



TOWN OF ERIN
Regular Council Meeting
AGENDA

October 6, 2015

1:00 PM

Municipal Council Chamber

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Public Question Period**
4. **Declaration Pecuniary Interest**
5. **Community Announcements**
 - 5.1 Town of Erin Heritage Committee - World War I Open House Thursday October 29, 6:30pm at the Town Office 1
6. **Adoption of Minutes** 2 - 9

September 15, 2015 Regular Meeting
7. **Business Arising from the Minutes**
 - 7.1 Councillor Brennan - Comments on the Conservation Authorities Act Review 10 - 11
 - 7.2 Councillor Smith - Motion regarding By-law services
Be it resolved that the appropriate staff provide a report on the cost, advantages, and disadvantages, and any other considerations of employing a full time By-Law Officer to provide proactive enforcement as well as complaint driven enforcement of the Town's By-laws.
 - 7.3 Councillor Duncan - Motion regarding flying sports flags
Be it resolved that under the discretion of the Mayor may from time to time fly a sports flag and/or community sports recreation symbol under the Town of Erin flag at the Town municipal building. This is to promote sport participation, build community esprit to corps and reward local/international sport accomplishments. Specifically is for sports and does not allow for political, religious and other social 'causes' to be flown.
 - 7.4 Councillor Sammut - Reconsideration Motion regarding 185 Main-Heritage inventory list

Be it resolved that Council reconsider the vote on Resolution 15-308 concerning the denial of the request to add the property at 185 Main St. Erin to the Heritage Inventory List.

8.	Accounts	
9.	Delegations/Petitions/Presentations	
9.1	Kyle Davis - Source Water Protection - Wellington County	12 - 20
9.2	Dwayne Wilson - Support information relating to demolition request/Heritage Committee motion	21
10.	Reports	
10.1	Committees	
10.1.1	Town of Erin Heritage Committee - Requesting Council endorsement for motion	22 - 24
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10.1.3	Committee of Adjustment - September 16, 2015 meeting minutes	26 - 29
10.1.4	Let's Get Hillsburgh Growing - August 13, 2015 meeting minutes	30 - 31
10.2	Building/Planning/By-Law	
10.2.1	Chief Building Official - Sign Variance Application for Elliott Tree Farm – 9467 Erin-Garafraxa Townline	32 - 36
10.3	Recreation	
10.3.1	Facility Manager - Joint Health and Safety Committee Policies	37 - 42
10.4	Water	
10.4.1	Interim Water Superintendent - Water By-Laws	43 - 61
10.5	Finance	
10.5.1	Financial Analyst - FIT 4 Solar – Centre 2000	62 - 70
10.6	Roads	
10.6.1	Interim Roads Superintendent - 2015-17R Winter Staffing	71
11.	Correspondence	
11.1	Activity List	72 - 73
11.2	Municipality of Greenstone - Resolution - Bill 100 Supporting Ontario Trails Act	74 - 75

- 12. New Business**
 - 12.1 Set Special Meeting - Educational Session - Town of Erin Strategic Plan
- 13. Closed Session**

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

 - (a) the security of property of the municipality or local board (library)
 - (d) labour relations or employee negotiations (policy, IT)
- 14. Return from Closed Session**
 - 14.1 Motion to Reconvene
 - 14.2 Report Out
- 15. By-Laws** 76 - 83

Civic Addressing (Housekeeping)
Stanley Park Arch - Transfer of Ownership
- 16. Notice of Motion**
 - 16.1 Councillor Sammut - Annual Review of EDO 84
 - 16.2 Councillor Sammut - Report on Budget Process 85
- 17. Adjournment**



World War I

Open House in Erin

on Thurs. October 29, 2015



The **Town of Erin Heritage Committee** will host a **World War I Open House and Information evening** on **Thursday, October 29, starting at 6:30 PM**, with the focus on daily life in Canada in that era.

Members of the public are invited to display photos or memorable items, and informally share their family stories related to the war. The event will be held in the **Council Chambers at the Town Office, located at 5684 Trafalgar Road**, just south of Hillsburgh.

Erin Advocate columnist Phil Gravelle will give a presentation at **7:30 PM** about what it was like to live in Erin during the war years. He writes the “**Looking Back**” column, using news stories and advertising from the Advocate archives to illustrate local history from exactly 100 years ago each week.



For more information, contact
Committee Chair Jamie Cheyne at jamiecheyne01@gmail.com , or
Town Councillor Jeff Duncan at jeff.duncan@erin.ca





Minutes of the Regular Town of Erin Council Meeting

September 15, 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

Andrew Hartholt

Dan Callaghan

Bob Cheetham

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

Chief Building Official

Fire Chief

Economic Development

Coordinator

1. Call to Order

Mayor Ails called the meeting to order.

2. Approval of Agenda

Resolution # 15-347

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration Pecuniary Interest

None.

4. Community Announcements

September 15, 2015 Regular Meeting

Sept 21-25 - Hunger Awareness Week - Wear Red - Check EWCS website for more information

Sept 19&20, 26&27 - Annual Hills of Erin Studio Tour

Sept 20 - Annual Terry Fox Run

Sept 20 - Feast of Hops

Sept 26 - Erin Radio Fundraiser/dance

Sept 27 - UCHS Ride/Walk4 Paws

Sept 8 & 25 - Last chance for Farmer's Market

Sept 29 - TEHC presents WWI - Open House

For community events, check <http://www.erin.ca/whats-on/>

5. Adoption of Minutes

Resolution # 15-348

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council hereby adopts the following meeting minutes:

September 1, 2015 Regular Meeting - As circulated

September 8, 2015 Special Meeting - Public Information - CBM - As amended to reflect that Council was given an opportunity to ask questions and comment.

Carried

6. Business Arising from the Minutes

Sept 8, Public Information Meeting –CBM:

- Approximately 470 form letters have been received by the Town

- County Planning will bring a report to Council later this year or early 2016

7. Accounts

Resolution # 15-349

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the accounts in the amount of \$573,046.28 be paid.

Carried

8. Reports

8.1 Building/Planning/By-Law

8.1.1 Chief Building Official - Conditional Site Plan Control Approval for 16 Erinville Drive

Resolution # 15-350

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council approves the site plan submitted by 913960 Ontario Limited as it relates to development of 16 Erinville Drive subject to the conditions of Appendix 1.

Carried

8.1.2 Chief Building Official - Building Permit Activity Report

Resolution # 15-351

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council hereby receives Building Department Building Activity Report dated September 15, 2015 for information.

Carried

8.2 Fire and Emergency Services

8.2.1 Fire Chief - Purchase of Scott Pack Breathing Apparatus

Resolution # 15-352

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the Purchase of Scott Self Contained Breathing Apparatus, Auxiliary Equipment and Training Tender #2015-F01 Tender Results report;

And Further That Council accepts the bid of 3635112 Canada Inc. o/a M&L Supply (the lowest qualified bidder) for the supply of Scott Packs at a price of \$ 293,635.02 including HST and Contingency.

Carried

8.3 Finance

8.3.1 Financial Analyst - FIT 4 Solar – Centre 2000

Resolution # 15-353

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives Report 2015- 10 'FIT 4 Solar – Centre 2000' as information;

And that Council accepts the Financial Analyst's recommendation to complete the necessary documentation in order that Guelph Solar can submit the finished proposal on the September 30th opening day of the application period. As per the attached letter from Guelph Solar, Council may choose at its October 6th Council Meeting to withdraw from the program if it is not satisfied that the financial returns are satisfactory.

Carried

Resolution # 15-354

Moved By Councillor Duncan

Seconded By Councillor Smith

Whereas capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 4.0;

And whereas the Province's FIT Program encourages the construction and operation of Rooftop Solar PV generation projects (the "Projects");

And whereas one or more Projects may be constructed and operated in the Town of Erin;

And whereas pursuant to the FIT Rules, Version 4.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

Now therefore be it resolved that Council of the Town of Erin supports the construction and operation of the Projects anywhere in the Town of Erin.

(This resolution's sole purpose is to enable the participants in the FIT Program to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Projects, or for any other purpose.)

This resolution shall expire twelve (12) months after its adoption by Council.

Carried

8.3.2 Director of Finance - Ballinacfad Community Centre- Committee Request to Pay Major Repairs Invoice

Resolution # 15-355

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that major structural repairs to the concrete front entrance of the Ballinacfad Community Centre were required unexpectedly, and that Council authorizes the payment of the repair invoice to Garinn Contruction Inc. in the amount of \$6,771.16 including HST.

Carried

8.3.3 Director of Finance - Small Communities Fund (intake 2) Project Recommendation

Resolution # 15-356

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council authorizes the submission of an Expression of Interest under the Small Communities Fund (SCF)- Intake 2 grant program for 2/3's funding of for the identification, testing, and drilling of a new Production Well for the Erin/Hillsburgh Drinking Water System to address the water supply deficit identified in the Settlement Servicing Master Plan in the total estimated project amount of \$153,000.

Carried

8.4 Committees

8.4.1 Let's Get Hillsburgh Growing - July 30 Meeting Minutes

Resolution # 15-357

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the LGHG July 30, 2015 minutes for information.

Carried

8.4.2 Committee of Adjustment - August 15, 2015 Meeting Minutes

Resolution # 15-358

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that Council receives the Committee of Adjustment August 15, 2015 meeting minutes for information.

Carried

9. Correspondence

Additions to Activity List:

- Review property options with Suncor - New Economic Development Officer
- List types of desirable businesses - New Economic Development Officer

Resolution # 15-359

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council receives correspondence items 9.1 to 9.3 for information;

And that Council directs that the appropriate staff provide comments regarding the Conservation Authorities Act review.

Carried

10. Closed Session

Resolution # 15-360**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 8:49 pm to discuss the matter(s) pertaining to:

- labour relations or employee negotiations; (policy)
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (claims status)
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (library)

Carried**11. Return from Closed Session****11.1 Motion to Reconvene****Resolution # 15-361****Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** the meeting be reconvened at the hour of 9:58 pm.**Carried****11.2 Report Out**

None.

12. By-Laws**Resolution # 15-362****Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** By-Law numbers 15 – 36 to 15 - 37 inclusive, are hereby passed.**Carried****13. Notice of Motion**

Councillor Smith:

That the appropriate staff provide a report on the cost, advantages, and disadvantages, and any other considerations of employing a full time By-law

September 15, 2015 Regular Meeting

Officer to provide proactive enforcement as well as complaint driven enforcement of the Town's By-laws.

Councillor Duncan:

That under the discretion of the Mayor may from time to time fly a sports flag and/or community sports recreation symbol under the Town of Erin flag at the Town municipal building. This is to promote sport participation, build community esprit de corps and reward local/international sport accomplishments.

(Specifically is for sports, does not allow for political, religious and other social 'causes' to be flown)

Councillor Sammut:

That Council reconsider the motion denying the request to add the former school property at 185 Main to the heritage inventory list.

14. Adjournment

Resolution # 15-363

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that the meeting be adjourned at the hour of 10:15pm.

Carried

Mayor Allan Alls

Clerk Dina Lundy

CA Review Document Notes

Question 6.1

- A) Current governance is working well. As municipalities are far and away the biggest funders it is only right that they determine the membership of CA Boards.
- B) The accountability factor needs to be addressed. Although municipalities are footing the bill there appears to be little or no accountability to them except where there is one extremely large funder which outweighs all the other partners, (eg. Credit Valley CA where Region of Peel dominates with 92%). As the dominant funder such a municipality should have a dominant say, but it does give a semblance of blurring the line between acting on behalf of the watershed and acting on behalf of the dominant partner. Enhanced and dependable funding from the province to cover everyday operations would help this situation.
- C) The Board needs to act on behalf of the CA's environmental responsibilities. However, board members also need to be representing their respective municipalities as well. On occasion those responsibilities will conflict to some extent and board members need to work that out satisfactorily to themselves and the municipalities.

The CAO needs to manage the operations side of the CA and to represent the environmental science and needs, while being sensitive to the municipal needs. An agency that is seen to be constantly at odds with municipal needs, while being majorly funded by those municipalities is on a track to no good end. The CAO needs to find a way to respond to the increasingly legitimate question from municipalities, which is "Why are we paying you to cause us grief?"

Municipalities need to accept that the regulatory role operates for the greater benefit of all. MNR&F and other provincial ministries need to step up to the plate and restore the funding model that CAs started with. The province, as a whole, needs to show that it values CAs and understands that CAs should be the centre point of a provincial "Green" strategy and in the forefront of advising municipalities on how to deal with climate change.

There needs to be a true sharing of oversight and an understanding of what is important between the province and municipalities. If municipalities were to turn off the funding tap tomorrow what would happen?

If CAs ceased to operate it would be disastrous for all of us. If, on the other hand, the province simply applied their power and forced the continued funding without addressing legitimate concerns then there truly is no sharing of oversight or importance and we're looking at just another provincial tax.

Question 6.2

The current funding mechanism is broken and no longer sustainable without force. Municipalities are on the verge of revolt at the ever increasing financial burden CAs have become. Whereas CAs were once deemed to be the champions of the environment and a positive emblem of what responsible municipal partnerships could accomplish, they are increasingly being viewed as an expensive obstruction to municipal planning efforts. It is absolutely necessary that the province step forward and show that it values CAs enough to fund them properly. As things stand they are fast becoming a municipal burden without any accountability.

Question 6.3

Municipal site alteration by-laws, currently have no authority over lands where a CA has jurisdiction. The best solution to the many problems municipalities are experiencing with so called "fill operations" is for the province to exert control over them and to provide proper enforcement which is beyond the financial reach of most smaller rural municipalities. In the meantime however, an initial step would be to have CAs become a commenting agency just as they are for other planning and building projects. The CA's role is and should be the protection of the environment. But the CA's mandate has no responsibility for noise and dust nuisances to neighbouring properties or for damage to rural roads. Let the CA exercise its proper control over the environmental aspects of any such project, but let the municipality exercise proper control over the other aspects. Make any permitting role of the CA dependent upon the applicant applying for and receiving a municipal site alteration permit, just as it is for building permits etc.

REQUEST TO BE A DELEGATION BEFORE COUNCIL



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MEETING DATE BEING REQUESTED:

October 6

1st Choice

Kyle Davis

Name of delegate(s) or group representative

2nd Choice

Wellington Source Water Protection

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

To provide an update to Council on the source water protection implementation ongoing in the Town of Erin and County of Wellington. Source water protection relates to the protection of municipal drinking water sources. Wellington Source Water Protection is a partnership between the municipalities within the County of Wellington.

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

For information.

