



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

**August 11, 2015**  
**7:30 PM**

**Municipal Council Chamber**

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2. Approval of Agenda	
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9.7	Haldimand County - Resolution regarding the Vacancy Rebate Program	141 - 142
<b>10.</b>	<b>New Business</b>	
10.1	Discussion item - Bicycles on Sidewalks	
10.2	Discussion item - Open forum - Format for questions from the public	
<b>11.</b>	<b>Closed Session</b>	

Matters under the following exemption in the Municipal Act S. 239

(3.1) Educational or Training Sessions (code of conduct, MFIPPA)

**12. Return from Closed Session**

12.1 Motion to Reconvene

12.2 Report Out

**13. By-Laws**

143 - 149

Zoning Amendment - Sanderson

Operating Agreement - Sanderson

**14. Notice of Motion**

**15. Adjournment**



## Minutes of the Town of Erin Special Council Meeting

July 13, 2015

7:00 p.m.

Municipal Council Chamber

<b>PRESENT:</b>	<b>Allan Alls</b>	<b>Mayor</b>
	<b>John Brennan</b>	<b>Councillor</b>
	<b>Matt Sammut</b>	<b>Councillor</b>
	<b>Jeff Duncan</b>	<b>Councillor</b>

<b>ABSENT:</b>	<b>Rob Smith</b>	<b>Councillor</b>
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<b>STAFF PRESENT:</b>	<b>Kathryn Ironmonger</b>	<b>CAO/Town Manager</b>
	<b>Dina Lundy</b>	<b>Clerk</b>

### 1. Call to Order

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

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

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

This meeting is to provide information for Council, exchange views, generate input etc. Council has not taken a position on the matter; Council's decision will

come after full consideration of input from the meeting, submissions from the public and comments from agencies.

Mayor Alls introduced Council members and staff.

## **2. Declaration of Pecuniary Interest**

None.

## **3. Topics for Discussion**

### **3.1 Public Meeting - Zoning By-law Amendment - D14 Z15-03 - Sanderson**

Aldo Salis, Manager of Development and Planning, County of Wellington

Mr. Salis gave a brief overview of the application before Council. The zoning by-law amendment is required to allow for the establishment of a recycling drop-off and distribution facility. Goods and materials collected will be of a dry nature. The activities on the property would be restricted to the interior of the existing buildings and to the rear of those buildings where bins will be used to store goods on a temporary basis. No new buildings or structures are proposed. There will be no crushing or processing equipment on the property: only a forklift and tractor for property maintenance. Vehicle traffic will be generated by public drop-off goods for recycling and when collection bins are removed/returned to the site by truck. No significant changes are proposed.

The subject land is currently zoned Highway Commercial and other C2 uses currently permitted would remain for this property. The uses of land permitted within areas designated Highway Commercial are generally those that cater to the travelling public or uses not considered compatible within the downtown area.

The property is within the CVC regulated area, and the CVC has no concerns with the application.

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

John Cox, JL Cox Planning, Agent for the Applicant

Mr. Cox further explained the application, giving background of prior uses of the property and highlighting the limited uses now available due to contamination issues which are further complicated by the impacts of being within the flood plain of the west credit. The scope of the proposed business does not fit into the definition of a salvage yard in the zoning by-law, and as such the applicant is requesting a new definition be added that reflects the proposed use. All activity proposed will occur behind the two buildings, material will be stored in bins and hauled off-site. No processing will occur at the site. Access to the rear of the property will be controlled and secured during off hours.

Mayor Alls invited the public to speak.

Deb Callaghan, 37 Erindale Drive

- by-law prohibits a recycling yard
- this use should be carefully considered before making a decision
- the property on Thompson Crescent is non-compliant
- the size and volume of trucks needs to be clarified
- there will be excessive noise from the forklift, bins, and trucks
- need to keep these businesses in the correct zone (industrial)

Pauline Follett, 13 Erin Heights Drive

- concur with the previous speaker
- a concrete barrier is not esthetically pleasing
- the Thompson Crescent property has not been maintained
- not in agreement with the rezoning of this property

John Zanatta, 70 Charmain Rd, Woodbridge (Represents - Erin Commercial Plaza - 9 Main Street)

- opposed to the amendment
- this is an industrial enterprise, not a commercial one
- can lead to an increase in less desirable development in the area
- not in keeping with the downtown core
- there are viable businesses nearby that will be adversely affected
- garbage will be dumped
- increased noise
- odour - due to residual substances on the metals

- the use does not speak to the best use for the property

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

Aldo Salis advised that interested parties should contact the Town and County in writing with their concerns. A report will likely come before Council at the next regular meeting.

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

#### **4. Adjournment**

The meeting was adjourned at 7:35pm.

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Mayor

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Clerk



## Minutes of the Regular Town of Erin Council Meeting

July 13, 2015

7:30 pm

Municipal Council Chamber

### PRESENT

Allan Ails

John Brennan

Matt Sammut

Rob Smith

Jeff Duncan

Mayor

Councillor

Councillor

Councillor

Councillor

### STAFF PRESENT: Kathryn Ironmonger

Dina Lundy

Sharon Marshall

Larry Wheeler

Larry Van Wyck

Dan Callaghan

Graham Smith

Jessica Wilton

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

Road Superintendent

Fire Chief

Facility Manager

Building and Planning Assistant

### 1. Call to Order

Mayor Ails called the meeting to order.

### 2. Approval of Agenda

**Resolution # 15-260**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** the agenda be approved as amended to remove the closed session solicitor advice item regarding Station Road, and to add item 9.6.4 EEDC April 8, 2015 Committee Meeting Minutes to the open session agenda.

**Carried**

### 3. Declaration Pecuniary Interest



July 13, 2015 Regular Meeting

Councillor Smith declared a pecuniary interest on the previous meeting regarding the Sanderson Zoning Amendment, as he is the owner of a similar business.

#### 4. **Community Announcements**

Erin Agricultural Society Farmers Market, Fridays 3-7pm

July 14 - EWCS Annual Golf Tournament

Equine events - see [horseexperience.ca](http://horseexperience.ca) or [erin.ca](http://erin.ca) - what's on

Council received a thank you letter from AAA Events for participation in their Canada Day Event

#### 5. **Adoption of Minutes**

**Resolution # 15-261**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

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

June 16, 2015 - Special Public Meeting - Loupen Investments

June 16, 2015 - Regular Meeting

June 23, 2015 - Special Meeting - Operational Review

June 30, 2015 - Special Meeting - Solar FIT Project Educational Session

**Carried**

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

Item 8.2 - add to activity list - update from Linda Dickson regarding research status of field inspections and examinations of dams

#### 7. **Accounts**

**Resolution # 15-262**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** the accounts in the amount of \$1,678,960.16 be paid.

**Carried**

## 8. Delegations/Petitions/Presentations

### 8.1 Gary Cousins, Director of Planning and Development, County of Wellington - Updating the Town's Official Plan

Mr. Cousins explained that he had been asked by the CAO to provide a report on updating the Town of Erin's Official Plan. The purpose of the update is twofold. Firstly, to coordinate land use planning decisions with the EA process, and secondly to bring the plan into conformity with provincial and county policy, as it is significantly out of date.

Mr. Cousins made several recommendations in his report, beginning with a meeting of the technical team of experts and agencies to discuss issues related to how the land use planning and environmental assessment should proceed.

**Resolution # 15-263**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the report from Gary Cousins, Director of Planning and Operations, County of Wellington, regarding updating Erin's Official Plan;

**And that** Council authorizes the recommendations in the report.

**Carried**

### 8.2 Murray Short, Matthew Venne, Robinson Lott & Brohman LLP - 2014 Financial Statements

Mr. Short presented the 2014 draft financial statements to Council, as well as graphs of the 'key measures' used to highlight the Town's performance in different areas.

**Resolution # 15-264**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the presentation of the 2014 Financial Statements from Murray Short of Robinson Lott & Brohmann LLP.

**Carried**

### **8.3 Ruby Lennox, Wellington Federation of Agriculture - Presentation of local activities**

Ms. Lennox explained that the organization is working with municipalities to come up with ways to assist the Town and provide information. Farming is an agricultural business, and the OFA continues to press the Ontario government to support funding to rural communities.

#### **Resolution # 15-265**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the delegation of Ruby Lennox, Wellington Federation of Agriculture, regarding an update on their local activities.

**Carried**

## **9. Reports**

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

#### **9.1.1 Sarah Wilhelm, Senior Planner - Zoning Amendment, Loupen Investments**

##### **Resolution # 15-266**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the report from Sarah Wilhelm, Senior Planner, County of Wellington regarding D14 Z15-02 Loupen Investments Ltd. Zoning By-law Amendment;

**And that** Council will consider the amending by-law during the by-law portion of this meeting.

**Carried**

#### **9.1.2 Chief Building Official - Demolition Report- 9050 Sideroad 10**

**Resolution # 15-267****Moved By** Councillor Duncan**Seconded By** Councillor Smith

**Be it resolved that** Council hereby receives Building Department Demolition Report, dated July 13, 2015, regarding the application for demolition permit to demolish a single residential dwelling located at 9050 Sideroad 10, Town of Erin, Assessment Roll No. 23 16 000 005 11850 0000

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

**Carried**

**9.1.3 Chief Building Official - Conditional Site Plan Approval –  
Copperhill Developments Inc. - 111 Trafalgar Road**

**Resolution # 15-268****Moved By** Councillor Duncan**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby receives the site plan approval for Copperhill Developments Inc., 111 Trafalgar Road subject to conditions attached;

**And That** Council approves the site plan approval for Copperhill Developments Inc., 111 Trafalgar Road subject to conditions attached.

**Carried**

**9.1.4 Chief Building Official - Roof Quotes for Municipal Office**

**Resolution # 15-269****Moved By** Councillor Smith**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the roofing replacement quote results report;

**And That** Council accepts the quote of All Pro Roofing Inc (the lowest bidder) for the replacement of the shingles at the Municipal Office for a price of \$24,860.00 including HST.

**Carried**

**9.1.5 Chief Building Official - June 2015 Monthly Activity Report**

**Resolution # 15-270****Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** Council hereby receives Building Department Month End for June 2015 for information.**Carried****9.2 Recreation****9.2.1 Facility Manager - Tennis Court Resurfacing****Resolution # 15-271****Moved By** Councillor Smith**Seconded By** Councillor Duncan**Be it resolved that** Council accepts the tender proposal of Court Contractors in the amount of \$52,600 plus HST to re-surface the tennis courts as per RFQ#-RECTEN001-2015 at the Erin Tennis Club located at Centre 2000;**And that** Council accepts the added cost to supply and install 1 additional coating of acrylic resurfacer at a cost of \$4,800 plus HST.**Carried****9.3 Water****9.3.1 Compliance Administrator - 2015 Management Review Report****Resolution # 15-272****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** Council hereby receives the 2015 Management Review report.**Carried****9.4 Fire and Emergency Services****9.4.1 Fire Chief - May 2015 Monthly Report**

**Resolution # 15-273****Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Be it resolved that** Council receives the May 2015 Monthly Fire Report for information.**Carried****9.5 Finance****9.5.1 Director of Finance - Review of 2011 Water Rate Study****Resolution # 15-274****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** Council receives the Director of Finance's Report regarding the Review of the 2011 Water Rate Study Reserves balances for information.**Carried****9.5.2 Director of Finance - 2014 Financial Statements****Resolution # 15-275****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** Council receives the unqualified 2014 Financial Statements of the Corporation of the Town of Erin as presented by Robinson Lott & Brohman LLP.**And That** Council directs the Director of Finance to circulate and post copies of the 2014 Financial Statements as required by the *Municipal Act, 2001*.**Carried****9.5.3 Director of Finance - 2nd Quarter 2015 Financial Report****Resolution # 15-276****Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** Council receives the 2<sup>nd</sup> Quarter 2015 Financial Report for information.**Carried**

## 9.6 Committees

### 9.6.1 Let's Get Hillsburgh Growing - May 21, 2015 Meeting Minutes

**Resolution # 15-277**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the LGHG Committee May 21, 2015 Meeting Minutes for information.

**Carried**

### 9.6.2 Joint Health and Safety Committee - Meeting Minutes Dec 2014 - April 2015

**Resolution # 15-278**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the following Joint Health and Safety Committee Meeting Minutes for information:

December 17, 2014

January 14, 2015

February 18, 2015

March 18, 2015

April 18, 2015

**Carried**

### 9.6.3 Heritage Committee - May 25, 2015 Meeting Minutes

**Resolution # 15-279**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the TEHC Committee May 25, 2015 Meeting Minutes for information.

**Carried**

### 9.6.4 Economic Development Committee - April 8, 2015 Meeting Minutes

**Resolution # 15-280****Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** Council receives the EEDC April 8, 2015 Meeting Minutes for information.**Carried****10. Correspondence****10.1 Wellington County Municipal Economic Development Group - Minutes May 5 2015****Resolution # 15-281****Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolve that** Council receives the Wellington County Municipal Economic Development Group May 5, 2015 Meeting Minutes for information.**Carried****10.2 Municipality of Tweed Disaster Relief Committee - Request for support****Resolution # 15-282****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** Council receives the correspondence from the Municipality of Tweed Disaster Relief Committee;**And that** Council approves the request for support in the amount of \$500.**Carried****11. Closed Session****Resolution # 15-283****Moved By** Councillor Sammut**Seconded By** Councillor Brennan**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 9:43 pm to discuss the matter(s) pertaining to:



- personal matters about an identifiable individual, including municipal or local board employees; (by-law enforcement)
- a proposed or pending acquisition or disposition of land by the municipality or local board; (potential acquisition of property for municipal purposes)
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (HR related matter)
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (responsibility agreement)

**Carried**

## **12. Return from Closed Session**

### **12.1 Motion to Reconvene**

**Resolution # 15-284**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** the meeting be reconvened at the hour of 10:31 pm.

**Carried**

### **12.2 Report Out**

Mayor Alls declared a pecuniary interest on the closed session item relating to potential acquisition of property for municipal purposes, due to a family member's potential association.

## **13. By-Laws**

**Resolution # 15-285**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** By-Law numbers 15–29 to 15-30 inclusive, are hereby passed.

**Carried**

## **14. Notice of Motion**

July 13, 2015 Regular Meeting

None.

**15. Adjournment**

**Resolution # 15-286**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** the meeting be adjourned at the hour of 10:34pm

**Carried**

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Mayor, Allan Alls

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Clerk, Dina Lundy



**PLANNING REPORT  
for the TOWN OF ERIN**

Prepared by the County of Wellington Planning and Development Department

**DATE:** August 6, 2015  
**TO:** Kathryn Ironmonger, CAO  
 Town of Erin  
**FROM:** Aldo Salis, Manager of Development Planning  
 County of Wellington  
**SUBJECT:** **REZONING APPLICATION D14 Z15-03 - Sanderson  
 (Suncor Energy Products Partnership)  
 To allow for a recycling drop-off facility  
 1, 3 and 5 Main Street, Village of Erin**

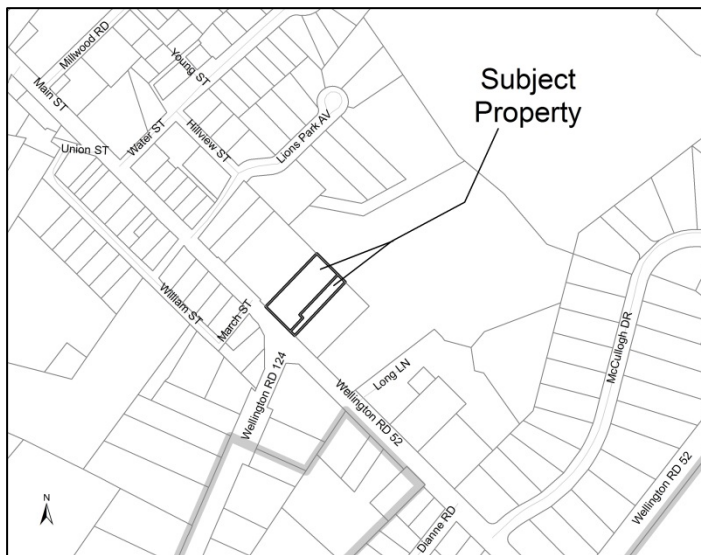
**SUMMARY**

*This zoning by-law amendment is required to allow for the establishment of a recycling drop-off centre at the subject property on Main Street in Erin. An amending by-law to provide for the proposed site specific use has been prepared for Council’s consideration. County staff supports this amending by-law as prepared for this use, subject to the establishment of an agreement between the operator and the Town to address site design and operational matters as outlined in this report.*

**INTRODUCTION**

This rezoning application applies to land legally described as Lots 6 & 7, Registered Plan 107, Town of Erin, with the civic address 1, 3 and 5 Main Street in Erin (see Figure 1). This property is located in the south part of the village at the intersection of County Roads 124 and 52. The property is 0.4 ha (1 acre) in area and has approximately 48 metres (160 feet) of frontage along Main Street (Wellington Road 124). The property is surrounded by commercial land to the north and west, with large natural areas to the immediate east. The subject property is within the floodplain of the West Branch of the Credit River.

**Figure 1 Property Location**



**PURPOSE**

The purpose of the zoning amendment is to allow for the establishment of a facility for the collection, temporary storage, and ultimate distribution of recyclable steel, electronics, household appliances and other metal products. All products brought to the site are to be dry: no vehicles, motors or car parts, or any hazardous materials will be accepted at this facility. In addition to the site specific use noted above, the current uses of the Highway Commercial Zone will continue to be allowed on the subject property.

In support of the rezoning application, the proponent filed a Planning Justification Report prepared by J.L. Cox Planning Consultants Inc. dated April 2015. Mr. Cox elaborated on this proposal at the public meeting confirming that the proposed recycling depot should not be categorized or construed as a wrecking or salvage yard. As noted above, the site operator will not accept motor vehicles or engine components or any metal products that contain fuel, fluids or liquids. Further, no hazardous goods or products will be accepted.

#### **SUBJECT PROPERTY AND SURROUNDING LAND**

Figure 2 highlights the subject property (see below). The property was formerly used as a truck haulage business and is currently vacant. There is a large shop (vacant) at the front of the property and a small detached residence (vacant) on north side. The majority of the property's open area contains asphalt pavement with some mature vegetation. There is mature tree cover on the east and south sides of the property and on the adjacent land to the east. A solid board fence exists on the property boundary with the commercial plaza to the immediate north.

Figure 2 also illustrates the angled T-intersection of Wellington Road 124 as it joins Wellington Road 52. The land uses on the west side of Main Street (opposite the subject land) is a mix of office/commercial and is also zoned C2 Highway Commercial.

**Figure 2 Subject Property and Surrounding lands**



## **TOWN OF ERIN OFFICIAL PLAN**

Schedule A-2 (Erin Urban Area) of the Town of Erin Official Plan identifies the subject property as HIGHWAY COMMERCIAL. The uses of land permitted within areas designated Highway Commercial is generally those that require larger sites and cater to the travelling public with ease of access and visibility from a major road. The Official Plan also allows for convenience facilities to serve the needs of the local residents.

Within this land use category, permitted uses can include, but are not limited to: automotive sales and service, building supply outlets, garden centres, home furnishings establishments, and other uses servicing the travelling public. A recycling drop-off facility, as proposed, is considered similar to a building or lumber supply business or a garden centre in terms of outdoor storage, vehicular traffic to the property, truck deliveries, and equipment movement on site.

The Official Plan encourages the establishment of new businesses in the community and especially for vacant or under-utilized properties. The subject property is currently not in use. The former automotive service station ceased several years ago. The most recent use was a transport haulage/repair business.

With the introduction of the proposed new use, the applicant will need to demonstrate that potential off-site impacts (such as, noise, traffic, lighting) will not create adverse impacts to adjacent properties. Mitigation measures such as screening and landscaped buffers, or other measures, may be required to minimize any potential impacts.

## **AGENCY REVIEW AND COMMENTS**

Public agency comments received have not raised any new issues or resulted in any additional study or assessment by the applicant. The Town of Erin Roads Department and Fire Department had no concerns. Credit Valley Conservation provided written comments on July 7, 2015 and had no objection but noted that the property is within the CVC Regulated Area and any new development or site alteration will require a permit from the Authority.

Initial comments by County Engineering Services (Roads Department) related to traffic and driveway access. County Roads staff reviewed the proponent's traffic report and agreed with the access changes recommended by the traffic consultant. Should the rezoning be approved, those access changes will be addressed through an agreement with the proponent.

According to the MOECC (Guelph Office), no approvals from the Ministry are required for a proposed recycling drop-off facility. Enbridge Gas Distribution provided written comments and had no concerns.

## **PUBLIC MEETING AND PUBLIC INPUT**

The Statutory Public Meeting for this application was held at Municipal Offices on July 13, 2015. At the meeting, three delegations spoke against the application. Written comments have also been provided regarding this zone change. We would summarize the written comments and those expressed by the delegations as concerns related to:

- incompatible land use (conflicts with surrounding properties and uses);
- increased truck traffic (noise, public safety); and
- inappropriate use at entry to community (site aesthetics).

## **PROPOSED USE AND ASSESSMENT OF IMPACTS**

As noted, this application to amend the Zoning By-law is to allow for the establishment of a recycling drop-off centre for recyclable dry metal products (household appliances, computers and electronics, etc.). Materials brought to the property will be collected and stored temporarily, and then shipped by truck to other locations for processing and repurposing. All products brought to the site must be dry: no motor vehicles, or parts thereof, or any hazardous materials will be accepted at the proposed facility.

According to the applicant, there will be no crushing or processing equipment on the property: only a forklift and tractor for property maintenance. Vehicle traffic will be generated by public drop-off of recyclable goods, when collection bins are removed/returned to the site by truck, employee traffic, and occasional deliveries to the property.

As noted, the proposed use will not require any significant site changes, other than some landscaping, fencing, and improvements at the driveway entrances to provide safer vehicle access. No new buildings or structures are proposed and no changes to the existing septic system or water supply are required. No site alteration or regrading is proposed.

In terms of the proposed use, the public has raised concerns related to compatibility, traffic and aesthetics. The following sections provide a review of those matters:

### **Compatibility:**

Concerns regarding the proposed recycling operation were raised by the owners of the adjacent commercial plaza and others. Compatibility concerns relate to potential noise, odors, and increased truck traffic to the area.

It is expected that activities conducted inside the building or rear yard will not generate odor, excessive noise or vibration. All of the recycled goods brought to the site would be dropped off behind the existing buildings and not visible from the street. There is no processing of the goods or materials brought to the site. Goods deposited will be temporarily stored within the building or in bins in the rear yard. Existing tree cover and fencing will shield the rear yard activities from neighbouring properties. Additional landscaping or fencing can be requested pursuant the requirements of the outdoor storage provisions of the Zoning By-law and implemented by agreement with the operators.

The applicant has advised that once the bins are full they would be transported to recycling processors of those materials. Further, based on the capacity of the bins and the volume of recyclables expected to be received, such transport movements would occur approximately once a month. On-site equipment (such as a fork-lift and tractor) would operate in the rear yard as required for site operations and maintenance.

It is worth noting, that other land uses that involve similar outdoor storage and associated truck traffic would be permitted on the subject property without a zone change. They include: a building supply or lumber yard, a garden centre, or an equipment rental establishment. These retail or service commercial uses have on-site truck deliveries/movements and also contain similar outdoor/yard activities (goods storage, fork lift movements, customer traffic, etc.). Further, the current zoning for the subject property would permit: an auto body shop, truck/car repair establishment, bar or tavern, assembly hall or banquet facility, and drive-thru restaurants. These land uses are permitted on the subject property today, without rezoning.

In our view, Main Street in the village of Erin (Wellington Road 124) is the major collector road intended to accommodate truck traffic. In terms of addressing the extent of on-site activities, we believe that establishing acceptable hours of operation for the proposed recycling use should be considered by Council. This would ensure that activities at this site such as truck traffic, on-site equipment use, and bin movements, would occur during normal business hours, minimizing conflicts with other properties. Outdoor lighting for the buildings or rear yard can be addressed through a development agreement and site plan. We would suggest that lighting in the rear yard should be directional.

