



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

**January 20, 2015**

**7:30 PM**

**Municipal Council Chamber**

	Pages
<b>1. Call to Order</b>	
<b>2. Approval of Agenda</b>	
<b>3. Declaration Pecuniary Interest</b>	
<b>4. Community Announcements</b>	
<b>5. Adoption of Minutes</b>	
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<b>6. Accounts</b>	
<b>7. Delegations/Petitions/Presentations</b>	
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7.2 Bill Dinwoody - RACC and Trails Committee - Providing background information/suggests to Council	14 - 17
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8.4	Finance	
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9.5	Ministry of Community Safety and Correctional Services - Requirement of the retrofit of automatic sprinklers in vulnerable occupancies	92 - 93
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9.7	Xplornet - Response to Industry Canada Announcement	95
9.8	Triton Engineering - Notice of Study Commencement	96 - 98
<b>10.</b>	<b>New Business</b>	
10.1	Set Meeting Dates Public Meeting - Proposed 5 Year Capital Plan - January 27, 2015, 7:30 to 9:00 pm Integrity Commissioner Orientation - February 17, 2015, 12:00pm	
10.2	CAO - Celebrate Erin Update	
10.3	Appointment of Council Representative to the Erin Tennis Club Committee	
<b>11.</b>	<b>By-Laws</b>	99 - 124
	Public Right of Way Procedural	
<b>12.</b>	<b>Notice of Motion</b>	
12.1	Councillor Duncan - Regarding proposed changes to the Procedural By-law	125

**13. Adjournment**



## Minutes of the Regular Town of Erin Council Meeting

December 16, 2014

7:30 PM

Municipal Council Chamber

<b>PRESENT:</b>	Allan Ails	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
<b>STAFF PRESENT:</b>	Kathryn Ironmonger	CAO/Town Manager
	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance
	Larry Wheeler	Financial Analyst
	Larry Van Wyck	Road Superintendent
	Sally Stull	Town Planner
	Bob Cheetham	Economic Development Officer

1. **Call to Order:** Mayor Ails called the meeting to order.

2. **Approval of Agenda**

**Resolution # 14-500**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** the agenda be approved as amended to add the Economic Development Officer's report regarding the Economic Development Committee terms of reference.

**Carried**

3. **Declaration Pecuniary Interest:** None.

4. **Community Announcements**

December 10 to 19 - Erin Theatre's 8th Annual Holiday Dinner Theatre at David's Restaurant

December 16, 2014 - Regular Meeting

Announcement of the "Good Guys Fund". Each member of Council will contribute \$100 to a fund to be used as a grant during the year, as decided by Council.

**5. Adoption of Minutes**

**Resolution # 14-501**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** the minutes of the following meetings be approved by Council as circulated.

- November 25, 2014 Regular Meeting
- December 2, 2014 Inaugural meeting

**Carried**

**6. Accounts**

**Resolution # 14-502**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the accounts in the amount of \$3,667,628.80 be paid.

**Carried**

**7. Delegations/Petitions/Presentations**

**7.1. Transition Erin - Jay Mowat, Liz Armstrong**

Jay Mowat and Liz Armstrong presented their delegation asking Council to consider banning the sale of single use water bottles in Town Facilities, as well as the formation of a committee to advise Council on alternative and green energies.

**Resolution # 14-503**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the delegation from Jay Mowat and Liz Armstrong from Transition Erin;

**And that** Council refers this matter to the Facilities Manager for a report on cost and practicality of implementing a ban on the sale of bottled water in Town owned facilities.

**Carried**

## 7.2. Main Place Optimist Club of Erin - Mary Shields

Mary Shields, President of the Main Place Optimist Club of Erin presented her delegation informing Council of their activities and plans for youth programs. They will be asking for Council support in the near future.

### **Resolution # 14-504**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the delegation from Mary Shields, Main Place Optimist Club of Erin;

**And that** Council recommends the group consider submitting a grant application through the Town of Erin Grant and Allocations policy.

**Carried**

## 7.3. 2257363 Ontario Inc, Roger Dhaliwal

Mr. Dhaliwal came before Council to request a reduction on his water bill.

### **Resolution # 14-505**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the delegation of Roger Dhaliwal, 2257363 Ontario Inc.

**Carried**

## 8. Reports

### 8.1. Water

#### 8.1.1. Compliance Administrator - Water Leak Adjustment

### **Resolution # 14-506**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

Be it resolved that Council adheres to the Town of Erin's Water Department Leak Adjustment Policy and does not grant Mr. Roger Dhaliwal, owner of the property at 9565 Sideroad 17, Erin, a second leak adjustment on his water bill.

**Carried**

## 8.2. Building/Planning/By-Law

### 8.2.1. Planner - Council Direction on Ad-hoc Site Alteration Committee Direction

**Resolution # 14-507**

**Moved By** Councillor Smith

**Seconded By** Councillor Duncan

**Be it resolved that** Council refers this report to be reviewed further by the Planner, CAO, Mayor, Councillor Sammut, and the Roads Superintendent.

**Carried**

### 8.2.2. Planner - Tavares Agreement

**Resolution # 14-508**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** Council authorizes the Mayor and Clerk to enter into the agreement between the Town of Erin and the owners of proposed severance application B141/13 which permits rights of access across Parts 23 & 24 on RP 61R-3468 to a proposed residential lot at the west terminus of Erinwood Drive that crosses an unopened road allowance.

**Carried**

### 8.2.3. Economic Development Officer - Economic Development Committee Terms of Reference

**Resolution # 14-509**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the Economic Development Committee Terms of Reference report;

**And that** Council directs staff to commence the establishment of the Committee and report to Council on the individuals recommended for appointment.

**Carried**

## 8.3. Finance

### **8.3.1. Financial Analyst - Water Rates Study & Financial Plan – Consultant Selection**

#### **Resolution # 14-510**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Financial Analyst's report with regard to the 2015 Water Rate Study & Financial Plan;

**And that** Council accepts the Financial Analyst's recommendation to enter into a contract with GSS Engineering Consultants Ltd to perform the study and plan at a cost of \$13,795.00 plus HST.

**Carried**

### **8.4. Administration**

#### **8.4.1. Clerk - 2014 Election Report**

#### **Resolution # 14-511**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

Be it resolved that Council receives the Clerk's report 2014-06C for information.

**Carried**

#### **8.4.2. Clerk - Procedural By-law Recommendation**

#### **Resolution # 14-512**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Clerk's report 2014-07C;

**And that** Council directs staff to make the recommended changes to the Procedural By-law 14-41, as set out in this report for passing at the next regular Council meeting, as amended to add a curfew provision of 5:00pm for daytime meetings.

**Carried**

### **8.5. Committees**

#### **8.5.1. Let's Get Hillsburgh Growing - October 16 Meeting Minutes**



December 16, 2014 - Regular Meeting

**Resolution # 14-513**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the LGHG October 16, 2014 meeting minutes.

**Carried**

**9. Correspondence**

**Resolution # 14-514**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

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

**Carried**

Council directed that the Facilities Manager respond to Mr. Denniston.

**9.5. Hillsburgh District Lions Club - Appointments to the Ice Rink Committee**

**Resolution # 14-515**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council appoints the following members of the public to the Hillsburgh Outdoor Ice Rink Committee:

Doug Smith, Hillsburgh Lions  
 Jim McKinley, Hillsburgh Lions  
 Martin Hassenbach, Hillsburgh Father  
 Kim Kurtz, Hillsburgh Mom

**And further that** Council appoints Councillor Duncan to same.

**Carried**

**10. New Business**

**10.1. Discussion Item - Council Members 1/3 Tax Incentive**

**Resolution # 14-516**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** the Council of the Town of Erin deems it desirable to continue with the practices of providing one-third of the remuneration paid to elected Members of Council, to be deemed to be expenses incidental to the discharge of their duties.

**Carried**

**10.2. Notifications - January 6, 2015 Regular Meeting Cancelled, and Office Holiday closure - December 24th at noon to January 5, 2015 at 8:30am, schedule special meeting Jan 20, 6pm**

**Resolution # 14-517**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council hereby cancels the January 6, 2015 regular meeting;

**And that** Council sets the following date for a special closed meeting for solicitor advice regarding the EA selection process:

- January 20, 2015 at 6:00pm

**Carried**

**10.3. Previous term of Council resolution request**

**Resolution # 14-518**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Whereas** the provincial government's intensification policy of Places to Grow has created an excess soils problem in Ontario;

**And whereas** the GTHA continues to grow and with this growth comes an increasing demand for sites to place excavated material;

**And whereas** there is not a system of regulated disposal control for excess soils in Ontario but each municipality is left to decide how to deal with;

**And whereas** the Ministry of Environment and Climate Change is assessing the need for a new comprehensive province-wide policy to address the problem of compromised soil and to ensure that excess soils being placed onto sites is safe;

**Now therefore** be it resolved that the Council of the Town of Erin requests that the Ontario government develop a comprehensive strategy to regulate excess soils in the province and to pass a Clean Soil Act which will help municipalities deal with excess soils under their jurisdiction;

**And further that** the Ministry of Environment and Climate Change, in consultation with Ministry of Agriculture, Food and Rural Affairs, Ministry of Finance, Ministry of Municipal Affairs and Housing, Ministry of Natural Resources and Forestry, Ministry of Transportation, Conservation Ontario, and the Association of Municipalities Ontario (AMO) spearhead the development of a comprehensive strategy to regulate excess soils;

**And further that** this resolution be forwarded to the Association of Municipalities of Ontario (AMO), the County of Wellington Council, the Ontario Good Roads Association (OGRA), the Rural Ontario Municipal Association (ROMA), and the Greater Toronto Countryside Mayors Alliance for circulation and support.

**Carried**

#### **10.4. Committee Appointments**

##### **Resolution # 14-519**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby appoints members to the committees as listed below:

RACC – Recreation and Culture Committee (Trail Committee) -

**Councillor Sammut**

TEHC – Town of Erin Heritage Committee - **Councillor Duncan**

LGHG – Let's Get Hillsburgh Growing - **Councillor Duncan**

COP – Community Oriented Policing Committee - **Councillor Smith**

BCC – Ballinafad Community Center - **Councillor Brennan**

EWCS – East Wellington Community Services - **Councillor Sammut**

BIA - Business Improvement Area - **Councillor Smith**

Headwaters - **Councillor Brennan**

Committee of Adjustment - **Councillor Duncan**

Property Standards - **Councillor Duncan**

Wellington Economic Development Group - **Councillor Brennan**

**Carried****Resolution # 14-520****Moved By** Councillor Brennan**Seconded By** Councillor Sammut

**Be it resolved that** the Council of the Town of Erin supports the appointment of Chris White as Grand River Conservation Authority Member to the end of this term of Council, ending November 30, 2018;

**And that** this resolution be circulated to the GRCA, the Township of Guelph Eramosa, and the Township of Puslinch.

**Carried****Resolution # 14-521****Moved By** Councillor Smith**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby appoints John Brennan as Credit Valley Conservation Authority Member for a three year term to December 31, 2017;

**And further that** Council appoints John Brennan as Credit Valley Conservation Authority Member additionally from January 1, 2018 to December 31, 2018;

**And further that** this resolution be circulated to the CVC.

**Carried****10.5. Discussion Item - Celebrate Erin 2015**

Council asked staff to start preparations so that there would be ample time for circulation of ballots. The CAO informed Council that she has directed staff to schedule a meeting.

**10.6. Triton Engineering - November 2014 - SSMP Progress Memo****Resolution # 14-522****Moved By** Councillor Smith**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Memo from Triton Engineering dated December 1, 2014 regarding the summary of work for November 2014 related to the SSMP Class Environmental Assessment.

**Carried**

**10.7. County of Wellington - Closed Meeting Investigator****Resolution # 14-523****Moved By** Councillor Smith**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the report from the County of Wellington regarding the appointment of a County wide closed meetings investigator;

**And that** Council supports the recommendation and hereby appoints John Maddox, JGM Consulting as the Town of Erin's closed meeting investigator for a two-year term commencing January 1, 2015.

**Carried****11. Closed Session****Resolution # 14-524****Moved By** Councillor Brennan**Seconded By** Councillor Duncan

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 9:20pm to discuss matters under the following exemptions in the Municipal Act S. 239 (2):

c) a proposed or pending acquisition or disposition of land by the municipality or local board;

1. Discussion and authorization to proceed

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

2. Insurance Claims

**Carried****12. Return from Closed Session****12.1. Motion to Reconvene****Resolution # 14-525****Moved By** Councillor Duncan**Seconded By** Councillor Smith

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

**Carried****12.2. Report Out:** None.

**13. By-Laws**

**Resolution # 14-526**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** By-Law numbers 14 – 52 to 14 - 54 inclusive, are hereby passed.

**Carried**

**14. Notice of Motion:** None.

**15. Adjournment**

**Resolution # 14-527**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** the meeting be adjourned at the hour of 10:05pm.

**Carried**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

## REQUEST TO BE A DELEGATION BEFORE COUNCIL



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

### MEETING DATE BEING REQUESTED:

January 20th, 2015

1<sup>st</sup> Choice

Rudy Diemer

Name of delegate(s) or group representative

February 3rd, 2015

2<sup>nd</sup> Choice

RKD Web Studios

Group Delegation Represents

### PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

New ERINinfo feature and Update on New Town of Erin website

### DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

For information and education only

### CONTACT INFORMATION:

Name: Rudy Diemer

Address: 100 Stone Rd. W., Suite 305, Guelph

Phone: 519-341-4667

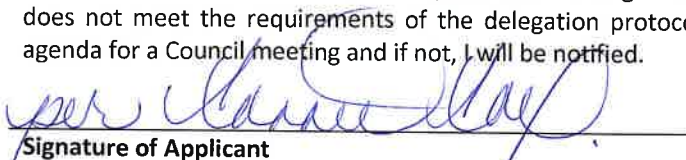
E-Mail: rdiemer@rkc.ca

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

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

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

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



Signature of Applicant

Dec. 18, 2014

Date

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

Fax: (519) 855-4821 E-mail [dina.lundy@erin.ca](mailto:dina.lundy@erin.ca) Website: [www.erin.ca](http://www.erin.ca)

## **Digital Communications Report:**

**Rudy Diemer**

**President of RKD Web Studios, Guelph**

January 20<sup>th</sup>, 2015

### **ERINinfo**

Information & Emergency Notification Service

Progressive new service to allow:

- Erin residents to join the list to receive by text or email
- Erin staff to easily and quickly send alerts to the list

This exciting service keeps the town informed in key situations and allows very efficient usage of staff time to manage the situations.

Examples of emergencies would be communication through an ice storm or medical concern.

Examples of Information notices could be around elections or road/water management.

The service is a very powerful and effective way to communicate with the public and improve emergency management efficiency.

### **New Town Website**

Introduction and visual preview of the new site

Very modern new site with a focus on mobile access and accessibility.

The new site will make information even easier to find and to access on various types of devices.

Content can be easily updated by Erin staff and will be presented in accessible format.

Signup for the new ERINinfo service is integrated into the site.

Built as a strong foundation for any required future development.

The site launch will be presented at a future council meeting.



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**MEETING DATE BEING REQUESTED:**

JAN 20 2015

1<sup>st</sup> Choice Bill Dinwoody  
RACE & TRAILS COMM. HED.

Name of delegate(s) or group representative

2<sup>nd</sup> Choice RACE & TRAILS.

Group Delegation Represents

**PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):**

PROVIDE BACKGROUND INFO & RECOMMENDATIONS

**DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:**

**CONTACT INFORMATION:**

Name: Bill Dinwoody

Address: 7 MOUNTAINVIEW CRE, ERIN ONT

Phone: 519 833 2305 E-Mail: WWD SHANAK@yahoo.ca

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

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

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Signature of Applicant [Signature]

Date Jan 13/2015

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## Council Presentation on RACC and the Trails Committee

Mayor Alls and Esteemed members of Council. Thankyou for this opportunity to address you regarding the Recreation and Culture (RACC) and Erin Historical Trails Committees.

First I will talk about RACC.

This Committee of Council was created approximately 10 years ago replacing the Director of Recreation Position. The terms of Reference stipulated that it should be composed of 13 volunteer members whose function was to assess recreational proposals and make recommendations to Council . This would be fine if there was a Master Plan and direction for recreation, however it placed this Committee in a reactionary position waiting for the Community to request recreation projects to be analysed.

In addition over the years interest from the Community began to wane and membership dropped. We advertised for more Volunteers to sit on the Committtee but received little or no response. As a consequence volunteer membership has dropped to where we now sit at 4 members who because of other personal activities are unable to continue.

This Committee needs to be reorganised under new leadership with Recreational planning experience going forward, with a mandate to develop a 3-5 year Recreational plan for the Town. This could be part of the restructuring initiative of the Town Staff. Also it is recommended that a financial restructuring be considered by building a 'war chess' over the years to meet the challenges and requirements of future recreational projects and not have them rely only on taxes.

### Erin Historical Trails Committee

This Committee was created approximately 10 years ago with a majority of 2 people. Today we are proud to say this Committee has 26 people with interest registered and also a partnership with Erin Rotary has been recently formed.

Development of Trail refurbishing in the Village of Erin went slowly with Concentration initially on the CVC Woollen Mills loop trail off Woollen Mills Lane. The theme was Heritage with interpretive signage showing pictures and historical information installed along the Trail depicting the way Erin was in the 1850's . In partnership with CVC, river and Conservation cleanup under the WE CARE initiative was performed.

In partnership with Erin Rotary the trail from DeLarmbro and 8<sup>th</sup> line was refurbished, a bridge built over a small river (with CVC approval) and a stairway to the Height of Land (Water Tower hill was built. Shamrock Trail markers for hikers to follow were installed. Trail maps at the entrance to the Trail were also installed and trees were planted along the Trail now known as the Rotary Trail. This trail connects at the bottom of the Height of Land with Main Street

(Heritage Trail) at William Street (original Main street for the Village). Main Street connects ultimately with the Elora Cataract Trailway (being used by the County as the 'spine' for the active 2010 Trail initiative proposed by the Province promoting that people should become more physically active through walking, biking, hiking etc on the Trails network. Another sign depicting the Trails network was also installed beside the river near to the Cenotaph location. Next is the location of the Charles Street Dam, created to provide power to operate Mill equipment and until recently (fire destroyed Mundell's historical site) could still generate water power to operate saws to make window sashes.

In the stores along Main Street are signs depicting the History and the business carried on in that store in the 1800's as more heritage of the Village and forms part of the Trail Walk.

Moving along Main Street to Church Street and Hull's Dam, the Trails Committee recently created a small park with two gardens of shrubs and plants and also installed 2 picnic tables which came about when Tourists were looking for a place to have a picnic after exploring the Village Shops. It should be noted that the Tables are Handicap accessible and are constructed from recycled milk jugs. Each table weighs in excess of 220lbs. Plans are underway to create observation areas along the river from the Hulls Dam location to the Charles Street dam.

The park known as Riverside Park is a connecting link to permit the trails network to connect to Dundas Street and the other Trails next to Stanley Park and over to Carberry.

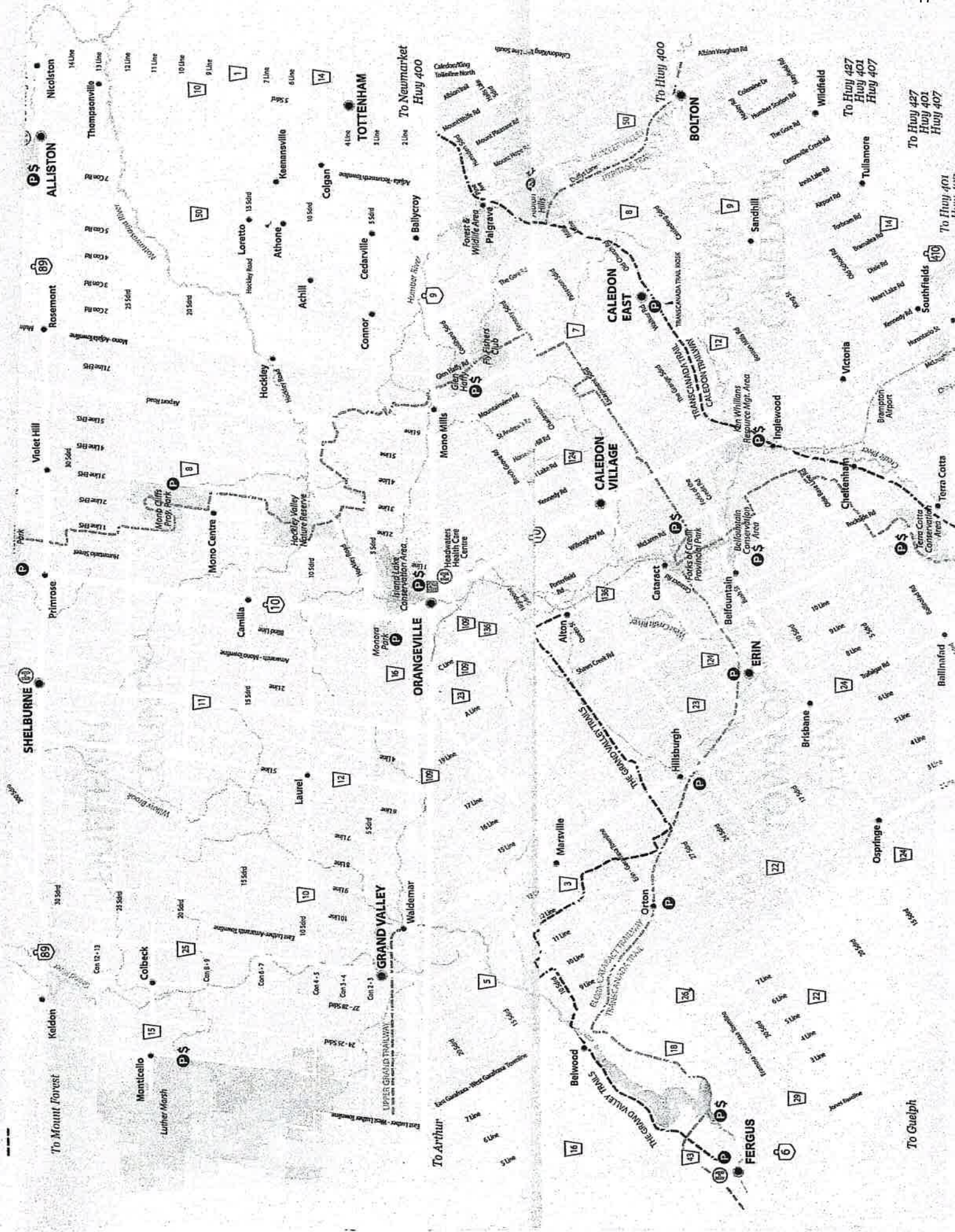
The Trails Committee in partnership with The Heritage Committee will be exploring the feasibility of developing a Tour Guide Pamphlet depicting the Trail network and providing architectural pictures of different housing along Main Street for Tourists to perform their own walking tour.

This year the Trails Committee will be expanding and developing connecting trails network in Hillsburgh and Orton areas which connect to the ECT and also the Grand Valley Trails network as well as connectivity with Caledon Trails will also be explored. See attached map of area showing these locations.

Future initiatives such as Community Tree Planting in the Deer Pit (help prevent erosion,) possibility of a cross country track in the Deer Pit; Trails open tours; Doors open; etc will also be viewed. As you can see promoting the Trails network will be appealing to visitors as they contemplate visiting the Town.

These suggestions are presented for your consideration and to assist you with a new and positive beginning.

Thank you.



# REQUEST TO BE A DELEGATION BEFORE COUNCIL



Council meetings are generally held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, unless noted differently. Requests to appear before Council must be received in writing by the Clerk NO LATER than noon of the THURSDAY immediately preceding the scheduled Council meeting complete with a copy of the presentation materials as detailed in the delegation protocol on page 2. This form must be complete and legible in order to be accepted.

**MEETING DATE BEING REQUESTED:**

Tuesday Jan 20, 2015

after that point we are out of the country for over a month, so we don't really have a second choice

**1<sup>st</sup> Choice**

Karrie and David Fraser

**2<sup>nd</sup> Choice**

Name of Delegate(s) or Group Representative

Group Delegation Represents

**PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):**

To obtain road allowance that is our driveway

Please see the attached information

**DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:**

Closure of the road allowance that is currently our driveway and full acquisition of it by us.

**CONTACT INFORMATION:**

Name: Karrie Fraser

Address: 5296 Trafalgar Road N, Erin, On N0B 1T0

Phone: 519-994-7872

E-Mail: karriefraser@gmail.com

The Clerk's Department will contact you prior to the meeting to confirm your attendance. Please ensure you receive confirmation, and follow up with the Clerk if you have not.

I have read the delegation protocol and tips on presentations (on page 2 of this form), and understand that the information contained herein, including any attachments, will become public documents, included in the meeting agendas, and posted on the Town website.

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

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

*Karrie Fraser*

Jan 7, 2015

Signature of Applicant

Date

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

To the Town of Erin Council:

Please forgive me if I do not use the proper political / property jargon. This is my first time dealing with politics of any sort.

I live at 5296 Trafalgar Road North. Our driveway, since 1964 when the house was built, is actually an old road allowance. We are asking you to close this road allowance and let us acquire it (all 66ft) as part of our property, since it has been used as such since it was constructed.

