



TOWN OF ERIN
Regular Council Meeting
AGENDA

September 1, 2015

1:00 PM

Municipal Council Chamber

Pages

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Declaration Pecuniary Interest**
- 4. Community Announcements**
 - 4.1 September 9 - Noon-time Ceremony at Centre 2000 - Celebrating the Queen's Reign 1
- 5. Adoption of Minutes** 2 - 18
 - August 11, 2015 Regular Meeting
 - August 13, 2015 Special Meeting
 - August 21, 2015 Special Meeting
- 6. Business Arising from the Minutes**
 - 6.1 Councillor Duncan - Resolution regarding Community Safety Zones 19
- 7. Accounts**
- 8. Reports**
 - 8.1 Water
 - 8.1.1 Interim Water Superintendent - Glendevon Reservoir Repair Update 20 - 24
 - 8.2 Building/Planning/By-Law
 - 8.2.1 Chief Building Official - Building Permit Activity Report - July 2015 25 - 29
 - 8.2.2 Chief Building Official - Demo Report - 6029 First Line 30 - 34
 - 8.3 Finance
 - 8.3.1 Financial Analyst - Ontario Regulation 284/09 35 - 38
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8.4.2	CAO - Completion of the Operational Review	50 - 51
8.4.3	CAO - New Economic Development Officer Position	52 - 53
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8.5.1	Appoint new member to the Town of Erin Heritage Committee	
9.	Correspondence	
9.1	Activity List	54 - 55
9.2	AMO - Policing Update: Minister Announces Consultations on a New Legislative Framework	56 - 57
9.3	Township of Springwater - Resolution regarding Agricultural Land Use	58
10.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2) :	
	(b) personal matters about an identifiable individual, including municipal or local board employees; (Economic Development)	
	(d) labour relations or employee negotiations;(Director of Operations)	
	(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;(Corporate lawsuit)	
11.	Return from Closed Session	
11.1	Motion to Reconvene	
11.2	Report Out	
12.	New Business	
12.1	Momentum, Town of Erin Economic Development Action Plan - Council comments and questions	
13.	By-Laws	
13.1	Public Input on conveyance of Road Allowances By-law	
13.2	Consideration of By-laws	59 - 60
	Convey Road Allowances	
	Appoint Interim Road Superintendent	
	Confirming	

14. Notice of Motion

15. Adjournment

You are invited to help us celebrate the

Reign of Queen Elizabeth

Longest Reigning Monarch in Modern History



Wednesday September 9th, 2015

At Centre 2000

14 Boland Dr., Village of Erin

at 11:45 AM



God Save Our Queen





Minutes of the Regular Town of Erin Council Meeting

August 11, 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

Larry Wheeler

Larry Van Wyck

Dan Callaghan

Bob Cheetham

CAO/Town Manager

Clerk

Financial Analyst

Road Superintendent

Fire Chief

Economic Development

Coordinator

1. Call to Order

Mayor Ails called the meeting to order.

2. Approval of Agenda

Resolution # 15-287

Moved By Councillor Brennan

Seconded By Councillor Smith

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

- Administration item - Economic Development Coordinator - Trillium SEED Grant Application
- Roads Report - 2015 Resurfacing Projects
- Move up Zoning related by-laws (after item 8.1.1)

Carried

3. Declaration Pecuniary Interest

Councillor Smith declared a pecuniary interest on the following items due to being the owner of a similar business:

- 5. Adoption of Minutes - July 13, 2015 Public Information Meeting - Sanderson
- 8.1.1 Report - Zoning Amendment Z15-03
- 13. By-laws relating to the Zoning Amendment

Councillor Duncan declared a pecuniary interest on the following item due to his membership in the Legion:

- 8.7.4 Heritage Committee - Resolution regarding Cenotaph

Mayor Alls declared a pecuniary interest on the following item due to his membership in the Legion:

- 8.7.4 Heritage Committee - Resolution regarding Cenotaph

4. **Community Announcements**

- August 12 - Blood Donor Clinic at Erin Legion 2:30-7:30 PM
- August 15 - Spirit in the Hills Family Fun Day
- Fridays - Erin Agricultural Society Farmers' Market 3-7 PM
- PanAm Games - wrapping up, well run
- Parade of Horses - also wrapping up, and was quite successful

5. **Adoption of Minutes**

Councillor Smith moved away from the table.

Resolution # 15-288

Moved By Councillor Duncan

Seconded By Councillor Brennan

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

- July 13, 2015 Public Information Meeting - Sanderson
- July 13, 2015 Regular Meeting

Carried

6. **Business Arising from the Minutes**

Councillor Smith returned to the table.

None.

7. Accounts

Resolution # 15-289

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the accounts in the amount of \$541,771.77 be paid.

Carried

8. Reports

8.1 Building/Planning/By-Law

Councillor Smith left Council Chambers.

8.1.1 Aldo Salis, Manager of Development Planning - Zoning Amendment Z15-03

Mr. Salis presented the planning report for this application, highlighting the former uses of the property, agency review and comments, as well as public comments. The proposed amending by-law and agreement were also presented.

Resolution # 15-290

Moved By Mayor Alls

Seconded By Councillor Sammut

Be it resolved that Council receives the report from Aldo Salis, Manager of Development and Planning for the County of Wellington regarding the zoning amendment application to allow for a recycling drop-off facility at 1, 3, and 5 Main Street;

And that Council does not support the related by-laws for this application.

Carried

8.2 Roads

8.2.1 Road Superintendent - Halls Dam Update

Councillor Smith returned.

The Road Superintendent presented the report. Linda Dickson, Emergency Manager for the County of Wellington, also commented from a risk assessment perspective. There have been no issues downstream, and there is no public safety concern at this point. The Road Superintendent will report back to Council with more information as it becomes available.

Resolution # 15-291

Moved By Councillor Brennan

Seconded By Councillor Smith

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

Carried

8.2.2 Road Superintendent - Intersection of the 2nd Line and Wellington County Road 22

Resolution # 15-292

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the report of the road superintendent regarding the intersection of the 2nd Line and Wellington County Road 22;

And that Council endorses the proposal to make this intersection a three way STOP.

Carried

8.2.3 Road Superintendent - Reconstruction of George Street

The Road Superintendent informed Council that one bid was received for the project which is well above the budgeted amount. As a result, the project may be delayed to 2016.

Resolution # 15-293**Moved By** Councillor Duncan**Seconded By** Councillor Smith**Be it resolved that** Council receives the report of the road superintendent regarding the proposed reconstruction of George Street.**Carried****8.2.4 Road Superintendent - 2015 Road Resurfacing Projects****Resolution # 15-294****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be It Resolved that** Council receives the 2015 Surfacing Report of the Road Superintendent and that the Road Superintendent be directed to obtain quotations for surface treatment.**Carried****8.3 Administration****8.3.1 Economic Development Coordinator - MOMENTUM: Town of Erin Economic Development Action Plan (report to follow)**

The Economic Development Coordinator presented the Economic Development Action Plan to Council for information. The report will be posted on the website for public comment. Only written comments will be accepted until August 25, at 4:30pm. A review with Council will take place at the September 1 meeting, with the final plan to be presented for adoption at the September 15 meeting.

Resolution # 15-295**Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** Council receives the report of the Economic Development Coordinator, Momentum - Town of Erin Economic Development Action Plan 2015-2018, for information.**Carried****8.3.2 CAO - Update regarding Sideroad 10 unopened road allowance**

Resolution # 15-296**Moved By** Councillor Brennan**Seconded By** Councillor Smith

Be it resolved that Council deems Part of the Road Allowance between Concessions 7 and 8 and Part of the Road Allowance between Lots 10 and 11 to be surplus;

And that Council will permit the transfer of the road allowance to the adjoining properties as shown on the Attached Schedule A;

And that Council will consider opening, closing and conveying the said road allowance to the adjoining property owners subject to the expenses relating to the survey and transfer being the responsibility of the owners benefiting from the transfer;

And that notice be given in accordance with By-law 07-65 Disposal of Property.