CONTACT INFORMATION:

Name: Kyle Davis, Risk Management Official

Address: Wellington Source Water Protection, 7444 Wellington Road 21, Elora, ON

Phone: 519-846-9691 ext 362

E-Mail: kdavis@centrewellington.ca

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

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

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

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

Digitally signed by kdavis@centrewellington.ca
DN: cn=kdavis@centrewellington.ca
Date: 2015.09.21 15:43:01 -04'00'

Sept 21, 2015

Signature of Applicant

Date

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

Update on Source Protection Implementation – Town of Erin Council

Kyle Davis, Risk Management Official
Wellington County Municipalities
October 6, 2015

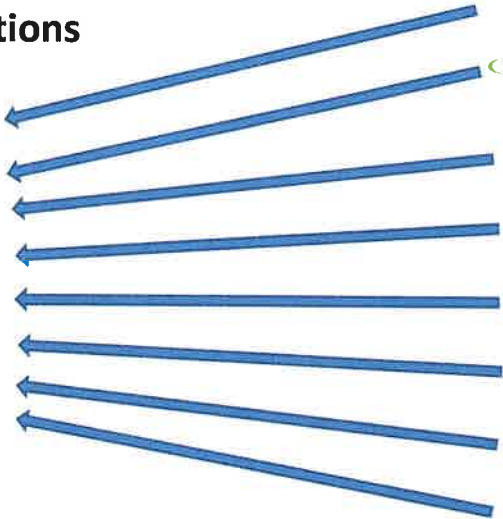


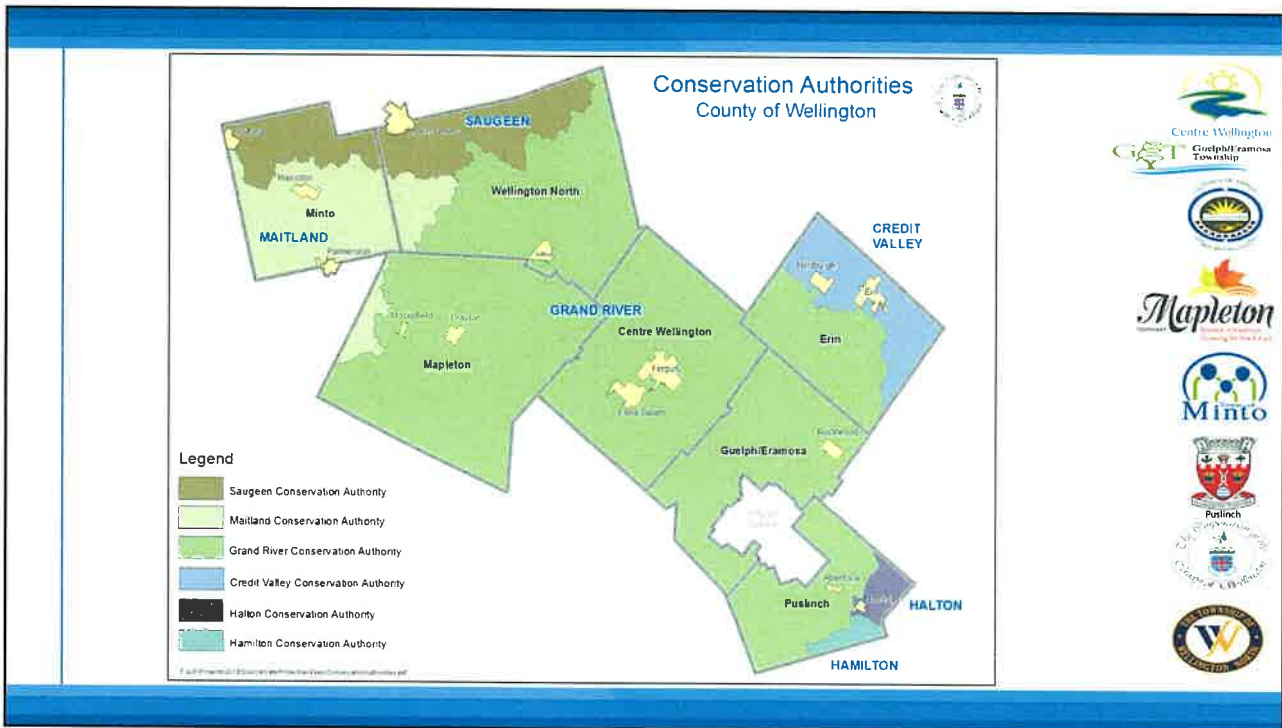
Communications



www.wellingtonwater.ca

Wellington Source Water Protection is a partnership of the 8 municipalities within Wellington County for the purposes of implementing the *Clean Water Act*.





Status of Source Protection Plans

- ABMV (Maitland) Plan became effective on April 1, 2015.
- **CTC (Credit) Plan was approved by Minister in July 2015 and will become effective on December 31, 2015.**
- Halton-Hamilton Plan was approved by Minister in July 2015 and will become effective on December 31, 2015.
- Saugeen Plan ended public consultation March 6, 2015 and was submitted to Minister for approval in June 2015.
- Grand River (Lake Erie) Plan ended public consultation April 24, 2015 and was submitted to Minister for approval in July 2015.
- Province has indicated all plans will be approved by end of 2015. Effective dates are typically three to six months after approval.



So What does the CTC (Credit) Effective Date Mean?

- Appointment of Risk Management Official and Risk Management Inspector prior to effective date (ie this fall, likely November)
- Development application screening must begin by the effective date
- Training of counter staff on source protection and on source protection application form
- Annual reporting requirements begin with appointment of RMO / RMI
- Timelines begin for updating of Official Plan, Zoning Bylaws, negotiating Risk Management Plans and mandatory education
- Launch of database system



Other Updates

- Following letters from many municipalities, the Province extended the timeline for using Source Protection Municipal Implementation Fund (SPMIF) funds until December 2016. Erin has already signed extension amendment and returned it to the Province.
- R J Burnside and Associates, has been hired to conduct activity verification for drinking water threats on commercial, industrial and institutional properties. This will start with notifications and site visits this fall for approximately 20 properties.
- WSP Canada has been hired to conduct septic inspections. Inspections began the end of July and will continue through the fall. At least 50% of properties have signed up for inspections proactively. The remaining properties have received letters scheduling their inspection date. If a home owner wishes to reschedule they can call WSP.
70 out of 127 inspections have been completed to date in Erin.



Water Quantity (Tier 3)

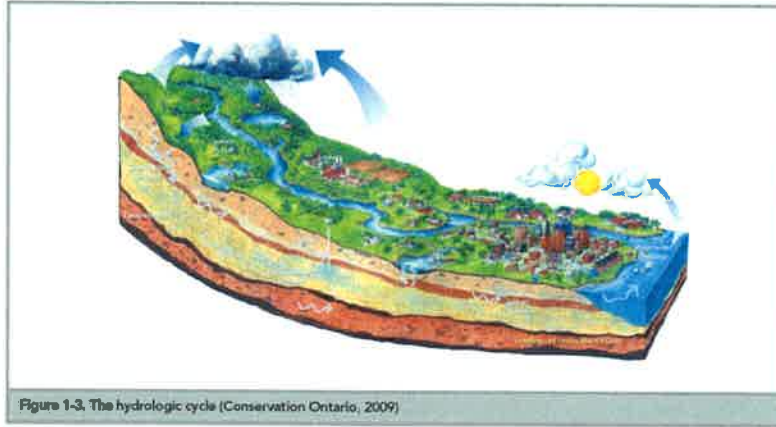


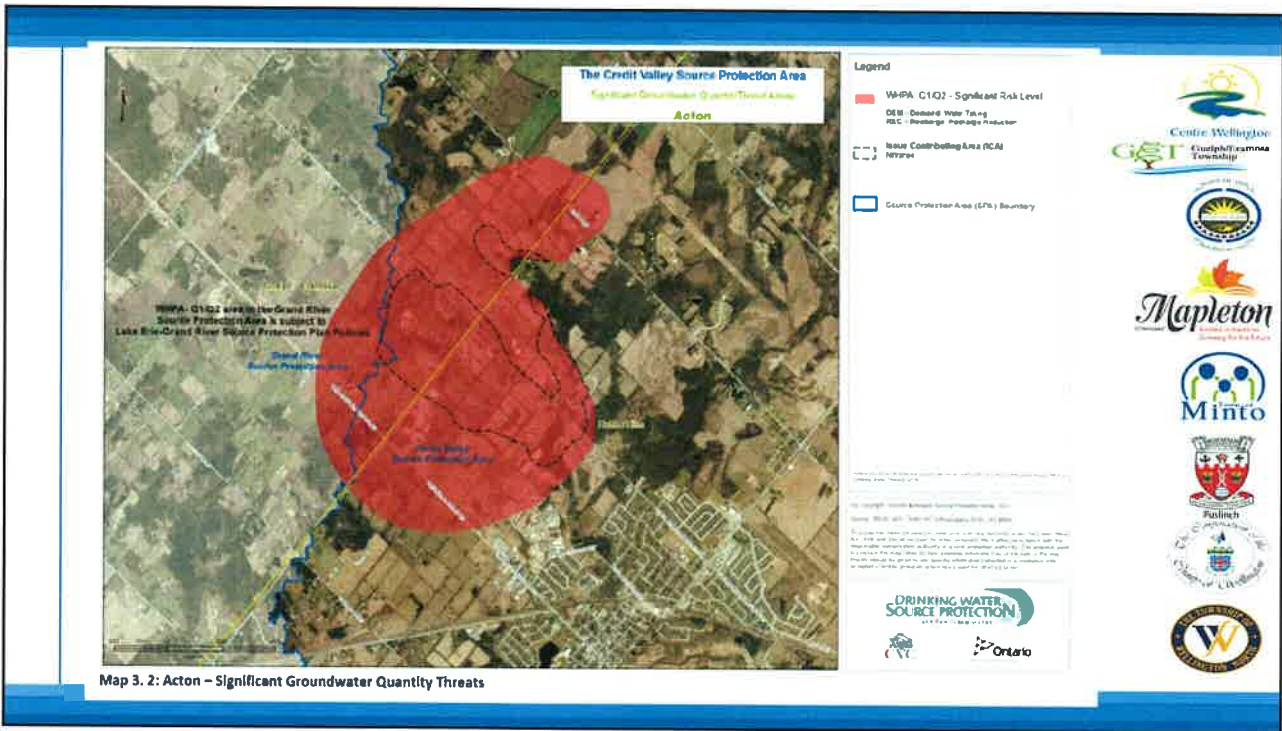
Figure 1-3. The hydrologic cycle (Conservation Ontario, 2009)



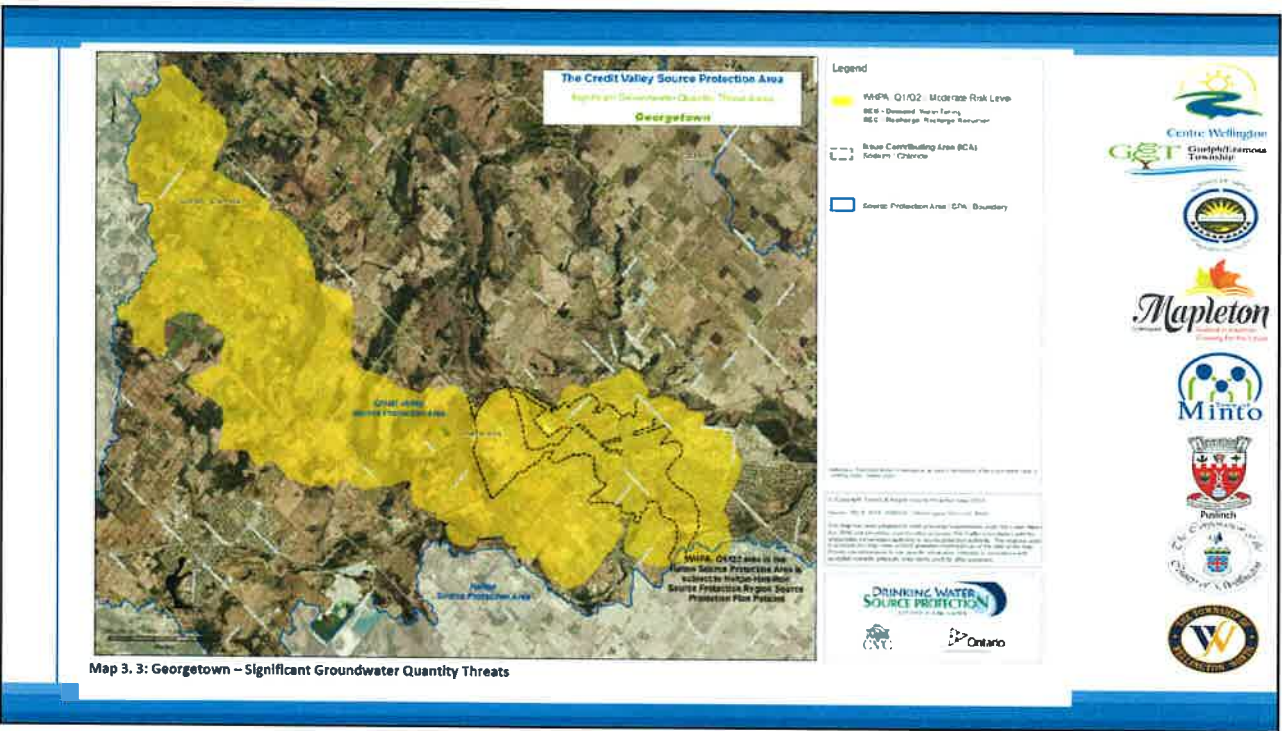
Water Quantity (Tier 3)

- As part of the *Clean Water Act* requirements, Tier 1 and 2 water budget and water quantity assessments were completed for the Grand River watershed (Grand River Assessment Report 2012).
- This assessment was required to identify subwatersheds that are potentially under stress for water quantity and therefore require further study under a Tier 3 water budget or water quantity assessment.
- Both Central Grand (Region of Waterloo) and Upper Speed (Guelph and Guelph / Eramosa) subwatersheds were identified in the Grand River Assessment Report. This Tier 3 work is ongoing.
- The CTC Plan has completed Tier 3 analysis and policies in the Acton – Erin Townline Road area. This will become effective December 31, 2015.

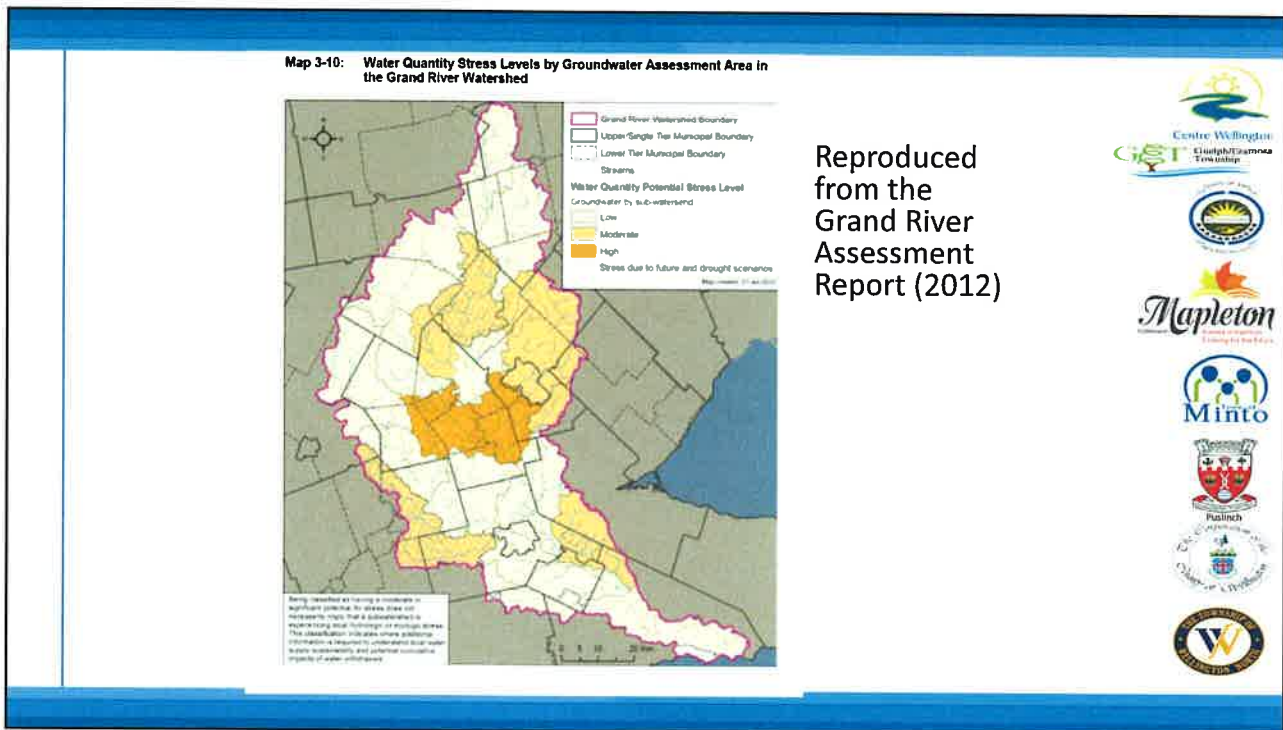




Map 3.2: Acton – Significant Groundwater Quantity Threats



Map 3.3: Georgetown – Significant Groundwater Quantity Threats



Water Quantity (Tier 3) – Grand River

- Since Fall 2014, worked with GRCA, MOECC and MNRF to establish a process for Wellington County municipality review of the Guelph Tier 3
- Retained Harden Environmental to provide hydrogeological comments on behalf of Township of Puslinch
- RJ Burnside was retained for Guelph / Eramosa
- Blackport Hydrogeology was retained for Erin
- RMO has coordinated review with consultants, Township / Town staff and CAOs