**Truck Traffic/Driveway Access:**

The policies of section 4.10.5 of the Erin Official Plan states that “access to any road shall be carefully regulated to limit access to appropriate locations”. As noted, the subject property has frontage and access to Main Street (Wellington Road 124) and the County is the road authority.

County Engineering Services (Roads Department) has reviewed the rezoning application and the proponent’s traffic report prepared by Paradigm Transportation Solutions Limited dated June 6, 2015. In their report, the traffic consultants provided two options on addressing vehicular access to the subject property. County Engineering Services has reviewed the report and have confirmed that should the proposal be approved, the applicant will be required to implement Option 1 which refers to maintaining two way vehicle access for the north driveway and that the south driveway be partially closed and limited to ingress traffic only.

The proponent and their planning consultant met with County Engineering staff on July 21, 2015 to review the access issues at Wellington Road 124 at Main Street. It was confirmed that barriers/raised curbing will need to be installed at the southern driveway to control access. Pavement markings and signage will be required to direct and control vehicle movements. This is to be addressed by a general statement in an agreement with the Town and more specifically through an agreement between County Engineering and the site operator.

In terms of driveway access and public safety, the County Roads Department has no concerns with the proposed recycling drop-off facility subject to the access changes described above.

**Aesthetics/Urban Design:**

Public concerns have been expressed that a proposed recycling drop-off centre is inappropriate at the entrance to Erin Village as this use could potentially become an eye-sore. To address this concern, the proponent (site operator) has agreed to:

- clean up the property/remove debris;
- maintain the property and recycling use in an organized and well-kept manner; and
- add landscaping, install planter boxes, and similar design elements at the front of the property.

As mentioned, the street frontage will undergo other physical improvements to the southern driveway to address conditions of County Roads Department. The Town can request other aesthetic changes as part of the development agreement with the proponent to enhance the visual appearance of the property (e.g. address signage clutter, maintain existing vegetation, façade improvements, etc.).

### **CURRENT ZONING OF THE PROPERTY**

According to Schedule 'A' of Zoning By-law 07-67, the subject property is zoned Highway Commercial C2(F). As mentioned, there are a variety of land uses permitted under this category. The proposed "recycling facility" is not listed as a permitted use under the current C2 zoning. The applicant has requested the addition of this specific use for the property and has also suggested a definition for the proposed recycling facility.

The subject land is also within the Regulatory Floodline identified with an (F) symbol as the Special Flood Plain provisions. Within these areas, only those buildings and structures which existed prior to the passage of the Zoning By-law (2007) are permitted. The applicant is not proposing any new buildings or structures and there are no requests to regrade or modify the topography of the site. Any such changes would require the review and approval by the Conservation Authority.

### **PROPOSED AMENDING BY-LAW**

As requested, this office has prepared a draft amending by-law for Council's review and consideration (see attached document). The draft by-law has specific zoning provisions to address the scale and nature of the proposed use, imposes limitations on areas of commercial activity, and provides measures to address compatibility concerns. The amending by-law contains a definition of "recycling drop-off centre" which limits the types of recyclable goods and products acceptable at this location and the extent to which such goods can be handled. The definition reads:

***Recycling Drop-Off Centre*** shall mean a facility for the drop-off and temporary holding of recyclable household appliances, televisions, computers, electronics, and similar dry recyclable metal products prior to shipment to other locations for processing of those materials to manufacture new products. A 'recycling drop-off' centre shall not accept any wet or hazardous goods or any motor vehicles or associated parts. A 'recycling drop-off centre' does not include the crushing, dismantling, or otherwise processing of goods and material and does not include a 'wrecking or salvage yard'.

We have also added provisions related to where recyclable products/goods must be stored on site, prohibition of recyclables and bins in the front yard or visible from a public street or abutting properties. The proposed by-law also requires visual screening of the rear yard by a solid wood fence or wall or equivalent landscape buffer.

### **DEVELOPMENT AGREEMENT TO ADDRESS SITE CONDITIONS AND OPERATIONS**

In our view, in order to address specific compatibility and aesthetics elements of the recycling operation, it will be necessary to establish a development agreement with the proponent in addition to the ensuring conformity with the amending by-law. The agreement should contain, at a minimum, clauses that require:

- physical improvements to the buildings/property to address issues of aesthetics (i.e. additional landscaping, site clean-up, removal of debris, removal of third party signage where applicable, etc.);
- installation of curbs or barriers, directional signage and pavement markers to provide safe vehicle ingress/egress as per comments of County Roads Department;
- setting appropriating hours of operation at acceptable times/days of the week to provide predictable on-site equipment use and other site works (bin loading, bin transport, yard clean-up, etc.);



- installation of signage and security cameras as a deterrent to unauthorized after-hours dumping; and
- standard site plan requirements (to address off-street parking and loading areas, provision of fencing, landscaping, outdoor lighting, business signage, etc.).

The proponent's planning consultant provided a draft agreement that address the above matters. At the time of writing this report, the draft agreement was circulated to Town staff and its consultant for review. A draft site plan to illustrate these operational matters and other site improvements was submitted by the proponent but not finalized.

In attempt to address the concerns regarding the appearance and compatibility of the proposed recycling operation at the subject property, we recommended the establishment of an agreement with an accompanying site plan.

### **PLANNING OPINION**

In our view, the proposed drop-off centre for recyclable goods in Erin would provide for the re-use of an existing vacant commercial building and property. The site has frontage and access to major roads and is situated in area of the village that is a mixed-use neighbourhood (retail and service commercial, professional offices, etc.).

While a recycling drop-off use at this location would be convenient for the broader community, Council should be satisfied that appropriate measures are established to address compatibility concerns of the neighbourhood.

As discussed in this report, the proposed drop-off facility will be limited to only recyclable goods and materials of a dry nature. Goods containing fuel, oils or other chemical fluids will not be permitted. The recycling of motor vehicles or parts thereof, or hazardous materials will not be allowed at this facility. The activities on the property would be restricted to the interior of the existing building and to the rear yard where bins will be used to store goods on a temporary basis. Further, there will be no crushing, processing or dismantling of goods and no heavy equipment will be used on the property. No new buildings or structures will be permitted. These aspects of the proposed recycling drop-off centre are to be regulated by the site specific zoning for the property by the inclusion of a new definition and with specific provisions in the amending by-law.

As outlined in this report, traffic safety concerns will be resolved through entrance improvements to be approved by the County Engineering Department. It is expected that on-site operational noise can be addressed through the enforcement of hours of operation.

The subject property is located at the entrance to Erin Village and therefore maintaining the property in an orderly manner is essential. The operator has confirmed a willingness to enhance the physical appearance of the property from Main Street. A draft agreement has been prepared to address property maintenance, directional signage, improved traffic access, landscaping, and other aesthetic measures. These matters are to be articulated on a site plan and implemented through an agreement with the municipality.

Municipal staff and the public review agencies have no concerns with the proposed new use.

**Recommendation**

With the implementation of the specific measures noted above, we believe that the introduction of the proposed recycling drop-off centre is consistent with the Provincial Policy Statement and conforms to the local Official Plan. Accordingly, we support the proposed amending by-law to permit the proposed recycling use as defined and limited by the attached amending by-law, subject to the execution of an agreement and site plan prepared to address the proper and orderly development and day-to-day operations of the proposed use.

We are prepared to assist Town staff in the preparation of an agreement and site plan for the subject property.

**Respectfully submitted,  
County of Wellington Planning and Development Department**

A handwritten signature in black ink, appearing to read 'A. Salis', with a long horizontal line extending to the right.

**Aldo L. Salis, MCIP, RPP  
Manager of Development Planning**

**Attach.**

# ZONING BY-LAW AMENDMENT

for

Sanderson Recycling  
1, 3, 5 Main Street, Erin  
Town of Erin

Application D14 Z15-03

Prepared by the  
County of Wellington  
Planning and Development Department

July 8, 2015

Revised  
**August 5, 2015**

# DRAFT

The Corporation of the Town of Erin  
By-law No. [REDACTED]

A by-law to amend the Zoning By-law 07/67, as amended, for the Corporation of the Town of Erin  
1, 3, 5 Main Street, Erin.

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 34 of the Planning Act, R.S.O. 1990 as amended;

Therefore Council enacts as follows:

1. That Schedule 'B' of By-law 07-67, the Comprehensive Zoning By-law, is amended by rezoning 1, 3, 5 Main Street, former Village of Erin, as shown on Schedule "A" of this By-law, from the Highway Commercial (C2)(F) Zone to the HIGHWAY COMMERCIAL SITE SPECIFIC **C2-108 (F) ZONE**.
2. That **SECTION 2 – DEFINITIONS** be amended by the addition of the following new definition:

**Recycling Drop-Off Centre** shall mean a facility for the drop-off and temporary holding of recyclable household appliances, televisions, computers, electronics, and similar dry recyclable metal products prior to shipment to other locations for processing of those materials to manufacture new products. A recycling drop-off centre shall not accept any wet or hazardous goods or any motor vehicles or associated parts. A 'recycling drop-off centre' shall not include the crushing, dismantling, or processing of recyclable goods and material and shall not include a '*wrecking or salvage yard*'.

3. That **SECTION 14 – SPECIAL PROVISIONS** be amended by the addition of the following new section:

<p><b>C2-108 (F)</b> <b>By-law 2015-</b>[REDACTED] Sanderson Recycling 1, 3, 5 Main Street, Erin</p>
--

In addition to the uses permitted under the C2 Zone, the following additional use is permitted, subject to the following special provisions and applicable provisions of the Zoning By-law:

- A *recycling drop-off centre* as defined by this By-law.

All recyclable materials brought to the site shall be contained within the existing buildings or placed within container bins in the rear yard. Recyclable goods and/or bins are not permitted in the front yard and shall not be visible from a public street or neighbouring property zoned or used for residential or institutional purposes.

The rear yard activity area shall be screened by a solid wood fence or wall or equivalent landscape buffer along the property boundary.

No new buildings or structures are permitted and any site alterations shall be subject to the provisions of Section 4.39 of this By-law.

- 4. That the subject land as shown on Schedule "A" to this By-Law shall be subject to all applicable regulations of Zoning By-Law 07-67, as amended.
- 5. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

Read a first, second and third time and passed this [redacted] day of [redacted], 2015

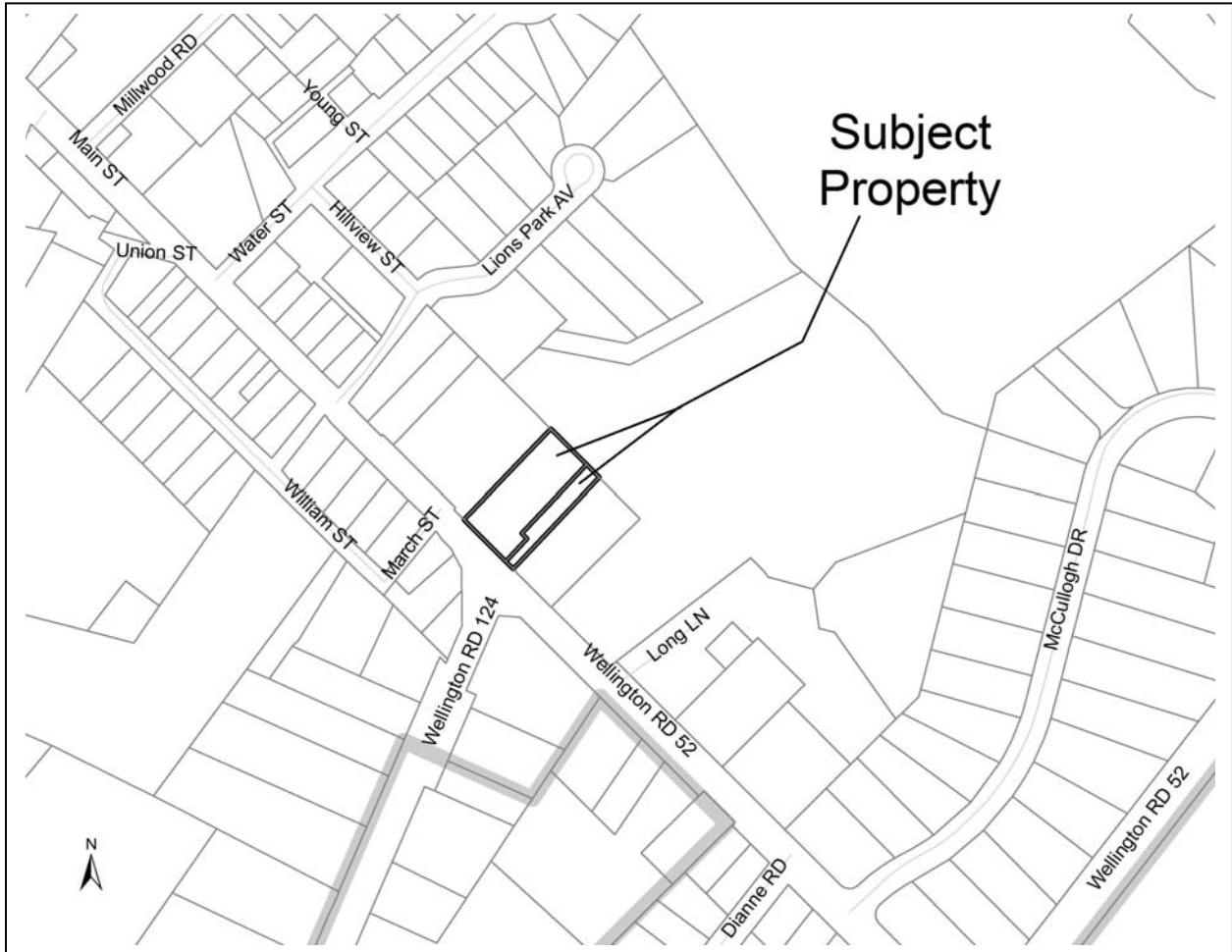
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Town of Erin

BY-LAW NO. [REDACTED]

SCHEDULE "A"



This is Schedule "A" to By-law No. [REDACTED]

Passed this [REDACTED] day of [REDACTED], 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## The Corporation of the Town of Erin

### EXPLANATION OF BY-LAW NO. [REDACTED]

By-law Number [REDACTED] amends the **Town of Erin Zoning By-law 07-67** by rezoning 1, 3, 5 Main Street (former Village of Erin) as shown on Schedule "A" of this By-law, to allow a new use to the current permitted uses under the Highway Commercial (C2) Zone. The new site specific zone is **C2-108 Zone** which permits a 'recycling drop-off centre'.

This property was formerly used as a trucking business and previously used as an automobile service station. The proposed new recycling drop-off facility is to accommodate the temporary storage and distribution of used household appliances, computers, televisions, electronic goods, and similar metal products. These goods/materials, once sorted and placed into bins, will eventually be shipped to appropriate recycling processors for conversion to new products.

The property is currently within the CVC's Regulated Area (floodplain). Accordingly, a permit will be required from the CVC to authorize any new structures and site alteration. No major changes to the property are proposed to accommodate the proposed new use. The existing buildings will remain. Ingress/egress controls will be installed to ensure safe vehicular access to/from the County Road.



## Staff Report

**Report #:** 2015-16R

**Date:** August-11-15

**Submitted By:** Larry Van Wyck, Road Superintendent

**Subject:** Halls Dam Update Report

### Recommendations:

**Be It Resolved that** Council receives the Road Superintendent's Halls Dam Environmental Assessment update report 2015-16R for information.

### Background:

On July 29 the Town received call from a resident concerned about the condition of the boards on the dam. Investigation revealed that water was passing through the dam and the pond in front of the dam had been virtually eliminated returning this area to a stream. I have attached photographs taken July 29 of the conditions.

A telephone call from the CVC was received late in the day July 29, following up on an inquiry by a Town councillor. CVC staff and the County of Wellington Emergency Manager met at the site on July 30 (Town staff not invited).

There has been correspondence with the MNR who have jurisdiction over dams delegated through the Lakes and Rivers Improvement Act.

CVC staff sent an email after working hours Friday July 31 detailing their concerns. A response was sent early evening July 31 requesting a site meeting of all involved parties in an attempt to obtain clear direction as to what action the Town should be taking going forward.

I have met on site with Paul Ziegler of Triton Engineering to review the existing conditions and to look at the condition of the structures involved.

### Consultation:

At this point there has been very little consultation. The Mayor has been on site and is familiar with the existing conditions.



**Communications Plan:**

As more information becomes available it will be posted on the Town's website.

**Conclusion:**

The Town of Erin council receive the report of the road superintendent updating the existing conditions at Hall's Dam.



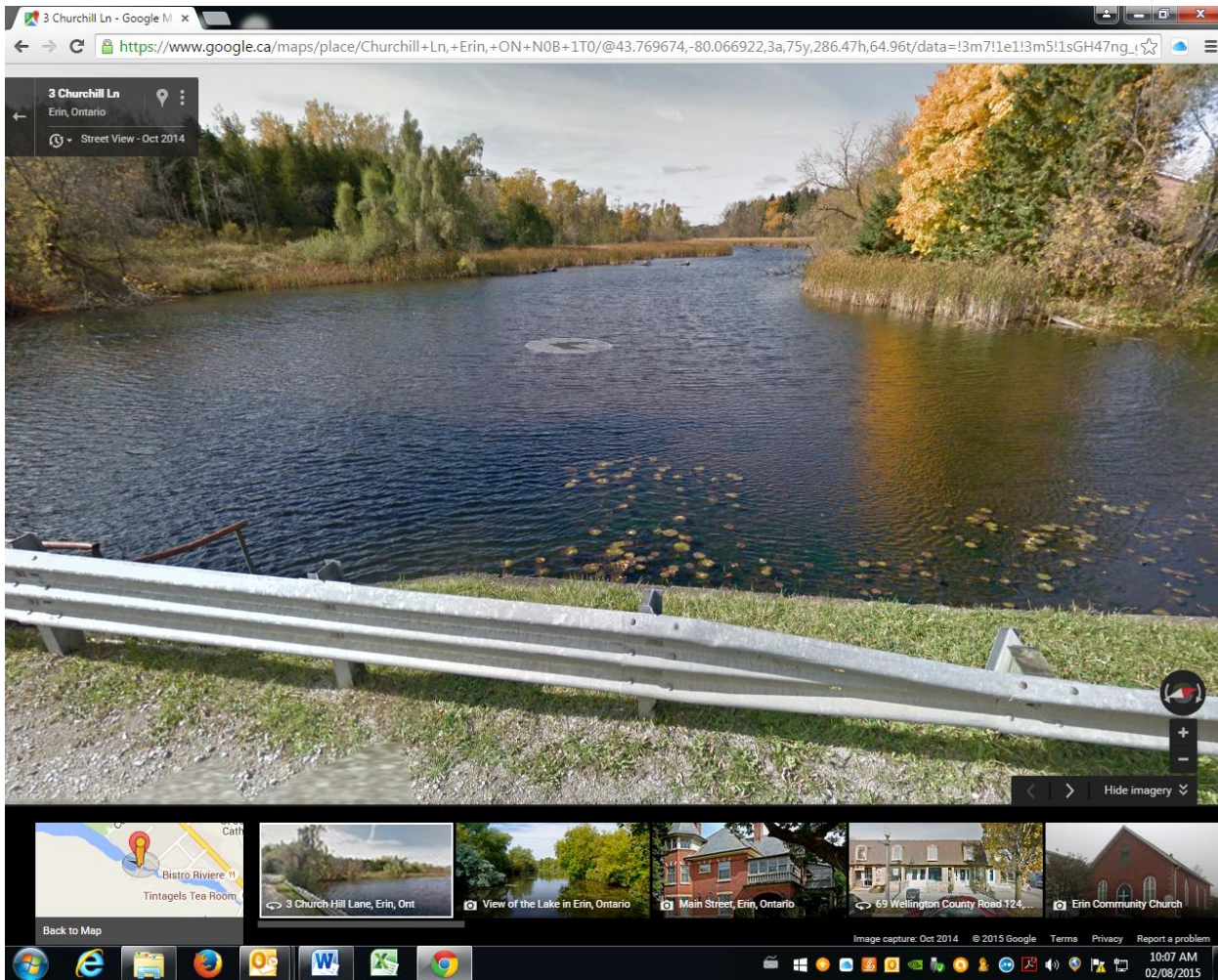
**Overhead view of Dam (water passing thru deteriorated boards)**



**Overhead view of dam**



**View to North and West**



**Typical View to North (taken from Google Maps streetview Photography October 2014)**



## Staff Report

**Report #:** 2015-14R

**Date:** August-11-15

**Submitted By:** Larry Van Wyck, Road Superintendent

**Subject:** Intersection of the 2nd Line and Wellington County Road 22

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### Recommendations:

**Be it resolved that** Council receives the Report of the Road Superintendent regarding the intersection of the 2<sup>nd</sup> Line and Wellington County Road 22;

**And Further That** Council endorses the proposal to make this intersection a three way STOP.

### Background:

In the past several years a number of serious accidents and several near misses have occurred at the intersection of the 2<sup>nd</sup> Line and Wellington County Road 22. Following an incident and after receiving numerous complaints from area residents the Town of Erin and the County of Wellington visited this site on the annual road tour in 2013. A number of potential improvements were discussed and further reviewed by staff as documented in the attached correspondence from a meeting held June 4, 2013.

During the past several weeks the Town has undertaken rehabilitation of the section of the 2<sup>nd</sup> Line that intersects with Wellington County Road 22 with the following work being completed as a part of that project:

- Rehabilitation of 4 culverts crossing the 2<sup>nd</sup> line
- The grade to the South of County Road 22 on the 2<sup>nd</sup> Line was cut down to improve visibility to the South
- Permission was obtained from the landowner on the South East corner to cut down the field to improve visibility on this corner ) this work was completed in conjunction with the County of Wellington who provided manpower and equipment to assist
- The existing pavement was pulverized
- The road was repaved
- Shouldering of the road has been completed

The County of Wellington staff in discussion with Town of Erin staff proposes to make this a three way STOP. Traffic travelling both directions on Wellington County Road 22 would be required to STOP (as they currently are). Traffic travelling Northbound on the 2<sup>nd</sup> Line would be required to STOP (currently this is a through road in both directions). Southbound traffic would be permitted to travel through the intersection without restriction (due to the steep hill on this approach a STOP in this direction is not recommended)

The attached correspondence details the changes to signage that are contemplated.

A review of existing Town of Erin by-laws has revealed no changes to existing by-laws are required in order to implement the proposed change.

**Financial Impact:**

At this point all of the necessary signage and warning devices necessary to implement this change are entirely the responsibility of the County of Wellington.

**Consultation:**

Road users, the County of Wellington roads committee, and staff including Town of Erin Roads Department staff.

**Communications Plan:**

Notice will be the responsibility of the County of Wellington once the appropriate by-laws have been adopted.

**Conclusion:**

That Council of the Town of Erin endorses the enactment of a three way STOP at the intersection of the 2<sup>nd</sup> Line and Wellington County Road 22

**Appendices:**

N/A



## Staff Report

**Report #:** 2015-15R

**Date:** August-11-15

**Submitted By:** Larry Van Wyck, Road Superintendent

**Subject:** Reconstruction of George Street,  
Contract 5330-15

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### Recommendations:

**Be it resolved that** Council receives the report of the road superintendent regarding the proposed reconstruction of George Street;

**And Further That** Council And Further That Council accepts the bid of [REDACTED] (the lowest qualified bidder) for the reconstruction of George Street for a price of \$ [REDACTED] including HST.