There are several reasons we believe this benefits everyone involved:

- 1) In the winter there are countless times when it is physically impossible to get up the driveway. Scarier is that we have almost slid down it into the traffic on Trafalgar. We have worked with surveyor Rod Finnie, and our current driveway slope is more than double what the maximum slope recommendation is. It is our intention (after acquiring the property) to change the slope of the driveway to a safer, more manageable angle and/or to have it paved.
- 2) Our house sits one foot from the road allowance. Allowing us to acquire the road allowance will put us into compliance with current town by laws regarding setbacks.
- 3) We actually have documentation (which we have included for you to see) that shows that the town at one point had already okayed the closing of and acquiring of the road allowance to the original owners.
- 4) It is our intent to build a garage (this is something the property is currently lacking). Right now, due to our property's terrain, we have no place that we can build a garage which is accessible by car. We have gone over numerous options with our surveyor, Rod Finnie, and everyone has recommended that acquiring the road allowance, changing the slope, and building the garage on the current road allowance, where the ground is more level, is the only option.
- 5) A larger frontage, house with a garage, etc. Equals higher property taxes from us for the town.
- 6) We have talked to many people both at the town and have talked to Larry Van Wyck at the road's department about the chances of this road allowance ever being used. We have been told that due to the terrain in the area and the fact that Sideroad 9 was put in place of our road allowance, it would be impossible for them to ever use. While I understand that it is not common practice to just go closing all open road allowances, I feel that in our case an exception should be made. If you decide against this then we ask that you please disclose your plans now and expropriate our property since it would obviously be necessary. We do not want to continue make our life here if there are any foreseeable plans of this happening.

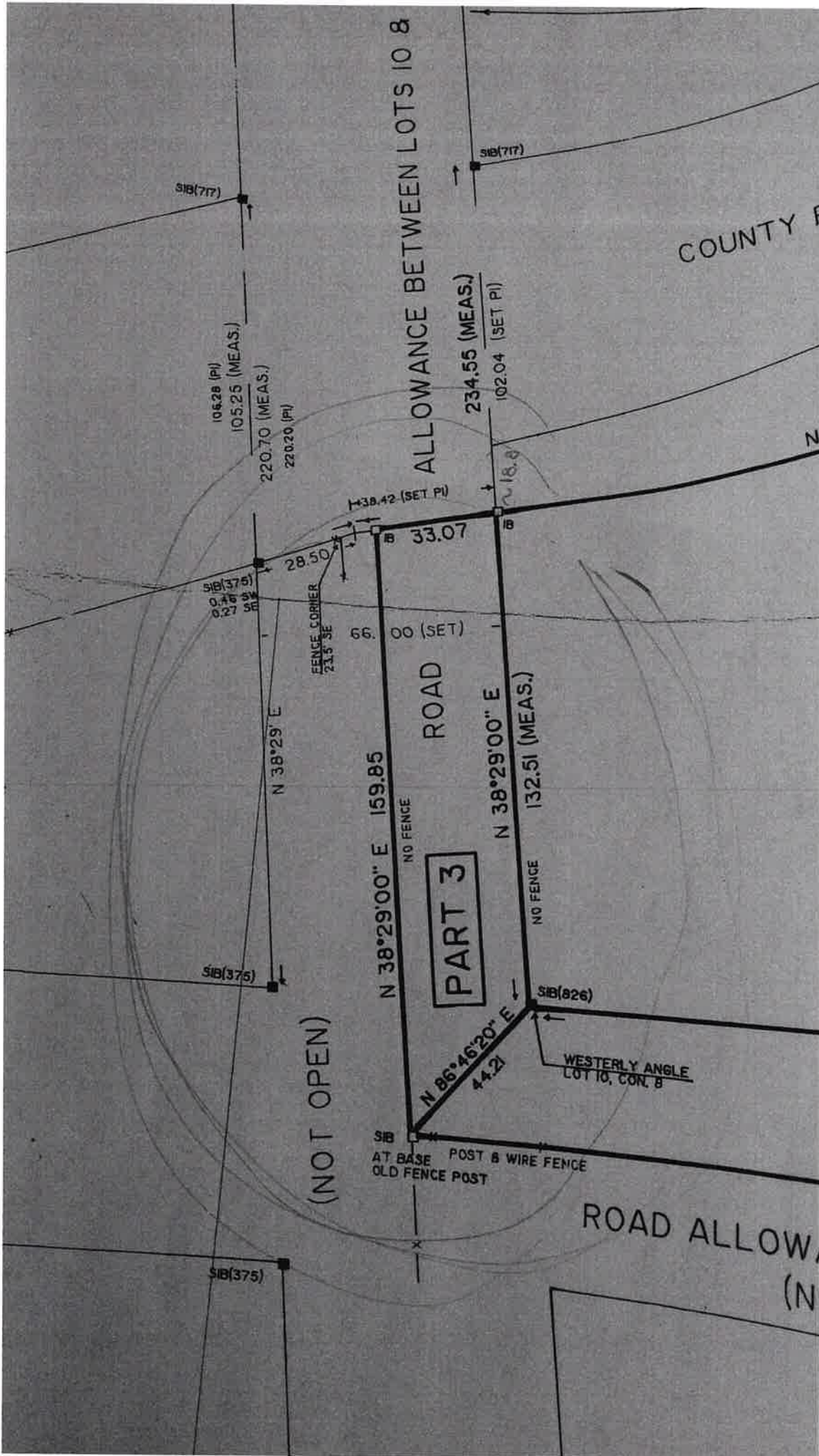
We have met with the Town Planner regarding this issue and we understood one of her concerns to be the lack of knowledge of who actually owns the road allowance, and the amount of time and effort that would be needed to find this information. We have taken it upon ourselves to do this research. I have two different documents that prove that the property in question is indeed owned by the Town of Erin. One is a document from the Land Registry Office identifying ownership as the town of Erin. Second, are letters from the Town and the Weston's lawyer (the original owners) in which the town not only acknowledges ownership, but also agrees to allow the Weston's to acquire it so long as they pay the legal fees to do so. We do not know why this never went through, my guess is that the Weston's may not have wanted to pay the legal fees. However, obviously this was something that was going to be allowed before, so we are asking that we please see this process through till the end this time.

The other concern the planner had was that by closing our section of the road allowance it would actually mean that the town would have to close the entire road allowance, all the way from Trafalgar, back to the sideroad behind. However, upon further discussion with our surveyor, we learned that because there is an old road allowance that also runs behind our house (the backside of our property) this is not the case. Just our little section can be closed (if that is more satisfactory to the town), because the rear road allowance would allow access to the remaining road allowance behind our driveway. Now of course if you felt like closing both road allowances and getting rid of the whole mess you would definitely have our support.

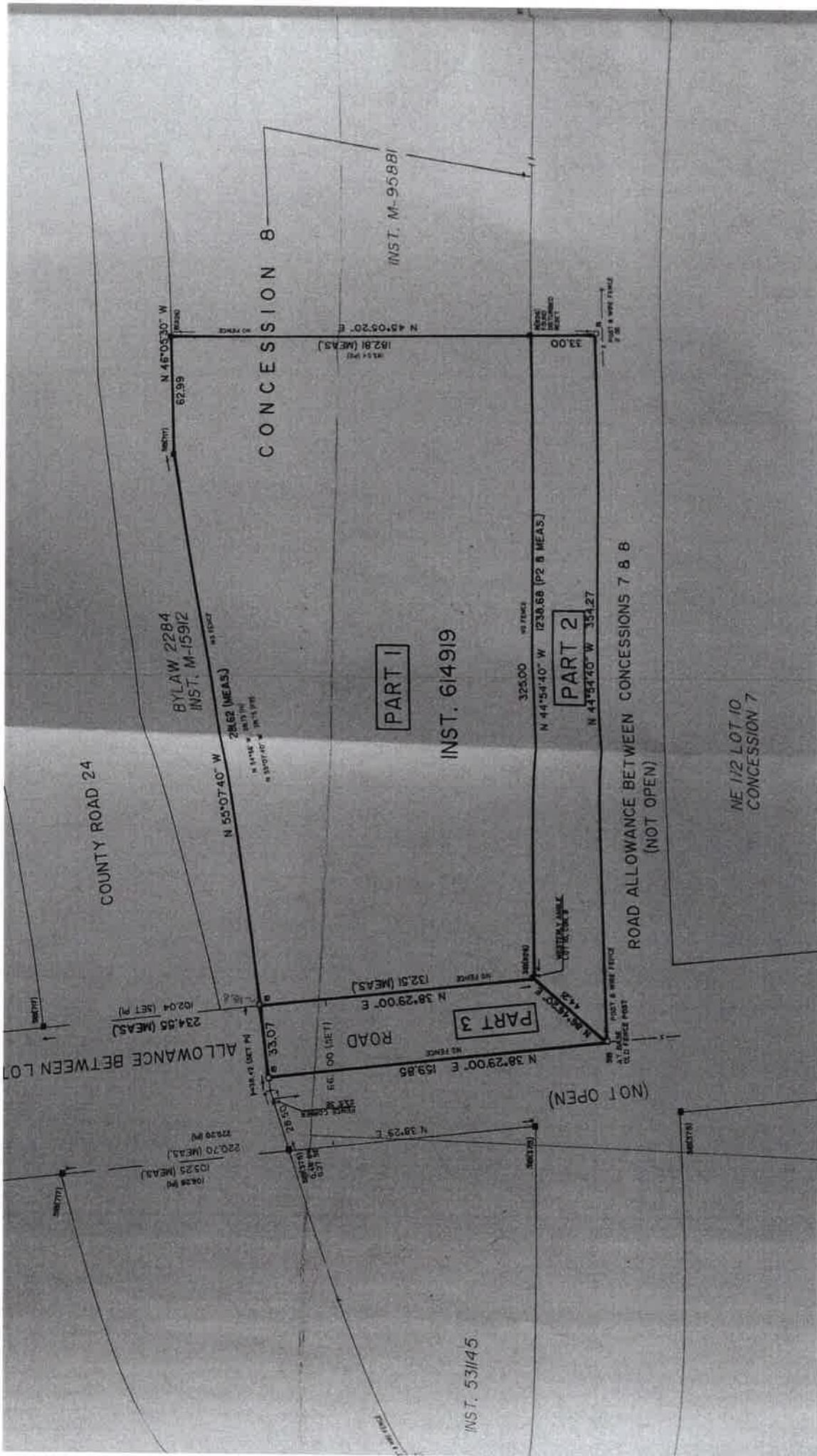
We have attached copies of all documents with this application. I have circled the area in question on the survey. I have attempted to attach surveys, however I believe the town has the larger versions on file which would probably be an easier read. Please do not hesitate to contact us if you have any questions. We look forward to coming before town council.

Thank you for your consideration:

David and Karrie Fraser







*Dale, Bennett, Latimer & Baines*

B77-3381

BARRISTERS AND SOLICITORS

LeRoy Dale, O.C. (1914-1956)  
Douglas V. Latimer, B.A.

M. Sybil Bennett, O.C. (1930-1956)  
Terence F. Baines, B.A., LL.B.

23 MILL STREET

*Georgetown, Ontario*

March 19, 1965.

Mr. K. B. Weston,  
35 Raylawn Crescent,  
Apt. 17,  
GEORGETOWN, Ontario.

Dear Sir:

Township of Erin Road Allowance

We have now had a letter from the Solicitor for the Township of Erin indicating that they will be willing to close the road allowance but we need the consent of all the adjoining land owners. As we understand it, Mr. Karl Kuhloff owns the land on the other side of the road allowance, and you together with your son own the land on your side. I wish to be sure that I have the names of all people touching on this road allowance to prepare a consent for filing. Would you please drop in the office and let us know who owns each parcel in this area which would touch on this road allowance that we want to get closed.

Yours very truly,

DALE, BENNETT, LATIMER & BAINES,

per



TFB:ev

*Dale, Bennett, Latimer & Baines*

877-3381

BARRISTERS AND SOLICITORS

LeRoy Dale, Q.C. (1914-1956)  
Douglas V. Latimer, B.A.

M. Sybil Bennett, Q.C. (1930-1956)  
Terence F. Baines, B.A., LL.B.

23 MILL STREET

*Georgetown, Ontario*

March 5, 1965.

Mr. Kenneth Weston,  
35 Raylawn Crescent, Apt. 17,  
GEORGETOWN, Ontario.

Dear Sir:

Road Opening

Apparently the Township of Erin are willing that the appropriate steps be taken to close the road allowance if the costs are borne by you. We assume that this is acceptable and are writing to their solicitor on that basis. The costs should not be too great.

Yours very truly,

DALE, BENNETT, LATIMER &amp; BAINES,

per

*T. Baines*

TFB:ev



# Ontario ServiceOntario

PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

LAND  
REGISTRY  
OFFICE #61

PAGE 1 OF 1

PREPARED FOR MAPS  
ON 2014/12/19 AT 11:55:17

71162-0085 (LT)

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

### PROPERTY DESCRIPTION:

RDAL, RTN LOTS 10 & 11 CON 8 ERIN; FT LT 11 CON 8 ERIN FT 2 61R4638 & FT 2 61R4664; TOWN OF ERIN

### PROPERTY REMARKS:

ESTATE/QUALIFIER:

FEE SIMPLE

LT CONVERSION QUALIFIED

OWNER NAMES

THE CORPORATION OF THE TOWNSHIP OF ERIN

RECENTLY

RE-ENTRY FROM 71162-0260

CAPACITY SHARE

BENO

FIN. CREATION DATE:

2000/12/18

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CHG/ CRD
** PRINTOUT		INCLUDES ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT INCLUDED) **				
**SUBJECT,		ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:				
**		SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *				
**		AND ESCHEATS OR FORFEITURE TO THE CROWN.				
**		THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF				
**		IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY				
**		CONVENTION.				
**		ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.				
**DATE OF CONVERSION TO		LAND TITLES: 2000/12/18 **				
61R4638	1989/04/24	PLAN REFERENCE				C
61R4654	1989/05/10	PLAN REFERENCE				C
H09500815	1989/06/19	TRANSFER	\$1			C
H05505012	1989/08/23	BYLAW				C
61R5749	1992/03/09	PLAN REFERENCE				C

THE CORPORATION OF THE TOWNSHIP OF ERIN



## Staff Report

**Report #:** Delegation information - Fraser

**Date:** January-20-15

**Submitted By:** **Sally Stull, Planner**

**Subject:** Delegation information - Fraser

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### Recommendations:

That Council agrees to undertake survey registry and solicitor work related to potential disposal of Sideroad 10 between Trafalgar Rd and 6<sup>th</sup> Line subject to cost recovery arrangements with proponents.

### Background:

Town staff met with the Frasers in regard to their request. There is very limited survey and title information in regard to Sideroad 10. There are several matters to be determined/considered in relation to proposed disposal of the road allowances.

1. Survey Work undertaken, will include registry office searches and potentially legal input
2. Archival research work to determine status of road allowances, as to whether open or unopened. The delegation's 1965 documentation suggests that the road may have been open prior to 1965.
3. Access requirements for a parcel of land on the north side of unopened Sideroad 10, close to 6<sup>th</sup> Line, access to this parcel appears to be on Sideroad 10, it unknown what may be considered public right of way or access to this property.
4. There are 4 adjacent landowners who may have an interest in purchasing the road allowance. If they are not interested, will conveyance of only parts of the Sideroad 10 allowance be appropriate?

In the past the Town of Erin Council has disposed of unopened road allowances, where appropriate. The Town has required the beneficiaries of the disposal to pay all costs which include outside survey registry transfer planning and legal costs.

The Town of Erin By-law 07- 65, Real Property Disposal is attached for Council's perusal.

**Financial Impact:**

Staff seek Council direction as to whether the Town wishes to proceed with survey, registry and solicitor input costs which are estimated to exceed \$10,000.00.

**Consultation:**

If survey work is undertaken further consultation with Town's solicitor and other abutting landowners will be required.

**Communications Plan:**

NA

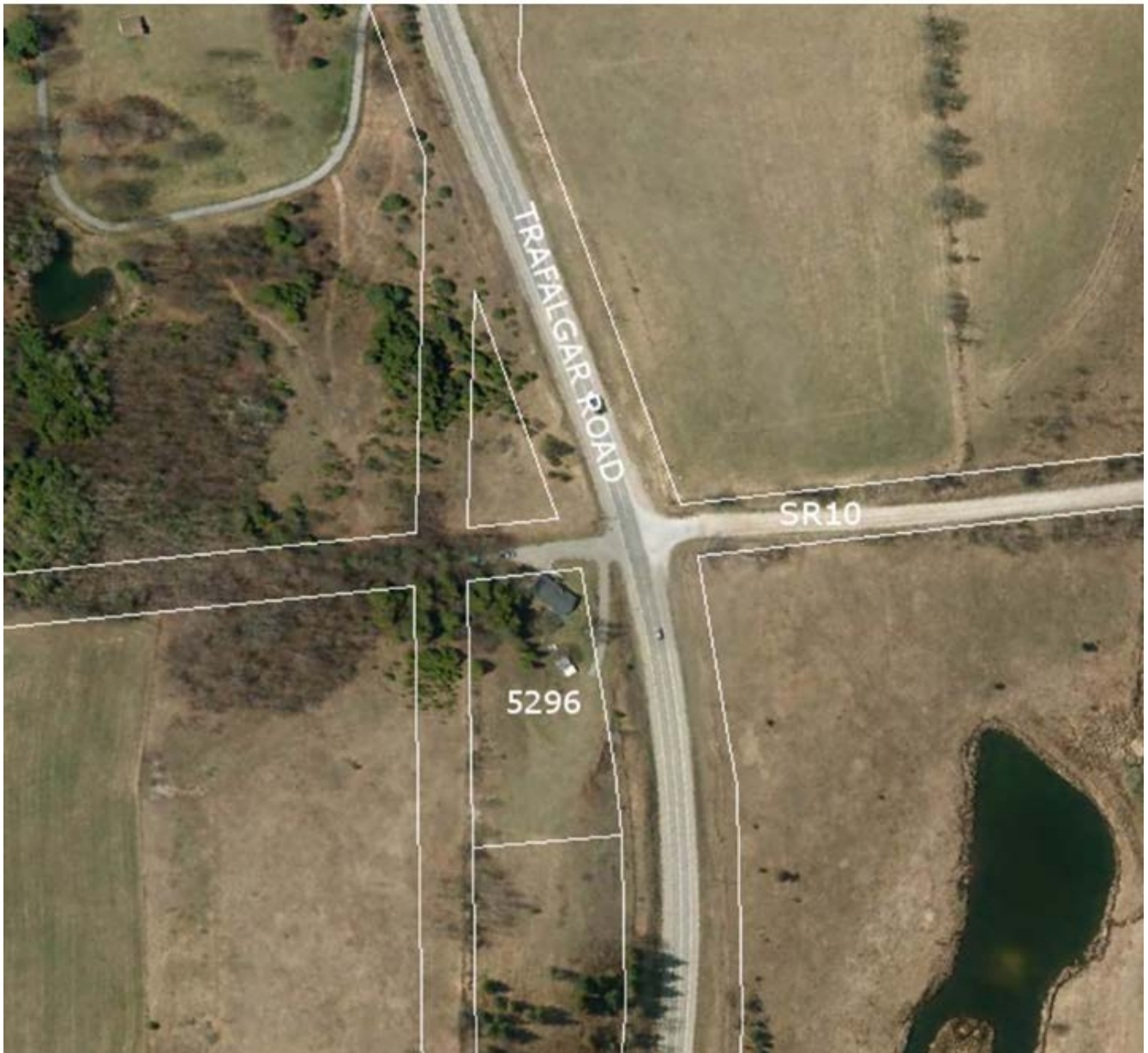
**Conclusion:**

NA

**Appendices:**

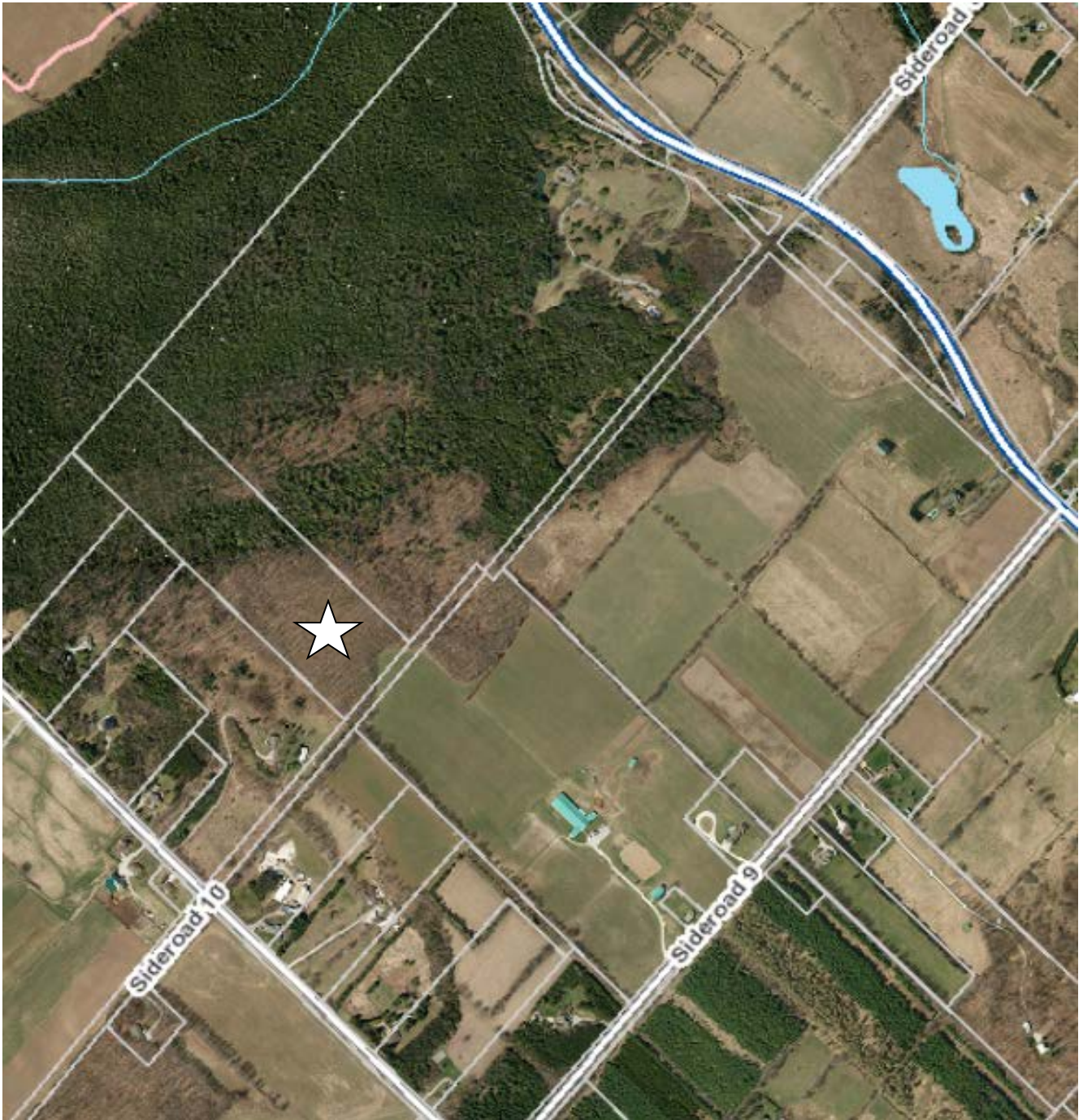
Wellington County Aerial Photography with GeoCortex overlay 2010  
Town of Erin Real Property Disposal By-law 07-65

Aerial Photography w available overlay, 2010



Wellington County Aerial Photography w GeoCortex overlay 2010

Star denotes parcel without road frontage (unknown origin)





**THE CORPORATION OF THE TOWN OF ERIN**

**BY-LAW # 07 - 65**

**Being a By-Law to establish Policies for the Sale of Real Property and giving notice to the public governing the sale of land referred to as the REAL PROPERTY DISPOSAL BY-LAW.**

**WHEREAS** Section 270 (1) (1) of the Municipal Act, 2001 as amended requires the Council of the Municipality to pass a by-law to establish policies governing the sale of real property;

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

**1. DEFINITIONS**

“Appraisal” means a written opinion as to the amount that the real property might be expected to realize if sold in the open market by a willing seller to a willing buyer

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

“Disposal” means the sale of real property

**2. GENERAL**

**2.1 CONDITIONS BEFORE SALE OF LAND**

Prior to the disposal of real property, Council or the local board except as excluded will comply to the following:

- a) Pass a resolution to declare the land to be surplus
- b) Obtain at least one appraisal of the fair market value of the land; and
- c) Give notice to the public of the proposed sale by an ad in the local paper; a notice on the Web Page and a notice posted on the property for 14 days.

**2.2 NO REVIEW**

The manner in which the municipality or local board carries out the sale of its land, if consistent with the provisions of this by-law, it is not open to review by any court if the municipality or local board may lawfully sell the property, the purchaser may lawfully buy it and the municipality or local board acted in good faith.

**2.3 CERTIFICATE**

The Clerk of the municipality may issue a certificate with respect to a sale of land by the municipality verifying that to the best of his/her knowledge the requirements of this by-law, which applies to the sale of land, have been complied with. The fee for the Certificate is \$50.00 and a sample of the Certificate is attached as Schedule “A” to this by-law.

**2.4 EFFECT**

A certificate under clause 2.3 shall be included with the deed or transfer of land and, unless a person to whom the land is sold has notice to the contrary, shall be deemed to be sufficient proof that the requirements have been complied with.

**2.5 EXCLUSION OF CERTAIN CLASSES OF LAND**

Clause 2.1 (b) does not apply to the sale of the following classes of land:

1. Land 0.3 metres or less in width acquired in connection with an approval or decision under the Planning Act

2. Closed highways if sold to an owner of land abutting the closed highways
3. Land formerly used for railway branch lines if sold to an owner of land abutting the former railway land
4. Land that does not have direct access to a highway if sold to the owner of land abutting that land
5. Land repurchased by an owner in accordance with section 42 of the Expropriations Act
6. Land to be used for site for the establishment and carrying on of industries and of industrial operations and incidental uses
7. Land sold under sections 107 and 108 of the Municipal Act, 2001; and
8. Easements granted to public utilities or to telephone companies.

## **2.6 EXCLUSION, SALES TO PUBLIC BODIES**

Clause 2.1 (b) does not apply to the sale of land to the following public bodies;

1. A municipality
2. A Local Board including a school board and a conservation authority; and
3. The Crown in right of Ontario or Canada and their agencies.

## **2.7 EXCLUSION, CLASSES OF LAND**

Clause 2.1 does not apply to the sale of the following classes of land:

1. Land sold under section 110 of the Municipal Act
2. Land to be used for the establishment and carrying on of industries and industrial operations and incidental uses.

