



TOWN OF ERIN
Regular Council Meeting
AGENDA

November 17, 2015

6:30 PM

Municipal Council Chamber

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Public Question Period**
4. **Declaration Pecuniary Interest**
5. **Community Announcements**
6. **Adoption of Minutes** 1 - 11
November 3, 2015 Regular Meeting
7. **Business Arising from the Minutes**
8. **Accounts**
9. **Reports**
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10.3	Grand River Conservation Authority - GRCA Current	98 - 99
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11.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2):	
	<ul style="list-style-type: none"> • personal matters about an identifiable individual, including municipal or local board employees (HR matter) 	
12.	Return From Closed Session	
13.	By-Laws	
	Confirming	
14.	Notice of Motion	
15.	Adjournment	



Minutes of the Regular Town of Erin Council Meeting

November 3, 2015

1:00 pm

Municipal Council Chamber

PRESENT

Allan Ails	Mayor
John Brennan	Councillor
Matt Sammut	Councillor
Rob Smith	Councillor
Jeff Duncan	Councillor

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy	CAO/Town Manager
Larry Wheeler	Clerk
Andrew Hartholt	Financial Analyst
Bob Cheetham	Chief Building Official
	Economic Development Coordinator

1. Call to Order

Mayor Ails called the meeting to order, and was pleased to announce that the gavel has been returned to the Town. It was presented to Henry Wheeler back in 1973, and will remain at the Town office. Mayor Ails thanked Councillor Smith for the use of his family member's gavel for the past 11 months.

1.1 Service Award Presentations

Mayor Ails presented long service awards to several staff members achieving milestones this year.

Terry Wheeler 10 years
 Garrett Mitchell 10 years
 Brandi McLeod 15 years
 Joe Babin 20 years
 Sharon Marshall 30 years
 Graham Smith 30 years

2. Approval of Agenda

November 3, 2015 Regular Meeting

Resolution # 15-412

Moved By Councillor Brennan

Seconded By Councillor Smith

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

- Chief Building Official - Demolition Report - 172 Main
- New Business - Greenbelt Foundation Information

Carried

3. Public Question Period

Pauline Follet:

When will the Operational Review implementation plan be available and will it include an organizational chart showing old and new positions?

There will be a report at the next meeting.

Deanna McKay:

What has transpired with the SSMP in the last year, and how has the \$200,000 been spent?

The SSMP was completed with the final report in 2014. The water EA is in progress and a letter of interest has been sent out for the wastewater EA. Discussion about expenditures during the 2015 year will ensue during the budget process.

Anna Spiteri:

Can Council comment on the budget process and timeline?

The budget process has commenced, and the meetings will begin on November 10 with the Capital Plan/Capital Budget. The public are welcome to attend this meeting.

Roy Val:

Should senior managers be on a salary rather than paid hourly?

This will be explored during the organizational and compensation review, and will be a policy decision of Council.

4. Declaration Pecuniary Interest

None.

5. Community Announcements

Nov 5 Annual Rotary Pasta Dinner
 Nov 8 Remembrance Day Service and Parade
 Nov 13 Village of Erin Annual Window Wonderland
 Nov 14 UCHS Annual Empty Bowls Soupfest
 Nov 30 Deadline for County of Wellington Not for profit grant applications
 For community events, please visit <http://www.erin.ca/whats-on/>

6. Adoption of Minutes

Resolution # 15-413

Moved By Councillor Sammut

Seconded By Councillor Smith

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

October 20, 2015 Regular Meeting

October 21, 2015 Special Meeting

Carried

7. Business Arising from the Minutes

7.1 Councillor Sammut - Motion regarding Finance Report

Resolution # 15-414

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council hereby requests the Treasury department provide a 5 year report to Council on a range of possible tax implications to residents based on current operational costs increasing by CPI and our current asset management plan.

Carried

7.2 Councillor Sammut - Motion regarding meeting with EDO

Resolution # 15-415

Moved By Councillor Sammut

Seconded By Councillor Smith

November 3, 2015 Regular Meeting

Be it resolved that Council hereby requests a meeting be set up to review strategies to address current economic challenges in Erin including store closures; vacant commercial properties, truck traffic, parking and cross-walk; buy-local programs; and vacant properties.

Carried

8. Accounts

Resolution # 15-416

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the accounts in the amount of \$ 215,038.50 be paid.

Carried

9. Delegations/Petitions/Presentations

9.1 Jamie Cheyne, Phil Gravelle, Paul Pengelly - Erin Trails/Heritage Committee - Introducing Council to downtown Erin heritage walking trail brochure

Mr. Cheyne, chair of the Town of Erin Heritage Committee explained how the Downtown Erin Heritage Walking Trail Brochure was put together through the collaboration and support of Councillor Duncan, the Heritage Committee, the Trails Committee, Phil Gravelle, Paul Pengelly of the County of Wellington, and Bob Cheetham Economic Development Coordinator. The walking tour takes about one hour to complete, and features properties with architectural history in the downtown area of the Village of Erin. The maps will be available at the Town Office, electronically on the Town Website, and they will also work on posting them at McMillan Park. The group also plans to complete a similar brochure for the Village of Hillsburgh.

Mr. Gravelle explained that the trail map ties in with Wellington County's active transportation plan, encouraging people to get out of their vehicles, promoting activity, wellness, and other initiatives. The trail could be expanded, and a trail masterplan would help to see improvements and expansions take place. Mr. Gravelle also believes that trails should be a consideration with any new development applications that come forward.

November 3, 2015 Regular Meeting

Resolution # 15-417

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the delegation of Jamie Cheyne, Phil Gravelle, and Paul Pengelly regarding the Erin heritage walking trail brochure.

Carried

10. Reports

10.1 Building/Planning/By-Law

**10.1.1 Sarah Wilhelm, Senior Planner, County of Wellington - 63A
Trafalgar Road**

Resolution # 15-418

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the report of Sarah Wilhelm, Senior Planner regarding 63A Trafalgar Road, Hillsburgh.

Carried

**10.1.2 Kyle Davis, Wellington County Risk Management Official -
Source Water RMO RMI Appointments Erin Oct 2015**

Resolution # 15-419

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council hereby receives Wellington Source Water Protection Report dated October 22, 2015, regarding appointment of a Risk Management Official and Inspector;
And that Council will consider the by-law during the by-law portion of the meeting.

Carried

**10.1.3 Kyle Davis, Wellington County Risk Management Official -
Source Water Protection - Agricultural Prohibition Policy
Report August 2015**

November 3, 2015 Regular Meeting

Resolution # 15-420

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council hereby receives the Wellington County Municipal Source Water Working group memorandum regarding analysis of agricultural policies related to application of nutrients within Well Head Protection Area - A (100 metres from a municipal well).

Carried

10.1.4 Chief Building Official - Demolition Report – 5554 First Line

Resolution # 15-421

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council hereby receives the Building Department Demolition Report dated November 3, 2015, regarding the application for demolition permit for a single residential dwelling located at 5554 First Line, Town of Erin Assessment Roll No 2316 000 005 01404 0000;

And that Council approves the issuance of the demolition permit.

Carried

10.1.5 Chief Building Official - Demolition Report - 172 Main

Resolution # 15-422

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council hereby receives the Building Department Demolition Report , regarding the application for demolition permit for a single residential dwelling located at 172 Main St, Town of Erin Assessment Roll No 2316 000 010 05000 0000;

And that Council approves the issuance of the demolition permit.

Carried

10.2 Administration

10.2.1 CAO - Completion of the Organizational and Compensation Review

Resolution # 15-423**Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** Council receives the CAO's Organizational and Compensation Review Report dated November 3, 2015;**And that** Council directs the CAO to engage the services of Gallagher Mc Dowall to complete the project.**Carried****10.2.2 Economic Development Coordinator - Town of Erin Advisory Committees – Draft Terms of Reference****Resolution # 15-424****Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council receives the Town of Erin Advisory Committees Draft Terms of Reference Report.**Carried****10.2.3 Economic Development Coordinator - Momentum: Town of Erin 2015-2018 Economic Development Action Plan**

Bob Cheetham, Economic Development Coordinator, went through a presentation on "Momentum: Town of Erin 2015-2018 Economic Development Action Plan". Mr. Cheetham presented the process of how the action plan came to it's current state, before Council for final adoption. The primary goals of the plan, and the vision and mission statements were provided, as well as an overview of the six areas of action items identified. Next steps were also presented to Council.

Resolution # 15-425**Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** Council of the Town of Erin receives the report and adopts the Momentum: Town of Erin 2015-2018 Economic Development Action Plan.**Carried****10.3 Finance**

**10.3.1 Financial Analyst - Five Year Capital Plan 2016 – 2020, Draft:
Nov 3, 2015**

Resolution # 15-426

Moved By Councillor Smith

Seconded By Councillor Brennan

Be It Resolved that Council of the Town of Erin hereby receives Report 2015- 13 'Five Year Capital Plan 2016 – 2020, Draft: Nov 3, 2015' as information.

Carried

**10.3.2 Financial Analyst - Ontario Ice Storm Assistance Program –
Final Award Decision**

Resolution # 15-427

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council hereby receives Report 2015- 14 'Ontario Ice Storm Assistance Program – Final Award Decision' as information.

Carried

10.4 Committees

10.4.1 Let's Get Hillsburgh Growing - Appoint Raissa Sauve

Resolution # 15-428

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby appoints Raissa Sauve to the Let's Get Hillsburgh Growing Committee.

Carried

**10.4.2 Let's Get Hillsburgh Growing - September 17th, 2015 meeting
minutes**

Resolution # 15-429

Moved By Councillor Sammut

Seconded By Councillor Brennan

November 3, 2015 Regular Meeting

Be it resolved that Council receives the Let's Get Hillsburgh Growing September 17, 2015 meeting minutes for information.

Carried

11. Correspondence

Resolution # 15-430

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives correspondence items 11.1 to 11.5 for information.

Carried

12. New Business

12.1 CAO - Chief Building Official

The CAO announced that Andrew Hartholt, Chief Building Official has accepted a position with another municipality and will complete his service with the Town of Erin on November 13, 2015. This is a great opportunity for Andrew and we wish him well in his new career. The CAO will be posting to fill the position as soon as possible.

12.2 CAO - Crewson Ridge Subdivision - Final acceptance and release of letter of credit

Resolution # 15-431

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the correspondence from Triton Engineering regarding recommendations on final acceptance and release of securities on Crewson Ridge Subdivision:

And that Council approves final acceptance of services, and the release of the letter of credit in the amount of \$378, 247.96, subject to the receipt of a separate letter of credit or cash in the amount of \$5000 to provide for replacement of planted trees, if needed.

Carried

12.3 Greenbelt Foundation Information (item added during approval of agenda)

November 3, 2015 Regular Meeting

Councillor Duncan brought to the attention of Council information on the Greenbelt Foundation and funding that they have leveraged for projects in the greenbelt. The Town of Erin is within the greenbelt, but thus far this area has not been considered for some of the projects of the Foundation. Two initiatives that he would like to see the County of Wellington pursue with the Greenbelt Foundation are:

1. The Greenbelt Route - the new provincial cycling route launched in August this year, from Northumberland to Niagara using existing road and trail infrastructure.
2. Greenbelt Walks - a user friendly hiking trail map throughout the greenbelt region.

13. Closed Session

Resolution # 15-432

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 4:02pm to discuss the matter(s) pertaining to:

- labour relations or employee negotiations (Director of Infrastructure and Operations)
- personal matters about an identifiable individual, including municipal or local board employees;(service provider)

Carried

14. Return from Closed Session

14.1 Motion to Reconvene

Resolution # 15-433

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that the meeting be reconvened at the hour of 4:26pm.

Carried

14.2 Report Out

None.

15. By-Laws

November 3, 2015 Regular Meeting

Resolution # 15-434

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that By-Law numbers 15 – 44 to 15 - 45 inclusive, are hereby passed.

Carried

16. Notice of Motion

None.

17. Adjournment

Resolution # 15-435

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 4:27pm.

Carried

Mayor Allan Alls

Clerk Dina Lundy



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
 GARY A. COUSINS, M.C.I.P., DIRECTOR
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ADMINISTRATION CENTRE
 74 WOOLWICH STREET
 GUELPH, ONTARIO
 N1H 3T9

Kathryn Ironmonger, CAO/Town Manager
 Town of Erin, 5684 Trafalgar Rd., RR # 2
 Hillsburgh, Ontario N0B 1Z0

October 30, 2015

Dear Ms. Ironmonger:

**Re: CBM – Hillsburgh Pit Expansion - Part Lots 29 and 30, Concession 8, Town of Erin
Official Plan and Zoning By-law Amendments**

This letter is further to my comments of March 11 and May 21 of this year. We have recently seen progress with the CBM applications and the resolution of some of the issues. In this letter, I summarize where the applications are in terms of issue resolution.

PLANNING ISSUES OVERVIEW

CBM has made major concessions by withdrawing extraction in the Phase 2 Woodland area, and by keeping the annual tonnage rate at 750,000 tonnes.

For some of the issues raised, I find the applications to be consistent with Provincial Policy – Demonstration of Need, Loss of Prime Agricultural Land, Tonnage Fee Rates and Archeological Assessment. There are other issues that are largely resolved but may require more investigation and site plan changes – Hydrogeological Impacts, Cancellation of Phase 2 Woodland, Pit Rehabilitation, Trafalgar Road Pit Entrance and Dust. As some new neighbours will be affected by the expanded aggregate area, the County will have the Noise Study peer reviewed to ensure acceptable noise levels. While truck traffic was a major concern at the public meetings, the Office of the County Engineer found the Traffic Impact Study to be satisfactory. The public have been critical of the Bacchus Traffic Impact Study, with its reliance on the 2006 information and updates to 2011. It's my understanding that CBM will have the study updated to 2015. The County forestry / ecologist peer reviewer is generally satisfied with the proposed rehabilitation of the environmental portion of the site – pond, wetland, forest and linkages.

CBM will need to make the appropriate revisions to the Site Plans and provide them back to the Town and County for further review. When and if, the Town of Erin is satisfied with the applications, Council can adopt the local Official Plan Amendment and endorse the County Official Plan amendment. If the County approves the Official Plan Amendments, the Town can then approve the associated Zoning By-law Amendment. As the statutory review period for the license application will be over in November, the Ministry will refer the matter to the OMB, as there are unresolved objections. I anticipate that this matter will be held in abeyance by the Board until the planning applications can be dealt with.

RECENT BACKGROUND

There have been two public meetings this year – March 25 and September 8. The public have expressed a number of concerns; approximately 400 to 500 form objection letters have been received. At the September 8 public meeting, Stephen May of CBM respond to the six bullet point concerns on the form letters.

More recently, Mr. May in his letters (to County, October 15 and to Erin, October 19) has advised us of two proposed, major changes to the applications:

1. Cancellation of aggregate extraction in wooded area Phase 2. This will protect the significant woodland features and functions.
2. Cancellation of the Annual Tonnage Increase on the License application. The current maximum extraction rate is 750,000 tonnes per year. The license application proposed an increase up to 1 million tonnes per year. This is to be revised to maintain the status quo of 750,000 tonnes.

The prescribed review period for the License application will be up in early November. As the objections to the proposed pit expansion have not been resolved, the Ministry of Natural Resources and Forestry will refer the matter to the Ontario Municipal Board. Normally, the OMB will hold this in abeyance until the planning applications have been dealt with by the County and Town of Erin.

ISSUES WHERE PROPOSAL IS CONSISTENT WITH PROVINCIAL POLICIES

Some of the issues that have been raised by the public are unlikely to gain traction. In a number of these cases, the proposal is largely consistent with Provincial policy. While one can argue that the Province's policies may be inappropriate, we largely have to accept that this is the current "playing field" on which we evaluate the applications.

Demonstration of Aggregate Need

At the present time, a demonstration of need is not required for aggregate applications. The Provincial Policy Statement (PPS) in Section 2.5.2.1 is clear that:

"demonstration of need for mineral aggregate resources, including any type of supply/demand analysis, shall not be required, notwithstanding the availability, designation or licensing for extraction of mineral aggregate resources locally or elsewhere."

Loss of Prime Agricultural Land

I have looked at the Canada Land Inventory for Agricultural Capability on the subject lands. Approximately, the front 3/4 of the expansion area is Class 3 (60%) and Class 5 (40%) soils. The rear 1/4 is Class 1 (80%) and Class 2 (20%). While these are prime agricultural soils, the front 3/4 of the expansion lands are not the best soils.

Notwithstanding, the PPS does provide for aggregate extraction on prime agricultural lands. Section 2.5.4.1 states that:

“In prime agricultural areas, on prime agricultural land, extraction of mineral aggregate resources is permitted as an interim use provided that the site will be rehabilitated back to an agricultural condition.”

This is reinforced by Sections 6.4.3 (i) and 6.6.8 (d) of the County Official Plan.

Section 6.6.9 of the Official Plan allows for mining below the water table. Extraction below the water table is proposed only in Phase 1 on 0.8 hectares. The County is satisfied that complete agricultural rehabilitation is not required as there is a substantial quantity of aggregate resources below the water table, and rehabilitation to agriculture is not feasible.

Tonnage Fees to Municipality

While I don't disagree, that the current tonnage rate going to Erin and the County are not enough to cover road damage; that, is what the fee is. This is a broader Provincial issue and not one that should impinge on the consideration of CBM applications at this time.

Archaeological Assessment

An archaeological assessment (Stages 1 and 2) was conducted by Archaeologix Inc. No archaeological material was found and no further assessment was recommended.

LARGELY RESOLVED ISSUES

Hydrogeological Impacts

The hydrogeological report in support of the application has been peer reviewed by Blackport Hydrogeological on behalf of the Town of Erin. The peer review generally found that there were no major concerns in this regard. The Credit Valley Conservation (CVC) is in agreement. CBM should address any shortcomings identified by Mr. Blackport and the CVC. The Site Plans will need to be revised accordingly.

Cancellation of Phase 2 – Woodland Removal

The MNR, County and CVC have had serious concerns with the proposed destruction of 5.4 hectares of woodlands. This has been one of the larger public issues as well.

In his recent letter, Mr. May indicates that CBM is prepared to cancel aggregate extraction under the significant woodland. The site plans will have to be revised to reflect this. CBM's environmental consultant should provide additional information on how the interface between the woodland and the gravel extraction area will be structured – in order to protect the woodland's features and functions. The County will have the site plan revisions peer reviewed by its forestry / ecology consultant, GWS.

Rehabilitation

Other than the woodland destruction, the County's forestry / ecology peer reviewer found the environmental portion of the rehabilitation plan largely acceptable, but did recommend some improvements. With the Phase 2 now being cancelled, the site plans will have to be revised accordingly. The County will have the revisions peer reviewed by GWS.

There has been considerable concern expressed by the public regarding the rate of rehabilitation. As the pit is located in the Protected Countryside of the Green Belt Plan, the policies of Section 4.3.2 (4) and (5) apply. The Ministry of Natural Resources and Forestry is required to determine "the maximum allowable disturbed area". Any disturbed area over this, has to be rehabilitated within a prescribed period of time.

Note that some berms have to stay in place for a period to mitigate off-site noise impacts.

Note also that the Ministry is also subject to the Provincial Policy Statement, and has a responsibility to make sure prime agricultural areas are rehabilitated to "a condition in which substantially the same areas and same average soil capability for agriculture are restored." As Mr. May notes in his October 19 response letter to the Town, CBM received several awards last year for its restoration efforts. I don't have any concerns in this regard.

Trafalgar Road Pit Entrance

The haul route and entrance is on Trafalgar Road under the jurisdiction of Wellington County. The Office of the County Engineer has reviewed the entrance and requires the following: shoulder paving, right turn lane, widening of entrance. The County and CBM have met on this matter and will be entering into an agreement to address these improvements.

Dust

The site plan notes state that dust is to be controlled as per Aggregate Resources Act prescribed conditions 3.1, 3.2 and 3.3.

"3.1 Dust will be mitigated on site.

3.2 Water or another provincially approved dust suppressant will be applied to internal haul roads and processing areas as often as required to mitigate dust.

3.3 Processing equipment will be equipped with dust suppressing or collection devices, where the equipment creates dust and is being operated within 300 metres of a sensitive receptor."