### Background:

Advertisements were placed in the local papers with tenders scheduled to close July 30, 2015. During the tender period prospective bidders were invited to attend the site while test pits were being excavated. The material encountered while excavating the test pits was a concern to the Town's engineer and myself. We elected to delay the scheduled closing of the tender until such time as soil samples could be obtained and tested to confirm no hazardous material was contained within the soil. (samples have been obtained and sent to lab with results anticipated by August 6) This approach was necessitated in an attempt to maximize the potential risk and cost involved with the disposal of contaminated soil. The closing of tenders was tentatively rescheduled for Tuesday August 11 at 2 pm (provided the soil is acceptable for disposal). Upon receipt of tenders a report summarizing the results will be available for council's information and consideration.

The tenders received will be checked for errors and omissions and confirmation that they contain no arithmetical errors.

[REDACTED] have satisfactorily completed other projects in the area in the past. Therefore it is recommended that council award the Contract to [REDACTED] in the amount of \$ [REDACTED] which includes HST

**Financial Impact:**

This expenditure is included in the 2015 Capital Budget. [REDACTED] is contained within the 2015 Capital Budget for this project. A portion of this project is for the installation of a water line and services to abutting properties, the cost for this portion of the work is [REDACTED] with the remainder being for road and drainage works.



**Consultation:**

N/A

**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, \_\_\_\_\_ for the Reconstruction of George Street for a price of \$ \_\_\_\_\_ including HST

**Appendices:**

N/A

REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 61R--  
RECEIVED AND DEPOSITED

JULY 20, 2015  
DATE

J. R. FINNIE  
ONTARIO LAND SURVEYOR

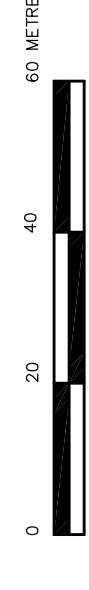
REPRESENTATIVE FOR THE LAND SURVEYOR FOR THE LAND TITLES DIVISION OF WELLINGTON (No. 61)

PART SCHEDULE		MUNICIPALITY	PIN	AREA
FART	ROAD ALLOWANCE BETWEEN			
1	LOTS 10 & 11, CONCESSION 8 IN FRONT OF LOT 11		PIN 71162-0085(LT)	764 SQ. M.
2	CONCESSIONS 7 & 8 IN FRONT OF LOT 11		PIN 71162-0088(LT)	2338 SQ. M.
3	CONCESSIONS 7 & 8 IN FRONT OF LOT 10	TOWN OF ERIN	PIN 71162-0089(LT)	2373 SQ. M.
4				5905 SQ. M.

PLAN OF SURVEY OF

**PART OF THE ROAD ALLOWANCE BETWEEN CONCESSIONS 7 AND 8, AND PART OF THE ROAD ALLOWANCE BETWEEN LOTS 10 AND 11**  
GEOGRAPHIC TOWNSHIP OF ERIN  
TOWN OF ERIN  
COUNTY OF WELLINGTON

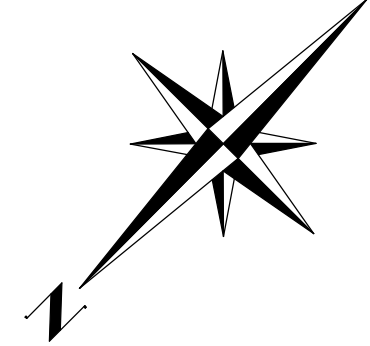
J. R. FINNIE O.L.S.  
SCALE: 1:1000 METRIC



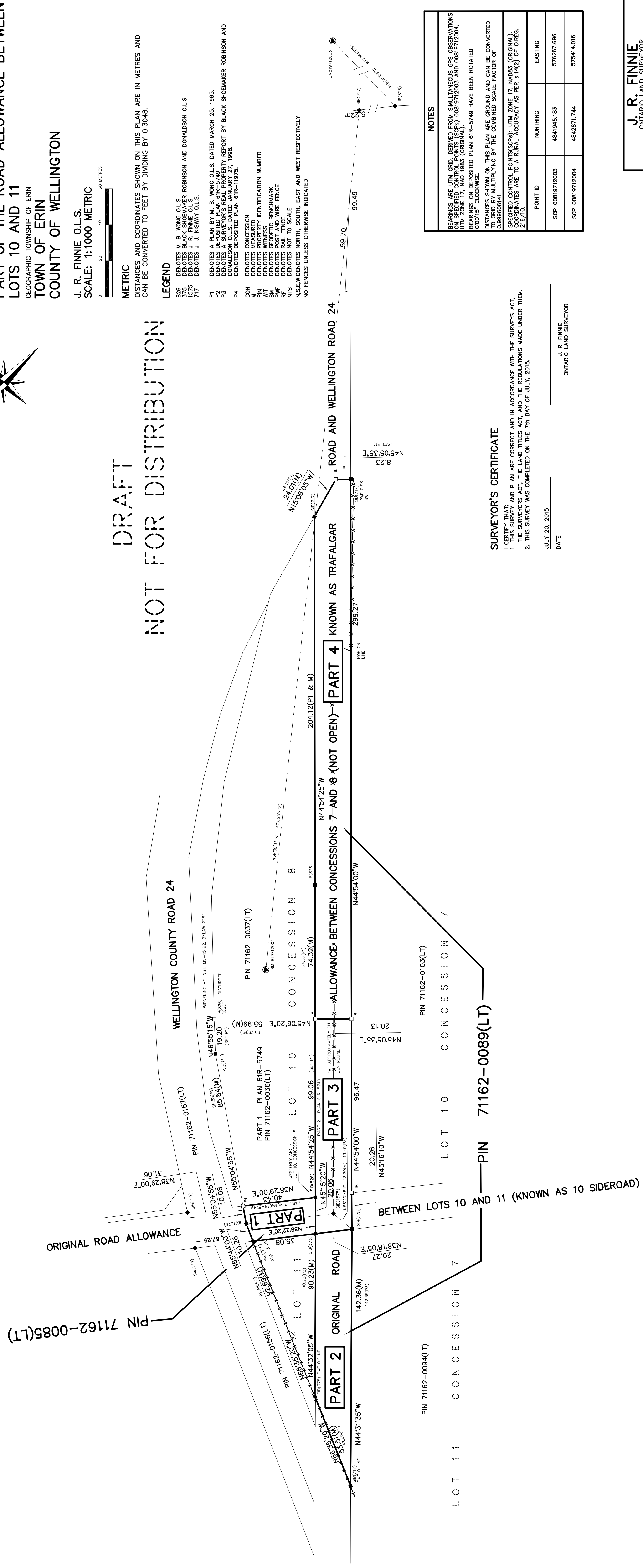
**METRIC**  
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**LEGEND**

- 926 DENOTES M. B. WONG O.L.S.
- 1575 DENOTES M. A. WILSON O.L.S.
- 1975 DENOTES J. R. FINNIE O.L.S.
- 717 DENOTES J. J. KISWAY O.L.S.
- P1 DENOTES A PLAN BY M. B. WONG O.L.S. DATED MARCH 25, 1965.
- P2 DENOTES A SURVEYOR'S REAL PROPERTY REPORT BY BLACK SHOEMAKER ROBINSON AND DONALDSON O.L.S. DATED JANUARY 27, 1988.
- P4 DENOTES DEPOSITED PLAN 61R-11975.
- CON DENOTES CONCESSION
- WT DENOTES WITNESS
- WT DENOTES WITNESS IDENTIFICATION NUMBER
- WIT DENOTES WITNESS BENCHMARK
- PWF DENOTES POST AND WIRE FENCE
- RF DENOTES RAIL FENCE
- NTS DENOTES NOT TO SCALE
- N.S.E.W. DENOTES NORTH, SOUTH, EAST AND WEST RESPECTIVELY
- NO FENCES UNLESS OTHERWISE INDICATED



DRAFT  
NOT FOR DISTRIBUTION



**NOTES**

BEARINGS ARE UTM GRID, DERIVED FROM SIMULTANEOUS GPS OBSERVATIONS ON SPECIFIED CONTROL POINTS (SCP) 00819712003 AND 00819712004, UTM ZONE 17, MAD 1983 (ORIGINAL).

BEARINGS ON DEPOSITED PLAN 61R-5749 HAVE BEEN ROTATED 0.00175 CLOCKWISE.

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO PLAN DISTANCES BY THE COMBINED SCALE FACTOR OF 0.999980614.

SPECIFIED CONTROL POINTS (SCP): UTM ZONE 17, MAD83 (ORIGINAL). COORDINATES ARE TO A RURAL ACCURACY AS PER s.14(2) OF O.REG. 216/10.

POINT ID	NORTHING	EASTING
SCP 00819712003	4841945.183	576267.686
SCP 00819712004	4842871.744	575414.016

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY'S ACT.  
2. THIS SURVEY WAS COMPLETED ON THE 7th DAY OF JULY, 2015.

JULY 20, 2015  
DATE

J. R. FINNIE  
ONTARIO LAND SURVEYOR

**J. R. FINNIE**  
ONTARIO LAND SURVEYOR  
BOX 31, ERIN ON NOB 1T0  
PH (519) 833-2380 FAX (519) 833-0208  
www.jrfinnie.com

DRAWN BY: jf PROJECT: 15-744R



## Staff Report

**Report #:** 2015- 05

**Date:** August-11-15

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

**Subject:** microFIT Solar Rooftop Project

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### Recommendations:

**Be it resolved that Council** accepts the proposal from Bluewater Energy of Guelph to enter into a 20 year microFIT contract for a rooftop solar panel system to be installed at Erin Firehall Station 10 at a cost of \$26,500 plus HST as recommended by the Financial Analyst.

### Background:

During the 2015 capital budgeting process \$30,000 was earmarked for a rooftop Solar Panel Project. Council directed staff to issue an RFP for three alternative sites: Erin Firehall Station 10, the Water Dept Building, and Ballinafad Community Centre.

### Financial Impact:

Proposals were accepted from three Guelph companies for all three locations as below:

<u>Company</u>	<u>Erin Firehall</u>	<u>Water Building</u>	<u>Ballinafad CC</u>
Bluewater Energy	\$26,500	\$26,500	\$31,000
Paid4Power	\$31,169	\$29,995	\$29,995
Guelph Solar	\$29,403	\$28,905	\$28,905

- Plus HST in all cases

### Consultation:

Senior staff and our Mayor have met on a few occasions with representatives from Guelph Solar to become familiar with the solar industry. Also, the Town hosted an educational session on June 30<sup>th</sup> to learn various opportunities and pitfalls. With regard to the choice of

facility roof to utilize, the Financial Analyst consulted with the Water Superintendent, the Fire Chief, and the Chairperson of Ballinafad Community Centre Board.

**Communications Plan:**

The three tendering companies will be informed tomorrow of Council's decision.

**Conclusion:**

Over the twenty year life of the microFIT contract the projected revenue generated for all three sites is quite similar. With regard to the Town's initial investment in the project the two leading candidates are Station 10 and the Water Building. According to the Town's Asset Management Plan both these buildings are of a similar condition rating and lifespan. However, it is predicted that Station 10 is more likely to have a useful capacity beyond the original 20 year microFIT term.

Other advantages perceived as a result of choosing Station 10 are;

- 1) Existing wireless internet service
- 2) Three phase power
- 3) Most visually obvious solar panels
- 4) Application to IESO has been submitted and approved
- 5) An offer to connect to Hydro One's distribution system has been received.

**Appendices:**

Bluewater Energy - partial proposal (non-proprietary) for Erin Firehall Station 10.

499 Elmira Road North  
Guelph, ON, N1K 1A5  
E-Mail: bmacdonald@bluewaterenergy.ca  
Tel: 519-821-3003

# Town of Erin Request for Proposal

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## Three MicroFIT Solar PV Projects

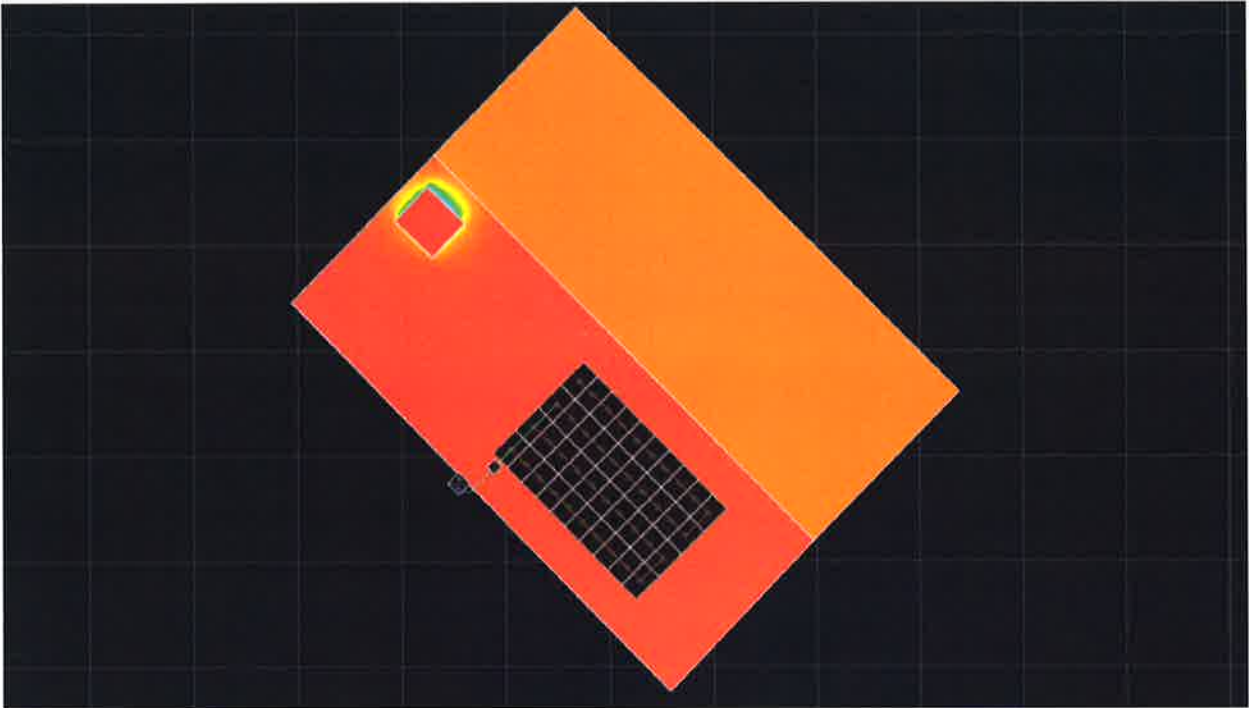
**William Beardmore**

**7/30/2015**



# 1.0 Proposed Solar PV System for the Village of Erin Fire Hall - Station 10

1.1 Project Location: 2 Erinville Drive, Erin, Ontario



### 1.2 Project & System Specifications

Item	Quantity	Model
Solar Modules	40	Canadian Solar 250 W Modules: CS6P-250
String Inverter	1	Fronius IG V Plus 10.0-1
Racking System	1	HB Solar - Sky Rack

Info	Specifications
System Tilt	20°
System Azimuth	225° (SW)
System DC Nameplate Capacity	10.00 kW

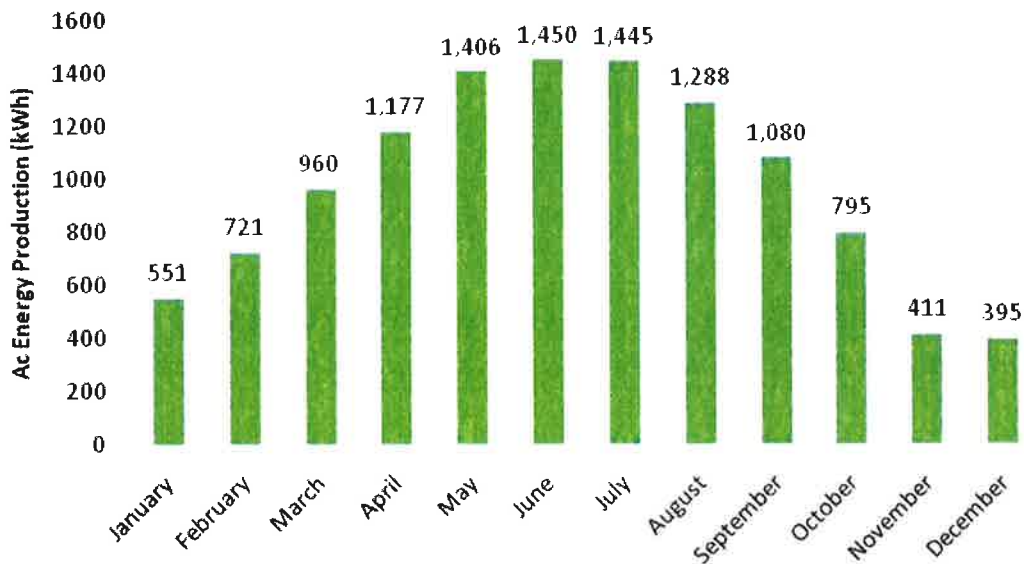
### 1.3 Product Warranty

- Canadian Solar CS6P-250 W modules: 25-year manufacturer's warranty & 25-year power output warranty
- Fronius IG V Plus 10.0-1 inverters: 20-year manufacturer's warranty
- HB Solar Sky Rack racking: 10-year manufacturer's warranty
- Bluewater Energy Inc. workmanship: 5-year workmanship warranty

### 1.4 Monthly and Annual Project Energy Projections

Projected Annual AC Energy Production: **11,678** kWh

Monthly AC Energy Production - 2 Erinville Drive MicroFIT



## 1.5 Maintenance Schedule

Bluewater Energy offers a comprehensive service that covers regular preventative maintenance, system monitoring (if applicable), trouble shooting and correction of system events.

The cost for this service is 3% of annual revenue from distribution generator(s).

Regular preventative maintenance means bi-annual inspection by qualified solar technicians at the 6 and 12 month mark each year.

## 1.6 Financial Overview

### Financial Review

<u>Total Cost</u>	\$26,500 (+HST)	\$29,945 (incl HST)
<u>Cost Per Watt</u>	\$2.65	
<u>Annual Revenue</u>	\$4,426	
<u>Total Revenue</u>	\$88,536	
<u>ROI</u>	17.40%	
<u>Payback (years)</u>	5.8 Years	

### Cost Of Project Includes

- Hardware, Equipment, Wire, Connectors and Disconnects
- Delivery of the point of installation
- Installation Costs
- Structural and Electrical Engineering as Required
- All permits and Approvals Required by the IESO, ESA, Local Utility and Municipality
- Electrical Connections by Certified Electricians
- Coordination of all Inspections
- IESO Contract Settlement



## 1.7 Summary of Potential Expenses to the Town of Erin

- If the Town of Erin so chooses, insuring the system will be an additional cost.
- If necessary, the Town of Erin can request snow removal service.
- Inverter replacement (if forgoing extended warranty) will be at an additional cost.
- Service calls which are not covered under warranty (typically a result of accidental damages).



## Staff Report

**Report #:** 2015- 06

**Date:** August-11-15

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

**Subject:** Canada 150 Community Infrastructure Program

---

### Recommendations:

**Be it resolved that Council** receives the Financial Analyst's report with regard to the Town's successful application to the Federal Economic Development Agency for \$50,000 under the project category 'Improvement of Community Park Playground Equipment' in conjunction with the Canada 150 Community Infrastructure Program.

### Background:

The Government of Canada announced the Canada 150 Community Infrastructure Program in late May 2015 for the purposes of augmenting the celebration of the 150<sup>th</sup> anniversary of the Confederation of Canada with the ideal of 'leaving a lasting legacy'. The program has strict criteria with regard to eligibility and timing.

Council passed a resolution to authorize a grant funding application for \$50,000 towards improvements and accessibility upgrades to playground equipment at Victoria Park, to be submitted by the June 9<sup>th</sup> deadline.

### Financial Impact:

Project planning can begin immediately, however the \$50,000 funding is not available until April 1, 2016 - with only eligible project costs incurred after that date being reimbursed.

### Consultation:

Senior staff considered many projects from both the Town's Asset Management Plan and the 5 Year Capital Plan before selecting an undertaking which most closely matched the grant program criteria. At our June 2<sup>nd</sup> Council Meeting the Director of Finance submitted her report to Council, at which time Council passed a resolution authorizing the grant application.

**Communications Plan:**

We are awaiting the official announcement from the Federal Economic Development Agency, which will be contingent on the signing of a contribution agreement.

**Conclusion:**

Having reviewed the 'grant assessment process' the Town should remain aware that two 'priority areas' were having the project complete by June 30, 2017 and linking the project to Canada's 150 Anniversary celebrations.

**Appendices:**

Not applicable



## **Staff Report**

**Report #:** 2015- 07  
**Date:** August-11-15  
**Submitted By:** Larry Wheeler / Financial Analyst  
**Subject:** Sledge Hockey Grant – Hillsburgh Community Centre

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### **Recommendations:**

**Be it resolved that Council** receives the Financial Analyst's report with regard to the Town's successful application to Wellington County for \$10,000 under the Accessibility Fund Incentive Program to subsidize the renovations at the arena in Hillsburgh to accommodate sledge hockey.

### **Background:**

During the 2015 capital budgeting process, replacement of the dasher boards at ice level in the Hillsburgh Community Centre was approved. Since that time, the CAO has become aware of potential funds available at the County level through the Accessibility Fund Incentive Program.

### **Financial Impact:**

The winning tender for the HCC dasher board replacement was submitted by Riley Manufacturing. A supplementary quote was requested for alterations to the player's benches and dasher boards to facilitate sledge hockey. The quote received was \$9,700 and we have allowed for a small contingency amount.

### **Consultation:**

Design guidelines and specifications were obtained from Hockey Canada's 'Sledge Hockey Accessibility: Design Guidelines for Arenas'.

**Communications Plan:**

Once the project is complete, we will notify the Ontario Sledge Hockey Association as well as advertising the sport's availability on our Town website.

**Conclusion:**

Construction of the dasher boards at the HCC is currently a work-in-progress. Completion is expected within three weeks; in time for the fall ice making process.

**Appendices:**

- 1) Application to County of Wellington 'Accessibility Fund Incentive Program'
- 2) Approval letter from County of Wellington



21 July 2015

Christine Carbone  
 HR Accessibility Clerk  
 County of Wellington  
 74 Woolwich Street  
 Guelph, N1H 3T9

Hello Christine

Thank you for your feedback with regard to our project to renovate the playing surface, dasher boards, player's benches, dressing rooms, and auxiliary facility areas at the arena in Hillsburgh to accommodate sledge hockey.

Phase one of our project to be completed in 2015, is to amend the tender and design of our new dasher boards and player's benches using the attached 'Sledge Hockey Accessibility: Design Guidelines for Arenas' as our objective.

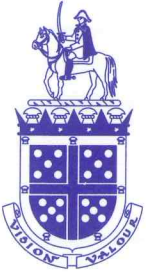
The quotation from Riley Manufacturing for the specialized work to be accomplished is also attached. The following items have been identified in the scope of work as being accessibility related:

➤ Sledge Hockey Accessibility in Boxes (HDPE)	\$ 8,400
➤ Lexan Viewing Panels	\$ 1,300
➤ Plus: Contingency @ 8%	<u>\$ 800</u>
➤ TOTAL INVESTMENT	\$10,500

Please accept this letter as our request to the 'County of Wellington Accessibility Fund Incentive Programme'. We anticipate having the project complete within 6 weeks and will then submit a financial report with exact figures and invoice copies.

Kind regards

Larry Wheeler  
 Financial Analyst  
 Town of Erin  
 519 855 4407 Ext.255



## COUNTY OF WELLINGTON

HUMAN RESOURCES  
ANDREA LAWSON, DIRECTOR  
T 519.837.2600 x 2090  
F 519.837.8882  
E andreal@wellington.ca

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH ON N1H 3T9

July 31, 2015

Town of Erin  
Attn: Larry Wheeler, Financial Analyst  
5684 Trafalgar Rd.  
Hillsburgh ON N0B 1Z0

Dear Larry,

### County of Wellington Accessibility Fund Incentive Programme

The funds requested to be used to renovate the arena in Hillsburgh to accommodate sledge hockey in accordance with the Facility Accessibility Design Manual, as well as, the Sledge Hockey Accessibility Design Guidelines for Arenas has been approved. The Town of Erin will be issued \$10,000 for the proposed project.