## **2.8 EXCLUSION OF CERTAIN CLASSES OF LAND FROM PUBLIC REGISTER**

Clause 2.3 does not apply to the following classes of land:

1. Land 0.3 metres or less in width acquired in connection with an approval or decision under the Planning Act
2. Highways; and
3. Land formerly used for railway branch lines

## **2.9 EXEMPTION**

This by-law does not apply to the sale of land for tax arrears (Part XI of the Municipal Act).

## **2.10 DISPOSAL OF HIGHWAYS, ROADS AND ROAD ALLOWANCES**

The disposal of highways, roads and road allowances (hereinafter referred to as "highway"), shall be conducted in accordance with the following procedures:

1. Prior to passing a by-law approving the sale of a highway, the highway must be closed by way of a by-law. A by-law permanently closing a highway does not take effect until a certified copy of the by-law is registered in the proper land registry office. The closure may be included in a by-law to stop up, close and convey a highway.
2. A highway can not be conveyed if it is covered with water without the consent of the Ministry of Natural Resources.
3. At Council's discretion, one (1) appraisal of the fair market value may be obtained from an independent qualified appraiser who is a registered member in good standing of the Appraisal Institute of Canada if the land is sold to an owner of land abutting the closed highway.

4. Notice of the closure and sale of a highway shall be given in accordance with the Notice By-Law.
5. The purchaser of a highway shall be responsible for all costs incurred or required to dispose of the highway by the Town including, but not limited to legal, survey, appraisal, encumbrances, notices and advertising, improvements, administrative fees and so on, which shall be calculated in addition to the purchase price.

#### 2.11 METHOD OF SALE

With the exception of the sale of land pursuant to Part XI of the Municipal Act and the sale of highways, roads and road allowances, the disposal of real property by way of sale shall be conducted in accordance with the following procedures:

1. Prior to the passing of the by-law approving the disposal of real property, Council shall determine the method of sale, which may be by way of public tender, public auction, real estate listing, proposal call, or agreement of purchase and sale.
  2. Where the method of sale is by agreement of purchase and sale, unsolicited offers to purchase real property may be processed on a first come, first served basis.
  3. When more than one (1) party has expressed an interest in purchasing real property or where Council believes it to be in the best interest of the Town, Council may, by resolution, direct that the real property be sold by tender.
  4. Where Council directs that the real property be sold by public tender, the tendering policy and procedures in effect at the time shall apply with necessary modifications.
  5. The purchaser of any such real property shall be responsible for all costs incurred or required to dispose of the real property by the Town including, but not limited to legal, survey, appraisal, encumbrances, notices and advertising, improvements, administrative fees and so on, which shall be calculated in addition to the purchase price or the tender price as the case may be.
3. By-Laws #98 – 28 and amending By-Law #02 91 are hereby repealed.
  4. This by-law may be cited as the “Real Property Disposal By-Law”.
  5. This By-Law shall come into force and take effect on the date of passing.

**READ A FIRST, SECOND AND THIRD TIME  
THIS 4th DAY OF December 2007.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

Schedule "A"  
Real Property Disposal By-Law # 07 -

CERTIFICATE OF COMPLIANCE  
Section 270 (1) (1) of the Municipal Act, 2001 as amended

The sale of the real property located at:

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Has been lawfully completed with respect to the following:

- a) A resolution was passed declaring the land to be surplus
- b) The required appraisal was obtained. And
- c) Notice to the public of the proposed sale was given by an ad in the local paper; a notice on the Web Page and a notice posted on the property for 14 days.

THIS WILL CERTIFY THAT THE ABOVE TRANSACTION HAS BEEN COMPLETED IN COMPLIANCE WITH THE CONDITIONS.

DATED AT THE TOWN OF ERIN  
IN THE COUNTY OF WELLINGTON  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2007

\_\_\_\_\_  
CLERK



## Staff Report

**Report #:** D00 – Assumption of road widening dedications of 2014

**Date:** January-20-15

**Submitted By:** **Sally Stull, Planner, MCIP, RPP**

**Subject:** Town of Erin road widening dedications of 2014 deemed as public road allowance

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### Recommendations:

**Be it resolved that Council receives the Staff report D00-15-01,**

**And that Council passes the by-law to deem road widening dedications to the Town of Erin, received in 2014, as part of the public highway.**

### Background:

As a condition of any consent land owners are required to dedicate a road widening to achieve the road requirement width established on Schedule C of the Town of Erin Official Plan.

### Financial Impact:

NA

### Consultation:

NA

### Communications Plan:

NA

### Conclusion:

Section 31 (6) of the Municipal Act acknowledges that any widening dedicated becomes part of the part of the public right of way.

**Appendices:**

Proposed By-law 2015-01

## The Corporation of the Town of Erin

### By-law No. 15-01

A by-law to assume and dedicate all lands dedicated to the Town of Erin, as noted on Schedule A, as public highways in the Town of Erin (severance dedications to December 2014).

Whereas, pursuant to Section 53.12 of the Planning Act, R.S.O. 1990, C. P.13 allows the municipality to impose conditions of consent to dedicate a road widening of the highway to such width as the approval authority considers necessary;

And Whereas, pursuant to Section 31(2) and (6) of the Municipal Act 2001, S.O., c. 25, a municipality may by by-law establish a highway and acquire lands for the purpose of widening a highway and such lands acquired form part of the highway to the extent of the designated widening;

And Whereas the persons named in Schedule A attached to this by-law and which form part of this by-law have agreed to convey to the Town of Erin the land described in Schedule A for the purposes of widening the Town of Erin public road allowances as required by condition of severance.

Therefore the Council of The Town of Erin enacts;

That the parcels set out in Schedule A inclusive are hereby deemed public road allowances and form part of the adjacent public road allowance owned by the Corporation of the Town of Erin.

This By-law shall become effective from the date of passing hereof.

Passed by Council, January 20, 2015.

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Mayor

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Clerk

Schedule A  
By-law 15-01

<b>Name of Transferee to Town of Erin</b>	<b>Lot &amp; Concession</b>	<b>Reference Plan</b>	<b>Received PIN#</b>	<b>File No. Date of Transfer</b>
Hoffman, Lorraine 8804 Sdrd 17	Pt Lot 18, Con 2 Pts 1, 2 & 4	61R-20224	WC395047	01-22-2014
Lemiski, Peter 8722 15 Sideroad	Pt Lot 16, Con 1 Pts 2 & 3	61R-11857	WC396612	02-14-2014
Camirand, Giles 8750 Sdrd 17	Pt lot 18, Con1 Pt 2	61R-20248	WC397972	03-07-2014
Kittmer, Murray 5915 10 <sup>th</sup> Line	Pt lot 26, Con 1 Pts 2 & 3	61R-20141	WC399834	04-04-2014
Fritz, Gord & Arlene 5049 3 <sup>rd</sup> Line	Pt Lot 4, Con 4 Pt 2	61R-20284	WC398368	03 17-2014
Ward, Robin Anne 5211 10 <sup>th</sup> Line	Pt Lot 6, con 11 Pt 2	61R-20209	WC403175	05-21-2014
Sinclair, Wilma Ann 4952 8 <sup>th</sup> line	Pt Lot 2, Con 8 Pts 2 & 3	61R-20285	WC403752	05 28-2014
Harrison - Taylor, Bill 5950 6 <sup>th</sup> Line	Pt Lot 27, Con 6 Pts 2 & 3	61R-20251	WC403297	07-21-2014
Meogrossi Gaetano Zelinda 5632 6 <sup>th</sup> Line	Pt Lot 19, Con 6 Pts 2 & 3	61R-20132	WC408785	07-22-2014
Bergermann, William 5014 5 <sup>th</sup> Line	Pt Lot 3, Con 5 Pt 2	61R-20235	WC409275	07-28-2014
Parker, Vanessa 5256 9 <sup>th</sup> Line	Pt Lot 9, Con 9 Pt 2	61R-20346	WC413428	09-10-2014
Knapton, Denise 5565 Trafalgar Road	Pt Lot 17, Con 7 Pts 3 and 4	61R-20451	WC417671	10-28-2014
Baldwin, Gail & Neil 5586 9 <sup>th</sup> Line	Pt lot 25, Con 9 Pt 1 & 4	61R-20274	WC420021	11-20-2014
1530953 Ontario Ltd Langen 9491 Sdrd 17	Pt Lot 17 Con 8 Pts 4 & 5	61R-20446	WC421653	12-05-2014

Passed by Council, January 20, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk





## Staff Report

**Report #:** W1-2015

**Date:** January-20-15

**Submitted By:** Sara McDougall

**Subject:** Drinking Water Quality Management Standards

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### Recommendations:

**Be it resolved that** Council signs the Commitment and Endorsement document enclosed to ensure the Town remains in compliance of Element 3 of the Drinking Water Quality Management Standard.

### Background:

#### 3.1 Requirement

Element 3 of the DWQMS requires written endorsement of the Operational Plan from Top Management and Council. The written endorsement shall provide evidence of Top Management's commitment to an effective QMS by:

- Ensuring that a QMS that meets the requirements of the standard is in place;
- Ensuring that QMS personnel is aware of all applicable legislative and regulatory requirements;
- Communicating the QMS according to the communications procedure (DWQMS Element 12);
- Determining, obtaining and providing the resources needed to maintain and continually improve the QMS.

#### 3.2 Commitment and Endorsement

Top Management and the Owner shall sign and date a Commitment and Endorsement form that clearly states their endorsement of the Operational Plan and their commitment to fulfilling its requirements. Council receives a staff report which includes the Operational Plan. Receipt and support of the Operational Plan is endorsed by the passing of a resolution of council.

**Financial Impact:**

N/A

**Consultation:**

Water Department Staff

**Communications Plan:**

Internal Audit and Management Review

**Conclusion:**

On December 11, 2014, Council received the Town of Erin's Municipal Water Systems DWQMS Operational Plan for their review. In order for the Town to remain in compliance to the Standard, Top Management and Council must sign the Commitment and Endorsement document enclosed.

**Appendices:**

Appendix A: Element 3 - Commitment and Endorsement Statement Form



**Town of Erin  
Commitment and Endorsement  
DWQMS Element 3**

The System Owner - The Town of Erin, and Top Management - the CAO and the Water Superintendent, support the implementation, maintenance, and continual improvement of a Drinking Water Quality Management System (QMS) for the Town of Erin Water Supply Systems, as documented in this Operational Plan. Endorsement by the Owner (represented by the Mayor and Council), and Top Management, (represented by the CAO and Water Superintendent), acknowledges the need for, and supports the provision of sufficient resources to maintain and continually improve the QMS.

Date	Town of Erin Mayor Allan Ails
Date	Town of Erin Council Rob Smith
Date	Town of Erin Council John Brennan
Date	Town of Erin Council Matt Sammut
Date	Town of Erin Council Jeff Duncan
Date	Town of Erin CAO/Town Manager Kathryn Ironmonger
Date	Town of Erin Water Superintendent Joe Babin

# ERIN FIRE & EMERGENCY SERVICES

## Monthly Fire Report



REPORT MONTH:		OCTOBER 2014											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly	Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly	Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly
<b>FIRE:</b>	Type not specified:												
	Structure:		1	6			1	3				1	
	Vehicular:			5		2	4	1	\$20,000			1	
	Grass, Rubbish, etc:	3	5	4	\$0		2	2					
	Other:		11	8			5	2			2	5	
		Mthly TTL	2014 YTD	2013 YTD		Mthly TTL	2014 YTD	2013 YTD		Mthly TTL	2014 YTD	2013 YTD	
Medical Assist:		10	57	68		3	30	33			2		
Motor Vehicle Collision:		5	20	17		2	12	4			7	7	
Erin/Hillsburgh Assist			1	7			6	10					
Mutual Aid:			2	2			4	2				1	
C.O. Calls:		1	7	3			3	2					
False Alarms:				1			1						
Alarm Activation:		1	6	16		1	6	13				1	
Standby/Assist to Other Depts:													
Burning Complaints:							1	2					
Incorrect Pages:			2	3			2	2					
Other:		2	13	12			8	12			2		
<b>TOTALS:</b>		MTHLY	2014 YTD	2013 YTD		MTHLY	2014 YTD	2013 YTD		MTHLY	2014 YTD	2013 YTD	
		22	125	152		8	85	88		0	13	16	
Estimated Total \$ Loss Due to Fire:		\$0	\$15,500	\$1,203,000		\$20,000	\$27,000	\$1,225,000		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief

# ERIN FIRE & EMERGENCY SERVICES

## Monthly Fire Report



REPORT MONTH:		NOVEMBER 2014											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly	Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly	Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly
FIRE:	Type not specified:												
	Structure:	2	3	6	\$9,000		1	3				1	
	Vehicular:			5			4	2				1	
	Grass, Rubbish, etc:		5	4			2	2					
	Other:		11	8			5	2			2	5	
		Mthly TTL	2014 YTD	2013 YTD		Mthly TTL	2014 YTD	2013 YTD		Mthly TTL	2014 YTD	2013 YTD	
	Medical Assist:	8	65	74		3	33	36			8		
	Motor Vehicle Collision:	1	21	17		3	15	5		6	7	8	
	Erin/Hillsburgh Assist		1	7		2	8	11					
	Mutual Aid:		2	3			4	3				1	
	C.O. Calls:		7	4			3	2					
	False Alarms:			1			1						
	Alarm Activation:	2	8	17			6	15				1	
	Standby/Assist to Other Depts:												
	Burning Complaints:						1	2					
	Incorrect Pages:		2	3		1	3	3					
	Other:	2	15	15		1	9	14			2		
TOTALS:		MTHLY	2014 YTD	2013 YTD		MTHLY	2014 YTD	2013 YTD		MTHLY	2014 YTD	2013 YTD	
		15	140	164		10	95	100		6	19	17	
Estimated Total \$ Loss Due to Fire:		\$9,000	\$24,500	\$1,203,000		\$0	\$27,000	\$1,325,000		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief

# ERIN FIRE & EMERGENCY SERVICES

## Monthly Fire Report



REPORT MONTH:		DECEMBER 2014											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly	Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly	Mthly Total	2014 YTD	2013 YTD	\$ Loss Mthly
FIRE:	Type not specified:												
	Structure:	3	6	7	\$9,000	1	2	7	\$0			1	
	Vehicular:			5			4	3				1	
	Grass, Rubbish, etc:		5	4			2	2					
	Other:	2	13	8			5	4			2	6	
		Mthly TTL	2014 YTD	2013 YTD		Mthly TTL	2014 YTD	2013 YTD		Mthly TTL	2014 YTD	2013 YTD	
Medical Assist:		3	68	81		5	38	37		1	9	2	
Motor Vehicle Collision:		4	25	20		1	16	9			7	9	
Erin/Hillsburgh Assist			1	17		2	10	12					
Mutual Aid:			2	3			4	3				1	
C.O. Calls:		1	8	8			3	3					
False Alarms:				1			1	1					
Alarm Activation:			8	17		1	7	18				1	
Standby/Assist to Other Depts:													
Burning Complaints:							1	2					
Incorrect Pages:		1	3	3			3	3					
Other:			15	27			9	26			2	1	
TOTALS:		MTHLY	2014 YTD	2013 YTD		MTHLY	2014 YTD	2013 YTD		MTHLY	2014 YTD	2013 YTD	
		14	154	201		10	105	130		1	20	22	
Estimated Total \$ Loss Due to Fire:		\$9,000	\$33,500	\$1,228,000		\$0	\$27,000	\$1,825,000		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief



## Staff Report

**Report #:** 2015 - 01

**Date:** January-20-15

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

**Subject:** Beginning Draft – Five Year Capital Plan (2015 – 2019)

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### Recommendations:

**Be it resolved that** Council of the Town of Erin hereby receives report 2015 – 01 Beginning Draft – Five Year Capital Plan (2015 – 2019) as information.

### Background:

The Five Year Capital Plan once completed and adopted will provide Town Council with a comprehensive midterm direction for capital projects and their sources of funding, with the first year of the Plan becoming the 2015 Capital Budget.

### Financial Impact:

The Five Year Capital Plan is the primary method of coordinating the necessary financing of major capital initiatives through the appropriate use of tax levies, reserves, Development Charges, debt, and grants. The capital plan naturally affects future operating budgets, in that it impacts operating and maintenance costs for infrastructure & facilities, as well as debt servicing costs and the utilization of reserves.

### Consultation:

For the first time, this 'Beginning Draft' version of the Plan is able to benefit from the Town's four recently completed major studies:

- i) Development Charges Background Study 2014 – Watson & Associates
- ii) Asset Management Plan 2013 – Watson & Associates
- iii) State of the Infrastructure (Roads) 2013 – 4 Roads Management
- iv) Ontario Structures Inspections Summary (Bridges & Culverts) 2013 – AECOM

This 'Beginning Draft' consists of the final 3 years of the Capital Plan as it was last introduced in 2013, plus the recommendations contained in the above four studies.

The process of consulting with Department Heads will begin immediately. They will use their expertise to re-prioritize projects, as well as adding new council initiatives, plus deferring and deleting existing capital undertakings.

**Communications Plan:**

The 'Five Year Capital Plan (2015 – 2019)' will be presented in a series of higher level schedules (less line by line detail) for the Public Input Meeting on January 27<sup>th</sup>.

**Conclusion:**

This 'Beginning Version' is presented for information only, but is a useful first step as the newly elected Town Councillors begin the collaborative effort of achieving a consensus for capital initiatives and capital funding sources for their four year term.

**Appendices:**

Beginning Draft – Five Year Capital Plan (2015 – 2019)





**TOWN OF ERIN  
2015 - 2019 CAPITAL PLAN**

**Master List of Capital Projects**

*Beginning Draft*

Data extracted from the following major studies:

- 1) Development Charges Background Study 2014 - Watson & Assoc
- 2) Asset Management Plan 2013 - Watson & Assoc
- 3) State of the Infrastructure - Roads 2013 - 4 Roads Mgmt
- 4) Ontario Structures Inspections Summary 2013 - AECOM

Project Description	2014 Capital BUDGET V	5 YEAR CAPITAL PLAN					Total Project Cost	SOURCES OF FINANCE						Funding Gap by Project
		2015	2016	2017	2018	2019		Grants	Donations & Recoveries	Reserves	Development Charges	Debt	Current Revenue	
<b>General Government</b>														
1														
2	Escribe (Clerk)	\$ 4,700					\$ -							\$ -
3	Operational Review - Major Study	\$ 30,000					\$ -							\$ -
4	Upgrades: hardware & software (All Departments)	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 60,000							\$ 60,000
5	Microsoft Licenses (All Departments)	\$ 26,000					\$ -							\$ -
6	Municipal Offices - accessibility renovations	\$ 10,000					\$ -							\$ -
7	Green Energy Conservation Plan	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 64,000							\$ 64,000
8	Database Software Update (Tax)		\$ 23,000				\$ 23,000							\$ 23,000
9	File System (Clerk)		\$ 100,000				\$ 100,000			\$ 57,740				\$ 42,260
10	Financial Software (Treasurer)		\$ 25,000				\$ 25,000							\$ 25,000
11	Municipal Offices - foyer renovations (CAO)		\$ 50,000				\$ 50,000							\$ 50,000
12	Municipal Offices - HVAC & hot water tank		\$ 31,827				\$ 31,827							\$ 31,827
13	Municipal Offices - sloped roof shingles		\$ 23,340				\$ 23,340							\$ 23,340
14	Municipal Offices - paint			\$ 17,484			\$ 17,484							\$ 17,484
15	Municipal Offices - carpet			\$ 35,404			\$ 35,404							\$ 35,404
16	Municipal Offices - vinyl windows					\$ 69,494	\$ 69,494							\$ 69,494
17	Asset Management Plan Update				\$ 10,000		\$ 10,000				\$ -			\$ 10,000
18	Development Charges Study					\$ 25,000	\$ 25,000				\$ -			\$ 25,000
19	<b>General Government - Totals by Year</b>	\$ 111,700	\$ 289,167	\$ 88,888	\$ 36,000	\$ 26,000	\$ 94,494	\$ 534,549	\$ -	\$ -	\$ 57,740	\$ -	\$ -	\$ 476,809
<b>Building</b>														
21	Septic re-inspection equipment	\$ 10,000					\$ -							\$ -
22	Replace 2006 Ford Pick-up truck	\$ 26,810					\$ -							\$ -
23	<b>Building - Totals by Year</b>	\$ 36,810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fire</b>														
25	Hillsburgh Firehall rebuild	\$ 447,672					\$ -							\$ -
26	Hillsburgh Firehall rebuild - furnishings	\$ 19,289					\$ -							\$ -
27	Hillsburgh Firehall rebuild - Generator, equipment only	\$ 34,252					\$ -							\$ -
28	Rescue ATV	\$ 14,500					\$ -							\$ -
29	Radio Upgrades	\$ 1,959					\$ -							\$ -
30	Breathing Apparatus, 32 sets & 100 bottles	\$ 240,000					\$ -							\$ -
31	Custom Pumper Rescue Truck- scrap 85 Chev Pumper		\$ 264,000	\$ 222,000			\$ 486,000		\$ 4,000					\$ 482,000
32	Portable pumps x 4 - including accessories		\$ 20,800				\$ 20,800							\$ 20,800
33	Erin Firehall - ceramic tile flooring		\$ 30,660				\$ 30,660							\$ 30,660
34	Erin Firehall - millwork allowance		\$ 10,609				\$ 10,609							\$ 10,609

35	Pumper/Rescue 4x4 pickup -replace R15(92 GM Van)	\$ 122,000					\$ 122,000							\$ 122,000
36	Pumper/Rescue 4x4 pickup -replace R55(94 Frtl Van)		\$ 125,000				\$ 125,000							\$ 125,000
37	Replace T57 (1990 Intl Tanker) with Pumper / Tanker		\$ 264,000	\$ 196,000			\$ 460,000							\$ 460,000
38	Replace T58 (94 Frtl Tanker) with Pumper / Tanker			\$ 460,000			\$ 460,000							\$ 460,000
39	Erin Firehall - overhead doors	\$ 9,219				\$ 21,374	\$ 21,374							\$ 21,374
40	<b>Fire - Totals by Year</b>	\$ 766,891	\$ 448,069	\$ 611,000	\$ 656,000	\$ -	\$ 21,374	\$ 1,736,443	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 1,732,443
41	<b>Roads</b>													
42	Sidewalk Replacements	\$ 56,825					\$ -							\$ -
43	Road's Shop - ventilation	\$ 25,000					\$ -							\$ -
44	Retaining Walls - replacements	\$ 49,824					\$ -							\$ -
45	Streetlights - Pole Trans Replacements & new lights	\$ 50,000	\$ 60,000				\$ 60,000							\$ 60,000
46	Surface	\$ 59,000	\$ 59,000	\$ 59,000	\$ 59,000		\$ 177,000							\$ 177,000
47	Rural Reconstruct - 00300, 310, 320 - 17 Sideroad	\$ 602,683					\$ -				\$ -			\$ -
48	Rural Reconstruct - 00290 - 17 Sideroad		\$ 225,000	\$ 72,500			\$ 297,500	\$ 59,729			\$ -			\$ 237,771
49	Rural Reconstruct - 00280 - 17 Sideroad			\$ 135,523	\$ 161,977		\$ 297,500	\$ 147,454			\$ -			\$ 150,046
50	Rural Reconstruct - 00270 - 17 Sideroad				\$ 179,988		\$ 179,988	\$ 179,988			\$ -			\$ -
51	Replace Truck #26 - 2006 Ford Tandem 1 ton 4x4	\$ 69,500					\$ -							\$ -
52	Replace Pickup # 14 - 2006 Chev	\$ 35,000					\$ -							\$ -
53	Rehabilitate Village streets (delay 2nd Line one year)	\$ 300,000					\$ -							\$ -
54	Replace Grader #30 - 1999 Champion 740	\$ 360,000					\$ -							\$ -
55	Culvert 2061 Cedar Valley - EA only	\$ 40,000					\$ -							\$ -
56	Culvert 2061 Cedar Valley - Construction		\$ 623,671				\$ 623,671	\$ 311,850						\$ 311,821
57	GIS Mapping	\$ 12,280	\$ 25,000	\$ 74,420			\$ 99,420				\$ -			\$ 99,420
58	Station St Rehabilitation, includes Bridge 2064	\$ 190,000	\$ 2,447,365				\$ 2,447,365					\$ 2,447,365		\$ -
59	Rehabilitation Bridge 15 - Charles St, metal railing	\$ 50,000					\$ 50,000							\$ 50,000
60	Rehabilitation Culvert 14 - Churchill Blvd	\$ 80,000					\$ 80,000							\$ 80,000
61	Pulverize & Resurface - 2nd Line, section 00740		\$ 318,000				\$ 318,000	\$ 59,729						\$ 258,271
62	Pulverize & Resurface - 2nd Line, section 00720			\$ 397,500			\$ 397,500	\$ 327,442						\$ 70,058
63	Pulverize & Resurface - 2nd Line, section 00710				\$ 197,500		\$ 197,500	\$ 59,729						\$ 137,771
64	Replacement Culvert 2045 - 4th Line	\$ 663,671					\$ 663,671							\$ 663,671
65	Rehabilitation Culvert 2057 - 17 SR at 1st Line	\$ 200,000					\$ 200,000							\$ 200,000
66	Rehabilitation Culvert 2051 - 8th Line at Orangeville St					\$ 663,355	\$ 663,355							\$ 663,355
67	Replace Bridge 1 - Winston Churchill		\$ 680,000				\$ 680,000							\$ 680,000
68	Pulverize & Resurface - 10000 - Dundas St W		\$ 171,823				\$ 171,823							\$ 171,823
69	Replace Pickup #10 - 2008 Dodge Ram		\$ 40,000				\$ 40,000	\$ 2,000						\$ 38,000
70	Replace #27 - 2005 Intl Paystar 5500 snow plough			\$ 275,000			\$ 275,000	\$ 10,000						\$ 265,000
71	Hot Mix Sand Shed & Salt Brine Storage			\$ 340,900			\$ 340,900				\$ -			\$ 340,900
72	Sidewalk build -Wellington Rd 124, Erin village north			\$ 310,000			\$ 310,000	\$ 97,650			\$ -			\$ 212,350
73	Road's Shop - windows	\$ 20,794					\$ 20,794							\$ 20,794
74	Road's Shop - HVAC	\$ 42,436					\$ 42,436							\$ 42,436
75	Road's Shop - lighting	\$ 58,986					\$ 58,986							\$ 58,986
76	Road's Shop - flat roofing	\$ 99,194					\$ 99,194							\$ 99,194
77	Rural Reconstruct - 00160 -27 Sideroad (4th - 5th Line)	\$ 445,347					\$ 445,347							\$ 445,347
78	Rural Reconstruct - 00120 -27 Sideroad (9th - 10th Line)	\$ 314,417					\$ 314,417							\$ 314,417
79	Rural Reconstruct - 00115 -27 Sideroad (10th - Caledon)	\$ 718,667					\$ 718,667							\$ 718,667
80	Rural Reconstruct - 00200 - Station St (4th - 5th Line)	\$ 1,972,450					\$ 1,972,450							\$ 1,972,450
81	Rural Reconstruct - 00390 - 15 SR (CR 126 - 1st Line)	\$ 508,968					\$ 508,968							\$ 508,968