Carried

8.3.3 Economic Development Coordinator - Trillium SEED Grant Application

Resolution # 15-297**Moved By** Councillor Smith**Seconded By** Councillor Brennan

Be it resolved that Council supports making application to the Ontario Trillium Foundation for funding under its SEED Grant to conduct a feasibility study to determine the feasibility of constructing the Erin Rotary Riverwalk along the shores of the Lower Credit River Erin Branch in the Town of Erin with cost not to exceed \$75,000.00.

Carried

8.4 Finance

8.4.1 Financial Analyst - microFIT Solar Rooftop Project

Resolution # 15-298**Moved By** Mayor Alls**Seconded By** Councillor Sammut

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, subject to the investigation of technical issues as discussed and the satisfaction thereof.

Carried.

8.4.2 Financial Analyst - Canada 150 Community Infrastructure Program

Resolution # 15-299

Moved By Councillor Smith

Seconded By Councillor Brennan

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.

Carried

8.4.3 Financial Analyst - Sledge Hockey Grant – Hillsburgh Community Centre

Resolution # 15-300

Moved By Councillor Duncan

Seconded By Councillor Sammut

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.

Carried

8.5 Water

8.5.1 MOECC Inspections

Resolution # 15-301**Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council receives the Water Department's Erin MOECC Inspection Report with a rating of 100% and the Hillsburgh MOECC Inspection Report with a rating of 100%, for information.**Carried****8.6 Fire and Emergency Services****8.6.1 Fire Chief - June 2015 Monthly Fire Report****Resolution # 15-302****Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** Council receives the Fire Chief's June 2015 Monthly fire report for information.**Carried****8.7 Committees****8.7.1 Let's Get Hillsburgh Growing - June 18, 2015 meeting minutes****Resolution # 15-303****Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council receives the LGHG June 18, 2015 meeting minutes for information.**Carried****8.7.2 Committee of Adjustment - January to July 2015 meeting minutes****Resolution # 15-304****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** Council receives the January to July 2015 Committee of Adjustment meeting minutes for information.**Carried**

8.7.3 Heritage Committee - June 15 meeting minutes

Resolution # 15-305

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council receives the Heritage Committee June 15 meeting minutes for information.

Carried

Resolution # 15-306 (verbal)

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that John Brennan be appointed Presiding Officer for item 8.7.4.

Carried

Councillor Duncan and Mayor Alls left Council Chambers.

8.7.4 Heritage Committee - Resolution regarding Cenotaph

Resolution # 15-307

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council receives the request from the Heritage Committee to add the Cenotaph at the northwest corner of Main and Union Street to the formal municipal registry of listed properties;

And that Council approves this request.

Carried

8.7.5 Heritage Committee - Resolution regarding 185 Main

Councillor Duncan and Mayor Alls returned. Mayor Alls resumed the chair.

Resolution # 15-308

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives the request from the Heritage Committee to add the former public school property at 185 Main

Street, Erin to the formal municipal registry of listed properties;
And that Council denies this request.

Carried

9. Correspondence

Resolution # 15-309

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council receives correspondence items 9.1 to 9.4 for information.

Carried

9.5 Randy Pettapiece, MPP Perth-Wellington - Resolution for Fairness in Provincial Infrastructure Funds

Resolution # 15-310

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council receives the correspondence from Randy Pettapiece, MPP Perth-Wellington requesting support for his upcoming private member's resolution in the Ontario legislature;

And that Council supports the Resolution for Fairness in Provincial Infrastructure Funds, as stated in the received correspondence.

Carried

9.6 Henri Gagne, Optimist Club of Erin - Requesting Financial support for Federal All Candidates Night

Resolution # 15-311

Moved By Mayor Alls

Seconded By Councillor Smith

Be it resolved that Council receives the request from Henri Gagne, on behalf of the Optimist Club of Erin, to waive Centre 2000 Theatre rental fees on September 14, 2015 for a federal election all candidates night, in the amount of \$265.00;

And that Council denies this request.

Carried

9.7 Haldimand County - Resolution regarding the Vacancy Rebate Program

Resolution # 15-312

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council receives the resolution from the Council of Haldimand County requesting the Minister of Finance and Minister of Municipal Affairs to review the Vacancy Rebate Program legislation to ensure that businesses are not eligible for a reduced property tax burden if the 'vacancy' is a result of a labour disruption;

And that the Council of the Town of Erin hereby supports this resolution.

Carried

10. New Business

10.1 Discussion item - Bicycles on Sidewalks

A concern from a business owner on Main Street was received regarding the safety of pedestrians due to cyclists riding on the sidewalks in the downtown area. Council agreed that they do not wish to ban cycling on sidewalks, however asked staff to look into other options (ie. signage, public information notices) to warn cyclists of pedestrians.

10.2 Discussion item - Open forum - Format for questions from the public

A request was received to have open forum questions from the public during Council meetings. Council does not wish to lengthen meetings, and as another option, would agree to try periodic special meetings to receive questions from the public. The format would be questions only, and would allow each person 5 minutes to ask their question, and for Council to respond.

11. Closed Session

Resolution # 15-313**Moved By** Councillor Duncan**Seconded By** Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 10:43 pm to discuss the following:

Matters under the following exemption in the Municipal Act S. 239
(3.1) Educational or Training Sessions (code of conduct, MFIPPA)

Carried**12. Return from Closed Session****12.1 Motion to Reconvene****Resolution # 15-314****Moved By** Councillor Sammut**Seconded By** Councillor Brennan**Be it resolved that** the meeting be reconvened at the hour of 11:15 pm.**Carried****12.2 Report Out**

None.

13. By-Laws**Resolution # 15-315****Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Be it resolved that** By-Law number 15-31 (confirming) is hereby passed.**Carried****14. Notice of Motion**

Councillor Duncan presented the following notice of motion:

That Council, under authority of the Highway Traffic Amendment Act (Community Safety Zones) that received Royal Assent on June 26, 1998, hereby directs the appropriate municipal personnel to report back to Council on the suitable

actions/options required to implement a Community Safety Zone By-law. The By-law would indicate as per the Act that public safety 'is of special concern' on the Main Street area within the Town's jurisdiction of the urban area of the village of Erin and the Trafalgar Road area within the Town's jurisdiction of the urban area of the village of Hillsburgh.

15. Adjournment

Resolution # 15-316

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 11:20pm.

Carried

Mayor Allan Alls

Clerk Dina Lundy



Minutes of the Town of Erin Special Council Meeting

August 13, 2015

5:00 p.m.

Municipal Council Chamber

PRESENT:	Allan Ails	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
STAFF PRESENT:	Kathryn Ironmonger	CAO/Town Manager
	Dina Lundy	Clerk
	Bob Cheetham	Economic Development Coordinator

1. Call to Order

Mayor Ails called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Closed Session

Resolution # 15-317

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 5:01 pm to discuss matters under the following exemptions in the Municipal Act S. 239 (2) :

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

Carried

4. Return from Closed Session

Resolution # 15-318**Moved By** Councillor Sammut**Seconded By** Councillor Brennan**Be it resolved that** the meeting be reconvened at the hour of 6:19 pm.**Carried****4.2 Report Out****Resolution # 15-319****Moved By** Mayor Alls**Seconded By** Councillor Brennan**Be it resolved that** Council expresses strong confidence in the leadership of Bob Cheetham, Economic Development Coordinator, Maria Britto, Chair of the EEDC, and Kathryn Ironmonger, Chief Administrative Officer.**Carried****5. Adjournment**

The meeting was adjourned at 6:21 pm.

Mayor Allan Alls

Clerk Dina Lundy



of the Town of Erin Special Council Meeting

August 21, 2015

10:00 a.m.

Municipal Council Chamber

PRESENT:	Allan Aills	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor

STAFF PRESENT:	Kathryn Ironmonger	CAO/Town Manager
	Sharon Marshall	Acting Deputy Clerk

1. Call to Order

Mayor Aills called the meeting to order.