Water Quantity (Tier 3) – Grand River

- Numerous meetings have occurred with the various agencies (MOECC, MNRF, GRCA), municipalities (Townships, Town, County, City of Guelph) and consultants.
- Province has agreed to fund Wellington County municipality review as a peer review of the Water Quantity Risk Assessment Report (Tier 3).
- Our consultants have worked together in finalizing their comments and have met with City of Guelph's consultant (Matrix Solutions).
- On June 19, 2015, Wellington Source Water Protection forwarded letter and municipal peer reviews (Harden, Blackport and Burnside memos) to the GRCA, MOECC and MNRF



Water Quantity (Tier 3) – Grand River

- Peer review indicated concern with delineation of the Well Head Protection Area – Quantity extent and significance level
- Concerns also related to additional data that should be included to ensure Tier 3 report and model is accurate of field conditions and based on best available science
- Requested commitment from GRCA, Guelph, MOECC and MNRF to address the peer review concerns
- Requested written confirmation of process and timing to alter extent / significance of WHPA – Q
- Requested confirmation of Council, public and industry consultation process



Water Quantity (Tier 3) – Grand River

- Received written response from GRCA on June 25, 2015
- Attended follow-up meeting on July 24, 2015 with GRCA, MOECC, MNRF, City of Guelph and consultants
- Agreement to strike a steering committee with RMO as our representative supported by RJ Burnside. Harden and Blackport will provide support but not attend steering committee meetings
- Agreement to develop terms of reference for remainder of Tier 3 project. Being drafted by GRCA and will be circulated for comment



Water Quantity (Tier 3) – Grand River

- MOECC to provide written confirmation on process to alter and approve the extent and significance level of WHPA – Q
- Further review of model to determine extent of current third party (ie industry) data and further discussions needed on process to incorporate additional industry data
- Terms of Reference to provide details on industry / public consultation process
- Expected timeline is at least one to two years



REQUEST TO BE A DELEGATION BEFORE COUNCIL



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MEETING DATE BEING REQUESTED:

TUES. OCT. 06/15
1st Choice

2nd Choice

DWAYNE WILSON
Name of delegate(s) or group representative

MANUEL TAVARÉS
Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

FOR SUPPORT INFORMATION RELATING TO THE DEMOLITION REQUEST / TEHC MOTION

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

CONTACT INFORMATION:

Name: DWAYNE WILSON

Address: 9651 WELLINGTON RD 22 ERIN

Phone: 519-855-6682 E-Mail: dssjwilson@sympatico.ca

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

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

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

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[Signature]
Signature of Applicant

Spt 29/15
Date

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

**TOWN OF ERIN HERITAGE COMMITTEE (TEHC)
(Nodwell Main Farmhouse (63A Trafalgar Road) Hillsburgh Resolution)**

RESOLUTION

Resolution #

Moved By: Bob Wilson

Seconded By: Donna Revell

Be it resolved that the Town of Erin Heritage Committee recommends and requests the Council of the Town of Erin endorse the following initiatives to permanently preserve the historic Nodwell main farmhouse for the short and long term. These initiatives are supported by the owners (Mr. M. Tavares) of the subject lands and the Heritage Committee and include the following:

- 1) Publicly acknowledge the work of Mr. Tavares in the upkeep and securing of the historic farmhouse to date (since 2003) including a new metal roof, window and door bricking up and ongoing insurance costs.
- 2) Supporting the owner's intent of giving their permission to the OPP to travel on their private lands for routine patrols of the building when the OPP are on patrol in the area.
- 3) Supporting the owners in the posting of the property with no trespassing signs and allowing Town fencing to secure such signs.
- 4) Supporting the owners in their commitment to increase the visibility from the public by removal of the significant amount small vegetation that has grown up over time and blocks the view of the historic farmhouse from Trafalgar Road.
- 5) The Town would close off the open gateway in the fencing at the south end of Spruce Street that leads directly to the subject lands. (The pathway that was developed in part with the owners lands from a nearby severance on the south side of the Presbyterian Church provides a direct link to Trafalgar Road for the existing local subdivision residents).
- 6) The Town would support in a letter to the Wellington County Land Division Committee the severance application by the owners to create a new lot for the existing historic farmhouse. This new lot would have its driveway and access via a temporary easement over the existing driveway (out to Trafalgar Road) till such time as the subdivision application for the surrounding development lands (owned by Mr. M. Tavares) is registered and then the driveway and access would be via an internal subdivision road and the easement lifted.
- 7) Representative(s) from the Town of Erin Heritage Committee would attend the Wellington County Land Division Committee meeting to speak in support of the application and give any historical context if questions arise about the application.
- 8) If the severance is approved at the County it would be subject to a condition requiring a Town of Erin Minor Variance for a Zoning By-Law provision to allow the lot to be created with no technical "frontage" on a public road. The lot will have "frontage" on a *future* public road once the surrounding development lands proceed but to create the lot it will need this Minor Variance.

- 9) In addition to the Minor Variance for the lot frontage a variance to allow for additional uses would be applied for, such uses would be a bed and breakfast, antique shop, craft shop, personal service shop, studio, mixed use residential /professional offices, day care/nursery, multi-residential (max. 2 units)./ This is to allow for a broader market to find a prospective buyer.
- 10) That the Town of Erin waive the Parkland Dedication condition (fee) for the severance. At present the fee is \$7500 paid for by the owner at the time of registration of a new lot. This new lot will be a part of a much larger community development that could have parkland dedicated to the municipality as part of the larger subdivision process. At present the \$7500 could still be collected on each of the remaining 169 lots out of 170 lots on the current subdivision application (this is based on private septic systems and the development could have a higher lot count dependent upon the outcome of the EA process). The waiving of the fee is to allow for the opportunity of a cost savings that can be passed on to a perspective buyer and to show good faith on behalf of the municipality. This is to recognize the costs to date by Mr. Tavares in preserving the historic farmhouse and the uncertainty of the development timing of the larger subdivision application.
- 11) That at the request of the present owners and the Heritage Committee that one of the conditions of the severance be that the Town of Erin designate the property under the Ontario Heritage Act after the lot has been created and prior to the occupancy permit being approved (similar to the Crewson Ridge development). This is to ensure anyone buying the lot and historic ' farmhouse is fully aware it is being offered for sale with the clear expectation that the preservation and renovation of the building is the main goal of the process.

We hope the Council of the Town of Erin recognizes and endorses the opportunity for the preservation of the Nodwell historic farmhouse both for the short and long term that this resolution offers to our community.

Town of Erin Heritage Committee
Meeting Minutes
Monday September 14, 2015

The meeting convened at 7:45 pm

Present- Councillor Jeff Duncan , Chair- Jamie Cheyne, John Gainor, Bob Wilson ,
Donna Revell

Regrets- Margaret Barnstaple, Paul Lewis

Call to Order- Chairman Jamie Cheyne

Declaration of Pecuniary Interest- None were declared

Discussion- Demolition request of 63A Trafalgar road, Hillsburgh
Manuel Tavares, former Nodwell residence

This demolition was requested previously and the TEHC and Council at the time had suggested saving the residence. Severances were requested for a section of the property along Spruce Street. To secure these severances, the house was to be protected from vandalism and weather. The windows and doors were boarded up and, eventually a new metal roof was installed. Various break-ins occurred over the years, and the lower window and door openings were eventually bricked in.

There has been considerable “ salvaging” of the interior , doors, trim and the staircase have been stolen or removed.

Currently Mr. Tavares has expressed concerns over liability if someone is injured while on his property .

Discussion:

Jeff and Jamie had met with a representative of Mr. Tavares on Saturday Sept.12, 2015. We did a walk-around of the building. The structure appears in no worse shape than in 2004.

Concerns-

There are no visible “ No Trespassing “ signs.

Trees and shrubs have grown up around the building and is no longer visible from the roadway. This would shield vandals. Auxilliary shed in vicinity, appears to have no visible signs of damage or fires. No garbage around the buildings, minimal graffiti on house.

The committee , through discussion, came up with several avenues that may enable the owner to not demolish the house, and to help protect it in the meantime..

Mr. Tavares and / or his representative will be at our regular TEHC meeting on Monday Sept.21, 2015, at 7:30 pm. As a Delegation.

Meeting adjourned at 9:15 pm

Town of Erin
 Minutes of the Minor Variance Public Meeting
 held on September 16, 2015
 in the Municipal Office
 at 7:00 P.M.

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

Roll#002-11575

Application: A09-15 Santiago Alberto Almiron

Property Description: 4980 Ninth Line, Con 9 Pt Lot 2

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 17'6" (5.3m). Height exceeds the maximum height permitted by 2'6" (0.8m).

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 August 21st, 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) zone.

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 5.3m. **The relief being sought is to construct an accessory garage with a height of 5.3m exceeds the maximum height permitted by 0.8m.**

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, subject to the applicant obtaining a building permit from the Building Department.

County

County of Wellington Official Plan Designation:

4980 Ninth Line is designated Secondary Agricultural, Core Greenlands and Greenlands on Schedule A2 of the County of Wellington Official Plan.

Town of Erin Official Plan Designation:

4980 Ninth Line is designated Secondary Agricultural, Core Greenlands and Greenlands on Schedule A of the Town of Erin Official Plan.

Zoning:

4980 Ninth Line is zoned Agricultural (A) and Rural Environmental Protection (EP2) on Schedule A of Zoning By-law 07-67.

Staff Comment:

The applicants are proposing to construct a garage for personal storage on the property with a height of 5.3m (17' 6"). The variance requested would provide relief from Section 4.2.3 of the Zoning By-law to allow an increase in building height of 0.8 m (2' 6") for an accessory building. The maximum height permitted in the Zoning by-law for an accessory building used for personal storage is 4.5m (14'8").

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

That the requested variance is minor in nature.	- The proposed increase in building height would be relatively modest
That the intent and purpose of the Zoning By-law is maintained.	- Accessory buildings are permitted in the Agricultural (A) Zone and the proposed increase in building height would be relatively modest.
That the general intent and purpose of the Official Plan is maintained.	- Accessory residential uses are permitted within the Secondary Agricultural designation.
That the variance is desirable for the appropriate development and use of the land, building or structure.	- This increase in building height would have minimal impact on adjoining uses. - The proposed shed location is on a hill allowing for some visibility from the road, however; it is located approximately 150m from the road and some vegetation is blocking visibility.

In conclusion, planning staff is of the opinion that the requested variance meets the four tests of the *Planning Act*, provided that there are no Conservation Authority concerns with the location of the new building relative to natural heritage features on the property.

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.

We trust that these comments will be of assistance of the Committee in their consideration of this matter.

Credit Valley Conservation

A permit from CVC has been issued for the construction of the accessory building. On the basis, CVC staff have no objection to the application.

The chair asked if the applicant wanted to explain a little more for the reasoning for the extras height.

Applicant explained they have a motor home that requires the extra height to store. They are also planning on planting more trees around the building to blend it in more.

The following motion was passed with the conditions outlined above from the County.

Resolution

Moved by Committee Member Wayne Parkinson

Seconded by Committee Member Rob Fletcher

BE IT RESOLVED THAT the Committee approves the minor variance application A09/15 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

**Minutes of the Let's Get Hillsburgh Growing Committee
Meeting
August 13, 2015**

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

1) Minutes:

Motion 1-8-2015: LGHG Minutes

Moved by Jeff Duncan; seconded by Jackie Turbitt: That the minutes of the LGHG Committee meeting of July 30, 2015 be adopted as revised. Carried.

2) Accounts:

Motion: 2-8-2015: Accounts

Moved by Donna Revell; seconded by Grace Lush: That LGHG accounts in the amount of \$ 5248.33 (list attached) be paid. Carried.

These are expenses for Family Fun Day and final payment to Myron Lasko for the new Hillsburgh signs.

3) New Signs: Have been delivered to Lloyd's garage.

Final bill is slightly higher than quoted because more gold paint was needed and there was also the charge for creating the mock-up of the sign.

Once the signs are installed, Myron will touch up any spots that need to be fixed.

4) Spirit of the Hills, Hillsburgh's Family Fun Day on Saturday August 15

Advertising: Lloyd will be on Erin Radio at 5:10 pm on Friday to talk about Family Fun Day.

Car Show: Bags for participants will be put together Friday evening.

Volunteers for Car Show: Lloyd, Grace, George Nakamura and 3 student volunteers (2 for barricade and 1 runner).

Guelph Storm: Will need a volunteer for the day. Will assign a student to assist them.

Stage for Tai Chi & Celebrity Challenge: Unable to find a stage.

We will mark off the area on the street using pylons and yellow caution tape.

Celebrity Challenge:

John Brennan, Rob Smith, Pierre Brianceau and Jeff have agreed to participate.

Microphone needs to be charged.

Donna will provide a small table.

Prize will be butter tarts from Robin (one of the vendors)

LGHG Committee Booth: Display boards are ready for promoting the committee, the fall decorating kit fundraiser and the scarecrow contest.

Silent Auction:

Have 19 items for the silent auction.

Please bring all items for the silent auction to the library on Friday. Set up is easier if all items are together in one place.

If item is a gift card/certificate, Donna will photocopy the certificate and the copy will be placed on the table.

Vendors: Jackie will mark out the spaces on the curb and put each vendor`s/organization`s name on the curb.

There are 41 vendors/organizations wanting spaces this year.

Jackie will need 4 students for set up.

Entertainment: Tai Chi Demonstration 11 am
 St. Andrews Church Bell Choir 12 (Noon)
 Celebrity Challenge 1 pm

Games: Committee members were shown the wonderful artwork done by four student volunteers for games and the photo-op boards.

Bouncy castle: Lloyd will pick it up on Friday.

1 adult is required to supervise the bouncy castle at all time.

Will have a donation jar at the bouncy castle.

Games for this year: Basketball Toss/Mini golf/Three-in-a-row/Horse Shoes/Lasso the Steer/Elephant Ring Toss/Feed the Lion/Clothespin Drop/Walking the Tight rope/Circus Animal Bowling/Monkey Business/Barrel of Monkeys/Yo Competition

Photo-op Boards: Muscle Man/Lion & Lion Tamer/Clown

Kissing Booth: Red and white striped booth under construction.

Activities on the Library`s front lawn after Petting Zoo departs: Fishing Pond/ Bubble blowing station/ Hula hoops/Chicken limbo

Firetruck: Donna will contact Ryan Ladner to find out if the fire truck is coming. Discussed what the best location for the truck would be if it comes.

Volunteers: List of volunteers reviewed. Have 15 students and 14 adults
 All volunteers are to report to the Hillsburgh Library at 8:30am on Saturday morning.

T shirts: Green LGHG Committee t shirts for volunteers to wear.

Next Meeting:
Thursday September 17
7:00 pm
Hillsburgh Library



Staff Report

Report #: BD2015-14

Date: October-6-15

Submitted By: Andrew Hartholt

Subject: Sign Variance Application for Elliott Tree Farm – 9467 Erin-Garafraxa Townline

Recommendations:

Be it resolved that Council hereby receives Municipal By-law Department Sign Variance Report, dated October 6, 2015, regarding the application to request relief from Sign By-law 03-58, as amended, Section 11(2) “Ground Sign”, located at 9467 Erin-Garafraxa Townline, Town of Erin, Assessment Roll No. 23 16 000 008 02300 0000.

AND THAT Council hereby approves the variance for the proposed ground sign height and size.

Background:

By-law 03-58 regulates the use and erection of signs in the Town of Erin. Specifically Section 11 ‘Ground Signs’ will be permitted in agricultural zone provided that; no portion of the sign shall be closer than 1m from the property line, the maximum height of such sign shall be 2.135 m (7 ft.) and the maximum size of the sign shall be 5.6 sq. m (6.7 sq. yds), a ground sign will not obstruct the view of pedestrian or vehicular traffic, a ground sign shall not be located within 3m of a driveway entrance, and a ground sign may be illuminated from within or by external spotlights, provided such lighting does not impact upon adjacent property or business.

Proposed Minor Variance:

The applicant has submitted an application for Minor Variance to request relief from Sign By-law 03-58, as amended, Section 11(2) “Ground Signs”, specifically the height and size of a ground sign.

In an Agricultural zone the maximum height of such sign shall be 2.135 metres (7 ft.) and the maximum size of the sign shall be 5.6 square metres (6.7 sq. yds.). The relief being sought is to construct a ground sign with a height of 12 ft. exceeds the maximum height permitted by 5 ft. and an 8’X8’ (64 sq. ft. or 5.95 sq. m.) sign exceeds the maximum size by 0.35 sq. m.