82	Urban Reconstruct - Orangeville St (Mill - Queen)			\$ 471,596				\$ 471,596							\$ 471,596
83	Urban Reconstruct - Barker St (Church - Queen)					\$ 141,115		\$ 141,115							\$ 141,115
84	Rural Reconstruct - 00240 - Station St (EC Trail- 6th Line)			\$ 285,305				\$ 285,305							\$ 285,305
85	Rural Reconstruct - 00270 - 17 SR (CR 126 - 2nd Line)					\$ 1,042,382		\$ 1,042,382							\$ 1,042,382
86	Rural Reconstruct - 00430 - 10 SR (7th - 8th Line)					\$ 538,643		\$ 538,643							\$ 538,643
87	Rural Reconstruct - 00410 - 10 SR (3rd - 4th Line)					\$ 237,874		\$ 237,874							\$ 237,874
88	Rural Reconstruct - 00412 - 10 SR (4th - 5th Line)					\$ 237,874		\$ 237,874							\$ 237,874
89	Rural Reconstruct - 00440 - 10 SR (9th - 10th Line)						\$ 341,240	\$ 341,240							\$ 341,240
90	Rural Reconstruct - 00620 - Eramosa TL (5SR - CR 124)					\$ 518,619		\$ 518,619							\$ 518,619
91	Bridge 2 - Construction (10th line south of 15 SR)			\$ 45,000		\$ 1,060,801		\$ 1,105,801	\$ 343,035						\$ 762,766
92	Bridge 10 - Construction (17 SR at the 8th Line)					\$ 646,400		\$ 646,400			\$ -				\$ 646,400
93	Bridge 5 - Construction (2nd line west of Orton)					\$ 45,000	\$ 531,973	\$ 576,973	\$ 343,035						\$ 233,938
94	Rural Reconstruct - 00632 - 1st Line (1-2km N of Halton)						\$ 93,261	\$ 93,261							\$ 93,261
95	Rural Reconstruct - 00640 - 1st Line (5SR - CR 124)						\$ 1,068,355	\$ 1,068,355							\$ 1,068,355
96	Rural Reconstruct - 00670 - 1st Line (17SR - CR 22)						\$ 540,713	\$ 540,713							\$ 540,713
97	Urban Reconstruct - Daniel St (Ross to south of Church)						\$ 1,201,100	\$ 1,201,100			\$ -				\$ 1,201,100
98	<b>Roads - Totals by Year</b>	\$ 1,850,112	\$ 8,932,966	\$ 2,387,667	\$ 3,150,390	\$ 2,887,683	\$ 4,439,997	\$ 21,798,703	\$ 1,831,991	\$ 109,650	\$ -	\$ -	\$ 2,447,365	\$ -	\$ 17,409,697
99	<b>Water</b>														
100	Hillsburgh Pumping Station - OR111	\$ 835,000						\$ -							\$ -
101	Water Tower -interior, exterior repairs & painting + H&S	\$ 292,500						\$ -							\$ -
102	Water Tower generator	\$ 15,000						\$ -							\$ -
103	Water Shop renovations for shared tenancy	\$ 8,920						\$ -							\$ -
104	Replace pickup #11 (2004) with F250 4x4 dump box	\$ 48,000						\$ -							\$ -
105	Hillsburgh Well #3 generator enclosure, transfer switch	\$ 40,000						\$ -							\$ -
106	GIS Mapping	\$ 10,000	\$ 40,000					\$ 40,000		\$ 40,000	\$ -				\$ -
107	Well House PLC Replacement + SCADA installation	\$ 70,000	\$ 225,000	\$ 125,000				\$ 350,000		\$ 350,000					\$ -
108	Water Rate Study & Financial Plan		\$ 30,000					\$ 30,000		\$ 30,000	\$ -				\$ -
109	Meter Replacement Program - customer premises			\$ 112,000	\$ 363,750			\$ 475,750		\$ 475,750					\$ -
110	Radio Meter Reading Device			\$ 8,500				\$ 8,500		\$ 8,500					\$ -
111	Water Tower; Proces instrumentation		\$ 19,096					\$ 19,096		\$ 19,096					\$ -
112	Water Tower; Building services		\$ 19,096					\$ 19,096		\$ 19,096					\$ -
113	Hillsburgh Well # 2; Process instrumentation		\$ 14,442					\$ 14,442		\$ 14,442					\$ -
114	Hillsburgh Well # 2; Building Services		\$ 14,442					\$ 14,442		\$ 14,442					\$ -
115	Hillsburgh Well # 2; Process equipment				\$ 157,814			\$ 157,814		\$ 157,814					\$ -
116	Hillsburgh Well # 3; Building Services		\$ 14,442					\$ 14,442		\$ 14,442					\$ -
117	Hillsburgh Well # 3; Process equipment		\$ 144,423					\$ 144,423		\$ 144,423					\$ -
118	Hillsburgh Well # 3; Process electrical		\$ 28,885					\$ 28,885		\$ 28,885					\$ -
119	Hillsburgh Well # 3; Process instrumentation		\$ 14,442					\$ 14,442		\$ 14,442					\$ -
120	Hillsburgh Well # 3; Process piping					\$ 81,275		\$ 81,275		\$ 81,275					\$ -
121	Erin Well # 8; Process instrumentation		\$ 14,443					\$ 14,443		\$ 14,443					\$ -
122	Erin Well # 8; Building services		\$ 14,443					\$ 14,443		\$ 14,443					\$ -
123	Watermain; Erin, Charles St - section 2300, iron			\$ 79,295				\$ 79,295		\$ 79,295					\$ -
124	Watermain; Erin, Daniel St - section 14900, iron		\$ 115,481					\$ 115,481		\$ 115,481					\$ -
125	Watermain; Erin, Daniel St - section 15000, iron		\$ 188,144					\$ 188,144		\$ 188,144					\$ -
126	Watermain; Erin, Daniel St - section 16000, iron		\$ 245,038					\$ 245,038		\$ 245,038					\$ -
127	Watermain; Erin, Daniel St - section 17000a, iron		\$ 80,560					\$ 80,560		\$ 80,560					\$ -
128	Watermain; Erin, Daniel St - section 17000b, iron		\$ 165,437					\$ 165,437		\$ 165,437					\$ -

129	Watermain; Erin, Water St - section 5200, iron		\$ 181,656					\$ 181,656			\$ 181,656				\$ -
130	Watermain; Erin, Millwood Rd - section 5300, iron		\$ 120,023					\$ 120,023			\$ 120,023				\$ -
131	Watermain; Erin, Spring St - section 6100, iron		\$ 83,917					\$ 83,917			\$ 83,917				\$ -
132	Watermain; Erin, English St - section 6300, iron		\$ 85,638					\$ 85,638			\$ 85,638				\$ -
133	Watermain; Erin, Dundas St E - section 12000, iron		\$ 82,574					\$ 82,574			\$ 82,574				\$ -
134	Watermain; Erin, Dundas St E - section 13000a, iron		\$ 44,980					\$ 44,980			\$ 44,980				\$ -
135	Watermain; Erin, Dundas St E - section 13000b, iron					\$ 37,856		\$ 37,856			\$ 37,856				\$ -
136	Watermain; Erin, Dundas St E - section 13000c, iron					\$ 161,746		\$ 161,746			\$ 161,746				\$ -
137	Watermain; Erin, Tower Feed Line - section 2100, iron		\$ 5,305					\$ 5,305			\$ 5,305				\$ -
138	Watermain; Erin, Tower Feed Line - section NR102, iron						\$ 185,615	\$ 185,615			\$ 185,615				\$ -
139	Watermain; Erin, Pine St - section 7000, iron				\$ 84,198			\$ 84,198			\$ 84,198				\$ -
140	Watermain; Erin, Ross St - section 7200, iron				\$ 76,847			\$ 76,847			\$ 76,847				\$ -
141	Watermain; Erin, Church St - section 2400, iron		\$ 105,750					\$ 105,750			\$ 105,750				\$ -
142	Watermain; Erin, Church Blvd - section 2450, iron				\$ 19,223			\$ 19,223			\$ 19,223				\$ -
143	Watermain; Erin, Church Blvd - section 2500, iron				\$ 75,932			\$ 75,932			\$ 75,932				\$ -
144	Watermain; Erin, Centre St - section 2600, iron				\$ 124,170			\$ 124,170			\$ 124,170				\$ -
145	Watermain; Erin, Sunnyside Dr - section 3100, iron				\$ 96,116			\$ 96,116			\$ 96,116				\$ -
146	Watermain; Hillsburgh, Spruce St -section 01395a, pvc				\$ 194,096			\$ 194,096			\$ 194,096				\$ -
147	Watermain; Hillsburgh, Spruce St -section 01395b, pvc				\$ 194,096			\$ 194,096			\$ 194,096				\$ -
148	Watermain; Hillsburgh, Ellen Cr - section 01370, iron					\$ 389,912		\$ 389,912			\$ 389,912				\$ -
149	Watermain; Hillsburgh, Alice Gt - section 01377, iron					\$ 51,752		\$ 51,752			\$ 51,752				\$ -
150	Watermain; Erin, Waterford Dr - section 05620, iron					\$ 212,679		\$ 212,679			\$ 212,679				\$ -
151	Watermain; Hillsburgh, Mill St - section 01360, iron						\$ 318,367	\$ 318,367			\$ 318,367				\$ -
152	Watermain; Hillsburgh, Mill St - section 01402, iron						\$ 59,876	\$ 59,876			\$ 59,876				\$ -
153	Asset Management Plan Update					\$ 10,000		\$ 10,000			\$ 10,000	\$ -			\$ -
154	New Water Supply Erin					\$ 2,964,000		\$ 2,964,000		\$ 1,268,836	\$ 426,328	\$ 1,268,836			\$ -
155	New Water Supply Hillsburgh					\$ 2,425,000		\$ 2,425,000		\$ 1,212,500	\$ -	\$ 1,212,500			\$ -
156	<b>Water - Totals by Year</b>	\$ 1,319,420	\$ 2,097,658	\$ 801,281	\$ 951,544	\$ 6,211,157	\$ 645,133	\$ 10,706,773	\$ -	\$ 2,481,336	\$ 5,744,101	\$ 2,481,336	\$ -	\$ -	\$ -
157	<b>Environmental</b>														
158	SSMP Environmental Assess. - Waster Water <u>estimate</u>	\$ 120,000	\$ 600,000					\$ 600,000							\$ 600,000
159	SSMP Environmental Assess. - Water component only		\$ 404,580					\$ 404,580							\$ 404,580
160	<b>Environmental - Totals by Year</b>	\$ 120,000	\$ 1,004,580	\$ -	\$ -	\$ -	\$ -	\$ 1,004,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,004,580
161	<b>Hillsburgh Community Centre</b>														
162	Hall chairs - replacements	\$ 8,700						\$ -							\$ -
163	Replace boards at ice surface		\$ 113,510					\$ 113,510			\$ 40,800				\$ 72,710
164	Overhead doors		\$ 10,609					\$ 10,609							\$ 10,609
165	Hollow metal doors		\$ 15,914					\$ 15,914							\$ 15,914
166	Hall - vinyl tile flooring		\$ 27,265					\$ 27,265							\$ 27,265
167	Millwork - Hall & concessions		\$ 10,609					\$ 10,609							\$ 10,609
168	Paint exterior cladding		\$ 10,609					\$ 10,609							\$ 10,609
169	Hall - suspended tile ceiling		\$ 16,338					\$ 16,338							\$ 16,338
170	Life Safety Systems - Fire alarm, emergency lighting		\$ 42,436					\$ 42,436							\$ 42,436
171	Plumbing fixtures		\$ 10,609					\$ 10,609							\$ 10,609
172	Lighting						\$ 149,257	\$ 149,257							\$ 149,257
173	Score clock replacement				\$ 12,000			\$ 12,000							\$ 12,000
174	Olympia - ice resurfacer				\$ 90,000			\$ 90,000							\$ 90,000
175	<b>Hillsburgh Community Centre - Totals by Year</b>	\$ 8,700	\$ 257,899	\$ -	\$ 102,000	\$ -	\$ 149,257	\$ 509,156	\$ -	\$ -	\$ 40,800	\$ -	\$ -	\$ -	\$ 468,356

176	<b>Erin Community Centre</b>														
177	Condenser - evaporative	\$ 52,800						\$ -							\$ -
178	HVAC	\$ 19,500	\$ 106,323					\$ 106,323							\$ 106,323
179	Flat roofing - original Community Centre			\$ 54,636				\$ 54,636	\$ 27,318						\$ 27,318
180	Hollow metal doors - ECC				\$ 84,413			\$ 84,413							\$ 84,413
181	Arena - metal roofing				\$ 39,956			\$ 39,956							\$ 39,956
182	Life Safety Systems - Fire alarm, emergency lighting				\$ 45,020			\$ 45,020							\$ 45,020
183	Plumbing fixtures				\$ 11,255			\$ 11,255							\$ 11,255
184	Lighting				\$ 140,689			\$ 140,689							\$ 140,689
185	<b>Erin Community Centre - Totals by Year</b>	\$ 72,300	\$ 106,323	\$ 54,636	\$ 321,333	\$ -	\$ -	\$ 482,292	\$ -	\$ 27,318	\$ -	\$ -	\$ -	\$ -	\$ 454,974
186	<b>Centre 2000</b>														
187	Centre 2000 Sewage Agreement	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000							\$ 100,000
188	Replace roof of Theatre				\$ 60,000			\$ 60,000	\$ 30,000						\$ 30,000
189	Expansion of Parking Lot						\$ 151,000	\$ 151,000	\$ 75,500		\$ -				\$ 75,500
190	<b>Centre 2000 - Totals by Year</b>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	\$ 20,000	\$ 171,000	\$ 311,000	\$ -	\$ 105,500	\$ -	\$ -	\$ -	\$ -	\$ 205,500
191	<b>Hillsburgh Ball Parks</b>														
192	Truck	\$ 5,960						\$ -							\$ -
193	Trailer	\$ 10,040						\$ -							\$ -
194	Restore soccer field #1 - Barbour Field	\$ 15,000						\$ -							\$ -
195	Playground equipment addition - Barbour		\$ 10,000					\$ 10,000							\$ 10,000
196	Playground replacement - Victoria Park			\$ 40,000				\$ 40,000							\$ 40,000
197	Rehab garage to Pavilion - Victoria Park			\$ 45,000				\$ 45,000							\$ 45,000
198	Concrete pad for pavilion - Barbour Field				\$ 20,000			\$ 20,000							\$ 20,000
199	Irrigation - soccer pitch - Barbour		\$ 20,000					\$ 20,000			\$ -				\$ 20,000
200	Add lighting - 2nd soccer pitch - Barbour				\$ 91,600			\$ 91,600			\$ -				\$ 91,600
201	<b>Hillsburgh Ball Parks - Totals by Year</b>	\$ 31,000	\$ 30,000	\$ 85,000	\$ 111,600	\$ -	\$ -	\$ 226,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,600
202	<b>General Recreation</b>														
203	Hillsburgh Parkette -water connect, hydrant	\$ 5,000						\$ -							\$ -
204	<b>Ballinafad Community Centre</b>														
205	Replace lawn tractor and mower		\$ 10,000					\$ 10,000							\$ 10,000
206	Furnaces x 2		\$ 15,500					\$ 15,500							\$ 15,500
207	Air conditioning		\$ 9,500					\$ 9,500							\$ 9,500
208	<b>Ballinafad Community Centre - Totals by Year</b>	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
209	<b>Tennis</b>														
210	Clubhouse renovations	\$ 12,000						\$ -							\$ -
211	Resurface five courts		\$ 100,000					\$ 100,000		\$ 50,000					\$ 50,000
212	<b>Planning</b>														
213	Traffic Study			\$ 25,000				\$ 25,000			\$ -				\$ 25,000
214															
215	<b>Total Annual Proposed Capital Projects</b>	\$ 4,353,933	\$ 13,321,662	\$ 4,073,472	\$ 5,408,867	\$ 9,144,840	\$ 5,521,255	\$ 37,470,096	\$ 1,831,991	\$ 2,727,804	\$ 5,892,641	\$ 2,481,336	\$ 2,447,365	\$ -	\$ 22,088,959

Town of Erin Heritage Committee (T.E.H.C.)  
Minutes of Meeting  
Monday, November 17, 7:30 p.m.  
Council Chambers

Passed.  
Dec 15/14  
J.

1. Call to Order by Chairperson Jamie Cheyne. Committee members present: Margaret Barnstaple, Deb Callaghan, John Gainor and Bob Wilson. Regrets: Paul Lewis.
2. Declaration of Pecuniary Interest. None
3. Approval of Minutes. Moved by Margaret and seconded by Deb to approve the minutes of September 15, 2014. All in favour. There was no meeting in October.
4. Business Arising from minutes.
  - 4.1 We do not know if demolition has occurred at 5345 10<sup>th</sup> Line east and at 5358 10<sup>th</sup> Line west side.
  - 4.2 There is a sign from a new owner on the Stanley Park arch. Jamie will follow up to ask the owner to remove it from the arch and to contact the County to find out if the arch is on County road allowance.
  - 4.3 Jamie circulated a small heritage brochure from Mono and a beautiful booklet from Orangeville. He will contact the new Economic Development Officer and the Trails Committee to see if we can co-ordinate a booklet for Town of Erin.
5. Heritage Inventory. Our Committee reviewed and categorized Ospringle Church, two houses on 15 Sideroad and 28 houses, on Main Street, Guelph Road, Union Street, Mill Street, and Spring Street in Erin village. Deb abstained from categorizing 1 Union Street and 237 Main Street.
6. New Business. We discussed how to get new members and several suggestions were made. Deb suggested putting an ad in the paper.
7. Correspondence.
  - 7.1 C.H.O. newsletter was distributed. Jamie will organize payment for next year's subscription.
  - 7.2 Kevin Latam's letter of resignation was received.
8. Next meeting will be December 15.

Meeting adjourned at 9:30 p.m.

RECEIVED

DEC 15 2014

TOWN OF ERIN

TOWN OF ERIN

RESOLUTION

Resolution # \_\_\_\_\_

Date: December 15, 2014

Moved by: Margaret Barnstaple

Seconded by: Paul Lewis

BE IT RESOLVED THAT the Town of Erin Heritage Committee  
asks the Chief Administrative Officer of the Town  
of Erin to review the ownership status of the  
Stanley Park Arch and gates, and if not  
owned by the County or Town, to investigate  
the history of ownership.

CARRIED

  
TEHC Chair Jamie Cheyne

**Town of Erin  
Joint Health and Safety Committee  
Special Meeting  
January 15, 2014  
Meeting Notes  
2:00 PM**

<b>Present:</b>	Kathryn Ironmonger Graham Smith Jeff Haw John Cunningham Frank Smedley Terry Wheeler Connie Cox Trish Crawford	CAO/Town Manager Recreation ECC Recreation Dept. Operator Hillsburgh Arena Manager Water Superintendent Hillsburgh Arena Operator Administrative Assistant Admin. Services
<b>Absent:</b>	Larry Van Wyck Kevin Watson	Road Superintendent Roads Operator

New members list provided

Trish Crawford is attending the Health and Safety Committee meetings as backup secretary for the taking of meeting notes and other clerical duties.

**1. Approval of meeting notes:**

- November 20, 2013
- December 12, 2013
- December 16, 2013
- December 18, 2013

The meeting notes were accepted as circulated.

**2. Additions to Agenda:**

Council received the Joint Health and Safety Committee December 18<sup>th</sup> report. The report was taken seriously.

**3. JH&S Report to Council Feb. 4<sup>th</sup>**

Graham will present the report to Council.

The committee has accomplished a lot over the last year.

- Montie Training
- TV
- We hosted Office Ergonomics Training – Louise, Connie, Lisa Henderson attended.
- 3 MOL minor infractions – corrected
- Records of Inspections



- County – Bullying Policy and Training for all staff
- Current Bulletin Boards

#### **2014 Work plan**

- Coordinate mandatory training
- Increased use of Montie
- Employee orientation package
- More policies

#### **4. Mandatory Training by July 1<sup>st</sup> 2014**

Supervisors and workers, separate training  
Get training materials

#### **5. Business Brought Forward:**

##### **5.1 JH&S – Policies Updates**

The policies will be printed, gone over and then forwarded to Council. Legislative but only adopt to our own Town. Do Council have to adopt our policies? They will be given copies. A separate meeting should be held in approx. 2 weeks to go over the policies and report done on same.

##### **5.2 2014 Budget** – amount same as last year, \$10,000. + 3% to be requested covering the cost of the committee training and mandated changes.

##### **5.3 Panic Bars** should be on all doors. Health and safety concern. Key pad is a building expense or health and safety expense?

#### **6. Regular Reports** – none

#### **7. Discuss committee training**

- 7.1 Part 1 – Graham completed  
Part 1 & 2 – Jeff has completed

8. **New Business:** None

9. **Correspondence:** None

10. **Next Meeting:** **February 12th at 2:00 PM**

Meeting Adjourned

**Town of Erin  
Joint Health and Safety Committee  
Special Meeting  
January 30, 2014  
Meeting Notes  
2:00 PM**

<b>Present:</b>	Kathryn Ironmonger	CAO/Town Manager
	Graham Smith	Recreation ECC
	Jeff Haw	Recreation Dept. Operator
	John Cunningham	Hillsburgh Arena Manager
	Terry Wheeler	Hillsburgh Arena Operator
	Connie Cox	Administrative Assistant

<b>Absent:</b>	Larry Van Wyck	Road Superintendent
	Kevin Watson	Roads Operator
	Frank Smedley	Water Superintendent

This special meeting was called to go over the JH&S Committee report to Council Feb. 4<sup>th</sup>.

It was suggested to take the Montie binder to the Council Meeting so Council can see how comprehensive it is.

The draft report was discussed and the following items were added:

- Add which members are certified.
- Bring policies back for Council Feb. 18<sup>th</sup>
- Put dates on Part 1 training that we are hosting – Apr. 8, 9 & 10
- List the Montie training
- List the inspections that have been done
- Free defibrillator – application for the grant for ECC, free training included
- Fine tune current policies and have them adopted by Council
- Then move forward on more policies
- Goal of zero lost days

The committee takes our commitment to health and safety seriously. We have dealt with some serious issues that have come up. Moving forward.

Next Meeting: February 12th at 2:00 PM

Meeting Adjourned

**Town of Erin  
Joint Health and Safety Committee  
February 12, 2014  
Meeting Notes  
2:00 PM**

<b>Present:</b>	Larry Van Wyck	Road Superintendent
	Kevin Watson	Roads Operator
	Graham Smith	Recreation ECC
	Jeff Haw	Recreation Dept. Operator
	John Cunningham	Hillsburgh Arena Manager
	Terry Wheeler	Hillsburgh Arena Operator
	Frank Smedley	Water Superintendent
	Connie Cox	Administrative Assistant
	Trish Crawford	Admin Services
 <b>Absent:</b>	 Kathryn Ironmonger	 CAO/Town Manager

Trish Crawford is attending the Health and Safety Committee meetings as backup secretary for the taking of meeting notes and other clerical duties.

1. **Approval of minutes:** not available at this time
  
2. **Additions to Agenda:**
  - 2.1 **JH&S Report to Council Feb. 4<sup>th</sup>**
    - Graham presented this report to Council and it was well received.
    - Committee made numerous accomplishments over the last year.
    - Council are ultimately responsible
    - Go back with our policies to the March 4<sup>th</sup> council meeting – Graham talk to Kathryn about presenting.
  
  - 2.2 **Mandatory Training – by July 1<sup>st</sup>, 2014**
    - To have a plan in place and begin
    - Supervisors to be trained in April
    - Supervisors then train their own staff
    - Confirm whether or not Tanya should train the Supervisors
  
  - 2.3 **First Aid, CPR and Defib Training:**
    - Steve Barryman to do training
      - 4 hr course
      - \$55 per person
      - Certification every three years for CPR and First Aid, annually for Defib
      - Fridays work best, will supply some dates for us to pick from
      - Red Cross and WSIB compliant

Best dates for annual training schedule are spring and fall after Thanksgiving.

Mr. Barryman will provide dates to Graham for us to choose from.  
Same time every year.

**3. Business Brought Forward:**

**3.1 JH&S –policies update**

The committee will be adopting the policies with the changes that have been made.

3.2 2014 Budget amount same as last year, to be requested.

**4. Regular Reports:**

4.1 Graham was successful in acquiring the free defibrillator for Centre 2000 through the Wellington Dufferin Guelph Health Unit as a grant. He has scheduled free training on the unit for March 18<sup>th</sup>. 10 recreation department staff will be trained that day.

The current Erin Arena Defib will be loaned to the Tennis Club for the tennis season.

**5. Discuss committee training**

**5.1 Certification**

Part 1 - Graham has signed the contract to have PSAB hold Part 1 training here at the Town Office on April 8, 9 and 10. Frank, John, Connie, Kevin, Terry and Kathryn are signed up for this.