You must submit a project summary report to the Accessibility Advisory Committee within two months of project completion stating overall success and including a financial statement. New applications will not be processed until this summary is received.

Sincerely,

Christine Carbone  
HR Accessibility Clerk

P 519.837.2600 x 2150  
E christinec@wellington.ca

cc: Ken DeHart, County Treasurer



## **Staff Report**

**Report #:** W12-2015  
**Date:** August-11-15  
**Submitted By:** Sara McDougall, Compliance Administrator  
**Subject:** MOECC Inspections

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### **Recommendations:**

**That** council receives the Erin MOECC Inspection Report with a rating of 100% and the Hillsburgh MOECC Inspection Report with a rating of 100%.

### **Background:**

This is the water department's annual inspection. The Hillsburgh Drinking Water System had an announced inspection on June 3, 2015 and the Erin Drinking Water System had an unannounced inspection on June 18, 2015.

### **Financial Impact:**

None

### **Consultation:**

Water Department Staff and MOECC

### **Communications Plan:**

Report to Council

### **Conclusion:**

We are meeting our regulatory requirements.

### **Appendices:**

Appendix A: Erin MOECC Inspection Report  
 Appendix B: Hillsburgh MOECC Inspection Report



**Ministry of the Environment  
and Climate Change**

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



Safe Drinking Water  
Branch

Direction du contrôle la qualité de  
l'eau potable

Guelph District Office  
4<sup>th</sup> Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2

Bureau du district de Guelph  
4<sup>e</sup> étage  
1, chemin Stone Ouest  
Guelph (Ontario) N1G 4Y2

July 14, 2015

The Town of Erin  
5684 Trafalgar Road  
R.R. #2  
Hillsburg, On  
N0B 1Z0

Attention: Mr. Joe Babin,  
Water Superintendent

Dear Mr. Babin,

**Re: Erin Drinking Water System Inspection Report-2015-16**

Enclosed is the report for the inspection conducted for Erin Drinking Water System.

Please note, you will find in the report that bullets are shown in bold print and are the consistent and standard responses to the information gathered during the inspection. Statements shown in regular font provide additional site-specific details.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix **A** of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Lisa Williamson, Drinking Water Program Supervisor, at 519-837-6386.

If you wish to discuss the results of the inspection in more detail, please feel free to contact me at (519) 826-4279.

Yours Truly,

Manpreet Dhese  
Provincial Officer  
Drinking Water Inspection Program  
Guelph District Office  
West Central Region

Encl.

Cc: Dan Banks, Manager, Water Resources, CVC area  
Shawn Zentner, Manager, WDG public health  
MOE Guelph District Office File SI WE HI TR 540



**Ministry of the Environment and Climate Change**

**ERIN DRINKING WATER SYSTEM**

**Inspection Report**

<b>Site Number:</b>	220000013
<b>Inspection Number:</b>	1-BZP81
<b>Date of Inspection:</b>	Jun 18, 2015
<b>Inspected By:</b>	Manpreet Dhesi

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- Treatment Process Monitoring
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- Other Inspection Findings

Non-Compliance with Regulatory Requirements and Actions Required

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Signatures

## **Appendices**

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A. Inspection Rating Record

**OWNER INFORMATION:**

**Company Name:** ERIN, THE CORPORATION OF THE TOWN OF  
**Street Number:** 5684 **Unit Identifier:**  
**Street Name:** TRAFALGAR Rd  
**City:** HILLSBURGH  
**Province:** ON **Postal Code:** N0B 1Z0

**CONTACT INFORMATION**

---

**Type:** Chief Operator **Name:** Joe Babin  
**Phone:** (519) 833-8576 **Fax:** (519) 833-4821  
**Email:** joe.babin@erin.ca  
**Title:** Superintendent

---

**Type:** Credit Valley CA **Name:** Dan Banks  
**Phone:** (905) 670-1615 x222 **Fax:** (905) 670-2210  
**Email:** cvc@creditvalleycons.com  
**Title:** Manager, Water Resources, Credit Valley Conservation Authority

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**Type:** Health Unit **Name:** Shawn Zentner  
**Phone:** (519) 822-2715 **Fax:** (519) 836-7215  
**Email:** shawn.zentner@wdgpublichealth.ca  
**Title:** Manager, Health Protection

---

**INSPECTION DETAILS:**

**Site Name:** ERIN DRINKING WATER SYSTEM  
**Site Address:** 5684 WELL 7: 46 SHAMROCK RD/ WELL 8: LOT18,CONC8-9 ERIN  
**County/District:** ON N0B 1T0  
**MOECC District/Area Office:** Erin  
Guelph District  
**Health Unit:** WELLINGTON-DUFFERIN-GUELPH HEALTH UNIT  
**Conservation Authority:** N/A  
**MNR Office:** N/A  
**Category:** Large Municipal Residential  
**Site Number:** 220000013  
**Inspection Type:** Unannounced  
**Inspection Number:** 1-BZP81  
**Date of Inspection:** Jun 18, 2015  
**Date of Previous Inspection:** Oct 07, 2014

**COMPONENTS DESCRIPTION**

**Site (Name):** WELL E7 RAW**Type:** Source**Sub Type:** Ground Water**Comments:**

Well E7 is located in a pumphouse at 9555, 17th Side Road, approximately 850 m West of Wellington County Road No. 124, (NAD 83: UTM Zone 17: 573409.00 m E and 4847458 m N). It is a 43 m deep drilled groundwater well. The inner 260 mm diameter casing is 19.1 m in length and the outer 340 mm diameter casing reaches a depth of 16.2 m. The well is equipped with a submersible pump rated at 1800 L/min at 43 m TDH. As the static water level for well E7 is above ground level, it is considered to be a flowing Non GUDI artesian well.

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**Site (Name):** ERIN WELL E7 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

The pumphouse for the well E7 is approximately 14.5 m long by 5.4 m wide. It contains treatment equipment and monitoring devices. A well pump header from the well E7 directs water through a flow control valve, and a magnetic flow meter. The raw water is disinfected with gaseous chlorine prior to entering the storage reservoir/chlorine contact chamber located to the South of the pumphouse. The storage reservoir/chlorine contact chamber has a volume of 246 m<sup>3</sup> and is equipped with eight (8) sections of transverse polyester baffles. Treated water from the reservoir is pumped into the distribution system by one of two (2) high lift pumps, each rated at 1800 L/min. The treated water also flows through a 100 mm magnetic flow meter and continuous chlorine residual analyzer prior to entering the distribution system.

---

**Site (Name):** WELL E8 RAW**Type:** Source**Sub Type:** Ground Water**Comments:**

Well E8 is located approximately 4 m North of the pumphouse, within a well pit, on Lot 17, Concession Road 8-9, approximately 630 m North of Erin Heights Drive, (NAD 83: UTM Zone 17: 0573331.00 m E, 4846818.00 m N). E8 is a 200 mm diameter, 46 m deep drilled groundwater well, with double casing to depths of 6.7 m (350 mm diameter outer casing) and 8.53 (200 mm diameter inner casing). It is equipped with a submersible pump rated at 1,636 L/min at 32 m TDH. As the static water level for well E8 is above ground level, this is considered a flowing non GUDI artesian well. The well pit was constructed with a drainage system and the floor of the well pit consists of coarse gravel.

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**Site (Name):** ERIN WELL E8 TREATED**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

The pumphouse for well E8 is located on Lot 17, Concession Road 8-9 and contains treatment equipment and monitoring devices. A well pump header from well E8 directs water through a flow control valve. The raw water is disinfected with gaseous chlorine prior to entering the storage reservoir/chlorine contact chamber, which is divided into two (2) cells and has thirteen (13) sections of transverse polyester baffles to increase chlorine contact time. Treated water from the reservoir is pumped into the distribution system by one of two (2) high lift pumps, rated at 1740 L/min and 348 L/min, respectively. The treated water also flows through a magnetic flow meter and a continuous chlorine residual analyzer prior to entering the distribution system.

---

**Site (Name):** RESERVOIR AT ERIN WELL 5**Type:** Treated Water POE**Sub Type:** Treatment Facility

**Comments:**

In November of 2008, well 5 and its treatment facility were decommissioned. The well 5 pumphouse is now only being used for pressure relief of the lower pressure zone.

The pumphouse contains an in-ground cast storage reservoir (5.5 m x 22.7 m x 3.6 m deep) which has a total volume of 455 m<sup>3</sup>; it is equipped with one longitudinal and two transverse baffles. This reservoir is used for pressure relief and is separated by a physical air gap from water which enters from the distribution system. The neighbouring fire station has access to this reservoir and uses the water for pumping / training purposes on occasion. The operating authority has indicated that this water is not potable and is disconnected from the distribution system.

---

**Site (Name):** BEL-ERIN WELLS**Type:** Source**Sub Type:** GUDI w/o Effective Insitu**Comments:**

Bell-Erin Wells BE1 and BE2 located at the South East edge of the Village of Erin were disconnected from the water system after the GUDI study conducted in 2001 that these are non GUDI wells but without effective filtration of the aquifer recharge. These wells have received a renewed PTTW with conditions, in 2013.

---

**Site (Name):** DISTRIBUTION SYSTEM**Type:** Other**Sub Type:** Other**Comments:**

The Erin Well Supply serves a population of approximately 3,100 residential and commercial consumers. Within the distribution system there are two pressure zones and approximately 25.5 km of 100 mm, 150 mm, 200 mm, and 250 mm, and 300 mm diameter watermains. There are approximately 123 hydrants in the distribution system.

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**Site (Name):** PRESSURE TANKS**Type:** Other**Sub Type:** Other**Comments:**

Building on Delerin Crescent housing 11 pressure tanks.

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**Site (Name):** WATER TOWER**Type:** Other**Sub Type:** Reservoir**Comments:**

An elevated water storage tower, located West of Hill Street, constructed in 1990 having a capacity of 1,703 cubic meters.

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## INSPECTION SUMMARY

### INTRODUCTION

- \* **The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.**

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Erin Drinking Water System (DWS) consists of two pumping stations, serving approximately 3100 consumers in the Town of Erin and is owned and operated by the Town of Erin authorities. The physical inspection of the Erin Drinking Water System was conducted on June 18th, 2015. The inspection period covered by this report is from September 15, 2014 to May 31st, 2015. Municipal Drinking Water License (MDWL) #102-101 dated December 20, 2010, Drinking Water Works Permit (DWWP) #102-201 dated December 20, 2010, Permit To Take Water # 8112-9CPNNW dated August 19, 2013 for the wells E7, E8, BE1 and BE2 were in effect at the time of the inspection.

### SOURCE

- \* **The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.**

Presently, this drinking water system (DWS) is being served by two historically flowing artesian non GUDI water wells, serving two separate pumphouses. The well E8 is located outside the pumphouse, in a covered well pit. This property is located in a high ground water table area. The pit was constructed with a drainage hole which is few inches higher than the bottom of the pit, and the floor of the pit consists of coarse gravel. The well casing in the pit is higher than 40 cm. The alarm system is in place for the flood conditions within the well pit, as well as for an unauthorized opening of the well pit hatch. The well casing has a venting pipe which is raised to outside of the pit. This vent pipe has a valve on it which the operators need to ensure is always in open mode for the well to breathe unless this valve is being used to control overflow from this well. Though the well water record does not mention the annular seal around the casing, the annual monitoring report - 2013 details that the well is pressure grouted to a depth of 16.8 mbgl. During the physical inspection of the well pit, it was noticed that the pit bottom had standing water in it, as the drain

## SOURCE

hole has been provided at a higher elevation than the pit base. Though this observation does not warrant immediate threat to the good ground water of the well, it is recommended that the owner provide sufficient drainage to the well pit. The well at the E7 pumphouse, located inside the pumphouse has secure well head and has the required venting. The Town has two other wells - BE1 and BE2 at their Bel-Erin decommissioned pumping station. The Town is maintaining these wells for future use and has recently received PTTW with conditions for these wells.

- \* **Measures were in place to protect the groundwater and/or GUDI source in accordance with a Permit and Licence or Approval issued under Part V of the SDWA.**

Condition 16 of Schedule B of the MDWL stipulates measures to protect the source water. Well inspection and maintenance items are addressed in the operation and maintenance manual, and records are maintained as required. The records indicated that the Township inspects the production well heads on monthly basis and the monitoring well on at least quarterly basis. The Town is also taking well depth readings for both monitoring wells, as required by the new PTTW.

## CAPACITY ASSESSMENT

- \* **There was sufficient monitoring of flow as required by the Permit and Licence or Approval issued under Part V of the SDWA**

Each pumphouse has a raw as well as a treated water flow meter in place which measures and records the volume and the rate of the water taking from the wells as well as of the effluent to the distribution system.

- \* **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Permit and Licence or Approval issued under Part V of the SDWA.**

The rated capacities for the treatment plants with the wells E7 and E8 are 2592 m<sup>3</sup>/d and 2362 m<sup>3</sup>/d, respectively, as described in condition 1.1 of Schedule C in the MDWL. During the inspection period, the maximum daily volume at the treatment plant with the well E7 was 1225.09 m<sup>3</sup>/d which occurred in May, 2015 and at the treatment plant with the well E8, it was 1446.48 m<sup>3</sup>/d which occurred in May, 2015.

## TREATMENT PROCESSES

- \* **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

All of the equipment listed in the DWWP appeared to be installed and/or present as described at the time of the inspection other than the 11 pressure tanks, described in the last year's report. It was noticed that the Town has submitted the DWWP renewal application to include these pressure tanks. On the inspection day, one of the highlift pumps was offline for the pumphouse with well E8 and was being serviced.

- \* **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Permit, Licence or Approval issued under Part V of the SDWA at all times that water was being supplied to consumers.**

For the ground water systems, the treatment process must, at a minimum, consist of disinfection and must be credited with achieving an overall performance that provides, at a minimum 2-log (99%) removal or inactivation of viruses prior to the first consumer.

The Erin treatment systems are designed to achieve the required removal or inactivation of viruses through the use of chlorine, which is injected prior to the chlorine contact chambers, where the required contact time is achieved. The Town has calculated the minimum level of chlorine required to achieve primary disinfection at the E7 pumphouse to be 0.19 mg/l and at E8 pumphouse to be 0.14 mg/l under the worst case scenario.



## TREATMENT PROCESSES

During the inspection period, the Ministry was contacted on May 4th, 2015 for an abnormal chlorine reading with the highlift pumps online. The data review during the inspection indicated that the readings before and after this abnormal reading were in acceptable range. The Town in consultation with the technical support company concluded that it was due to corruption in the file. To minimize such issues, the Town has installed data logger in each well house as backup data storage.

- \* **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Secondary disinfection free chlorine residuals are checked by the operators daily in the distribution system at various locations and along with the weekly regulatory microbiological sampling. During the inspection, records were reviewed and free chlorine residual was found to be above the minimum legislated level of 0.05 mg/l.

- \* **The Operator-in-Charge had ensured that all equipment used in the processes was monitored, inspected, and evaluated.**

When operators arrive at each site they fill out a logsheet / logbook which prompts them to check certain equipment and record values as they go through their routines and activities. This assists in ensuring that the critical processes are monitored and evaluated.

## TREATMENT PROCESS MONITORING

- \* **Primary disinfection chlorine monitoring was being conducted at a location approved by Permit, Licence or Approval issued under Part V of the SDWA, or at/near a location where the intended CT had just been achieved.**

Primary disinfection chlorine monitoring is being conducted after the water leaves the reservoir and before it enters the distribution system, at a point after CT has been achieved, for both of the pumping stations.

- \* **The secondary disinfectant residual was measured as required for the distribution system.**

Secondary chlorine residual testing is being carried out daily by taking grab samples at various locations in the distribution system.

- \* **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

The continuous monitoring data is recorded every five minutes at the site, as required under Schedule 6-5 (1) of O. Reg. 170/03. The operators review the data for any abnormalities, every 48 to 72 hours, while downloading the data from the site PLC to the laptop and note the minimum and maximum values on the log sheet.

- \* **All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or approval or order, were equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6.**

The free chlorine residual analyzers are equipped with the alarms to provide a remote alarm notification for low chlorine events exceeding two minutes duration. The set points are: low 0.5mg/L (alarm notification only) and low low 0.35 mg/L. The low low alarm for chlorine analyzer has a capability of locking the high lift pumps. The operators are maintaining a log book at each pumping station of the various equipment alarm testing, conducted by the operators, at a frequency based on the significance of the process in meeting the primary disinfection goals. The low chlorine alarms are tested by the operators on monthly basis.

### TREATMENT PROCESS MONITORING

- \* **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

The free chlorine residual analyzers record the chlorine residual readings on five minutes intervals. The recorded data is stored in an excel sheet format for individual days.

- \* **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

The operating authority advised that on-line analyzers are verified each week using hand-held portable colorimeters and the records of this verification were available at the pump house for review. The operator indicated that if the reading differs more than 0.05 mg/l, they adjust the continuous analyzer reading to match the reading on the hand held device. The hand-held colorimeters are verified against the standard each month and the records were available at the Town's works shop.

### OPERATIONS MANUALS

- \* **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

Appendix A of the operation and maintenance manual contains plans, drawings and process descriptions. As-built drawings were also available for review at the Town office.

- \* **The operations and maintenance manuals did meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.**

Condition 16 of Schedule B of MDWL outlines the requirements of the operations manual for this system. A review of the operations manual indicated that the requirements of the MDWL were being met.

### LOGBOOKS

- \* **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

The Town has several log books maintained at the pumping station as well as at the Town's office which includes alarm testing record book, maintenance and call out record book, monthly maintenance record book, process control record and pumping record book, hydrant maintenance, valve inspection and flushing record book.

### SECURITY

- \* **The owner had provided security measures to protect components of the drinking-water system.**

Security measures that were in place at the time of the inspection included locked doors and intrusion alarms. At the well E7 pumphouse and the water tower, additional security measures include perimeter fences and locked gates.

### CERTIFICATION AND TRAINING

- \* **The overall responsible operator had been designated for each subsystem.**

The ORO for the system holds Class 2 Water Treatment (WT) and Class 3 Water Distribution System (WDS) certificates.

**CERTIFICATION AND TRAINING**

- \* **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

Element 11 of DWQMS designates Operator in Charge (OIC) for this system.

- \* **Only certified operators made adjustments to the treatment equipment.**

All significant repairs required in the DWS that require outside contractors, are supervised by the certified operators.

**WATER QUALITY MONITORING**

- \* **All microbiological water quality monitoring requirements for distribution samples were being met.**

Section 10-2 of Schedule 10 of O.Reg 170/03 requires that at least eight distribution samples, plus one additional distribution sample for every 1,000 people served by the system, is taken every month, with at least one of the samples being taken in each week and tested for E.Coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic platecount (HPC). The population of this system is approximately 3,100. During the data review portion of the inspection, it was determined that the required distribution system sampling was undertaken. These regulatory sampling results indicated the absence of E.Coli or total coliform in the distribution system and the sampling results for HPC ranged from 0- 24 CFU/ml.

- \* **All microbiological water quality monitoring requirements for treated samples were being met.**

Section 10-3 of Schedule 10 of O.Reg 170/03 requires that a treated water sample be taken at least once every week, from each treatment system, and tested for E. Coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic plate count (HPC). These regulatory sampling results indicated the absence of E.Coli or total coliform in the treated water and the sampling results for HPC ranged from 0- 10 CFU/ml.

- \* **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Schedule 13-2 requires that at least one water sample be taken every 36 months and tested for every parameter set out in Schedule 23. Inorganic sampling was last conducted on June 25, 2012. Test results indicate that all parameters were below half the Ontario Drinking Water Quality Standard limits.

- \* **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Schedule 13-4 requires that at least one water sample be taken every 36 months and tested for every parameter set out in Schedule 24. Organic sampling was last conducted on June 25, 2012. Test results indicate that all parameters were below half the Ontario Drinking Water Quality Standard limits.

- \* **All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-6 of Schedule 13 of O.Reg 170/03 requires that at least one distribution sample be taken every three months and tested for trihalomethanes. During the inspection period, the Town sampled for trihalomethanes on August 06, 2014, November 13, 2014 and March 03, 2015. Trihalomethane levels in these sample results were below the Ontario Drinking Water Quality Standard. The annual running average for the last sample was 8.01 µg/l.

### WATER QUALITY MONITORING

- \* **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

Section 13-7 of Schedule 13 of O.Reg 170/03 requires that at least one water sample be taken every three months and tested for nitrate and nitrite. During the inspection period, the Town sampled for nitrates and nitrites on August 06, 2014, November 13, 2014 and March 03, 2015 for each pump house. Nitrate and Nitrite levels in the sample results were below the Ontario Drinking Water Quality Standard.

- \* **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-8 of Schedule 13 of O.Reg 170/03 requires that at least one water sample be taken every 60 months and tested for sodium. Sodium sampling was last conducted on June 20, 2013 for each pump house.

- \* **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Section 13-9 of Schedule 13 of O.Reg 170/03 requires that at least one water sample be taken every 60 months and tested for fluoride. Fluoride sampling was last conducted on June 20, 2013, for each pump house.

- \* **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

Based on the population-3,100 and the corresponding required number of sampling points provided in the O.Reg. 170/03, the DWS is required to take at least two pH and alkalinity samples in the distribution system for each sampling period and two lead samples in the distribution system for the two sampling periods in every third 12 month period. The last lead samples were taken during the periods 'December 15, 2011 - April 15, 2012' and 'June 15, 2012- October 15', 2012. The Town was required to take the next distribution lead samples during the periods 'December 15, 2014 - April 15, 2015' and 'June 15, 2015-October 15, 2015'. The review of the records indicated that during the inspection period, the lead samples were taken in February, 2015.

- \* **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

### WATER QUALITY ASSESSMENT

- \* **Records show that all water sample results taken during the review period met the Ontario Drinking Water Quality Standards (O. Reg. 169/03).**

### REPORTING & CORRECTIVE ACTIONS

- \* **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

**SIGNATURES**

Inspected By:

Manpreet Dhesi

Signature: (Provincial Officer):



Reviewed &amp; Approved By:

Lisa Williamson

Signature: (Supervisor):



Review &amp; Approval Date:

13-JUL-2015

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



Ministry of the Environment  
Drinking Water System Inspection Report

**APPENDIX A**  
**INSPECTION RATING RECORD**



**Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2015-2016)**

<b>DWS Name:</b>	ERIN DRINKING WATER SYSTEM
<b>DWS Number:</b>	220000013
<b>DWS Owner:</b>	Erin, The Corporation Of The Town Of
<b>Municipal Location:</b>	Erin

**Regulation:** O.REG 170/03

**Category:** Large Municipal Residential System

**Type Of Inspection:** Focused

**Inspection Date:** June 18, 2015

**Ministry Office:** Guelph District

**Maximum Question Rating:** 450

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 77
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 28
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 112
<b>TOTAL</b>	<b>0 / 450</b>

<b>Inspection Risk Rating</b>	<b>0.00%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>100.00%</b>
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**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2015-2016)**

**DWS Name:** ERIN DRINKING WATER SYSTEM  
**DWS Number:** 220000013  
**DWS Owner:** Erin, The Corporation Of The Town Of  
**Municipal Location:** Erin

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** June 18, 2015  
**Ministry Office:** Guelph District

**Maximum Question Rating:** 450

**Inspection Risk Rating** | 0.00%

**FINAL INSPECTION RATING:** | 100.00%

Ministry of the Environment  
and Climate Change

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



Safe Drinking Water  
Branch

Direction du contrôle la qualité de  
l'eau potable

Guelph District Office  
4<sup>th</sup> Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2

Bureau du district de Guelph  
4<sup>e</sup> étage  
1, chemin Stone Ouest  
Guelph (Ontario) N1G 4Y2

June 26, 2015

The Town of Erin  
5684 Trafalgar Road  
R.R. #2  
Hillsburg, On  
N0B 1Z0

Attention: Mr. Joe Babin,  
Water Superintendent

Dear Mr. Babin,

**Re: Hillsburg Drinking Water System Inspection Report-2015-16**

Enclosed is the report for the inspection conducted for Hillsburg Drinking Water System.