2. Declaration of Pecuniary Interest

None.

Resolution # 15-320 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council appoints Sharon Marshall as Deputy Clerk for this meeting.

Carried

3. Closed Session

Resolution # 15-321

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 10:06am to discuss matters under the following exemptions in the Municipal Act S. 239 (2) :

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

(d) labour relations or employee negotiations

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

Carried

4. Return from Closed Session

Resolution # 15-322

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that the meeting be reconvened at the hour of 11:33 am.

Carried

5. By-laws

Resolution # 15-323

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that By-law number 15-32 (confirming) is hereby passed.

Carried

6. Adjournment

Resolution # 15-324 (verbal)

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at 11:38 am.

Carried

Mayor Allan Alls

Acting Deputy Clerk Sharon Marshall

**Notice of Motion
(Proposed Community Safety Zones By-law)**

RESOLUTION

Resolution #
Moved By Councillor Jeff Duncan
Seconded By

Be it resolved that Council under authority of the Highway Traffic Amendment Act (Community Safety Zones) that received Royal Assent on June 26, 1998 hereby directs the appropriate municipal personnel to report back to Council on the suitable actions/options required to implement a Community Safety Zone By-law. The By-law would indicate as per the Act that public safety “is of special concern” on the Main Street area within the Towns jurisdiction of the urban area of the village of Erin and the Trafalgar Road area within the Towns jurisdiction of the urban area of the village of Hillsburgh.

(The Fines for traffic violations are increased considerably within the Community Safety Zone to typically a doubling of the set fine. This increased fine structure may provide sufficient deterrent to discourage aggressive driving.)



Jeff R. Duncan C.P.T.
Councillor
Corporation of the Town of Erin

Office: (519) 855-4407
Home: (519) 855-6134
Fax: (519) 855-4821
E-mail: jeff.duncan@erin.ca

5684 Trafalgar Rd.
Hillsburgh, ON N0B 1Z0
www.erin.ca



Staff Report

Report #: W13-2015

Date: September-1-15

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

Subject: Glendevon Reservoir Repair Update

Recommendations:

Be it resolved that council accepts the Interim Water Superintendent's Glendevon Reservoir Repair Update report.

And that Council authorizes the expenditure of \$35,000 +HST.

Background:

In late March/ early April 2015, after the extreme cold winter, water department staff noticed depletion of chlorine levels on our daily operational checks at Hillsburgh Well # 3(Glendevon). This prompted an immediate video inspection of the reservoir. As a result, many cracks were identified and the video was sent to Triton Engineering for review. In May 2015, council verbally approved the project to repair the reservoir as this is a critical infrastructure issue. Triton Engineering has been on-site working with the Water Department and have determined that due to the age of the reservoir (60 years), we need to rehabilitate the infrastructure to today's standards to extend the life. This would include adding protection (insulation and waterproofing) to the exterior of the reservoir as well as repairs to the interior. Aqua Shield Waterproofing will be starting the project August 31, as recommended by Triton Engineering. The project should last only two weeks which minimizes the down time. Municipal Water users should not be affected during this time.

Financial Impact:

This is classified as a major repair that will come out of the 2015 operational budget. The total project cost is estimated at \$ 35,000 + HST.

Consultation:

Water Department and Triton Engineering

Communications Plan:

Council Report

Conclusion:

In conclusion, by rehabilitating the Glendevon reservoir, the Town is extending the life of the infrastructure until the completion of the Class EA. Also it complies with the Town of Erin Drinking Water Quality Management System Policy by ensuring a consistent supply of safe drinking water.

The expenditure complies with the emergency provisions of the Procurement By-law.

Appendices:

Appendix A: Letter of Recommendation from Triton Engineering

Appendix B: Aqua Shield Waterproofing Quotation



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

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

ORANGEVILLE • FERGUS • GRAVENHURST

August 26, 2015

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

ATTENTION: Joe Babin
Interim Water Superintendent

RE: TOWN OF ERIN
GLEDEVON RESERVOIR REPAIR
OUR FILE: T1015R

Dear Joe:

We have reviewed the quotation submitted by Aquashield Waterproofing (Umengon Construction Inc.) for the repair and waterproofing of breached cracks at the Glendevon Reservoir. Based on our meeting conducted on site and the twenty (20) years of experience of the company's owner (Chico Umengon), we recommend awarding the contract in the amount of \$35,000 + HST.

We trust you will find the enclosed information satisfactory and should you have any questions or require any additional information, please contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

O.DiCarlo, P. Eng.

OD/sjp





416-873-3472

To: Town of Erin

Attn : Ozzie Di Carlo, Joe Babin

DATE	INVOICE NUMBER	TERMS	METRO LICENSE
08-Jul-15	853	30% Down Payment 70% Upon Completion	T85-3841219

Interior Concrete Repair	TOTAL
Chisel out cracked damaged areas Apply slurry mixture (NSF APPROVED)Kryton product Parge cracks with (NSF APPROVED) non shrink grout Hose down reservoir ** All work done is from the visual inspection from the underwater video provided ** extras will be charged for any unseen damages	\$ 10,000.00
SUBTOTAL	\$ 10,000.00
HST	\$ 1,300.00
TOTAL	\$ 11,300.00

We propose to hereby furnish materials and labour - complete and in accordance with the above specifications for the sum shown at right. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Contractor Signature: _____ Date: _____

The prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature: _____ Date: _____

AQUASHIELD WATERPROOFING
 12 Winter Avenue, Scarborough, ON M1K 4L8
 416-873-3472 umenganconstruction@gmail.com



416-873-3472

To: Town of Erin

Attn : Ozzie DiCarlo , Joe Babin
5684 Wellington Rd., #24

DATE	INVOICE NUMBER	TERMS	METRO LICENSE
08-Jul-14	853	30% Down Payment 70% Upon Completion	T85-3841219

Exterior Waterproofing	TOTAL
Excavate soil down to the existing footing	\$ 25,000.00
Power wash foundation , chisel out cracks	
Apply slurry mixture made of Kryton NSF61 approved cementious coating	
Parge over with Durex Polymodified Parge mix to above soil level	
Install 2" ridgid insulation to above soil level	
Install Delta MS waterproofing membrane to grade level, cap off membrane with strips	
Backfill and machine tamper soil	
SUBTOTAL	\$ 25,000.00
HST	\$ 3,250.00
TOTAL	\$ 28,250.00

We propose to hereby furnish materials and labour - complete and in accordance with the above specifications for the sum shown at right. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Contractor Signature: _____ Date: _____

The prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature: _____ Date: _____

AQUASHIELD WATERPROOFING
12 Winter Avenue, Scarborough, ON M1K 4L8
416-873-3472 umenganconstruction@gmail.com



Staff Report

Report #: BD2015-11

Date: September-1-15

Submitted By: Andrew Hartholt, CBO

Subject: Building Permit Activity Report

Recommendations:

Be it resolved that Council hereby receives Building Department Building Activity Report dated September 1, 2015 for information.

Background:

Overall the building permit numbers this year are up over last year's numbers. For the month of July, we have issued 26 permits, 4 of which were for new housing starts when compared to 3 housing starts at the same time last year.