Part 2 - Graham has registered for Part 2 in Marden on April 2 and 3, we need to register Kevin, Terry and Kathryn.

**6. New Business:** none

**7. Correspondence:** none

**8. Next Meeting:** March 12th at 2:00 PM

**9. Meeting Adjourned**



3.5 Update smoke alarm system – deferred.

3.6 Defib for Office – coming.

**4. Regular Reports:** none.

**5. Committee Training**

Part 2 – April 1 & 2 in Marden – Graham and Terry enrolled.

Part 1 – coming up April 8, 9, & 10 here – Connie, John, Frank, Kathryn, & Terry enrolled. Kevin will be on holidays

**6. New Business:**

Changed date of next meeting as it is in the middle of Part 1 Training here – from April 9<sup>th</sup> to 16<sup>th</sup>

**7. Correspondence:**

7.1 Email from Shelley regarding the Green Pocket Ontario OH&S Act & Regulations books. The committee will order them now.

7.2 Package of miscellaneous info (available at meeting)

**8. Next Meeting:        April 16th at 2:00 PM**

Meeting adjourned.

**Town of Erin  
 Joint Health and Safety Committee Meeting  
 Wed. April 16th, 2014  
 (rescheduled from April 9th)  
 2:00 p.m.  
 Root Conference Room**

**Meeting Notes**

<b>Present:</b>	Kathryn Ironmonger	CAO/Town Manager
	Connie Cox	Executive Assistant
	Trish Crawford	Admin Services
	Graham Smith	ECC Facility Manager
	Jeff Haw	ECC Operator
	John Cunningham	HCC Manager
	Terry Wheeler	HCC Operator
	Larry Van Wyck	Road Superintendent

<b>Absent:</b>	Frank Smedley	Water Superintendent
	Joe Babin	Water Foreman
	Kevin Watson	Roads Operator

1. **Approval of minutes:** March 19, 2014  
 The meeting notes were approved as circulated.

2. **Additions to Agenda:**

2.1 Working alone legislation  
 - discussion regarding dangers of working alone includes, could be a long time before worker is found. Be selective as to what a worker is to do alone safely. Develop a policy.

3. **Business Brought Forward:**

3.1 PSHSA policies update – need to put the logo on and bring them back.

3.1.1. Incident Investigation Report Form – to review. Graham has a form they use that works well with a body outline, front and back. Photos are also good. Use this in all training of new employees or go over policy manual. All departments should be using standardized reports. We will get copies of other department reports to compare.  
 Plan for new workers – new employee checklist – Larry and Graham to get student training. Accessibility info given to Dee.

3.2 Monte Training Binder – DVD to be updated and binders to be updated as well.

- 3.3 Mandatory Worker – Health & Safety at Work Training – Supervisors were trained on March 25<sup>th</sup>, supervisors to train own dept. staff
- 3.4 Back Door Hardware Installation - McKinnon's are getting back with date – to be done by our next meeting.
- 3.5 Update smoke alarm system – look into upgrading our system, building maintenance not health and safety? Protector vs Orangeville Fire. Heat detector vs smoke detector.  
Ask insurer.
- 3.6 Defib for Office – will ask Fire Chief for an update on this, it was stuck at the border waiting for paperwork.

#### 4. **Regular Reports:**

#### 5. **Committee Training**

Part 1 – going to be held again here at the Town Office in July and September.  
Kathryn, Harold to attend in September.

First Aid, CPR & Defib – must be compliant – Class C

WHMIS – will look into this

#### 6. **New Business:**

- 6.1 Work Alone Regulations – discussed previously in meeting.
- 6.2 **Other Training**
  - 6.2.1. Propane Training scheduled for September at HCC – Dan Ferguson is the trainer.
  - 6.2.2 Elevating Devices and Fall Arrest – mid June. Working at Heights legislation.
- 6.3 Terms of Reference – get sample from Tanya

#### 7. **Correspondence:**

7.1 Waterloo Wellington OHS Networking Group Meeting – April 22, provided for info only.

#### 8. **Next Meeting:        May 14th at 2:00 PM**



**Town of Erin  
Joint Health and Safety Committee Meeting  
Wed. May 14th, 2014  
2:00 p.m.  
Root Conference Room**

**Meeting Notes**

<b>Present:</b>	Kathryn Ironmonger	CAO/Town Manager
	Larry Van Wyck	Road Superintendent
	Graham Smith	Recreation ECC
	John Cunningham	Hillsburgh Arena Manager
	Terry Wheeler	Hillsburgh Arena Operator
	Connie Cox	Administrative Assistant

<b>Absent:</b>	Kevin Watson	Roads Operator
	Jeff Haw	Recreation Dept. Operator
	Frank Smedley	Water Superintendent
	Joe Babin	Water Foreman

Recognized that quorum not met for this meeting. Items will be ratified at the next meeting.

Graham will call Richard for a definitive answer re: workers, management, quorum.

1. **Approval of minutes:** April 16, 2014  
Meeting notes correct but coming back to next meeting for approval.

**2. Additions to Agenda:**

2.1 Hazard Reporting Form and Draft Policy – for next meeting

**3. Business Brought Forward:**

3.1 PSHSA policies update

3.1.1. Incident Investigation Report Form – Graham will fine tune this. Include near misses, accidents with humans and/or machines. Include accident form with policy. Workers – internal form and from Fire Dept. Use Graham's report and remove duplication. Use the picture and First Aid portion.

Incident Investigation Form

Jeff, Kevin, Frank and Joe

Witness form – separate page

Separate forms for workers than used for general public at Town facilities.

Insurer could have public use forms.

- 3.2 Monte Training Binder – to be updated
- 3.3 Mandatory Worker – Health & Safety at Work Training – supervisors in the process of training their own dept. staff
- 3.4 Back Door Hardware Installation – will be installed either Wednesday or Thursday this week.
- 3.5 Update smoke alarm system
- 3.6 Defib for Office

#### 4. **Regular Reports:**

- 4.1 JH&S Policies – please review one more time before presenting to Council
  - 4.1.1. 2014 - 01 Senior Management Commitment
  - 4.1.2. 2014 - 03 Occupational Health and Safety Workplace Roles and Responsibilities Policy and Procedures
  - 4.1.3. 2014 - 04 Posted Documents
  - 4.1.4 2014 - 06 General Safety Rules

The Committee is to adopt policies. The Committee will provide policies to the new Council for their orientation.

Review policy statement, Council member and CAO to sign.

#### 5. **Committee Training**

Part 1 – July session cancelled. Available in Guelph – do we have anyone to register for the session in Guelph? Kathryn in September.

#### 6. **New Business:**

- 6.1 Draft Terms of Reference – for June 17<sup>th</sup> council meeting. Report as information. Council are directors, responsible for ensuring something in place.
- 6.2 Committee member absenteeism – Time must be made for committee members to attend meetings and training. Kathryn will deal with this item.

#### 7. **Correspondence:**

- 7.1 None

- 8. **Next Meeting:** June 18th at 2:00 PM – Tanya Morose to attend

**Town of Erin  
Joint Health and Safety Committee Meeting  
Wed. June 18, 2014  
2:00 p.m.  
Council Chambers**

**Meeting Notes**

<b>Present:</b>	Kathryn Ironmonger	CAO/Town Manager
	Larry Van Wyck	Road Superintendent
	Kevin Watson	Roads Operator
	Graham Smith	Recreation ECC
	Jeff Haw	Recreation Dept. Operator
	John Cunningham	Hillsburgh Arena Manager
	Terry Wheeler	Hillsburgh Arena Operator
	Connie Cox	Administrative Assistant
	Frank Smedley	Water Superintendent
 <b>Absent:</b>	 Sara McDougall	 Compliance Administrator/Water

**1. Approval of minutes:**

Moved by Graham Smith

Seconded by Jeff Haw

That the April 16, 2014 & May 14, 2014 are approved as circulated.

Carried.

**2. Additions to Agenda:**

- 2.1 Sara McDougall has become the new worker member of the committee representing the water department.

**3. Business Brought Forward:**

3.1 Policies update

3.1.1. Concentrate on chosen ones.

Terms of reference satisfactory.

Update the Health and Safety Policy to include workplace violence and harassment, get signed by CAO and Mayor.

3.1.2. Relook at Lisa's policies – already done. Update and sign.

3.2 Monte Training Binder – being updated

- 3.3 Mandatory Worker – Health & Safety at Work Training – Roads Dept. will do training after calcium and gravelling completed. Lunch n’Learn for Treasury and Admin support staff.
- 3.4 Back Door Hardware Installation complete. Works well, should have been done a long time ago.
- 3.5 First Aid Training – Fall 2014
- 3.6 Propane Training is taking place at HCC – call John if interested.

#### 4. **Regular Reports:**

- 4.1 JH&S Policies – reviewed, amended and to be printed and signed.
  - 4.1.1. 2014 - 01 Senior Management Commitment
  - 4.1.2. 2014 - 04 Posted Documents
  - 4.1.3 2014 - 06 General Safety Rules
  - 4.1.4. 2014 - 13 First Aid
- 4.2. JH&S Policies – in process
  - 4.2.1. 2014 - 03 Occupational Health and Safety Workplace Roles and Responsibilities Policy and Procedures

The Committee will provide policies to the new Council for their orientation.

#### 5. **Committee Training**

Part 1 – Sara McDougall and Kevin Watson  
 Part 2 – Sara McDougall and Kathryn Ironmonger

#### 6. **New Business:** none

- 7. **Correspondence:** Email fro, PSHSA – Tanya Morose is away for an extended period of time due to a MVC. We wish her all the best and a speedy recovery. We hope she will be able to reschedule our meeting once she returns to work.

**Next Meeting:** July 18th at 2:00 PM in Council Chambers

**Town of Erin  
Joint Health and Safety Committee Meeting  
Wed. July 16, 2014  
2:00 p.m.  
Council Chambers**

**Meeting Notes**

<b>Present:</b>	Graham Smith	Recreation ECC
	Jeff Haw	Recreation Dept. Operator
	John Cunningham	Hillsburgh Arena Manager
	Terry Wheeler	Hillsburgh Arena Operator
	Connie Cox	Administrative Assistant
	Sara McDougall	Compliance Administrator/Water

<b>Absent:</b>	Kathryn Ironmonger	CAO/Town Manager
	Larry Van Wyck	Road Superintendent
	Kevin Watson	Roads Operator
	Frank Smedley	Water Superintendent

**1. Approval of minutes:**

Moved by Jeff Haw

Seconded by Graham Smith

That the June 18, 2014 meeting notes/minutes are approved as circulated.

Carried.

**2. Additions to Agenda:** none

**3. Regular Reports:**

3.1 Sara McDougall has become our new worker member of the committee representing the water department.

3.2 Mandatory Worker – Health & Safety at Work Training – Roads Dept. will be done shortly. Part time workers training will be done in the fall. Training for new hires will be part of orientation.

3.3 Policies update

3.1.1. Accident/Incident Investigation form is part of First Aid procedure.

3.1.2. Critical Injury Procedure – call 911 first.

3.1.3. Return to Work policy update needed

3.4 First Aid Training – Fall 2014 – going to speak with Dan Ferguson

**4. Business Brought Forward:** Height training, not passed by MOL, possibly end of August. Will wait for further info.

**5. Committee Training**

Part 1 – Sara McDougall and Kevin Watson – not available for Sept., will book for Nov.  
In Orangeville

Part 2 – Sara McDougall and Kathryn Ironmonger – holding this session here?

**6. New Business:****7. Correspondence:**

**Next Meeting:** August 13th at 2:00 PM in Council Chambers

**Town of Erin  
Joint Health and Safety Committee Meeting  
Wed. Aug. 13, 2014  
2:00 p.m.  
Council Chambers**

**Meeting Notes**

<b>Present:</b>	Graham Smith	Recreation ECC
	Larry Van Wyck	Road Superintendent
	Kevin Watson	Roads Operator
	Kathryn Ironmonger	CAO/Town Manager
	Connie Cox	Administrative Assistant
	Sara McDougall	Compliance Administrator/Water
<b>Absent:</b>	John Cunningham	Hillsburgh Arena Manager
	Terry Wheeler	Hillsburgh Arena Operator
	Frank Smedley	Water Superintendent
	Jeff Haw	Recreation Dept. Operator

**1. Approval of minutes:**

Moved by Graham Smith

Seconded by Kevin Watson

That the July 16, 2014 meeting notes/minutes are approved as circulated.

Carried.

**2. Additions to Agenda:** none

**3. Business Brought Forward:**

3.1 Mandatory Worker – Health & Safety at Work Training – Roads Dept. have completed training. Part time workers training will be done in the fall. Training for new hires will be part of orientation. Orientation will include SHMIS/Monte in package.

3.2 Height Training – Ministry of Labour policy not finished yet. Will be notified when new training requirements official. Platforms, ladders, lifts will all be included in one policy. The water guys have the Water Tower to consider. Acute Team One may be able to do training here when new regulations in place.

**4. Regular Reports:**

4.1 Policies – Does Tanya owe us anything else? Use Return to Work Policy.

**5. Committee Training:**

5.1 Part 1 – Sara McDougall and Kevin Watson – book for Nov. in Orangeville?

Part 2 – Sara McDougall and Kathryn Ironmonger – holding this session here?  
Tanya has provided possible dates.

5.2 Fall 2014 – going to speak with Dan Ferguson

6.3 Propane training available at HCC – call John.

**6. New Business:**

6.1 Staff Training on our Policies: 2 sessions, AM & PM, one day, alternate for rest, sign off sheet. Provide copies ahead of time, bring the copies, attend training and sign off. Work on 2 or 3 policies at a time?

6.2 Workplace Inspections: Tour different facilities, take turns inspecting different locations?

**7. Correspondence:** none

**Next Meeting:** September 10th at 2:00 PM in Council Chambers



**Town of Erin  
Joint Health and Safety Committee Meeting  
Wed. Sept. 17, 2014  
2:00 p.m.  
Council Chambers**

**Meeting Notes**

<b>Present:</b>	Graham Smith	Recreation ECC
	Jeff Haw	Recreation Dept. Operator
	John Cunningham	Hillsburgh Arena Manager
	Larry Van Wyck	Road Superintendent
	Terry Wheeler	Hillsburgh Arena Operator
	Connie Cox	Administrative Assistant

<b>Absent:</b>	Kathryn Ironmonger	CAO/Town Manager
	Kevin Watson	Roads Operator
	Frank Smedley	Water Superintendent
	Joe Babin	Water Foreman
	Sara McDougall	Compliance Administrator/Water

**1. Approval of minutes:**

Moved by Graham Smith

Seconded by Jeff Haw

That the August 13, 2014 meeting notes/minutes are approved as circulated.

Carried.

**2. Additions to Agenda:** none

**3. Business Brought Forward:**

3.1 Health and Stroke Application – status

3.2 Propane Training Sept. 24 – HCC contact John.

**4. Regular Reports:**

4.1 Policies – Graham has contacted Tanya and is waiting for response.

We will work on what we have done already.

Early November work on our 2014 report to new council.

Delegate in January for new council, advise them of their responsibilities. Tanya too.

**5. Committee Training:**

5.1 Staff Training – book Part 1, Graham's CC. Part 1 – Sara McDougall and Kevin Watson

Staff Training – Part 2 here in February – Sara McDougall and Kathryn Ironmonger – Tanya providing dates.

5.2 Dan Ferguson – we are waiting for dates, 2 or 3 options.

5.3 Staff Training on policies: put package together, give to supervisors.

**6. New Business:**

6.1

**7. Correspondence:** none

**Next Meeting:** October 15th at 2:00 PM in Council Chambers

**Town of Erin  
Joint Health and Safety Committee Meeting  
Wed. Nov.19, 2014  
2:00 p.m.  
Council Chambers**

**Meeting Notes**

<b>Present:</b>	Kathryn Ironmonger	CAO/Town Manager
	Graham Smith	Recreation ECC
	Jeff Haw	Recreation Dept. Operator
	Kevin Watson	Roads Operator
	Sara McDougall	Compliance Administrator/Water
	Terry Wheeler	Hillsburgh Arena Operator
	Connie Cox	Administrative Assistant

<b>Absent:</b>	Larry Van Wyck	Road Superintendent
	Joe Babin	Water Foreman

**1. Approval of minutes:**

Moved by Jeff Haw

Seconded by Terry Wheeler

That the September 17, 2014 meeting notes/minutes are approved as circulated.

Carried.

**Note:** October JH&S Committee Meeting was cancelled.

**2. Additions to Agenda:**

Committee members....more workers ratio to managers is acceptable.

**3. Business Brought Forward:**

3.1 Health and Stroke Application – Graham has applied and waiting for response

3.2 New Health and Safety Policy – signed by Mayor Alls

**4. Regular Reports:**

4.1 Policies – we are working with Tanya to tidy up the policies we have ie. Harassment and Violence in the Workplace, Return to work.

4.2 Year End Report for Council: please provide any relevant info to Graham asap.

4.3 Council Orientation – Compare our orientation with the County's. Policies, materials, sign off etc. Tanya will attend the Orientation on Dec. 15<sup>th</sup> to speak to Council.

**5. Committee Training:**

- 5.1 Staff Training – book Part 1 Sara and Kevin in New Year  
Staff Training – Part 2 here February 25 & 26– Sara McDougall and Kathryn Ironmonger
- 5.2 Dan Ferguson – April dates – 3 to choose from: April 10, 17 & 24, 2015, here.
- 5.3 Staff Training on policies: put package together, give to supervisors.

**6. New Business:**

- 6.1 Health Board in HCC, ECC x 2

**7. Correspondence:** none

**Next Meeting:**       **December** 17th at 12:30 PM Working Lunch

**Ministry of Natural  
Resources and Forestry**

Guelph District  
1 Stone Road West  
Guelph, Ontario  
N1G 4Y2

**Ministère des Richesses  
naturelles et des Forêts**

Telephone: (519) 826-4955  
Facsimile: (519) 826-4929



November 27<sup>th</sup>, 2014

The Corporation of the Town of Erin  
5684 Trafalgar Road  
Hillsburgh, ON N0B 1Z0

RECEIVED  
DEC 02 2014  
TOWN OF ERIN

Dear landowner,

On September 4<sup>th</sup>, 2014, Guelph District staff from the Ministry of Natural Resources and Forestry (MNRF), with assistance from staff from Credit Valley Conservation, held a public meeting at the Hillsburgh Fire Station in order to provide information on a proposed plan to eradicate Round Goby for the West Credit River in the Hillsburgh area.

At the public meeting, MNRF invited affected landowners and interested agencies to provide comments over a 30-day commenting period, as a requirement of MNRF Class Environmental Assessment. MNRF Guelph District did not receive any written comments over the 30-day period (from September 4<sup>th</sup> to October 4<sup>th</sup>, 2014).

During the public meeting, the primary concerns raised by attendees included the long-term status of the Hillsburgh pond and dam as well as the use of the chemical, rotenone, to eradicate the gobies and its potential impacts to other wildlife and human health. The questions and comments raised during the public meeting as well as the responses provided by MNRF staff to address concerns are attached to this letter. A copy of the presentation given by MNRF staff at the public meeting and a factsheet on rotenone, also provided at the public meeting, have also been included in this package for more information.

In terms of next steps, MNRF will continue to work with landowners to secure permission to access properties for monitoring and treatment (in the event that MNRF goes through with treatment) and address any concerns or questions landowners may have. MNRF will continue to collaborate with other agencies, including Credit Valley Conservation and Fisheries and Oceans Canada (DFO). Treatment was originally proposed for Fall 2014, but will not be occurring during that timeframe. MNRF is now planning for possible treatment in Spring 2015. MNRF anticipates more communication with the community early in 2015 and will continue to keep landowners and interested agencies informed on next steps.

Sincerely,

Art Timmerman  
Management Biologist  
Guelph District, Ministry of Natural Resources and Forestry  
519-826-4935

Attachments:

- (1) Questions and Responses from Public Meeting (September 4<sup>th</sup>, 2014 – Hillsburgh Fire Station)
- (2) Response to Round Gobies in the West Credit River Presentation
- (3) Rotenone Factsheet

To meet with our staff please be sure to call ahead and make an appointment.  
For general information visit: <http://www.ontario.ca/ministry-natural-resources-forestry>

## **Questions and Responses from the Public Meeting on Eradication of Round Goby in the West Credit River**

Thursday, September 4<sup>th</sup>, 2014 – Hillsburgh Fire Station, Hillsburgh ON

### **Q1: Is the plan to breach the dam or pump water?**

**Response:** MNRFC will work with landowners regarding water draw-down. Several of the ponds have infrastructure in place to lower water levels and MNRFC will try to work in the normal operating range of the dam. Guelph District has applied for a Permit to Take Water (PTTW) from the Ministry of the Environment and Climate Change (MOECC) in the event that a PTTW is required.

### **Comment: The upper pond has a sediment issue. It can only be drawn down a small amount before sediment will start flowing.**

**Response:** Ponds will be drawn down as much as possible, in stages with monitoring. The intent is to have the water level as low as practically possible in order to more effectively treat ponds.

### **Q2: What about impacts to turtles, swans, geese, frogs? Concern about chemicals and wildlife.**

**Response:** Rotenone has been used for decades in fisheries management. There is extensive research on rotenone, which shows that birds (and other wildlife) have enzymes in the digestive system that break down rotenone. Rotenone has a very short life span. The rotenone factsheet provided has more information on the chemical.

### **Q3: How did the gobies get here?**

**Response:** There is no conclusive evidence to prove how the gobies were introduced in the Hillsburgh area, but it is likely that they were introduced by dumping of baitfish buckets or aquariums. The likelihood of gobies being re-introduced in Hillsburgh again, post-eradication, is low.

### **Q4: What eats gobies?**

**Response:** Larger fish eat them, which may reduce population but will not stop spread of gobies downstream.

### **Q5: What is the distribution of gobies in Hillsburgh? How do you know for certain they are not further downstream?**

**Response:** Visual inspections have not found them in the Rudd pond after numerous sampling efforts. Electrofishing in stream sections upstream and downstream of ponds did not find gobies either.

### **Q6: What happens if you don't get permission from all landowners?**

**Response:** We may still be able to complete the project. We would prefer permission from all landowners, but we may be able to do the project with 80% approval (for example) if the treatment can still be effective, and MOECC approves.

### **Q7: What is the problem with gobies?**

**Response:** Gobies pose a risk to fish populations downstream by displacing native fish downstream (species at risk and sensitive species), competing for food/resources/space. It's a unique situation because the West Credit River is a coldwater stream and little is known about impacts of gobies on coldwater systems, but there is the possibility that the gobies will spread to over 80km of coldwater habitat in the West Credit River, impacting native trout populations (Brook Trout).

**Q8: What about non-target fish?**

**Response:** MNRF (with help from other agencies and volunteers) will salvage non-target fish by electrofishing and may put salvaged fish back into ponds after treatment/re-filling based on preference of pond owner. MNRF will work with pond owners individually.

**Q9: How long does treatment last?**

**Response:** Days to weeks, very short term. A reagent can be injected into downstream area to neutralize rotenone.

**Q10: Where is the money coming from?**

**Response:** Guelph District has put together a proposed budget, which relies heavily on in-kind contributions from Credit Valley Conservation, Fisheries and Oceans Canada (DFO) and other groups. There are still costs associated with rotenone, accommodations etc., which Guelph District has requested funding internally.

**Q11: Why aren't the gobies spreading?**

**Response:** The gobies like the pond habitat because it is closer to their preferred temperature range. The streams are coldwater (as indicated by presence of Brook Trout). It may also be a result of density. If the gobies are at a low enough density, they will remain contained in the ponds because habitat is not limiting and ponds are thermally suitable. If densities are higher and suitable habitat becomes limiting, gobies may move into stream segments to find more habitat.

**Q12: What is stopping someone from preventing the re-filling of the Hillsburgh pond?**

**Response:** Ponds will be lowered short-term for the treatment. Once the treatment process is complete (e.g. application and clean up), the ponds can be restored to pre-treatment levels. MNRF will work cooperatively with the landowners regarding water levels since the ponds are privately-owned.

**Q13: What does MNRF intend to do long-term with the pond?**

**Response:** The long-term future for the dam may be decided through the town's environmental assessment (EA) process. The town has hired a consultant to look at the dam and recognizes that the way to deal with the long-term goal of dam and pond is through an EA.

**Q14: Concern about the use of chemicals.**

**Response:** Rotenone has been used for over 80 years as a fisheries management tool. There has been extensive use of the chemical and extensive research, which has shown that if used correctly, it has no effect on wildlife or human health.

**Q15: There are additional residents in Hillsburgh that would be interested in more information. Is MNRF planning more meetings?**

**Response:** Guelph District contacted landowners in treatment zone. There are no plans for further meetings, but we are seeking input and will communicate plan once finalized.

**Q16: Are there issues with source water protection?**

**Response:** Source water protection falls under MOECC's mandate so any issues would likely be considered and addressed through MOECC's review of project plan and Pesticides Act permit.

## Response to Round Gobies in the West Credit River



Guelph District  
Ontario Ministry of Natural Resources and Forestry

## Agenda

- Welcome
- The Project
  - Round Goby
  - Actions Taken
  - Risk Assessment
  - Management Options
  - Preferred Option
  - Rotenone
  - Mitigation Measures
- Approvals Required
- Question Period

## Round Goby (*Neogobius melanstromus*)



- First found in Ontario (St. Clair River) in 1990
- Probably transported to Ontario in the ballast water of ships
- Native to eastern Europe

## Round Goby (*Neogobius melanstromus*)



- Considered highly invasive because of:
  - Ability to tolerate a wide range of environmental condition
  - Diverse diets
  - Aggressive behaviour
  - Ability to spawn multiple times throughout the season



### August 23<sup>rd</sup>, 2013



Two Round Gobies found in a small tributary of the West Credit River in Hillsburgh by Credit Valley Conservation

### Actions Taken

- Formation of a technical committee
  - Includes staff from Credit Valley Conservation, MNRF (Guelph and Aurora Districts, Policy Division, Lake Ontario Management Unit), Fisheries and Oceans Canada (DFO) and the Ontario Federation of Anglers and Hunters (OFAH)
- Reconnaissance work to determine extent of the invasion
- Media outreach – news releases, TV and radio segments
- Landowner consultation
- Initiated MNRF Class Environmental Assessment
- Applied for other required authorizations (MOE)

### Impacts of Round Goby



#### Ecological Risk Assessment

If not controlled, the round goby is expected to have a negative impact on the resident fish community which includes Brook Trout and other salmonids

Downstream movement of goby to more suitable habitats, could negatively impact the fish community of an additional 80+ km of the Credit River which contains recreationally and economically important fisheries.

