



TOWN OF ERIN
Regular Council Meeting
AGENDA

March 14, 2024

3:00 PM

Municipal Council Chamber

Pages

1. Call to Order
2. Approval of Agenda
3. Declaration of Pecuniary Interest
4. Community Announcements
5. Adoption of Minutes 1 - 35
 - January 18th - Special Council Meeting
 - January 23rd - Special Council Meeting
 - January 24th - Special Council Meeting
 - January 29th - Special Council Meeting
 - February 1st - Special Council Meeting
 - February 8th - Regular Council Meeting
 - February 29th - Special Council Meeting
6. Business Arising from the Minutes
7. Delegations/Petitions/Presentations
 - 7.1 Martha Hirst - Pine Ridge Road 36 - 37
 - 7.2 PRTAC - Victoria Park 38 - 41
 - 7.3 Jennifer McKinnon - Over Here Community Arts Adventure Event 42 - 43
8. Reports
 - 8.1 Community Services
 - 8.1.1 Fire & Emergency Services
 - 8.1.1.1 Flag Flying Policy Amendment 44 - 47
 - 8.1.2 Planning & Development
 - 8.1.2.1 Recommendation Report for Notice of Intention to Designate Heritage Properties within the Town of Erin 48 - 59

8.2	Corporate Services	
8.2.1	Finance	
8.2.1.1	2024 Insurance Renewal	60 - 76
8.3	Committees	
8.3.1	EEDC - Minutes of November 14, 2023, December 12, 2023 & January 9, 2024	77 - 83
8.3.2	HCC - Minutes of November 15, 2023, December 13, 2023 & January 17, 2024	84 - 89
8.3.3	TEHC - Minutes of November 20, 2023	90 - 92
8.3.4	PRTAC - Minutes of December 21, 2023 & January 18, 2024	93 - 100
8.3.5	ESAC - Minutes of January 8, 2024	101 - 104
9.	New Business	
9.1	Councillor Aylard - Traffic Consolidation Study	105
10.	Correspondence	
10.1	2024 Activity List	106
11.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2):	
	(b) personal matters about an identifiable individual, including municipal or local board employees;	
	(c) a proposed or pending acquisition or disposition of land by the municipality or local board.	
12.	Return from Closed Session	
12.1	Motion to Reconvene	
12.2	Report Out	
13.	By-Laws	107
	Confirming By-law	
14.	Notice of Motion	
15.	Adjournment	



Minutes of the Town of Erin Special Council Meeting

January 18, 2024

4:00 PM

Municipal Council Chamber

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
Staff Present:	Jim Sawkins	Interim Chief Administrative Officer
	Lisa Campion	Director of Legislative Services & Clerk
	Wendy Parr	Director of Finance & Treasurer
	Chris Vernon	Senior Communications Officer

1. Call to Order

Mayor Dehn called the meeting to order.

2. Approval of Agenda

Resolution # 24-01

Moved By Councillor Brennan

Seconded By Councillor Aylard

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Presentations

4.1 **The Digital Space is a Two-Way Street - Senior Communications Officer**

Resolution # 24-02**Moved By** Councillor Aylard**Seconded By** Councillor Cheyne

Be it resolved that the presentation by the Senior Communications Officer entitled "The Digital Space is a Two-Way Street" be received for information.

Carried**5. Reports****5.1 Corporate Services****5.1.1 Finance****5.1.1.1 Third Quarter Financial Report for the Period Ending September 30, 2023****Resolution # 24-03****Moved By** Councillor Cheyne**Seconded By** Councillor Aylard

Be it resolved that Council hereby receive report number F2024-01 "*Third Quarter Financial Report for the Period Ending September 30, 2023*" for information.

Carried**5.1.1.2 Contract 2023-04C - RFP Strategic Plan Consultant****Resolution # 24-04****Moved By** Councillor Brennan**Seconded By** Councillor Ryan

Be it resolved that Council hereby refer report number F2024-02 "*Contract 2023-04C – RFP Strategic Plan Consultant*" back to staff for review.