Has dust been a problem for the neighbours since CBM has owned the site? If it has, further discussion and review may be warranted for dust issues.

Usually dust problems are a maintenance issue. If proper controls are applied at appropriate times, dust is not a problem. If dust becomes a problem, it is MNRF's responsibility to respond to complaints and make sure they are addressed appropriately.

Cultural Heritage

Earlier there were claims that the buildings in Phase 1 may have heritage values. It's my understanding that the Town has since determined that there are no significant values.

ISSUES REQUIRING FURTHER ATTENTION

Noise Study

Section 2.2.6 of the Aggregate Resources of Ontario: Provincial Standards states that *"if extraction and / or processing facilities are within 150 metres of a sensitive receptor, a noise assessment is required to determine whether Provincial Guidelines can be satisfied."* There are 6 neighbouring dwellings within 100 metres of the proposed license boundary extension. They range from 55 to 200 metres away from the proposed area of extraction. [The limit of extraction is setback from the license boundary – 30 metres along the frontage, 15 metres along the sides and 150 metres along the 8th Line.

The Noise Study done by Aeroustics Engineering established noise limits for the nearest sensitive points of reception (i.e. dwellings). Noise control measures are identified on the site plans which are to be implemented to ensure limits are met. These include:

- Restrictions on numbers and types of equipment and their noise emissions
- Berming and shielding
- Restrictions on hours of operation

Noise was one of the major issues identified by the public. Given that new receptors will be affected by the expansion, I am recommending that Aeroustics study should be peer reviewed to ensure that noise can be mitigated sufficiently. The County will hire a consultant for this.

Traffic Impacts

The public have generally been critical of the Bacchus Traffic Impact Study, which indicates no significant site-related impact on roadway operations. Part of the concern has been with the reliance on the 2006 study and it's update to 2011. The public would like to see it updated to 2015.

CBM is now proposing to keep the annual tonnage rate at 750,000, rather than increasing it to 1 million tonnes per year. Given that the new tonnage rate just maintains the status quo, there is less cause to have the Bacchus study peer reviewed. Regardless, it is my understanding that CBM will have the study updated to present.

Species At Risk Habitat – Phase 1 Barn

It's my understanding that the barn on site may provide habitat for a "Species At Risk" (e.g. bat, barn swallow)? It's also my understanding that CBM is in discussion with the Ministry of Natural Resources and Forestry to address this question.

REVISION OF SITE PLANS

The site plans and notes therein, largely control how a pit operates. The operator can be taken to task by the Ministry if the site plan requirements are not followed. As such the Town and the County will want to review and be satisfied with the revised site plans prior to granting municipal planning approvals.

There will be a number of revisions arising out of the peer review comments as well as out of the above-noted issues resolution. Once CBM has completed the revisions to the site plans, they should be forwarded to the Town and County for review.

OFFICIAL PLAN AMENDMENTS

When and if the CBM pit proposal is felt to be satisfactory, the following actions would occur:

- Town adopts Erin Official Plan amendment and forwards to County for approval.
- Town passes a resolution in support of the Wellington Official Plan amendment and forwards it to the County for adoption.

Essentially the “Mineral Aggregate Area” designation would be added to the Official Plan Schedules. The “Greenlands” designation for the Woodlands would remain unchanged.

ERIN ZONING BY-LAW AMENDMENT

Once the Official Plans are approved / adopted by the County, then the Town of Erin may move forward with the approval of the associated Zoning By-law amendment. In areas where extraction is proposed above the water table (e.g. Phase 3 and 4), the County encourages local municipalities to stipulate this in the zoning amendment. It is our opinion that further hydrogeological work usually needs to be done if the pit operation goes from above, to below the water table. The only proposed below water table extraction of 0.8 hectares (2.0 acres) is in Phase 1, which was peer reviewed by Mr. Blackport and found to be largely satisfactory.

Sincerely,



Mark Van Patter, RPP, MCIP
Manager of Planning and Environment

C: all by email copy: John Jones-Morland and Stewart Sebben, Neighbours
Stephen May, CBM
Dave Marriott, Ministry of Natural Resources and Forestry
Liam Marray, CVC
Ray Blackport, Blackport Hydrogeological Inc.
Greg Shiefele, GWS Ecological & Forestry Services



Staff Report

Report #: BD2015-19
Date: November-17-15
Submitted By: Andrew Hartholt, CBO
Subject: Building Permit Activity Report

Recommendations:

Be it resolved that Council hereby receives Building Department Building Activity Report dated November 17, 2015 for information.

Background:

Overall the building permit numbers this year are similar to last year's numbers. For the month of October, we have issued 17 permits, 3 of which were for new housing starts same as 3 housing starts at the same time last year.

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

Financial Impact:

None

Consultation:

N/A

Communications Plan:

To be presented at a regular council meeting for information

Appendices:

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

Appendix I - Building Permit to Date

Town Of Erin

Permit Comparison Summary

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

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	16	6,222.30	157,200.00	13	4,834.43	166,300.00
Pool	14	3,000.00	339,900.00	10	2,000.00	260,000.00
Accessory Building - Residential						
Accessory Building - Residential	37	20,033.40	754,500.00	28	19,011.67	977,000.00
Assembly						
Assembly	1	75.00	5,000.00	1	75.00	0.00
Change of Use						
Change of Use	2	2,951.80	25,000.00	1	750.00	0.00
Commercial						
Commercial	2	0.00	1,810,000.00	1	75.00	0.00
Commercial - Major renovation	2	2,750.00	100,000.00	5	5,700.00	215,778.00
Commercial - Minor renovation	4	2,325.00	80,000.00	0	0.00	0.00
Demolition						
Demolition Permit	1	200.00	5,000.00	4	800.00	15,000.00
Demolition Permit - Non-Residential	2	1,500.00	0.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	8	6,510.00	709,800.00	2	2,057.60	487,500.00
Farm Building - New	10	14,577.18	1,014,250.00	9	6,907.20	494,300.00
Industrial						
Industrial	2	10,660.00	170,000.00	1	7,470.00	150,000.00
Industrial - Major	3	7,900.00	1,040,000.00	2	7,070.00	506,000.00
Institutional						
Institutional - Major	1	2,000.00	400,000.00	0	0.00	0.00
Institutional - Minor	1	750.00	3,000.00	0	0.00	0.00
Residential						
Residential - Major	20	35,746.46	3,542,600.00	20	35,507.88	2,868,000.00
Residential - Minor	10	2,686.15	128,000.00	16	5,595.45	218,200.00
Residential - Multiple	0	0.00	0.00	3	11,400.00	980,000.00
Residential - New						
Residential -SDR	20	61,885.71	8,835,000.00	37	113,744.37	16,658,000.00
Septic Permit						
Septic Permit	38	17,850.00	0.00	55	25,300.00	0.00
Septic Permit - Tank Replacement	7	1,400.00	0.00	11	2,200.00	0.00
Tent						
Tent	5	1,000.00	3,000.00	8	1,600.00	1,200.00

Town Of Erin

Permit Comparison Summary

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

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	206	227
Total Dwelling Units Created	23	42
Total Permit Value	19,122,250.00	23,997,278.00
Total Permit Fees	202,023.00	252,098.60
Total Compliance Letters Issued	31	56
Total Compliance Letter Fees	2,325.00	4,125.00

<u>Permit Charge</u>	<u>Amount</u>
Accessory Building - Residenti	19,011.67
Assembly	75.00
Change of Use	750.00
Commercial	75.00
Commercial - Major renovation	5,700.00
Deck	4,834.43
Demolition Permit	800.00
Farm Building - Addition/renov	2,057.60
Farm Building - New	6,907.20
Industrial	7,470.00
Industrial - Major	7,070.00
Pool	2,000.00
Residential - Major	35,507.88
Residential - Minor	5,595.45
Residential - Multiple	11,400.00
Residential -SDR	113,744.37
Septic Permit	25,300.00
Septic Permit - Tank Replaceme	2,200.00
Tent	1,600.00
Total	252,098.60

Appendix II - Monthly Comparison

Town Of Erin

October

Permit Comparison Summary

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

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	0	0.00	0.00	1	314.35	20,000.00
Accessory Building - Residential						
Accessory Building - Residential	2	746.90	20,000.00	3	1,977.98	95,000.00
Farm Building						
Farm Building - New	2	2,250.00	140,000.00	1	750.00	65,000.00
Industrial						
Industrial	1	2,500.00	20,000.00	1	7,470.00	150,000.00
Industrial - Major	1	6,400.00	200,000.00	0	0.00	0.00
Residential						
Residential - Major	4	4,575.00	1,012,600.00	0	0.00	0.00
Residential - Minor	1	383.62	29,000.00	4	2,116.49	55,000.00
Residential - New						
Residential -SDR	3	11,479.02	1,750,000.00	3	8,882.37	1,650,000.00
Septic Permit						
Septic Permit	5	2,500.00	0.00	3	1,300.00	0.00
Septic Permit - Tank Replacement	0	0.00	0.00	1	200.00	0.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	19	17
Total Dwelling Units Created	3	3
Total Permit Value	3,171,600.00	2,035,000.00
Total Permit Fees	30,834.54	23,011.19
Total Compliance Letters Issued	3	12
Total Compliance Letter Fees	225.00	825.00

<u>Permit Charge</u>	<u>Amount</u>
Accessory Building - Residenti	1,977.98
Deck	314.35
Farm Building - New	750.00
Industrial	7,470.00
Residential - Minor	2,116.49
Residential -SDR	8,882.37
Septic Permit	1,300.00
Septic Permit - Tank Replaceme	200.00

Town Of Erin

Permit Comparison Summary

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

Total 23,011.19



Staff Report

Report #: BD2015-12

Date: November-17-15

Submitted By: Andrew Hartholt

Subject: Demolition Report – 63A Trafalgar Road

Recommendations:

Be it resolved that Council hereby receives Building Department Demolition Report, dated November 17, 2015, regarding the application for demolition permit to demolish a single residential dwelling located at 63A Trafalgar Road, Town of Erin, Assessment Roll No. 23 16 000 009 03300 0000;

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

Background:

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

Proposed Demolition:

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

Information:

The demolition permit application was received August 27, 2015. The Heritage Committee was circulated and met on September 14, 2015 to discuss the application. The Heritage Committee provided a report to Council on October 6th, 2015 to request for Council endorsement on condition for the heritage building. Council resolution was requesting for a report from Planning Department to ask for more information on the conditions being asked

for from the Heritage Committee. Planning report was received by Council for information on November 3, 2015.

Property Information:

Owner: Manuel Tavares

Legal Description: Concession 8 Part Lot 24

Assessment Roll No.: 23 16 000 009 03300 0000

Zoned: FD (Future Development)

Financial Impact:

None

Consultation:

Heritage Committee and Council

Communications Plan:

Through regular council meeting

Conclusion:

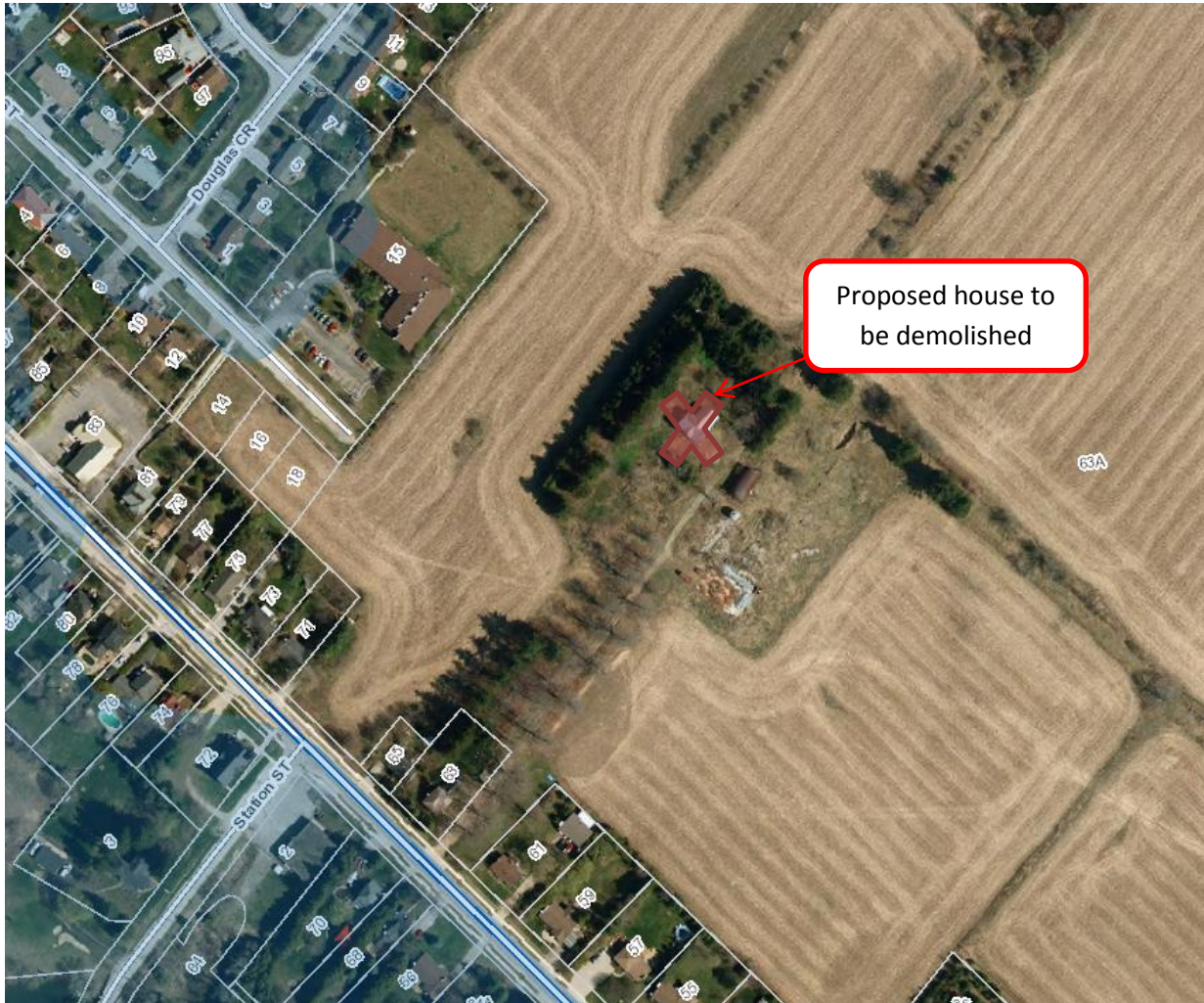
The Building Department has no objection to the demolition application.

Appendices:

Appendix I – Site plan showing house to be demolished

Appendix II –photos of house proposed to be demolished

Appendix I – Site plan showing house to be demolished



Appendix II - photos of house proposed to be demolished

South Side View



South East Side View



East Side View





Staff Report

Report #: W15-2015

Date: November-17-15

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

Subject: Water Department Project Updates

Recommendations:

Be it resolved that council receives the Interim Water Superintendent's Report concerning recent Water Department Projects.

Background:

In June 2015, The Erin Drinking Water System Communication and PLC Upgrades to SCADA project was approved by resolution 15-239. The installation of the wireless radios and bases at Well 7, Well 8 and the Water Tower were completed the first week of September. The installation of the new PLC and SCADA system was completed on October 2, 2015 and is fully operational. This project was completed in house with staff and our computer programmer. Staff were acting consultants for establishing the daily and monthly reports and the operational set points for each of the three sites to ensure the requirements of the Safe Drinking Water Act were met. This project has advanced the water department by allowing operators more information in order to optimize the operations. We now have the ability to trend Chlorine residuals, Pressure, Flows and Well Levels in real time, instead of in five minute captures. This phase of the project is now completed and the second phase will be budgeted in the 2016 budget in order to meet our goals of bringing both Water Systems into SCADA reporting.

The Glendevon reservoir rehabilitation commenced on August 31, 2015 and the well was offline for the interior repairs. The interior repairs were completed on September 25, 2015 and the well was back online October 1, 2015 after a leak test and microbiological sampling was completed. The exterior repairs were extensive after exposure and were completed in mid-October. The infrastructure was damaged due to the age of the infrastructure and the effects of the severe past winter. Once the project was underway, there was unforeseen extensive damage of the corner exterior walls which resulted in twisting due to the severe temperature. As such, the exterior walls were then chiselled out, injected with non shrinking grout, waterproofed and insulated prior to back filling. Due to the extra work involved in

repairs to the exterior, the cost exceeded the original quotation. This project allows the Town to extend the life of the infrastructure between eight and twelve years and until the future plans of the Hillsburgh Water System is completed through the Class EA Process.

Financial Impact:

By undertaking the PLC Upgrades to SCADA project in house, the Town Erin Water Department was able to significantly save costs and still achieve our goal of full SCADA. The total cost of the project was \$168,962.31 including HST.

This project was not allocated for in the 2015 Budget, but became an issue that required Council's authorization to make the repairs to ensure a consistent supply of safe drinking water. This is the commitment of Top Management and The Water Department that is stated in the Town of Erin Drinking Water Quality Management System Policy. The cost to extend the life of the Glendevon reservoir was \$54,774.42 including HST.

Consultation:

SCADA:

The Town of Erin Water Department

Staff at Selog

Staff at Novanet

The Town of Erin Finance Department

Glendevon:

The Town of Erin Water Department

Triton Engineering

Communications Plan:

Council Reports

Conclusion:

In Conclusion, Two major projects that The Town of Erin Water Department were focused on are now complete. Details regarding the Second Phase of The SCADA project will be forthcoming in the near future.

Appendices:

Appendix A: Triton Engineering Letter of Completion for Glendevon Reservoir.



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

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

ORANGEVILLE • FERGUS • GRAVENHURST

October 28, 2015

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

ATTENTION: Joe Babin
Interim Water Superintendent

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

Dear Joe,

We have reviewed the work performed at the Glendevon Reservoir by Aquashield Waterproofing (Umengon Construction Inc.) for the repair and waterproofing of breached cracks at the Glendevon Reservoir. On the interior of the tank, the breached cracks were repaired using the Kryton Krystol Crack Repair system. The Krystol Crack Repair system is a proprietary cementitious based product that NSF 61 approved. On the tank exterior, the cracks were repaired using CPD non shrink grout. The exterior walls were then waterproofed and insulated prior to backfilling. The exposed insulation was covered with cement board and parged to protect the insulation from UV degradation. Following seven (7) days of curing and prior to the application of waterproofing, the reservoir was leak tested to ensure there were no observed leaks.

In general, the work performed by Umengon Construction was thorough and extensive and meets our expectations for the project.

The procedures used to repair and waterproof the Glendevon Reservoir should help extend the useful life of the structure for the following reasons:

1. The cracked areas where the reservoir was leaking were repaired on the interior and exterior of the walls. All the old degraded concrete was chipped out and removed to sound concrete substrate. In addition, the old chipped injection material (used previously to repair the leak) was also removed. The extent of the crack repairs exceeded what was originally estimated.
2. A leakage test was conducted after completion of all repairs to ensure there were no further areas of leakage.



3. The exterior walls were waterproofed using Mel-Rol by W.R. Meadows from footings to the underside of the roof slab to minimize any potential ground water infiltration, thereby minimizing the potential for groundwater contamination and concrete degrading.
4. The exterior walls were insulated to four (4) feet below grade to minimize concrete degrading due to freeze thaw action and cracking due to differential temperature.
5. The upper section of the insulation was protected with concrete board to protect the insulation against UV degradation.

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

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



O.DiCarlo, P. Eng.

OD/sjp

cc: Sara McDougall, Compliance Administrator, Town of Erin





Staff Report

Report #: W16-2015

Date: November-17-15

Submitted By: **Joe Babin**

Subject: Frozen Water Service Policy

Recommendations:

Be it resolved that Council approves the Frozen Water Service Policy;

And that Council supports the recommendations brought forward from the Water Department.