### Reconnaissance



Reconnaissance efforts in stream sections: 2013 & 2014

- Electrofishing

### Reconnaissance

Reconnaissance efforts in ponds:

2013 & 2014

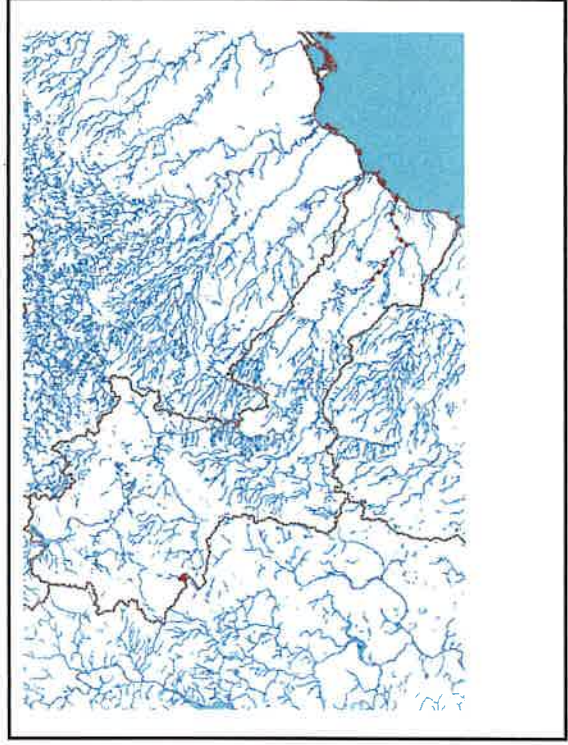
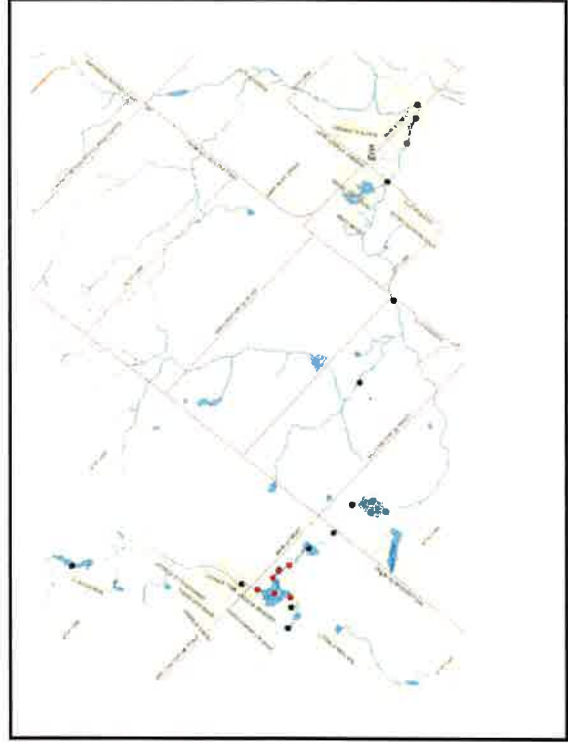
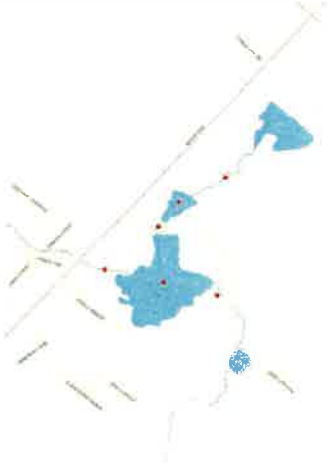
- Electrofishing
- baited minnow traps
- visual observations
- larval fishing
- No change in distribution found between 2013 and 2014



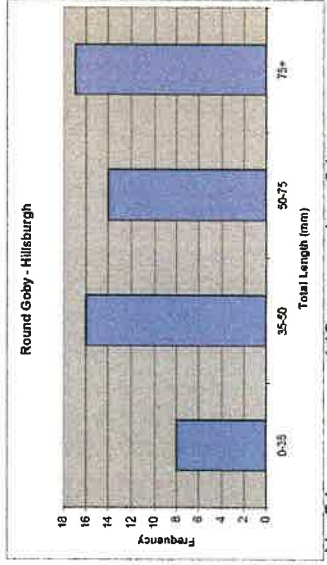
### Distribution of Round Goby

Presence of gobies in approximately:

- 1800 m of the West Credit River,
- six on-line ponds (totaling 14.6 hectares in area)
- Four ponds are privately owned, two are owned by Credit Valley Conservation



### Length Data



N = 54    max = 143mm    min = 24mm  
 Mean = 62mm

### Management Options

- Do nothing
  - High biological risk
- Monitor the population
  - High biological risk
- Long-term containment and monitoring
  - Not likely to contain all gobies (especially larval stage), requires significant commitment to staff resources for maintenance/monitoring
- Long-term suppression and monitoring
  - Effectiveness unknown, will not prevent spread of gobies downstream, requires long-term commitments of staff resources
- Eradication and monitoring
  - Preferred option - eradication using chemical control

### Containment



### Preferred Option Eradication Using Chemical Control



### Preferred Option

#### Rotenone

- Only registered piscicide in Canada, used as a fisheries management tool
- Natural substance extracted from roots of certain tropical plants
- Affects only gill-breathing animals
- No accumulation in aquatic environment, no effect on birds/other wildlife, no public health hazard
- Safe and effective, with immediate results at moderate cost

### Preferred Option



#### Pond Draw-down

- Reduces the amount of Rotenone required
- Improves the effectiveness of the treatment

### Public Concerns

- Impacts to water quality and supply during and after treatment
- Effects on water levels if the dams are manipulated
- Timely removal of dead fish
- Return of the aquatic ecosystem to pre-treated state

### Pre-treatment Measures

Public awareness  
(notices, press releases, information signs)



### Pre-treatment Measures cont.

Dam draw-down



Fish Relocation



### Monitoring During Treatment



### Post Treatment Measures

Clean-up and disposal of dead fish



Re-fill Ponds



### Approvals Required

- Landowner approval to draw-down ponds and apply chemicals
  - Written permission required
- MNRF approval and funding
- Permits from the Ministry of the Environment and Climate Change
  - Pesticides Act permit, which includes requirement for use of licenced applicator
  - Permit to Take Water for draw-down of ponds
- Notice of completion under MNRF Class Environmental Assessment

### Target Implementation Date: mid-late October 2014 or Spring 2015



- Round gobies can spawn until September (Rotenone does not affect fish eggs)
- When water becomes too cool gobies burrow into the bottom substrates
- Turtles and frogs in the ponds also start to become dormant in late October, early November

### Next Steps

- Invitation for affected landowners/interested agencies to provide comments
  - 30 day commenting period
  - Comments sent to Art Timmerman, Management Biologist, Guelph District
- Complete the MNRF Class Environmental Assessment
- Work to obtain all necessary landowner permissions, permits and authorizations

# Questions?

## ROTENONE

### General Information

#### **What is rotenone?**

Rotenone is a naturally occurring substance derived from the roots of tropical plants. Rotenone is very insoluble in water, so it is usually formulated as a liquid emulsion with other materials in order to improve dispersal and efficacy in deep or flowing bodies of water. Rotenone can also be used as a powder from ground-up plant roots.

#### **How does rotenone work?**

Rotenone inhibits a biochemical process at the cellular level making it impossible for the fish to use the oxygen absorbed in the blood and needed in the release of energy during respiration. The suspension of oxygen use and energy production at the cellular level leads to cardiac and neurological failure at the organ level. It does not suffocate fish or interfere with the uptake of oxygen in the blood as originally believed. Rotenone is highly toxic to fish because of the rapid uptake across the gill surface.

#### **Why is rotenone used in fisheries management?**

Rotenone is used in fisheries management to allow for the eradication (e.g. complete removal and elimination) of entire populations and communities of fish (e.g. invasive fish species such as Round Goby) to prevent severe impacts to a native ecosystem and reduction in biodiversity with minimal impact to non-target wildlife. Following treatment, the desired population of fish (e.g. native fish species) can then reestablish in the water body.

#### **Is rotenone a selective pesticide?**

Although rotenone has some toxicity to all oxygen-breathing animals, it is selective to fish and other gill-breathing organisms at the concentrations used in fisheries management.

### Public Health

#### **Are there any public health effects from the use of rotenone?**

Extensive research has been conducted on acute (short-term) and chronic (long-term) effects of rotenone. When used according to label instructions for the control of fish, rotenone poses little, if any, hazard to public health. The United States Environmental Protection Agency has concluded that the use of rotenone for fish control does not present a risk of adverse effects to humans and the environment. Rotenone is not considered a carcinogen (capable of causing cancer), mutagen (capable of causing genetic mutation), teratogen (interferes with normal embryonic development) or reproductive toxin (affects reproductive capabilities). The hazard associated with drinking water containing rotenone is very small because of the low concentration of rotenone used in treatment and the rapid breakdown of rotenone. For example, a 160-pound person would have to drink over 87,000 litres of water treated at 0.25 milligrams of rotenone/litre of water (the highest allowable treatment rate for fisheries management) at one sitting to receive a lethal dose.

#### **Is there any risk to people from consuming fish that have been killed from rotenone?**

It is not recommended to consume fish that have been killed from rotenone because of risk of salmonella and other bacteriological poisoning from consuming fish that have been dead for a period of time. Rotenone residue in dead fish carcasses are quickly broken down by physical and biological reactions.

### Environmental Quality

#### **Can toxic effects of rotenone to fish and other aquatic life be neutralized?**

Oxidizing agents (e.g. potassium permanganate) can be used to neutralize the effects of rotenone through a chemical reaction called oxidation. The oxidizing agent can be injected into the water body at the point where the effects of rotenone are no longer desired, therefore restricting the effects of rotenone to the treatment site.

### **Is rotenone likely to enter the groundwater and pollute water supplies?**

The ability of rotenone to move through soil is low. Rotenone is strongly bound to organic matter in soil so it is unlikely that rotenone would enter groundwater.

### **What happens to the rotenone after it is applied to the water?**

Rotenone is a compound that breaks down very rapidly in the environment, through physical (hydrolysis and photolysis) processes and biological mechanisms. An increase in temperature and sunlight increased the breakdown rate of rotenone. Studies have shown that rotenone residues typically disappear within one week to one month, depending on the environmental conditions.

### **Fish and Wildlife**

#### **Does rotenone affect all aquatic wildlife animals the same?**

No, fish are most susceptible to rotenone. All animals including fish, insects, birds and mammals have natural enzymes in the digestive tract that neutralize rotenone and the gastrointestinal absorption of rotenone is ineffective. However, fish (and some forms and amphibians and aquatic invertebrates) are more susceptible because rotenone is absorbed directly into their blood through their gills and thus, digestive enzymes cannot neutralize it.

#### **Will wildlife be affected from consuming water or food containing rotenone?**

Birds and mammals are tolerant to rotenone because of the natural enzymes in the digestive tract that neutralize rotenone. Birds and mammals that eat dead fish and drink treated water will not be affected. Rotenone does not concentrate in fish tissue, rotenone residues are broken down quickly in the environment and rotenone is not readily absorbed in the gut of an animal eating fish or drinking the water. The difference in toxicity between fish and birds and mammals coupled with its lack of environmental persistence makes rotenone an ideal fish management substance.

#### **Will wildlife species be affected by the loss of their food supply following a rotenone treatment?**

Fish-eating birds (e.g. herons, sea gulls) and mammals (e.g. raccoons) are likely to forage on dying or recently dead fish for several days following treatment. Following the abundance of dead fish, a temporary reduction in food supplies for fish- or invertebrate-eating birds and mammals will occur until fish and invertebrate populations are restored. There is no indication that a temporary reduction would result in any significant impacts to bird or mammal populations because most of the affected species are mobile and will seek alternate food sources or forage in other areas.

### **Additional Resources:**

American Fisheries Society publication – “Maintaining North America’s Healthy Native Aquatic Ecosystems: Rotenone’s Role in Eradicating Invasive Fishes, Parasites and Diseases” (available at <http://www.fisheriessociety.org/rotenone/EradicatingIASFishNA.pdf>)





400 Clyde Road, P.O. Box 729, Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 866-900-4722 [www.grandriver.ca](http://www.grandriver.ca)

**TO:** Municipal Clerks, Planning, Building and Engineering Staff

**FROM:** Nancy Davy, Director of Resource Management  
Fred Natolochny, Supervisor of Resource Planning  
Beth Brown, Supervisor of Resource Planning

**DATE:** December 1, 2014

**SUBJECT:** **GRCA Planning, Permit and Inquiry Revised Fees  
Effective January 1, 2015**



The General Membership of the Grand River Conservation Authority has approved a revised GRCA fee schedule for Plan Review, GRCA Permit and Inquiry services. The fees will be implemented throughout the Grand River watershed **effective January 1<sup>st</sup>, 2015**.

We have attached the revised fee schedules. Please ensure that copies of the attached fee schedule are available to municipal staff and prospective applicants.

**Announcement** A free, web based mapping tool, is available to the public to review GRCA maps of areas regulated under Ontario Regulation 150/06. We note that the text of Ontario Regulation 150/06 defines the areas that are regulated. However, this mapping tool will provide municipal staff and the public with some guidance on the areas regulated by the Conservation Authority. To use this mapping tool please go to [www.grandriver.ca](http://www.grandriver.ca) On the home page click on "Map Your Property" under the Planning and Permits heading.

Proposed activities or works within the areas regulated by the GRCA will require a permit from the GRCA, in addition to a building permit from the municipality.

The policies regarding Ontario Regulation 150/06 and a series of checklists that will aid the public and development industry to prepare satisfactory reports and plans for applications or inquiries can be found under the planning and regulations section of our website at [www.grandriver.ca](http://www.grandriver.ca). The Plan Review and GRCA permit fees are also posted on the GRCA website under the planning and regulation section.

Please note that GRCA [GIS data access](#) is available to download or order data for use with your GIS directly off of the GRCA website.

If you have any questions or concerns regarding the Plan Review or Permit Service Fees please contact Fred (ext. 2229) or Beth (ext. 2307) at (519) 621-2761.

Nancy Davy  
Director of Resource Management  
621-2763, ext. 2235  
[ndavy@grandriver.ca](mailto:ndavy@grandriver.ca)

**JANUARY 1<sup>st</sup>, 2015 FEE SCHEDULE**  
**GRCA Permit, Plan Review, Title Clearance and Inquiry Fee Schedule**

**Permit Fee Schedule**

<b>Category of Permit Application</b>	<b>Fees for Development Applications</b>	<b>Fees for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications</b>
<i>Minor</i> - No technical reports required	\$380	\$380
<i>Standard</i> - Detailed report and/or plans required.	\$550	\$970
<i>Major</i> - Requires one or more reports	\$8,360	\$5,480 Bridge or culvert replacements \$8,360 All other

<b>Category of Permit Application</b>	<b>Fee</b>
<i>Large Fill</i> – over 1,000m <sup>3</sup>	\$8,360 plus \$0.50/m <sup>3</sup>
Works initiated prior to GRCA permit approval	1.5 times the fee for the category
Rural Water Quality Programs or related projects	\$75
<i>Expired Permit</i>	\$75

**Inquiry Schedule**

<b>Category of Application</b>	<b>Fee</b>
Title Clearance and Inquiry Fee	\$210/property (was \$205)

### Plan Review Fee Schedule

*\*italized* – please see Fee Notes

<b>Category of Application</b>	<b>January 1, 2015 Fee</b>
<b>Subdivision and Vacant Land Condominium</b>	
Base fee	\$2,050
• per net hectare	\$1,070/hectare
Applicant driven modification	\$1,365
Final clearance for registration of each stage: technical review required	\$5,480
Final clearance Processing Fee: no reports or review required	\$210
<b>Official Plan and/or Zoning Bylaw Amendment</b>	
<i>Major</i>	\$2,050
<i>Minor</i>	\$380
<b>Consent</b>	
<i>Major</i>	\$970
<i>Minor</i>	\$380
<b>Minor Variances</b>	
<i>Major</i>	\$550
<i>Minor</i>	\$250
<b>Site Plan Approval Applications</b>	
<i>Major</i>	\$2,870
<i>Minor</i>	\$380
<b>Complex Applications</b>	\$8,360
<b>Below Water Table Aggregate Applications</b>	
No features of interest within 120 metres of licence limit	\$8,360
Features of interest within 120 metres of licence limit	\$36,415
<b>Above Water Table Aggregate Applications</b>	
No features of interest within 120 metres of licence limit	\$380
Features of interest within 120 metres of licence limit	\$8,360

When reading the Permit and Planning fee schedule, please refer to the **Fee Notes** outlined below.

#### **Fee Notes**

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
4. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
5. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
6. *Minor Categories* – Low risk of impact on natural hazards or natural features. Plans required. No technical reports required.

### Fee Notes (cont'd)

7. *Standard Permit Category* – Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. Scoped technical reports required.
8. *Major Permit Category*– High hazard risk and/or potential impact to natural hazards or natural features. Detailed plans required. One or more technical report required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
9. *Major Plan Review Category*– High or Moderate hazard risk and/or potential impact on natural hazards or natural features. Detailed plans required. One or more technical reports (may be scoped) are required.
10. *Complex Plan Review Category*- Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
11. *Large Fill* - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with *Planning Act* approvals is not considered a large fill application.
12. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
13. Permit fees are non-refundable, except where review indicates that no permit is necessary.
14. *Expired permit* - After a permit has expired, a new application must be submitted. For applications to replace a prior permit received within one year of expiry a fee of \$75 is required. Any changes to the plans or a lapse of more than one year will require a full review and the Schedule of Fees in effect at the time will apply.
15. The subdivision or vacant land condominium base fee including per net hectare fee will be capped at \$25,000.
16. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
17. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
18. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
19. For Aggregate Applications, features of interest include all Natural Heritage, Natural Hazard and surface water features.



## Memorandum

DATE: January 5, 2015

TO: Kathryn Ironmonger, CAO  
Town of Erin

FROM: Christine Furlong, P. Eng.

RE: Erin SSMP – Class  
Environmental Assessment  
A4674B

### Summary of Work for December 2014

1. Submitted draft Request for Letters of Interest (LOI) for the Wastewater Servicing Class EA document to MOECC and CVC for review and comments. Response from MOECC has been received. Currently waiting for response from CVC.
2. Project team provided Globe and Mail newspaper article regarding Provincial Auditor General's report on Public-Private Partnerships (P3) to the Town for information. The internet link to the article is as follows:  
<http://www.theglobeandmail.com/news/politics/private-partnerships-cost-ontario-taxpayers-8-billion-auditor-general/article22012009/>

*Christine Furlong*

Christine M. Furlong, P.Eng.  
Project Engineer



January 7, 2015

Ms. Kathy Ironmonger  
 Town of Erin  
 5684 Trafalgar Road  
 R R # 2  
 Hillsburgh, Ontario N0B 1Z0

Dear Ms. Ironmonger:

The following is a statement of per diem and expenses paid in 2014 to CVC members appointed by your municipality.

	<u>Per Diem</u>	<u>Mileage</u>
L. Maieron	\$583.84	\$374.40

If you require further information, feel free to contact me at 905-670-1615 ext 250.

Yours truly,

Gerry Robin  
 Director, Corporate Services  
 Credit Valley Conservation Authority  
 1255 Old Derry Road,  
 Mississauga, Ontario, L5N 6R4

**Ministry of  
Community Safety and  
Correctional Services**

Office of the Fire Marshal  
and Emergency Management

Forensic Services and  
Coroner's Complex  
25 Morton Shulman Avenue, 2nd Floor  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1218

**Ministry of  
Municipal Affairs  
and Housing**

Building and Development Branch

777 Bay St., 2<sup>nd</sup> Floor  
Toronto ON M5G 2E5  
Telephone: (416)585-6666  
Fax: (416)585-7531  
[www.ontario.ca/buildingcode](http://www.ontario.ca/buildingcode)



**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

Bureau du commissaire des incendies et  
de la gestion des situations d'urgence

Complexe des sciences  
judiciaires et du coroner  
25, avenue Morton Shulman, 2<sup>e</sup> étage  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1218

**Ministère des  
Affaires municipales  
et du Logement**

Direction du bâtiment et de l'aménagement

777, rue Bay, 2<sup>e</sup> étage  
Toronto ON M5G 2E5  
Téléphone: (416)585-6666  
Télécopieur: (416)585-7531  
[www.ontario.ca/buildingcode](http://www.ontario.ca/buildingcode)

December 19, 2014

Dear Chief Administrative Officer, Chief Building Official, and Fire Chief:

As of January 1, 2014, Ontario became the first province to require the retrofit of automatic sprinklers in all vulnerable occupancies, which include care occupancies, care and treatment occupancies and licensed retirement homes.

Mandatory sprinklers are just one of a comprehensive set of changes introduced by Ontario Regulation 150/13, which amended the Ontario Fire Code. There are a number of other building retrofits that are now required by the Fire Code in these occupancies.

The Fire Code provides requirements for upgrading existing buildings through retrofit to ensure a common minimum level of life safety. Due to the complexities often entailed in installing these systems in existing buildings, retrofit requirements are generally less stringent as those required by the Building Code for new construction.

Some of these retrofit requirements set out in the Fire Code are material alterations to a building and therefore will require a building permit under the *Building Code Act, 1992* ("BCA"). As you know, building permits are generally required to be issued under the authority of the BCA unless the proposed construction contravenes the BCA, the Building Code or other applicable law. To address the issuance of building permits for construction required to meet Fire Code retrofit requirements, the *Fire Protection and Prevention Act, 1997* ("FPPA") provides the following direction:

22.(2) If repairs, alterations or installations are carried out in compliance with an order made under subsection 21(1) or for the purposes of complying with the fire code, the repairs, alterations or installations shall be deemed not to contravene the building code established under the *Building Code Act, 1992*.

Chief Building Officials and building department staff unfamiliar with the FPPA and the Fire Code may not be aware of this provision. It is significant as it provides that construction carried out to comply with either orders made under the FPPA or with the Fire Code are not required to comply with the Building Code (but rather must comply with the FPPA order or Fire Code).

It is anticipated that building permit applications for work being undertaken to achieve Fire Code compliance will increase over the next several years as owners/operators of vulnerable occupancies work towards meeting Fire Code requirements. As such, Chief Building Officials are encouraged to dialogue with Chief Fire Officials to develop internal policies regarding administration of plan review and inspections for permit applications for construction to comply with either FPPA orders or to achieve Fire Code compliance. Additional information on this matter is outlined in a recent article published in the OBOA Journal ([edition 103, September 2014](#)).

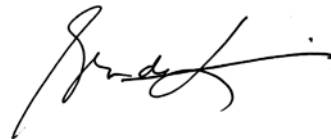
Ontario will continue to support municipalities, local fire services, facility owners and operators by providing advice and assistance, training and ongoing communication about upcoming deadlines to ensure all care occupancies, care and treatment occupancies and licensed retirement homes are in compliance with the building retrofit provisions in the Fire Code. To learn more about the work that has been accomplished to date, visit the OFMEM website portal for [Care Occupancies, Care and Treatment Occupancies and Retirement Homes](#) or contact the Office of the Ontario Fire Marshal and Emergency Management at 647-329-1100.

We all have a role to play in keeping vulnerable Ontarians fire safe.

Sincerely,



Tadeusz (Ted) Wieclawek  
Ontario Fire Marshal and  
Chief, Emergency Management



Brenda Lewis  
Director  
Building and Development Branch



**RURAL HIGH-SPEED INTERNET PROVIDERS RELEASE JOINT STATEMENT IN  
RESPONSE TO INDUSTRY CANADA ANNOUNCEMENT REGARDING 3500 MHz  
SPECTRUM ALLOCATION**

FOR IMMEDIATE RELEASE

DECEMBER 18, 2014

The following is a statement issued by Canada's rural high-speed internet providers, including:

- ABC Communications
- CCI Wireless
- Chatham Internet
- I-NetLink Wireless
- My High Speed Network Inc.
- NetSet Communications
- RhiCom Networks Inc.
- Sogetel Inc.
- Xplornet Communications Inc.
- YourLink Inc.

Today Canada's rural wireless Internet service providers (ISPs) applauded Industry Minister James Moore for his consultative approach on rural broadband policy. The new consultation paper released today has emphasized the importance of sustainable Fixed Wireless Access (FWA) to rural Internet in Canada.

This follows Minister Moore's assurance to the House of Commons that "Under no circumstances will our government take spectrum licenses away from any local Internet service provider that is providing Internet service to rural Canadians".

The approach taken facilitates the introduction of mobile services in 3500 MHz band as well as ensuring rural wireless ISPs will have the ability to provide services to rural Canadians for decades to come. This allows Industry Canada to balance the needs of industry participants in order to best serve Canadians.

Media Contact: Graham Fleet  
(403) 771-4713



## **XPLOARNET RESPONDS TO INDUSTRY CANADA ANNOUNCEMENT REGARDING 3500 MHz SPECTRUM ALLOCATION**

**FOR IMMEDIATE RELEASE**

**December 18, 2014**

*The following is a statement issued by Xplornet Communications Inc. – Canada’s leading provider of rural broadband services - in response to Industry Canada’s announcement today of a new approach to the 3500 MHz spectrum band planning, and changes to previous proposals for allocation the 3500 MHz spectrum in rural and urban Canada. Quotes in the statement can be attributed to Mr. Allison Lenehan, President of Xplornet Communications Inc.*

“As a Canadian rural broadband provider, Xplornet is pleased and relieved at the news that Industry Canada and Minister Moore have made significant changes to the previously proposed 3500 MHz spectrum policy. In adopting the announced approach, the Minister has demonstrated that he understands the critical importance of 3500 MHz spectrum to the provision of fast and affordable high-speed internet to rural Canadians from coast to coast. The Minister has taken a balanced approach that does no harm to the tremendous gains that have been made in the past few years to improve Internet access for rural Canadians and reaffirms his commitment that ‘[u]nder no circumstances will our government take spectrum licences away from any local Internet service provider that is providing Internet service to rural Canadians’. The Minister has also held true to the important principle of “use it or lose it” that insures spectrum is being put to use for the benefit of all Canadians.