Carried

6. Closed Session

Resolution # 24-05

Moved By Councillor Cheyne
Seconded By Councillor Ryan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 4:53 PM to discuss matters under the following exemptions in the Municipal Act S. 239 (2):

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

7. Return from Closed Session

7.1 Motion to Reconvene

Resolution # 24-06

Moved By Councillor Brennan
Seconded By Councillor Aylard

Be it resolved that the meeting be reconvened at the hour of 7:12 PM.

Carried

7.2 Report Out

Resolution # 24-07

Moved By Councillor Brennan
Seconded By Councillor Ryan

Be it resolved that the Town's consultant proceed as discussed.

Carried

8. By-Laws

Resolution # 24-08

Moved By Councillor Ryan
Seconded By Councillor Cheyne

Be it resolved that the By-Laws numbered 24-01 and 24-02 are hereby passed.

24-01

Being a By-law to appoint a Building Inspector for the Corporation of the Town of Erin

24-02

A By-law to provide for the making of an application for approval to expropriate a Limited Interest in Perpetuity (Permanent Easement) and a Temporary Limited Interest (Temporary Easement) in the Town of Erin, as more particularly described in this By-law

Carried

Resolution # 24-09

Moved By Councillor Cheyne
Seconded By Councillor Brennan

Be it resolved that the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 24-03 as reproduced in this days Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

24-03

A By-law to confirm the proceedings of Council at its Special Meeting held January 18, 2024

Carried

9. Adjournment

Resolution # 24-10

Moved By Councillor Ryan
Seconded By Councillor Cheyne

Be it resolved that the meeting be adjourned at the hour of 7:15 PM.

Carried

Mayor Michael Dehn

Clerk Lisa Campion



Minutes of the Town of Erin Special Council Meeting

January 23, 2024

4:00 PM

Municipal Council Chamber

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
Staff Present:	Lisa Campion	Director of Legislative Services & Clerk

1. Call to Order

Mayor Dehn called the meeting to order.

2. Approval of Agenda

Resolution # 24-11

Moved By Councillor Cheyne

Seconded By Councillor Ryan

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Community Announcements

- The Town's Community Grant Program is coming up and charitable groups may apply for a maximum of \$3000. The application period closes on January 31st and the link is on the Town's website.
- Family Day is on Monday, February 19th. Plan a winter outing.

- The nomination period for Credit Valley Conservation's "Friends of the Credit" annual conservation awards is February 20th. More information is available on their website.
- February 24th is the "Coldest Night of the Year" in support of EWCS and will take place starting at 5:00PM at the Erin Fairgrounds.
- The Orton Community Association is hosting a "Murder Mystery Dinner" on February 2nd.

Details on these and more at www.erin.ca/whats-on/

5. Reports

5.1 Corporate Services

5.1.1 Legislative Services

5.1.1.1 Erin Outlaws Special Occasion Permit

Resolution # 24-12

Moved By Councillor Brennan

Seconded By Councillor Cheyne

Be it resolved that Council hereby receives report number C2024-01 "*Erin Outlaws Special Occasion Permit*" for information;

And that Council hereby deems the Erin Outlaws playoff games as municipally significant;

And that Council hereby supports the issuance of an AGCO Special Occasion Permit for Erin Outlaws playoff games played at Centre 2000 for the dates and times outlined within Appendix A to this report.

Carried

6. Closed Session

Resolution # 24-13

Moved By Councillor Ryan

Seconded By Councillor Aylard

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 4:23 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:

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

Carried

7. Return from Closed Session

7.1 Motion to Reconvene

Resolution # 24-14

Moved By Councillor Cheyne

Seconded By Councillor Aylard

Be it resolved that the meeting be reconvened at the hour of 7:22 PM.

Carried

7.2 Report Out

None.

8. By-Laws

Resolution # 24-15

Moved By Councillor Ryan

Seconded By Councillor Cheyne

Be it resolved that the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 24-04 as reproduced in this days Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

24-04

A By-law to confirm the proceedings of Council at its Special Meeting held January 23, 2024

Carried

9. Notice of Motion

None.