Background:

The Town of Erin Water Department responded to 44 Frozen Water Services this past winter. This required a considerable amount of resources including staff time and equipment. This spring the Water Department conducted meetings to review the issues and develop a plan of action for future events of Frozen Water Services. Staff has investigated each property that had a Frozen Service this past year and has made recommendations for each individual property. We concluded that the Municipal Water Servicing By-Law 11-47 needed to be updated to include Frozen Water Services and that was completed in October 2015. The Water Department attended a Wellington County/City of Guelph workshop on October 29, 2015 to discuss Frozen Water Services with other communities across the County. We have now developed a Town of Erin Water Department Frozen Water Service Policy that will be effective and achievable for The Town but also consistent with the rest of Wellington County. The Water Department is looking for Council's approval for this policy, so it will be in effect for this coming winter. Once approved, the Water Department Staff will begin communications with property owners who have had frozen water service issues in the past.

Financial Impact:

None

Consultation:

Town of Erin Water Department Staff

Communications Plan:

Council Report and Correspondence with Property Owners

Conclusion:

The Town of Erin Water Department is trying to be proactive in creating set policies to deal with Frozen Water Services for both Hillsburgh and Erin water customers.

Appendices:

Appendix A: Town of Erin Frozen Water Service Policy



Town of Erin Water Department

Frozen Water Service Policy

Effective date November 17, 2015

Approved by Joe Babin – Interim Water Superintendent
Approved by Town of Erin Council (pending)

POLICY PURPOSE AND GOALS

The overall purpose of this Frozen Water Service Policy is to prevent and manage interruptions to the Town's supply of water, caused by temporary freezing of Town and/or Customer Water Services, so that Customers maintain reliable, continuous access to water.

Core goals of this policy include:

- 1) To implement proactive first priority measures to prevent freezing of Water Services.
- 2) To provide Customers who have Frozen Water Services with timely access to continuous, reliable, safe, potable water.
- 3) To maintain compliance with utility regulations and health guidelines, while best managing the Town's water resources during responses to Frozen Water Service events.

POLICY DESCRIPTION

This Frozen Water Service Policy is comprised of programs that are implemented to achieve the above purpose and goals. Often the programs overlap and work in tandem.

The specific programs comprising this Policy include the following:

- 1) Freeze Prevention Program: a program that requires Customers to take specific actions to prevent the freezing of Water Services.
- 2) Frozen Water Service Thawing Program: a program whereby The Town of Erin Water Department may, based on available technology, and where resources allow, attempt to thaw Frozen Water Services which are readily accessible.
- 3) Temporary Water Service Program: a program that includes the installation of Temporary Water Service Lines providing temporary water supplies to Customers who are without water due to Frozen Water Services.
- 4) Temporary Water Access Program: a program to provide eligible Customers with access, for domestic use, to temporary water supplies, other than by means of a Temporary Water Service.

These programs are more fully described below.

DEFINITIONS

Customer: any person who has an active water account with the Town of Erin Water Department.

Non-potable water: usable for non-consumptive uses (for example, water which can be used for toilet flushing, but not for drinking or cooking).

Potable water: usable for all consumptive uses (for example, water which can be used for drinking or cooking).

Temporary Water Service: a temporary supply of water to a Customer who is without water due to Frozen Water Service.

Temporary Water Service Donor: a Customer with an active water supply who provides a Temporary Water Service to a neighbor through a Temporary Water Service Line connected to the donating Customer's own Water Service.

Temporary Water Service Line: a Water Pipe used to provide a Temporary Water Service.

Water Service: any service pipe which supply's water from the water main to the Customer.

RESPONSIBILITIES

The Town of Erin Water Department will:

- Respond to Customer Frozen Water Service issues in accordance with this Policy and provide timely service and communication to Customers.

Each applicable Customer will:

- Comply with this Policy.
- Ensure that the Customer's own Water Pipes meet the Building Code standards in place to prevent freezing.
- Take proactive actions to maintain the Customer's own Water Pipes/Water Service to prevent freezing.
- Maintain adequate heat to the Customer's own Water Pipes to reduce the threat of internal freezing.
- Pay all home-based energy costs incurred when the Customer applies heat to exposed Water Pipes on the Customer's property to cure or prevent Water Pipe/Service freezing, whether instructed to do so by The Town of Erin Water Department or voluntarily doing so.
- Permit safe access to the Customer's property by The Town of Erin Water Department if the Customer has requested assistance in addressing Frozen Water Services.
- Follow the provisions of this Policy and any instructions provided by The Town of Erin Water Department.
- Operate and maintain the Water Pipes on the Customer's property.
- Contribute to the costs of these programs as set out in this Policy.

Each applicable Temporary Water Service Donor will:

- Allow The Town of Erin Water Department safe entry to the Donor's property to install Temporary Water Services.

CUSTOMER SERVICE

In Frozen Water Service events, The Town of Erin Water Department will provide the following customer service functions:

1) Customer Service Desk

- The Town of Erin Water Department will maintain an open customer service desk accessible by telephone, email and walk-in on Monday to Friday between 8:30am and 4:30pm.

2) After Hours On-Call Operator Support

- Customers impacted by Frozen Water Services from 4:30pm to 8:30am may contact the Town of Erin Water Department On-Call Operator at 519-830-8600.

3) Service Request Response Priorities

- The Town of Erin Water Department will address Customer Service requests on a “first come, first served” basis. Upon receipt of a service request, The Town of Erin Water Department will aim to initiate a response within twenty-four hours.
- The Town of Erin Water Department will place recurring Customer service requests regarding Frozen Water Services into the “first come, first served” queue for response.

4) Communications

- The Town of Erin Water Department will provide specific updates and timely communications to Customers with Frozen Water Services for the duration of the Frozen Water Service event (for example, via email or delivered hard copy letter).
- The Town of Erin Water Department will provide general updates through appropriate media (for example, social media, and Town’s website).

SPECIFIC PROGRAMS

1) Freeze Prevention Program

The Freeze Prevention Program requires Customers to take specific actions to prevent the freezing of Water Services.

In the late fall of each year, The Town of Erin Water Department will provide advance communication to Customers regarding this program, including Customer obligations.

FREEZE PREVENTION PROGRAM TRIGGER

The Town of Erin Water Department will activate the Freeze Prevention Program if the treated water temperature reaches 4°C, as measured at The Town of Erin Water Tower and Distribution System temperature monitoring locations.

Once the Freeze Prevention Program trigger has been reached, The Town of Erin Water Department will communicate with those Customers whose properties have historically experienced interruptions in water supply as a result of Frozen Water Services, requesting them to take the actions set out in this program.

Once the Freeze Prevention Program Trigger has been reached, each applicable Customer will:

- i. Ensure that the property has plumbing, drains and a nearby catch basin that will accommodate continuous, unattended running of water.
- ii. Begin running water to waste at the property when instructed by The Town of Erin Water Department in order to prevent Water Service Freezing.

- iii. Notify Water Services at the earliest opportunity when an interruption in water supply occurs at the property.

2) Frozen Water Service Thawing Program

Under the Frozen Water Service Thawing Program, The Town of Erin Water Department may, based on available technology, and where resources allow, attempt to thaw Frozen Water Services which are readily accessible.

Town of Erin Water Department:

- i. Will receive each Customer request for thawing and assess whether thawing is feasible in particular circumstances, and if so, provide the thawing service.
- ii. If conditions do not continue to support the safe use of existing thawing technology or if thawing stops being technically feasible after two hours, cease the thawing activities.
- iii. If notified by a Customer that the Customer has had a third party undertake thawing before The Town of Erin Water Department was able to do so, may close the Customer's pending service request and/or determine what (if any) further field actions should be undertaken to address Frozen Water Service issues at the Customer's property.

Each applicable Customer with Frozen Water Services:

- i. Will ensure that the Customer's property is safe and accessible for The Town of Erin Water Department to carry-out the thawing activity.
- ii. May initiate third party thawing of Water Services but must notify The Town of Erin Water Department in advance.

3) Temporary Water Service Program

The Temporary Water Service Program includes the installation of Temporary Water Service Lines providing temporary water supplies to Customers who are without water due to a Frozen Water Service.

Water Services will consider field conditions and technical constraints and may decide not to install a Temporary Water Service if field conditions or technical feasibility are unsatisfactory.

Out of concern for public health, The Town of Erin Water Department does not condone or endorse the private installation of temporary water supplies. Any Customer who installs or operates a private temporary water supply does so at the Customer's own sole risk and expense.

The Town of Erin Water Department will:

- i. If field conditions are appropriate and the installation is technically feasible, install a Temporary Water Service Line for a Customer with a Frozen Water Service at no cost to the Customer or the Temporary Water Service Donor.
- ii. Provide and install a hose bib backflow prevention device in any instance where a backflow prevention device was removed by The Town of Erin Water Department to accommodate a Temporary Water Service Line Installation.
- iii. At the end of the Frozen Water Service event, remove the Temporary Water Service Line and take water meter readings.

Customers receiving the Temporary Water Service will:

- i. Provide written authorization to The Town of Erin Water Department to install a Temporary Water Service Line.
- ii. Obtain approval from a Temporary Water Service Donor and provide this information to The Town of Erin Water Department.
- iii. Prepare for The Town of Erin Water Department's installation of a Temporary Water Service Line by:
 - Providing clear walkways and clear access to exterior unfrozen and undamaged hose bibs for the installation.
 - If site conditions are met, run water continuously to waste to prevent freezing of the Temporary Water Service Line as instructed by The Town of Erin Water Department.

Temporary Water Service Donors providing water to a Customer will:

- i. Provide written authorization to The Town of Erin Water Department to install a Temporary Water Service Line.
- ii. Continue to maintain active supply of water to the Temporary Water Service Line as instructed by The Town of Erin Water Department to prevent freezing.

4) Temporary Water Access Program

The Temporary Water Access Program provides eligible Customers with access, for domestic use, to temporary water supplies other by means of Temporary Water Service.

To be eligible for this program, the Customer must have:

- A water servicing issue that cannot be verified by The Town of Erin Water Department as limited to the Customer's own Water Pipes,
- A Frozen Water Service, and
- No Temporary Water Service supplying Potable water.

The Town of Erin Water Department will:

- i. After initial notification by a Customer of a Frozen Water Service, and if the Customer is eligible under this program, register the Customer under this program.
- ii. Provide each eligible Customer with instructions on how to access resources (for example, shower facilities, filling stations).

Each eligible Customer will:

- i. Notify The Town of Erin Water Department at the earliest opportunity when an interruption in water supply occurs at the Customer's property.
- ii. Provide notice to The Town of Erin Water Department within 48 hours after normal water supply has been restored to the Customer's property. Upon such notice, The Town of Erin Water Department will terminate that Customer's access to the resources under this program.

Various resources are available to Customers eligible for this program. Instructions on how, when and where to access these resources will be provided.

The resources include:

- Fill Stations - available at designated facilities during designated time periods.
- Shower Facilities – will be available at Customer request at the Town of Erin community centres.

Water Services will:

- Make the resource available to eligible Customers only as set out above.

Each applicable Customer will:

- Obtain and transport suitable, personal use water containers for filling at The Town of Erin Fill Stations.
- Obtain the Customer's own transportation to and from all locations where the resources under this program are available.

SPECIAL ASSISTANCE

The Town of Erin Water Department may, in special circumstances, approve the use of additional resources, beyond those available in the foregoing programs for vulnerable customers.

PROGRAM COSTS

Customers who participate in the Frozen Water Service programs will share in the costs as set out below.

If a Customer has chosen not to participate in the programs under this policy or to follow the direction of The Town of Erin Water Department, The Town of Erin Water Department will bill to that Customer any recurring service request calls, at call-out rates set out in the Town's Water Rate By-Law.

The costs of The Town of Erin Water Department are based on actual labor costs, payroll burden costs, overhead and administration costs, vehicle, equipment, materials and all property restoration costs.

1. Freeze Prevention Program

A Customer instructed by The Town of Erin Water Department to run water to waste is responsible for the payment of water monthly basic charges and the flat rate fee, as defined in the Town's Water Rate By-Law.

A Customer who runs water to prevent freezing, without the direct instruction of The Town of Erin Water Department, will be responsible for the full payment of water monthly basic charges and consumption charges, as defined in The Town's Water Rate By-Law.

2. Frozen Water Service Thawing Program

If The Town of Erin Water Department thaws a Frozen Water Service that was caused by the freezing of the Town's portion of the Water Service Line or the Water main, the Town of Erin Water Department will pay the costs of the thawing. If The Town of Erin Water Department thaws a Frozen Water Service that was only frozen on The Customer's portion of the Water Service Line, then the Customer will pay the costs of the thawing, as defined in the Town's Water Rate By-Law.

If a Customer wishes a more immediate thawing of only the Customer's portion of the Frozen Water Service, than The Town of Erin Water Department can provide, then the Customer may retain a third party to thaw the Frozen Water Service at the Customer's own cost.

If a Customer wishes a more immediate thawing of both the Customer's portion and the Town's portion of the Frozen Water Service, than The Town of Erin Water Department can provide, then the Customer may retain a third party to thaw the Frozen Water Service, with the costs shared equally between The Town of Erin Water Department and the Customer, as long as:

- The Customer provides, in advance, the particulars of the proposed thawing;
- The Town of Erin Water Department approves the particulars of the proposed thawing;
- The Customer proceeds with the thawing as proposed; and
- The Customer reports the outcome of the thawing to The Town of Erin Water Department.

3. Temporary Water Service Program

Each Temporary Water Service Recipient and Donor is responsible for the payment of water monthly basic charges and the flat rate fee, as defined in The Town's Water Rate By-Law. The Donor will not be charged for the extra water consumption being used by the neighbor.

4. Temporary Water Access Program

Use of the resources under the Temporary Water Access Program is, as long as such use is within the limitations set out in this policy, free to qualifying Customers.



ECONOMIC DEVELOPMENT

**“Re-visiting the Role of Economic Development in
the Town of Erin in 2015”**

**Presented by Bob Cheetham
Economic Development Coordinator**

The Economic Development Coordinator

- ❑ Presentation to Council “MOMENTUM: An Economic Development Framework for Seizing Opportunity” - October 30th
- ❑ Attended WWMEDG Business Resource Breakfast, Fergus, November 19th, 2014
- ❑ Attended Municipal Elected Officials Briefings , November 26, 2014
- ❑ Review of County of Wellington BR&E Project Findings and Action Plan, November 26, 2014
- ❑ Attended Official Opening of Millrun Eatery, Village of Erin with Mayor Aalls, December 3rd, 2014

The First 30 days

- Review of local industrial/commercial Real estate Listings with Derek Gould Realty and Colliers International, December 3rd.2014
- Presentation to Council “Performance Measures” December 2014
- Completion on new Erin Economic Development Committee (EEDC) Terms of Reference , December 2014 (See Attached)
- Meeting with Erin BIA and East Wellington Chamber of Commerce Executive and Agreement to three way collaborative partnership between business community and Town of Erin, December 2014
- Contact with Gerry Horst, OMAFRA, RE: First Impressions with Mount Forest, December 9, 2014
- Meeting held with Mary Venneman to review findings of BR&E and Equine Task Force Report, December 10th, 2014
- Attended first meeting as Ex-Officio Board member at Hills of the Headwaters, December 11, 2014
- Attended first meeting of WWMEDG Board Meeting, Elora December 16, 2014)

The First 30 Days (Cont'd)

- ▣ Meeting with CAO Guelph-Eramosa Kim Wingrove RE: Collaboration December 16, 2014
- ▣ Attended briefing meeting with Jana Reichert, EDO, County of Wellington, December 17th, 2014
- ▣ Meeting between Erin Coordinator and County EDO, Jana Reichert, December 17th, 2014
- ▣ Attended Tour of Center 2000 with County Councillor Pierre Brianceau, December 18th, 2014
- ▣ Guest speaker – Erin Rotary Club, December 18th, 2014
- ▣ Industrial Client Follow-Up and facility tour with Guardian Building Products, Erin, December 18th, 2014
- ▣ Call for Expressions of Interest (EEDC Membership – December 2014 – Media Advert)

The ED Coordinator Activities

- Assisted Village of Erin BIA to undertake a SWOT Assessment – January 6, 2015
- Worked with the EEDC to undertake a SWOT Assessment of the community;
- Established a collaborative relationship with the County of Wellington Economic Development Department and County wide EDO's (Monthly meetings);
- Established a collaborative working relationship between the Town of Erin and the East Wellington Chamber of Commerce and Village of Erin BIA
- Attended EDCO Conference and Ministerial Briefing Meetings
- Initiated steps to attract business investment to the community and the re-development of the former Guardian Plant in the Village of Erin;

The ED Coordinator Activities

- Worked with Headwaters Tourism to promote and market the Town of Erin;
- Wrote Council briefing materials for OGRA/ROMA presentation
- Initiated a Pan Am attraction in conjunction with Headwaters Tourism and the Pan Am Games;
- Introduced a new "Live and Work Erin" web portal and participate in County wide promotion of the portal;
- Initiated the development of Momentum: 2015-2018 Economic Development Action Plan and a process for influencing public input;
 - ▣ Coordinated a Mayor's Business Breakfast
 - ▣ Pursued opportunities for accessing government funding to undertake strategic tourism and equine development within the community (OMAFRA);
 - ▣ Initiated BR&E follow-up and coordinated a Retail BR&E survey in the Town of Erin;
 - ▣ Completed Trillium Funding for Erin Rotary Riverwalk Feasibility
 - ▣ Advertised and engaged the services of a fulltime economic development officer to implement the 2015-2018 Economic Development Action Plan;
 - ▣ Provide advisory services to the CAO and Town Council as requested

ED Coordinator Daily Activity

- ▣ Responded to the requests of over 15 development enquiries
- ▣ Received and reviewed 3,170 e-mails and responded to 1,370 e-mail enquiries
- ▣ Acted as part of a planning review process with other department staff on a semi-monthly basis
- ▣ Responded to over 100 telephone enquiries
- ▣ Met with community interest groups (Ag Society, Farmers' Market, Fall Fair, Erin BIA, Chamber of Commerce, Let's get Hillsburgh Growing, Equine Interests, etc.)



Staff Report

Report #: #007-2105

Date: November-17-15

Submitted By: **Bob Cheetham**

Subject: OMAFRA Funding Application – Erin Equine Hub Capacity Building Project

Recommendations:

Be it resolved that the Town of Erin make application under the OMAFRA Rural Economic Development (RED) Program to undertake an Erin Equine Hub Capacity Building Project and request project funding in the amount of \$210,000.00 to be cost-shared equally on a 50 percent basis.

Background:

The Momentum; Town of Erin 2015-2018 Economic Development Action Plan approved by Council at its November 3, 2015 Council meeting called for development of Erin as a “Hub” for equine trail enthusiasts and central to the branding of Erin as a center for equine activity in the Province of Ontario. With over 400 horse farms and an estimated 5,000 plus horses, Erin is significantly positioned to claim itself as the “Hub” for equine activities. The OMAFRA RED application is a capacity building project that will bring Town of Erin Equine businesses and other equine interests together to discuss a strategy for moving forward with the planning for the trails network to and from Erin and neighboring communities (Elora/Fergus, Guelph, Halton Hills, Caledon Palgrave, Orangeville, etc.). In addition to the trail hub itself, the project involves a pulling together of many important partnerships across the equine sector in Erin and collaboration between the Town of Erin and neighbouring communities with major equine related facilities that add significant value to the equine “hub” concept.

The application includes the engagement of a 12 month Equine Development Coordinator to be supervised by the Economic Development Coordinator (EDO) in conjunction with proposed equine development goals and activities outlined in the Momentum: 2015-2018 Economic Development Action Plan.

Financial Impact:

The estimated project value is \$210,000 in year 2016-2017 (April 2016-march 31, 2017) and the Town of Erin's share would be 50% or \$105,000 if approved by the Minister.

Consultation:

OMAFRA Field Staff – Elora
 Erin Equine Economic Development Report
 Horse Country (Headwaters Tourism)
 Erin Economic Development Committee
 Village of Erin BIA
 East Wellington Chamber of Commerce

Communications Plan:

Once the application has been submitted and formerly approved by the Ministry a combined press release will be issued in the local media, both in print and via radio, as well as posted on the Town of Erin Website

Conclusion:

While every community markets itself as having a great quality of life, a great place to live, work and play. The Town of Erin has the opportunity to set itself apart from all those like references and become unique as the horse center of Ontario. With an estimated 400 horse farms, over 5,000 horses and the only Schedule "A" Equestrian jumping center in the Province of Ontario (Angelstone Farms), Erin has an opportunity to development a brand that few others can claim. The once predominant centres of equine like Caledon, King Township etc., are quickly eroding to mass development which has and is literally wiping out its rural landscape and equine industry. Erin has an opportunity to maximize the potential of equine and the Erin's proximity to the 6.5 million residents that resides within the GTA to the southeast of the community.