Please note, you will find in the report that bullets are shown in bold print and are the consistent and standard responses to the information gathered during the inspection. Statements shown in regular font provide additional site-specific details.

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix **A** of the inspection report, provides the Ministry, the system owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance. Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Lisa Williamson, Drinking Water Program Supervisor, at 519-837-6386.

If you wish to discuss the results of the inspection in more detail, please feel free to contact me at (519) 826-4279.

Yours Truly,

Manpreet Dhese  
Provincial Officer  
Drinking Water Inspection Program  
Guelph District Office  
West Central Region

Encl.

Cc: Dan Banks, Manager, Water Resources, CVC area  
Shawn Zentner, Manager, WDG public health  
MOE Guelph District Office File SI WE HI TR 540



**Ministry of the Environment and Climate Change**

**HILLSBURGH DRINKING WATER SYSTEM  
Inspection Report**

<b>Site Number:</b>	220007285
<b>Inspection Number:</b>	1-BZP9R
<b>Date of Inspection:</b>	Jun 03, 2015
<b>Inspected By:</b>	Manpreet Dhese

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Signatures

## **Appendices**

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A. Inspection Rating Record

**OWNER INFORMATION:**

**Company Name:** ERIN, THE CORPORATION OF THE TOWN OF  
**Street Number:** 5684 **Unit Identifier:**  
**Street Name:** TRAFALGAR Rd  
**City:** HILLSBURGH  
**Province:** ON **Postal Code:** N0B 1Z0

**CONTACT INFORMATION**

---

**Type:** Chief Operator **Name:** Joe Babin  
**Phone:** (519) 833-8576 **Fax:** (519) 833-4821  
**Email:** joe.babin@erin.ca  
**Title:** Superintendent

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**Type:** Credit Valley CA **Name:** Dan Banks  
**Phone:** (905) 670-1615 x222 **Fax:** (905) 670-2210  
**Email:** cvc@creditvalleycons.com  
**Title:** Manager, Water Resources, Credit Valley Conservation Authority

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**Type:** Main Contact **Name:** Sara McDougall  
**Phone:** (519) 855-4407 x223 **Fax:**  
**Email:** sara.mcdougall@erin.ca  
**Title:** Compliance Administrator

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**Type:** Health Unit **Name:** Shawn Zentner  
**Phone:** (519) 822-2715 **Fax:** (519) 836-7215  
**Email:** shawn.zentner@wdgpublichealth.ca  
**Title:** Manager, Health Protection

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**INSPECTION DETAILS:**

**Site Name:** HILLSBURGH DRINKING WATER SYSTEM  
**Site Address:** 5684 WELL 2: LOT26,CONC8 WELL 3: 1 MILL ST HILLSBRUGH ON  
**County/District:** N0B 1Z0  
**MOECC District/Area Office:** Erin  
Guelph District  
**Health Unit:** WELLINGTON-DUFFERIN-GUELPH HEALTH UNIT  
**Conservation Authority:** N/A  
**MNR Office:** N/A  
**Category:** Large Municipal Residential

**Site Number:** 220007285  
**Inspection Type:** Announced  
**Inspection Number:** 1-BZP9R  
**Date of Inspection:** Jun 03, 2015  
**Date of Previous Inspection:** Sep 10, 2014

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**COMPONENTS DESCRIPTION**


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**Site (Name):** WELL H2 (HILLSBURGH HEIGHTS)  
**Type:** Source **Sub Type:** Ground

**Comments:**

Well H2, located within a well chamber, is 88 m deep drilled ground water well with a 200 mm diameter steel casing to the depth of 51.0 m. The well is directly South of the Hillsburgh Heights pumphouse, which is located on Wellington County Road No. 24 (Trafalgar Road) South of the road allowance between lot 26 and 27 approximately 80 m North of the intersection of Howe Street and Wellington County Road No. 24 in the community of Hillsburgh, NAD 83: UTM Zone 17: o568249.00 m E and 4849333.00 m N. The well is equipped with a submersible pump rated at 802 L/min at 52.7 m TDH with pump discharge through a 150 mm line.

This well water has an elevated lead concentration concern.

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**Site (Name):** HILLSBURGH HEIGHTS TREATED WATER  
**Type:** Treated Water POE **Sub Type:** Treatment Facility

**Comments:**

The Hillsburgh Heights pumphouse contains treatment equipment and monitoring devices. A 150 mm diameter well pump header from well H2 directs water through a 75 mm raw flow meter. Ferric chloride is injected via one of two chemical pumps rated at 2.5 L/hr, into the raw water that then flows through a 100 mm diameter static mixer. The ferric chloride solution is added to the raw water to treat the naturally-occurring lead present in the raw water. The raw water and ferric chloride solution flow through a setup of two filter chambers, each of which house two filters. The cartridge filters, installed in stainless steel housing, consist of polypropylene media rated at 170.5 L/min.

Sodium hypochlorite solution is injected into the raw filtered water via one of two chlorine injection pumps rated at 6.6 L/hr at 690 kPa, after which the water is directed to the reservoir/contact chamber. The in-ground cast in place reservoir/contact chamber has a total storage capacity of 545.5 m<sup>3</sup> and consists of two (2) polyester baffled cells. Treated water from the reservoir is pumped into the distribution system by one of two (2) high lift pumps. One pump is rated at 820 L/min at 25 m TDH and the other pump is rated at 274 L/min at 25 TDH. The pumphouse is also equipped with a fire pump rated 2400 L/min at 25 m TDH. A 100 mm diameter flow meter is located on the high lift pumps discharge header. A chlorine analyzer monitors the treated water entering into the distribution header.

The Hillsburgh Heights pumphouse has the capability of supplying water to the entire distribution system on its own, but the Glendevon pumphouse cannot.

---

**Site (Name):** WELL H3 (GLENDEVON)  
**Type:** Source **Sub Type:** Ground

**Comments:**

Well H3 is a 57.9 m deep drilled well, with steel casing of 200 mm diameter to a depth of 20.1 m. Well H3 is located at Victoria Park (NAD 83: UTM Zone 17: 568947.00 m E and 4849085.00 m N) and is equipped with a submersible pump rated at 456 L/min at TDH of 50 m. The pump discharges to a 75 mm discharge line.

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**Site (Name):** GLENDEVON TREATED WATER**Type:** Treated Water POE**Sub Type:** Treatment Facility**Comments:**

The Glendevon pumphouse is located across the street from Victoria Park, at the corner of Water Street and Mill Street. The West Credit River is adjacent to the pumphouse, on the southeast side.

The pumphouse contains treatment equipment and monitoring devices. A 200 mm diameter well pump header from well H3 directs raw water through a flow control valve, and a 200 mm diameter flow meter. The raw water is disinfected with sodium hypochlorite prior to entering the reservoir/contact chamber which is located adjacent to the pumphouse. The reservoir/contact chamber contains one (1) longitudinal baffle and two (2) transverse baffles. The total capacity of the reservoir/contact chamber is 245 m<sup>3</sup>. Treated water from the reservoir is pumped into the distribution system by a high lift pump, rated at 605 L/min. The distribution discharge header was previously equipped with a post chlorine injection point but this has been disconnected. The distribution discharge line is equipped with a continuous chlorine analyzer to monitor the treated flow entering into the distribution header.

Since well H3 and the Glendevon pumphouse lie within the regulatory floodline for the West Credit River, a stilling well has been installed with an alarm to interlock the well pump during flood conditions.

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**Site (Name):** DISTRIBUTION**Type:** Other**Sub Type:** Other**Comments:**

The population of Hillsburgh is approximately 1,500. According to information supplied by Town of Erin staff, the Hillsburgh water supply system serves an estimated 830 consumers with 277 service connections. Many residents of the older sections of Hillsburgh are served by private wells and are not connected to the distribution system. Town staff has stated that the intention is to eventually install new watermains in these older sections of Hillsburgh, and residents will have the option to be connected to the municipal water supply system at that time.

The Hillsburgh distribution system is comprised of PVC, cast iron, and ductile iron piping. There are two pressure zones in Hillsburgh, separated by a pressure reducing valve on Orangeville Street. Pressures in these zones are usually between 58 and 90 psi on the Hillsburgh Heights' side, and approximately 70 psi on the Glendevon' side.

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**Site (Name):** FRANK SMEDLEY BOOSTER STATION**Type:** Other**Sub Type:** Booster Station**Comments:**

The Booster Station boosts water from Glendevon pumping station to the low pressure zone, when required. The station has two high lift variable frequency drive (VFD) pumps, two hydro pneumatic pressure tanks, a pump controller, pressure reducing valve (PRV), solenoid valves with timer, a flow meter and a hookup point for a portable generator.

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## INSPECTION SUMMARY

### INTRODUCTION

- \* **The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.**

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

Hillsburg Drinking Water System (DWS) consisting of two pumping stations, serves approximately 850 consumers in the Village of Hillsburg, which is owned and operated by the Town of Erin. The physical inspection of the Hillsburgh Drinking Water System was conducted on June 03, 2015. The inspection period covered by this report is from August 15, 2014 to May 15, 2015. Municipal Drinking Water License (MDWL) #102-102 dated December 20, 2010, Drinking Water Works Permit (DWWP) #102-202 dated December 20, 2010, Permit To Take Water (PTTW) # 8548-6SBGWC dated August 15, 2006 and Permit to take Water # 6306-8X5KRY dated August 13, 2012, were in effect at the time of the inspection.

### SOURCE

- \* **The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.**

This DWS is comprised of two separate pumphouses served by a Non GUDI well, each. The well H3 serving the Glendevon Pumphouse, is located in a park across the street from the pumphouse, in a locked enclosed structure. It has intact well head and proper vent on it. The well H2 is in a concrete well pit beside the pumphouse. The well pit boundary is raised from the surrounding ground, is covered and has two locked access hatches. The well casing in the pit is higher than the well pit base and there is water level detection equipment in the pit, to notify the operators as well as to lock the well pumps, in case of well pit flooding. The well H2 is properly vented through a pipe rising out of the well pit cover. Since the property of this pumping station is at a local topographical high above the core area of the community, there is no potential for flooding of the well pit.

## SOURCE

- \* **Measures were in place to protect the groundwater and/or GUDI source in accordance with a Permit and Licence or Approval issued under Part V of the SDWA.**

Condition 16.2.8 of Schedule B of the MDWL requires developing procedures for the well inspection and maintenance. The records indicated that the Township inspects the production well heads on monthly basis, and the monitoring well head on at least quarterly basis. The Town had a video camera inspection conducted for the well H3 in June 2012, during installation of a new submersible pump. As the ORO was uncertain when the last video inspection was conducted for the well H2, it is recommended that the ORO consider such an inspection for the well H2, to ensure that its casing is in good condition.

## CAPACITY ASSESSMENT

- \* **There was sufficient monitoring of flow as required by the Permit and Licence or Approval issued under Part V of the SDWA**

Each pumphouse has a raw as well as a treated water flow meter in place which measures and records the volume and the rate of the water taking from the wells as well as of the effluent to the distribution system, as required by the condition 2.0 of Schedule C of MDWLs for the pumphouses. The records indicated that the remote totalizer for the treated water flow meter for Hillsburg Heights DWS had a low battery issue starting on March 26th, 2015 and the issue was resolved by April 9th, 2015.

- \* **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Permit and Licence or Approval issued under Part V of the SDWA.**

The rated capacities for the pumphouses with wells H2 and H3 are 1011 m<sup>3</sup>/d and 654 m<sup>3</sup>/respectively, as described in the condition 1.1 of Schedule C of the MDWLs. During the inspection period, the maximum daily volume for the pumphouse with well H2 was 185.82 m<sup>3</sup>/d, which occurred in August 2014 and for the pumphouse with well H3, it was 352.075 m<sup>3</sup>/d, which occurred in November, 2014.

## TREATMENT PROCESSES

- \* **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

The Town has submitted an application with the Ministry's engineering department for the DWWP and MDWL renewal to remove the description of the pressure tanks and the chlorine analyser for sampling in the clear wells. For the Hillsburg Heights pump house, the Town was recommended to include the indication of two instead of one 300 mm retention piping for mixing of ferric chloride solution with the raw water. Also the new DWWP is recommended to indicate two raw water inlet pipes on the opposite ends of the contact chamber.

- \* **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

During the inspection, Form 1 was prepared for the addition of a 3.3 m of PVC watermain of 150 mm diameter on Spruce Street south of Douglas Crescent in the former village of Hillsburg.

- \* **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Permit, Licence or Approval issued under Part V of the SDWA at all times that water was being supplied to consumers.**

For the ground water systems, the treatment process must, at a minimum, consists of disinfection and must be credited with achieving an overall performance that provides, at a minimum 2-log (99%) removal or inactivation of viruses prior to the first consumer.

The Hillsburgh DWSs are designed to achieve the required removal or inactivation of viruses through the use of a 12% sodium hypochlorite solution, which is injected prior to the chlorine

## TREATMENT PROCESSES

contact chambers, where the required contact time is achieved. The Town has calculated the minimum level of chlorine required to achieve primary disinfection in the reservoir H2 at Hillsburg Heights pumping station to be 0.19 mg/L and for the reservoir H1 at Glendevon pumping station to be 0.21 mg/L, under the worst case scenario.

During the inspection, the daily minimum chlorine residuals leaving the reservoir were reviewed and were found to be above the minimum required concentration for the pumphouses.

- \* **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

The secondary disinfection free chlorine residuals are checked by the operators in the distribution system at various locations on a daily basis as well as along with their weekly microbiological samples. During the inspection, records were reviewed and the free chlorine residuals were found to be above the minimum legislated level of 0.05 mg/l.

- \* **The Operator-in-Charge had ensured that all equipment used in the processes was monitored, inspected, and evaluated.**

When the operators arrive at each site, they fill out a log sheet / logbook which prompt them to check certain equipment and record values as they go through their routines and activities. This assists in ensuring that critical processes are monitored and evaluated on a regular basis.

## TREATMENT PROCESS MONITORING

- \* **Primary disinfection chlorine monitoring was being conducted at a location approved by Permit, Licence or Approval issued under Part V of the SDWA, or at/near a location where the intended CT had just been achieved.**

- \* **The secondary disinfectant residual was measured as required for the distribution system.**

The secondary chlorine residual is being measured daily by taking grab samples at various locations in the distribution system.

- \* **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

During the data review, it was noted that the continuous monitoring data was recorded every five minutes at the site, as required under Schedule 6-5 (1) of O. Reg. 170/03.

Log sheets indicated that the operators review the data for any abnormalities, every 48 to 72 hours, while downloading the data from the site PLC to the laptop and note the minimum and maximum values on the log sheet.

- \* **All continuous monitoring equipment utilized for sampling and testing required by O. Reg. 170/03, or approval or order, were equipped with alarms or shut-off mechanisms that satisfied the standards described in Schedule 6.**

The free chlorine residual analyzers are equipped with the alarms to provide a remote alarm notification for low chlorine events exceeding two minutes duration. The set points are: low 0.5 mg/L (alarm notification only) and low low 0.35 mg/L. The low low alarm for chlorine analyzer has a capability of locking the high lift pumps.

The operators are maintaining log books of various alarms testing of the equipment, conducted by the operators, at a frequency based on the significance of the process in meeting the primary disinfection goals. The low chlorine alarms are tested by the operators on monthly basis.

### TREATMENT PROCESS MONITORING

- \* **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

The free chlorine residual analyzers record the chlorine residual readings on five minutes intervals. The recorded data is stored in an excel sheet format for individual days.

- \* **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

The operating authority advised that the on-line analyzers are verified each week using hand-held portable colorimeters and the records of this verification were available at the pump houses for review. The operator indicated that if the reading differs more than 0.05 mg/l, they adjust the continuous analyzer reading to match the reading on the hand held device. The hand-held colorimeters are verified against the standard each month and the records were available at the Town's works shop.

### OPERATIONS MANUALS

- \* **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

Appendix A of the operation and maintenance manual contains plans, drawings and the process descriptions. As-built drawings were also available for review at the Town office. As mentioned in the last year's report, the specifications for a few components in the plant schematics such as well pump capacity, raw water flowmeter's diameter for Hillsburg Heights pumping station and chlorination pump's capacity, reservoir volume and the treated water flow meter's diameter for the Glendevon pumping station, needs to be reviewed and updated.

The Town's Water Compliance administrator indicated that they will review the schematics after the renewal of the DWWP and MDWL.

- \* **The operations and maintenance manuals did meet the requirements of the Permit and Licence or Approval issued under Part V of the SDWA.**

Condition 16 of Schedule B of MDWLs outlines the requirements of the operations manual for this system. A review of the operations manual indicated that the requirements of this condition were being met.

### LOGBOOKS

- \* **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Documentation provided by the ORO indicated that only certified operators were performing operational testing in the DWS. Detailed logbooks/log sheets have been compiled by the operators which list such information and checks.

### SECURITY

- \* **The owner had provided security measures to protect components of the drinking-water system.**

Storage facility's (reservoirs) lids were either physically checked or visually observed. Lids which were examined appeared to be locked and secure. Rubber seals on lids appeared to be intact and still malleable.

### CERTIFICATION AND TRAINING

### CERTIFICATION AND TRAINING

- \* **The overall responsible operator had been designated for each subsystem.**

The ORO for the system holds Class 2 Water Treatment (WT) and Class 3 Water Distribution (WD) subsystem certificates.

- \* **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**

Element 11 of DWQMS designates an Operator in Charge (OIC) for this system.

- \* **Only certified operators made adjustments to the treatment equipment.**

### WATER QUALITY MONITORING

- \* **All microbiological water quality monitoring requirements for distribution samples were being met.**

The Section 10-2 of Schedule 10 of O.Reg 170/03 requires that at least eight distribution samples, plus one additional distribution sample for every 1,000 people served by the system, be taken every month, with at least one of the samples be taken in each week and tested for E.Coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic plate count (HPC).

The Township is required to take at least 8 microbiological samples based on the population (830) of the system. During the data review, it was determined that the required distribution system sampling was undertaken. These regulatory sampling results indicated the absence of E.Coli or total coliform in the distribution system and the sampling results for HPC ranged from 0- 360 CFU/ml.

- \* **All microbiological water quality monitoring requirements for treated samples were being met.**

The Section 10-3 of Schedule 10 of O.Reg 170/03 requires that a treated water sample be taken at least once every week, from each treatment system, and tested for E. Coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic plate count (HPC).

These regulatory sampling results indicated the absence of E.Coli or total coliform in the treated water and the sampling results for HPC ranged from 0- 2 CFU/ml.

- \* **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The Section 13-2 of Schedule 13 of O.Reg 170/03 requires that at least one treated water sample be taken every 36 months and tested for every parameter set out in Schedule 23. Inorganic sampling was last conducted on June 25, 2012. Test results indicate that all parameters were below half the Ontario Drinking Water Quality Standard limits.

- \* **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The Section 13-4 of Schedule 13 of O.Reg 170/03 requires that at least one water sample be taken every 36 months and tested for every parameter set out in Schedule 24. The organic parameters were last sampled on June 25, 2012. Test results indicate that all parameters were below half the Ontario Drinking Water Quality Standard limits.

### WATER QUALITY MONITORING

- \* **All trihalomethanes water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The Section 13-6 of Schedule 13 of O.Reg 170/03 requires that at least one distribution sample be taken every three months and tested for trihalomethanes. During the inspection period, the Town sampled for trihalomethanes on August 06, 2014, November 13, 2014 and March 3, 2015.

Trihalomethane levels in these sample results were below the Ontario Drinking Water Quality Standard. The annual running average for the last sample was 9.8 µg/l.

- \* **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

The Section 13-7 of Schedule 13 of O.Reg 170/03 requires that at least one water sample be taken every three months and tested for nitrate and nitrite. During the inspection period, the Town sampled for nitrates and nitrites on August 6, 2014, November 19, 2013, February 06, 2014 and May 14, 2014, for each well.

Nitrate and Nitrite levels in the sample results were below the Ontario Drinking Water Quality Standard.

- \* **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The Section 13-8 of Schedule 13 of O.Reg 170/03 requires that at least one water sample be taken every 60 months and tested for sodium. Sodium sampling was last conducted on June 20, 2013 for each pump house.

- \* **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The Section 13-9 of Schedule 13 of O.Reg 170/03 requires that at least one water sample be taken every 60 months and tested for fluoride. Fluoride sampling was last conducted on June 20, 2013, for each pump house.

- \* **All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.**

The Town took alkalinity and pH samples at two distribution locations in September, 2014. Lead, alkalinity as well as pH samples were taken at three locations in the distribution system for the sampling period December 15, 2014- April 15, 2015, as per the section 15.1-5.(10)b of Schedule 15 of O.Reg 170/03.

- \* **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

### REPORTING & CORRECTIVE ACTIONS

- \* **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**
- \* **When the primary disinfection equipment, other than that used for chlorination or chloramination, has failed causing an alarm to sound or an automatic shut-off to occur, a certified operator responded in a timely manner and took appropriate actions.**

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable



**SIGNATURES**

Inspected By:

Manpreet Dhese

Signature: (Provincial Officer):



Reviewed &amp; Approved By:

Lisa Williamson

Signature: (Supervisor):



Review &amp; Approval Date:

26-JUN-2015

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



Ministry of the Environment  
Drinking Water System Inspection Report

**APPENDIX A**  
**INSPECTION RATING RECORD**

**Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2015-2016)**

<b>DWS Name:</b>	HILLSBURGH DRINKING WATER SYSTEM
<b>DWS Number:</b>	220007285
<b>DWS Owner:</b>	Erin, The Corporation Of The Town Of
<b>Municipal Location:</b>	Erin

**Regulation:** O.REG 170/03

**Category:** Large Municipal Residential System

**Type Of Inspection:** Focused

**Inspection Date:** June 3, 2015

**Ministry Office:** Guelph District

**Maximum Question Rating:** 475

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 81
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 28
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 42
Treatment Process Monitoring	0 / 112
<b>TOTAL</b>	<b>0 / 475</b>

<b>Inspection Risk Rating</b>	<b>0.00%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>100.00%</b>
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**Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2015-2016)**

**DWS Name:** HILLSBURGH DRINKING WATER SYSTEM  
**DWS Number:** 220007285  
**DWS Owner:** Erin, The Corporation Of The Town Of  
**Municipal Location:** Erin

**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** June 3, 2015  
**Ministry Office:** Guelph District

**Maximum Question Rating:** 475

**Inspection Risk Rating** | 0.00%

**FINAL INSPECTION RATING:** | 100.00%

# ERIN FIRE & EMERGENCY SERVICES

## Monthly Fire Report



REPORT MONTH:		JUNE 2015											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly	Mthly Total	2015 YTD	2014 YTD	\$ Loss Mthly
FIRE:	Type not specified:												
	Structure:	2	4	1	\$105,000		3				1		
	Vehicular:		1				1	2					
	Grass, Rubbish, etc:	1	3				5	1					
	Other:	1	10	7		2	5	2			1		
		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD		Mthly TTL	2015 YTD	2014 YTD	
	Medical Assist:	3	37	27		6	34	19			1	1	
	Motor Vehicle Collision:	5	12	10		1	6	9			5	6	
	Erin/Hillsburgh Assist		10			2	8	4					
	Mutual Aid:			2			2	3					
	C.O. Calls:		2	5			5	2					
	False Alarms:												
	Alarm Activation:	2	7	4			8	2			3		
	Standby/Assist to Other Depts:												
	Burning Complaints:							1					
	Incorrect Pages:			2		1	3	1					
	Other:	2	6	5			2	7			1	2	
TOTALS:		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD		MTHLY	2015 YTD	2014 YTD	
		16	92	63		12	82	53		0	12	9	
Estimated Total \$ Loss Due to Fire:		\$105,000	\$227,000	\$13,500		\$0	\$150,000	\$0		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief

Minutes of the Let's Get Hillsburgh Growing Committee Meeting  
June 18, 2015

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

Regrets: Jackie Turbitt, Elizabeth MacInnis,

Guest: Bob Cheetham, Economic Development Coordinator, Town of Erin

1) Minutes:

**Motion 1-6-2015:** LGHG Minutes

Moved by Donna Muir; seconded by Ruth Maddock: That the minutes of the LGHG Committee meeting of May 21, 2015 be adopted as circulated. Carried.