10. Adjournment

Resolution # 24-16

Moved By Councillor Brennan

Seconded By Councillor Aylard

Be it resolved that the meeting be adjourned at the hour of 7:24 PM.

Carried

Mayor Michael Dehn

Clerk Lisa Campion



Minutes of the Town of Erin Special Council Meeting

January 24, 2024

4:30 PM

Municipal Council Chamber

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
Staff Present:	Lisa Campion	Director of Legislative Services & Clerk

1. Call to Order

Mayor Dehn called the meeting to order.

2. Approval of Agenda

Resolution # 24-17

Moved By Councillor Brennan

Seconded By Councillor Aylard

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Community Announcements

- East Wellington Family Health Team continues their series of virtual workshops. Please consult their website for more information.
- The Air Cadets are holding their annual Lasagna Dinner Fundraiser on Saturday, February 24th commencing at 6:00PM at the Legion. Tickets are \$38 per person.

- The Erin Legion is holding a community dinner at All Saints Anglican Church on Main Street from 6:00PM to 7:30PM on Friday, January 26th. The meal is provided on a donation basis.

Details on these and more at www.erin.ca/whats-on/

5. Closed Session

Resolution # 24-18

Moved By Councillor Ryan

Seconded By Councillor Brennan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 4:32 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:

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

Carried

6. Return from Closed Session

6.1 Motion to Reconvene

Resolution # 24-19

Moved By Councillor Ryan

Seconded By Councillor Brennan

Be it resolved that the meeting be reconvened at the hour of 8:04 PM.

Carried

6.2 Report Out

None.

7. By-Laws

Resolution # 24-20

Moved By Councillor Cheyne

Seconded By Councillor Aylard

Be it resolved that the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 24-05 as reproduced in this days

Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

24-05

A By-law to confirm the proceedings of Council at its Special Meeting held January 24, 2024

Carried

8. Notice of Motion

None.

9. Adjournment

Resolution # 24-21

Moved By Councillor Cheyne

Seconded By Councillor Brennan

Be it resolved that the meeting be adjourned at the hour of 8:04 PM.

Carried

Mayor Michael Dehn

Clerk Lisa Campion



Minutes of the Town of Erin Special Council Meeting

January 29, 2024

8:30 AM

Municipal Council Chamber

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
Staff Present:	Lisa Campion	Director of Legislative Services & Clerk

1. Call to Order

Mayor Dehn called the meeting to order.

2. Approval of Agenda

Resolution # 24-22

Moved By Councillor Brennan

Seconded By Councillor Ryan

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Community Announcements

None.

5. Closed Session

Resolution # 24-23

Moved By Councillor Aylard
Seconded By Councillor Ryan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 8:30 AM to discuss matters under the following exemptions in the Municipal Act S. 239 (2):

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations.

Carried

6. Return from Closed Session

6.1 Motion to Reconvene

Resolution # 24-24

Moved By Councillor Ryan
Seconded By Councillor Brennan

Be it resolved that the meeting be reconvened at the hour of 12:52 PM.

Carried

6.2 Report Out

Resolution # 24-25

Moved By Councillor Brennan
Seconded By Councillor Ryan

Be it resolved that the consultant proceed as discussed.

Carried

7. By-Laws

Resolution # 24-26

Moved By Councillor Ryan
Seconded By Councillor Cheyne

Be it resolved that the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 24-06 as reproduced in this days

Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

24-06

A By-law to confirm the proceedings of Council at its Special Meeting held January 29, 2024

Carried

8. Notice of Motion

None.

9. Adjournment

Resolution # 24-27

Moved By Councillor Brennan

Seconded By Councillor Cheyne

Be it resolved that the meeting be adjourned at the hour of 12:55 PM.