The OMAFRA "RED" program is the only major program that exists at the moment that is totally centered on rural development and the future of economic development in the rural areas of Ontario. As a rural community, the Town of Erin needs to take advantage of the rural assets that it has to offer, and in Erin the Equine Sector offers the greatest potential return on investment at the least amount of cost.

Appendices:

n/a



Staff Report

Report #: #006-2105
Date: November-17-15
Submitted By: **Bob Cheetham**
Subject: Town of Erin Community Improvement Plan (CIP)

Recommendations:

Be it resolved that the Town of Erin approves the establishment of a Town of Erin wide Community Improvement Plan (CIP) and that staff be instructed to work with the County of Wellington Planning Department to incorporate the CIP Planning process into the amendments to the Town of Erin Official Plan (OP).

Background:

Council has received the recommendation to move the existing two CIP's for the Village of Erin and Village of Hillsburgh into a Town of Erin wide Community Improvement Plan. Both village CIP's were approved in 1984 and 1993 and have not been used to new potential. The County of Wellington has recommended going to the full geographic boundary of the Town.

Financial Impact:

The CIP has a variety of potential funding streams, including store front upgrades, signage, and industrial tax improvement incentives. The cost of implementing a new CIP for the Town will need to be discussed with the County of Wellington Planning Department as part of the Official Plan Amendment process in 2015-2016. Council will need to determine the budget allocation it intends to set aside for the initial CIP support streams.

Consultation:

Wellington County
Ministry of Municipal Affairs

Communications Plan:

There will be public consultation as part of the Official Plan Amendment process and the Community Improvement Plan will be part of that process.

Conclusion:

Establishing a CIP in the community that encompasses the entire geographic boundaries of the Town of Erin will increase the potential for being able to respond to the broader needs of the business community. A single CIP for the entire Town of Erin is in line with the approach that the County of Wellington are proceeding and there may also be additional opportunities where the County may provide funding to assist with the Community Improvement Plan

Appendices:

n/a



Staff Report

Report #: 2015 -13CAO

Date: November-17-15

Submitted By: Kathryn Ironmonger, CAO/Town Manager

Subject: Operational Review Items for Consideration

Recommendations:

Be it resolved that Council receives the CAO/Town Manager's report on items for future consideration relating to the operational review conducted by StrategyCorp.

Background:

The Corporate Strategic Planning process was launched by Max Carbone of Team Works and was finished by Joanne Russell-Haas of The Human Factor states the vision, mission statement, values and guiding principles which future decisions will be based upon. Council needs to confirm if you agree to the values and guiding principles, and that Council is committed to keeping, and using them to guide future decisions. This is important because StrategyCorp's review was based on those principles for the overall focus for the Corporation.

The Operational Review Report contains a lot of information and provides recommendations to improve operational efficiencies. The review provided us with an opportunity to look at our services and processes to determine what we do well and what we need to improve, and how we can improve. The report outlines how the Corporation can achieve efficiencies by upgrading our systems and modifying our processes.

Financial Impact:

The financial impact will be determined step by step as each initiative comes forward for consideration.

Consultation:

It is important to recognize the contribution of our staff, and more specifically the Department Heads for giving their staff the information and time needed to complete the study. Everyone

involved was committed to supporting the process and the final product is directly the result of their willingness to participate.

Communications Plan:

Discussions will continue at the staff level to work towards implementation process.

Conclusion:

That Council receives the CAO/Town Manager's report on the items for future consideration relating to the implementation of the operational review recommendations.

Appendices:

Action Plan

prepared by:
date:

TOWN OF ERIN

ACTION PLAN
Strategy Corp Recommendations

GOAL/ACTION	StrategyCorp's Recommendation Categories	CONSIDERATIONS	REF	PRIORITY ACTIONS	YEAR OF ACTION				RESOURCES REQUIRED		CORP STRATEGIC PLAN "MATRIX"	COMMENTS	
					2015	2016	2017	2018	BUDGET \$'S	OTHER			
1 Combine maintenance activities of Roads, Water and Parks	Organizational and Process Improvements	<ul style="list-style-type: none"> •Opportunities for improved performance relating to coordination of operational activities <ul style="list-style-type: none"> ▪ Fully utilize Equipment ▪ Contract for similar equipment suppliers •Opportunity to share costs and fully utilize employees – greater pooling of resources and more integrated work-planning and scheduling •Combine roads and water into a combined public works department •Overtime, scheduling and labour sharing <ul style="list-style-type: none"> ▪ ensure seasonal employees are fully utilized – reduce overtime hours when seasonal employees are available at regular rates optimize scheduling ▪ adopt Ontario Ministry of Labour guidelines for overtime after 44 hours • operational considerations relating to skill-level, adequate supervision, network knowledge and weather conditions must be weighed against the potential to reduce costs •improved scheduling practices and sharing of resources would require improved financial systems, which could provide for better tracking and increased scheduling flexibility •review the Town's minimum maintenance standards to the Ontario Good Roads Association's guidelines for winter maintenance, preparing for and decommissioning winter operations and winter weather monitoring •all outside maintenance activities under single overall management including Parks •in-house engineering expertise – would contribute to more efficient use of external engineering services and project management •review opportunities to utilize the County's engineering department for capital construction and project coordination 	1.1	That the Town combine maintenance activities of Roads, Water and Parks into one Town Operations Department	X							Opportunities to fully maximize employees and equipment has been implemented by the roads, water and recreation departments	
			1.2	That either before or after combining maintenance functions, the Town should review opportunities to streamline staff scheduling in the Roads Department and perhaps related departments, with the view to reducing overtime hours.	X	X							Overtime monitoring put in place has realized savings in roads and recreation.
			1.3	That the Town give consideration to hiring either a Town Engineer, or an experienced senior manager with training in engineering technology and project management, to oversee both public works and parks operations and capital works, including the SSMP project, the completion of the water network in urban and developing areas and the upgrading and completion of the rural roads network.				X			\$84,000 to \$105,700	benefits, memberships, etc.	

<p>3</p> <p>There is need to continue recent efforts to improve staff-level customer service and the municipality's business climate; among the measures needed are:</p>		<p>Part of the Corporate Strategic Planning process staff developed a customer service commitment statement as follows: We the staff here at the Town of Erin are committed to providing our Customers with quality support, services and information to enhance their experience as a Resident of the Town, a Visitor or a Service Partner. We are a relatively small staff group serving over 11,000 residents however, we take pride in our work and will do our best to use our resources, knowledge, skills and expertise to help you as efficiently and effectively as possible. We work together to maximize the value of our available resources and we are focused on quality outcomes. The following Value-based Guiding Principles support and represent our service philosophy and our corporate culture. We are committed to providing: transparency and integrity; respectful working relationships; best practices and quality service; cost effective and environmentally focused innovation; proactive, timely and prepared services; collaborative partnerships.</p>										
<p>a)</p> <p>Greater efficiency and program effectiveness in building, planning, water and economic development</p>	<p>Continuous Improvements</p>	<p>Concerns were raised regarding the affordability of Erin's tax and water rates and the resources needed to fund the transportation and water infrastructures. Also the financial challenges going forward with the sewage treatment plant. Actions moving forward must have regard for same. A proactive, customer service-oriented approach be supported throughout the organization and more specifically to assist new business and residential development applicants. The process to link planning decisions with site plan approvals, good traffic planning, building inspection, water-service standards and installation, promotion of investment, protection of the environment needs to be completed. Residential and small and large commercial building applications being added to the assessment roll was on average below the average of our peers. Additional review needs to be done to establish productivity standards.</p>	<p>3a1</p>	<p>That the Town build upon recent efforts to prioritize economic development and growth in the Town, focusing on commercial activity to increase the property tax assessment base through more streamlined, integrated and customer-service-oriented application processing by economic development building planning and water departments.</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>				<p>During the course of StrategyCorp's review they were asked to prepare a supplemental independent review of the various planning servicing options. They reviewed all land-use planning functions. Each department was asked to provide an overview of the work that they currently perform in this area. Upon analysis, it was concluded that by streamlining operations and recognizing existing enforcement capability, the Building Department could assume the responsibilities of site plan review and agreements; minor variance applications; site alteration permits and complaints; development and subdivision agreements. The Town's planning function has been contracted to the County and the preliminary results from these changes appear very beneficial to the Town including cost savings. Additional support staff was hired.</p>
		<p>Support recent efforts to promote local businesses and to facilitate the approvals process consistent with Council's policies and legislation i.e.: improved integrating of building, planning, water and economic development services. This more simplified and complete customer service to promote enhanced economic development activities. Main issue to have regard for is a strategy to reduce the residential/commercial ratio and to be able to sustain capital infrastructure.</p>	<p>3a2</p>	<p>That the Town introduce economic development benchmarking and best practices, aligned with the Town's strategic priorities, to facilitate measuring the Town's success with its economic development initiatives going forward.</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>				<p>The economic development "Momentum Action Plan" was received and adopted November 2, 2015. The new Economic Development Officer was hired effective November 9th to undertake the implementation of the plan.</p>

		As building activity increases additional review would be required to ensure that the wider responsibilities in the areas of property standards enforcement, enforcement of fill regulations, expediting resolution of outstanding non-compliance cases and commenting agency input and facilitating the preparation of complete applications for various planning and building approvals and permits and not impacted.	3a3	That the CAO, in collaboration with the affected staff, redesign the position descriptions and work program for the staff in the Building Department, to expand responsibilities in such areas as property standards enforcement, enforcement of fill regulations, expediting the resolution of outstanding non-compliance cases and commenting-agency input, and facilitating the preparation of 'complete applications' by applicants for various planning and building approvals and permits.		x	x	x	x				Based in the building department workload, the building inspector's position was split between by-law enforcement and property standards and building inspection activities. This needs to be continuously monitored in an effort to ensure customer service is not impacted.
b)	Continuous Improvements	<p>Items to consider regarding the site alteration and fill permit processes included: processes being too costly and onerous for taxpayers resulting in illegal fills. This adversely affects the environment and may make it difficult for the property owner to sell their land or secure financing on land with concerns over soil contamination. Consideration needs to include an allowance for road damage in the fee for fill permits. Enforcement was sited as the biggest issue to overcome.</p> <p>With regards to the building permit process was the tax collection for new building developments. Occupancy of these new homes or other buildings before proper building permit approvals results in the Town not being able to collect taxes in a timely manner. MPAC is often slow to respond to requests to inspect these inhabited incomplete dwellings.</p> <p>Fillable online forms including payment options need to be developed and implemented.</p>	3b1	That the Town enhance enforcement for illegal fill, and include protection from road damage as part of fill permits, either through requiring bonding or the introduction of additional fees to offset the cost to repair roadways resulting from fills.									The Town's Fill by-Law needs to be revised. Direction to wait until Scugog passes their new by-law: - Scugog has experienced a number of related issue and the intent is to try to capitalize on their experience.
			3b2	That the Town ensure that MPAC adds taxable properties to the tax roll on a more timely basis, supported through cooperation among the Town's building, finance and water departments in monitoring and reporting of illegally occupied properties. Council may wish to consider taking this matter up directly with the Assessment Commissioner.									The Building Department has focused on addressing the outstanding permits for the past 18 months. Further dialogue with MAPC needs to continue to ensure that the Town is providing the information in their preferred format.
c)	Continuous Improvements	Water servicing is put into place before site plan approval and as a result water main stops are often located in places that are later approved for driveway construction - stops are being covered by driveways and are more prone to freezing. This is costly for the taxpayer as well as the water users.	3c1	That the Town adopt the policy to include the installation of water lines, where applicable, during the site plan approval process and or severance process, in consultation with the building, water and roads departments.									The Tech Working Committee meeting has been re-established. This ensures cross-departmental communication happens between building, roads, and water departments including economic development, planning, and engineering consultant.

d)	redesign of front office customer-facing services and associated staff duties	Continuous Improvements Improvements might be achieved with "flow" in the Town office with the front office functions being clearly signed. Private space should be consider to allow sensitive discussions with clients to be more private. Part of the challenge will be addressing the overlapping roles without having a designated front-line staff position. Redesigning customer facing services and associated staff duties will help to provide a higher level of customer service and a welcoming atmosphere. An orderly work environment will improve staff productivity and help to ensure that members of the public receive prompt information and courteous response from the appropriate staff including an opportunity to discuss sensitive issues in a confidential setting. Improved signage would also help clients find the municipal office. Accessibility must be considered to ensure the Town is compliant with regulation requirements.	3d1	That the Town improve its front office design based on the recently improved designs at neighbouring jurisdictions.								This item is in the 2015 budget as an action item. Staff are currently collecting conceptual ideas for redesign options. It is included in the 2016 budget considerations.	
			3d2	That any redesign of the Town office include the opportunity for residents and taxpayers to discuss some issues in a more confidential setting.									
			3d3	That the Town streamline customer-facing services, with a customer-centric focus, including improve signage and 'way finding' in the office and from the roadway, for both the Town office and Roads Department clients.									
e)	creation of an advocate or champion within the staff complement to advocate and expedite worthwhile economic investments	Organizational and Process Improvements The Economic Development Coordinator authorid the "Momentum" Action Plan which was received and adopted by Council on November 3, 2015. The primary goals are as follows: 1. Support the retention, growth and expansion of existing businesses; 2. Balanced growth in industrial, commercial and residential development; 3. Build a positive business climate; 4. Work cooperatively and strengthen links with all partners and all levels; 5. Establish the Town of Erin as a premier location for equine enthusiasts; 6. Promote and market the Town of Erin as a four seasons tourism destination; 7. Develop a sustainable economy. The Erin Economic Development Advisory Committee was established in February 2015 and mandated to provide advice to the office of the CAO on economic development in the community in conjunction with the new Economic Development Coordinator. Building a more positive business climate, while streamlining policy and regulatory processes is important to retaining and encouraging business growth and expansion in the Town. The Economic Development Officer will work with the Village of Erin BIA and the East Wellington Chamber of Commerce and colleagues at Wellington County Economic Development to strengthen the Town's capacity to support the business community. The Town needs to maintain a balance in the growth of its industrial, commercial and residential development to ensure appropriate services are in place, demand and residential growth meets the needs of families considering moving to Erin. Decisions will need to be made during the Official Plan amendment process in relating to CIP and communal waste water. Local economic development is about partnerships and cooperation, this includes partnerships with all levels of government, professional associations, social groups, and the business community. This communication will foster a degree of community buy-in and participation. The equine industry has been adopted as the initial economic development engine and	3 e 1	That the Town find a practical, cost-effective way to supplement the County's economic development program, including staffing arrangements and in-house procedural improvements that will give more profile to applications with potential economic development merit, including an office designed to ensure and maintain optimum confidentiality when dealing with clients and members of Council.		x	x				Action Plan \$188,200 less \$25,000 County Funding	The CAO, EDO, CBO and County Planning staff will work as a collaborative team to better respond to the timely needs of clients seeking opportunities to start a new business or expand an existing one in the community. The new EDO function has been filled and the 2015 staffing expense has been covered within the allocation.	
			3 e 2	Based on Council's priority for growth in commercial and industrial assessment and its focus on 'best practice' customer service, consideration should be given to creating a 'stand alone' economic development function, reporting directly to the CAO/Town Manager, in order to give it the profile and independence such a role needs to play with business prospects.		x	x				\$100,000 operational budget not including wages		
			3 e 3	The economic development function should be staffed on a permanent basis by an experienced economic development officer (EDO), supported by an administrative assistant employed at least half-time.		x	x				\$88,200		

	<p>therefore its important to expand the trail infrastructure to attract riders and leverage nearby event facilities. Connecting with neighbouring jurisdictions to form a regional trail committee would be one of the first steps in moving forward to attract equine manufacturing to maximize tax revenue growth.</p> <p>The development of the "Riverwalk" Trail network within the community has the potential to draw additional visitors to the community, expand opportunities for commerce and reinvigorating local interest in walking or riding the trails.</p> <p>The long term objective for the community is to establish a local economy that meets the needs of the present, without compromising the ability of future generations to meet their own needs. Retain existing employers, including commercial and industrial tax base and jobs to provide our residents with services and facilities.</p>	3 e 4	That the EDO be supported with advice from an Economic Development Advisory Committee, appointed and mandated by Council, and reporting to the CAO/Town Manager.		x	x	x	x				Action Plan items will have minimal financial impact which is covered in the operating costs.
		3 e 5	That the economic development function be measured annually on a well-defined set of metrics that assess inputs and outcomes, to ensure optimum efficiency and appropriate operating budget allocation.			x	x	x	\$5,000 yearly			It is suggested that the performance metrics be developed by an external professional in consultation with the CAO,EEDC, Council and the EDO
		3 e 6	That the economic development officer work closely with the County of Wellington economic development department to maximize regional collaboration and opportunities for project leverage.		x	x	x	x				The EDO will work in collaboration with the County Economic Development staff and other Wellington County municipal EDO's to leverage return on investment across the County and within the Town.

4	Continuous Improvements	<p>Implementation of a standardized performance review process that is easily administered and aligned with the Town's strategic priorities. Ideally the performance appraisal system should:</p> <ol style="list-style-type: none"> 1. Identify annual performance targets that align with Council's goals; 2. Be simple and straightforward, to focus on key objectives and to ensure timely completion of appraisals by supervisors; 3. Encourage managers and supervisors to be forthright in identifying real or potential employee performance issues, as well as opportunities for performance improvement and professional growth; and 4. Encourage supervisors to explore future career plans of those for whom they conduct performance reviews. <p>The Town needs to embrace performance measurement and performance monitoring as a way to manage its human, material and financial assets, as well as to demonstrate performance to Council and the residents and business of the Town.</p> <p>Expand the scope of the employee recognition program by including a staff recognition system to recognize service above-and-beyond typical daily tasks. This would have a strong impact on performance and productivity. The Town could celebrate individual staff, departmental or organizational achievements to a wider audience.</p> <p>Develop a basic corporate "succession plan" to ensure the loss of any single employee would not severely disrupt service:</p> <ol style="list-style-type: none"> 1. Staff members with a potential to be promoted to new or more senior responsibilities; 2. Rank what positions would need to be filled by external recruiting or training and developing existing staff with education or work-experiences; 3. Opportunities to phase-in/phase-out senior staff positions, including taking the time to ensure "knowledge transfer" from retiring or departing senior staff; and 4. An assessment of key position descriptions and the competitiveness of compensation for those duties in order to recruit and retain capable staff. <p>Performance reviews could be used as a tool to track employee progression towards succession plan goals. Succession planning is an ongoing and long-term process and should have regard to the Corporate Strategic Plan.</p> <p>Confidential conversations with those who are nearing retirement, about ways in which the Town and the employee can work together to ensure a smooth transition, including such things as bridging to early retirement, developing a successor, or beginning a recruiting program early.</p>	4.1	That the Town develop and conscientiously implement a standardized performance review process across the entire organization.		x	x	x	x				The Town encourages its employees to undertake improvement courses related to municipal work. Employees who wish to further their education in respect of their particular position, the Town covers the cost. In addition, employees can attend conferences, seminars and workshops. Employees can utilize a training competition policy which enables employees to take courses that are not covered through the traditional training opportunities.
			4.2	The performance review process should begin with a confidential, annual goal-setting and review process for the CAO, led by the Mayor, and including a joint evaluation of senior staff performance.		x	x	x	x				
			4.3	That the Town enhance employee recognition efforts: to reward new, productivity-enhancing ideas, to acknowledge exceptional staff performance, and to motivate employee achievement.		x	x	x	x				
			4.4	That the Town undertake succession planning to ensure the organization is positioned for long-term success.		x	x	x	x				
			4.5	That the Town increase participation in performance measurement surveys to develop performance measurement benchmarks upon which to compare itself to similar lower-tier municipalities and develop processes to measure and foster continuous improvement.		x	x	x	x				

