cover or screen from view a fire hydrant by any structure or vegetation or any other means.
- 10.12 The municipal water user shall ensure that payment is received by the Town of Erin Water Department on or before the due date printed on the billing invoice.

11 Penalties

- 11.1 Failure to comply with Section 10.1 will result in disconnection from the municipal water supply.
- 11.2 If a meter does not register due to the negligence of a municipal water user, the meter must be repaired by the municipal water user at their cost. If the meter is not repaired within 30 days, meter shall be replaced with a radio frequency meter and the cost added to the water account.

- 11.3 If access to a property to install or maintain a water meter and appurtenances is not provided within 5 business days the water will be billed at two times the non metered rate or the water supply disconnected at the discretion of the Town of Erin Water Department.
- 11.4 The Municipal Water User must ensure meter seals are affixed, and not damaged or broken. Where the seal is discovered to be damaged or broken by the Town of Erin Water Department the fee identified in Schedule A will be applied to the municipal water user's account. The Municipal Water User shall report any damage or broken seals to the Town of Erin Water Department to avoid this fee.
- 11.5 Where the payment or metering requirements identified in this by-law are not met, the Town reserves the right to disconnect the supply of water to the property. A notice of disconnection will be sent to the billing address 15 days prior to disconnection of the water supply.
- 11.6 Where pre-authorized payments are not executed due to there being insufficient funds in a water user's account, the finance charge and penalty then in effect will be added to the water user's account. If a second payment is not executed due to insufficient fund, the finance charge and penalty that is in effect will be added to the water user's water account and the privilege of pre-authorized payments will be withdrawn.
- 11.7 No person shall make any connection to the municipal water service or private water service without the prior written consent of the Town of Erin Water Department. The owner of the premises on which an unlawful connection has been made shall be responsible for the water rates or charges which are applicable and in addition, liable for any other penalty provided by By-law or by any Act of the Legislative Assembly of Ontario or the Parliament of Canada. The rate shall be charged as per Schedule "B" of **By-law 11-23**.
- 11.8 If a water leak is identified between the service line at property and the meter; the property owner shall repair the leak within a period identified by the Water Superintendent. If the leak is not repaired, the water supply shall be disconnected without notice. Water lost shall be billed at the discretion of the Water Superintendent.
- 11.9 If a water meter, meter isolation valves or backflow device or assembly is damaged by freezing or any other means the property owner shall repair the water meter, meter isolation valves or backflow device or assembly within a period identified by the Water Superintendent. If the leak is not repaired the water supply shall be disconnected without notice. Water lost shall be billed at the discretion of the Water Superintendent.
- 11.10 If a water meter is installed in a location that does not allow for easy inspection and replacement, the location shall be modified within a period identified by the Water Superintendent. Failure to do this will result in the account being charge at two times the non metered rate for that billing period.
- 11.11 Upon three months (90 days) after the due date, should the account remain unpaid, the Town will deliver or cause to be delivered to the service address, a notice of disconnection advising the customer that unless payment is received within 48 hours, service will be disconnected immediately.

11.12 If the customer at any premises omits, neglects or refuses to pay any bill rendered, whether for water service pipes, meter, service charge or any other monies to which the Town may be entitled in respect of water services to such premises, the Town may, at its discretion, disconnect the water supply or reduce the flow of water supply to the premises. The Town shall provide reasonable notice of the proposed disconnection to the owners and occupants of the land by registered mail. Such charges have priority lien status, and shall be collected in accordance with the Municipal Act, 2001, and shall be added to the tax roll against the property in respect of which the water service was supplied.

12 Connection Fees

13.1 A connection fee equal to the water portion of development charges will be applied to all new water connections for a water service that will be servicing an existing building.

13.2 New buildings are exempt from the connection fee outlined in 13.1 as they are required to pay Development Charges.

13 Restrictions to Municipal Water Users

14.1 The Town of Erin reserves the right to restrict water consumption to a municipal water user when water consumption exceeds the following amounts.

Industrial	5,000m ³ per Billing Period (75 m ³ per day)
Commercial	2,000 m ³ per Billing Period
Residential [Per Unit]	500 m ³ per Billing Period

14.2 Municipal water users are restricted to days of use for the purpose of lawn watering. When the municipal water user's address ends in an even number, lawn watering is permitted on even number dates of the month and where the municipal address ends in an odd number, lawn watering is limited to odd number dates of the month.

14.3 Pool Filling and extended irrigation must be by Permit. Permits are obtained by the Town of Erin Water Department. This is implemented to allow for the management of peak water usage. There is no cost for this permit but a set time frame may be identified.

14.4 Water service may be interrupted and suspended without notice to users in the event of an emergency. The Town of Erin Water Department is not responsible for damage or losses resulting from the interruption and ensuing reinstatement of water pressure.

14.5 A municipal water user may not without the consent of the Town, lend, sell, or dispose of the water, give it away, permit it to be taken or carried away, use or apply it to the use or benefit of another, or to any use and benefit other than his own.

15. This By-law repeals and replaces the by-law 11-47.

Passed in open Council June 16, 2015

Mayor

Clerk