2) Accounts:

**Motion 2-6-2015:** Accounts

Moved by Jeff Duncan; seconded by Liz Ewasick: That accounts in the amount of \$ 53.70 (list attached) be paid. Carried.

3) Guest: Bob Cheetham

Bob told us about the various economic development initiatives he is working on for the Town of Erin including a four-year action plan for economic development which he will present to Town Council in August.

By attending our meeting, he hoped to get a handle on how/where he might assist us.

4) Fundraising:

a) Flower Baskets & planters:

\$65.00 was collected by Elizabeth during a canvas of residences on the west side of Trafalgar Road.

Thank You advertisement will be placed in the Erin Advocate.

**Action needed:** Donna R. will verify the names of the donors and place the advertisement in the Erin Advocate.

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

Tickets: 32 tickets have been sold to date. Our goal is 50- 60

2 tickets have been given to Jo Phenix and Neville Worsnop as a thank you for their assistance with the event.

**Action needed:** Committee members to continue selling tickets.

Desserts: Currently have 18 desserts

**Action needed:** Committee members to canvas for more desserts.

Beverages: Coffee – Grace/ Tea (Foodland)/Lemonade- Liz/Bottle water – Lloyd/  
Punch –Susan Peavoy

Goodie bags: Foodland has donated 50 fabric bags to give to attendees. Decision made to fill bags with pamphlets and flyers about the community --- Wellington County Festivals & Events Guide 2015, 2015 Local Food Maps, Headwaters Tourism magazine, Century Theatre brochure etc.

Artists: At time of meeting, Liz only has 3 artists booked. Yvonne Cummings (sketches), Beth Campbell (pottery) and Paula Henley (painter).

**Action needed:** Committee members should invite any artisans that they know to come and if interested, have them contact Liz.

Set Up: Neville and Jo will have volunteers set up tables in the basement for us this Saturday. Then we can rearrange them as desired.

Committee members, if possible, are to meet at Century Church Theatre:

Friday – 3pm

Saturday – 10am

Sunday – Artist Set Up (Lloyd) – 11am

**Action needed:** Donna R. to contact Susan Peavoy to ask if she can open the church for us at these times.

Advertising: No one has contacted McKinnon's to have the Dessert Party advertised on their digital sign. **Action needed:** Liz will contact McKinnon's with the information.

Other: Jeff has arranged to pick up 12 floral table centrepieces from Snowberry Botanicals on Sunday morning.

#### 5) Other 2015 Events:

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

Vendors: 18 vendors are confirmed for the day.

Community Groups: Erin Agricultural Society want to have a table.

**Action needed:** Donna will contact Sara Parkinson from Agricultural Society to coordinate with them about what activity for kids they are planning to have.

Volunteers: Poster has been sent to Erin District High School and posted in the Hillsburgh Library.

A cotton candy machine has been located. It will need to have a hydro hook up.

Agility Dogs: Donna talked to Jim Tsitanidis from Spirit Ridge K9 & Rescue regarding some agility dogs coming. Jim said that they require more space than we can offer in the park.

**Action needed:** Does anyone know someone with a dog that can do tricks? Donna will talk to Jim again. Jeff will talk to Bold Canine.

Entertainment: Suggestion made to ask the St. Andrews Church Bell ringers

**Action needed:** Ruth will ask them.

Fire Department: They are trying to get an ambulance to come plus the smoke house trailer.

Silent Action: Decision made to have this again this year. Donna M. will be in charge of it on Family Fun Day.

**Action needed:** Committee members to solicit donations for the silent auction.

Road Closure/Detour signs: Lloyd met with Larry Van Wyck. Wording and details for the barricade and detour signs were worked out.

#### 6) 2015 Projects:

Entrance Signs

Myron Lasko is working on the signs.

Decision made to have signs installed on new posts.

Request received from Hillsburgh Garden Club. If/when the individual signs for community groups are taken down from old entrance signs, the Garden Club would like theirs returned to them.

#### 7) Other Business & Round Table

Letter to Hillsburgh FireFighters Association: Liz has sent a letter to the association. Awaiting a response.

Community Event suggestion: Liz suggested the idea of a whole town garage sale day --- one day where everyone who wanted to would have a garage sale.

Jeff has sent a letter to St.Mary's Cement/CBM Aggregates asking if they would like to make a donations towards the new entrance signs. He has followed up with two phone calls and is awaiting a decision from them.

Erin Trails Committee & the Town of Erin Heritage Committee are working on a brochure featuring a walking tour of the Village of Erin's Main Street. In the future, perhaps a similar brochure could be created for the village of Hillsburgh.

Hillsburgh Firemen's Garage Sale: Jeff suggested that perhaps the LGHG could have an information table at next year's garage sale.

Reconstruction of George Street will probably start in September. So it shouldn't interfere with Family Fun Day.

The historical photograph banners on the Tack shop and the Arena are looking very shabby after 10 years. **Action:** Jeff will talk to the owner of the Tack Shop about removing the banner on the building.

### **Future Meetings**

**Thursday July 16**

**Thursday July 30**

**Thursday August 13**

7 pm at the Hillsburgh Library



Town of Erin  
 Minutes of the Minor Variance Public Meeting  
 held on January 6, 2015  
 in the Municipal Office  
 at 6:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Rob Fletcher	Committee Member
	Wayne Parkinson	Committee Member
	Dina Lundy	Committee Secretary-Treasurer

Roll# 011-21220

Application: A01-15 JL Cox Planning Consultants (Bob Spencer)

Property Description: Thompson Cres, Erin, Plan 768 Lot 6

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 7.2.1 to permit a rental outlet for the rental and maintenance of mobile stages with related outdoor storage of the stages.

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a

party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on December 18<sup>th</sup>, 2014 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building Department – None.

Planning Department

The front yard/frontage of the subject lot is adjacent to Thompson Crescent. A 0.3m reserve was established as part of the original OWMS industrial subdivision approval along the rear lot line to ensure no vehicular access to WCR 124. The C2 Highway Commercial zone permits "Outside Storage" as an accessory use to a permitted use. Outside storage is not permitted as a standalone use.

Staff has no concerns with the proposed variance subject to the requirement that the main building be established to permit the Accessory Use being outside storage.

Site Plan approval will be required for the site prior to building permit issuance.

County

It is our understanding that a variance is seeking relief from the Zoning By-law, section 7.2.1, to permit a rental outlet for the rental and maintenance of mobile stages with related outdoor storage of the stages.

While we would generally have no concerns with the relief requested, it should be noted that any development that is adjacent to a County of Wellington road

shall be in compliance with section 4.35 of the zoning By-law. Comments from the County Engineer Services Department, if any, will be provided under a separate cover.

### CVC

The subject property is currently not subject to the Authority's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation (Ontario Regulation 160/06) and a permit from this Authority is not required.

The chair invited the applicant to speak.

John Cox, agent for the applicant, explained the application.

The applicant, Bob Spencer, explained the business, and gave a background of his experience. The stages are shrink wrapped and stored in the winter when they are not in use. He is the largest private owner of these stages in Ontario. The building will be used as an auction house as well.

The chair invited the members to ask questions/comment:

- Need to ensure there is ample parking available
- Discussion about where the trailers would be stored. Do not want them to be a focal point from County Rd 124.
- Could limit the amount of trailers allowed to store outside

The chair invited members of the public to ask questions/comment:

Pauline Follet:

- That subdivision originally had a provision for no outside storage (before amalgamation), but then was changed. There are businesses there that have unsightly outside storage.
- Want assurance that this will not happen with this property
- Would like the landscaping to be similar to Tim Hortons for consistency

Bob Cheetham (Town of Erin Economic Development Officer)

- From an Ec Dev standpoint, need to portray that Erin is open for business
- Have to comply with the by-laws
- This is a clean, unique business that is ideal for Erin
- Mr. Spencer has been great to work with

The following motion was passed.

### **Resolution**

**Moved by Committee Member Parkinson**

**Seconded by Committee Member Fletcher**

**BE IT RESOLVED THAT** the Committee approves the minor variance application A01/15 with the following conditions:

- That a maximum of 12 stages for outside storage be permitted at any one time.

**CARRIED.**

The Chair then declared the meeting adjourned.

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Secretary

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Chair

Town of Erin  
 Minutes of the Minor Variance Public Meeting  
 held on March 26, 2015  
 in the Municipal Office  
 at 7:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Rob Fletcher	Committee Member
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Larry Wheeler	Scribe

Roll# 001-12400

Application: A02-15 Danny and Nicole Medland

Property Description: 9030 Halton-Erin Townline

The Committee appointed their chair:

**Resolution**

**Moved by Committee Member Parkinson**

**Seconded by Committee Member Fletcher**

**BE IT RESOLVED THAT** Jeff Duncan be appointed to chair the Committee of Adjustments.

**Carried**

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 4.2.3 to construct an accessory building to be used for personal storage with a height of 15'4" (4.67m). Height exceeds the maximum height permitted by 7" (0.18m).

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on March 6, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building and Planning Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.3 "General Provisions", specifically the height of an accessory building.

The above noted property is zoned Agricultural (A)

The height of an accessory building in the Agricultural zone, not used for agricultural purposes, is limited to 4.5 m in height. The proposed height, as defined in the zoning bylaw, is 4.68m. The relief being sought is to construct an

accessory garage with a height of 4.68m exceeds the maximum height permitted by 0.18m.

The application states that the proposed building will be 1 storey in height, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

The Building Department has no objection to the minor variance application.

County

The applicants are proposing to construct a garage for personal storage toward the back of the property. The variance requested would provide relief from section 4.2.3 of the Zoning By-law to allow an increase in building height of 0.18m (7") for an accessory building.

The application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and have no concerns with the application.

The following motion was passed.

**Resolution**

**Moved by Committee Member Parkinson**

**Seconded by Committee Member Fletcher**

**BE IT RESOLVED THAT** the Committee approves the minor variance application A02/15 with the following conditions:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation

**CARRIED.**

The Chair then declared the meeting adjourned.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

Town of Erin  
 Minutes of the Minor Variance Public Meeting  
 held on April 22, 2015  
 in the Municipal Office  
 at 7:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Rob Fletcher	Committee Member
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Dina Lundy	Secretary-Treasurer

Roll# 006-05302

Application: A03-15 Tim and Melissa Hardt

Property Description: CON 2 PT Lot 18, 61R20224 (1<sup>st</sup> Line and 17<sup>th</sup> Sideroad)

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, **section 4.2.3 to construct an accessory building to be used for personal storage with a height of 16'3" (4.95m). Height exceeds the maximum height permitted by 1'6" (0.46m).**

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.



The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on **April 8<sup>th</sup>**, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

#### Building and Planning Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.3 "General Provisions", specifically the height of an accessory building.

The above noted property is zoned Agricultural (A) and Rural Environmental Protection (EP2).

The height of an accessory building in the Agricultural zone, not used for agricultural purposes, is limited to 4.5 m in height. The proposed height, as defined in the zoning bylaw, is 4.96m. The relief being sought is to construct an accessory garage with a height of 4.96m exceeds the maximum height permitted by 0.46m.

The application states that the proposed building will be 1 storey in height, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

No building permit has been received in the Building Department to date for the above. The main use of the property will need to be established prior to any accessory building permits being issued.

Grand River Conservation Authority (GRCA) regulation limit covers the entire above noted property. A permit from the GRCA will be required in addition to the building permit. Please contact GRCA for more information 519.621.2761.

The Building Department has no objection to the minor variance application.

County

The application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and have no concerns with this application.

GRCA

The Grand River Conservation Authority has no objection to the proposed minor variance application to permit an accessory building to be constructed for personal storage with a height of 4.95m.

The following motion was passed.

**Resolution**

**Moved by Committee Member Fletcher**

**Seconded by Committee Member Parkinson**

**BE IT RESOLVED THAT** the Committee approves the minor variance application A03/15 with the following conditions:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation
- That the accessory building shall not be established until the main building has commenced construction

**CARRIED.**

The Chair then declared the meeting adjourned.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

Town of Erin  
 Minutes of the Minor Variance Public Meeting  
 held on May 20, 2015  
 in the Municipal Office  
 at 7:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Rob Fletcher	Committee Member
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary-Treasurer

Roll# 002-10000

Application: A04-15 Gerry Swaving

Property Description: CON 8 PT Lot 2 AND RP 4952 Eighth Line, Erin

The Committee appointed a new Secretary-Treasurer.

**Resolution**

**Moved by Committee Member Jamie Cheyne**

**Seconded by Committee Member Rob Fletcher**

**BE IT RESOLVED THAT** Jessica Wilton be appointed Secretary-Treasurer for the Committee of Adjustments as of May 20, 2015.

**Carried**

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, **section 4.2.3 to construct an accessory building to be used for personal storage with a height of 16'8" (5.08m). Height exceeds the maximum height permitted by 1'11" (0.58m).**

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on **April 23<sup>rd</sup>**, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

Building and Planning Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.3 "General Provisions", specifically the height of an accessory building. The above noted property is zoned Agricultural (A)

The height of an accessory building in the Agricultural zone not used for agricultural purposes is limited to 4.5 m in height. The proposed height, as defined in the Zoning By-law, is 5.08m. **The relief being sought is to**

**construct an accessory garage with a height of 5.08m exceeds the maximum height permitted by 0.58m.**

The application states that the proposed building will be 2 storey in height with a loft, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

A building permit has been received and issued by the Building Department for a Single Family Dwelling. The main use has been established prior to issuance of the accessory building on the above noted property.

Credit Valley Conservation Authority (CVC) regulation limit covers the above noted property. A permit from the CVC will be required in addition to the building permit. Please contact CVC for more information 1-800-668-5557.

The Building Department has no objection to the minor variance application.

County

The application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and have no concerns with this application.

CVC

The Credit Valley Conservation Authority has no objection to the proposed minor variance application to permit an accessory building to be constructed for personal storage with a height of 5.08m.

The chair invited the applicant to speak.

Rob Freestone:

- The CVC permit has already been given and the building department has that on record for the single family dwelling and the accessory building.

Courtney Chard- 7 Herb Wild St Georgetown , On

- Stated that it is only going to be used for storage.
- Indicated what she will be storing in the accessory building.

The chair invited the members to ask questions/comment:

- What was the need for the stairs on the outside on the building going to the second floor?

Courtney responded that it is to allow for larger storage items to be brought upstairs. There will be no business or habitation in the accessory building.

The chair invited members of the public to ask questions/comment:

- No questions from the public.

The following motion was passed.

**Resolution**

**Moved by Committee Member Wayne Parkinson**

**Seconded by Committee Member Rob Fletcher**

**BE IT RESOLVED THAT** the Committee approves the minor variance application A04/15 with the following conditions:

- That the accessory structure is used only for personal storage
- That the accessory structure cannot be used for business purposes or habitation

**Carried.**

The Chair then declared the meeting adjourned.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

Town of Erin  
 Minutes of the Minor Variance Public Meeting  
 held on July 15, 2015  
 in the Municipal Office  
 at 7:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Rob Fletcher	Committee Member
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary Treasurer

Roll#008-01000

Application: A05-15 Mark and Lisa Hill

Property Description: 5709 Trafalgar Road North

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 4.2.3 to construct an accessory building to be used for personal storage with a height of 19'0" (5.79m). Height exceeds the maximum height permitted by 4'3" (1.29m).

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment

before a decision is made, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on June 24, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

#### Building and Planning Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 4.2.3 "General Provisions", specifically the height of an accessory building.

The above noted property is zoned Agricultural (A) and Rural Environmental Protection Zone (EP2).

The height of an accessory building in the Agricultural zone not used for agricultural purposes is limited to 4.5 m in height. The proposed height, as defined in the Zoning By-law, is 5.79m. **The relief being sought is to construct an accessory garage with a height of 5.79m exceeds the maximum height permitted by 1.29m.**

The application states that the proposed building will be 1 1/2 storey's in height with a loft, and be used for personal storage. The building may only be used for personal use, and not as a business, commercial or industrial use.

Credit Valley Conservation Authority (CVC) regulation limit covers the above noted property. A permit from the CVC will be required in addition to the building permit. Please contact CVC for more information 1-800-668-5557.

The Building Department has no objection to the minor variance application.

#### County



The applicants are proposing to construct a garage for personal storage on the property. The variance requested would provide relief from Section 4.2.3 of the Zoning By-law to allow an increase in building height of 1.3 m (4'3") for an accessory building.

The application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and we would have no concerns with this application provided that there are no Conservation Authority concerns with the location of the building.

The following conditions are recommended:

1. That the accessory structure is used only for personal storage.
2. That the accessory structure cannot be used for business purposes or habitation.

#### Credit Valley Conservation

Based on the proposed location on site, CVC is satisfied with the proposed garage being set back 10m from the dripline of the forest, which also incorporates the minimum 10m setback from the PSW boundary. Landowner is to submit plans that identify the footprint of the proposed building envelope and the setback from the dripline of the forest.

The Chair asked if the applicant wanted to explain why they need the extra storage.

Lisa Hill explained that they wanted to be able to stand up on the upper level of the shed when they are storing their personal items.

The Chair asked if any committee members had questions.

Craig Switzer asked where the access was to the upper level. Stairs location inside or outside?

Lisa Hill explained that they were inside the building to the back still allowing for tractors and other storage to be stored on the main level.

The following motion was passed.

#### **Resolution**

**Moved by Committee Member Wayne Parkinson**

**Seconded by Committee Member Rob Fletcher**

**BE IT RESOLVED THAT** the Committee approves the minor variance application A05/15 with the following conditions:

- That the accessory structure is used only for personal storage

- That the accessory structure cannot be used for business purposes or habitation

**CARRIED.**

The Chair then declared the meeting adjourned.

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Secretary

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Chair

Town of Erin  
 Minutes of the Minor Variance Public Meeting  
 held on July 15, 2015  
 in the Municipal Office  
 at 7:15 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Rob Fletcher	Committee Member
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary Treasurer

Roll#004-17800

Application: A06-15 Jeff Buisman of Van Harten Surveying Inc.

Property Description: 9478 Wellington Rd 124

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, section 7 to allow the use of an auction house to continue on the subject lands.

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a party

to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on July 3, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

#### Building and Planning Departments

The applicant has submitted a Minor Variance application to request relief from Zoning By-Law 07-67, as amended, Section 7, Table 7 "Permitted Uses in a Commercial Zone", specifically Highway Commercial (C2) zone permitted uses.

The above noted property is zoned Highway Commercial (C2) with special provision C2-102.

The C2-102 special zoning states that property at 9478 Wellington Road 124 **may only** be used for the following uses: a nursery stock outlet, including the sales of landscaping material, a fruit, flower or vegetable sales outlet, a craft shop, a garden equipment sales and service outlet, an eating establishment, a motel, a commercial recreation facility, and uses accessory to a permitted uses. **The relief being sought is to allow for an auction house to be permitted on the lands, as an auction house is normally permitted in a C2 Highway Commercial zone.**

The application states that the proposed use will be held within the warehouse on the property and the regular C2 zone would permit an auction house.

The applicant should confirm on a site plan that all required parking spots can be accommodated in addition to the existing use(s). A "change of use" permit is required

for the above change to the building. All remaining building code related issues will be dealt with during the building permit process.

Credit Valley Conservation Authority (CVC) regulation limit covers the above noted property. Please contact CVC for more information 1-800-668-5557.

The Building Department has no objection to the minor variance application, subject to applicant to obtaining a change of use permit from the Building Department and to demonstrate on a site plan that the required parking can be provided on the property.

#### County

The application would maintain the general intent and purpose of the Official Plan and Zoning By-law, and is desirable and appropriate for the development of the subject property. We consider the request minor and we would have no concerns with this application.

If approved, the Committee may wish to apply a condition to their decision that "The Auction House is to be confined to the building identified on the Minor Variance Sketch prepared by Van Harten Surveying Inc. dated July 2, 2015".

#### Credit Valley Conservation

The subject property is located partially within the Regulatory Storm Flood Plain. A permit may be required from CVC for any construction activity in this area. Our primary concern is the protection of life and property from the flood hazard. We have specific criteria and requirements for construction in the floodplain.

The entire property falls within the Protected Countryside of the Greenbelt Plan Area and is entirely designated as part of its Natural Heritage System. We recommend that you contact the Town of Erin for further information with respect to these designations as certain policies of the Greenbelt Plan apply to the future use of the property.

CVC has no objection to this variance as it is a continuation of an existing use. No new development is proposed.

#### Fire

No objections to the building being used as a public auction house provided the following items are complied with in conformance with the Ontario Fire Code.

- 1) Fire extinguishers be provided.
- 2) Reduce temporary wiring that creates a fire hazard. Have inspection conducted by the Electrical Safety Authority.

3) Prepare and submit a fire safety plan to the Chief Fire Official for review and approval.

It is recommended that exit signs and emergency lighting also be installed.

The Chair asked for the Applicant to explain further detail of the business that will be running on the property.

Colin Vanderwoerd of Van Harten Surveying Inc explained that:

- The existing building to be used for the auction was previously a shed and they have weatherproofed it.
- Auctions will be held on Tuesday nights and some Saturdays as well.
- The noise complaint from the neighbour was from before the auctions started; they just saw signs for an auction.
- 98% of the auctions will be held inside the warehouse.
- No microphones are being used.
- They have cleared up the property to allow of lots of parking on the property.

The chair then asked if any committee members had any questions.

Wayne Parkinson how many sales they have had so far and when was the first sale?

Alanna Babka responded that they have had 5 sales this summer and the first one was on May 23, 2015. They have been craft sales and Harold Know gave permission to have these sales.

Craig Switzer said it was an auction not a craft sale they were advertising as an auction and selling by numbers.

Alanna Babka responded that they covered their auction sale signs and had original advertised the auction in the Woodbridge advertiser and Erin Auction website.

Craig Switzer – what are the operating hours of the other businesses on the property and how many people are attending the auction for now.

Alanna Babka could not confirm hours for other businesses maybe around 7pm. we have had approximate 50 people at our past auctions/craft shops in Erin.

Craig Switzer asked about parking concerns and accommodations.

Alanna Babka stated that they had plenty of room on the property for parking and none would be on the county roads.

Craig Switzer stated that his concerns were with parking and if the business does well what will be done about parking and if winter auctions are held snow removal for parking lot.

Rob Fletcher suggested signs to get people to not park on the street. There was parking on the street last night for the auction that you knew you were not supposed to have. Showed picture of parking on street last night.

Alanna Babka responded that they were unaware of the people parking on the street last night and they will get signs to prevent that in future auctions.

Rob Fletcher concerns for busy times and not enough parking available. And if they are moving in the future and another buyer comes in and wants to do auctions they need conditions to protect that.

Colin Vanderwoerd responded that a condition required is to show the parking available on site. And that location of specific outdoor auction can be addressed in conditions.

Alanna Babka stated that they have received very positive feedback from the community.

Jamie Cheyne asked about when the fire inspection will be done? When is their next auction planned for?

Alanna Babka responded that July 28<sup>th</sup> is the next auction they have planned.

Jamie Cheyne explained that the appeal period is over on August 4<sup>th</sup> 2015 and before that an auction will not be permitted. As well as the conditions have to be met before next auction.

Craig Switzer asked about washroom facilities and Steve's involvement.