Information:

The applicant states that the proposed sign height is to allow for snow drift clearance. The proposed sign meets all other requirements of the Sign By-law outlined in Section 11 'Ground Sign'. The proposed location is approximately 150m from the intersection at Eighth line and Erin-Garafraxa Townline and approximately 240m from the driveway entrance to Elliott Tree Farm, 9467 Erin-Garafraxa Townline. This allows for a clear sight line for any vehicular traffic in both directions. The proposed sign will also be positioned on the owner's property and 1m from the property line.

Property Information:

Owner: Frederick Elliott

Agent: Derek Elliott

Legal Description: Concession 8 East Part Lot 32

Assessment Roll No.: 23 16 000 008 02300 0000

Zoned: Agricultural (A) & Rural Environmental Protection (EP2)

Financial Impact:

None

Consultation:

Council, CAO

Communications Plan:

Through Regular Council Meeting

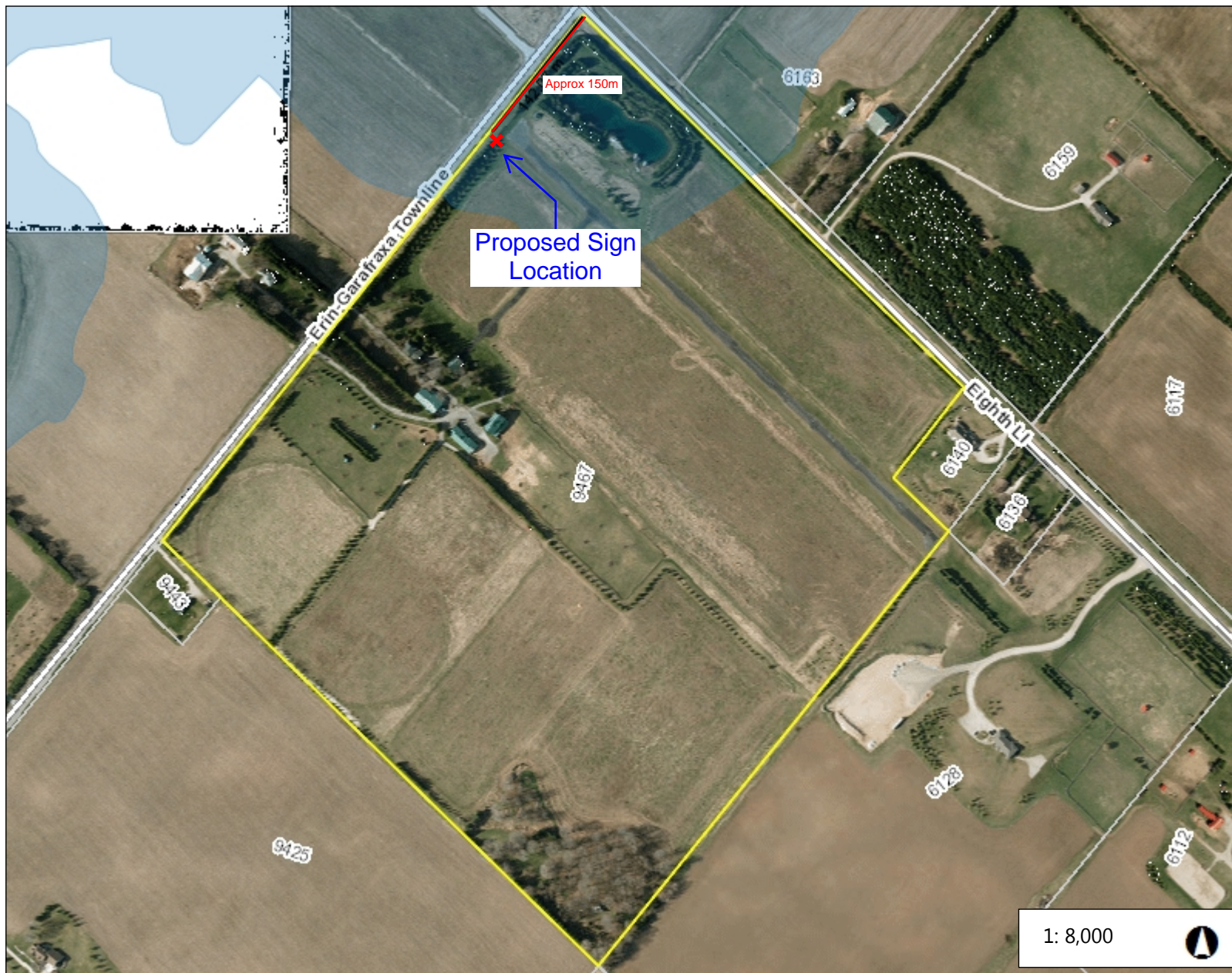
Conclusion:

The Municipal By-Law Department has no objection to the proposed Sign Variance Application.









Appendices:


Appendix I – Site plan showing location of the proposed sign on the property.

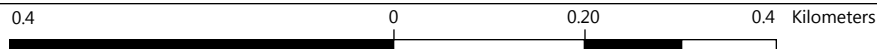
Appendix II – Proposed sign design and street view of location.



Legend

-  Propane Tank
-  Propane Hazard Area
-  Parcels
- Roads
 -  Local Road
 -  County Road
 -  Highway
-  Urban Centres and Hamlets
-  Municipalities

1: 8,000 



WGS_1984_Web_Mercator_Auxiliary_Sphere
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2014

Notes

“A Business Without a Sign . . . Is a Sign of No Business . . .”

LA
Signs Inc.
& Printing
519.941.4164

Customer: Elliott Tree Farm

Size: 8'x8'

Quantity: 1 (qty. 2 - 4'x8')

Material: 1/2" Plywood with Digital Print + Laminate

Fonts: Avenir Bold and GT Architectural

Colours: 4/4 - CMYK

Doc. #:00436

Signature:

Date: 27/July/15



"A Business Without a Sign . . . Is a Sign of No Business . . ."

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 519.941.4164

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 Farm**

Size: 8'x8'

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 GT Architectural**

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Doc. #:00436

Signature:

Date: 27/July/15

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Staff Report

Report #: JHSC – 2015-02

Date: September-30-15

Submitted By: Facilities Manager Graham Smith RRFA/CIT

Subject: Joint Health and Safety Committee Policies

Recommendations:

Be it resolved that Council receive, review and approve the attached policy created and approved by the Joint Health and Safety Committee of the Town of Erin , WHIMIS Policy #2015-07;
And that Council recommend the policy is reviewed and amended yearly as needed.

Background:

The JHSC have been working diligently to become a functional committee in the Town of Erin. During our initial meetings it was found we had to start over from the beginning and recreate Health and Safety Policies.

It came to our attention in December 2014 that the policies created are Town policies not committee policies. In order for the policies to be the Town's they must be approved by Council.

The JHSC are still working on more policies to be presented for approval in 2015/16

Financial Impact:

n/a

Consultation:

We consulted with our Public Services Health and Safety Association representative and a Ministry of Labour Official for guidance creating the policies

Communications Plan:


The policies will be distributed to staff through the Department Heads and the committee will ensure document training is completed

Conclusion:

The JHSC will continue to create review and amend policies that are needed to ensure Health and Safety in the workplace.

Appendices:

WHIMIS Policy #2015-07

 <p style="text-align: center;">Town of Erin Health and Safety Program</p>			
Subject:	WHMIS	Date of Issue:	
Approved by:		Review/Revision Date:	
Scope:	ALL WORKPLACE PARTIES	Policy #	2015-07

Purpose:

To develop a Workplace Hazardous Materials Information System (WHMIS) procedure to ensure all the Corporation of the Town of Erin employees have the skills and knowledge to identify, understand and safely manage the hazards associated in working with hazardous substances. This WHMIS policy was developed by the Corporation of the Town of Erin in accordance with corporation's directive on health and safety and to ensure compliance with Ontario Occupational Health and Safety regulations. WHMIS delivers the necessary information to employees through; labels on containers of hazardous products, MSDS's and the worker training program.

Scope:

This policy applies to any employee, supplied labour or contractor/sub contractor working for or acting as a supplier or contractor for the Corporation of the Town of Erin who works "with or near" a controlled substance. This includes all Corporation employees, as well as contract, sub contract, summer students and part-time employees.

Responsibilities:

- The worker is responsible for attending training, applying the knowledge to his/her work, report concerns and to follow all safe procedures.
- The supervisor is responsible for enforcing the program, providing education/training on hazards, ensure MSDS is provided.
- Employer/CAO is responsible to ensure that contractors provide competent workers and have adequate programs in place that meet or exceed expectations of the Town of Erin's WHMIS program.
- Suppliers provide labels, MSDS sheets with all supplies.
- Department heads or their designate ensure that MSDS sheets are current. Consider purchasing less hazardous materials.

Procedure:

3.0 Definitions:

Workplace Hazardous Materials Information System: A Canada wide information system that deals specifically with safe management and use of hazardous materials legislated by both federal and provincial governments.

Material Safety Data Sheet: A document required under WHMIS regulation containing specific data about hazardous material properties and safe handling procedures.

Controlled Products: Products regulated by WHMIS or other legislation.

4.0 Applicable Legislation:

Occupational Health and Safety Act, Sections 36(1), 37(1) (a), 42(1)

Occupational Health and Safety Act, Regulation 851, R.R.O, 1990, Industrial Establishment

Occupational Health and Safety Act, Regulation 860, R.R.O. 1990, WHMIS

Ontario Reg. 833 R.R. O. 1990, Control of Exposure to Biological and Chemical Agents

Ontario Reg. 835-846, R.R.O. 1990, for Designated Substances

Ontario Fire Code (O. Reg. 388/97)

Hazardous Products Act and Regulation

5.0 References

HS-4.2i New Equipment/Processes/Material Purchase and Modification Training Matrix

Employee Training Records

MSDS Database or hard copy

6.0 Communication

This policy will be posted in conspicuous areas of the facility (posting board) and included in each employee's JH&S Policy book.

7.0 Material Safety Data Sheets

MSDS sheets shall be available in hard copy form in conspicuous areas of the facility and will also be made available on an internal electronic database.

8.1 Policy

1. The use of chemicals must conform to all applicable legislation, WHMIS requirements and MSDS recommendations. All workers handling hazardous materials must have WHMIS training.
2. All persons using hazardous chemicals and materials shall be trained in the Workplace Hazardous Materials Information System (WHMIS) before commencing work. Re-training shall be provided by a competent person as often as necessary to maintain awareness of WHMIS requirements. All training shall be documented. Specific training shall be completed by the Department Head/Supervisor or external supplier.
3. Wherever hazardous materials are used, material safety data sheets shall be readily available. Department heads or their designates must ensure all MSDS must have been issued within the last three (3) years.
4. A spill kit appropriate for the area shall be situated in every location where hazardous materials are used and/or stored.

5. An annual inventory of hazardous substances shall be compiled each year by the Department Head or their designate. A written inventory record of hazardous materials must be kept on file within the department.
6. All storage areas where hazardous materials are kept shall be inspected regularly and such inspections must be recorded. This shall be the responsibility of the Joint Health and Safety committee and/or Worker Health and Safety representative while conducting workplace inspections. Any areas of concern noted by any parties should be immediately reported to the Department Head.
7. Department Heads/Supervisors in charge of areas where hazardous materials are used shall ensure that engineered systems (e.g. fume hoods) are maintained and in working order.

9.1 Guidelines

1. Whenever possible non-hazardous or less hazardous materials should be substituted for hazardous materials.
2. Hazardous materials should be used in a safe and conscientious manner.
3. Quantities of hazardous materials should be kept to a minimum.
4. Hazardous materials must be stored in appropriate places. Refer to MSDS for storage safety information.
5. All hazardous materials must be labeled in compliance with WHMIS. Hazardous product may not be used in the workplace if the correct label is not attached. There are two types of labels; supplier and workplace label. Refer to WHMIS regulations and 4.2 below for direction on labeling requirements.
6. Exercise proper personal hygiene. Precautions must be taken to block all routes of entry to chemicals and to minimize occupational exposure.
7. Use multiple containment systems; wear appropriate personal protective clothing and equipment. Practice good hygiene.

10.1 Training:

1. WHMIS training shall be reviewed annually by the JHSC. This shall be in the form of one or more of the following:
 - regular audits
 - chemical specific workplace inspections
 - questionnaires
 - training
2. The WHMIS training shall be completed either by attending an in-class session offered by Corporation of the Town of Erin, and external supplier, or use of web or media based training.
3. The JH&S Committee and Town Manager/CAO or their designate shall document and maintain training records of the completed training.

11. 1 Labeling:

1. Supplier labels are required on all containers which contain controlled products as defined by the Hazardous Products Act (Canada).
2. No controlled product may be used in the workplace if it does not have the correct label.
3. The person receiving the shipment from the supplier will ensure all containers of hazardous materials have proper supplier labels. If not properly labeled, the containers should be set aside and labeled by the receiver or returned to the supplier.
4. All hazardous materials shall be labeled as per regulation 860.
5. A workplace label shall list the following items:
 - a) a product identifier identical to that found on the material safety data sheet for the controlled product.
 - b) Information for the safe handling of the controlled product, and that an MSDS, if supplied or produced, is available.
6. If a controlled product is received in a container from a supplier and is transferred to another container on another facility, the second container shall have a workplace label.

12. 0 Material Safety Data Sheets:

1. All controlled products shall have a material safety data sheet (MSDS) readily available to all employees.
2. The MSDS can be available in paper form or accessible through the Internet.. If computer access is utilized, all employees shall be trained on the process to access the required information.
3. MSDS expire three (3) years from the date of preparation.

13.0 Program Review:

This Program will be reviewed yearly by the Joint Health and Safety Committee, for any necessary update, and review. The Procedures will be reviewed and approved by the Committee and adopted by Council

14.0 Communication:

This policy will be posted on the JH&S Bulletin Boards, and provided in the workers' Policy books.

15.0 Training:

All employees shall receive training on the policy and procedure annually. Records of training shall be documented and maintained with the CAO/Town Manager or designate. Training shall be provided by one of the following:

- o Department Heads
- o Supervisors
- o CAO
- o External supplier.



Staff Report

Report #: W14-2015

Date: October-6-15

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

Subject: Water By-Laws

Recommendations:

Be it resolved that council receives the Water By-Laws report and will consider the associated by-laws at the next regular council meeting.

Background:

In June 2015, council approved the Financial Plan and adopted new water rates for 2016 to 2020. The current by-law 11-23 (Water Service Rates and Service Fees), is updated every five years to reflect these changes. The proposed new by-law in Appendix A has the additions/changes highlighted. A section for Connection Fees was removed from by-law 11-47 (Municipal Water Works) and placed in this by-law to arrange all the fees in one place. Schedule A of this by-law was completely updated to reflect the new water rates for 2016 to 2020. Also Schedule B of this by-law was re-organized to show the services offered by the town, fines and the associated fees. The fees are based on current labour and equipment cost recovery. A new fee has been established for Change of Occupancy. This fee would be added to the new owner's first water bill. The fee would include a Water Meter Inspection/Re-sealing and Initial Meter Reading/Verification. This is something the Water Department would like to implement to ensure the water meter has not been damaged/tampered with in the past and will ultimately protect the new owner from possible fines in the future.

After this past winter, the Water Department decided that a section needed to be added to the current by-law 11-47 (Municipal Water Works) for frozen water services and a policy be implemented. This is becoming more common with the climate change and as a result over extends the Water Department's resources. The proposed new by-law in Appendix B has the additions/changes highlighted. The Private Water Service (Frozen Water Services) in section 9 has been added. The definition of water main was updated to conform to the current minimum diameter standards and the wording has been changed in section 3.3 to the well shall be decommissioned as per Wells Regulation 903 of the Ontario Water Resources Act, not the Town of Erin as stated previously. Also section 3.1 was added. A frozen water

service policy has not yet been implemented as The Water Department is scheduled to meet in October to collaborate with other municipalities in Wellington County and the City of Guelph on Frozen Water Service policies. We plan to have our policy in effect to send out to all municipal water users in the December bills. Those users that experienced a frozen water service this past winter will be contacted directly by Town of Erin Water Department Staff.