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

Financial Impact:

None

Consultation:

N/A

Communications Plan:

To be presented at a regular council meeting for information

Appendices:

Appendix I – Building Permit to Date – July 31, 2015
 Appendix II – Monthly comparison – July 2015

Town Of Erin

Permit Comparison Summary

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

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	12	4,808.18	135,200.00	10	2,957.64	129,300.00
Pool	14	3,000.00	339,900.00	7	1,400.00	190,000.00
Accessory Building - Residential						
Accessory Building - Residential	25	14,103.65	501,500.00	16	12,851.00	512,000.00
Assembly						
Assembly	1	75.00	5,000.00	1	75.00	0.00
Change of Use						
Change of Use	1	2,751.80	25,000.00	1	750.00	0.00
Commercial						
Commercial	2	0.00	1,810,000.00	0	0.00	0.00
Commercial - Major renovation	2	2,750.00	100,000.00	4	5,500.00	135,778.00
Commercial - Minor renovation	4	2,325.00	80,000.00	0	0.00	0.00
Demolition						
Demolition Permit	0	0.00	0.00	3	600.00	15,000.00
Demolition Permit - Non-Residential	2	1,500.00	0.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	7	5,010.00	694,800.00	2	2,057.60	487,500.00
Farm Building - New	6	6,735.18	604,250.00	6	4,147.20	281,300.00
Industrial						
Industrial	1	8,160.00	150,000.00	0	0.00	0.00
Industrial - Major	2	1,500.00	840,000.00	2	7,070.00	506,000.00
Institutional						
Institutional - Major	1	2,000.00	400,000.00	0	0.00	0.00
Institutional - Minor	1	750.00	3,000.00	0	0.00	0.00
Residential						
Residential - Major	8	17,658.56	1,995,000.00	18	33,000.74	2,588,000.00
Residential - Minor	8	2,102.53	79,000.00	9	2,878.96	112,200.00
Residential - Multiple	0	0.00	0.00	2	400.00	77,000.00
Residential - New						
Residential -SDR	12	35,827.63	5,125,000.00	25	83,024.37	10,978,000.00
Septic Permit						
Septic Permit	23	10,350.00	0.00	38	18,275.00	0.00
Septic Permit - Tank Replacement	6	1,200.00	0.00	6	1,200.00	0.00
Tent						
Tent	2	400.00	0.00	3	600.00	0.00

Town Of Erin

Permit Comparison Summary

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

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	140	153
Total Dwelling Units Created	14	25
Total Permit Value	12,887,650.00	16,012,078.00
Total Permit Fees	123,007.53	176,787.51
Total Compliance Letters Issued	18	34
Total Compliance Letter Fees	1,350.00	2,550.00

<u>Permit Charge</u>	<u>Amount</u>
Accessory Building - Residenti	12,851.00
Assembly	75.00
Change of Use	750.00
Commercial - Major renovation	5,500.00
Deck	2,957.64
Demolition Permit	600.00
Farm Building - Addition/renov	2,057.60
Farm Building - New	4,147.20
Industrial - Major	7,070.00
Pool	1,400.00
Residential - Major	33,000.74
Residential - Minor	2,878.96
Residential - Multiple	400.00
Residential -SDR	83,024.37
Septic Permit	18,275.00
Septic Permit - Tank Replaceme	1,200.00
Tent	600.00
Total	176,787.51

Appendix II - Monthly Comparison

Town Of Erin

July

Permit Comparison Summary

Issued For Period **JUL 1,2015** To **JUL 31,2015**

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	2	400.00	24,000.00	2	290.78	13,000.00
Pool	5	1,000.00	136,900.00	3	600.00	50,000.00
Accessory Building - Residential						
Accessory Building - Residential	7	3,027.72	154,000.00	4	4,119.88	160,000.00
Assembly						
Assembly	1	75.00	5,000.00	0	0.00	0.00
Change of Use						
Change of Use	0	0.00	0.00	1	750.00	0.00
Commercial						
Commercial - Minor renovation	1	75.00	25,000.00	0	0.00	0.00
Demolition						
Demolition Permit	0	0.00	0.00	1	200.00	0.00
Farm Building						
Farm Building - Addition/renovation	1	750.00	1,800.00	0	0.00	0.00
Farm Building - New	1	750.00	250,000.00	0	0.00	0.00
Residential						
Residential - Major	0	0.00	0.00	3	6,000.00	280,000.00
Residential - Minor	2	566.30	30,000.00	2	701.96	43,000.00
Residential - New						
Residential -SDR	3	9,339.78	1,489,000.00	4	10,498.40	865,000.00
Septic Permit						
Septic Permit	5	1,650.00	0.00	4	2,000.00	0.00
Septic Permit - Tank Replacement	1	200.00	0.00	2	400.00	0.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	29	26
Total Dwelling Units Created	3	4
Total Permit Value	2,115,700.00	1,411,000.00
Total Permit Fees	17,833.80	25,561.02
Total Compliance Letters Issued	6	11
Total Compliance Letter Fees	450.00	825.00

Town Of Erin

Permit Comparison Summary

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

Permit Charge	Amount
Accessory Building - Residenti	4,119.88
Change of Use	750.00
Deck	290.78
Demolition Permit	200.00
Pool	600.00
Residential - Major	6,000.00
Residential - Minor	701.96
Residential -SDR	10,498.40
Septic Permit	2,000.00
Septic Permit - Tank Replaceme	400.00
Total	25,561.02



Staff Report

Report #: BD2015-10

Date: September-1-15

Submitted By: Andrew Hartholt

Subject: Demolition Report – 6029 First Line

Recommendations:

Be it resolved that Council hereby receives Building Department Demolition Report, dated September 1, 2015, regarding the application for demolition permit to demolish a single residential dwelling located at 6029 First Line, Town of Erin, Assessment Roll No. 23 16 000 006 06600 0000

AND THAT conditional upon Heritage Committee approval of the demolition permit Council hereby approves the issuance of the demolition permit

Background:

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

Proposed Demolition:

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

Information:

The demolition permit application was received August 24, 2015. The heritage committee has been circulated and conditional upon their approval the permit will be issued.

Property Information:

Owner: Don and Kimberley Moddison
Legal Description: Concession 2 West Part Lot 29
Assessment Roll No.: 23 16 000 006 06600 0000
Zoned: A & EP2

Financial Impact:

None

Consultation:

Heritage Committee and Council

Communications Plan:

Through regular council meeting

Conclusion:

The Building Department has no objection to the demolition application.

Appendices:

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

Appendix I – Site plan showing house to be demolished



Appendix II –photos of house proposed to be demolished

Front Elevation



Side 1 Elevation



Side 2 Elevation





Staff Report

Report #: 2015- 08

Date: September-1-15

Submitted By: Larry Wheeler / Financial Analyst

Subject: Ontario Regulation 284/09 – Budget 2015

Recommendations:

Be It Resolved, that the Council of the Town of Erin hereby:

- 1) Receive Report 2015- 08 'Ontario Regulation 284/09 – Budget 2015' as information.
- 2) Adopt the Report 'Ontario Regulation 284/09 – Budget 2015' by resolution.

Background:

Ontario Regulation 284/09 (see Attachment 1)

As per this regulation, in preparing the budget for the 2015 year, a Municipality may exclude from estimated expenses, the following three items:

- 1) Amortization expense (\$2,394,351)
- 2) Post-employment benefits expense (\$17,719)
- 3) Solid waste landfill closure and post closure expense. (NIL)

The content of this report, in keeping with section 2 of Ontario Regulation 284/09, must:

- A) Present an estimated change in the accumulated surplus of the municipality to the end of 2014 resulting from the exclusion of the above three expenses.
- B) Present an analysis of the estimated impact of the exclusion of the above three expenses on the future tangible capital asset funding requirements of the municipality.

A) Estimated Change in the Accumulated Surplus

The estimated change in the accumulated surplus for 2014 as a result of omitting strictly the three identified expenses is a reduction (deficit) of \$2,412,070. However, 'Attachment 2' illustrates the impact of all the major PSAB adjustments including transfers to and from reserves on our cash budget – resulting in a deficit of \$731,135.

B) Analysis of the Estimated Impact of Exclusion on Future TCA Funding

In common with most municipalities in Ontario, the Town of Erin - 2015 Budget as adopted does not include depreciation / amortization expense, as would be the case with a commercial organization. However, Council did authorize substantial capital investments in 2015 which will enhance our Balance Sheet (Statement of Financial Position):

- i) Tangible Capital Assets (TCA) \$1,462,600
- ii) Work In Progress (WIP) \$1,428,000

Note that the recent Asset Management Plan process mandated by the Ontario Government has emphasized the importance of carefully limiting service level increases & operational costs in favour of shifting spending and investment towards maintaining existing tangible capital assets.