6	Greater consolidation facilities management, asset management and fleet management responsibilities, across all departments, to create a One Erin 'approach to service delivery and use of equipment and facilities.	Organizational and process Improvements	Increased capacity and/or sharing of equipment and vehicles could be an area where costs could be reduced and limit external contracting services. Any gains in efficiency through maintenance and repair both protect the life-span of the assets, and defer the day when capital expenditures are required to replace or repair them. Streamlining of facilities management processes across the organization could help in implementing the Capital Plan to reduce the backlog of deferred maintenance and extend the life of the Town's assets. This should only take place if its determined that this would enhance the current efficiency and cost-effectiveness.	6.1	That the Town streamline processes for routine and major maintenance of all Town facilities, including sharing of information and collaborative procurement efforts.		x	x	x	x				Sharing of equipment is currently being implemented. The treasury function will record and identify the potential for maintaining and leveraging intangible assets including processes and databases to facilitate information technology.
				6.2	That the Town develop and implement upon a comprehensive basis, a facilities maintenance strategy to extend the life of capital assets.		x	x	x	x				
				6.3	That the Town, perhaps through the Treasury function, record and identify the potential for maintaining and leveraging tangible assets, such as advertising opportunities, as well as processes and databases facilitated by information technology.				x	x	x			
7	Improve administrative operations, including:													
a)	improved financial management systems	Service Standards	Staff indicated that the finance department had difficulty performing all of their duties given the limited staff availability and the limitations in the existing financial information system. Concern was also raised with financial reports which are often done manually and require additional time-commitment from staff and therefore as a result departments reported being often unable to receive reports in a timely manner. The system and procedures are adequate for basic internal control, line-by-line budgeting and financial reporting. New technology would help reduce the amount of labour to produce the current reports. Staff are limited in the kinds of reports they can offer management and Council without considerable effort. It also makes project management and effective purchasing and procurement difficult. The system does not tie budgets to procurement, or enable multi-year operating or capital financial planning. The system facilitates reporting for audit and Ministry purposes and they afford a good historical summary but it does not provide the specialized reports to manage program expenditures in a timely fashion, managers must extract data and do manual analysis themselves on paper or excel spreadsheets. To achieve some of the productivity improvements and service-delivery gains identified in the study, it would be necessary to keep track of interdepartmental sharing of staff and equipment. It would mean judging programs by their success in meeting levels of service and performance goals set by Council. It would require monitoring of overtime and procurement, to ensure efficiency and compliance, without the need for duplication of effort. All of these activities would be difficult to do and time-consuming with the current systems.	7a1	That the Town move away from a bookkeeping approach to financial management, and acquire a financial management system that can provide additional budget setting, planning and monitoring capacity, including the creation and monitoring of performance objectives.									Keystone is currently being used by the Building Department to track their building permit activities. This program has additional packages that can be added to the system. Both Guelph/Eramosa and Mapleton use Keystone for their financial system. This approach would most likely be the most cost effective way to implement better financial management system. Something like Cityview would need to be purchased for asset management. The Director of Finance needs to conduct a detailed review of various software programs and report accordingly. It is anticipated that this would be undertaken in the first quarter of 2016. In addition, ADP upgrades will be introduced to assist in better management of staff hours and activities. It is anticipated that this will also be introduced in the first quarter of 2016.

b)	records management and storage	Continuous Improvements Records are critical to any well functioning government organization. Records need to be retained for their operational life, they need to be either destroyed or retained consistent with legislative requirements. Responsible management of records enables the proper maintenance of institutional memory, maintains evidence of the Town's activities and that such activities comply with legal requirements and ensures that appropriate information is available to decision-makers when needed.	7b1	That the Town identify options for an organizational system for records management, in line with municipal best practices.			x	x	x	\$100,000			Once the IT staff is in place, this person will assist the Clerk in moving the project forward. Additional modules within the Keystone program will be purchased in 2016 as an interm step.
			7b2	That the Town explore the development of a Municipal Code, to bring together and modernize its 'non-planning' legislation and regulations in a single, easily consulted and easily amended location.			x	x	x				
			7b3	That the Town address and remedy the health and safety risk from the current records management storage system.			x	x	x				
c)	management systems and communications	Continuous Improvements Only when senior management meets routinely and as a group before and after Council meetings, can a truly corporate decision-making system function properly. It is a basic requirement of a CAO system to have senior management approve report to Council with the CAO sign off. Also to meet as a corporate group to develop and implement policy, program and budget initiatives. That it would be useful that Council and the CAO meet yearly to set goals and objectives for the following year. Improving and streamlining communications at the Town include horizontal communications across departments, and vertical communication from managers to the front line would help to ensure employees remain engaged and empowered to do high-quality work.	7c1	That the Town promote increase staff participation through use of additional internal project-specific team meetings: continue regularly scheduled senior management meetings, following the Council meeting cycle, to review Council reports, and with reporting-out to affected staff; and creation of avenues for cross-departmental communications to encourage 'best practices' across the organization.		x	x	x	x				Senior Management Team Meeting have been taking place on a regular basis for the past year. The meetings take place just before a council meeting, however, it has been decided that it would work better if they are held the following day. This would allow the CAO to brief staff on directions coming out of the Council meeting. The senior managers would then be responsible to verbally brief their staff. Also the CAO has re-established the Tech meetings which take place once a month. these meeting provide a framework that all departments are present and therefore are briefed on development related matters and they are able to provide input in a timely manner. Escribe was introduced in 2014 and part of that process, reports are prepared by senior management and are signed-off by the CAO before they go onto the Council Agenda.
d)	better IT support to Town operations, in both timeliness and application and software support, and to aid contemporary customer-services	Continuous Improvements The mushrooming growth of "apps" and smart phones make some in-house capacity essential for IT support. There is a need to deal with routine maintenance problems and to manage the IT supplier. There is a need for advice on the next wave of technology and whether and how it should be accommodated by a small municipality with limited resources. The use of hand-held technology is revolutionizing traditional blue collar inspection and maintenance functions. The expectation that municipal services can be accessed by smart phone and customized apps is likewise a challenge that needs to be managed internally, in part to standardize the approach, to protect system and data security, and to control which applications and devices should be supported and accommodated within the Town's computer networks. The Town has grown to the point where information technology support can no longer be an add-on to the regular duties of a busy staff person. This person should be housed within the administration department and would primarily lead projects to implement information technology improvement such as the financial system and the digitalization of the Town's records management, but would also provide daily IT maintenance and support to Town staff as needed.	7d1	That the Town engage a competent staff member to provide information technology support throughout the municipal organization (all locations) and to advise Council and senior staff on new applications, software, technology and system and data security.		x	x	x	x	\$55,000 to \$65,000			The IT position has been posted and it is anticipated that we should have someone on staff by the end of the year.



Staff Report

Report #: 2015-12CAO

Date: November-17-15

Submitted By: Kathryn Ironmonger, CAO/Town Manager

Subject: Canine Control Contract

Recommendations:

Be It Resolved That Council supports the recommendation of the CAO/Town Manager to award the 3 year canine contract to the OSPCA (Orangeville Branch) at their quoted price of \$31,000.00 with the provision of an option to renew the contract for an additional 3 years at the discretion of the municipality.

Background:

The Town of Erin undertook an RFP process for canine control for the 2016 budget year in keeping with purchasing policies. The goal was not only to open it up for proposals, but to also take a look at service level options and to ensure that the Town is covered from a liability standpoint. The successful proponent will have a 3 year contract, and will be required to have a \$2,000,000 liability insurance policy as well as WSIB insurance for their employees.

The RFP for Dog Control Services was released on the Town website and advertised in the local newspaper on October 5, 2015, with a return date of October 30, 2015.

The Town requested the following general services to be provided:

- a) Respond to dog related calls 24 hours a day, every day, including statutory holidays, which include but may not be limited to: dogs running at large, aggressive dogs, injured dogs, humane issues and requests for response from the Ontario Provincial Police.
- b) Provide dog control services as requested by the Town of Erin or County of Wellington Police Services.
- c) Attend court appearances if required.
- d) Maintain records of all dog control occurrences, dogs picked up and their deposition, and all other actions taken in provision of dog control services. These records must be submitted to the Town.
- e) Provide a local cell phone number where someone can be reached 24 hours a day, every day, including statutory holidays. Said cell phone number will be published by the Town.

- f) Provide a live telephone answering service where a message can be left 24 hours a day, every day, including statutory holidays.
- g) Provide a properly equipped, licensed and inspected vehicle to safely and humanely transport dogs. Such vehicle is to be suitably maintained to professionally represent the Town and vehicle identification as a Town service provider would be preferred.
- h) Provide and maintain all equipment necessary to humanely catch, handle and transport dogs.
- i) Ensure adequate training of all personnel with regard to dog control and vehicle operation.
- j) Ensure personnel carry photo identification to be made available as necessary to the general public.
- k) Retrieve stray dogs or those running at large, and provide them with adequate temporary shelter and accommodation, or deliver them to the local animal shelter, or a veterinarian, as the situation warrants.
- l) Provide the Town on a monthly basis, the Call Reports up to the last day of the preceding month that shows the particulars of each call received, dogs picked up and their disposition.
- m) Temporary shelter must be provided by the Dog Control Services Contractor at a humane facility located in the Town of Erin to retrieved dogs until they are claimed by their owner, or delivered to the local animal shelter or veterinary clinic, as the situation warrants.
- n) The successful Contractor and all personnel conducting services for the Town of Erin will be required to supply a police clearance certificate annually over the term of the contract.
- o) The project must be completed in accordance to the Contractor's Proposal and Scope of Proposed Services, as well as the General Conditions provided in this document.
- p) Conduct annual inspection of kennels within the Town of Erin, as per the requirements of By-law 08-08.
- q) If possible, issue all or assist Town staff with the issuance of dog licenses.
- r) Respond to other animal control matters, where requested by the Town.

Three proposals were received by the return date with the following base costs:

Ayr Animal Care	\$54,000/year
Upper Credit Humane Society	\$49,000/year
OSPCA (Orangeville Branch)	\$31,000/year

Additional costs would include pickup of injured wildlife, boarding fees, and vet fees.

The proposals were evaluated on the following criteria:

- a) Proposed approach and project initiatives, methodology, deliverables, management, and reporting formats.
- b) Qualifications and experience of Contractor and project team
- c) Quality of contractor's vehicle and shelter facilities
- d) Proposal fees

Based on the evaluation of the criteria, the recommendation is to award the contract to the Orangeville OSPCA. As well as being the lowest bidder, the proposal was the only one that including revenue sharing of dog tag sales as well as proactive door to door sales, patrolling of parks on a weekly basis, agents and inspectors with extensive training on animal care and law enforcement, and the power under legislation to investigate cruelty as well as lay charges. This proponent also having a province wide network and education programs provides an increased service level and support system.

Financial Impact:

The contract will be a 2016 budget item.

Consultation:

Consulted with the other Wellington County Municipalities.

Communications Plan:

The successful contract will be posted on the Town's website and inserted in the next tax bill notice.

Conclusion:

That Council embraces the recommendation of the Ministry of Labour officer and amends the policy as requested.

Appendices:

1. Proposal Evaluation
2. Canine Control RFP

Deliverables:	AYR	UCHS	OSPCA
Acknowledgement of scope, requirements and deliverables	yes	yes	yes
Brief but clear description of the contractor's project with a clear statement of work responsibilities, methodology, response mandates, equipment, and reporting formats	somewhat, kennel with room for 2 dogs, fb page, no website	yes	yes
List of key personnel including experience, involvement in similar projects, certifications, and licenses	only 2 ppl, not specifically trained in canine control, will hire p/t	2 experienced and trained staff - no agents - Insurance, but NO WSIB - proposal says if we want WSIB the animal control officers should become employees of the Town as by-law officers	8 staff with Agents and Inspectors with power under legislation to investigate cruelty and lay charges- extensive training on care and enforcement - insurance and WSIB coverage
Descriptions and photographs of vehicles designated for dog control services and the transportation of dogs	desc, no photos	yes - 1 van sufficiently equipped, good facility - Town owned (UCHS pays small amount for rent)	identifiable vehicles (4x4 trucks) fully equipped and fairly new facility with all necessary rooms for animal care and housing
Description and photographs of the shelter facilities to be used in completing dog control services	desc, no photos	yes	desc, no photos - website
Detailed proposal fees for the completion of the project for the first year of the contract. HST to be identified as an extra item. The proposal fee shall be a firm price (upset limit) to complete the project that includes all costs for disbursements, travel, permits, licenses, accomodation, overhead, payroll and benefits, etc.	no detail, flat fee \$4500/mnth	\$49,000 per year, + \$1500 for wildlife during open hours only + Required costs of Boarding fees \$50 per day for dogs \$30/day for cats, \$250 vet fee for each occurrence (not per dog), euthanasia \$200, \$50/hour to attend court	\$31,000 per year/3 years + CPI each year, \$350/dog (3 days) for pound services, + vet bills(to keep dog comfortable), \$165/call for 24hr injured wildlife (optional)
The proposal document shall be bound and contained in a sealed envelope bearing Appendix A - Envelope Cover	yes	yes	yes

The proposal document shall include the following mandatory minimum requirements:

Name of Company, company address and contact information for company representative	yes	yes	yes
Contractor's proposal which shall include respond to identified deliverables and all submission requirements	no cost shown for impound fees/vet bills/euthanasia	-will not pick up stray dogs or injured wildlife after dark (only 2 calls last year) - will not answer calls 24 hrs (answering machine refers to OSPCA) - identification to be supplied by the Town	Addressed all services
3 client references	yes	yes	yes
Proponent's qualifications and experience	somewhat lacking	qualified - no WSIB	highly qualified
Acknowledgement of Proposal Documents received by bidder	yes	yes	yes

Proposal Fee	\$	54,000.00	\$	49,000.00	\$	31,000.00
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dog tag revenue proceeds to Town?	no	no	Town keeps revenue for sales at Town Office and 50% of door to door less costs
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patrol of parks	no	no	once a week included
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Evaluation Criteria:

Proposed approach and project initiatives, methodology, deliverables, management, and reporting formats	not sufficient	sufficient, good staff and facility, but no 24hr service	Fully qualified staff and good facility. Understands service req's. Good values and service strategies. also education, spay/neuter programs
Qualifications and experience of Contractor and project team	not sufficient	good	qualified
Quality of contractor's vehicle and shelter facilities	not sufficient	2nd highest	excellent
Proposal fees	highest		lowest



Dog Control Services Request for Proposal (RFP)

October 5, 2015

Closing date: October 30, 2015 at 11:00am

**Late submission will not be accepted. Lowest or any
proposal not necessarily accepted.**

INFORMATION TO PROPONENTS

1. BACKGROUND INFORMATION

Background

The Town of Erin is one of seven lower-tier municipalities in the County of Wellington. The current population of the Town of Erin is just over 11, 830, with approximately 3900 households.

Animal control within the Town of Erin is currently regulated under By-law 08-08 (attached in Schedule B). Currently, dog licenses are issued at the Municipal Office as well as another location. The Town has ten (10) kennels operating, which are also regulated under By-law 08-08.

The Town has no plans at this time to build a leash free dog park.

Information

The Town is seeking Proposals from qualified Contractors to provide dog control services, and will be designated under By-law. The Contractor must provide all related functions in accordance with By-law 08-08, as amended, as well as the Municipal Act, 2001.

The Town requires that all dogs residing in the Town of Erin be licensed annually.

This contract is for a three-year term commencing from the day the contract is awarded and designated under a respective by-law.

The Contractor will be under the direct supervision of the Town of Erin Clerk or designate.

2. DEFINITIONS

“Clerk” means the Town Clerk of the Corporation of the Town of Erin, appointed by By-law.

“Contractor” means the individual, firm, company or corporation submitting a proposal to the Town, or the successful Proponent chosen to carry out dog control services in accordance with the associated contract.

“Corporate Contact” is the Town employee(s) defined as the authorized contact(s) during the Request for Proposal process.

“Dog” means any domesticated male or female dog of any canine species over the age of 3 months.

“Dog Control Officer” is the Contractor successfully awarded the Dog Control Services contract by the Town of Erin, and designated as such through Town by-law to enforce animal control regulations.

“Humane” means acting in a manner that causes the least harm or discomfort,

characterized by tenderness, compassion and sympathy.

“Project Manager” is the Town employee who will oversee the completion of the contract in accordance to this Proposal, contract and agreement. This individual will take management of the project after the contract has been successfully awarded. For the purpose of administering the Dog Control Services, the Project Manager is the Clerk.

“Running at Large” means that a dog is off the premises of the owner and not under the control of a competent person, restrained within a motor vehicle, or housed in a veterinary hospital or kennel.

“Total Proposal Price” means an evaluation of quality and service in assessment of proposals and the sum of all expenses, warranties, taxes, local service costs, lifecycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs and any applicable disbursements that determine the lowest compliant proposal.

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

“Work” means any of the following tasks, or combinations, thereof:

- a) Supply or provision of articles or materials;
- b) Supply of labour;
- c) Performance of functions and tasks;
- d) Provision of services;
- e) Equipment operated or not operated;
- f) Construction or repairs as specified;
- g) Security deposit

“Veterinarian” is a person who practices veterinary medicine or surgery. Veterinarians appointed in relation to this RFP shall be at the discretion of the Town.

3. REQUIREMENTS AND DELIVERABLES

The successful Proponent will be required to enter into a contract with the Town to provide the services as outlined below as a duly qualified Dog Control Officer. The services must be provided in a professional and fully competent manner in accordance with the provisions of this RFP. The General Conditions section of this document provides further information detailing exact specifics of the expected work.

Generally, the services to be provided must include, but are not limited to, the following:

- a) Respond to dog related calls 24 hours a day, every day, including statutory holidays, which include but may not be limited to: dogs running at large, aggressive dogs, injured dogs, humane issues and requests for response from the Ontario Provincial Police.
- b) Provide dog control services as requested by the Town of Erin or County of Wellington Police Services.
- c) Attend court appearances if required.
- d) Maintain records of all dog control occurrences, dogs picked up and their

- deposition, and all other actions taken in provision of dog control services. These records must be submitted to the Town.
- e) Provide a local cell phone number where someone can be reached 24 hours a day, every day, including statutory holidays. Said cell phone number will be published by the Town.
 - f) Provide a live telephone answering service where a message can be left 24 hours a day, every day, including statutory holidays.
 - g) Provide a properly equipped, licensed and inspected vehicle to safely and humanely transport dogs. Such vehicle is to be suitably maintained to professionally represent the Town and vehicle identification as a Town service provider would be preferred.
 - h) Provide and maintain all equipment necessary to humanely catch, handle and transport dogs.
 - i) Ensure adequate training of all personnel with regard to dog control and vehicle operation.
 - j) Ensure personnel carry photo identification to be made available as necessary to the general public.
 - k) Retrieve stray dogs or those running at large, and provide them with adequate temporary shelter and accommodation, or deliver them to the local animal shelter, or a veterinarian, as the situation warrants.
 - l) Provide the Town on a monthly basis, the Call Reports up to the last day of the preceding month that shows the particulars of each call received, dogs picked up and their disposition.
 - m) Temporary shelter must be provided by the Dog Control Services Contractor at a humane facility located in the Town of Erin to retrieved dogs until they are claimed by their owner, or delivered to the local animal shelter or veterinary clinic, as the situation warrants.
 - n) The successful Contractor and all personnel conducting services for the Town of Erin will be required to supply a police clearance certificate annually over the term of the contract.
 - o) The project must be completed in accordance to the Contractor's Proposal and Scope of Proposed Services, as well as the General Conditions provided in this document.
 - p) Conduct annual inspection of kennels within the Town of Erin, as per the requirements of By-law 08-08.
 - q) If possible, issue all or assist Town staff with the issuance of dog licenses.
 - r) Respond to other animal control matters, where requested by the Town.

4. ABILITY AND EXPERIENCE OF PROPONENT

Proponents must submit satisfactory evidence that they have the ability and experience for this type of work and that they have the necessary qualifications to enable them to proceed and complete the work in a satisfactory manner. This evidence must be provided within the Proponent's submitted proposal documents. Minimum eligibility requirements include:

- a) Possession of a valid driver's license(s).