Financial Impact:

New Water Service Rates and Service Fees

Consultation:

Water Department

Finance Department

Other Municipalities in Wellington County and City of Guelph

Communications Plan:

Council Report

Conclusion:

In conclusion, the Water Department has updated the water by-laws and recommends that council considers them at the next regular council meeting.

Appendices:

Appendix A: New Proposed By-Law for Water Service Rates and Service Fees

Appendix B: New Proposed By-Law for Municipal Water Works

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW NUMBER 15- ____

Being a By-law to enact rules and regulations and to establish water service rates and service fees for the water systems servicing the Town of Erin.

WHEREAS The Corporation of the Town of Erin operates water production, treatment, storage and distribution systems;

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

AND WHEREAS Section 11(9) of the Act provides that a by-law may be passed with respect to services or things provided by any person to the extent necessary;

AND WHEREAS Part III of the Act (Specific Municipal Powers) under the heading "Public Utilities" contains specific powers and provisions with respect to such systems;

AND WHEREAS Part XIV of the Act (Enforcement) provides that the Town of Erin may pass By-laws providing that any person who contravenes a by-law passed under the Act is guilty of an offence, and contains other enforcement provisions;

AND WHEREAS the Town of Erin is permitted to impose water fees and charges under Part XII of the Act; and Section 398 of the Act provides that the Treasurer may add charges so imposed to the tax roll for the property to which the said Public Utilities were supplied and collect them in the same manner as taxes; and further O. Reg. 440/02 provides that charges so added to the tax roll for the supply of water have priority lien status as provided for in Section 1 of the Act;

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

1 Application

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

2 Definitions:

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

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

“Town of Erin Water Department” is a department of the Corporation of the Town of Erin as established in accordance to the Municipal Act as a public utility providing municipal water to the Town of Erin.

“Customer” means the owner, tenant or occupant of premises to which water is supplied by the Town of Erin.

“Premises” means any house, building, lot or part of lot or both, where water service is supplied.

“Public Utility” means water system service.

“Town of Erin” means The Corporation of the Town of Erin.

“User” means as the context requires, the applicant for water supply, the owner or occupant of or the person to whom invoices are sent for water supplied to a premises.

“Water” means potable water that is fit for human consumption.

“Water Meter” means the water meter and backflow preventer valve as approved by the Town of Erin and purchased by the property owner through the Town of Erin and installed by a licensed plumber.

“Water Service Connection” means that part of the water service pipe from the municipal water main to the street line including the shut off valve at the street line, which supplies water to any premises in the Town of Erin.

3 Connection Fees

3.1 An Infrastructure Tap In (ITI) Fee will be applied to all new water service installations that will be servicing an existing building. See Schedule “B” of this by-law.

3.2 Where the water component of development charges have been imposed, the ITI fee does not apply.

4 Billing

4.1 The Town of Erin Water Department administers all matters relating to billing, and collection of water accounts in accordance with Schedules A & B.

4.2 Before the initial supply of water or any subsequent reconnection to water service for any premises in the Town of Erin, the owner shall make application for same and the owner shall be governed by the requirements of this By-law.

4.3 The water consumed on all premises in the Town of Erin shall be charged for as indicated by the rates shown in Schedule “A” to this By-law. In this By-law and Schedule “A” the word “charge” and the word “rate”, both in the singular and the plural, have the same meaning.

4.4 Water meters shall be read or stipulated rates charged and accounts rendered quarterly, or on any other basis at the discretion of the Town of Erin Water Department. The Town of Erin may serve bills upon the customer, by delivery or mail, either at an address supplied by the customer, or bills shall be deemed to be served upon the said customer, if they are delivered or sent by mail to premises supplied with water.

4.5 All accounts shall be due and payable on or before the due date as printed on the billing invoice. That upon default of payment interest will be

calculated at 1.25% per month on outstanding balances and added to the account on the first day of each calendar month in which default continues.

- 4.6 Additional charges in accordance with Schedule "B" shall be added to the Quarterly Water Bill.
- 4.7 The minimum monthly base charge for providing and maintaining water supply to any premises is payable per unit, in accordance with Schedule A. In instances when the occupant of any premise terminates their account with the Town of Erin, subsequent minimum monthly base charge shall be rendered to the owner of the premises until such time as a new occupant applies to the Town of Erin for the supply of water.
- 4.8 The Town of Erin is authorized to accept Pre-Authorized Payments (PAP) for provision of municipal water on behalf of the Town of Erin Water Department.
- 4.9 Information concerning the Pre-Authorization Payments will be made available to all water system users within the Town of Erin through the billing process.
- 4.10 The pre-authorization payments will consist of;
- a) Ten (10) equal monthly payments will be adjusted annually to the amounts required by the annual water bill. The monthly payments will be due on the 16th of each month from January to October or the next business day if the 16th falls on a weekend or a statutory holiday. The adjustment will be made on the 16th of November or the next business day if the 16th falls on a weekend or a statutory holiday.
- or
- b) Quarterly pre-authorized payments of actual per bill amounts will be due on the quarterly due date of the actual water bill issued.
- 4.11 Cost of Non-Sufficient Funds, (NSF) or PAP declining shall be added to the owners water account in accordance with Schedule "B".
- 4.12 Where PAP has been declined two (2) consecutive periods the customer will be removed from the PAP plan, and will then receive printed invoices payable according to billing cycle.
- 4.13 All costs incurred for service from the lot line to the residence will be the sole responsibility of the property owner, including cost incurred by tenants.
- 4.14 If, for any cause, a water meter fails to register, or the water meter is found to be not working properly, the water usage shall be deemed "unmetered" and the water user shall be billed at two and a half times the average annual water consumption for the same period as determined by the Town of Erin Water Department. An adjustment shall be made to the account upon the next actual meter read. The unmetered charges will be indicated on the water bill as "manual estimate." Upon receipt of the "manual estimated" water bill, the owner must contact the water department with an actual read and to arrange an appointment with the Town of Erin Water Department to have the water meter inspected.
- 4.15 When a municipal water user disputes the meter reading of water consumption indicated on the water bill, a meter reading verification test can be performed by The Town of Erin Water Department for an amount identified in Schedule "B"

- 4.16 When the owner requests a temporary removal of the water meter from their premises, for any reason, the water meter removal and reinstallation shall be done entirely at the expense of the Property Owner by a licensed plumber.
- 4.17 The Town of Erin, in its sole discretion, may recover the cost of providing water during the construction phase of a building, from connection until occupancy, in accordance to the flat rate set out in Schedule "A" of this By-law.

5 Collection

- 5.1 When an account is not paid by due date on the water bill, a late payment charge shown in Schedule "A" of this By-law will be added to the account and an overdue notice shall be sent by mail reminding the customer of the outstanding amount.
- 5.2 If the account has not been paid within ninety (90) days after the due date, the municipality may shut off the supply of the public utility by the municipality to land, provided that the municipality shall provide forty-eight (48) hours notice to the owners and occupants of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place, and if the notice is given by prepaid mail the forty-eight hour period shall commence on the third day after the date of the mailing.
- 5.3 (a) If a customer omits, neglects or refuses to pay any bill rendered, whether for water service pipes, water service charges or any other monies to which the Town of Erin may be entitled in respect of the water services to such premises under this By-law, the Town of Erin may, at its discretion, shut off the flow of water to the premises and in addition to the amount owing and unpaid, a disconnection charge as shown in Schedule "B" of this by-law, will be levied against the delinquent account.
- (b) The treasurer may add charges imposed under this By-law for the supply of a public utility to the tax roll for the property to which the public utility was supplied, and collect them in the same manner as municipal taxes.
- (c) Pursuant to subsection 398 (2) of the Act every property to which Public Utility Services have been supplied, regardless of the party to whom they were supplied, may have the charges therefore added to the tax roll for the property and they may be collected in the same manner as municipal taxes.
- (d) With respect to Landlord and Tenant situations where the tenancy commences on, before or after the effective date of this By-law, the Landlord shall provide the Tenant with water services, and those services will be supplied to the Landlord/Property Owner who shall be the account holder and be responsible for the payment of the same as a debt to the municipality.
- 5.4 Where it has been necessary to discontinue service as a result of non-payment, a reconnection charge as shown in Schedule "B" of this by-law will be levied against the delinquent account.

6 Validity and Severability

- 6.1 It is hereby declared that notwithstanding any of the sections or provisions of this by-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of the

Council to enact, such sections or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of this by-law as a whole or part thereof and all other sections of this by-law shall be deemed to be separate and independent therefrom and enacted as such.

7 Repeal of By-law

- 7.1 The By-Law # 11-23, including Schedule "A" & "B" ,By-Law # 02-96, including Schedule "A" and all sections relating to the billing, collecting, fees, rates and charges of the water systems of the Town of Erin are hereby repealed and replaced by this By-law on such date that this By-law comes into force.
- 7.2 This By-law comes into force and effect on January 1, 2016.

Passed in open Council on October 6, 2015

Mayor

Clerk

**Town of Erin
Schedule "A"
By-Law # 15 -
Water Billing**

WATER CONSUMPTION RATES					
Description	2016	2017	2018	2019	2020
Constant Rate(commencing Jan.1,2016) Per cubic meter (m ³)	\$ 3.99	\$ 3.99	\$ 3.99	\$ 3.99	\$ 3.99

MONTHLY BASE CHARGES					
Service Unit Description	2016	2017	2018	2019	2020
<2" Service	\$ 15.39	\$ 15.39	\$ 15.39	\$ 15.39	\$ 15.39
2" Service	\$ 30.77	\$ 30.77	\$ 30.77	\$ 30.77	\$ 30.77
4" Service	\$ 55.45	\$ 55.45	\$ 55.45	\$ 55.45	\$ 55.45
Multi-residential Services*	\$ 15.39 per dwelling unit	\$ 15.39 per dwelling unit	\$ 15.39 per dwelling unit	\$ 15.39 per dwelling unit	\$ 15.39 per dwelling unit
All Other Residential Users	\$ 15.39	\$ 15.39	\$ 15.39	\$ 15.39	\$ 15.39

*The base charge for all multi-resident premises shall be charged as per the number of units on the premises.

FLAT RATE CHARGE					
	2016	2017	2018	2019	2020
Flat Rate* (annual charge)	\$ 487.41	\$ 487.41	\$ 487.41	\$ 487.41	\$ 487.41

*For those water customers that do not have meters (where installation of meters is deemed by the Town of Erin to be impractical).

PENALTY	
Late Payment Charge (all water customers)	1.25% per month

**Town of Erin
Schedule B
By-law 15-
Services & Fees**

Water Operator Services	Fee
Service Charges During Regular Work Hours (7:00am – 4:30pm Mon-Thurs, 7:00am – 11:00am Fri) -Operate/Disconnect/Reconnect water service -Water Valve Inspection -Water Meter Inspection/Verification	\$84.00/hour <i>1 hour minimum</i>
Service Charges Outside Regular Work Hours including weekends and statutory holidays (regular work hours are 7:00am – 4:30pm Mon-Thurs, 7:00am – 11:00am Fri) -Operate/Disconnect/Reconnect water service -Water Valve Inspection -Water Meter Inspection/Verification	\$168.00/hour <i>1 hour minimum</i>

Administration Charges	Fee
Non-Sufficient Funds (NSF) charge	\$25.00
Water Arrears Certificate	\$40.00
Water Arrears transfer to Tax Roll	\$250.00
Change of Occupancy -includes Water Meter Inspection and Initial Meter Reading	\$84.00

New Water Service Installation Charges	Fee
Infrastructure Tap In (ITI) Fee (Where the water component of development charges have been imposed, the ITI fee does not apply)	\$3,122.00
Installation of ¾" water service to the property line (the cost is based on the applicable time, equipment use and material for the installation including restoration from the water main to the property line)	\$6,350.00 + <i>applicable taxes</i> may be subject to additional fees in special circumstances
Installation of 1" water service to the property line (the cost is based on the applicable time, equipment use and material for the installation including restoration from the water main to the property line)	\$6,500.00 + <i>applicable taxes</i> may be subject to additional fees in special circumstances
Installation of Water services over 1" TBA at the discretion of the Water Superintendent (the cost shall be based on the applicable time, equipment use and material for the installation including restoration from the water main to the property line)	Time & Material
Water Meters and appurtenances	Current Market Value + 10%

Fines	Fee
Replacement Charges for Damaged Equipment	Time & Material
Meter Tampering Charge (This fee is applicable when a customer has tampered with the meter in any way, whether or not it actually affects the meter reading. It is assessed based on field investigation by a Town of Erin Water Operator)	\$650.00
Illegal access to municipal water	\$650.00

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW NUMBER 15- ____

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

WHEREAS The Corporation of the Town of Erin operates water production, treatment, storage and distribution systems;

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

AND WHEREAS Section 11(9) of the Act provides that a by-law may be passed with respect to services or things provided by any person to the extent necessary;

AND WHEREAS Part III of the Act (Specific Municipal Powers) under the heading "Public Utilities" contains specific powers and provisions with respect to such systems;

AND WHEREAS Part XIV of the Act (Enforcement) provides that the Town of Erin may pass by-laws providing that any person who contravenes a by-law passed under the Act is guilty of an offence, and contains other enforcement provisions;

AND WHEREAS the Town of Erin is permitted to impose water fees and charges under Part XII of the Act; and section 398 of the Act provides that the Treasurer may add charges so imposed to the tax roll for the property to which the said Public Utilities were supplied and collect them in the same manner as taxes; and further O.Reg. 440/02 provides that charges so added to the tax roll for the supply of water have priority lien status as provided for in Section 1 of the Act;

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

1 Application

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

2 Definitions:

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

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

"Backflow Assembly" means a testable backflow mechanism

"Backflow Device" means a non testable backflow mechanism

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

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

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

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

"Non Metered Rate" means the charge will be calculated by using the annual average water consumption (cubic meter) for each system divided by twelve months and applying the Water Consumption Rates in accordance with Schedule "A" of By-Law Number 15-___ (Water Rate By-Law) where installation of meters is deemed by the Town of Erin Water Department to be impractical.

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

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

"Water Main" A potable water pipe located on a municipal right of way that has a minimum diameter of 150mm.

3 Application of Municipal Water Works

3.1 All requests for municipal water service shall be made to the Town of Erin Water Department and are subject to the approval of the Water Superintendent. All new municipal water service connections are subject to the fees outlined in Schedule B of By-Law 15-___ (Water Rate By-Law).

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

3.3 Where municipal water service is provided adjacent to a municipal water main, as a condition of approval of development the owner shall be required to connect to the municipal service, and cease of use of any

existing well on the property; the well shall be decommissioned as per Wells Regulation 903 of the Ontario Water Resources Act..

- 4 Municipal Water Works - (Municipal Water Main to Private Property Line – Municipal Portion)**
Where no Municipal Water Works is available to a property and is required, the prospective municipal water user is responsible for the cost of extending the municipal water works to the property line subject to the approval of the Town of Erin Water Department.
- 5 Private Water Service - (Private Property Line to building - Private Portion)**
- 5.1 The private water service line on private property is owned, installed and maintained by the owner of the property, the installation and maintenance is subject to the satisfaction of the Town of Erin Water Department.
- 5.2 When connecting a private water line to the service valve at property line the Town shall be present to inspect the connection.
- 5.3 The water service line on private property shall be installed as per building code requirements.
- 5.4 Tracer wire shall be installed with any non conductive pipe.
- 6 Private Water Service (General)**
- 6.1 The Town of Erin Water Department is not responsible for damages or costs to the private water service that may result as part of disconnection or reconnection of the municipal water supply.
- 6.2 The owner or occupant shall provide the Town of Erin Water Department with ready access to the property for the purpose of inspection or maintenance of a private water service.
- 6.3 Each individual private water service shall have a minimum of one meter. Additional separate private water services for fire protection do not require a meter.
- 6.4 If the Town of Erin Water Department deems a private water service a potential threat to the safety of the Municipal Water Works, the Town reserves the right to disconnect the service without notice until the potential threat is eliminated.
- 7 Private Water Service (meter and meter isolation valves)**
- 7.1 Meters and Meter Isolation Valves shall be purchased from the Town of Erin Water Department and the municipal water user invoiced at current market value + 10% administration fee and taxes as noted in Schedule "B" of By-law 15-___. **(Water Rate By-Law)**
- 7.2 Meter size shall be at the discretion of the Town of Erin Water Department.
- 7.3 The Town of Erin Water Department reserves the right to conduct a water meter inspection or verification at any time.