Financial Impact:

No financial impact; this report is a statutory requirement only.

Consultation:

- 1) County of Wellington, Committee Report – Ontario Regulation 284/09 – Budget 2015
- 2) Centre Wellington, Report to Council – Ontario Regulation 284/09 – Budget 2015

Communications Plan:

This report is to be adopted by resolution of council and recorded as such.

Conclusion:

This report fulfils the Town's obligations under Ontario Regulation 284/09.

Appendices:

Attachment 1 – Municipal Act, 2001 – Ontario Regulation 284/09

Attachment 2 – PSAB – 2015 Budget Reconciliation

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 284/09
BUDGET MATTERS — EXPENSES

Consolidation Period: From July 31, 2009 to the e-Laws currency date.

No amendments.

This Regulation is made in English only.

Exclusion

1. In preparing the budget for a year, a municipality or local board may exclude from the estimated expenses described in paragraph 3 of subsection 289 (2) and in paragraph 3 of subsection 290 (2) of the Act all or a portion of the following:

1. Amortization expenses.
2. Post-employment benefits expenses.
3. Solid waste landfill closure and post-closure expenses. O. Reg. 284/09, s. 1.

Report

2. (1) For 2011 and subsequent years, the municipality or local board shall, before adopting a budget for the year that excludes any of the expenses listed in section 1,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (1).

(2) If a municipality or local board plans to adopt or has adopted a budget for 2010 that excludes any of the expenses listed in section 1, the municipality or local board shall, within 60 days after receiving its audited financial statements for 2009,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (2).

Contents

3. A report under section 2 shall contain at least the following:

1. An estimate of the change in the accumulated surplus of the municipality or local board to the end of the year resulting from the exclusion of any of the expenses listed in section 1.
2. An analysis of the estimated impact of the exclusion of any of the expenses listed in section 1 on the future tangible capital asset funding requirements of the municipality or local board. O. Reg. 284/09, s. 3.

Review

4. The Ministry of Municipal Affairs and Housing shall initiate a review of this Regulation on or before December 31, 2012. O. Reg. 284/09, s. 4.

5. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 284/09, s. 5.

Back to top

PSAB - BUDGET RECONCILIATION

Cash Budget as passed by Council

	2015 BUDGET "RESTATED as per PSAB"
	\$0.00
Add: Budgeted TCA Acquisitions	1,462,600
Add: Budgeted TCA WIP/CIP	1,428,000
Less: Anticipated Dep'n of TCA existing	-2,321,221
Less: Anticipated Dep'n of TCA acq's	-73,130
Add: Gains on TCA Disposals	0
Less: Losses on TCA Disposals	0
Less: Proceeds from Sale on TCA Disposals	-9,000
Add: Long Term Debt Principal Repayments	335,222
Less: New LTD Issued	-1,022,130
Less: Net Cash Inflows from Reserve/Reserve Funds	-513,757
Less: Post Employment Benefits	-17,719

Budgeted annual surplus / deficit under new PSAB rules

Municipal Equity (Net), Opening	50,549,978
Add: TCA Additions	1,462,600
Less: TCA Disposals	-9,000
Add: WIP/CIP Additions	1,428,000
Less: WIP/CIP Completions	0
Less: Anticipated Dep'n of TCA existing	-2,321,221
Less: Anticipated Dep'n of TCA acq's	-73,130
Municipal Equity (Net), Ending	51,037,227

RECLASSIFIED CAPITAL TOTALS

Operating (Minor Capital)	1,009,037
TCA Capital	1,462,600
WIP/CIP	1,428,000
Prev. Year TCA Capital	0
Capital Budget as passed by Council	3,899,637

TRANSFERS TO AND FROM RESERVES AND RESERVE FUNDS:

To Reserves	999,802
From Reserves	1,098,271
	98,469
To Reserve Funds	428,979
From Reserve Funds	844,267
	415,288
Net Cash Inflows (Outflows)	513,757

LTD Issued:

Roads Long Term Debt Proceeds	522,130
Fire Long Term Debt Proceeds	500,000
	1,022,130



Staff Report

Report #: 2015- 09

Date: September-1-15

Submitted By: Larry Wheeler / Financial Analyst

Subject: FIT4 Rooftop Solar - Potential Projects

Recommendations:

Be It Resolved, that Council of the Town of Erin hereby:

- 1) Receives Report 2015- 09 'FIT4 Rooftop Solar - Potential Projects' as information.
- 2) Wishes to participate in the upcoming FIT4 application process scheduled to begin September 30, 2015.
- 3) Accepts one of the following recommended proposals to enter into a 20 year FIT4 contract for a rooftop solar panel system:
 - i) (OPTION D) Bluewater Energy for a 100% stake in a 120.00 kW DC (480 panel) system to be installed at Centre 2000 for an investment of \$332,088.
 - ii) (OPTION B) Guelph Solar for a 49% stake in a 300.00 kW DC (1150 panel) system to be installed at Centre 2000 for an investment of \$302,460.
 - iii) (OPTION A) Guelph Solar for the roof top lease of Centre 2000 representing projected annual revenue of approximately \$8,000.

Background:

The Independent Electricity System Operator (IESO) is currently in the process of determining the FIT4 pricing structure for 2016, which it intends to publish before opening the application period on September 30th.

If Council were to resolve tonight to participate in the upcoming FIT4 Program for 2016, staff will report back to Council at its September 15 meeting with the new pricing structure, in order that Council may choose to withdraw if they are not satisfied with the financial returns being offered.

Also at its September 15th meeting, Council would take advice from its successful partner (Guelph Solar or Bluewater Energy) with regard to a bidding strategy, as bidding down the price it is willing to accept, increases the chances of a winning application.

Financial Impact:

If the Town's application for an equity stake was successful, funds would need to be set aside in the 2016 Capital Budget.

Further, Council would need to choose a financing strategy during the budget process with the two main alternatives being:

- 1) \$300,000 loan @ 2% over 8 years – resulting in a slightly positive cashflow for the first 8 years of the project during payback, followed by 12 years of healthy cashflow.
- 2) \$300,000 loan @ 3% over 20 years – resulting in a consistent and comfortable positive cashflow over the 20 years of the contract term.

A notable advantage to 'Option B' the 49% equity stake with a Co-op partner is that the Town would be required to invest only 44% of the Capital Cost. Of course, the Town is providing the rooftop to host the project, justifying the 5% discount.

A second advantage to 'Option B' the 49% equity stake with a Co-op partner is that historically this type of application has been successful without a bid down in price.

A notable advantage to 'Option D' the Bluewater Energy project at Centre 2000 is that historically the FIT contract rate is highest for this size of project (< than 100 kW AC).

While Bluewater Energy and Guelph Solar have pronounced both our facility roofs suitable for hosting solar equipment, staff believes that as a perpetual high energy user, Centre 2000 is best situated to potentially utilize the solar power generated on site itself, as an option after the 20 year contract term. Further, staff are concerned that building contractor warranty issues may arise at the new Firehall Station 50 if extensive auxiliary equipment were to be placed on the rooftop, at this juncture.

Consultation:

- 1) Guelph Solar
- 2) Bluewater Energy
- 3) Paid4Power
- 4) Gordon Duff – Treasurer, Town of Minto

Communications Plan:

Council's decision tonight will be communicated back to both proposing companies immediately, as they are particularly busy in September preparing other applications. Staff will monitor IESO announcements and report back to Council on September 15.

Conclusion:

Council must decide tonight if it is interested in participating in the 2016 FIT4 program in order for the application process to be initiated. If Council decides to participate, it must then determine its preferred strategy tonight i.e. lease, 49% equity, 100% equity. Council retains the option to withdraw from the FIT4 application process at its September 15 meeting if it believes the price structure (once announced) is not satisfactory.

Appendices:

Attachment 1 – Summary of proposals put forth in response to the Town of Erin's RFP.