The 3500 MHz consultation process worked. Industry Canada and the Minister have been responsive to the needs of rural Canadians. By undertaking a comprehensive band-plan review, there will be a proper assessment of the current and future spectrum needed to continue providing Internet services to Canadians in rural areas. Rural broadband providers look forward to being part of that process.”

### **About Xplornet Communications Inc.**

Xplornet Communications Inc. is Canada's largest rural broadband service provider. We believe everyone should have access to the transformative benefits of broadband Internet, so we make our service available everywhere in Canada, including the hard to reach places. We overcome the challenges of Canada's vast geography through our deployment of our LTE and 4G network, which leverages our hybrid technology network of fixed-wireless towers on the ground and next-generation satellites in space. Our customers live in towns, villages, just outside of major urban centres and in the farthest reaches of the country. Through our coast-to-coast network of local dealers and professional installers we connect our customers to all that the Internet has to offer. Xplornet connects you to what matters.

For more information, please visit [www.xplornet.com](http://www.xplornet.com), or chat with us on Facebook and on Twitter.

### **MEDIA CONTACT:**

Morten Paulsen  
403.399.3377  
[morten@paulsengroup.ca](mailto:morten@paulsengroup.ca)



**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

RECEIVED

DEC 03 2014

TOWN OF ERIN

ORANGEVILLE • FERGUS • GRAVENHURST

November 27, 2014

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

ATTENTION: Dina Lundy  
Clerk

RE: TOWN OF ERIN  
HILLSBURGH DAM AND BRIDGE CLASS EA  
NOTICE OF STUDY COMMENCEMENT  
OUR FILE: A4685E

Dear Madam:

The Town of Erin has initiated a study to investigate possible long term alternatives to improve the safety of the Hillsburgh Dam and bridge, located in Hillsburgh, Ontario. A copy of the project's Notice of Study Commencement is attached for your reference. The project problem statement is as follows:

The Hillsburgh Dam, its pond and associated bridge (Structure 2064) are historical landmarks in the community of Hillsburgh. In 2011, the pond's outlet pipe, within the earthen dam structure, failed. Structural and hydrotechnical reviews concluded that the dam structure does not meet minimum safety criteria and therefore, it is at an unacceptably high likelihood of failure. In the event of a dam failure, there is a potential for loss of life and appreciable downstream property damage. In 2012, emergency repairs were completed to mitigate the outlet pipe failure. The regulatory approval, under the Lakes and Rivers Improvement Act, for the emergency repairs requires the Town of Erin to develop and implement a permanent solution for the dam. In addition, the bridge is nearing the end of its design life and is in need of upgrades to reduce the risk to traffic using the structure. Due to their close proximity and interdependence, the dam and bridge structure will both be evaluated under this Class EA. This project is being undertaken to ensure the long term safety of the dam and bridge with due consideration for the natural environment and the interests of various stakeholders within the community.



The study is being conducted in accordance with the requirements of a Schedule "B" project under the Municipal Class Environmental Assessment (Class EA) process. As part of the Class EA, the Town will be completing an inventory of existing environmental conditions of the area surrounding the project location. The following studies are proposed to assist with the evaluation of viable alternatives to resolve the identified problems; natural heritage, cultural heritage, archaeological, geomorphological and hydrogeological. If needed, supplemental geotechnical and hydrotechnical studies will be completed.

The project is located along the Upper West Credit River and within the West Credit River Wetland Complex. A warm water fishery exists through the dam's pond. Cold water fisheries exist above and below the pond. Please refer to the attached figure which shows the surrounding natural features of the Hillsburgh Dam, its associated pond and the adjacent bridge.

At this time, the Town would appreciate preliminary comments regarding this project so that all features and constraints are identified early in the project. If you require any additional information or have any questions, please contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Paul Ziegler, C.E.T.

Encl.

cc: Larry Van Wyck, Roads Superintendent, Town of Erin  
Kathryn Ironmonger, CAO, Town of Erin

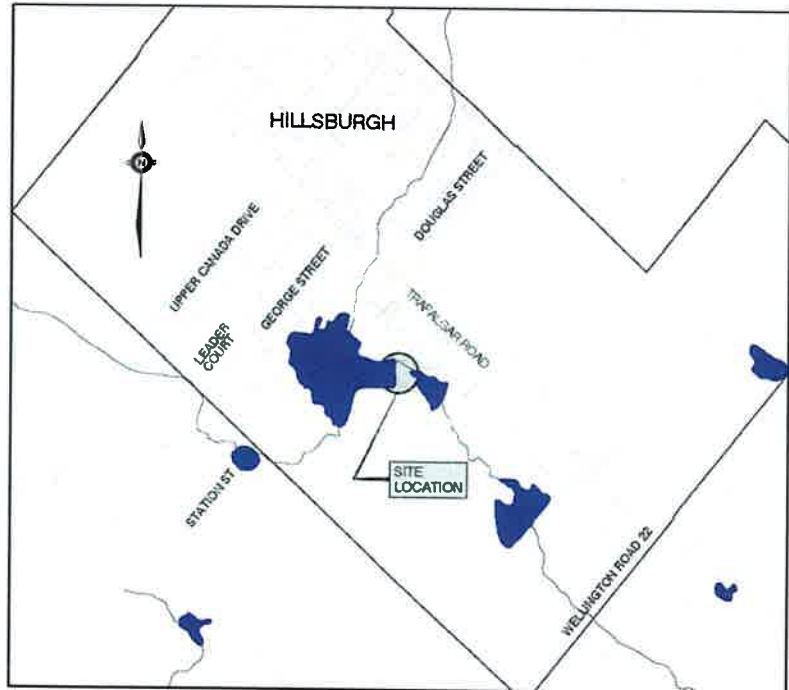


## NOTICE OF STUDY COMMENCEMENT

### HILLSBURGH DAM AND BRIDGE STATION STREET AT UPPER WEST CREDIT RIVER

### MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT

The Town of Erin has initiated a study to investigate possible long term alternatives to improve the safety of the Hillsburgh Dam and bridge. Both structures are located along Station Street, approximately 150m west of Trafalgar Road, crossing the Upper West Credit River in Hillsburgh. In 2011, the pond's outlet pipe, within the earthen dam, failed and in 2012, emergency repairs were completed to fix the problem. A condition of the regulatory approval for the emergency repairs requires the Town to develop and implement a permanent solution for the dam. In addition, the bridge is nearing the end of its design life and is in need of upgrades to reduce the risk to traffic using the structure. Due to their close proximity and interdependence, the dam and bridge structure will both be evaluated under this study.



The study is being planned under Schedule "B" of the Municipal Class Environmental Assessment (Class EA).

Public input and comment are invited for incorporation into the planning of this project. A project contact list is currently being created. If you wish to be added to the project contact list, provide comments or to request further information, please contact the following:

Larry Van Wyck  
Roads Superintendent  
Town of Erin  
5684 Trafalgar Road  
Hillsburgh, ON N0B 1Z0  
T (519) 855-4407  
E [larry.vanwyck@erin.ca](mailto:larry.vanwyck@erin.ca)

Paul Ziegler, C.E.T  
Project Manager  
Triton Engineering Services Limited  
105 Queen Street West, Unit 14  
Fergus, ON N1M 1S6  
T (519) 843-3920  
E [pziegler@tritoneng.on.ca](mailto:pziegler@tritoneng.on.ca)

Project updates will be posted on the Town's website under the following link;  
<http://www.erin.ca/Notices/>.

This Notice first issued November 28, 2014.

Dina Lundy  
Clerk  
Town of Erin

## The Corporation of the Town of Erin

### By-law No. 15-01

A by-law to assume and dedicate all lands dedicated to the Town of Erin, as noted on Schedule A, as public highways in the Town of Erin (severance dedications to December 2014).

Whereas, pursuant to Section 53.12 of the Planning Act, R.S.O. 1990, C. P.13 allows the municipality to impose conditions of consent to dedicate a road widening of the highway to such width as the approval authority considers necessary;

And Whereas, pursuant to Section 31(2) and (6) of the Municipal Act 2001, S.O., c. 25, a municipality may by by-law establish a highway and acquire lands for the purpose of widening a highway and such lands acquired form part of the highway to the extent of the designated widening;

And Whereas the persons named in Schedule A attached to this by-law and which form part of this by-law have agreed to convey to the Town of Erin the land described in Schedule A for the purposes of widening the Town of Erin public road allowances as required by condition of severance.

Therefore the Council of The Town of Erin enacts;

That the parcels set out in Schedule A inclusive are hereby deemed public road allowances and form part of the adjacent public road allowance owned by the Corporation of the Town of Erin.

This By-law shall become effective from the date of passing hereof.

Passed by Council, January 20, 2015.

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Mayor

---

Clerk

Schedule A  
By-law 15-01

<b>Name of Transferee to Town of Erin</b>	<b>Lot &amp; Concession</b>	<b>Reference Plan</b>	<b>Received PIN#</b>	<b>File No. Date of Transfer</b>
Hoffman, Lorraine 8804 Sdrd 17	Pt Lot 18, Con 2 Pts 1, 2 & 4	61R-20224	WC395047	01-22-2014
Lemiski, Peter 8722 15 Sideroad	Pt Lot 16, Con 1 Pts 2 & 3	61R-11857	WC396612	02-14-2014
Camirand, Giles 8750 Sdrd 17	Pt lot 18, Con1 Pt 2	61R-20248	WC397972	03-07-2014
Kittmer, Murray 5915 10 <sup>th</sup> Line	Pt lot 26, Con 1 Pts 2 & 3	61R-20141	WC399834	04-04-2014
Fritz, Gord & Arlene 5049 3 <sup>rd</sup> Line	Pt Lot 4, Con 4 Pt 2	61R-20284	WC398368	03 17-2014
Ward, Robin Anne 5211 10 <sup>th</sup> Line	Pt Lot 6, con 11 Pt 2	61R-20209	WC403175	05-21-2014
Sinclair, Wilma Ann 4952 8 <sup>th</sup> line	Pt Lot 2, Con 8 Pts 2 & 3	61R-20285	WC403752	05 28-2014
Harrison - Taylor, Bill 5950 6 <sup>th</sup> Line	Pt Lot 27, Con 6 Pts 2 & 3	61R-20251	WC403297	07-21-2014
Meogrossi Gaetano Zelinda 5632 6 <sup>th</sup> Line	Pt Lot 19, Con 6 Pts 2 & 3	61R-20132	WC408785	07-22-2014
Bergermann, William 5014 5 <sup>th</sup> Line	Pt Lot 3, Con 5 Pt 2	61R-20235	WC409275	07-28-2014
Parker, Vanessa 5256 9 <sup>th</sup> Line	Pt Lot 9, Con 9 Pt 2	61R-20346	WC413428	09-10-2014
Knapton, Denise 5565 Trafalgar Road	Pt Lot 17, Con 7 Pts 3 and 4	61R-20451	WC417671	10-28-2014
Baldwin, Gail & Neil 5586 9 <sup>th</sup> Line	Pt lot 25, Con 9 Pt 1 & 4	61R-20274	WC420021	11-20-2014
1530953 Ontario Ltd Langen 9491 Sdrd 17	Pt Lot 17 Con 8 Pts 4 & 5	61R-20446	WC421653	12-05-2014

Passed by Council, January 20, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## THE CORPORATION OF THE TOWN OF ERIN

### BY-LAW NO. 15 - 02

#### **A by-law to provide rules governing the order and proceedings of the Municipal Council of the Corporation of the Town of Erin, and its Committees and Local Boards, and to repeal By-law 14-41**

**WHEREAS** pursuant to Section 238 (2) of the *Municipal Act, S.O., 2001, c. 25*, as amended, every Council and local board shall adopt a procedure by-law governing the calling, place and proceedings of meetings;

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

#### **1. Definitions**

- 1.1 **“Ad Hoc Committee”** means a committee appointed to review and report on a specific issue; once the report is delivered, the ad hoc committee is automatically dissolved unless continued by Council.
- 1.2 **“Agenda”** means the specific items of business to be dealt with at a Meeting of Council or Committee of Council, placed in sequence and defined by the order of business.
- 1.3 **“By-law”** means a law of the municipality passed by the municipal council.
- 1.4 **“CAO”** means the Town Manager/Chief Administrative Officer of the Corporation of the Town of Erin, or his or her designate.
- 1.5 **“Clerk”** means the Clerk of The Corporation of the Town of Erin, or his or her designate.
- 1.6 **“Closed Session”** means a meeting or part of a meeting that is not open to the public under authority of section 239 of the *Municipal Act, S.O. 2001, c. 25*, as amended, may also be referred to as an “In Camera Session”.
- 1.7 **“Committee of Council”** means an advisory or other Committee, sub-Committee or similar entity of which at least one of the Members is also a Member of Council.
- 1.8 **“Committee”** means any committee, such as an advisory, ad hoc or standing committee established by the Council from time to time.
- 1.9 **“Council”** means the Municipal Council of The Corporation of The Town of Erin.
- 1.10 **“Defer”, “Deferred” or “Deferral”** means, when used in connection with a matter or item before the Council or Committee of Council, that the said matter or item is to be dealt with at the next or specified meeting of the same body; may also be referred to as “postponing” a matter.



- 1.11 **“Delegation”** means a person or persons who address Council or a Committee of Council in the manner described within the provisions of this by-law.
- 1.12 **“Emergency”** means a situation or the possibility of an impending situation which by its nature and magnitude requires a timely, coordinated and controlled response.
- 1.13 **“Ex Officio”** means a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.
- 1.14 **“Head of Council”** means the Mayor of The Corporation of the Town of Erin.
- 1.15 **“Local Board”** means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.
- 1.16 **“Main Motion”** means a formal proposal introducing a substantive question to the meeting as a new subject, or a subject related to past business.
- 1.17 **“Majority”** means a number greater than half of the total.
- 1.18 **“Meeting”** means the official assembly of the Council, or a Committee, as the case may be, includes the Chairperson/Mayor.
- 1.19 **“Member”** means a member of the Council or a committee, as the case may be.
- 1.20 **“Municipality”** means The Corporation of the Town of Erin.
- 1.21 **“Notice of Motion”** means an advance notice to Members of a matter on which the Council or Committee of Council will be asked to take a position.
- 1.22 **“Pecuniary Interest”** means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, chapter M.50 as amended.
- 1.23 **“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council or a Committee of Council.
- 1.24 **“Presiding Officer”** means the person presiding at a meeting. Also known as the Chairperson.
- 1.25 **“Quorum”** means the majority of all the whole number of members, excluding those members with a declared conflict of interest, required to constitute Council and/or Committee; or not less than two members where by

reason of *The Municipal Conflict of Interest Act* members are disallowed by the Act from participating in the meeting.

- 1.26 “**Recommendation**” means a recommended course of action. A Committee of Council may pass a recommendation to be later taken up by Council for its consideration.
- 1.27 “**Recorded Vote**” means documenting within the minutes of a Meeting the name of each Member and their vote on a matter or question, in favour, opposed, abstained (shall be recorded as opposed), or absent.
- 1.28 “**Regular Meeting**” means a scheduled Meeting held in accordance with the approved calendar or schedule of Meetings.
- 1.29 “**Resolution**” means a motion or question to be considered by Council or Committee of Council.
- 1.30 “**Council/Staff Working Meeting**” means a special meeting called by Council resolution for the purpose of interacting with staff on specific matter(s).

## 2. General Rules

- 2.1 The rules and regulations contained within this by-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and the dispatch of business of the Council and, wherever possible and with the necessary modifications, for all Committees of Council, unless otherwise prescribed.
- 2.2 All points of order or procedure for which rules have not been provided with this by-law shall be decided by the Presiding Officer in accordance, as far as it is reasonably practical, with the rules of parliamentary law as contained in James Lochrie’s Meeting Procedures, Parliamentary Law and Rules of Order for the 21<sup>st</sup> Century.
- 2.3 No provision of this by-law shall be suspended except by resolution by a majority vote of the members of Council.
- 2.4 The use of cameras, electric lighting equipment, television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media may be permitted with the approval of the Head of Council.
- 2.5 Cell phones are required to be either turned off or placed on vibrate during Council or Committee meetings. Members of Council and municipal staff shall not communicate by electronic means during a meeting.
- 2.6 The members may by resolution, cancel or alter the time, day, or place of any meeting pursuant to the notice provisions of this by-law.

### **3. Meetings**

#### **3.1 Location of Meetings**

- a) All meetings of Council shall take place in the Council Chambers at the municipal office, 5684 Trafalgar Road, Hillsburgh, or such other place designated and used by Council from time to time. Notice of meetings held at locations other than the municipal office shall be provided in accordance with the notice provisions of this by-law.
- b) Notwithstanding section 3.1 a) above, in the event of an emergency, the Council shall determine, at its discretion, other locations within or outside the municipality to hold its meeting, pursuant to Section 236 (1) of the Municipal Act, 2001. The Clerk shall provide notice in accordance with section 4.3 of this by-law.

#### **3.2 Inaugural Meeting**

- a) The inaugural meeting of the new Council, in each term, shall be held on the first Tuesday in December in each election year, in the Council Chambers of the municipal office at 7:30pm.
- b) Notwithstanding section 3.2 a), an alternate location, date, and time of the inaugural meeting may be determined by resolution of Council.

#### **3.3 Regular Meetings**

- a) Council meetings shall be held on the first and third Tuesday of each month of the year at the hours of 7:30 pm and 1:00 pm, respectively, unless by resolution, Council selects an alternate meeting date or time.
- b) Notwithstanding section 3.3 a), during the months of July and August, there shall be one (1) meeting scheduled for each month by resolution setting out the date, time, and location.
- c) The fourth Tuesday of each month may be used from time to time as a Regular Council Meeting should there be sufficient business in the opinion of the Clerk and Town Manager/CAO.
- d) When the day for a meeting is a public or civic holiday, the Council shall meet at the same hour on the next regular business day, unless decided otherwise.

#### **3.4 Calling of Meetings to Order and Quorum / No Quorum**

- a) A majority of all members of council shall constitute a quorum and be necessary for the transaction of business. A majority of all members shall be determined as three (3) members of Council.

- b) Unless there is a quorum present within fifteen (15) minutes after the time appointed for the meeting, the Council or Committee of Council shall stand adjourned until the next meeting date, and the Clerk shall record the names of the members present at the expiration of the fifteen (15) minutes.
- c) As soon after the hour of the meeting as there is a quorum present, the Mayor shall assume the chair and call the members to order. In the absence of the Mayor, a Presiding Officer shall be chosen from the members present and that person shall preside during the meeting until the arrival of the Mayor.
- d) If at any time during the meeting there is no quorum in attendance, the meeting shall automatically stand recessed until there is a quorum once again in attendance. Should the lack of a quorum continue for fifteen (15) minutes from the time of its occurrence, the meeting shall stand adjourned until the next scheduled meeting.
- e) Where the number of members of Council who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, such that, at the meeting the remaining members are insufficient to constitute a quorum, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two (2).
- f) If members of Council are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Clerk in advance of the meeting.

### 3.5 Special Meetings

- a) The Head of Council may at any time call a special meeting. See section 3.1 for location of meetings, and section 4.2 of this by-law for notice of special meetings.
- b) Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting of Council for the purpose and the time mentioned in the petition. See section 3.1 for location of meetings, and section 4.2 of this by-law for notice of special meetings.
- c) No business may be transacted at a special meeting other than that specified in the notice or agenda.
- d) Notwithstanding any other provision of this by-law, a special meeting may be held without notice in the case of an emergency, as defined in the Emergency Management Act, provided that attempts have been made to reach all members and notice is placed on the Town website.
- e) A Special Meeting also constitutes a Public Meeting pursuant to legislation, including but not limited to matters under the Planning Act.

- f) Notwithstanding the provisions of this by-law, the time limitation for delegations, as set out in this by-law, shall not apply to a Public Meeting pursuant to legislation, including but not limited to matters under the Planning Act.
- g) A Special Meeting also constitutes a Council/Staff Working Meeting for the matter(s) listed on the Agenda.

### 3.6 Closed Sessions

- a) For the purpose of this section, a meeting or a portion thereof, not open to the public shall be called a 'closed session'.
- b) All meetings of council and committees shall be open to the public except as provided for in section 239 of the Municipal Act, 2001.

#### Exceptions:

- i. The security of the property of the municipality or local board;
  - ii. Personal matters about an identifiable individual, including municipal or local board employees
  - iii. A proposed or pending acquisition or disposition of land by the municipality or local board;
  - iv. Labour relations or employee negotiations;
  - v. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
  - vi. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - vii. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act; 2001, c.25, s. 239 (2);
  - viii. If the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act. 2001, c. 25, s. 239(3);
  - ix. If the meeting is held for the purpose of educating or training the members and if no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee of that Act 2006, c.32, Schedule A, s. 103(1).
- c) Before holding a closed session, the Council shall state by resolution the reason for holding the closed session and the general nature thereof.

- d) When a closed session is necessary, it will be a requirement that the minutes shall be prepared and circulated in the next closed session agenda and signed by the Presiding Officer and Clerk.
- e) All agendas, confidential reports and materials for closed sessions will be circulated to the members in sealed envelopes in advance of the closed session whenever possible.
- f) The closed session material shall be returned to the Clerk or his/her designate, at the close of the meeting at which the closed session is held.
- g) The Clerk shall be responsible for retaining a confidential copy of all original documentation distributed in relation to closed sessions, and for retaining the confidential minutes of all closed sessions.
- h) It shall be the responsibility of the members and staff to respect the confidentiality of all matters disclosed to them and materials provided to them during closed sessions.
- i) Members of Council shall not disclose any information pertaining to matters dealt with by Council in closed session, prior to it being reported out publicly. Items can either be ratified in open Council immediately after the closed session or at a future scheduled Council meeting. Upon the reporting out of any closed session agenda item, any individual member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other members of Council or any staff member.

#### **4. Notice of Meetings**

##### **4.1 Regular Meetings**

- a) A meeting schedule shall be maintained on the Town website. Posting of meetings on this schedule shall constitute notice of regular and special meetings of council, and will include the date and time of the meeting.
- b) A copy of the Council meeting agenda shall be provided to the members of Council and posted on the Town's website for public viewing. The posted agenda shall be considered as notice of regular and special meetings of council. The agenda shall include the date, time, and place of the meeting.
- c) The Clerk shall ensure that notice of each regular meeting of council is provided to the members of council and the public at least forty eight (48) hours in advance of said meeting. The members of council shall receive notice of the regular meeting electronically, or by telephone, and the public shall receive notice in the manner identified in section 4.1 a) and 4.1 b).

- d) The Clerk or CAO, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so. The Clerk shall provide notice of cancellation of a meeting to Council, staff, the local media, and other interested parties within at least (3) hours in advance of a meeting. The public shall receive notice by the method identified in section 4.1 b), and/or by posting notice on the entrance doors located at the municipal office; or the entrance door of the location where the meeting was scheduled to be held.

#### 4.2 Special Meetings

- a) The Clerk shall ensure that notice of each special meeting of Council is provided to the members of Council and the public at least twenty four (24) hours in advance of the said meeting. The members of Council shall receive notice of a special meeting electronically, or by telephone, and the public shall receive notice in the manner specified in 4.1 a) and 4.1 b).

#### 4.3 Emergency Meetings

- a) The Clerk shall ensure that notice of an emergency meeting of Council is provided to the members of Council and the public once the meeting has been scheduled. The members of Council shall receive notice of an emergency meeting electronically, or by telephone, and the public shall receive notice in the manner specified in 4.1 a) and 4.1 b) of this by-law. If it is not feasible to provide notice by any of the above methods, then notice shall be given in whatever manner is deemed to be effective and appropriate, given the circumstance.

- 4.4 Lack of receipt of the notice by any member of Council shall not affect the validity of holding a meeting nor any action taken at a meeting.

### 5. Responsibilities of the Presiding Officer or Chairperson

- 5.1 The Mayor as Head of Council shall chair all meetings of Council or Committee unless otherwise provided for. The Mayor is a Member, ex officio, of all other Committees of the Council, and shall have the same rights, including voting rights, as a member.

- 5.2 The Mayor shall be the Presiding Officer at all Council meetings. In the absence of the Mayor, and if a quorum is present, the Council shall elect a chairperson from amongst the members present. While presiding, the member appointed by Council shall have all the powers and duties of the Head of Council.

- 5.3 It shall be the duty of the Presiding Officer to:

- a) open the meeting of Council by taking the Chair and calling the members to order;

- b) announce the business before the Council in the order in which it is to be acted upon;
- c) ensure the meeting agenda is followed and that the meeting progresses with due efficiency;
- d) receive and submit, in the proper manner, all motions presented by the members of Council;
- e) put to a vote all motions which are moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;
- f) decline to put to vote resolutions which infringe upon the rules of procedure or are beyond the jurisdiction of Council;
- g) restrain the members, within the rules of order, when engaged in debate;
- h) enforce the observance of order and decorum among the members;
- i) do all matters to permit the meeting to proceed in an orderly and efficient manner;
- j) expel or exclude from any meeting any member of the gallery who is guilty of improper conduct at the meeting;
- k) call on another member to assume the role of Presiding Officer if desiring to take part in debate or otherwise;
- l) authenticate, by his signature when necessary, all by-laws and minutes of the Council;
- m) inform or advise the Council on points of order or usage;
- n) represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- o) ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- p) adjourn the meeting when the business is concluded;
- q) adjourn the meeting without question in the case of grave disorder arising in the Council Chambers;
- r) select members of Council who are to serve on Committees, such selections to be ratified by Council.