- 7.4 Where a meter cannot be located as per this by-law the meter may be required to be installed in a meter pit at the property owners cost.
- 7.5 Repair or replacement of meter or touch pad due to normal usage shall be the responsibility of the Town of Erin Water Department. Repair or replacement of meter or touch pad due to damage, misuse or construction shall be at the property owners cost.
- 7.6 Meters shall be located so that all the water used on that property is metered. There should be ample clearance from the walls and other obstacles to allow the installation of a meter or access to the service pipe.
- 7.7 Meters, meter isolation valves and meter bypass valves shall be sealed by the Town of Erin Water Department and not tampered with, should repairs be undertaken, the seal must be reaffixed by the Town of Erin Water Department.

8 Private Water Service (Backflow prevention)

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

9 Private Water Service (Frozen Water Service)

- 9.1 Municipal Water users shall protect all parts of the water service, meter, backflow device or assembly and appurtenances from freezing.
- 9.2 If a water meter, meter isolation valves or backflow device or assembly is damaged by freezing or any other means the property owner shall repair the water meter, meter isolation valves or backflow device or assembly within a period identified by the Town of Erin Water Department. If the leak is not repaired the water supply shall be disconnected without notice. Water lost shall be billed at the discretion of the Town of Erin Water Department
- 9.3 The Town of Erin Water Department is not responsible for damages to the private water service/property that may result from efforts to restore a frozen water pipe or temporary hook-up.

9.4 Temporary Water Service Provider's as well as Temporary Water Recipients will be charged the flat rate for that billing period as per Schedule "A" of By-law 15- (Water Rate By-Law).

10 Fire Protection

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

11 Responsibility of Municipal Water User

- 11.1 The property owner is responsible to ensure that the following has been completed before requesting the water service is turned on:
- All applicable costs associated with this water service have been paid.
 - An inspection of the connection to the service valve at property line has been conducted and approved by the Town of Erin Water Department.
 - The water meter and appurtenances have been inspected, sealed and approved by the Town of Erin Water Department.
 - A water account has been opened with the Town of Erin Water Department.
- 11.2 Municipal Water Users shall ensure that the meter or meter bypass valve seal is affixed. Should the seal become damaged, the municipal water user must contact the Town of Erin Water Department to reaffix the seal within 15 days.
- 11.3 Municipal water users shall ensure that all water used by the property passes through the meter.
- 11.4 Municipal Water Users shall provide ready and convenient access to the private water service for inspection and repair by the Town of Erin Water Department at all times.
- 11.5 No person shall open or close any valve, hydrant or gate in the street main or interfere with the town water system in any manner.
- 11.6 Municipal water users shall insure that the water meter has been installed in an area that will allow for easy inspection and replacement.
- 11.7 Municipal water users shall notify the Town of Erin before a meter is relocated and allow access to reseal the meter within 15 days.
- 11.8 Municipal water users shall ensure that if a meter touch pad is used that the touch pad is installed in an area that is accessible for a meter reading.

- 11.9 Municipal water user shall ensure there is no water leaks between the service valve at property and the meter.
- 11.10 No person shall tamper with, cover or screen from view, a fire hydrant by any structure or vegetation or any other means.
- 11.11 The municipal water user shall ensure that payment is received by the Town of Erin Water Department on or before the due date printed on the billing invoice.

12 Penalties

- 12.1 Failure to comply with Section 11.1 will result in disconnection from the municipal water supply.
- 12.2 If a water meter is installed in a location that does not allow for easy inspection and replacement, the location shall be modified within a period identified by the Water Superintendent. Failure to do this will result in the account being charge at two times the non metered rate for that billing period.
- 12.3 If a meter does not register due to the negligence of a municipal water user, the meter must be repaired by the municipal water user at their cost. If the meter is not repaired within 30 days, meter shall be replaced with a radio frequency meter and the cost added to the water account.
- 12.4 If access to a property to install or maintain a water meter and appurtenances is not provided within 5 business days the water will be billed at two times the non metered rate or the water supply disconnected at the discretion of the Town of Erin Water Department.
- 12.5 The Municipal Water User must ensure meter seals are affixed, and not damaged or broken. Where the seal is discovered to be damaged or broken by the Town of Erin Water Department the fee identified in Schedule A of By-Law 15-__ (Water Rate By-Law) will be applied to the municipal water user's account. The Municipal Water User shall report any damage or broken seals to the Town of Erin Water Department to avoid this fee.
- 12.6 Where the metering requirements identified in this by-law are not met, the Town reserves the right to disconnect the supply of water to the property. A notice of disconnection will be delivered to the billing address 48 hours prior to disconnection of the water supply.
- 12.7 Where pre-authorized payments are not executed due to there being insufficient funds in a water user's account, the administration charge as per Schedule "B" of By-Law 15 -__and penalty then in effect will be added to the water user's account. If a second payment is not executed due to insufficient fund, the administration charge and penalty that is in effect will be added to the water user's water account and the privilege of pre-authorized payments will be withdrawn.
- 12.8 No person shall make any connection to the municipal water service or private water service without the prior written consent of the Town of Erin Water Department. The owner of the premises on which an unlawful connection has been made shall be responsible for the water rates or charges which are applicable and in addition, liable for any other penalty provided by By-law or by any Act of the Legislative

Assembly of Ontario or the Parliament of Canada. The rate shall be charged as per Schedule "B" of By-law 15-__ (Water Rate By-Law)

- 12.9 If a water leak is identified between the service line at property and the meter; the property owner shall repair the leak within a period identified by the Water Superintendent. If the leak is not repaired, the water supply shall be disconnected without notice. Water lost shall be billed at the discretion of the Water Superintendent.
- 12.10 Upon three months (90 days) after the due date, should the account remain unpaid, the Town will deliver or cause to be delivered to the service address, a notice of disconnection advising the customer that unless payment is received within 48 hours, service will be disconnected immediately.
- 12.11 If the customer at any premises omits, neglects or refuses to pay any bill rendered, whether for water service pipes, meter, service charge or any other monies to which the Town may be entitled in respect of water services to such premises, the Town may, at its discretion, disconnect the water supply or reduce the flow of water supply to the premises. The Town shall provide reasonable notice of the proposed disconnection to the owners and occupants of the land. Such charges have priority lien status, and shall be collected in accordance with the Municipal Act, 2001, and shall be added to the tax roll against the property in respect of which the water service was supplied.

13 Restrictions to Municipal Water Users

- 13.1 The Town of Erin reserves the right to restrict water consumption to a municipal water user when water consumption exceeds the following amounts.
- | | |
|------------------------|--|
| Industrial | 5,000m ³ per Billing Period (75 m ³ per day) |
| Commercial | 2,000 m ³ per Billing Period |
| Residential [Per Unit] | 500 m ³ per Billing Period |
- 13.2 Municipal water users are restricted to days of use for the purpose of lawn watering. When the municipal water user's address ends in an even number, lawn watering is permitted on even number dates of the month and where the municipal address ends in an odd number, lawn watering is limited to odd number dates of the month.
- 13.3 Water service may be interrupted and suspended without notice to users in the event of an emergency. The Town of Erin Water Department is not responsible for damage or losses resulting from the interruption and ensuing reinstatement of water pressure.
- 13.4 A municipal water user may not without the consent of the Town, lend, sell, or dispose of the water, give it away, permit it to be taken or carried away, use or apply it to the use or benefit of another, or to any use and benefit other than his own.

14 Validity and Severability

- 14.1 It is hereby declared that notwithstanding any of the sections or provisions of this by-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of the Council to enact, such sections or parts thereof shall

be deemed to be severable and shall not affect the validity or enforceability of any other provisions of this by-law as a whole or part thereof and all other sections of this by-law shall be deemed to be separate and independent therefrom and enacted as such.

15 Repeal of By-law

15.1 The By-Laws listed in "Schedule A" of this by-law are hereby repealed and replaced by this By-law on such date that this By-law comes into force.

15.2 This By-law comes into force and effect on January 1, 2016.

Passed in open Council on October 6, 2015

Mayor

Clerk

SCHEDULE A
By-law 15-_____

Rescinding and replacing
Water Works By-laws

By-laws related to former water rates, fees and regulations within the Town of Erin

By-Law No.	Status and effect
96-06	amended by 97-14 Section 2,
96-14	frozen water service policy
96-31	repealed by 00-43
97-05	repealed by 00-43
97-14	amends 96-06 Section 2
97-37	repealed by 00-43
00-43	repealed by 02-96
00-72	amends 00-43
02-96	sections amended by 04-59
04-59	replaces Section 5 and schedule B in 02-96
04-81	In effect to Dec 2010 replaces schedule A in 02-96
06-01	established preauthorization – No effect any other by-law
06-57	amends Section 5.2 of 02-96 & 04-59 – however no fees are in force after Dec 2010
11-47	Repealed by 15-_____



Staff Report

Report #: 2015- 11

Date: October-6-15

Submitted By: Larry Wheeler / Financial Analyst

Subject: FIT 4 Solar – Centre 2000, IESO New Price Structure

Recommendations:

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

- 1) Receives Report 2015- 11 'FIT 4 Solar – Centre 2000, IESO New Price Structure' as information.
- 2) Accepts the Financial Analyst's recommendation to decline the opportunity to invest in an equity share of the proposed FIT 4 Solar project slated for Centre 2000 in Erin Village.

Background:

The Independent Electricity System Operator (IESO) on September 17 posted the FIT 4 pricing structure, effective January 1, 2016 (attached).

Council had previously resolved to enter into a 20 Year FIT 4 contract with Guelph Solar for a 49% equity stake in a 300 kW system to be installed at Centre 2000 for an investment of \$302,460 subject to the financial implications of the unreleased IESO FIT 4 pricing structure.

Financial Impact:

The FIT pricing structures for 2015 and 2016 have been attached to this report, and the relevant price box has been highlighted for illustration. Note that the price has declined from 31.6 cents to 22.5 cents – a drop of 9.1 cents per kWh (29%). The tender submitted by Guelph Solar used a tariff which assumed a 3.95% predicted reduction.

Even just the difference between the rate used in the Guelph Solar tender vs. the newly published rate results in almost a half million dollar reduction in revenue. Further, in order to rescue the project's affordability, much of the Canadian content has been stripped to reduce the capital cost.

The project proponents expect it to generate an estimated average annual positive cashflow of approximately \$31,000 before debt repayment obligations. If we conservatively allow for an additional \$2,000 per annum in miscellaneous expenses, then the project could withstand a \$29,000 annual mortgage payment – which equates to a 12 year payback. Please see the attached Infrastructure Ontario debenture schedule. Alternatively, the project could be financed over the 20 year contract term, with mortgage payments of approximately \$20,000 per annum and lifetime interest expense of \$128,000.

As a consequence of construction being delayed until spring 2017, a more conservative borrowing rate of 4% has been deployed.

Based on the new IESO pricing structure, a straight lease of the Centre 2000 rooftop with zero Town of Erin equity ownership, would net estimated annual revenue of \$5,924.

Consultation:

Staff continues to work alongside Guelph Solar in preparation of the application which is now due October 5th. The proposed lease agreement for the Centre 2000 rooftop has been sent to the Town's lawyer for review and comment.

Communications Plan:

The decision of Council today will immediately be communicated to Guelph Solar. Guelph Solar intends to review Council's decision with their legal advisors within five days, after which they will take whatever action is necessary with IESO.

Conclusion:

The reduction in proposed building costs and the reduction in expected revenue combine to result in a solar project which continues to be financially stable, and has the positive cashflow necessary to pay back the capital invested by the equity partners. However, the revenue stream has now been so damaged by the reduced IESO tariff that the risk / reward scenario inherent in an undertaking expected to conclude in the year 2037, is now not prudent based strictly on financial consideration.

Appendices:

- Attachment 1 – IESO FIT Price Schedule (effective January 1, 2016).
- Attachment 2 – IESO FIT Price Schedule (effective January 1, 2015)
- Attachment 3 – Graph illustrating decline in projected 20 Year revenue.
- Attachment 4 - Table illustrating financial analyses of the Centre 2000 solar project.
- Attachment 5 – Debenture schedule over 20 years @ 4% interest rate.
- Attachment 6 – Debenture schedule over 12 years @ 4% interest rate.
- Attachment 7 – Guelph Solar summary table of financial data.

FIT/microFIT PRICE SCHEDULE (January 1, 2016)

Renewable Fuel	Project Size Tranche*	Price (¢/kWh)	Percentage Escalated**
Solar (PV) (Rooftop)	≤ 10 kW	29.4	0%
	> 10 kW ≤ 100 kW	24.2	0%
	> 100 kW ≤ 500 kW	22.5	0%
Solar (PV) (Non-Rooftop)	≤ 10 kW	21.4	0%
	> 10 kW ≤ 500 kW	20.9	0%
On-Shore Wind	≤ 500 kW	12.8	20%
Waterpower	≤ 500 kW	24.6	20%
Renewable Biomass	≤ 500 kW	17.5	50%
On-Farm Biogas	≤ 100 kW	26.3	50%
	> 100 kW ≤ 250 kW	20.4	50%
Biogas	≤ 500 kW	16.8	50%
Landfill Gas	≤ 500 kW	17.1	50%

* The FIT Program is available to Projects generally ≤ 500 kW.

**The Percentage Escalated is the percentage of the Contract Price (indicated in this chart and to be reflected, as applicable, on the FIT Contract Cover Page) that escalates on the basis of the Consumer Price Index (CPI). The Percentage Escalated will be applied to eligible Renewable Fuels as calculated in the FIT Contract. Per the Exhibit B in the FIT Contract, the CPI (CPI_{COB}) used in those calculations will be that which is applicable to the month of January in the calendar year in which the Project achieves Commercial Operation, unless the Project achieves Commercial Operation in October, November, or December, in which case the CPI will be that which is applicable to the month of January in the following calendar year.

FIT PRICE ADDERS

	Aboriginal Participation Project		Community Participation Project		Municipal or Public Sector Entity Participation Project	
	> 50%	≥ 15% ≤ 50%	> 50%	≥ 15% ≤ 50%	> 50%	≥ 15% ≤ 50%
Price Adder (¢/kWh)	1.5	0.75	1.0	0.5	1.0	0.5

Note: FIT Price Adders are available in respect of all FIT Project sizes and all Renewable Fuels except Solar (PV) (Rooftop).

FIT/microFIT PRICE SCHEDULE
 (Effective September 30, 2014 for FIT and January 1, 2015 for microFIT)

Renewable Fuel	Project Size Tranche*	Price (¢/kWh)	Escalation Percentage**
Solar (PV) (Rooftop)	≤ 10 kW	38.4	0%
	> 10 kW ≤ 100 kW	34.3	0%
	> 100 kW ≤ 500 kW	31.6	0%
Solar (PV) (Non-Rooftop)	≤ 10 kW	28.9	0%
	> 10 kW ≤ 500 kW	27.5	0%
On-Shore Wind	≤ 500 kW	12.8	20%
Waterpower	≤ 500 kW	24.6	20%
Renewable Biomass	≤ 500 kW	17.5	50%
On-Farm Biogas	≤ 100 kW	26.3	50%
	> 100 kW ≤ 250 kW	20.4	50%
Biogas	≤ 500 kW	16.8	50%
Landfill Gas	≤ 500 kW	17.1	50%

* The FIT Program is available to Projects generally ≤ 500 kW.