Summary of Proposals for Town of Erin - FIT4 Potential Projects

Option	Proponent	TOWN OF ERIN			Yield	Size	Panels
		Facility	Equity	Investment			
A	Guelph Solar	Centre 2000	0% > Roof Lease	\$0	\$8,000	300 kW	1150
B	Guelph Solar	Centre 2000	49 % > Co-op Partner	\$302,460	TBD	300 kW	1150
C	Guelph Solar	Centre 2000	100 %	\$687,400	TBD	300 kW	1150
D	Bluewater Energy	Centre 2000	100 %	\$332,088	TBD	120 kW DC	480
						100 kW AC	

Option	Proponent	TOWN OF ERIN			Yield	Size	Panels
		Facility	Equity	Investment			
E	Guelph Solar	Station 50	0% > Roof Lease	\$0	\$2,750	96 kW	369
F	Guelph Solar	Station 50	49 % > Co-op Partner	\$119,210	TBD	96 kW	369
G	Guelph Solar	Station 50	100 %	\$270,930	TBD	96 kW	369
H	Bluewater Energy	Station 50	100 %	\$191,800	TBD	50 kW	200



Staff Report

Report #: 2015- 10

Date: September-1-15

Submitted By: **Larry Wheeler**

Subject: Ontario Community Infrastructure Fund (OCIF) – 2015 Intake

Recommendations:

Be it resolved that Council of the Town of Erin hereby receives the Financial Analyst's report 2015– 10 'Ontario Community Infrastructure Fund (OCIF) – 2015 Intake.

And that Council of the Town of Erin hereby approve staff's recommendation to submit the Church Boulevard West Infrastructure Renewal Project under the Ontario Community Infrastructure Fund (OCIF).

Background:

The Ontario Community Infrastructure Fund (OCIF) is a Provincial initiative targeting small and northern municipalities. OCIF has two components:

- \$50M annually in guaranteed grant funding to municipalities through a formula based program.
- \$50M annually in application based funding.

With regard to the application based program - the Town must submit an Expression of Interest (EOI) no later than September 11th. Pending acceptance of the EOI, the Town will be required to submit a full application by November, 2015.

OCIF will provide up to 90% funding and will be capped at \$2 million per project.

Financial Impact:

The Church Boulevard West Infrastructure Renewal Project in the Village of Erin involves an entire rebuild of the watermain, water service lines, shut-off valves, road, curb, gutter, sidewalk, storm sewers, and streetlights – with allowance for future sanitary works. The street portion involved is section 02400, immediately west of Main St.

The total cost of the Church Boulevard Infrastructure Renewal project is estimated to be \$____,____ including HST. Our OCIF grant application will be for 1/3 of the HST net amount which equals \$____,____.

Consultation:

Our CAO, Director of Finance, Financial Analyst, Water Superintendant, and Acting Roads Superintendant met to analyse the timelines and project eligibility rules of OCIF. All projects from our latest Five Year Capital Plan with a completion date before Dec 31, 2017 were considered against the OCIF criteria. In addition, the following major reports were also relied upon:

- i) 2013 State of the Infrastructure – Roads (4 Roads Management Services)
- ii) 2013 OSIM Structure Inspections Summary Report – AECOM
- iii) 2013 Asset Management Plan – Watson & Associates

Communications Plan:

Expressions of Interest for the application based component of OCIF - 2015 Intake are due September 11, 2015.

Municipalities that successfully pass the EOI pre-screening stage will be notified in October and invited to submit a full application.

The full application, plus a copy of our Asset Management Plan, and other requested documentation are due to be submitted in November 2015.

It is expected that funding recipients will be announced in February 2016.

Conclusion:

Staff recommend that Council authorize the CAO to submit an Expression of Interest to the Ontario Community Infrastructure Fund (OCIF) for the Church Boulevard West Infrastructure Renewal project in the amount of \$____,____.

Appendices:

Ontario.ca – Infrastructure funding for small communities



Infrastructure funding for small communities

How to apply for funding to support infrastructure projects in small communities.

On this page

1. [Overview](#)
 2. [Ontario Community Infrastructure Fund](#)
 3. [Small Communities Fund](#)
-

Overview

Ontario plans to invest more than \$130 billion in public infrastructure over the next 10 years. This would support more than 110,000 jobs on average each year in construction and related industries.

The **Ontario Community Infrastructure Fund** and the **Small Communities Fund** both help support infrastructure projects in small Ontario communities.

You can only submit one project to each funding program. Applicants can't submit the same project (or components of the same project) to both funding programs.

Ontario Community Infrastructure Fund

The Ontario Community Infrastructure Fund (OCIF (Ontario Community Infrastructure Fund)) provides a steady source of predictable, long-term funding infrastructure projects in small, rural and northern communities.

How it works

The fund provides \$100 million per year to help small, rural and northern communities build and repair roads, bridges and other critical infrastructure. The money distributed to municipalities by the OCIF (Ontario Community Infrastructure Fund) is split equally into 2 streams:

- \$50 million is distributed among municipalities that have been identified through a formula developed by the Government of Ontario
- \$50 million is reserved for municipalities that successfully apply for funding

Formula

Using a fair and transparent formula that recognizes that municipalities have different infrastructure needs and fiscal situations, we have already allocated \$50 million per year to 426 communities across the province.

These grants are calculated based on the amount of core infrastructure (roads, bridges, water and wastewater systems) owned by the municipality.

Identified municipalities are guaranteed to receive a minimum of \$25,000 annually as predictable and stable funding.

Applications

\$50 million is distributed among communities who successfully apply for funding through the OCIF (Ontario Community Infrastructure Fund). This allows communities to partner with the province to invest in critical infrastructure projects that create jobs and support economic growth.

Who is eligible

Eligible communities who can apply for funding include:

- municipalities that have a population of less than 100,000
- municipalities that are located in rural and Northern Ontario
- local services boards with water or wastewater systems

[Read the program guidelines \(/page/ontario-community-infrastructure-fund-and-small-communities-fund-program-guidelines\)](/page/ontario-community-infrastructure-fund-and-small-communities-fund-program-guidelines) for complete eligibility requirements.

How to apply

To apply for funding under the OCIF (Ontario Community Infrastructure Fund), you must first submit an expression of interest form for pre-screening. If your submission passes this stage, you will then be invited to submit a full application.

To express interest in applying to the program:

1. [read the program guidelines \(/page/ontario-community-infrastructure-fund-and-small-communities-fund-program-guidelines\)](#)
2. download and complete the [Expression of Interest form \(http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=Ontario+Community+Infrastruct-0044E\)](#)
3. [email the OCIF \(Ontario Community Infrastructure Fund\) \(mailto:OCIF@ontario.ca\)](mailto:OCIF@ontario.ca) your completed Expression of Interest form for the Ontario Community Infrastructure Fund **by September 11, 2015 at 5 p.m.**

Timelines

- **September 11, 2015:** Submit the Expression of Interest form
 - **September 30, 2015:** Ensure to submit your 2013 and 2014 Financial Information Returns to the Ministry of Municipal Affairs and Housing if you haven't already done so
 - **October 2015:** Selected candidates are invited to submit a full application
 - **November 2015:** Submit the full application, municipal asset management plan(s) and other requested documentation
 - **January or February 2016 (estimated):** The government announces successful funding recipients
-



Staff Report

Report #: 2015-02C

Date: September-1-15

Submitted By: Dina Lundy, Clerk

Subject: Proposed changes to the Procedural By-law

Recommendations:

Be it resolved that Council approves the recommended changes to the Procedural By-Law and directs the Clerk to bring the by-law back for consideration at the next regular Council meeting.

Background:

It was requested that I look into changes to the procedural by-law that would allow for evening meetings to begin earlier, and to add a question period into the agenda for regular meetings.