## **6. Responsibilities of All Council Members**

- 6.1 All members of Council shall come prepared to every meeting by having read all the material supplied, including the agenda and staff reports, to facilitate



discussion and the determination of action at the meeting. The members are encouraged to make inquiries of staff regarding the materials supplied with the agenda in advance of the meeting.

- 6.2 Requests for reports that will take more than one (1) hour of staff time to prepare shall be authorized by Council resolution, and the resolution shall identify the appropriate department or department head and the objectives of the report.
- 6.3 No member of Council shall have the authority to direct or interfere with the performance of any work for the Municipality.
- 6.4 The Municipality's "Council Code of Ethics" policy shall govern the actions and behaviour of the members of Council. The code of ethics can be found on the Town of Erin website.
- 6.5 The Council, by majority vote, may expel or exclude a member of Council who is guilty of improper conduct at a meeting.

## **7. Roles of Administration**

### **7.1 Town Manager/Chief Administrative Officer(CAO)**

- a) The Town Manager/CAO shall have such general control and management of the administrative affairs of the Corporation of the Town of Erin, as may be prescribed by Council by by-law and shall be responsible for the efficient administration of all its departments to the extent he/she is given control over such departments by by-law.
- b) In accordance with Section 227 of the Municipal Act, 2001, the Town Manager/CAO shall be responsible to establish and implement such policies as may be required to carry out the administrative duties prescribed by the Council of the Town of Erin.
- c) All reports and recommendations of the Senior Management Team shall be coordinated through the Town Manager/CAO.

### **7.2 Clerk**

- a) The Clerk shall be responsible for preparing and distributing the agenda for all Council meetings, in accordance with the provisions of this by-law, and shall determine the appropriateness and location of all items to be placed on the agenda.
- b) The Clerk shall make such minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council.
- c) The Clerk, in conjunction with the Town Manager/CAO and Senior Management Team, shall ensure that administrative processes relative to

the agenda preparation and distribution are comprehensive, efficient and cost effective.

- d) The Clerk shall maintain the originals of all by-laws and minutes of the proceedings of Council.

### 7.3 Senior Management Team

- a) The role of the Senior Management Team and all members of staff is to provide information, guidance, advice and recommendations for all matters to Council while considering the interests and safety of the whole community.
- b) Each Department Head or designate is required to act in accordance with applicable legislation and to carry out their statutory duties as outlined in the legislation.
- c) The administrative programme of the Corporation of the Town of Erin is divided among and performed by the municipal departments and each Department Head shall be responsible to and subject to direction and control by the Town Manager/CAO.

## 8. Agendas

- 8.1 All items for the Agenda shall be delivered in writing to the Clerk, prior to 12:00 pm on the Wednesday preceding the meetings of Council.
- 8.2 The Clerk shall prepare the Council Agenda under the following headings:
  - a) Call to Order
  - b) Approval of Agenda
  - c) Declaration of Pecuniary Interest
  - d) Community Announcements
  - e) Adoption of Minutes
  - f) Delegations/Petitions/Presentations
  - g) Accounts
  - h) Reports
  - i) New Business
  - j) Correspondence
  - k) Closed Session

- l) By-laws
  - m) Notice of Motion
  - n) Adjournment
- 8.3 The order of business shall be taken upon the order in which it stands on the agenda, unless otherwise decided by consent of the majority of council.
- 8.4 At the time of approval of the Agenda, a change in the order set forth on the Agenda may be permitted by majority vote of the members present and heard under the appropriate section in the Agenda.
- 8.5 An item of business not listed on the Agenda cannot be introduced at a Council meeting unless the item related to an item already on the Agenda and must be approved by Council (having regard for provisions of Notice in this by-law, or any other related by-law).
- 8.6 The Clerk shall place any agenda items not dealt with at a meeting on the agenda for the next regular meeting, unless otherwise decided by the Council.
- 8.7 When it appears there is insufficient business for a regular meeting of the Council, the Clerk or CAO may cancel the meeting.
- 8.8 An Agenda, with the necessary modifications and applicable sections, will be prepared by the Clerk for Special Council Meetings.

## **9. Minutes**

- 9.1 The minutes of a meeting shall record:
- a) The date, time, and place of the meeting.
  - b) The record of attendance of the Members of Council and Senior Staff.
  - c) All resolutions voted on and their disposition.
  - d) All other proceedings of the meeting without note or comment.
- 9.2 The Clerk shall ensure that the minutes of the regular and special meetings are circulated along with the agenda prepared in accordance with section 7.2 and 8.2 of this by-law, and that the minutes of closed meetings are circulated with the next closed session agenda package. The minutes of regular and special meetings shall be posted on the Town of Erin website for public inspection.

## Procedural By-Law 15-02

- 9.3 The minutes may be adopted by council or the respective committee without having been read at the meeting at which the question of their adoption is considered.
- 9.4 Only changes in the form of errors or omissions in the recording of any action taken or not taken at a previous Council meeting can be made at the time of adopting the minutes.
- 9.5 When the minutes have been adopted, they shall be signed by the Mayor and Clerk.

**10. Accounts**

- 10.1 A listing of accounts to be approved shall be made available to Council Members prior to a Council Meeting.
- 10.2 In the event that any Council Meeting is suspended, or that any accounts must be paid prior to a Council Meeting, the Director of Finance may prepare such invoices for payment as necessary.

**11. Delegations/Petitions/Presentations**

- 11.1 Any person wishing to appear before the Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town, may notify the Clerk by providing a completed "Request to Appear as a Delegation" form no later than 12:00 p.m. on the Wednesday preceding the meeting.
- 11.2 The "Request to Appear as a Delegation" form, as well as any correspondence that is to be presented to Council, shall be legibly written, typed, or printed, and shall not contain any obscene or defamatory language.
- 11.3 Any requests to appear before Council that are received by the Clerk after the deadline as set out in section 11.1, shall be approved by the Clerk before it will be added to the Agenda.
- 11.4 The Clerk shall evaluate the request for Delegation and decide whether the request complies with the criteria set out within this by-law. If the Clerk decides not to place a delegation on the agenda, and the delegation wishes to appeal the Clerk's decision, the information shall be distributed under separate cover to Council for their consideration.
- 11.5 The Clerk may, upon receipt, refer any correspondence or petition to a department head without the prior consideration of Council. Any correspondence or petition sent anonymously will not be received.
- 11.6 Once a date and time has been established for the person requesting delegation status, the Clerk shall provide confirmation, by telephone, fax or electronic means.

- 11.7 The scheduling of delegations for regular meetings shall be limited to three (3) per meeting, unless otherwise determined by the Clerk, in consultation with the Town Manager/CAO.
- 11.8 Any person desiring to address the Council by oral communication who has not requested to be a delegation shall not be permitted to speak unless determined by unanimous consent of the Council.
- 11.9 Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity or personal attacks.
- 11.10 Delegations that have previously appeared before Council on a subject matter shall provide new information only in any subsequent presentations relating to that matter.
- 11.11 Delegations shall be limited to two (2) speakers, shall stand or sit, as may be appropriate, at a place usually reserved for that purpose or as may be directed by the Mayor or Presiding Officer, and shall limit their address to ten (10) minutes. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the members of Council and the person having the floor, shall be permitted to enter into any discussion either directly or through the members of Council.
- 11.12 A person who is unable to attend a Council Meeting but who has registered with the Clerk as a delegation may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and the provisions of this by-law.
- 11.13 If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council at a subsequent meeting. (See Section 6.2)
- 11.14 Delegations shall not:
- a) Speak disrespectfully of any person;
  - b) Use offensive words;
  - c) Speak on any subject other than the subject that they have received approval to address Council;
  - d) Disobey a decision of the Presiding Officer or Council;
  - e) Enter into a cross debate with other Delegations, staff, Council Members, or the Presiding Officer.
- 11.15 The Mayor or Presiding Officer may curtail any Delegation, for disorder or any other breach of this by-law and, if he/she rules that the Delegation is concluded, the person appearing as a Delegation shall withdraw, and the decision of the Mayor or Presiding Officer shall not be subject to challenge.

- 11.16 Upon the completion of a Delegation, any discussion between the Members and the Delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the Delegation. Once a Motion has been moved and seconded, no further presentation or questions of the Delegation shall be permitted.
- 11.17 Delegations will not be permitted on items that will be the subject of a scheduled public meeting pursuant to the Planning Act. Persons should present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions. Delegations or submissions to Council after the Public Meeting has been completed and before Council has made its determination will not be permitted.

## **12. Reports**

- 12.1 All reports of departments shall be coordinated with the CAO prior to the Wednesday that precedes the regular council meeting.
- 12.2 All reports of departments and committees shall be received by the Clerk no later than 12:00 pm on the Wednesday that precedes the regular council meeting.
- 12.2 Walk-in reports shall be discouraged. Reports not included on the agenda may be circulated to the members of Council at a regular meeting; however consideration of such report shall be given at the next meeting unless otherwise determined by the consent of the majority of Council.

## **13. New Business**

- 13.1 New business includes any correspondence to Council that may not necessarily require a staff report in order to be considered.
- 13.2 New business items shall be received by the Clerk no later than 12:00 pm on the Wednesday that precedes the regular council meeting.
- 13.3 New business shall be listed on the Agenda or may be added to the Agenda by resolution during Approval of the Agenda, in order to be discussed by Council.

## **14. Correspondence**

- 14.1 All correspondence shall be received by the Clerk no later than 12:00 pm on the Wednesday that precedes the regular council meeting.

- 14.2 Correspondence may be that for which direction or a decision of Council is required. Council may request a report and recommendation from any person or Committee, on correspondence of this nature. (See Section 6.2)
- 14.3 Correspondence for which direction or a decision of Council is not required may be received by one motion, but prior to consideration of such motion, members may request that specific items be removed from consideration under such motion and Council shall consider such items individually.

## **15. By-laws**

- 15.1 Every by-law listed on the agenda shall be considered by Council for enactment by one main motion, but any Member may request that a proposed by-law be considered separately.
- 15.2 Motions for amendment need not be written unless the effect of such amendment would be to substantially change the intent of the by-law.
- 15.3 A by-law shall deem to have been read upon the title or heading or short description thereof being read or taken as read unless a member of Council requires the by-law or any portion thereof to be read in full.
- 15.4 The Clerk may make minor corrections of errors and omissions in any by-law before it is signed and sealed for the purpose of ensuring complete implementation of Council's decision.
- 15.5 The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of Council and every resolution passed at a meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
- 15.6 Every by-law passed by Council shall:
  - a) Be signed by the Mayor or Presiding Officer;
  - b) Be signed by the Clerk;
  - c) Be sealed with the seal of the Corporation;
  - d) Indicate the date of passage;
  - e) Be numbered and filed by the Clerk for safe keeping.

## **16. Notice of Motion**

- 16.1 The Notice of Motion shall be introduced at a Meeting of Council but shall not be discussed or debated until the next Regular Meeting. The Member introducing the notice of motion shall provide the Clerk with a written copy of the proposed motion by 12:00 pm on the Wednesday preceding the date of the next Regular Meeting.

- 16.2 At the Regular Meeting following the introduction, the motion previously introduced through a notice of motion shall be included in full in the Agenda Package and listed on the Agenda under New Business. The motion shall be seconded by a Member before being debated.

## **17. Adjournment**

- 17.1 The Council shall adjourn at the hour of 11:00 pm for meetings commencing at 7:30 pm, and 5:00 pm for meetings commencing at 1:00 pm, if in session at that hour, unless otherwise determined by a resolution of Council passed unanimously among the Members present; and provided that such motion does not require the meeting to be extended for more than one (1) hour. This motion requires a second, is not debatable, and is not amendable.
- 17.2 When the Council adjourns before the Agenda is completed, the items on the Agenda not dealt with shall be noted and deferred to the next Regular meeting, unless a resolution is adopted by a majority vote to reconvene at a date and time prior to the next Regular Meeting.
- 17.3 A Council Meeting shall not be adjourned until a by-law confirming the proceedings of the Meeting at the time of adjournment has been presented and adopted by Council.

## **18. Voting and Motions/Resolutions**

- 18.1 No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect, in accordance with section 244 of the Municipal Act, 2001.
- 18.2 All motions shall be duly moved and seconded before being debated. Upon request, the motion may be read or stated by the Mayor or Presiding Officer, or Clerk at any time during the debate.
- 18.3 Every member of Council shall have one vote. Voting shall be by show of hands, where no recorded vote is required. The failure to vote by a qualified member of Council shall be deemed to be a negative vote. The Mayor or Presiding Officer, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.
- 18.4 Once the Mayor or Presiding Officer states the question, the motion shall be deemed to be in the possession of the Council, but may, with the consent of the majority of Council, be withdrawn at any time before decision or amendment.
- 18.5 After a motion is put to a vote, no member of Council shall speak to the motion nor shall any other motion be made until after the vote is taken and the result declared.
- 18.6 No member of Council shall speak more than once to the same question without the consent of the Council or until all of the other members of Council



have had the opportunity to speak to the question a first time, except in explanation of a material part of his/her speech which may have been misconstrued, and in doing so, is not to introduce a new matter.

- 18.7 The Mayor or Presiding Officer may answer questions and comment in a general way without leaving the chair, but if he/she wishes to make a motion or speak to a motion taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the chair.
- 18.8 Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be defeated. See section 245 of the Municipal Act, 2001.
- 18.9 All votes shall be announced openly, as carried or defeated, by the Mayor or Presiding Officer. Should the result of a vote be stated by any Member to be in doubt, the Mayor or Presiding Officer shall require the vote to be retaken in alternative manner and the result of this vote shall be final. The Clerk shall record the results of the votes as follows:
- a) If passed "Carried"
  - b) If not passed "Defeated"
- 18.10 A main motion properly before the Council shall receive disposition before any other motion can be considered, except in respect of matters listed below, namely:
- To recess;
  - To adjourn;
  - To postpone the motion under consideration to a definite date;
  - To postpone the motion under consideration indefinitely;
  - To refer the motion under consideration to a Committee or staff for a report;
  - To amend the motion under consideration; and
  - To close debate (to end debate on the motion under consideration)
- a) A motion to recess:
    - i. Is permissible when there is business before Council for consideration;
    - ii. Shall specify the length of time of the recess;
    - iii. Is not debatable except with regard to the length of the recess; and
    - iv. Shall be amendable with respect to the length of the recess.
  - b) A motion to adjourn:
    - i. Is permissible;
    - ii. Is not amendable;
    - iii. Is not debatable;
    - iv. Is not in order when a Member is speaking or during a vote; and
    - v. When resolved in the negative, cannot be made again until the Presiding Officer has deemed sufficient business has been conducted by Council in the intervening time.

- c) A motion to postpone:
  - i. May or may not state a definite time or date as to when the matter shall be further considered;
  - ii. Shall apply to the main motion and to any adhering motions to amend the main motion that are pending;
  - iii. Is not debatable except as to date or time; and
  - iv. Shall not be amendable except as to date or time.

Where a motion to postpone is adopted without a definite time or date as to when the matter shall be further considered, it shall be considered at the next regular meeting.

- d) A motion to refer:
  - i. Shall be open to debate;
  - ii. May be amended;
  - iii. Shall include the terms of referral including the time of conditions under which the matter is to be returned to Council for consideration; and
  - iv. May include the reasons for the referral.
- e) A motion to amend:
  - i. Shall be relevant to the main motion;
  - ii. Shall not be directly contrary to or propose a direct negative to the main motion;
  - iii. Shall be debatable; and
  - iv. Shall not itself be amended more than once;
  - v. And motions to amend shall be put to a vote in reverse order from which they are made, and should the motion to amend be carried, the main motion shall then be considered by Council as amended.

Notwithstanding the foregoing, a motion to amend shall not be required where the mover and seconder of the main motion agree to re-word the main motion to accommodate a proposed amendment and no Member of Council objects.

- f) A motion to close debate:
  - i. Is not permissible until every Member present has had the opportunity to speak to the question at least once;
  - ii. Is not amendable;
  - iii. Is not debatable; and
  - iv. Upon adoption, the Presiding Officer shall forthwith put the main motion and all amendments thereto to a vote.
- g) A motion to suspend the rules:
  - i. Is permissible;
  - ii. Is not amendable;
  - iii. Is not debatable;
  - iv. Shall include a statement as to the purpose of the suspension; and
  - v. Is not permissible with regard to any statutory requirements that apply to the proceedings of Council.

18.11 Precedence of motions and rules governing such motions, shall unless otherwise indicated herein, be in accordance with James Lochrie's Meeting Procedures, Parliamentary Law and Rules of Order for the 21<sup>st</sup> Century.

18.12 Recorded votes:

- a) The Mayor or Presiding Officer shall require a recorded vote to be taken on any question upon request of a member if such request is made prior to the commencement of the voting or immediately thereafter. When a member present requests a recorded vote, all members present at the meeting shall vote, unless otherwise prohibited by statute, shall announce his/her vote openly and individually in favour of or against the question except for the Mayor or Presiding Officer, who shall announce his/her vote last.
- b) The Clerk shall call each member to vote in random order, except for the Mayor who shall vote last. When called to vote, each member shall answer "Yes", "No", or "Abstain". Abstain will be considered a "No" vote.
- c) The Clerk shall record each member's vote and each member's vote shall be noted in the minutes. The Clerk shall record in the minutes the name of a member who is not present when the recorded vote is taken.
- d) If during the recorded vote any member present refuses or fails to vote, he/she shall be deemed and recorded as voting against the motion.

## **19. Reconsideration**

- 19.1 Council may only reconsider a matter that has not been acted on by an officer, employee, or agent of the municipality.
- 19.2 After any question has been decided by Council, any member who voted with the prevailing side in respect of such question may move a motion for reconsideration. In the event that the original motion was not decided by a recorded vote, the Mayor or Presiding Officer shall determine that the motion to reconsider is being appropriately introduced.
- 19.3 Should a main motion be defeated due to a tie vote, only a member who voted in the negative may move a motion for reconsideration.
- 19.4 Any member who was absent at the time the vote was taken on the original motion shall be deemed to be a member who voted with the prevailing side for the purposes of section 19.2 of this by-law.
- 19.5 When a motion for reconsideration is made at the same meeting at which the question to be reconsidered was carried or defeated, the motion for reconsideration shall be resolved at that meeting and shall require the support of the majority of the members present.
- 19.6 At the same meeting, if the motion to reconsider is adopted, the original motion as voted on shall be the next order of business.

- 19.7 Where a motion for reconsideration is made at a meeting subsequent to that at which the question to be re-opened for debate was carried or defeated, the motion for reconsideration shall be initiated by a notice of motion pursuant to section 16 of this by-law (Notices of Motion). The motion for reconsideration of a vote shall require the support of the majority of Council present.
- 19.8 At the subsequent meeting, if the motion to reconsider is adopted, the original motion as voted on shall be the next order of business or a motion on the same matter, subject to a Notice of Motion, shall be the next order of business.
- 19.9 No discussion on the original motion shall be allowed unless the motion for reconsideration is carried in the affirmative by the majority of Council, present.
- 19.10 The original motion shall remain in effect until a new motion is carried that supersedes the original motion, subsequent to a motion of reconsideration carried in the affirmative.
- 19.11 No question shall be reconsidered more than once within 12 months following the date that a motion to reconsider was ratified.

## **20. Points of Order and Privileges**

- 20.1 When a member of Council is speaking, no other member shall interrupt him/her except to raise a point of order.
- 20.2 Any member may raise a point of order.
- 20.3 When a member rises on a point of order, a member shall state the point of order to the Mayor or Presiding Officer who shall immediately rule on the point of order, and there shall be no debate by the members.
- 20.4 Thereafter, the member raising the point of order shall only address the Council for the purpose of appealing the decision of the Mayor or Presiding Officer. If there is no appeal, the decision is final.
- 20.5 The Council, if appealed to, shall decide on the question without debate and its decision is final.
- 20.6 The procedure for decision on matters of personal privilege or privilege of the Council as a whole shall be the same as for point of order.
- 20.7 Where a member considers that a member's integrity or the integrity of Council as a whole has been impugned, the member may as a matter of privilege rise at any time, for the purpose of drawing the attention of the Council to this matter.

- 20.8 Where the CAO or a member considers staff as being maligned, the CAO or member may as a matter of personal privilege rise at any time, for the purpose of drawing the attention of the Council to this matter.
- 20.9 Where the discussion is such that the integrity of any Town employee has been impugned or questioned, the discussion will cease and any further discussion or debate will be held in closed session.
- 21. Committees**
- 21.1 Special or ad hoc committees may be established from time to time by Council to consider a specific matter. The committee shall report directly to Council. Once an ad hoc committee has completed its work, the committee shall be deemed to be dissolved, unless otherwise determined by Council.
- 21.2 Council may appoint representatives to serve on local boards, advisory committees, or any other body to which Council is required or empowered to appoint a representative. Appointments to such boards/committees may be a member of Council or may be a person appointed from amongst its ratepayers.
- 21.3 The following applies to all committees:
- a) The rules and regulations contained in this by-law shall apply to all committees, with necessary modifications.
  - b) A quorum for a committee is a majority of the members thereof, not including the Mayor.
  - c) The members of a committee shall appoint a Chairperson from among them and shall specify the term of office.
  - d) Unless authorized by the budget or by by-law, no committee or member of a committee shall incur any expense or liability in the name of the Corporation.
  - e) The Chairperson shall preside at every meeting and may vote on all questions submitted, except where disqualified to vote by reason of interest or otherwise, may vote with the other members on all questions, and, except where otherwise expressly provided by this Act, any question on which there is an equality of votes shall be deemed to be negative.
  - f) In the absence of the Chairperson, one of the other members shall be elected to preside, who shall discharge the duties of the Chairperson during the meeting, or until the arrival of the Chairperson.
  - g) The Minutes of every Committee of Council shall be recorded and shall be circulated for confirmation or correction, once approved a copy of the minutes must be forwarded to the Municipal Office.

- h) The Committee members present shall vote unless disqualified from voting by an Act, and in the event a member refuses to vote without being excused; his or her vote shall be counted in the negative. Each member of a Committee shall have one vote at Committee meetings.
- i) All meetings shall be open to the public unless it is in accordance with section 3.6 of this by-law.
- j) The Chairperson of the Committee may expel or exclude any person from the gallery who is guilty of improper conduct at a meeting.
- k) The committee, by majority vote, may expel or exclude a member of the committee who is guilty of improper conduct at a meeting.
- l) Should a Chairperson of any Committee neglect to call a meeting of his Committee at such time, or with such frequency, as the proper dispatch of the business entrusted to the Committee requires, or do the business of the Committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal, or action to the Council who may, if Council deems it advisable, remove the said Chairperson from the Committee and appoint another member in his or her place and also may appoint a new Chairperson of the said Committee.
- m) Should any member or members of a Committee neglect or refuse to attend the properly summoned meetings of their Committee, the Chairperson shall report such neglect or refusal to the Council, who may remove the said member or members from the Committee and appoint another member or other members in their place or places, or should any Committee neglect or refuse to give due attention to all business or matters before them, the Council may by resolution discharge such Committee and appoint another in its stead.
- n) Members of the Council may attend the meetings of any of its Committees, but shall not be allowed to vote, nor shall they be allowed to take part in any discussion or debate, except by the permission of the majority of the members of the Committee.
- o) The Mayor may appoint a member of Council to sit on the various Committees, such appointment to be ratified by Council; the appointed individual shall be deemed a member of the Committee and shall be allowed all rights of committee membership.

## **22. Amendment of These Rules**

- 22.1 These rules may be amended, or new rules adopted by a majority vote of all members of Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

## **23. Validity and Severability**

23.1 It is hereby declared that notwithstanding any of the sections or provisions of this by-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of the Council to enact, such sections or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of this by-law as a whole or part thereof and all other sections of this by-law shall be deemed to be separate and independent therefrom and enacted as such.

**24. Repeal of By-law**

24.1 By-law 14-41 is hereby repealed and replaced by this By-law on such date that this By-law comes into force.

24.2 This By-law comes into force and effect on the date of its passing.

Passed in open Council on January 20, 2015.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**

**Notice of Motion  
(Proposed Revisions to Procedural By-Law)**

**RESOLUTION**

**Resolution #**

**Moved By Councillor Jeff Duncan**

**Seconded By**

**Be it resolved that Council** hereby requests the Clerk to provide a brief verbal or written response to the proposed revisions to the Procedural By-Law noted below. The revisions (all or part as voted on by Council) would be incorporated into a new revised Procedural By-Law later this winter after the adoption of the original document at the January 20, 2014 meeting.

Proposed Revisions:

1) Part 8 Agendas

That "Delegations/Petitions/Presentations" be moved up on the agenda to letter (e);

That "Adoption of the Minutes" be re-lettered (f);

That a "Business Arising from the Minutes" heading be re-included and lettered (g);

That current (g) to (n) be re-lettered to (h) to (o).

2) Part 11 Delegations, Petitions & Presentations 11.11

At the discretion of the Clerk a delegation would be considered a "minor" or "major" delegation. A "minor" delegation would have a maximum 5 minute address to Council and they would be required to provide the "Request to Appear as a Delegation" form in the usual time line stipulated but they would not be required to submit their presentation in writing thus allowing the public an avenue to quickly address Council directly at a Council meeting in a oral format. The "major" delegation would follow the procedures as presently outlined.

3) Part 16 Notice of Motion

Revise the section to more clearly state the time frame/process involved. (the Clerk is aware of this required clarification already).

4) Part 19 Reconsideration

19.11 Delete this section so as not to have a restriction on how many times Council may reconsider decisions in a year.



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

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**Notice of Motion  
(Rescinding Council Code of Ethics Document Option)**

**RESOLUTION**

**Resolution #**

**Moved By Councillor Jeff Duncan**

**Seconded By**

**Be it resolved that Council** hereby requests the Clerk and the Integrity Commissioner that as part of the current ongoing review of the Town of Erin Councillor Code of Ethics document approved March 19, 2013 that the option of rescinding the document and its policies and procedures be presented to Council.



**Jeff R. Duncan C.P.T.  
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