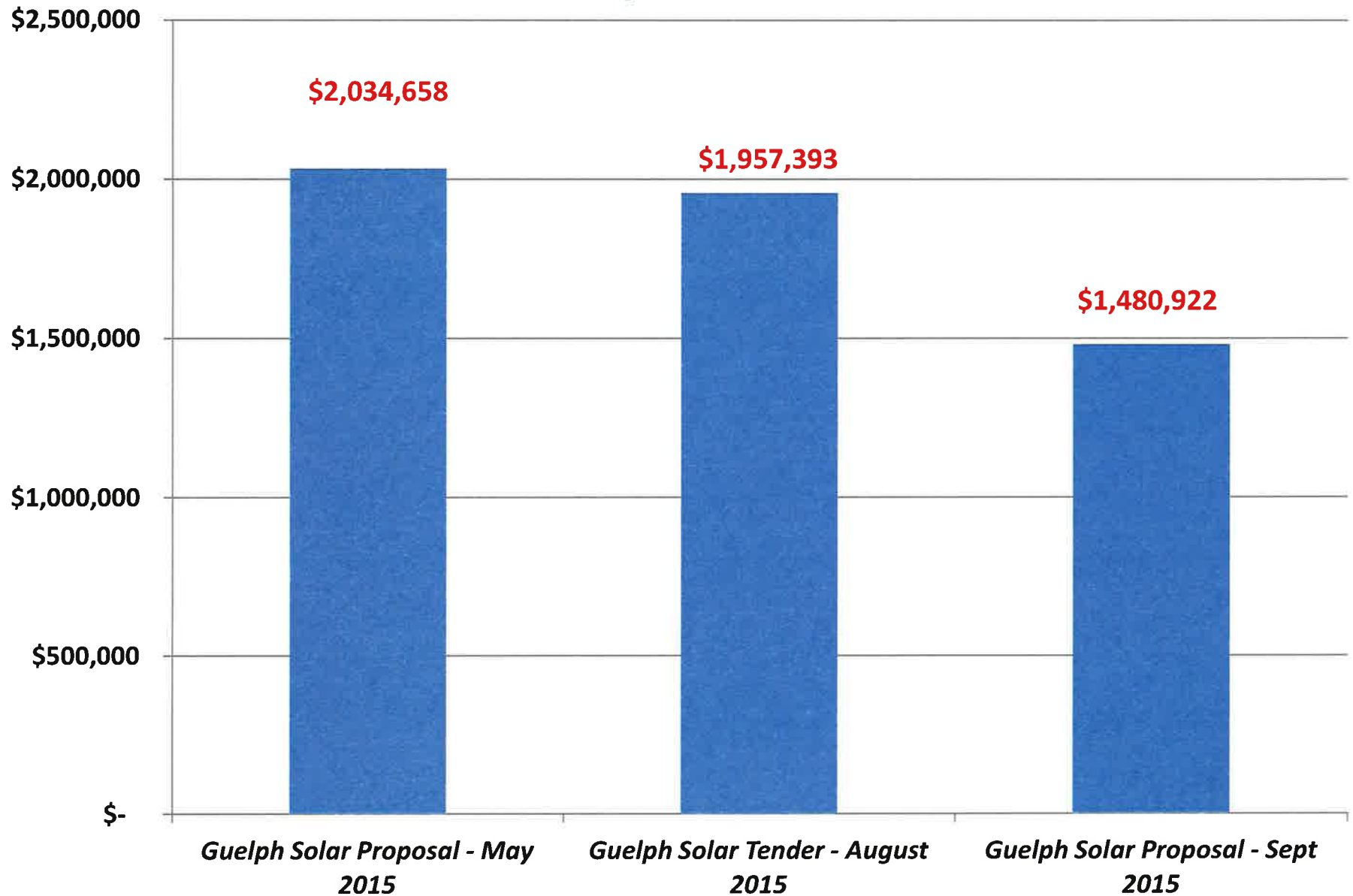
**Escalation Percentage based on the Consumer Price Index will be applied to eligible Renewable Fuels as calculated in the FIT Contract. The Base Date is January 1 of the year in which the Project achieves Commercial Operation, unless the Project achieves Commercial Operation in October, November, or December, in which case the Base Date is January 1 of the following year.

FIT PRICE ADDERS

Participation Level (Equity)	Aboriginal Participation Project		Community Participation Project		Municipal or Public Sector Entity Participation Project	
	> 50%	≥ 15% ≤ 50%	> 50%	≥ 15% ≤ 50%	> 50%	≥ 15% ≤ 50%
Price Adder (¢/kWh)	1.5	0.75	1.0	0.5	1.0	0.5

Note: The above table applies to all FIT Project sizes and all Renewable Fuels except Solar (PV) (Rooftop).

Centre 2000 - Projected 20 Year Revenue



Centre 2000 - FIT 4 Solar Project by Guelph Solar

Financial Summary

	Commercial Model		Cash Model	
Capital Outlay	\$ 270,600		\$ 270,600	
Legal	\$ 10,000	* Capitalized		* Expensed
Total Investment	\$ 280,600		\$ 270,600	
	Debt Financing		Debt Financing	
	12 Years	20 Years	12 Years	20 Years
Revenue	\$ 725,652	\$ 725,652	\$ 725,652	\$ 725,652
Legal Expense	\$ -	\$ -	\$ 10,000	\$ 10,000
Operating Expenses	\$ 102,176	\$ 102,176	\$ 102,176	\$ 102,176
Interest Expense @ 4%	\$ 75,396	\$ 127,625	\$ 75,396	\$ 127,625
Miscellaneous Expense	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Total Estimated Expenses	\$ 179,572	\$ 231,801	\$ 189,572	\$ 241,801
Projected Net Income	\$ 546,080	\$ 493,851	\$ 536,080	\$ 483,851
Average Annual Net Income	\$ 27,304	\$ 24,693	\$ 26,804	\$ 24,193
Return on Investment	9.73%	8.80%	9.91%	8.94%

** The above analyses in all cases assumes a 'Residual Value' for the solar equipment at \$0.



Amortizing Debenture Schedule

INFRASTRUCTURE ONTARIO

Organization Name	Town of Erin
Principal Amount	\$270,600.00
Annual Interest Rate	4.0000%
Loan Term (Year)	20
Debenture Date (m/d/yyyy)	7/4/2016
Maturity Date (m/d/yyyy)	7/2/2036
Payment Frequency	Annual
Loan Type	Amortizing

Payment Date	Total Payment	Principal Amount	Interest Amount	Principal Balance
7/4/2017	\$19,911.22	\$9,087.22	\$10,824.00	\$261,512.78
7/3/2018	\$19,911.22	\$9,450.71	\$10,460.51	\$252,062.07
7/2/2019	\$19,911.22	\$9,828.74	\$10,082.48	\$242,233.33
7/2/2020	\$19,911.22	\$10,221.89	\$9,689.33	\$232,011.44
7/2/2021	\$19,911.22	\$10,630.76	\$9,280.46	\$221,380.68
7/4/2022	\$19,911.22	\$11,055.99	\$8,855.23	\$210,324.69
7/4/2023	\$19,911.22	\$11,498.23	\$8,412.99	\$198,826.46
7/2/2024	\$19,911.22	\$11,958.16	\$7,953.06	\$186,868.30
7/2/2025	\$19,911.22	\$12,436.49	\$7,474.73	\$174,431.81
7/2/2026	\$19,911.22	\$12,933.95	\$6,977.27	\$161,497.86
7/2/2027	\$19,911.22	\$13,451.31	\$6,459.91	\$148,046.55
7/4/2028	\$19,911.22	\$13,989.36	\$5,921.86	\$134,057.19
7/3/2029	\$19,911.22	\$14,548.93	\$5,362.29	\$119,508.26
7/2/2030	\$19,911.22	\$15,130.89	\$4,780.33	\$104,377.37
7/2/2031	\$19,911.22	\$15,736.13	\$4,175.09	\$88,641.24
7/2/2032	\$19,911.22	\$16,365.57	\$3,545.65	\$72,275.67
7/4/2033	\$19,911.22	\$17,020.19	\$2,891.03	\$55,255.48
7/4/2034	\$19,911.22	\$17,701.00	\$2,210.22	\$37,554.48
7/3/2035	\$19,911.22	\$18,409.04	\$1,502.18	\$19,145.44
7/2/2036	\$19,911.26	\$19,145.44	\$765.82	\$0.00
Total	\$398,224.44	\$270,600.00	\$127,624.44	



Amortizing Debenture Schedule

INFRASTRUCTURE
ONTARIO

Organization Name	Town of Erin
Principal Amount	\$270,600.00
Annual Interest Rate	4.0000%
Loan Term (Year)	12
Debenture Date (m/d/yyyy)	7/4/2016
Maturity Date (m/d/yyyy)	7/4/2028
Payment Frequency	Annual
Loan Type	Amortizing

Payment Date	Total Payment	Principal Amount	Interest Amount	Principal Balance
7/4/2017	\$28,833.02	\$18,009.02	\$10,824.00	\$252,590.98
7/3/2018	\$28,833.02	\$18,729.38	\$10,103.64	\$233,861.60
7/2/2019	\$28,833.02	\$19,478.56	\$9,354.46	\$214,383.04
7/2/2020	\$28,833.02	\$20,257.70	\$8,575.32	\$194,125.34
7/2/2021	\$28,833.02	\$21,068.01	\$7,765.01	\$173,057.33
7/4/2022	\$28,833.02	\$21,910.73	\$6,922.29	\$151,146.60
7/4/2023	\$28,833.02	\$22,787.16	\$6,045.86	\$128,359.44
7/2/2024	\$28,833.02	\$23,698.64	\$5,134.38	\$104,660.80
7/2/2025	\$28,833.02	\$24,646.59	\$4,186.43	\$80,014.21
7/2/2026	\$28,833.02	\$25,632.45	\$3,200.57	\$54,381.76
7/2/2027	\$28,833.02	\$26,657.75	\$2,175.27	\$27,724.01
7/4/2028	\$28,832.97	\$27,724.01	\$1,108.96	\$0.00
Total	\$345,996.19	\$270,600.00	\$75,396.19	

DISCLAIMER:

Infrastructure Ontario does not warrant or make any representations regarding the use or the results of the use of the calculator found herein in terms of their correctness, accuracy, timeliness, reliability, or otherwise. Under no circumstances shall Infrastructure Ontario be held liable for any damages, whether direct, incidental, indirect, special, or consequential, and including, without limitation, lost revenues or lost profits, arising from or in connection with your use or reliance on the calculator found herein.

This calculator is provided for general illustrative purposes only and does not constitute investment advice. To take into account your specific circumstances, you should obtain professional investment, legal and/or tax advice, as appropriate.



Project Name Town of Erin Centre 2000

Project Size 300 kWp

Contract Size 250 kW-AC

Estimated First Year Yield 1,150 kWh/kWp/yr

System Costs	\$/Wp	\$ Total
Project Development	Incl.	Incl.
Inverters	Incl.	Incl.
Cables and Conduit (DC)	Incl.	Incl.
Racking	Incl.	Incl.
Installation	Incl.	Incl.
System Connection	Incl.	Incl.
Other (incl Contingency)	Incl.	Incl.
Total Costs*	\$2.05	\$615,000

Investment		
Facility Owner	44%	\$270,600
Co-op	56%	\$344,400

Ownership	
Facility Owner	49%
Co-op	51%

Assumptions

1. Cost plus 15%. To be reviewed 6 weeks pre-construction
2. Construction Q1 or Q2 2017
3. As much local equipment as possible, however international will be considered
4. Angle north roof array upwards 15deg to have 5deg slope above horizontal
5. Utilize CEDC Insurance, Admin and O&M Cost savings.

FIT3 to FIT4 Tariff Reduction* 28.8%

Total Project			
Investment	100%	\$615,000	
No Bid Down	Tariff	0.225	\$/kWh
	First Year	Average	Total
Revenue	77,625	74,046	1,480,922
Expenses	-7,200	-10,426	-208,522
Net	70,425	63,620	1,272,401
IRR - Unlevered	8.61%		
1pt - 4% Bid Down			
	Tariff	0.216	\$/kWh
	First Year	Average	Total
Revenue	74,520	71,084	1,421,685
Expenses	-7,200	-10,426	-208,522
Net	67,320	60,658	1,213,164
IRR - Unlevered	7.95%		
2pt - 8% Bid Down			
	Tariff	0.207	\$/kWh
	First Year	Average	Total
Revenue	71,415	68,122	1,362,449
Expenses	-7,200	-10,426	-208,522
Net	64,215	57,696	1,153,927
IRR - Unlevered	7.26%		
3pt - 12% Bid Down			
	Tariff	0.198	\$/kWh
	First Year	Average	Total
Revenue	68,310	65,161	1,303,212
Expenses	-7,200	-10,426	-208,522
Net	61,110	54,735	1,094,690
IRR - Unlevered	6.57%		

Facility Owner				Ownership				49%
Investment	44%	\$270,600						
No Bid Down	Tariff	0.225	\$/kWh					
	First Year	Average	Total					
Revenue	38,036	36,283	725,652					
Expenses	-3,528	-5,109	-102,176					
Net	34,508	31,174	623,476					
IRR - Unlevered	10.22%							
1pt - 4% Bid Down								
	Tariff	0.216	\$/kWh					
	First Year	Average	Total					
Revenue	36,515	34,831	696,626					
Expenses	-3,528	-5,109	-102,176					
Net	32,987	29,723	594,450					
IRR - Unlevered	9.51%							
2pt - 8% Bid Down								
	Tariff	0.207	\$/kWh					
	First Year	Average	Total					
Revenue	34,993	33,380	667,600					
Expenses	-3,528	-5,109	-102,176					
Net	31,465	28,271	565,424					
IRR - Unlevered	8.78%							
3pt - 12% Bid Down								
	Tariff	0.198	\$/kWh					
	First Year	Average	Total					
Revenue	33,472	31,929	638,574					
Expenses	-3,528	-5,109	-102,176					
Net	29,944	26,820	536,398					
IRR - Unlevered	8.04%							

Three Options for Town of Erin

Option	Capital Required	Average Annual Net	IRR
49% Ownership	\$ 270,600	\$ 31,174	10.2%
49% Ownership - Leveraged	\$ 81,180	\$ 15,807	18.1%
Lease	\$ -	\$ 5,924	N/A

With a FIT Contract Offer from the IESO, SunShare4 LP and the Town of Erin will decide if they mutually agree to going forward with any of the above options. If not, all Lease and agreements will be terminated. Cost sharing above \$10,000 incurred.

Staff Report: Report # 2015-17R

Date: October 6, 2015

From: Dave Knight, Interim Road Superintendent

Subject: Winter Staffing

Recommendations:

1. **Be It Resolved That** Council receive the report of the Interim Road Superintendent regarding hiring of temporary winter employees.
2. **And That Council** authorizes hiring of Tyler VerVoort (Grade 8 Base Rate on the Part Time Hourly Wage Grid) and Rob Campbell, Mark VanOosten and Mark Beard (at Grade 8 Job Rate on the Part Time Hourly Wage Grid) as temporary equipment operators. And that council recognises that Doug Van Wyck was hired August 30th (at Grade 8 Job Rate on the Part Time Hourly Wage Grid). Employment for these individuals will conclude April 1, 2016.

Background:

At this time it is necessary to make arrangements for staffing for the winter of 2015/2016. Advertisements were placed in the local paper for temporary equipment operators, I would request council authorization to hire the same temporary equipment operators as last winter Rob Campbell, Mark VanOosten, Mark Beard and Doug Van Wyck for the period from November 2, 2015 until April 1, 2016. These individuals would be conducting regular winter patrol, plowing the Village of Erin and one rural route. One individual will be operating Trackless clearing sidewalks. Two additional call in operators, Brad Kurtz and Brett Burdette will be hired (Grade 8 Base Rate) and will be called in when deemed necessary by the Interim Road Superintendent.

Financial Impact:

The wages associated with these positions is included in the annual budget.

Consultation:

I have consulted with the CAO/Town Manager.

Conclusion:

Council authorizes the hiring of Rob Campbell, Mark VanOosten, Mark Beard and Doug Van Wyck as temporary equipment operators (job grade 8 on the Part Time Hourly Wage Grid) effective November 2, 2015 to April 1, 2016. Doug Van Wyck was hired as of August 30, 2015 and Tyler VerVoort (Job Grade 8 Base Rate) effective November 1, 2015 to April 1, 2016. And hiring of two additional call in operators, Brad Kurtz and Brett Burdette (Grade 8 Base Rate) who will be called in when deemed necessary by the Interim Road Superintendent.