Request #1 – New time for evening meetings

Council meetings often run close to 11:00pm, and sometimes run past this time, which can contribute to fatigue and rushing through agenda items. Starting meetings at 6:30pm and setting a new adjourning hour of 10:00pm would help to end meetings earlier and hopefully avoid some of the issues which can arise from the later hour.

Public meetings under the Planning Act are often scheduled before Council meetings, however if Council agrees to a new start time for evening meetings, it would be beneficial to schedule these meetings within the regular Council meeting agenda. It is common practice among most of the municipalities that responded to my inquiry. It also creates efficiencies and benefits County Planning staff as well as Town staff as far as ease of scheduling and creating public notices, and planning report submissions and attendance at meetings. It also will contribute to some cost savings due to fewer special meetings.

My recommendation would be to make changes to the By-law to reflect a start time for evening meetings of 6:30pm, and a 10:00pm adjourning time, and to include public meetings under the Planning Act within the Regular Council Agenda.

Section 3.2 a) and 3.3 a) would have the time changed from 7:30pm to 6:30pm.

Section 3.5 e) would be changed by adding the word “may”, so that it reads “ A Special Meeting may also constitute a Public Meeting pursuant to legislation, including but not limited to matters under the Planning Act.

Section 8.2 would be changed to add the heading “Public Meeting(s)”

Section 17.1 would be changed to reflect the new adjourning hour of 10:00pm.

Request #2 – Question Period

Council has made it a priority to be open and transparent, and the addition of a question period would further strengthen Council’s commitment to the public. At its regular meeting on August 11, 2015, Council discussed the format in which they could receive questions from the public, which included periodic special meetings, and a 5 minute per person limit for questions only. Council also expressed concern with lengthening meetings.

To give all residents an opportunity to present questions to Council, my recommendation would be to allow a question period of no longer than 15 minutes during every regular Council meeting agenda and a limit of 5 minutes per person, rather than holding periodic special meetings. This would allow for residents with different schedules to attend either a day-time or evening meeting to present their questions to Council, while also limiting the time in which Council meetings would be lengthened.

Section 8.2 of the By-law would be changed to add the heading “Question Period”, and a new Part added with the appropriate verbiage to implement the recommended change above.

Financial Impact:

N/A

Consultation:

I have consulted with several municipalities that hold public meetings within their regular council meeting agenda.

Communications Plan:

This report serves as notice that the procedural by-law amendments will be considered at the next regular meeting in accordance with notice provisions.

Conclusion:

That Council approve the changes to be brought forth for consideration at the next regular Council meeting.



Staff Report

Report #: 2015- 11 CAO

Date: September-1-15

Submitted By: Kathryn Ironmonger, CMO, CMMIII

Subject: Completion of the Operational Review

Recommendations:

Be it resolved that Council directs the CAO to negotiate and finalize with StrategyCorp the scope of the review to a maximum of \$15,000.

Background:

The Town recently received the StrategyCorps Operational Review report. During the course of that project, the scope was expanded by mutual agreement to include several matters not originally contemplated by the agreement. As part of that scope adjustment, the review of the Fire Department was deferred. I would like to undertake the review of the organization of the Fire Department.

The review would be a high level assessment of the financial and organizational aspects which would include: the adequacy and efficiency of the current operation; the appropriateness of the existing organizational structure and the opportunities for improvement.

Financial Impact:

Pending quotation

Consultation:

Discussed with the Director of Finance

Communications Plan:

Upon Council's approval, the purpose, objectives and expected deliverables will be finalized; the list of staff and other stakeholders to be consulted will be determined; confirm the work plan and timeline; and confirm the project management structure.

Conclusion:

It is anticipated it would take about 5 weeks to complete the review. My recommendation is that the Town should complete the deferred Fire Department review.

Appendices:

None



Staff Report

Report #: 2015-10CAO

Date: **September-1-15**

Submitted By: **Kathryn Ironmonger, CMO, CMMIII**

Subject: Economic Development Officer – New Position

Recommendations:

Be it resolved that Council receives the CAO's Economic Development Officer – New Position report.

Background:

During the 2014 budget process, the previous Council allocated funds to hire an Economic Development Professional for a one year contract who would be responsible for developing an economic development framework plan for the Town. The responsibilities will include but not be limited to the following:

- Re-establish the Economic Development Committee with representation from all sectors of the business community;
- Develop a detailed economic development plan for the Town of Erin;
- Outreach to the business community – follow up with interview participants wishing further information and help;
- Detail the target measures – action plan as to how to get there;
- Develop a customer-orientated program to sustain businesses to support the Town's strategic vision;
- Develop a community profile with social-economic information and imagery highlighting the competitive advantages of Erin;
- Capitalize on the immediate opportunities available through the County of Wellington's economic development initiatives and with Hills of Headwaters
 - Partner with Mount Forest to conduct a First Impressions Community Exchange
 - Develop a tourism opportunity leveraging the 2015 Pan-Am Games.

StrategyCorp's Operational Report recommended that the economic development function should be staffed on a permanent basis by an experienced economic development officer (EDO), supported by an administrative assistant employed at least half-time.

As a result, the Town of Erin entered into a one-year Consulting Services Agreement with Bob Cheetham as our Economic Development Coordinator.

Once the Economic Action Plan is approved the Town will need to create a new Economic Development Officer position to carry out the initiatives.

Financial Impact:

Marianne Love Consulting Services Inc. conducted an independent evaluation placing the new position on the Town's Salary Grid.

Consultation:

I consulted the Economic Development Coordinator and Consultant Marianne Love.

Communications Plan:

The posting will be placed on the Town's website and professional association outlets.

Conclusion:

Approval to create these new positions is one of the operational review recommendations.

Appendices:

None

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Fill By-law	CAO	2014	19-May-15	70%
Stanley Park Arch and Gates - ownership/formal designation	CAO/Heritage Committee	20-Jan-15	31-Dec-15	50%
Sideroad 10 unopened road allowance - possible closure of portion	CAO	20-Jan-15	n/a	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	
Wastewater EA Terms of Reference	Triton Engineering	2-Jun-15	Fall 2015	
GMF Application for wastewater class EA feasibility study - submission and results	Triton Engineering	2-Jun-15		
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	
Operational Review Recommendations - Implementation	CAO		Fall 2015	
Outstanding Operational Review Item - Fire Department Review	CAO		Q4	
Organizational and Compensation Review	CAO		Q4	
Corporate Strategic Plan - Finalizing 4 year objectives	CAO		Q4	
Completed Items				
Report on cost and practicality of implementing a ban on the sale of bottled water in Town owned Facilities	Facilities Manager	16-Dec-14	3-Feb-15	100%
Economic Development Committee	Economic Development Coordinator	16-Dec-14	3-Feb	100%
Establish Ad Hoc Committee - Grant Requests	Director of Finance/CAO	3-Feb-15	17-Feb	100%

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Report - Procedural By-law changes	Clerk	3-Feb-15	3-Mar	100%
Provide comments to Halton Region regarding 4th Line Well Field Expansion by March 9	Water Superintendent	17-Feb-15	9-Mar	100%
Provide comments to the Ministry of Transportation, Ontario Good Roads Association and Association of Municipalities of Ontario opposing any amendment to default speed limits.	Roads Superintendent	17-Feb-15	27-Feb	100%
Integrity Commissioner - implications of rescinding Code of Ethics	CAO/Integrity Commissioner	3-Feb-15	7-Apr-15	100%
Celebrate Erin	Committee	16-Dec-14	18-Apr-15	100%
Procedural By-law change	Clerk	21-Apr-15	5-May-15	100%
Ice Storm Assistance Grant Agreement By-law	Clerk	21-Apr-15	5-May-15	100%
Report on Waterford Drive with recommendations	Road Superintendent	21-Apr-15	5-May-15	100%
Victoria Park - Concession booth work/rent	Facilities Manager	7-Apr-15	19-May-15	100%
Operational Review Report to Council	Consultant		23-Jun-15	100%
Glendevon Reservoir - Report - Update on status and cost of repairs	Interim Water Superintendent	2-Jun-15	16-Jun	100%

August 13, 2015

Policing Update: Minister Announces Consultations on a New Legislative Framework

Today the Minister of Community Safety and Correctional Services, the Honourable Yasir Naqvi, announced a plan to consult on updating *the Police Services Act*.