Alana Babka responded that Steve is a hired auctioneer he has nothing to do with the business they are running and they share indoor washroom facilities with the other businesses on the property. Also going to put pylon's on the road to get people to park on the property rather than the road.

The following motion was passed.

## **Resolution**

**Moved by Committee Member Jamie Cheyne**

**Seconded by Committee Member Rob Fletcher**

**BE IT RESOLVED THAT** the Committee approves the minor variance application A06/15 with the following conditions:

- Change of Use permit is required.
- The Auction House is to be confined to the building identified on the Minor Variance Sketch prepared by Van Harten Surveying Inc. dated July 2, 2015.
- Fire Extinguisher to be provided.
- Reduce temporary wiring that creates a fire hazard. Have inspection conducted by the Electrical Safety Authority.

- Prepare and submit a fire safety plan to Chief Fire Official for review and approval.
- Exit signs and emergency lighting to be installed.
- No amplified outdoor systems for auction.
- 1500 sf of outdoor space allowed for auction, located to the north east of the auction house only.
- No livestock allowed for auction.
- No parking on municipal road.
- Temporary one year approval starting from the August 5<sup>th</sup> 2015 appeal period being over.

**CARRIED.**

The Chair then declared the meeting adjourned.

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Secretary

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Chair



Town of Erin  
 Minutes of the Minor Variance Public Meeting  
 held on July 29, 2015  
 in the Municipal Office  
 at 7:00 P.M.

PRESENT:	Jeff Duncan	Chairperson
	Rob Fletcher	Committee Member
	Wayne Parkinson	Committee Member
	Craig Switzer	Committee Member
	Jamie Cheyne	Committee Member
	Jessica Wilton	Secretary-Treasurer

Roll# 006-05302

Application: A07-15 Derek Elliott

Property Description: CON 8 PT Lot 32, 9467 Erin-Garafraxa Townline, Erin

The Chair called the public meeting to order and announced that this meeting has been called under the authority of Section 45(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended to seek relief from Zoning By-Law 07-67, **section 5.1 to use the exiting barn and warehouse to allow the sale of retail crafts and antiques to customers visiting Elliott Tree Farms.**

The Chair asked for any declaration of pecuniary interest. None.

The Chair stated that the meeting is to provide information for the Committee to exchange views, generate input, and that the Committee has not taken a position on the matter. The Committee's decision will come after full consideration of input from the meeting, submissions from neighbours and any other interested parties, and comments from agencies.

The Secretary explained the appeal process to the applicant, that anyone wishing to appeal the Committee's decision, must do so within twenty days, by filing with the Secretary of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary of the fee prescribed by the Municipal Board under the Ontario Municipal Board Act.

The Chair advised those present that personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

The Chair advised that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

The Chair advised that if a person or public body does not make oral submission at a public meeting or make written submission to the Committee of Adjustment before a decision is made, the person or public body may not be added as a

party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

The Chair advised that the Committee will consider all input prior to making a decision on the matter before the end of the meeting.

The Chair introduced the Committee and staff.

The Chair asked the Secretary to advise the method by which notice of the meeting was given and the confirmation of the date the notice was issued.

The Secretary advised that notice was given by prepaid first class mail on **July 13th**, 2015 to every owner of land within 60 metres of the area to which the application applies and agencies prescribed in the Planning Act governing Minor Variance Applications. Notice was also given through posting on the Town Website.

The Chair asked the Secretary to advise what agencies were circulated.

The Secretary advised that CVC, GRCA, County of Wellington, Ministry of Agriculture, Food & Rural Affairs, Ministry of Transportation, and the four School Boards, as well as Town staff were circulated.

The Chair read the nature of the responses.

Correspondence Received:

#### Building and Planning Departments

The above noted property is zoned Agricultural (A) Zone. The Agricultural zoning states that property at 9467 Erin-Garafraxa Townline **may only** be used for the following uses: agricultural uses, single detached dwelling, one accessory apartment within one detached dwelling on a lot, B&B (class 1 & 2), home industry in accordance with Section 4.17, home occupation in accordance with Section 4.18, commercial nursery, portable asphalt plant, wayside pit or quarry, and uses accessory to any permitted uses. **The relief being sought is to allow for retail of craft and antiques to be permitted on the lands, as a craft shop is normally permitted in a Commercial Zone.**

The application states that the proposed use will be held within the existing warehouse and barn on the property.

A "change of use" permit is required for the proposed changes to the buildings (agricultural use to commercial use). Although the building code related issues will be addressed during the building permit process, the applicant should be aware that upgrades to the buildings and site may include, but are not limited to, site plan control, washroom requirements, septic/fire/structural and health & safety. The applicant should confirm on a site plan that all required parking spots can be accommodated in addition to the existing use(s).

County

**Planning Opinion**

The applicant has requested relief to allow for retail craft and antique sales on a prime agricultural property. A minor variance is not the appropriate means to address zoning compliance in this instance. The Committee may wish to consider if this request would be more appropriately dealt with as a zoning by-law amendment application and possibly an Official Plan amendment.

If approved, we would recommend that the Committee apply the following conditions to ensure that a small scale use is maintained and off-site impacts are minimized:

1. That the retail craft and antique sale use be limited to a maximum floor area of 232 sq. m (2,500 sq. ft.);
2. That outdoor storage is prohibited;
3. Minimum front yard setback of 100 m (330 ft); and
4. That the use is located within the farm building cluster.

Our discussion of this application relative to the four tests under the *Planning Act* is as follows:

<p>That the request variance is <b>minor</b> in nature</p>	<ul style="list-style-type: none"> <li>• We do not consider the addition of this use to be minor.</li> </ul>
<p>That the intent and purpose of the <b>Zoning By-law</b> is maintained</p>	<ul style="list-style-type: none"> <li>• Subject lands are zoned Agricultural (A) and Rural Environmental Protection (EP2)</li> <li>• Antique shops and craft shops are normally directed to the commercial zones in the Town's zoning by-law</li> </ul>
<p>That the general intent and purpose of the <b>Official Plan</b> is maintained</p>	<ul style="list-style-type: none"> <li>• The property is designated Prime Agricultural and Core Greenlands</li> <li>• Farm businesses and agriculture-related uses are permitted within the Prime Agricultural designation, however these are small scale businesses that provide value-added products from the farm or serve agriculture and are directly related to the farm operation</li> </ul>
<p>That the variable is desirable for the appropriate <b>development</b> and use of the land, building, or structure</p>	<ul style="list-style-type: none"> <li>• The proposed use would be conducted in two existing buildings on the property</li> <li>• We consider the combined building area of 418 sq. m (4,500 sq. ft.) large and not minor or incidental to the agricultural use of the property</li> </ul>

In conclusion, planning staff is of the opinion that the requested variance **does not meet the four tests** of the *Planning Act*.

CVC

The subject property is located partially within the Regulated Area but the proposed change of use location is not within our Regulated area. As such, CVC has no objection to this variance as no new development is proposed.

The Chair asked if the applicant wanted to explain what was being proposed in the minor variance application.

Derek Elliott stated that the business is going to be small scale at this point.

- With expanding tree sales he wants to have an addition to the current business and something more to offer his clients.
- This is a starting point with a couple antique supplies and honey for sale.
- The barn is not heated so it will be seasonal that is why he wanted the warehouse as well as the barn.
- There is lots of parking available on the property.
- Tree farm is mostly weakens right now.
- It will be himself and some tenants running the business.

The Chair asked if any committee members would like to ask the applicant about the proposed business.

Wayne Parkinson asked about the tree business being predominately seasonal (November to December) but you are looking for a year round retail sale of antiques. There is a concern with Traffic from the gravel pit in the area if these business overlap with busy times.

Derek Elliott stated that the crunch time is November 24 to December 24 when they have the most traffic in and out of the property.

Jeff Duncan – what is your vision for later on. Will there be more traffic in earlier months.

Derek Elliott – not many day trips, later months, could get to that later on.

Craig asked what advertising they are doing currently for the Christmas tree operation. And what is the operation time (5 weeks a year)

Derek – looking to get a sign on the property and newspaper currently, and looking for the operation to be flexible.

Jamie Cheyne asking if any auction sales of the antiques will be happening.

Derek Elliott said no auction sales will be going on.

Jeff Duncan stated that the province wants to allow more of this type of retail in Agricultural areas – not a large scales business. Maybe we could suggest seasonal uses of retail sales.

- This is a small scale operation. The County has concerns with the size of the buildings being proposed.

Derek Elliott asked about refinishing the antiques such as sanding and painting.

Wayne Parkinson does not think that the refinishing should be allowed on the property. Might be reaching with the refinishing.

Jamie Cheyne – fire department may have a concern with the refinishing of antiques on the property.

Jeff Duncan stated that it is a heritage property and heritage barn and they want them to be used so they are maintained.

Craig Switzer asked what the current use for the barn is.

Derek stated that it has a run in shed below for the horses. Now open was used for storage in the past, but nothing is stored in it now.

Craig Switzer asked about the washroom use that may be triggered with Change of use permit.

Derek Elliott stated that there is a washroom in the horse barn that they would be able to have access to. Depending on traffic coming in they will get portable washroom.

Jamie Cheyen – is this wheelchair accessible on the property?

Derek Elliott- yes

Jeff Duncan suggest that it be a seasonal retail use from May 1<sup>st</sup> to December 31<sup>st</sup>.

Derek Elliott asked to change to march 1<sup>st</sup> instead of May first if he was looking at doing maple syrup sales on the property that he would be bringing in.

Rob fletcher suggested they keep the May 1<sup>st</sup> staring date and if the business does well they can come in for another minor variance to amend this one if it is passed.

Jeff Duncan Stated that they have reviewed the application and comments from the circulated agencies and Town staff and believe that they application in minor in nature and would be a desirable use on the property.

The following motion was passed.

**Resolution**

**Moved by Committee Member Wayne Parkinson**

**Seconded by Committee Member Rob Fletcher**

**BE IT RESOLVED THAT** the Committee approves the minor variance application A07/15 with the following conditions:

1. Change of Use permit is required.
2. That the retail craft and antique sale use be limited to a maximum floor area of 232 sq. m (2,500 sq. ft.);
3. That outdoor storage be prohibited;
4. Minimum front yard setback of 100 m (330 ft.);
5. That the use is located within the farm building cluster;
6. Retail activity seasonal condition from May 1<sup>st</sup> to December 31<sup>st</sup>; and
7. No manufacturing permitted on the property.

**CARRIED.**

The Chair then declared the meeting adjourned.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

## Town of Erin Heritage Committee (T.E.H.C.)

## Minutes of Meeting

Monday, June 15, 2015, 7:40 p.m.

## Council Chambers

1. Call to Order by Chairperson Jamie Cheyne. Committee members present: Margaret Barnstaple, Jeff Duncan and John Gainor. Regrets: Paul Lewis and Bob Wilson. Visitors: Phil Gravelle and Donna Revell.
2. Declaration of Pecuniary Interest. None
3. Approval of Minutes. Moved by Margaret and seconded by Jeff to accept the minutes of May 25th, 2015. Carried.
4. Business arising from minutes
  - 4.1 Stanley Park Arch. Jeff spoke to County Roads Rep. County was doing a background check. Jeff will follow up.
  - 4.2 WW1 - Artifact Open House. This is set for October 29th. Our local Legion has some artifacts they may lend. Jeff or Phil will follow up. Donna will ensure the notice is put in the Wellington County booklet for fall 2015.
  - 4.3 New Members. Council is placing an ad on the Town website under Public Notices this week and it will be put in The Advocate next. Jeff will put a notice in the Legion and Donna will put one in Hillsburgh Library.
  - 4.4 Demolition re St. Mary's Cement on the 10th Line of Erin. The Demolition request we considered last fall is going to Council on June 16th.
  - 4.5 Erin Trails Brochure circulated. Phil has done more work on it. On the front would be the Town logo, title and a photo. On the back was 1 panel of text which Phil has written, a map from Hwy #124 up to Cataract Trail. In the inside were blocks to add a sentence or 2 of text to describe places of interest on each side of the street, and he has taken photos for the bottom. We can also include info on an app, audio or link to a website. Jeff has spoken to Gary Cousins for artwork and the County Planner as well as the Economic Development Committee were very supportive. Phil will create text on individual buildings and bring this brochure back to the July meeting for advice/approval as it would be good to have it done for summertime. Jeff will check on the TEHC budget allowance for 2015. Size suggested was 11" x 14" or 11" x 17". Phil was thanked for his progressive work.
  - 4.6 Inventory Evaluation- postponed until next meeting. Please check the January 2015 agenda for information you may have on those properties listed. Jamie will also review listings and ask that a CD be done for our members of the properties on sideroads. Jamie will also follow up with Bob Wilson.
5. New Business.
  - 5.1 New Chair. Jamie asked if anyone would like to take over the Committee as Chair in September - maybe new members?

5.2 Wall of Honour. The present Council is endeavouring to get a list of past mayors and have it printed (calligraphy?) and framed to hang in the hallway. It would be paid for from the Mayor's budget.

5.3 Our heritage inventory binders and box of literature is now located in a 3 tier bookshelf in the side hallway of the main level.

6. Correspondence.

6.1 Jamie emailed information from Bert Duclos about a heritage workshop taking place at Wellington Place on Thursday, June 25th. Free to participants. Jamie, Jeff and Margaret plan to attend. Anyone else?

6.2 Solar Panels. The Planning Department sent an email request to us to see if we would object to solar panels being installed at 82 Trafalgar Road, Hillsburgh on the old nursing home across from the Presbyterian Church. We do not.

7. Next meeting Monday, July 20th at 7:30 p.m. Please mark your calendars! Meeting adjourned at 9:30p.m.



TOWN OF ERIN HERITAGE COMMITTEE  
RESOLUTION

Date: July 20, 2015

Moved by: Margaret Barnstaple  
Seconded by: Bob Wilson

BE IT RESOLVED THAT due to the local cultural and architectural significance, that the Town of Erin Heritage Committee formally request the Town of Erin to add the Cenotaph at the northwest corner of Main and Union Street to the formal municipal Registry of Listed Properties.

Note that Jeff Duncan, Councillor, declares a conflict of interest due to membership in the Erin branch of the Legion.

CARRIED

  
\_\_\_\_\_  
TEHC Chair

## TOWN OF ERIN HERITAGE COMMITTEE

## RESOLUTION

Date: July 20, 2015

Moved by: Bob Wilson

Seconded by: Jamie Cheyne

BE IT RESOLVED THAT due to the local cultural and architectural significance, that the Town of Erin Heritage Committee formally requests the Council of the Town of Erin to add the former public school property at 185 Main Street, Erin to the formal Municipal Property Registry of Listed Properties.

CARRIED

  
\_\_\_\_\_  
TEHC Chair

## Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
<b>Open Items</b>				
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	90%
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
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	
Research on status of field inspections -examination of dams	Emergency Manager - Linda Dickson	16-Jun-15	September	
Technical Meeting to discuss issues related to how the land use planning and EA should proceed	Triton Engineering	13-Jul-15	Q3	
Determine the best option for updating the Official Plan	Council	13-Jul-15	Fall 2015	
<b>Completed Items</b>				
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%

## Activity List 2015

<b>Description of Request</b>	<b>Person Responsible</b>	<b>Date Directed</b>	<b>Suggested Completion</b>	<b>Status</b>
Integrity Commissioner - implications of rescinding Code of Ethics	CAO/Integrity Commissioner	3-Feb-15	7-Apr-15	100%



# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

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July 16, 2015

Ministry of Municipal Affairs and Housing  
 Sarah Hoffmann  
 Lead, Municipal Elections Act - MUNICIPAL GOVERNANCE POLICY SECTION  
 College Park, 13th Flr  
 777 Bay St  
 Toronto ON M5G2E5

Dear Ms. Hoffmann

**RE: REFORMS TO THE MUNICIPAL ELECTIONS ACT, 2015**

On behalf of the Wellington County Clerks and Treasurers, I am providing you with our group's request for reforms to the *Municipal Election's Act*.

Our suggested reforms include:

- A nomination fee to be collected, but no refund to be given
  - Rationale: there is a lot of paperwork to process which provides relatively little incentive for a candidate to run
- An increase in the nomination fee
  - Rationale: based on the current nomination fee, collecting and processing a candidate's application is not currently on a cost recovery basis. The municipality incurs more expenses than the cost of the nomination fee
- Campaign period to be shorter – maximum 6 months or less
  - No other campaign runs for a ten month period. Both the federal and provincial elections run in terms of weeks not months
- Remove Section 42, that require council to pass a by-law for alternative voting method and Section 43 regarding set times and locations for advance vote by by-law s.43.
  - By having incumbent councillors pass by-laws with respect to the way an election should be conducted does seem to give an unfair advantage to the incumbent
  - Additionally, it is the Clerk who is to conduct the election – councils are to be at arms length.

On behalf of the Wellington County Clerks and Treasurers, I want to thank you for considering our submission.

Yours truly

Karren Wallace, Clerk

Cc: Wellington County Clerks and Treasurers

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**Ministry of Energy**

Office of the Minister

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

**Ministère de l'Énergie**

Bureau du ministre

4<sup>e</sup> étage, édifice Hearst  
900, rue Bay  
Toronto ON M7A 2E1  
Tél. : 416 327-6758  
Télééc. : 416 327-6754



MC-2015-1014

June 18, 2015

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

RECEIVED  
JUN 24 2015  
TOWN OF ERIN

Dear Mayor Ails:

I am writing today to provide you with an update on the initiatives the Ontario government is taking to give municipalities more information and control around local energy planning.

Our government remains committed to building a cleaner energy system in Ontario in a way that respects communities and builds on their collective success. To do that, we know municipalities need a strong voice in the development of energy projects and we continue to take steps to make that happen.

As we continue to implement Ontario's 2013 Long-Term Energy Plan (LTEP), we have made important changes to increase the role of municipalities in the development of energy projects. I believe that these initiatives and activities demonstrate the Ontario government's desire to work with municipalities on energy issues.

**Regional Electricity Planning**

Regional planning is a key feature of the 2013 LTEP. In December, I noted that changes introduced by the Ontario Energy Board (OEB) in 2013 formalized the regional electricity planning process by ensuring that transmitters, distributors and the Independent Electricity System Operator (IESO) work closely to identify solutions for regional electricity needs and encourage greater municipal involvement and public participation.

I encourage you to visit the IESO's website at <http://www.powerauthority.on.ca/power-planning/regional-planning> or Hydro One's website at [www.hydroone.com/regionalplanning/Pages/home.aspx](http://www.hydroone.com/regionalplanning/Pages/home.aspx) to learn more about current and upcoming regional planning activities and view a map of Ontario's electricity regions.

To make sure their voices are heard, municipalities will continue to be asked to actively participate in electricity planning and siting activities, in particular where integrated plans – which consider conservation first, before generation, transmission and/or distribution options – are being developed.

Planning is already underway or complete in 14 of Ontario's 21 electricity regions. Planning in the remaining seven regions will be undertaken by 2018, and all regions will be assessed every five years, or sooner as needed.

As of April 2015, the IESO has released eight integrated plans where needs were identified. The IESO may have already engaged your municipality as it develops integrated plans. This presents an opportunity to work directly with the IESO, key electricity stakeholders and the public to contribute to regional-level planning and identify the right solutions for your communities. Alongside this co-ordinated work, I would encourage you to continue planning for your local electricity needs, working with your local distribution company and other partners to do so.

### **Municipal Energy Plans**

In the 2013 LTEP, the province committed to putting conservation first. Putting conservation first means ensuring conservation is the first resource considered before building new generation and transmission facilities, wherever cost-effective. Conservation is the cleanest and cheapest energy resource and it offers consumers a way to mitigate their energy bills.

To continue our efforts to put conservation first, our government is supporting local community energy planning and engaging municipalities through the Municipal Energy Plan (MEP) program.

Launched in 2013, the MEP program supports municipalities' efforts to better understand their local energy needs, develop plans to meet their goals, and identify opportunities for energy efficiency and clean energy. Municipal Energy Plans are voluntary and look at all energy uses throughout a community including the residential, commercial, transportation, institutional and industrial sectors. This differs from the mandatory Broader Public Sector Energy Conservation and Demand Management Plan requirements for municipally-owned buildings under Ontario Regulation 397/11.

For more information about Ontario Regulation 397/11, please see the Broader Public Sector Energy Conservation and Demand Management Plans section below.

MEPs will help municipalities:

- assess the broader community's energy use and greenhouse gas (GHG) emissions;
- identify opportunities to conserve, improve energy efficiency and reduce GHG emissions;
- consider impact of future growth and options for local clean energy generation; and
- support local economic development.

I recently sent a letter to the Association of Municipalities of Ontario clarifying that the MEP program is available to all Ontario municipalities, including large single tier and regional municipalities. The program offers two funding streams:

1. Development of a New Municipal Energy Plan: Successful applicants will receive 50 per cent of eligible costs, up to a maximum of \$90,000.
2. Enhancement of an Existing Energy Plan: Successful applicants will receive 50 per cent of eligible costs, up to a maximum of \$25,000.

The province is currently funding nine municipalities under the MEP program.

Guidelines and the application form are available at [www.energy.gov.on.ca/en/municipal-energy/](http://www.energy.gov.on.ca/en/municipal-energy/).

### **Broader Public Sector (BPS) Energy Conservation and Demand Management (CDM) Plans**

Starting in 2013, municipalities and other BPS organizations were required by regulation to:

- report their annual energy consumption and GHG emissions to the province and make that information publicly available; and
- develop five-year energy conservation and demand management plans and make those plans publicly available.

The development and implementation of these plans will help municipalities:

- reduce their energy consumption and GHG emissions;
- free up resources for core activities;
- support the development of a MEP; and
- demonstrate leadership in sustainability.

All BPS organizations, including municipalities, developed their first CDM Plans in 2014 and should be working toward implementing the energy conservation and demand management measures identified in those Plans. In 2014, 90 per cent of Ontario's municipalities reported their annual energy consumption and GHG emissions and nearly 80 per cent developed CDM Plans. Those that did not develop plans are encouraged to do so to benefit from improved energy management.

Municipalities are currently working to report their 2013 energy consumption and GHG emissions to the Ministry by July 1, 2015. A number of resources including webinars, videos, guides and tools have been created to help support reporting. Ministry staff have been in touch with officials in your municipality to ensure they are aware of the regulation's reporting requirements and the resources available to help meet the reporting requirements. Questions about the regulation and its reporting requirements can be sent to [BPSSupport@ontario.ca](mailto:BPSSupport@ontario.ca).

Should you wish to speak with ministry staff about the MEP program or the BPS reporting requirements, please feel free to contact Jennifer Block, Director, Conservation Programs and Partnerships Branch, Ministry of Energy by email at [jennifer.block@ontario.ca](mailto:jennifer.block@ontario.ca) or by phone at 416-212-9267.



## **Renewable Energy**

Building clean, reliable and affordable energy in a way that respects communities is a top priority for Ontario. The province is working with municipalities and renewable energy project developers to help ensure that cost-effective and well-supported projects are developed.

We're doing this by providing municipalities with a stronger voice in the development of large renewable energy projects.

The IESO consulted extensively with the public, municipalities, Aboriginal communities and other groups on the design of the new Large Renewable Procurement (LRP) program. The LRP's mandatory engagement requirements are intended to facilitate early relationship-building between the developer and the local community, ensuring local needs and considerations are taken into account before a proposal is even submitted. To meet these requirements, a project developer must develop a community engagement plan, and hold at least one public community meeting and at least one meeting with the local municipality.

The LRP program also includes rated criteria points for Aboriginal participation and community engagement over and above the mandatory requirements. This points-based system is intended to promote relationship building between the developer and the local municipality, and to provide additional opportunities for communities to raise local needs and considerations. Proponents that can show they have a combination of municipal support, agreements in place with the municipality, and the support of abutting property owners would receive points to increase their likelihood of success in the competitive process.