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Fill By-law	CAO	2014	19-May-15	70%
Review of Committees of Council	CAO/Economic Development Coordinator	3-Feb-15	31-Dec-15	
Set dates for Special Meetings - strategic initiatives	Council	3-Feb-15	ongoing	as scheduled
Centre 2000 Shared Use Agreement	CAO		31-Dec-15	
Alcohol Risk Policy - update	CAO/Facility Manager	19-May-15	Q4	
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	75%
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	n/a	50% (application submitted)
Determine the best option for updating the Official Plan	Council	13-Jul-15	Fall 2015	
Operational Review Recommendations - Implementation	CAO	June	Fall 2015	
Outstanding Operational Review Item - Fire Department Review	CAO	1-Sep-15	Q4	
Organizational and Compensation Review	CAO		Q4	
Corporate Strategic Plan - Finalizing 4 year objectives	CAO		Q4	set date for educational session
Report on actions/options required to implement a Community Safety Zone By-law	New Director of Operations/County	1-Sep-15	Q1 2016	
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	
Research on status of field inspections -examination of dams	Emergency Manager - Linda Dickson	16-Jun-15		awaiting response from Ministry
Review property options with Suncor	New EDO	15-Sep-15		
List of types of desired businesses	New EDO	15-Sep-15		
Delivery of Final Momentum:Town of Erin 2015-2018 Economic Development Action Plan to Council	Economic Development Coordinator	1-Dec-14	3-Nov	Final Edit
Draft of a Revised Community Support Policy and Application - Report	Director of Finance	n/a	17-Nov	
Completed Items				

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Report on cost and practicality of implementing a ban on the sale of bottled water in Town owned Facilities	Facilities Manager	16-Dec-14	3-Feb-15	100%
Economic Development Committee	Economic Development Coordinator	16-Dec-14	3-Feb	100%
Establish Ad Hoc Committee - Grant Requests	Director of Finance/CAO	3-Feb-15	17-Feb	100%
Report - Procedural By-law changes	Clerk	3-Feb-15	3-Mar	100%
Provide comments to Halton Region regarding 4th Line Well Field Expansion by March 9	Water Superintendent	17-Feb-15	9-Mar	100%
Provide comments to the Ministry of Transportation, Ontario Good Roads Association and Association of Municipalities of Ontario opposing any amendment to default speed limits.	Roads Superintendent	17-Feb-15	27-Feb	100%
Integrity Commissioner - implications of rescinding Code of Ethics	CAO/Integrity Commissioner	3-Feb-15	7-Apr-15	100%
Celebrate Erin	Committee	16-Dec-14	18-Apr-15	100%
Procedural By-law change	Clerk	21-Apr-15	5-May-15	100%
Ice Storm Assistance Grant Agreement By-law	Clerk	21-Apr-15	5-May-15	100%
Report on Waterford Drive with recommendations	Road Superintendent	21-Apr-15	5-May-15	100%
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%
Sideroad 10 unopened road allowance - possible closure of portion	CAO	20-Jan-15	n/a	100%
Stanley Park Arch and Gates - ownership/formal designation	CAO/Heritage Committee	20-Jan-15	31-Dec-15	100%
Technical Meeting to discuss issues related to how the land use planning and EA should proceed	Triton Engineering	13-Jul-15	22-Sep-15	100%

ADMINISTRATION OFFICE
1800 Main Street, P.O. Box 70
GERALDTON, ON P0T 1M0



P: 807-854-1100 F: 807-854-1947
E: administration@greenstone.ca
www.greenstone.ca

September 29, 2015

Resolution Bill 100 Supporting Ontario Trails Act

To whom it may concern:

Please be advised that Council of the Municipality of Greenstone passed the following resolution at its meeting held September 28, 2015:

Resolution 15-245

Moved by: Councillor Trottier

Seconded by: Councillor Lemieux

WHEREAS Bill 100 Supporting the Ontario Trails Act has the following purposes:

1. To increase awareness about and encourage the use of trails.
2. To enhance trails and the trail experience.
3. To protect trails for today's generation and future generations.
4. To recognize the contribution that trails make to quality of life in Ontario.

AND WHEREAS the Association of Municipalities of Ontario has had input into this Bill looking out for municipal interests;

AND WHEREAS the Bill includes stronger penalties for property damage and trespassing to discourage such actions;

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AND WHEREAS the Bill will be asking for best practices to be created and will have participation in these practices be voluntary **THEREFORE** not creating undue hardship on the Municipality;

NOW THEREFORE LET IT BE RESOLVED THAT the Municipality of Greenstone supports the overall direction Bill 100 Supporting the Ontario Trails Act

AND FURTHER LET IT BE RESOLVED THAT the Municipality of Greenstone encourages the government to continue to work with stakeholder such as NOMA, ROMA, and the OFA to enhance the liability and trespass provisions of the Bill.

CARRIED.

Thank you for your consideration, we look forward to your favourable reply.

Sincerely,



Roy Sinclair
Chief Administrative Officer

cc: Ontario Municipalities
ROMA
NOMA
OFA
Mayor and Council

The Corporation of the Town of Erin

By-law Number 15-

Being a by-law to establish a municipal civic addressing system for the Corporation of the Town of Erin and to repeal by-law 21-94.

WHEREAS Council is desirous of establishing a municipal civic addressing system for an accurate system of property identification which will assist emergency and delivery services in the Town of Erin.

AND WHEREAS Section 116 of the Municipal Act, 2001 permits a municipality to establish and maintain and operate a centralized communication system for emergency response purposes and further provides that where a municipality has passed a by-law under Section 116, the municipality may at any reasonable time enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

Now Therefore the Council of the Corporation of the Town of Erin enacts as follows:

1. THAT the Town of Erin civic addressing system is hereby implemented by way of installing property identification signs to land or numbers to buildings pursuant to the provisions of the Municipal Act, 2001.
2. That Schedule "A" attached shall form part of this by-law and shall be used as a method of how to assign civic address numbers.
3. That By-law 21-94 is hereby repealed.
4. That this by-law shall come into force and effect on the date of its final passage and implementation thereof shall be done as soon as reasonably possible thereafter.

Passed in open Council on October 6, 2015

Alan Alls, Mayor

Dina Lundy, Clerk

Schedule "A"

1. That a municipal civic addressing system is established to provide for an accurate system of property identification which will assist emergency and delivery services and which is both simple and capable of accommodating growth.
2. That ownership of the green property identification sign blades and mounting posts and/or numbers affixed to a building shall vest with the property owner upon the initial installation.
3. That every owner or occupant shall ensure that the property identification sign is maintained in such a manner so as to be clearly visible at all times and unobstructed by vegetation, structures, snow accumulation or any other screening.
4. That in the event a green property identification sign blades and/or mounting posts become stolen or damaged so as to be illegible, destroyed or otherwise removed, the property owner or occupant shall forthwith notify the Town which will install a replacement green property sign as soon as practicable at the cost of the property owner.
5. Where no green property identification sign or post has been previously installed by the Town on rural properties, there will be no fee for the initial installation. The fee for a replacement sign and post shall be \$65, and the fee for a replacement sign only shall be \$40.
6. The standards for numbers affixed to buildings in urban designated areas shall be a minimum height of four (4) inches and be conspicuously placed on the building, or in some conspicuous place on the property facing the street on which the building is situated and shall not be less than four (4) nor more than ten (10) feet from ground level of the building.
7. That no person except an employee of the Town of Erin as its authorized agent shall remove green property identification sign once it is posted.
8. That all property identification signs and mounting posts will be installed by Town staff.
9. That every person who contravenes any of the provisions of this By-law shall be guilty of an offence and be liable upon conviction to a fine not exceeding \$500.00 exclusive of costs, for each offence.
10. That should any section, clause or provision of this By-law be held by a Court of competent jurisdiction to be invalid, the validity of the remainder of this By-law shall not be affected;
11. That the north and west sides of the roads and streets are even-numbered
12. That the south and east sides of the roads and streets are odd-numbered
13. That the average increment for each new number assigned will be as follows:
 - i) In urban areas increments of 40 to 50 feet, depending on local zoning provisions

- ii) In the rural areas minimum increments of 100 feet and whereas the numbering is assigned using the lowest and closest increment to the location of the driveway
14. That civic numbers for new lots in a plan of subdivision/condominium shall be assigned prior to plan registration. At the discretion of the municipality, numbering may be assigned at the time of draft plan approval: however, all costs associated with renumbering of a plan due to revisions to the draft approved plan requested by the applicant/developer will be borne by the applicant/developer. A similar process will apply to individual lots created through processes other than a plan subdivision/condominium such as a consent, and part lot control.
 15. That Corner lots in areas are assigned two numbers, one for each road/street frontage. In urban areas, the applicable number is selected when it has been determined in which direction the main building/structure on the property shall front; or in the case of rural areas when the location of the driveway has been established.
 16. That an effort should be made to have numbers on one side of the street in sequence with numbers on the opposite side of the street. This may require numbers to be assigned in larger increments on the inside of a curve of a crescent street since there could be more lots on the outside of the curve and less on the inside of the curve.
 17. That the beginning numbers for new lots in a plan of subdivision should commence with 10 and 11.
 18. Those properties that have situated upon them apartments, apartment buildings, residential complexes such as senior centre, condominium complexes, townhouses, etc, the municipality shall assign a single street number. Each unit will be numbered individually by the property owner.
 19. That for existing vacant land, numbers will be issued following the builder/property owner's submission of a request for an entrance/building permit.
 20. That each cul-de-sac is numbered odd in a counter-clockwise fashion.
 21. That immediately following an addition or change in numbering to a lot or building in the municipality the Planning and Building Departments will be responsible for ensuring that the necessary changes to the Town numbering maps and ensuring written notice is provided to all applicable departments/agencies that require updates to the Town of Erin's municipal addressing system.

The Corporation of the Town of Erin

By-Law # 15-

**Being a By-law to accept the transfer of ownership
of PT LT 17, PT 2 of reference plan 61R10256 (Stanley
Park Arch)**

WHEREAS under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25 as amended a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Corporation of the Town of Erin deems it desirable to obtain ownership of PT LT 17, PT 2, reference plan 61R10256, PIN 71152-0459 LT for municipal purposes;

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

- 1. That the Corporation of the Town of Erin accepts the transfer of ownership from The Corporation of the County of Wellington for PT LT 17, PT 2, reference plan 61R10256, PIN 71152-0459 LT;
- 2. That the registered transfer documents attached hereto form part of this by-law.

Passed in open Council on October 6, 2015.

Mayor

Clerk

LRO # 61 **Transfer**

Received as **WC447019** on 2015 09 22 at 16:12

The applicant(s) hereby applies to the Land Registrar.

yyyy mm dd Page 1 of 2

Properties

PIN 71152 - 0459 LT Interest/Estate Fee Simple Split
 Description PT LT 17 REGISTRAR'S COMPLIED PLAN 686, PT 2 61R10256; ERIN; S/T NOS2865
 Address ERIN

Consideration

Consideration \$ 2.00

Transferor(s)

The transferor(s) hereby transfers the land to the transferee(s).

Name THE CORPORATION OF THE COUNTY OF WELLINGTON
 Address for Service 74 Woolwich Street
 Guelph, ON N1H 3T9

I, George Bridge, Warden and Donna Bryce, County Clerk, have the authority to bind the corporation.

This document is not authorized under Power of Attorney by this party.

Transferee(s)	Capacity	Share
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Name	THE CORPORATION OF THE TOWN OF ERIN
Address for Service	5684 Trafalgar Road Hillsburgh, ON N0B 1Z0

STATEMENT OF THE TRANSFEROR (S): The transferor(s) verifies that to the best of the transferor's knowledge and belief, this transfer does not contravene the Planning Act.

STATEMENT OF THE SOLICITOR FOR THE TRANSFEROR (S): I have explained the effect of the Planning Act to the transferor(s) and I have made inquiries of the transferor(s) to determine that this transfer does not contravene that Act and based on the information supplied by the transferor(s), to the best of my knowledge and belief, this transfer does not contravene that Act. I am an Ontario solicitor in good standing.

STATEMENT OF THE SOLICITOR FOR THE TRANSFEREE (S): I have investigated the title to this land and to abutting land where relevant and I am satisfied that the title records reveal no contravention as set out in the Planning Act, and to the best of my knowledge and belief this transfer does not contravene the Planning Act. I act independently of the solicitor for the transferor(s) and I am an Ontario solicitor in good standing.

Signed By

Sumita Pillay-Dason	367 Woolwich Street Guelph N1H 3W4	acting for Transferor(s)	First Signed 2015 09 16
Tel 519-824-2020			
Fax 519-824-2023			

Sumita Pillay-Dason	367 Woolwich Street Guelph N1H 3W4	acting for Transferor(s)	Last Signed 2015 10 01
Tel 519-824-2020			
Fax 519-824-2023			

I am the solicitor for the transferor(s) and I am not one and the same as the solicitor for the transferee(s).

I have the authority to sign and register the document on behalf of the Transferor(s).

LRO # 61 **Transfer**Received as **WC447019** on 2015 09 22 at 16:12

The applicant(s) hereby applies to the Land Registrar.

yyyy mm dd Page 2 of 2

Signed By

Bryna D. McLeod	5 Norwich Street West Guelph N1H 2G8	acting for Transferee(s)	First Signed 2015 09 09
Tel 519-767-2141			
Fax 519-767-2145			

Bryna D. McLeod	5 Norwich Street West Guelph N1H 2G8	acting for Transferee(s)	Last Signed 2015 10 01
Tel 519-767-2141			
Fax 519-767-2145			

I am the solicitor for the transferee(s) and I am not one and the same as the solicitor for the transferor(s).

I have the authority to sign and register the document on behalf of the Transferee(s).

Submitted By

BRYNA MCLEOD LAW OFFICE	5 Norwich Street West Guelph N1H 2G8	2015 10 01
Tel 519-767-2141		
Fax 519-767-2145		

Fees/Taxes/Payment

Statutory Registration Fee	\$60.00
Provincial Land Transfer Tax	\$0.00
Total Paid	\$60.00

File Number

Transferor Client File Number : 2015-1563

LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 71152 - 0459 PT LT 17 REGISTRAR'S COMPLIED PLAN 686, PT 2 61R10256; ERIN; S/T NOS2865

BY: THE CORPORATION OF THE COUNTY OF WELLINGTON

TO: THE CORPORATION OF THE TOWN OF ERIN

%(all PINs)

1. BRYNA MCLEOD

I am

- (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- (c) A transferee named in the above-described conveyance;
- ✓ (d) The authorized agent or solicitor acting in this transaction for THE CORPORATION OF THE TOWN OF ERIN described in paragraph(s) (C) above.
- (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for _____ described in paragraph(s) () above.
- (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

(a) Monies paid or to be paid in cash	2.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	0.00
(ii) Given Back to Vendor	0.00
(c) Property transferred in exchange (detail below)	0.00
(d) Fair market value of the land(s)	0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	2.00
(h) VALUE OF ALL CHATTELS - items of tangible personal property	0.00
(i) Other considerations for transaction not included in (g) or (h) above	0.00
(j) Total consideration	2.00

4.

Explanation for nominal considerations:

g) Transfer to a municipality pursuant to subdivision or development agreement, condominium approval or other municipal purposes: to ensure that all three of the Stanley Park Arches are under the ownership of The Corporation of the Town of Erin.

5. The land is not subject to an encumbrance

PROPERTY Information Record

A. Nature of Instrument: Transfer
LRO 61 Registration No. WC447019 Date: 2015/09/22

B. Property(s): PIN 71152 - 0459 Address ERIN Assessment - Roll No

C. Address for Service: 5684 Trafalgar Road
Hillsburgh, ON N0B 1Z0

D. (i) Last Conveyance(s): PIN 71152 - 0459 Registration No. RO819948
(ii) Legal Description for Property Conveyed : Same as in last conveyance? Yes No ✓ Not known

E. Tax Statements Prepared By: Bryna D. McLeod
5 Norwich Street West
Guelph N1H 2G8

**Notice of Motion
(Annual Review of EDO Position)**

RESOLUTION

Resolution #

Moved By Councillor Matt Sammut

Seconded By

Be it resolved that Council hereby requests the EDO to provide an annual review of successes and challenges moving forward from the Economic Development office. A review of the current economic state of the Town of Erin must occur as the Town continues to see added store closures and challenges.



Matt Sammut
Councillor
Corporation of the Town of Erin

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www.erin.ca

**Notice of Motion
(Report of Budget Process for 2016)**

RESOLUTION

Resolution #

Moved By Councillor Matt Sammut

Seconded By

Be it resolved that Council hereby requests the Director of Finance and CAO provide a report on the anticipated budget process for 2016. This would include timelines and process expectations.



Matt Sammut
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