The current legislative framework for policing in Ontario dates back to 1990. It has not been changed significantly in twenty-five years. The Minister announced that the consultation will seek input on how to:

- Enhance accountability and strengthen civilian governance of police services boards as well as how to ensure police oversight bodies are effective and have clear mandates.
- Improve interactions between police and vulnerable Ontarians, including enhancing frontline responses to those in crisis.
- Clarify police duties, modernize training programs and deliver services using a range of public safety personnel.
- Develop a provincial framework for First Nations policing to ensure equitable and culturally responsive policing for the province's First Nations communities.

Further information about consultation dates and how the public (and municipalities) can provide their feedback on the new strategy will be available in the coming weeks.

In April, AMO President Gary McNamara provided the Minister with a copy of AMO's Policing Modernization Report. The Report contains 34 recommendations, with ideas and a vision for the future of how this critical public service can be delivered. Two of the report's three priority recommendations are captured by the Minister's announcement. They include:

- Improve the quality of the existing governance and civilian oversight system.
- Make legislative changes to permit the greater transfer of specific functions to civilians or other security providers where appropriate.

More details regarding the Ministry's consultations are expected within days. The Minister will be addressing municipal delegates at AMO's upcoming AGM and Annual Conference in Niagara Falls on Wednesday, August 19, 2015.

AMO fundamentally believes in the need to advance the agenda of reform. This imperative is driven by the undeniable need to ensure that all Ontario communities can afford policing, along with all the other public programs and services that keep people not only safe, but healthy.

Ontarians currently pay the highest policing costs in the country. Per capita policing costs in Ontario are \$320 per year, well above the national provincial average of \$259. For at least a decade, police spending has been growing at three times the rate of inflation.

AMO supports this discussion and encourages municipal participation. Modernized legislation has the potential to improve the efficiency and effectiveness of policing in Ontario.

Links:

The Minister's announcement: <http://news.ontario.ca/mcscs/en/2015/8/province-developing-a-new-strategy-for-a-safer-ontario.html>

AMO's Policing Modernization Report: <http://www.amo.on.ca/AMO-PDFs/Reports/2015/AMO-Policing-Modernization-Report-Final-2015-04-27.aspx>

AMO President's Speech to the Ontario Association of Police Service Boards: <http://www.amo.on.ca/AMO-Content/Speeches/2015/AMO-President-s-Remarks-at-OAPSB-Conference.aspx>

AMO President's Speech on Policing at the OSUM Conference: <http://www.amo.on.ca/AMO-Content/Speeches/2015/AMO-President-s-Remarks-at-2015-OSUM-AGM.aspx>

AMO Contact: Matthew Wilson, Senior Advisor, mwilson@amo.on.ca 416.971.9856 ext. 323.

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www.springwater.ca

2231 Nursery Road
Minesing, Ontario
L0L 1Y2 Canada

To: Ontario Municipalities
From: Council of the Township of Springwater

Subject: Land Use – Agricultural Motion

RECEIVED
AUG 27 2015
TOWN OF ERIN

The Council of the Township of Springwater adopted Resolution C 339B 2015 at a meeting on July 20, 2015; the Resolution is provided for your consideration.

Agricultural Motion

RESOLUTION C 339B 2015

Moved by: Allen

Seconded by: Ritchie

Whereas Agriculture is the largest single land use sector in Springwater, and

Whereas Agriculture is the number one value added sector in the Province of Ontario, and

Whereas in the Province of Ontario, the Provincial Policy Statement (2014), the Places to Grow Policies, the County of Simcoe Official Plan and the Township of Springwater Official Plan, independently and collectively, acknowledge the need to protect Prime Agricultural Land (defined as CLI Classes 1 to 3) for future generations,

Therefore be it resolved that as part of the Township's Official Plan review process, Staff be directed to give particular consideration to the need for new or additional policies, with the following clear and specific objectives:

- (i) protecting and promoting Prime Agricultural Land for long-term use for agriculture;
- (ii) ensuring that new land uses are compatible with, and do not hinder, agricultural operations on Prime Agricultural Land; and
- (iii) ensuring that any identification of settlement areas or expansion of a settlement area boundary fully complies with applicable Provincial policies aimed at protecting Prime Agricultural Land for the long term.

CARRIED

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The Corporation of the Town of Erin

By-Law # 15-

Being a By-law to authorize the stop up and closure and conveyance of parts of the road allowances between Concessions 7 and 8 and between lots 10 and 11

WHEREAS Section 34 (1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended authorizes municipal councils to pass by-laws to close and convey road allowances;

AND WHEREAS the Corporation of the Town of Erin considers it advisable to permanently close part of the road allowances between Concessions 7 and 8 and between Lots 10 and 11, being Part of PIN 71162-0085(LT) and PIN 71162-0089 (LT) now surveyed as Parts 1 – 4, on Reference Plan 61R-_____, and is not required for Municipal purposes;

AND WHEREAS Section 34 (1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended requires that a by-law permanently closing a highway does not take effect until a certified copy of the by-law is registered in the proper Land Registry Office;

AND WHEREAS the part of the said road allowances closed by this by-law is not covered with water and does not abut any land owned by the Crown in right of Canada or lead to any work owned by the Crown in right of Canada, and therefore the consent of neither the Ministry of Natural Resources of Ontario nor the Government of Canada to the passing of this by-law is required by the Act;

AND WHEREAS adequate and reasonable public notice of its intention to pass this by-law was given by the Municipality, as required by Section 34 (1) of the Act;

AND WHEREAS the Council for the Corporation of the Town of Erin has heard any persons who applied to be heard regarding this by-law;

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

1. That the road allowance between Lots 10 & 11, Concession 8, surveyed as Part 1 and the road allowance between Concessions 7 & 8 in front of lot 10, surveyed as Part 3, on Reference Plan 61R-_____ shall be conveyed to the owner(s) on title of roll number 231600000414200000.
2. That the road allowance between Concessions 7 & 8 in front of Lot 11, surveyed as Part 2, on Reference Plan 61R-_____ shall be conveyed to the owner(s) on title of roll number 231600000409100000.
3. That the road allowance between Concessions 7 & 8 in front of Lot 10, surveyed as Part 4, on Reference Plan 61R-_____ shall be conveyed to the owner(s) on title of roll number 231600000414000000.
4. That the Mayor and Clerk are hereby authorized and directed to perform all acts and to take such steps and execute such documents under the seal of the Municipality to transfer, subject to any rights of way and access presently existing, to the said abutting owners the parts of the road allowances permanently closed by this by-law, and to authorize its registration in the Land Registry Office for the Land Titles Division of Wellington County.
5. That the Clerk, or his/her designate, is hereby authorized to amend the parcel designation noted in this by-law, if necessary, upon registration of this by-law.
6. This By-law shall take effect on the date of registration in the Land Registry Office, in accordance with Section 34 (1) of the Act.

Passed in open Council, on September 1, 2015.

Mayor

Clerk

The Corporation of the Town of Erin

By-Law # 15-

Being a By-law to appoint an Interim Road Superintendent and to repeal By-Law 06-26

WHEREAS Section 227 of the Municipal Act, 2001, S.O. 2001, c.25 as amended authorizes municipal councils to appoint such officers and employees as may be necessary for the purposes of the Corporation and for prescribing their duties and the security to be given for the performance of them;

AND WHEREAS the Corporation of the Town of Erin requires an Interim Road Superintendent for the operation of the Roads Department;

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

- 1. That David Knight is hereby appointed Interim Road Superintendent, effective September 2, 2015.
- 2. That this By-law shall take effect on the date of its passing.
- 3. That By-Law 06-26 is hereby repealed.

Passed in open Council, on September 1, 2015.

Mayor

Clerk