Information on the LRP program can be found on the IESO's website at [www.ieso.ca/lrp](http://www.ieso.ca/lrp).

The LRP program improves the Feed-In Tariff (FIT) program, developed in 2009. We're encouraging municipalities to be active participants in FIT, which last year offered more than 300 contracts to projects that had municipal or public sector entity participation.

Municipalities, local distribution companies, universities, colleges, schools, hospitals, long-term care homes, social housing projects and individuals are also eligible to participate in the microFIT program. By the end of 2014, more than 20,000 microFIT projects were online.

More information on the FIT and microFIT programs can be found at <http://fit.powerauthority.on.ca/>.

## **Energy East**

On October 30, 2014, TransCanada PipeLines Limited filed its application with the National Energy Board (NEB) to develop its proposed Energy East pipeline, which would carry Alberta crude oil across Ontario into Québec and onward to New Brunswick.

The project would have a total length of approximately 4,500 kilometres. As currently proposed, the project involves converting, from natural gas to oil service, one pipeline of the TransCanada Mainline that runs across the prairies and Northern Ontario to North Bay and on to Cornwall. In addition, there would be new oil pipeline construction in Alberta, Ontario (east of Cornwall), Québec and New Brunswick. Within Ontario, there would be approximately 1,928 kilometres of natural gas pipeline converted to oil service and 106 kilometres of new build oil pipeline.

On April 2, 2015, TransCanada wrote a letter to inform the NEB it will make amendments to its Energy East application. The letter indicated that TransCanada will no longer build a marine oil storage terminal and export facility at Cacouna, Québec and was looking at alternatives. In a separate news release dated April 2, 2015, TransCanada also indicated the Cacouna alteration would contribute to the project's in-service date being revised to 2020, a delay of almost two years.

Also, on April 2, 2015, TransCanada filed a letter with the NEB indicating that the company may be amending its Eastern Mainline Project application at a future date. As currently proposed, the Eastern Mainline Project is 245 kilometres of new natural gas pipeline between Markham and Cornwall. With Energy East's conversion of existing natural gas pipeline capacity to oil service, the Eastern Mainline Project is needed to ensure gas customers in eastern Ontario remain adequately supplied. Changes to the scope of the Eastern Mainline Project may have implications for Ontario natural gas consumers.

The NEB is currently reviewing TransCanada's application to determine the completeness of the filing. The letters filed by TransCanada on April 2, 2015, suggest that the NEB may not be in a position to make a determination on completeness prior to the fourth quarter of 2015. Once the NEB completes its review of the application, it will issue a Hearing Order. The Hearing Order will detail the NEB's regulatory process and timelines. The NEB will then have 15 months to complete the hearing and provide its recommendations to the Federal Cabinet, which will have three months to review and make the final determination.

The people of Ontario have important interests at stake in the proposed Energy East project and the province has applied to intervene in the NEB's regulatory process for both Energy East and the related Eastern Mainline Project.

Given the significance of TransCanada's proposal and to ensure Ontarians have the opportunity to express their views, I asked the OEB to engage with municipalities, First Nation and Métis communities, stakeholders and the public to ensure this project is safe for the people of our province and the environment and beneficial for our economy, and to complete a report based on their findings.

We initiated the OEB process to hear directly from all interested Ontarians. In addition, technical experts engaged by the OEB will help inform Ontario's position on critical matters such as pipeline safety and environmental impacts, and the impact Energy East will have on Ontario's natural gas consumers. The province's perspective on Energy East is that the reliability and pricing of Ontario's natural gas supply and ensuring the public safety of Ontarians are non-negotiable issues.

The consultation phase of the OEB's process has concluded. The OEB held meetings with communities along the pipeline route in 2014 and 2015. Stakeholder Forums were also held to get a broader perspective on issues like pipeline safety, natural gas market impacts, and the environment. Written submissions from interested parties were due to the OEB on April 24, 2015. The final reports of the technical advisors hired by the OEB have been posted on the OEB's website at [www.ontarioenergyboard.ca/html/oebenergyeast/EEindex.cfm#.VT6YTZTXIdU](http://www.ontarioenergyboard.ca/html/oebenergyeast/EEindex.cfm#.VT6YTZTXIdU).

At this time, it's anticipated that the OEB will deliver its final report on Energy East to me in the second quarter of 2015. Ultimately, the OEB report will help inform Ontario's position on Energy East.

We have made these important changes to increase the role of municipalities in the development of energy projects so that, together, we can fulfil the vision of the 2013 LTEP. I look forward to continuing to foster a strong working relationship with your municipality on our shared priorities and interests.

Please accept my best wishes.

Sincerely,

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

Bob Chiarelli  
Minister



**Sylvia Jones, MPP**  
Dufferin-Caledon

244 Broadway  
Orangeville, Ontario  
L9W 1K5

Tel. (519) 941-7751  
Fax (519) 941-3246

12596 Regional Road 50  
Bolton, Ontario  
L7E 1T6

Tel. (905) 951-9382  
Fax (905) 951-1807

1-800-265-1603  
E-mail: [sylvia.jonesco@pc.ola.org](mailto:sylvia.jonesco@pc.ola.org)

June 19, 2015

Mayor Allan Alls  
5684 Trafalgar Road  
RR 2  
Hillsburgh, ON N0B 1Z0

RECEIVED  
JUN 24 2015  
TOWN OF ERIN

Dear Mayor Alls and Council:

Thank you for expressing an interest in my private member's bill, Bill 36 – the *Respecting Private Property Act*. I am pleased that the government has adopted parts of my private member's bill by including elements of it in the recently introduced legislation, the *Supporting Ontario's Trails Act*.

Currently there is a maximum limit of \$1,000 on compensation for damages. The *Supporting Ontario's Trails Act* would increase the fine limit to a maximum of \$10,000 and would remove the \$1,000 compensation limit.

The purpose of my private member's bill is to ensure property owners are fairly compensated for destruction to their property and signal that trespassing is a serious issue that will not be taken lightly. I am happy to see that the government has incorporated parts of Bill 36 in their legislation, and I will continue to update you on the progress of this legislation.

Once again I would like to thank you for your support in my private member's bill.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sylvia Jones".

Sylvia Jones, MPP  
Dufferin-Caledon





Perth-Wellington Constituency Office  
Stratford, Ontario

**Randy Pettapiece, MPP**  
Perth-Wellington

July 21, 2015

Dina Lundy  
Clerk  
Town of Erin  
5684 Trafalgar Rd  
RR 2  
Hillsburgh, ON N0B 1Z0

RECEIVED

JUL 23 2015

TOWN OF ERIN

Dear Ms. Lundy:

**Re: Resolution for Fairness in Provincial Infrastructure Funds**

I am writing to inform you of my upcoming private member's resolution in the Ontario legislature and to formally request your support. It reads as follows:

*That, in the opinion of this House, the government should guarantee that government-held ridings and opposition-held ridings be given equal and transparent consideration on infrastructure funding, and that when funding decisions are made, should guarantee that all MPPs, whether in government or opposition, be given fair and equal advance notice of the official announcement.*

The basis for my resolution is simple: When municipalities apply for provincial infrastructure funding, you should expect that your application would be evaluated based on merit. You should expect that it would be evaluated promptly, based on well-defined and transparent criteria. Finally, you should expect that the decision to approve your application would never depend on your MPP's political stripe.

There is, after all, no such thing as Liberal, PC or NDP infrastructure money; there is only *public* money. That money comes from taxes that we all pay; everyone in the province should expect a similar quality of infrastructure and services, regardless of where they live.

Because municipalities rely on provincial partnerships to fund critical infrastructure projects, the consequences of provincial funding decisions can be far-reaching. The provincial government must respect this partnership and ensure that government and opposition-held ridings are given equal consideration when it comes to infrastructure investment decisions. Too often, however, there is at least a persistent perception that public infrastructure dollars have, in at least some cases, been directed according to politics and not according to need.

.../2



Having served as a municipal councillor, I know that the process to apply for infrastructure funding is a major—and sometimes frustrating—undertaking. It often entails significant red tape and investments of staff time and resources. Before making those investments, municipalities need some assurance that, based on clear criteria, your application has a reasonable chance of success. You also need to know that your MPP will advocate on your behalf and, most importantly, decision-makers will be receptive to that advocacy no matter if the MPP serves in government or opposition.

The final section of my resolution deals with infrastructure announcements themselves. These announcements must, I believe, be depoliticized in order to address the perception that opposition-held ridings are disadvantaged—or worse yet, being punished—for voting against the government.

**If your municipality supports the intent of my resolution, I would encourage you to consider passing a formal resolution to support it.** If your Council decides to proceed in this way, I would appreciate receiving a copy of your resolution as soon as possible. Debate on this resolution is scheduled for October 8, 2015.

I would appreciate your views on this matter, and your own experience in your municipality concerning access to provincial infrastructure funds. If you have any feedback on this issue, or if you require any additional information, please don't hesitate to contact me at 519-272-0660 or by email: [randy.pettapiececo@pc.ola.org](mailto:randy.pettapiececo@pc.ola.org).

Thank you very much for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Randy Pettapiece".

Randy Pettapiece, MPP  
Perth-Wellington

July 21, 2015

Mayor Allan Alls &  
All Council Members,  
Town of Erin.

I am writing on behalf of the Optimist Club of Erin.

As you are aware we are heading to a fall federal election.

As part of our community service, we have hosted "all candidates nights". We are planning such a night for September 14 and have booked the Erin Community Centre Theatre.

I am writing to request that council waive the fees for this event.

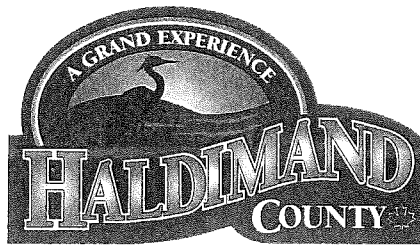
Thank you for your consideration of this request.

Yours in community service,

A handwritten signature in black ink, appearing to read "H. Gagne". The signature is fluid and cursive, written over a light blue horizontal line.

Henri Gagne

Optimist Club of Erin.



July 10, 2015

The Honourable Charles Sousa  
Minister of Finance  
7 Queen's Park Crescent, 7<sup>th</sup> Floor  
Toronto, ON M7A 1Y7

And

The Honourable Ted McMeekin  
Minister of Municipal Affairs  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto, ON M5G 2E5

Dear Sirs:

RE: Vacancy Rebate Program

Please be advised that on June 22, 2015, Haldimand County Council adopted the following resolution:

*WHEREAS a Vacancy Rebate Program, as defined under Section 364 of The Municipal Act and Ontario Regulation 325/01, allows for property tax relief to be granted to eligible business properties when vacant for a minimum of 90 consecutive days;*

*AND WHEREAS Haldimand County does not believe that the Provincial legislation intended that local taxpayers bear the cost of a business/collective bargaining strategy when such "vacancy" is caused by a labour disruption, such as an employee lockout/strike;*

*AND WHEREAS a recent interim decision by the Assessment Review Board to allow for a vacancy tax rebate under these circumstances is precedent setting, unless overturned on appeal;*

*NOW THEREFORE BE IT RESOLVED THAT the Minister of Finance and Minister of Municipal Affairs be requested to review this legislation from a public policy perspective, to ensure that businesses are not eligible for a reduced property tax burden if the claimed "vacancy" is a result of a labour disruption;*



AND THAT a copy of this resolution be forwarded to the following for their support:

- M.P.P. Toby Barrett
- Association of Municipalities of Ontario (and for circulation to all member municipalities)
- City of Toronto
- Municipal Finance Officers Association
- Ontario Municipal Tax and Revenue Association
- Association of Municipal Managers, Clerks and Treasurers
- Municipal Property Assessment Corporation
- Ontario Federation of Labour
- Canadian Labour Congress

Should you require further information, please contact Karen General, General Manager, Corporate Services at 905-318-5932 x 6321.

Yours truly,



Evelyn Eichenbaum  
Clerk

EE/tc

cc M.P.P. Toby Barrett  
Association of Municipalities of Ontario  
City of Toronto  
Municipal Finance Officers Association  
Ontario Municipal Tax and Revenue Association  
Association of Municipal Managers, Clerks and Treasurers  
Municipal Property Assessment Corporation  
Ontario Federation of Labour  
Canadian Labour Congress  
Mark Merritt, Treasurer, Haldimand County  
Karen General

**The Corporation of the Town of Erin**  
**By-law No. 15-31**

A by-law to amend the Zoning By-law 07/67, as amended, for the Corporation of the Town of Erin  
1, 3, 5 Main Street, Erin.

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 34 of the Planning Act, R.S.O. 1990 as amended;

Therefore Council enacts as follows:

1. That Schedule 'B' of By-law 07-67, the Comprehensive Zoning By-law, is amended by rezoning 1, 3, 5 Main Street, former Village of Erin, as shown on Schedule "A" of this By-law, from the Highway Commercial (C2)(F) Zone to the HIGHWAY COMMERCIAL SITE SPECIFIC **C2-108 (F) ZONE**.
2. That **SECTION 2 – DEFINITIONS** be amended by the addition of the following new definition:

**Recycling Drop-Off Centre** shall mean a facility for the drop-off and temporary holding of recyclable household appliances, televisions, computers, electronics, and similar dry recyclable metal products prior to shipment to other locations for processing of those materials to manufacture new products. A recycling drop-off centre shall not accept any wet or hazardous goods or any motor vehicles or associated parts. A 'recycling drop-off centre' shall not include the crushing, dismantling, or processing of recyclable goods and material and shall not include a '*wrecking or salvage yard*'.

3. That **SECTION 14 – SPECIAL PROVISIONS** be amended by the addition of the following new section:

**C2-108 (F)**  
**By-law 15-31**  
Sanderson Recycling  
1, 3, 5 Main Street,  
Erin

In addition to the uses permitted under the C2 Zone, the following additional use is permitted, subject to the following special provisions and applicable provisions of the Zoning By-law:

- A *recycling drop-off centre* as defined by this By-law.

All recyclable materials brought to the site shall be contained within the existing buildings or placed within container bins in the rear yard. Recyclable goods and/or bins are not permitted in the front yard and shall not be visible from a public street or neighbouring property zoned or used for residential or institutional purposes.

The rear yard activity area shall be screened by a solid wood fence or wall or equivalent landscape buffer along the property boundary.

No new buildings or structures are permitted and any site alterations shall be subject to the provisions of Section 4.39 of this By-law.

4. That the subject land as shown on Schedule "A" to this By-Law shall be subject to all applicable regulations of Zoning By-Law 07-67, as amended.
5. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

Passed in Open Council on August 11, 2015

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Allan Ails, Mayor

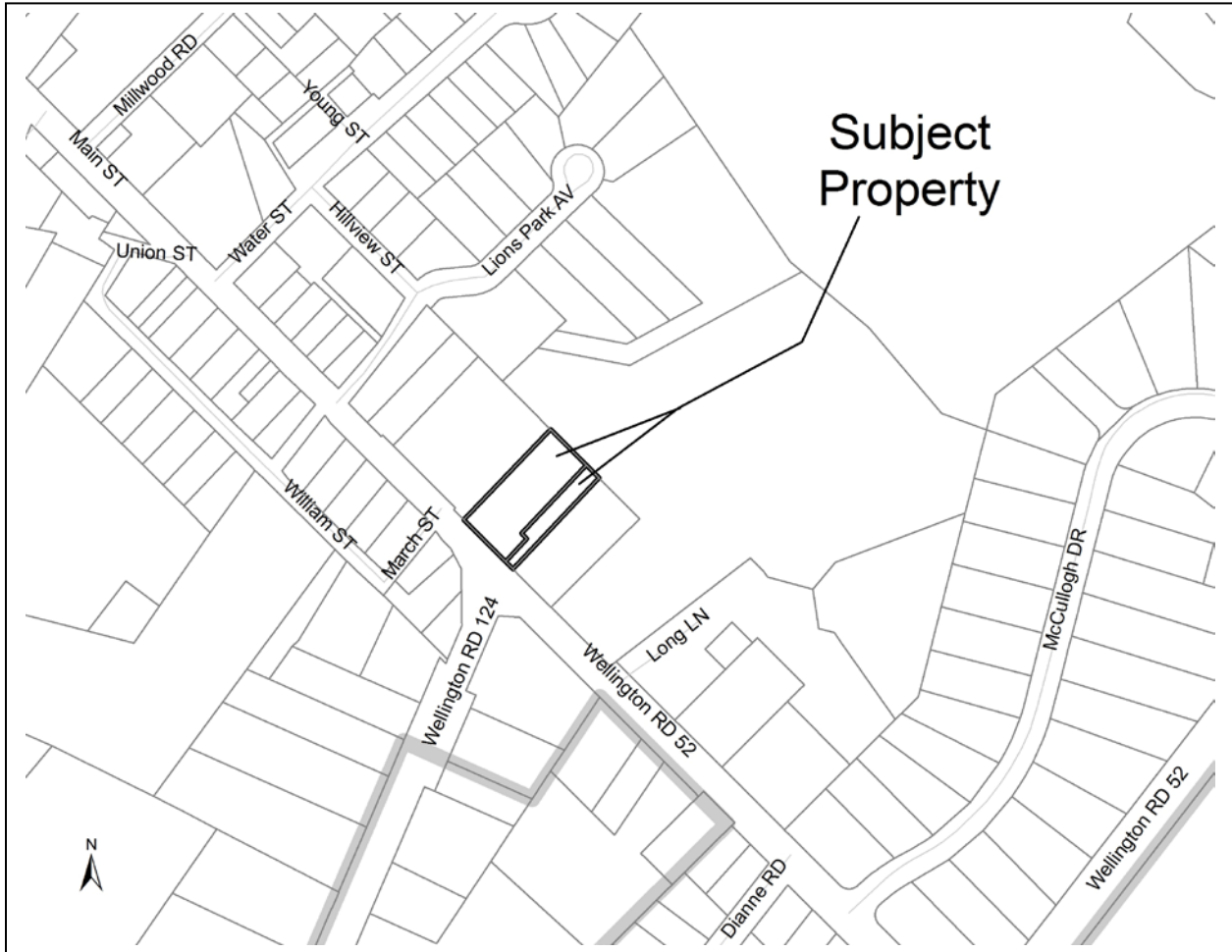
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Dina Lundy, Clerk

The Corporation of the Town of Erin

**BY-LAW NO. 15-31**

**SCHEDULE " A "**



This is Schedule "A" to By-law No.15-31

Passed in open Council August 11, 2015

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

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

## The Corporation of the Town of Erin

### **EXPLANATION OF BY-LAW NO. 15-31**

By-law Number 15-31 amends the **Town of Erin Zoning By-law 07-67** by rezoning 1, 3, 5 Main Street (former Village of Erin) as shown on Schedule "A" of this By-law, to allow a new use to the current permitted uses under the Highway Commercial (C2) Zone. The new site specific zone is **C2-108 Zone** which permits a 'recycling drop-off centre'.

This property was formerly used as a trucking business and previously used as an automobile service station. The proposed new recycling drop-off facility is to accommodate the temporary storage and distribution of used household appliances, computers, televisions, electronic goods, and similar metal products. These goods/materials, once sorted and placed into bins, will eventually be shipped to appropriate recycling processors for conversion to new products.

The property is currently within the CVC's Regulated Area (floodplain). Accordingly, a permit will be required from the CVC to authorize any new structures and site alteration. No major changes to the property are proposed to accommodate the proposed new use. The existing buildings will remain. Ingress/egress controls will be installed to ensure safe vehicular access to/from the County Road.

**The Corporation of the Town of Erin**

**By-Law # 15-32**

**Being a By-Law to authorize the execution of an Operating Agreement between the Corporation of Town of Erin and Sanderson Metal Recovery Inc.**

**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 expedient to enter into an Operating Agreement with the Sanderson Metal Recovery Inc. for the property located at 1, 3, 5 Main Street;

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

1. **THAT** the Corporation of the Town of Erin hereby authorizes the entering into an operating agreement dated the 11<sup>th</sup> of August 2015 with Sanderson Metal Recovery Inc., attached to and forming part of this by-law;
2. **AND THAT** the Mayor and Clerk are hereby authorized to execute the said Agreement;
3. **AND THAT** this By-law shall come into force and take effect on the date of passing.

**Passed in open Council on August 11, 2015**

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

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

## OPERATING AGREEMENT

THIS AGREEMENT made this 11th day of August, 2015

BETWEEN:

Sanderson Metal Recovery Inc.

(hereinafter referred to as the “Operator”)

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWN OF ERIN

(hereinafter referred to as the “Town”)

OF THE SECOND PART

WHEREAS the Operator has requested permission to have a recycling drop-off and distribution facility on the lands municipally known as 1,3 and 5 Main Street, Village of Erin and legally described as Part Lots 6 and 7, Registered Plan 107, Town of Erin (former Village of Erin), County of Wellington (hereinafter called the site);

AND WHEREAS the Town has agreed to permit a recycling drop-off and distribution facility upon certain terms and conditions;

AND WHEREAS the parties have agreed to enter into an Agreement with regard to these terms and conditions:

NOW THEREFORE in consideration of ONE (\$1.00) DOLLAR paid by each party to the other, and good and other valuable consideration, the receipt and sufficiency of which is acknowledged and accepted by both parties, the parties agree as follows:

1. The operator will be permitted to operate a recycling drop-off and distribution facility on the site, provided they are in compliance with the terms and conditions of this agreement.
2. The operator agrees the facility will only be used for the collection, sorting, storage and eventual distribution of recyclable materials of a dry nature including but not limited to metal, appliances and electronic goods. Hazardous goods including but not limited to liquids, solvents, propane tanks and fire extinguishers, and motorized vehicles or engines will not be accepted. No household waste will be accepted.
3. The operator agrees that the site will not be used for crushing or processing of materials being recycled. All collected materials will be regularly transported off-site to other parties who will process those materials for use in new products.
4. All collection, sorting and storage of materials will occur to the rear of the main building or inside the main building. The main building is the larger of the two (2) existing buildings on the property. All storage bins for recyclable materials will be located in the area defined above and a security fence/gate provided to control access to this area as shown on the site plan. All loading and unloading of recyclable materials will occur to the rear of this security fence/gate.
5. No drop-off of materials will be permitted in other areas of the site other than the rear yard area as specified in Item 4 above. The operator will provide signage indicating after hours drop-off of material is not permitted and will install a security camera system as a deterrent. In the event that any materials are dropped off outside of operating hours the operator shall remove such material forthwith.
6. The operator agrees that hours of operation will be Monday to Friday from 8:00 a.m. until 5:00 p.m. and Saturdays from 8:00 a.m. until 1:00 p.m. The site will not be open on Sundays or statutory holidays.
7. Access to the site will be as approved by the Wellington County Engineering Department and will include direct access into the site from the intersection of Wellington County Road 124 and Main Street but egress from the site will not be permitted in this location. A two way access with ingress from and egress to Main Street will also be permitted. The access points and direction of access are shown on the attached site plan and the operator will add signage (where deemed necessary) and paint directional markings on the asphalt. The operator will complete all improvements to implement access to the site as described above to the satisfaction of the County of Wellington.

- 8. Off-street parking for the public and staff will be provided as shown on the site plan. Exterior lighting will be limited to the existing building- mounted lighting as shown on the site plan.
- 9. The operator agrees to maintain the site in an aesthetically pleasing manner, including maintenance of the buildings, fencing and vegetation on the site and the removal of existing debris or unrelated signage. The operator will also provide and maintain concrete planters in the front yard as shown on the site plan as an aesthetic feature and to assist in facilitating the directional flow of traffic on the site.
- 10. This Agreement is binding upon the heirs, executors, assessors and assigns of all parties.

IN WITNESS WHEREOF the parties have, by their own hand or by the signature of their representative duly authorized in that behalf, set their hands and seals.

Date	Sanderson Metal Recovery Inc.
THE CORPORATION OF THE TOWN OF ERIN	
Date	Per: _____
	Mayor
	Per: _____
	Clerk