- b) Possession of an appropriate vehicle in good running condition and capable of passing mechanical fitness tests. Vehicle must be of sufficient size to carry all equipment necessary for effective dog control. Vehicle must be capable of humanely transporting dogs secured in separate cages in the vehicle. The vehicle must be capable of transporting a minimum of 2 dogs at one time.
- c) Possession of a suitable and proper shelter facility for dogs located in close proximity to the Town of Erin that provides humane accommodation to dogs until delivery. This facility must be able to appropriately accommodate a minimum of 2 dogs at one time, each in their own independent cage.
- d) Experience handling dogs with a minimum of 5 years' experience found as significant and satisfactory to the Town.
- e) Pertinent knowledge and familiarity with the geography and mapping of the Town of Erin, with the ability to quickly navigate to addresses without delay due to navigational investigation.
- f) The Town reserves the right to inspect the Contractor's vehicle and shelter facility prior to awarding this contract and at any time throughout the duration of the Agreement with the Contractor.
- g) The Town of Erin may investigate as it deems necessary to determine the ability of the Contractor to perform the work and the Contractor shall furnish to the Town all such information and data for this purpose as the Town may request.

5. RFP CLOSING DATE AND TIME

Proposals, contained in a sealed envelope with the provided envelope cover (Appendix A) firmly affixed, will be received by:

Clerk's Department
 Town of Erin Municipal Office
 5684 Trafalgar Road
 Hillsburgh ON N0B 1Z0

until:

11:00 am (local time), Friday, October 30, 2015

Proposals will not be opened in public.

Proposals must be received at the address noted above no later than the specified closing time. Proposals received after said closing time will not be accepted or considered.

6. METHOD OF SUBMISSION

Proposals must be submitted in a sealed envelope by way of hand delivery, courier service, or mail prior to the RFP closing time.

Delivery of proposal through a third party mail courier service shall be at the risk of the Proponent and must be arranged in due time for the proposal to arrive at the specified location before the RFP closing time. Failure of a third party courier service

to submit the proposal prior to the RFP closing time will result in the disqualification of the proposal, and will be at no fault of the municipality.

Proposals sent by email or facsimile will not be accepted.

7. SUBMISSION ENVELOPE

The proposal must be supplied in a sealed envelope with the envelope cover supplied in Appendix A of this document. The envelope cover must be affixed to the Proponent's envelope without any extra exterior covering. Failure to affix the envelope cover to the submission envelope may result in disqualification of the proposal.

8. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall be prepared and submitted in accordance with the outline set and specified in this document. The Proposal submissions should include, but not necessarily be limited to, the following minimum requirements:

- a) Acknowledgement of the scope, requirements and deliverables.
- b) A brief but clear description of the Contractor's project with a clear statement of work responsibilities, methodology, response mandates, equipment, and reporting formats.
- c) List of key personnel including experience, involvement in similar projects, certifications and licenses.
- d) Descriptions and photographs of vehicles designated for dog control services and the transportation of dogs.
- e) Description and photographs of the shelter facilities to be used in completing dog control services
- f) Detailed proposal fees for the completion of the project for the first year of the contract. HST is to be identified as an extra item. The proposal fee shall be a firm price (upset limit) to complete the project that includes all costs for disbursements, travel, permits, licenses, accommodation, overhead, payroll and benefits, etc.
- g) The Proposal document shall be bound and contained in a sealed envelope bearing Appendix A – Envelope Cover.
- h) The Proposal document shall include the following mandatory minimum requirements:
 - i) Name of company, company address and contact information for company representative
 - j) Contractor's Proposal, which shall include respond to identified deliverables and all submission requirements
 - k) 3 Client References
 - l) Proponent's Qualifications and Experience
 - m) Acknowledgement of Proposal Documents Received by Bidder and
 - n) Addenda

9. CORPORATE CONTACT AND COMMUNICATIONS

Questions related to the specifications or the intent of the proposed work is to be directed in writing to:

Dina Lundy, Clerk
Town of Erin
5684 Trafalgar Road
Hillsburgh, ON N0B 1Z0
dina.lundy@erin.ca

You may send your request via email to solicit a quicker response; however, we require all requests in writing.

Contact with Town of Erin officials or staff other than the staff member named is not permitted and will be considered grounds for disqualification in the bidding and selection process. No verbal instructions or verbal information to Proponents will be binding on the Town.

For the purposes of this contract, the Project Manager for the Town of Erin will be the Town Clerk.

10. BID BOND

This RFP does not require the submission of a bid bond.

11. PERFORMANCE BOND AND LABOUR AND MATERIAL PAYMENT BOND

This RFP does not require the submission of a Performance Bond or a Labour and Material Payment Bond.

12. INSURANCE

Upon award of the contract and prior to commencement of work, the Contractor shall furnish the Clerk or designate with a satisfactory Certificate of Insurance (COI) containing the information below, for the period of the execution of the work:

- a) A Commercial General Liability (CGL) policy that shall be not less than \$2,000,000 per occurrence.
- b) The CGL policy shall include bodily injury including death, personal injury, property damage, tenants legal liability, non-owned automobile and contain a cross liability/severability of interest clause. The certificate must also include acknowledgement that coverage under the policy specifically extends to the works in question. The COI shall name the Town of Erin as additional insured to the policy.
- c) The liability insurance shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without 30 days prior written notice to the Town of Erin.
- d) Automobile Liability Policy that shall not be less than \$2,000,000 covering the equipment to be used by the Contractor in the performance of the work. The coverage shall not allow subrogation by the insurer against the Town of Erin.

13. PROPOSAL VALIDITY PERIOD

Proposals shall remain valid and open for acceptance for a period of 60 days from the proposal closing date. Proponents shall ensure that sub-trade and supply quotations are valid for a sufficient length of time to accommodate the noted validity period.

14. SUBMISSION CONFIDENTIALITY

All proposals submitted to the Town will be considered confidential, conditional to the Municipal Freedom of Information and Protection of Privacy Act. All pricing information regarding content of proposals will remain confidential as the Town reserves the right to negotiate with Proponents.

At no time will Proponents divulge any confidential information provided to or acquired by the Proponent or disclosed by the Town throughout the course of the intended project.

The successful Contractor acknowledges that information of any kind provided throughout the course of the intended project is the exclusive property of the Town and shall not be disclosed or released to any person or organization without written authorization from the Town having been previously provided.

15. INFORMAL OR UNBALANCED PROPOSALS

Proposal documents must be legible. All entries in the Form of Proposal shall be made in ink or by typewriter. Entries or changes made in pencil shall be subject to automatic rejection, unless otherwise decided by the Town.

Alterations of any kind must be clearly made and initialed by the Proponent, or the proposal may be subject to automatic rejection.

Proposals containing a project period or schedule adverse to the objectives of the Town's interests may be rejected.

Proposals containing prices so unbalanced as to adversely affect the interests of the Town may be subject to rejection.

If an error has been made transposing an amount from one part of the proposal to another, the amount shown before transfer shall, subject to any corrections as previously noted, be taken to be correct and the amount shown after the transfer and the Total Proposal Price shall be corrected accordingly.

If an omission has occurred wherein an item of work has not been provided a price, unless otherwise stated in his proposal, the item will be deemed to have been allocated elsewhere in the proposal and, unless otherwise directed by the Town, no increase shall be made in the Total Proposal Price because of said omission.

The Town may waive formalities at its discretion, provided the Town's Procurement By-law has been adhered to.

16. CORPORATE SEAL

The Town reserves the right to request proof of legal authority to bind the company at its discretion.

17. WORKPLACE SAFETY AND INSURANCE BOARD PAYMENTS

The Contractor shall provide a Clearance Certificate or make a statutory declaration that all assessments and all compensation payable to the Workplace Safety and Insurance Board (WSIB) have been paid prior to commencing any work.

18. RESERVATION OF RIGHT

Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town. Proposals may be withdrawn in accordance to Section 25 – Withdrawal or Qualifying of Proposals contained in this document.

19. ADDENDA

Proponents may be notified during the proposal period of required additions to, deletions from, or alterations in the requirements of the proposal documents.

Any addenda issued after the posting of this RFP will be emailed and faxed to each Proponent up to 48 hours prior to the RFP closing time. It is the sole responsibility of Contractors to review and respond to addenda issued following the issuance of this request for proposal in their submissions.

If addenda are issued within 48 hours of closing this request for proposal, the closing date of this request for proposal will be adjusted accordingly.

Addenda must be acknowledged and provided with the proposal. Failure to acknowledge addendums may result in the rejection of the proposal.

20. HARMONIZED SALES TAX (HST)

HST is not to be included in unit pricing, lump sum pricing or Total Proposal Price. HST shall be shown separately. HST will be added as extra to any payments or progress payment for work completed, with HST calculated at 13%, or such other rate as determined by Revenue Canada Agency.

21. PRICING TO REMAIN FIRM

Pricing provided under this Request for Proposal shall remain firm for a period of sixty (60) days from the date of closing this Request for Proposal.

22. COSTS INCURRED BY PROPONENTS

Expenses incurred by Proponents for the preparation and submission of proposals to the Town, or any work done in correlation thereof, shall be borne by the Proponent.

No payment will be provided for any proposals submitted or for any other effort

made by the Proponent prior to the commencement of the services as defined and approved by the Town.

23. PROPOSAL FEE

The Proposal Fee shall be a firm price (upset limit) and include all payroll costs, benefits, overhead and profit. All costs for printing, telephone and facsimile charges, and travel shall be included.

The Proposal Fee shall be the cost to perform services for Year 1 of the contract, covering one full calendar year from the commencement of the contract inclusive. The annual service price shall be adjusted effective of the contract anniversary date of each successive year until the end of the contract.

24. PAYMENT OF FEES

The Town will pay the Contractor its fees based on the completion of milestones as defined within the Contractor's proposal, and in accordance to Section 23 – Proposal Fee, as contained in this document.

25. WITHDRAWAL OR QUALIFYING OF PROPOSALS

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by the Proponent for this contract.

A Proponent may withdraw his proposal at any time up to the official closing time by presenting a letter with his signature and corporate seal. Said letter must be received at the RFP closing location in sufficient time to be marked with the time and date of receipt, and for the RFP contact to note the withdrawal of the proposal prior to the official closing time.

When a request to withdrawal a proposal has been received prior to the closing time, and it has been verified to be signed and sealed by the corporation, the unopened submission envelope will be returned to the Proponent.

No telegrams, facsimiles, or telephone calls will be considered for official withdrawal of a proposal.

27. ABILITY AND EXPERIENCE OF CONTRACTOR

The successful Contractor must submit satisfactory evidence that they have the ability and experience for this type of work and that they have the necessary plant and capital to enable them to proceed and complete the work in a satisfactory manner. This evidence must be provided on the submitted form of proposal.

The Town of Erin may investigate as it deems necessary to determine the ability of the Contractor to perform the work and the Contractor shall furnish the Town of Erin all such information and data for this purpose as the Town of Erin may request. The Town of Erin reserves the right to reject any quotation if the evidence submitted by or investigation of such Contractor fails to satisfy the Town of Erin that the Proponent

is qualified to carry out the obligations of the contract.

28. PRIVILEGE CLAUSE

The lowest or any proposal may not necessarily be accepted. The Corporation of the Town of Erin reserves the right to delete any part, or parts from the Proposal without stating reasons therefore. In the event of any deletion, it is agreed that the Contractor will have no claim for loss of potential profit or overhead costs.

29. RECORD AND REPUTATION

Without limitation to any other privilege of the Town, and notwithstanding whether a submitted proposal otherwise satisfies the requirements of the RFP or not, the Town may instantly reject any proposal from a Proponent where in the opinion of Council, the affiliation between the Town and said Proponent has been damaged by prior or current acts or omission of said Proponent, including but not limited to:

- a) Litigation with the Town
- b) The failure of the Proponent to pay, in full, any outstanding payments, interests, and costs owing to the Town after the Town has requested payment of same
- c) The refusal of the Proponent to enter into the contract with the Town after the Proponent's proposal has been accepted by the Town
- d) The refusal of the Proponent to perform or complete performance of a contract with the Town at any time after the Proponent has been awarded the contract by the Town
- e) The refusal of the Proponent to follow logical directions of the Town or to alleviate a default under any contract with the Town when required by the Town or the Town's representative
- f) Acts or omissions by the Proponent resulting in a claim by the Town under a bid bond, performance bond or any other security required to be submitted by the Proponent on a tender, RFP or RFQ within a five year period immediately preceding the date on which the tender, RFP or RFQ is awarded

30. EVALUATION OF PROPOSAL

Past performance by the Proponent for similar projects undertaken within the Town of Erin may be taken into consideration of the Town's selection of a successful Contractor.

The evaluation of the proposals will be based on the following criteria, not necessarily in the order listed below:

- a) Proposed approach and project initiatives, methodology, deliverables, management, and reporting formats.
- b) Qualifications and experience of Contractor and project team
- c) Quality of contractor's vehicle and shelter facilities
- d) Proposal fees
- e) Acknowledgement of addenda

The Town of Erin is responsible for evaluating the submissions. Town of Erin Council will make the final decision in selecting the final Contractor.

The successful Contractor will be notified once a Council resolution and appointment by-law is adopted.

31. REVIEWS AND NEGOTIATIONS OF PROPOSALS

The Town may discuss with a Proponent for the purpose of clarification of their proposals to assure full understanding of the RFP requirements.

All proposals will be evaluated using the criteria noted unless the proposal does not meet the minimum requirements of the RFP and are therefore not selected for consideration. When the initial proposal submissions have been reviewed, a recommendation will be made to award the proposal to a specific firm, if clear-cut superiority of an offer is obvious.

All information will be kept secure until after an award recommendation has been made. All conversations and negotiations must be coordinated by the corporate contact assigned to this RFP.

32. PROPOSAL ACCEPTANCE OR REJECTION

It is understood that the Corporation of the Town of Erin is not bound to accept the lowest, or any bid submission.

A report will be prepared by the corporate contact (or designate) recommending the award of contract to the most suitable and appropriate Contractor, and will present said report to municipal Council at a public Council meeting, in accordance with the Town's procurement policy. The recommendation of an award of contract to Council does not constitute acceptance of the proposal by the Town.

A proposal is accepted by the Town when a resolution of Council has been provided to enter into agreement with the successful Proponent and when the agreement in the form bound herein is executed by the Town and the successful Proponent; or when written authorization of the Town and within the 60 day validity period, has issued a written order to commence work to the successful Proponent.

The Town is not responsible for any liabilities, expenses, loss or damage to the Proponent subsequent to or by reason of the acceptance or non-acceptance by the Town of any proposal or by reason of any delay in the acceptance of a proposal. Proposals are subject to a formal contract being prepared and executed.

33. RFP RESULTS

The report recommending an award of contract shall be a matter of public record. The results of the RFP, when requested, may be made public by the Town, and may contain the total proposal price.

The name of the successful Proponent and the contract price shall be deemed public information following the award of contract, however, unit prices contained in the form of

proposal will not be released.

Unsuccessful Proponents may request information regarding their proposal evaluation from the corporate contact.

34. AGREEMENT

The successful Contractor will be required to enter into an agreement with the Town upon Town Council authorizing the execution of an agreement. The agreement found in the form bound herein will be executed in quadruplicate by the Town and will be provided to the Contractor in the executed contract.

If a mathematical error has been found in the Contractor's submission and has been properly corrected and initialed by the Contractor, the price stipulated in the agreement will be the corrected price.

35. CONTRACT EXECUTION

Upon approval by Council of the award of contract, the successful Proponent will be notified by the Town that their proposal has been accepted and an official award of contract letter will be provided.

The successful Contractor will be given no more than fourteen days from the receipt of the contract documents for execution of the contract documents and to provide the necessary guarantees, insurance, etc. Failure to execute the contract documents, and failure to provide the required guarantees, insurance, etc. within the specified time may result in forfeiture of the proposal deposit (if applicable). No work shall commence on the project until the documents have been executed by the Contractor and the insurance and guarantees have been received.

There shall be no variation or substitution from this RFP unless approved in writing by the Town. Receipt of materials, equipment, work or service will not waive any of the requirements of the contract. Defective goods, materials, or equipment found will be returned at the risk of the supplier and at the supplier's expense.

The Town reserves the right to cancel the Dog Control Services should Council not approve sufficient funds to complete the work as acquired, with no financial liability to the Town.

Cancellation of contracted services rendered by the Town or the Contractor shall be provided with no less than 30 days' notice in writing.

Failure to deliver or complete the terms of the contract outside of the stipulated project schedule shall entitle the Town to cancel the contract without being liable for any costs, fees, or charges of any kind.

In the event of labour or supplier strikes, or unexpected events that cease work, the Town reserves the right to suspend this contract.

36. PROPONENT DECLARATION

The Proponent, by submission of a proposal, declares that:

- a) The Proponent has carefully reviewed the requirements and guidelines set out in this RFP document and attests that all representations of the proponent contained in their proposal submission are true and factual.
- b) No one other than the Proponent has any interest in this RFP or in the assignment of the pending contract from this RFP.
- c) No member of Council or employee of the Town has any direct or indirect pecuniary interest in this proposal.
- d) The Contractor and their heirs, administrators, successor, executor and assigns are to forfeit all claims against the Town under the contract. This includes claims for all work done and/or supplies and/or service provided under the contract should it seem that a member of Council or a Town employee has been furnished with a direct or indirect financial benefit.

37. CONFLICT OF INTEREST

Contractors participating in this RFP process shall disclose, prior to entering into an agreement, any potential direct or indirect conflict of interest. If such a conflict exists, the Town of Erin may, at its discretion, withhold the award of a contract from the Contractor until the matter is resolved. If the conflict is deemed to remain unresolved, and the Town deems it necessary, the Town reserves the right to withhold the award of contract to the Contractor altogether and provide the contract to the next qualified Proponent.

38. SUBCONTRACTORS OR SUPPLIERS

If the Contractor proposes to use any product or services from another firm or subcontractor for any part of the work, other than those listed in the Form of Proposal, the Contractor must request approval in writing from the Corporate Contact. The Owner reserves the right at any time to object or refuse to accept any subcontractor, firm or supplier for inclusion in the work and shall not be required to give a reason for such objection or refusal.

No substitute for any firm, subcontractor or supplier shall be allowed without written consent from the Corporate Contact. Nothing contained in the contract documents shall create any contractual relationship between any subcontractor, firm or supplier and the Owner. Should the Contractor request to change any subcontractor, firm or supplier, the Owner will not be responsible for any additional costs incurred by the Contractor as a result of this request.

39. CONTRACTOR'S LIABILITY

The successful Contractor, his agents, employees, or persons under his control including sub- contractors, shall use due care that no person or property is injured and

that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carryon of the work, or by any neglect on the Contractor's part.

40. INDEMNIFICATION

The bidder will indemnify and save harmless the Town, its officers, partners, agents, employees and Council members from and against all claims, demands, losses, damages, costs, expenses, actions and suits that may arise, directly or indirectly from its performance of the contract or by reason of any matter or thing done, permitted or omitted to be done by the bidder, its sub-bidders or their agents or employees with respect to the contract.

41. ERRORS AND OMISSIONS

The Town shall not be held liable for any errors or omissions contained in any part of this RFP. The Town has put forth significant effort to ensure accurate data in this RFP. The information contained in this RFP is supplied exclusively as parameters for Proponents. The information contained in the RFP documents is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive. No information provided in the RFP is intended to relieve the Proponent from forming their own conclusions with respect to the matters contained therein.

42. OCCUPATIONAL HEALTH AND SAFETY ACT

The Contractor shall comply with all requirements of the Occupational Health and Safety Act, 1990 and Regulation for Construction Projects and Amendments, as administered by the Ontario Ministry of Labour and all subsequent amendment of said Act. In the event that the Contractor fails to comply with the requirements of the above mentioned Act, the Town may suspend the continuation of the work forthwith and the suspension will remain in effect until the Contractor has taken whatever remedies are necessary to comply with said act. Suspension of the work by the Town on account of the provisions of this clause, shall not allow the Contractor an extension of the time of completion and the Contractor may be liable for liquidated damages to the Town.

43. PROCUREMENT POLICY BY-LAW / GOVERNING LAW

Proposals will be called, received, evaluated, accepted and processed in accordance with the Town's Procurement By-law. By submitting a Quotation for this subject, the Contractor agrees to be bound by the terms and conditions of such Policy and any amendments thereto, as fully as if it were incorporated herein.

Any Contract resulting from this Request for Quotation shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

44. FREEDOM OF INFORMATION ACT

The bidder hereby consents to disclosure of its information contained in this Proposal

submission, pursuant to The Municipal Freedom of Information and Protection of Privacy Act, R.S.O, 1990, C.M. 56.

45. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

The Contractor shall ensure that all its employees, agents, volunteers, or others for whom the Contractor is legally responsible receive training regarding the provision of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended (the "Act") The Contractor shall also maintain a record of all training provided to the Contractor's personnel on the Town's accessible customer service standards as required under this section.

Appendix A – Envelope Cover

Dog Control Services Request for Proposal (RFP)

Please Submit to:
 Clerk's Department
 Corporation of the Town of Erin
 5684 Trafalgar Rd.
 Hillsburgh ON N0B 1Z0

Closing Date: Friday October 30th, 2015
 at 11:00 AM (local time)

RFP Rec'd From:	
Company:	
Address:	
City:	
Contact Telephone:	
Authorized Signature:	

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW # 08 - 08

**Being a By-law to license and
regulate the keeping of dogs**

WHEREAS Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25 authorizes the Council of a lower-tier municipality to pass by-laws respecting animals;

AND WHEREAS Section 103 of the Municipal Act confers the power upon a municipality to pass a by-law to provide for the seizure and impounding of animals being at large or trespassing and the sale of impounded animals under certain conditions;

AND WHEREAS Section 105 of the Municipal Act requires that Council afford dog owners hearings with respect to muzzle orders;

AND WHEREAS Section 129 of the Municipal Act confer the power upon a municipality to pass a by-law prohibit and regulate noise;

AND WHEREAS Section 23.1 authorizes a municipality to delegate its powers and duties;

AND WHEREAS section 391 of the Municipal Act enables a municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS sections 435 to 439 of the Municipal Act provide for the power of entry of an officer to determine compliance with a by-law;

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

1. DEFINITIONS

In this By-law:

“Appeal Committee” means a committee composed of members of Council for the purpose of conducting hearings under this By-law;

“At Large” means being at any place other than the premises of the owner of the dog and not under the control of the owner, except where the owner of the property permits the dog to be on his or her property;

“Council” means the Council of the Corporation of the Town of Erin;

“Dog” means a domesticated canine animal, male or female, over the age of three (3) months;

“Euthanized” means humanely destroyed;

“Guide Dog” shall mean a dog trained or in training and certified for a guide for the blind, hearing impaired, or other disability, and used as such;

“Impoundment Fee” is the daily charge that may be collected by the poundkeeper.

“Kennel” means a building or structure or part thereof whereby dogs are kept for remuneration for the purpose of breeding, boarding, housing, feeding and/or maintenance but does not include a dwelling unit;

“Kennel License” means a license for a kennel issued by the Town;

“License” means a license for a dog issued by the Town in the form of a tag for the dog;

“Muzzle” means a humane fastening or covering device made of metal, plastic, leather, or a combination of these materials that does not interfere with the breathing, panting, ability to drink, or vision of the dog when fitted and fastened over the mouth of the dog, but that is sufficient strength to prevent the dog from biting;

“Muzzle Order” means an order issued by an officer for a muzzle to be put on a dog;

“Officer” means a Police Officer, Municipal Law Enforcement Officer or other person appointed by the Town to enforce this by-law, and includes the poundkeeper;

“Owner” of a dog includes a person who possesses or harbours a dog, and, where the owner is a minor, the person responsible for the custody of the minor;

“Police Work Dog” shall mean a dog trained to aid law enforcement officers and used by such officers in the execution of their duties;

“Pound” shall mean such premises and facilities designated as a Town Dog Shelter and Pound;

“Poundkeeper” shall mean the person appointed as such by By-law of the Town;

“Premises” includes a dwelling unit, a house or building and the land or premises on which the building or house is situated or attached;

“Tag” shall mean a tag issued by the Town indicating the year and number issued;

“Town” means the Corporation of the Town of Erin;

“Under the control of” means when a dog is unleashed, that the dog is close to the owner, within sight and earshot of its owner, and that it responds to voice commands and it is prevented from approaching within one (1) metre of any animal or person without such person’s consent.

2. ADMINISTRATION

- 2.1 This By-law shall be administered by an Officer, and by such other person contracted and appointed to do so by by-law.

3. LICENSING

- 3.1 Every calendar year, an owner of a dog shall obtain a license for the dog from the Town.
- 3.2 The license shall be obtained before the 31st day of March of each calendar year, unless the dog came into the owner’s possession or care after that date.
- 3.3 Where a dog comes into the possession of an owner after the 31st day of March, the owner shall immediately obtain a license for the dog.
- 3.4 Notwithstanding any other provision in this by-law, the owner of a guide dog or a police work dog is not required to obtain a license from the Town.

- 3.5 The Town may require the owner of a dog to establish to the Town's satisfaction that the dog is a guide dog or a police work dog.
- 3.6 Every owner of a dog shall affix the tag to the collar of the dog when off its own property.

4. APPLICATION FOR A LICENSE

- 4.1 An application for a license or renewal of a license shall be completed on a form provided by the Town.
- 4.2 An application for a License shall be submitted to the Town together with the appropriate license fee as provided for in Schedule "A" to this By-law.
- 4.3 An owner of a dog shall obtain a replacement tag in the event the tag is lost and pay the appropriate fee as provided for in Schedule "A" to this By-law.
- 4.4 No owner shall permit a dog to wear a tag other than the one issued for that dog.

5. KENNELS

- 5.1 Every calendar year, a person who keeps or operates a kennel must obtain a kennel license from the Town.
- 5.2 Every person who keeps or operates a kennel shall comply with the following requirements:
- (a) The kennel building shall be a separate building and shall not be attached to any building used or capable of being used for human habitation.
 - (b) The kennel building and its location shall conform to the Town's zoning by-law and the Ontario Building Code and the building shall be maintained in damage-free condition.
 - (c) The kennel building shall be no less than 150 metres from any property line including the property line of a road allowance.
 - (d) The kennel building shall be no less than 300 metres from a dwelling on a separate lot.
 - (e) In the case where the lot of a proposed kennel abuts a vacant lot, the kennel building shall be no less than 300 metres from the vacant lot.
 - (f) The kennel building shall have a floor of concrete or other impermeable material.
 - (g) The floor of the kennel building shall have a drain opening constructed as a plumbing fixture connected to the sanitary sewer maintained in functioning condition at all times.
 - (h) The kennel floor shall be thoroughly cleaned daily or more often if necessary to keep the floor clean.
 - (i) Any cage shall be adequately sized to allow the dog to extend its legs to their full extent, to stand, sit, turn around, or lie down in a fully extended position.
 - (j) Cages are to be constructed solely of metal, or wire, or partly of wire, and shall have metal or other impermeable bottoms, which shall be cleaned and washed daily, or more often, if necessary to keep clean.

- (k) The kennel building shall have:
 - i) electric lighting;
 - ii) windows which may be opened for proper ventilation;
 - iii) a heating system sufficient to adequately heat the building;
 - iv) hot and cold running water; and
 - v) a food preparation area.
- (l) The yards and runways associated with a kennel shall be completely enclosed with a solidly constructed fence so as:
 - i) to fully obstruct the visibility of the neighbouring properties from the dogs; and
 - ii) to prevent the dogs from escaping from the premises.

5.3 Every person who holds a kennel license, shall comply with the following requirements:

- (a) The license shall be exposed at all times in a conspicuous place in the interior of the kennel.
- (b) The kennel shall be maintained in a sanitary, well ventilated, clean condition, and free from offensive odours.
- (c) The dogs shall be kept in sanitary, well bedded, well ventilated, lighted, clean quarters and a healthful temperature shall be maintained at all times.
- (d) The dogs shall be adequately fed and watered periodically each day and kept in a clean, healthy condition, free from vermin and disease.
- (e) An exercise area, yard or runway shall be provided so as to enable each dog to exercise freely and easily so as to maintain physical health and well being.
- (f) The exercise area, yard or runway associated with the kennel shall be cleaned at least once daily when in use.
- (g) The excreta, dead animals and other waste resulting from the keeping of dogs shall be removed from the premises as necessary.

5.4 If the kennel is found not to conform to the requirements set out herein, an Officer may direct that the dogs be seized and impounded, at the owner's expense, and may revoke the license issued.

6. EXCREMENT

6.1 Every owner of a dog shall remove forthwith any excrement left by the dog on any property including a highway.

6.2 Section 6.1 does not apply to a person reliant on a guide dog or a person in control of a police work dog, when such dog is in the actual execution of its duties.

7. RUNNING AT LARGE

7.1 No person shall cause or permit his or her dog to run at large within the Town.

7.2 Section 7.1 does not apply to a police work dog, when the dog is in the course of performing its duties.

7.3 No person shall abandon or discard a dog within the Town.

8. LEASHING

- 8.1 Every owner of a dog shall keep the dog leashed or under the control of a person when the dog is on land in the Town, other than the owner's property, unless prior consent is given by the person owning the land on which the dog is found.
- 8.2 Section 8.1 does not apply to guide dogs or police work dogs, when these dogs are in the course of performing their duties.

9. KEEPING OF DOGS & NOISE

- 9.1 Any building, structure, pen or run used or intended to be used for the keeping of a dog shall be at least 1.5 metres (5 feet) from the boundary of the property upon which it is located.
- 9.2 No operator of a kennel or owner shall permit a dog to make noise which disturbs the peace, quiet, comfort or repose of any inhabitant of the Town at any time.
- 9.3 No person shall keep a dog permanently outdoors unless the dog is provided with a structurally sound, weather-proof insulated enclosure, of suitable size, with off the ground flooring.
- 9.4 Every owner shall keep a dog in clean and sanitary conditions.
- 9.5 Every person who keeps a dog in the Town of Erin shall provide the dog or cause it to be provided with such food, water, exercise, attention, and veterinary care as may be required from time to time to keep the dog in good health.
- 9.6 A) No person in the Town of Erin shall keep a dog tethered on a chain, rope or similar restraining device of less than three metres in length
 B) Every person who has tethered an animal shall ensure, that at all times the animal has unrestricted movement within the range of the tether, and that the animal shall not suffer injury as a result of the tethering.

10. OWNERS TO TAKE PRECAUTIONS

- 10.1 An owner of a dog shall exercise reasonable precautions to prevent the dog from:
- (a) biting or attacking a person or animal; or
 - (b) behaving in a manner that poses a threat to the safety of persons or animals.

11. SEIZURE OR IMPOUNDMENT

- 11.1 Any dog found at large contrary to this By-law may be seized by an Officer.
- 11.2 An Officer may take possession of a dog for the purpose of providing protective care to it at any time when the Officer deems it necessary to provide protective care to the dog.
- 11.3 A dog seized under this By-law shall be impounded at the Town pound for a period of three (3) days, exclusive of the day on which the dog was impounded and statutory holidays and Sundays, unless:
- (a) The dog is redeemed by the owner during this period of impoundment in accordance with the provisions of this By-law; or
 - (b) The dog was seized for the purpose of providing protective care to it; or

- (c) In the opinion of the Officer, the dog should be euthanized or receive veterinary care immediately.

11.4 The owner of a dog impounded under this By-law may redeem the dog upon:

- (a) payment of the appropriate impoundment and maintenance fees as provided for in Schedule "A" to this By-law or portion thereof for the time of the impoundment under this and any other applicable Town By-law; and
- (b) production of a valid license for the dog.

11.5 If a valid license can not be produced under section 11.4 (b), the owner of the dog shall obtain a license for the dog in accordance with the provisions of this By-law.

11.6 If a dog is not redeemed within the time period specified in this By-law, the dog shall become the property of the Town or its contractor and may be:

- (a) put up for adoption;
- (b) euthanized by the Town or its contractor.

11.7 An Officer may euthanize a dog without delay without permitting any person to redeem it if:

- (a) the dog seized and impounded under this By-law is seriously injured or ill and should be euthanized without delay for humane reasons; or
- (b) euthanasia of the dog seized and impounded under this By-law is necessary for the safety of persons.

11.8 Where, in the opinion of an Officer, a dog seized and impounded under this By-law is injured and requires the services of a veterinary surgeon, the Officer shall arrange for such services and, in addition to any amount charged under this By-law, be entitled to charge the owner of the dog the cost of the veterinary care to the dog.

11.9 Where a licensed dog is impounded and the pound keeper has not been able to contact the owner of the dog, the dog shall not be sold or destroyed without first delivering a notice to the owner of the dog. Notice shall be delivered personally or by registered mail to the address shown on the Dog License Application Form. The notice shall state that if the dog is not claimed by a specified date, the dog will be sold or destroyed without further notice or recourse.

12. MUZZLING OF DOGS

12.1 Where an Officer has reason to believe that a dog has bitten a person or an animal, the Officer may issue a muzzle order to the owner of the dog.

12.2 The Officer may impose conditions on the muzzle order to ensure the health and safety of the owner, the dog, and other persons and animals.

12.3 A muzzle order may be served by:

- a) delivering it personally to the owner of the dog; or
- b) by posting it up in a conspicuous place on the premises of the owner; or
- c) sending it by registered mail to the last known address of the owner of the dog.

12.4 Service of a muzzle order served by registered mail is deemed to be made on the seventh day after the day of mailing.

- 12.5 Notwithstanding any other section of this By-law, when a muzzle order has been served the owner of a dog shall:
- a) not permit the dog to be off the premises of the owner unless it is properly leashed and muzzled; and
 - b) ensure that the dog does not bite, chase or attack a person or a domestic animal on any property, including that of the owner; and
 - c) either tether the dog on a chain capable of restraining the dog or confine it within a fenced yard capable of preventing the dog from escaping; and
 - d) put the dog under the control of a person at least sixteen (16) years of age when the dog is not on the owner's premises; and
 - e) notify the Officer within five (5) days of transfer if the dog is transferred to a new location or if the ownership of the dog is transferred to another person; and
 - f) not contravene any other conditions imposed in the muzzle order; and
 - g) shall within seven (7) days purchase a Dangerous Dog warning sign from the Town and place it in a conspicuous place at the entrance to the owner's premises indicating the presence of a dog.

12.6 A muzzle order expires when the dog dies or the Officer is satisfied that it no longer resides in the Town.

12.7 Where an owner has been issued a muzzle order by a court of competent jurisdiction, the owner shall, in addition to complying with all the conditions listed in the muzzle order, within seven (7) days of being issued the muzzle order, purchase a Dangerous Dog warning sign from the Town and place it in a conspicuous place at the entrance to the owner's premises indicating the presence of a dog.

13. HEARING BEFORE AN APPEAL COMMITTEE

13.1 Where a muzzle order has been issued, the owner of the dog may apply for a hearing to appeal the order to the Appeal Committee.

13.2 An application for a hearing shall be made in writing and delivered to the Town Clerk within thirty (30) days after the muzzle order has been served.

13.3 An application for a hearing shall be accompanied by the appropriate fee as provided for in Schedule "A" of this By-law.

13.4 Notice of a hearing shall be served on the owner at least seven (7) days prior to the hearing. Service shall be affected in accordance with sections 12.3 and 12.4 of this By-law.

13.5 Notice of a hearing shall include:

- a) A statement of the facts by the Officer;
- b) Date, time and place of the hearing;
- c) A statement that if the owner does not attend the hearing the Committee may proceed in his/her absence and the owner is not entitled to any further notice regarding the proceedings.

13.6 When a hearing date before the Appeal Committee has been fixed and the owner who has been given notice of the hearing does not attend at the appointed time and place, the Appeal Committee may proceed in the absence of the owner and the owner will not be entitled to any further notice in the proceedings.

- 13.7 At the conclusion of a hearing, the Appeal Committee shall, as soon as practicable, make a decision, which shall:
- a) set out the findings of fact made by the Appeal Committee and its decision.
- 13.8 The Appeal Committee may uphold the muzzle order as issued by the Officer, exempt the owner in whole or in part from the requirements under the muzzle order and subject to any conditions the Appeal Committee deems appropriate.
- 13.9 A decision by the Appeal Committee is final and binding. The owner of the dog is not entitled to a further hearing on the matter.
- 13.10 An application made by the owner for a hearing under this By-law does not act as a stay of the muzzle order which shall take effect on the date it is served or deemed served, and shall continue to be effective until the Appeal Committee renders a decision indicating otherwise.

14. DELEGATION OF AUTHORITY

- 14.1 Council hereby delegates the authority to make final decisions for the purposes set out in this By-law to the Appeal Committee.

15. DAMAGES AND COMPENSATION

- 15.1 The Town, its officers, employees and agents shall not be liable for damages or compensation for any dog euthanized under the provisions of this By-law and no such damages or compensation shall be paid to any person.

16. SEVERABILITY

- 16.1 If a court of competent jurisdiction declares any section or part of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue in force.

17. SINGULAR AND PLURAL USE

- 17.1 In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

18. ENFORCEMENT AND PENALTY PROVISIONS

- 18.1 The enforcement of this By-law shall be conducted by an Officer.
- 18.2 An Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the By-law is complied with.
- 18.3 Despite any provision of this By-law an Officer exercising a power of entry on behalf of the Town under this By-law shall not remain in any room or place actually being used as a dwelling unless the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under section 438 of the Municipal Act, as amended, or a warrant issued under section 439 or 386.3 of the Municipal Act, as amended.
- 18.4 No person shall hinder or obstruct an Officer in the enforcement of this By-law.

18.5 Any person who is alleged to have contravened any section of this By-law shall identify themselves to the Officer upon request. Failure to do so shall be deemed to have hindered or obstructed the Officer in the execution of his duties.

18.4 Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction shall be subject to a penalty in accordance with the Municipal Act, S.O. 2001, as amended.

19. **REPEAL**

19.1 That By-laws 98-57, 02-11, 04-77 and 05-33 are hereby repealed.

Read a first and second time this 5th day of February 2008.

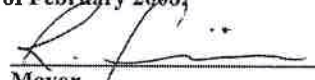


Mayor -



Clerk -

Read a third time and finally passed this 5th day of February 2008.



Mayor -



Clerk -

Schedule "A" to By-law # 08-08

Dog License	\$20.00
Dog License after April 1 st	\$30.00
Replacement Tag	\$5.00

Kennel License	\$125.00
Kennel License after April 1 st	\$150.00

Pick-Up Fees

First Pick-Up	\$30.00
Second Pick-Up	\$40.00
Subsequent Pick-Ups	\$50.00

Impoundment Fees	\$30.00 per day
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Hearing Fee Request	\$50.00
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Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Fill By-law	CAO	2014	19-May-15	70%
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	2016	
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	LOI sent
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	
Outstanding Operational Review Item - Fire Department Review	CAO	1-Sep-15	Q4	
Organizational and Compensation Review	CAO		Q4	consultant selected
Corporate Strategic Plan - Finalizing 4 year objectives	CAO		Q4	
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
List of types of desired businesses	New EDO	15-Sep-15		
Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	31-Dec-15	
Full time By-law Officer Report	CBO	6-Oct-15		
Circulate County BMA study	Director of Finance	20-Oct-15	when available	
Review possible user options for old public school property	New EDO	20-Oct-15		
Report - 5 year on range of possible tax implications - increase based on CPI and current AMP	Director of Finance	3-Nov-15		
Schedule meeting to review strategies to address current economic challenges	EDO	3-Nov-15		
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 - ownership	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%
Community Support Policy and Application - Report	Director of Finance	n/a	20-Oct	100%
Report on flying sports flags	Clerk	6-Oct-15	20-Oct	100%
Solar - Leasing option report	Financial Analyst	6-Oct-15	20-Oct	100%
Review property options with Suncor	New EDO	15-Sep-15	business operating at location	n/a

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Delivery of Final Momentum:Town of Erin 2015-2018 Economic Development Action Plan to Council	Economic Development Coordinator	1-Dec-14	3-Nov	100%
Planning Report - 63A Trafalgar/TEHC Resolution	Planning Department	6-Oct-15	3-Nov	100%
Review of Committees of Council	CAO/Economic Development Coordinator	3-Feb-15	31-Dec-15	100%
Operational Review Recommendations - Implementation Plan	CAO	June	Fall 2015	100%

GRCA Current



November 2015 • Volume 20 Number 10

GRCA General Membership

Chair	Jane Mitchell
Vice-Chair	Vic Prendergast
Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley	Guy Gardhouse
Townships of Mapleton and Wellington North	Pat Salter
Township of Centre Wellington	Kelly Linton
Town of Erin, Townships of Guelph/Eramosa and Puslinch	Chris White
City of Guelph	Bob Bell, Mike Salisbury
Region of Waterloo	Les Armstrong, Elizabeth Clarke, Sue Foxton, Helen Jowett, Geoff Lorentz, Jane Mitchell, Joe Nowak, Wayne Roth, Sandy Shantz, Warren Stauch
Municipality of North Perth and Township of Perth East	George Wicke
Halton Region	Cindy Lunau
City of Hamilton	George Stajanovic
Oxford County	Bruce Banbury
County of Brant	Brian Coleman, Shirley Simons
City of Brantford	Dave Neumann, Vic Prendergast
Haldimand and Norfolk Counties	Bernie Corbett, Fred Morison

2015 Watershed Awards

The GRCA held the 40th annual awards event on Oct. 15.

The top award — the Honour Roll award — went posthumously to **Brad Whitcombe** who passed away suddenly a year ago as a result of a rare illness. He undertook many environmental initiatives, including co-founding the Friends of Mill Creek and Wellington Green Legacy.

Six 2015 Watershed Awards were also given out. These went to **Bill Christmas** (Caledonia), founding president of the Ted Knox Chapter of Trout Unlimited Canada; **Derek Lippert** and **J.P. Bartle** of The Grand River Adventure (Ayr), who paddle the Grand River each spring to raise funds to plant trees and increase awareness about water issues; long-time GRCA board member **Barry Lee**, who represented Halton Region; **Bob Scott** (Brantford), who has had a hand in many environmental initiatives in Brantford over many years; **Waterloo Region Nature** for environmental education and monitoring, protecting wildlife and supporting wise policies that increase biodiversity; and **Dr. Hugh Whiteley** (Guelph), a retired University of Guelph hydrologist who developed the program used by the GRCA and other conservation authorities to forecast flooding. Award nominations for 2016 can be made anytime by anyone.

Information session on Snyder's Flats plan

The GRCA is holding a public information session to present the Snyder's Flats Management Plan on Monday, Nov. 9, 4 p.m. to 7 p.m. at the Bloomingdale Community Centre, 1031 Snyder's Flats Road, Bloomingdale.

The GRCA is in the final stages of completing the draft plan for its Snyder's Flats Conservation Area. Display boards and copies of the draft plan will be available at the information meeting, and GRCA staff will be on hand to answer questions. The management plan is expected to be presented to the GRCA board on Friday, Nov. 27.

Information will also be presented regarding the GRCA's consideration of Snyder's Flats as an off-

leash dog area. In August, 2014, the GRCA began conducting research into design and operation of off-leash dog areas, in response to a request received from the public to consider designating Snyder's Flats as an off-leash dog area. The session will also include a site assessment of Snyder's Flats that, based on the evaluation criteria, will specify whether or not the property is suitable for off-leash dogs.

G.M. Mac Coutts Tract

A property near the headwaters of the Grand River is being named the G.M. Mac Coutts Tract.

Gordon Mac Coutts served as the general manager of the GRCA from the time that it formed in 1966 when two founding organizations — the Grand River Conservation Commission and the Grand Valley Conservation Authority — joined together.

Coutts retired from this post in 1992. Many partnerships and current GRCA programs got underway thanks to his leadership.

Environmental scholarships

Three scholarships were given by the Grand River Conservation Foundation to support students attending post-secondary institutions in the watershed.

The SC Johnson Environmental Scholarship of \$4,000 went to Callee Marie Rice, University of Waterloo. The Allan Holmes Scholarship of \$3,000 went to Laura Sauder, University of Waterloo and the McEwen Clean Water Prize of \$3,000 went to Joel Gretton, University of Guelph.

Scholarships are awarded by the Foundation each year.

Farmers get help to improve water quality

The successful Rural Water Quality Program (RWQP), now in its 18th year of operation provides financial assistance to qualifying landowners



to share the cost of implementing selected best management practices that improve water quality.

So far, farmers in the Grand River watershed have received over \$16 million in grants to help complete more than 5,400 projects to protect water quality on farms.

Grants range from 50 to 100 per cent of the project's cost, with the balance paid by the landowner. Eligible projects include erosion control structures, cover crops, manure storage facilities, fencing livestock from creeks, tree planting, fuel storage, well upgrades and well plugging projects. Farmers must have completed an Environmental Farm Plan on their property to be eligible for grants. Eligible projects vary by county.

The program is largely funded by most municipalities in the watershed. The total value of all the investments in clean water projects since the program began is more than \$44 million.

For more information on RWQP grants, landowners can contact 519-621-2761 or ruralwater@grandriver.ca.



One Honour Roll Award and six Grand River Conservation Awards were given out by the GRCA in October 2015. From left (back row) are GRCA Chair Jane Mitchell, Lise Burcher (receiving a posthumous Honour Roll Award for Brad Whitcombe), Bill Christmas, Bob Scott, GRCA CAO Joe Farwell, Barry Lee, (front row) JP Bartle, Josh Shea (representing Waterloo Region Nature) and Derek Lippert. Award recipient Hugh Whiteley was unable to attend.

Typical October weather

Dry weather continued well into October, until the remnants of Hurricane Patricia arrived at the end of the month, bringing heavy rain.

The GRCA issued a watershed conditions statement Oct. 28 due to heavy rain and high water levels, but no major flooding. A high lake level warning for the Lake Erie shoreline was also issued due to high winds that accompanied the storm.

Total monthly rainfall was close to or over the long-term average after the storm, which brought 35 mm to Shades Mills in the middle of the watershed and over 40 mm south of Brantford.

October was typical of autumn weather with several days of light rain and a few intense rainfall events. Some parts of the watershed recorded the first traces of snow.

The month was also a degree warmer than the average temperature of 7.7 C at the Shand Dam climate station, resulting in the second month in a row with above-average temperatures.

Reservoirs were within the normal operating range for this time of year. Augmentation of river flows from the reservoirs was fairly high in October. However it decreased at the

end of the month.

Crowdfunding boost

A "Join Dan" crowdfunding initiative got underway in October and will continue until Dec.23.

This was set up by the Grand River Conservation Foundation to channel funds to help build the new Guelph Lake Nature Centre. Dan Schneider retired from his position of senior resource interpreter at Guelph Lake and is central to this fundraising campaign.

Donors will be rewarded with a number of unique gift opportunities, including T-shirts, engraved stepping stones that will be placed on a trail around the new facility, or a movie night on the Guelph Lake island.

A link to this initiative is on the GRCA website's home page.

50 Things contest

From July 4 to Sept. 8, the GRCA ran the "GRCA 50 Things" contest.

Mark Sayewich of Guelph won the grand prize of a two-night glamping retreat at the GRCA's Elora Gorge Park. Randy Whiteford of Cambridge won second prize, a Grand River Parks membership pass that provides a

year of free access to all 11 parks.

The contest highlighted opportunities to get outside and explore nature at the Grand River Parks and nature centres. It attracted 1,200 entries.

This issue of *GRCA Current* was published in November 2015.

It is a summary of the October 2015 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

Next board meeting:

Nov. 27 at 9:30 a.m.,
GRCA Administration Centre.

Subscribe to GRCA Current:

GRCAcurrent-subscribe@grandriver.ca

View meeting agendas and minutes:

www.grandriver.ca/MeetingReports

View coming events:

www.grandriver.ca/Calendar

Grand Actions newsletter:

www.grandriver.ca/GrandActions



Wellington County Municipal Economic Development Group

Minutes

Wellington County Museum and Archives – Nicholas Keith Room,

September 17, 2015

9:30 a.m.

Present:

Chris White (Mayor, Township of Guelph/Eramosa), Dennis Lever (Mayor, Township of Puslinch), John Brennan (Councillor, Town of Erin), Bob Cheetham (Town of Erin), Crystal Ellis (Township of Mapleton), Mandy Jones (County of Wellington), Fred Lehmann (Senior Communications Officer, County of Wellington), Robyn Mulder (County of Wellington), Kelly Patzer (Township of Puslinch), Jana Reichert (County of Wellington), Patricia Rutter (Township of Centre Wellington), Dale Small (Township of Wellington North), Belinda Wick-Graham (Town of Minto), Alex Goss (Local Immigration Partnership), Janet Harrop (Wellington Federation of Agriculture), Gerry Horst (Ontario Ministry of Agriculture, Food and Rural Affairs), April Marshall (Township of Wellington North), Heather Vasey (County of Wellington), Harold Devries (Guelph Wellington Business Enterprise Centre)

Guests:

Ramsey Marra (Streetcast), Harry Major (Streetcast), Diana Yu (Streetcast), Chris Bailey (Erin Village BIA), Roberta Scarrow (Centre Wellington Chamber of Commerce), Stephanie Conway (East Wellington Community Services)

Regrets:

Scott Wilson (County of Wellington), Jane Shaw (WWCFDC), Brad Dixon (GRCA), Mark Granger (Ontario Works Employment Specialist), Carol Simpson (WFPB), Scott Williams (GWBEC), Christine Veit (Safe Communities), Steve Smith (MEDEI/MRI), Rose Austin (Saugeen Economic Development), Kim Wingrove (CAO, Township of Guelph/Eramosa)

1. Approval of Agenda

Motion to approve agenda as written.

Moved by Dale Small, seconded by Jana Reichert

Carried

2. Declaration of Pecuniary Interest

None

3. Approval of Minutes

Motion to approve the minutes as written from the meeting held July 7th, 2015.

Moved by Dennis Lever, seconded by Jana Reichert

Carried

4. Streetcast Presentation

I. Introduction

- a. Streetcast is an app where businesses can quickly and easily send professional-looking, full-colour ads to customers who are on the street, minutes from their business and actively looking for a reason to walk in the front door.
- b. Automatically reaches consumers who have downloaded the app within a 7km radius. Current social media only targets existing customers where Streetcast can bring in new ones.
- c. Fee is \$12.95/month; for a return on investment, businesses have mentioned all they need is one customer.
- d. Current Partners are CFDC, Guelph BIA, Elora BIA, Fergus BIA, and University of Guelph Student Association.
- e. Soft launch took place at Riverfest, August 14 – 16, 2015. Festival patrons were connected to businesses downtown by using the app. Food trucks at the festival also took advantage of the programme to show everyone what has happening at their stand. This allowed for interaction between the community and festival simultaneously.
- f. Official launch will take place on October 31 in Downtown Guelph and Calgary, Alberta.
- g. Features include: following specific tags; Receiving notifications that are relevant and in the moment; instantly post to all connected social media accounts; Pokes which show businesses who is interested in knowing what's happening at their business; Consumers will now be able to select their own radius with a new sliding scale.
- h. New data reporting can show you new customers, repeat customers, number of users in the specified radius, and what times of day are busiest. All of these can be done on a community level as well. Find out what events or businesses are drawing in traffic, what types of businesses people are visiting, and more.

II. Question & Answer

- a. How do you intend to promote the app?
 - i. Through social media as a collective network; Multiplatform google ad words, offline approach such as window stickers, register stands etc.; In tourism offices, and finding entry points such as hotels; Create a splash page on the Guelph Downtown Wi-Fi; Use GPS within phones.
- b. Can be so much more than businesses and consumers.
- c. Comments are not permitted on Streetcast, it creates a more positive approach.
- d. Rollout: form marketing agreements or letters of intent. Work with launching in the community. Downtown Guelph's letter of intent was presented; to go to committee at County level.

III. Notes

- a. Should be a point to discuss at BR+E interviews and with newcomers, etc.

5. Introductions around the table

6. BR+E Update

a. 2015 Implementation Fund

Applications sent from the municipalities of Wellington North, Minto and Mapleton were submitted to the County Economic Development Committee. The Town of Erin will be submitting their application in October. \$50,000 is still available for two municipalities.

b. BREI Awards and Plaques Presentation (October Council)

Wellington County's 2014 BR+E programme received two international awards from BREI – Programme Design, and Economic Impact. These will be presented to the Mayors of each municipality at the October Council Meeting.

c. Review FDI Questions and Business List

Foreign Direct Investment surveys were vetted through the federal government and OMAFRA staff as there is no specific FDI survey available through OMAFRA. The FDI survey was presented to the Committee and changes were made as per a roundtable discussion. The goal is to interview businesses that were purchased within the past five years in order to better understand how to attract foreign owned businesses. The Committee reviewed the FDI business list and suggested some minor changes. The Economic Development Officers were reminded that OMAFRA is hosting an Executive Pulse Training webinar on September 28.

d. Thank you gifts

Bags have been purchased and include the BR+E logo, Taste Real logo and County logo. They will include local jam from Country Flavours, honey from Coneybeare, a County notebook, pens, County coffee mug, County water bottle, Festival & Events guide, and Local Food Map. Municipalities are encouraged to add anything they see fit from their community. Bags will be delivered the week of September 28.

7. Job Portal:

Four municipalities have signed onboard including Centre Wellington, Erin, Minto and Wellington North. Feedback from those communities is that the website is easy to navigate, businesses are happy and positions have been filled. The idea to promote the portal is to distribute bookmarks, and support it at the Regional Career Fair. Global Talent interviewees all gave positive feedback regarding the idea of the portal. Additional advertising suggestions included advertisement during the BR+E interviews and on the County page in the Wellington Advertiser. Economic Development staff have met with the IT department to discuss the possibility of using an outside host versus the County of Wellington creating and hosting the site internally. The Chair requested that the Job Portal be brought forward to the next County Economic Development Committee for discussion.

8. Wellington Signage Update:

The Economic Development Department along with consultants Stempski Kelly and Associates engaged with 490 participants during the consultation process. This consultation process included 429 completed surveys, 45 focus group participants and 16 stakeholder interviews. A Draft Findings Report will be presented to the project team on October 20, followed by a presentation to the County Economic Development Committee in November.

9. IPM 2015:

Vehicles will depart Sunday September 20, from the County Central Garage at 10:00 am. Teardown of the Economic Development/Tourism booth will happen Friday September 25 as no staff is available to cover Saturday's booth. In place of a maned booth, a static booth will be set-up with brochures and maps available for pick-up. For those attending the IPM, passes have been purchased and will be available on site. In order to be a cohesive unit, IPM 2016 golf shirts and windbreaker jackets have been purchased and will be ready for pick-up on site in Finch as well.

10. Roundtable/Other Business

Centre Wellington:

- Looking at removing barriers to employment lands. This involves reviewing fees and charges, to see how competitive they are. Would appreciate input from the other municipalities.
- Two completed CIP applications
- Lots of inquiries this summer regarding expansions.
- Fergus Fall Fair is September 18, 19 and 20.
- Elora Fergus Studio Tour happening September 26 and 27 and October 3 and 4.
- Culture Days taking place September 25, 26 and 27.
- Communications coordinator starting September 21.

County:

- Global Talent Attraction interviews are wrapping up and data is being entered into a spreadsheet to distribute.
- Live and Work Bus Tour is happening October 29, starting with health care, and agriculture sectors. People attending are encouraged to take their resumes.
- WFPB Manufacturing Day is on October 2, partnering with manufacturing companies.
- Credit review has been completed. We are currently removing confidential information and it will be sent out.
- Inquiries reflect businesses expanding.

OMAF:

- Municipal Agriculture Economic Development Forum happening Oct 28 and 29
- Downtown Revitalization registration due September 22. Event is taking place September 29 in Tilbury.
- RED grants are reopening.

Mapleton:

- CIP is moving forward.
- Public works building breaking ground next week.
- Agriculture building permits have doubled since last year.

Minto:

- Diggin' It Downtown Harriston is now complete, positive feedback received from businesses.
- LaunchIt is hosting an event in November recognizing mentors, businesses and tenants.
- BR+E will be taking over in the Fall and are striving to talk with as many businesses as possible.
- Partnering with Wellington North with the Renew Northern Wellington programme.

Erin:

- Hills of Erin Studio Tour September 19-20 and 26-27, www.hillsoferinstudiotour.com.
- Erin Farmers' Market closing in 2 weeks.
- Erin Fall Fair taking place Thanksgiving weekend, October 9, 10, 11 and 12.
- September 20 marks Feast of Hops. Chefs create dishes and pair them with microbreweries. They are calling it the gateway to Oktoberfest.
- MOMENTUM: Town of Erin 2015-2018 Economic Development Action Plan document has been formalized.
- Economic Development Officer position is now open for applications.

Wellington North:

- Live and Work portal is an ongoing process of education. Plan is to get a landing page up and running.
- Doors Open and Culture Days happening September 26.
- Sewage treatment plant is over capacity.
- BR+E: Working with municipal solar programme to put items into municipal buildings.
- Radio station, 88.7, is now broadcasting a signal. Will be a month or so until live broadcasting begins.
- Strategic Plan has been released and looking to the public for input. It is to be approved by the end of year.

LIP:

- LIP is exploring how immigration can benefit businesses seeking to export to international markets.
- LIP has developed a new programme pursuing for development diversifying boards – training newcomers, and training current boards. Programme was developed in partnership with the Volunteer Centre of Guelph Wellington and Immigrant Services Guelph Wellington. A funding application is being submitted to the province. If successful the programme will start in December.
- LIP is now working on issues of refugees – LIP will convene interested stakeholders to discuss how we create a more welcoming immigrants and how we can better support refugees in light of the Syrian refugee crisis. If interested, keep an eye out for an invitation to the meeting over the next couple of weeks.

Puslinch:

- Fall Fair took place September 12. Tickets sold out at 350 for dinner.
- CIP is still in official plan; amendment for boundaries. A Draft Plan will be ready for the November open house.
- Community Strategic Plan has had a lot of interest.

WFA:

- Applications for zoning changes are being received, and are looking at what it means for excessive buildings on lands.
- Currently working on gravel pit rehabilitation standards with WFA and Ontario Government.
- Consultations with roundabouts are ongoing due to safety needs. Input is being considered.
- Outdoor Farm Show happened in Woodstock September 15, 16 and 17. There were 750 vendors of equipment, livestock, etc. on 100 acre parcel.

SCDC:

- No update

GWBEC :

- Bridges to Better Business Event - START, GROW, EVOLVE taking place October 19 at Cutten Fields and will be combined with the annual Small Business STAR Awards.

CW Chamber:

- All Candidates Meeting is on October 7 at the Fergus Legion.
- Business Showcase is October 22 at Grand River Raceway. Ticketed dinner with a guest speaker to follow.

Minutes from the WCMEDG meetings are distributed to Council, Clerks, Economic Development Representatives and other members for information purposes.

Next meeting is scheduled for October 6th, 2015 at 9:30am in the WWCFDC Boardroom.

Meeting adjourned at 11:26 am.

Jana Reichert, Chair

Heather Vasey, Interim Recording Secretary

**Ministry of Agriculture,
Food and Rural Affairs**

**Ministère de l'Agriculture, de
l'Alimentation et
des Affaires rurales**



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Rural Programs Branch

November 5, 2015

Our File: OCIF AC2-0086

Larry Wheeler, Financial Analyst
Town of Erin
5684 Trafalgar Rd
Hillsburgh, Ontario N0B 1Z0
larry.wheeler@erin.ca

Dear Larry Wheeler:

Re: Second intake of the Ontario Community Infrastructure Fund (OCIF) Application-based component

Thank you for your Expression of Interest (EOI) under the second intake of the OCIF. Unfortunately, your project proposal was not selected to move forward to the application phase.

This was a highly competitive intake. Over 360 EOIs were received and all were subject to careful consideration and evaluation. Your project proposal was not selected to move forward primarily because other applicants with highly critical projects had more challenging economic conditions and fiscal situations.

Economic conditions and fiscal situations were assessed using a combination of:

- total weighted property assessment per household
- median household income
- average of net financial assets (between 2010-2014) per household
- average residential property taxes, user fees and service charges (between 2010-2014) per household as a percentage of median household income

The Ministry of Agriculture, Food and Rural Affairs and the Ministry of Economic Development, Employment and Infrastructure recognize the importance of helping small, rural and northern communities in addressing critical infrastructure needs and continue to work with their municipal partners to ensure that predictable, flexible funding is available through the OCIF formula based grant.

Should you have any questions, please do not hesitate to call the contact centre at 1-877-424-1300 or email OCIF@ontario.ca.

Sincerely,

Joel Locklin
Manager, Program Operations



Good Things
Grow in Ontario
À bonne terre,
bons produits