Carried

Mayor Michael Dehn

Clerk Lisa Campion



Minutes of the Town of Erin Special Council Meeting

February 1, 2024

2:00 PM

Municipal Council Chamber

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor

Staff Present:	Lisa Campion	Director of Legislative Services & Clerk
-----------------------	---------------------	---

1. Call to Order

Mayor Dehn called the meeting to order and noted Councillor Cheyne is participating in the meeting remotely.

2. Approval of Agenda

Resolution # 24-28

Moved By Councillor Aylard

Seconded By Councillor Brennan

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Community Announcements

None.

5. Closed Session

Resolution # 24-29

Moved By Councillor Ryan
Seconded By Councillor Brennan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 2:02 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:

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

(d) labour relations or employee negotiations.

Carried

6. Return from Closed Session

6.1 Motion to Reconvene

Resolution # 24-30

Moved By Councillor Ryan
Seconded By Councillor Aylard

Be it resolved that the meeting be reconvened at the hour of 3:45 PM.

Carried

6.2 Report Out

Resolution # 24-31

Moved By Councillor Aylard
Seconded By Councillor Brennan

Be it resolved that staff be directed to proceed as discussed.

Carried

7. By-Laws

Resolution # 24-32

Moved By Councillor Ryan
Seconded By Councillor Brennan

Be it resolved that the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 24-07 as reproduced in this days

Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

24-07

A By-law to confirm the proceedings of Council at its Special Meeting held February 1, 2024

Carried

8. Notice of Motion

None.

9. Adjournment

Resolution # 24-33

Moved By Councillor Ryan

Seconded By Councillor Aylard

Be it resolved that the meeting be adjourned at the hour of 3:45 PM.

Carried

Mayor Michael Dehn

Clerk Lisa Campion



Minutes of the Regular Town of Erin Council Meeting

February 8, 2024

3:00 PM

Municipal Council Chamber

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
Staff Present:	Jim Sawkins	Interim Chief Administrative Officer
	Lisa Campion	Director of Legislative Services & Clerk
	Wendy Parr	Director of Finance & Treasurer
	Michelle Baya	Senior Planner
	Justin Grainger	Legislative & Licensing Coordinator
	Khalid Rahman	Project Manager

1. Call to Order

Mayor Dehn called the meeting to order.

2. Approval of Agenda

Resolution # 24-34

Moved By Councillor Brennan

Seconded By Councillor Aylard

Be it resolved that the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Public Meetings

4.1 Application for Site Alteration Permit for 5520 Eighth Line and 5552 Eighth Line, Mattamy (Erin) Limited and 2779181 Ontario Inc. (Coscorp); Public Meeting

Senior Planner - Michelle Baya

Advised the purpose of this meeting is to introduce the proposed site alteration permit application to Council in accordance with the Town's Site Alteration By-law 16-30 as well as to receive comments from Council and the public.

Advised the subject lands are generally located on the west side of Eighth Line, north of Dundas Street West and south of Sideroad 17 within the Town's Urban Area and are municipally addressed as 5520 and 5552 Eighth Line.

Noted the notice circulated for this application incorrectly identified the subject lands and clarified the correct boundary.

Identified related applications for the proposed development and indicated they are presently under review. Advised the purpose of a site alteration permit application is to obtain permissions for a variety of site alteration works.

Advised currently only vegetation and tree removal is being considered as part of this application.

Overviewed the material submitted as part of this application and the review process undertaken by staff and agencies.

Advised staff will be working with the applicant to address comments from Council and the public received at this meeting and that such comments will form part of a future recommendation. Noted that as part of that recommendation a site alteration agreement will be prepared to ensure the proposed activities are undertaken under the supervision of Town staff and its engineers and that the scope of work is limited to what is proposed.

Mayor Dehn read the following:

The purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions, or to express views with respect to this proposal. Members of Council are here to observe and listen to public comments, they will not take a position on the matter. Council's decision will come after full consideration of input from the meeting, submissions from the public and comments from agencies.

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

Mayor Dehn requested declarations of pecuniary interest. None declared.

Member of Public

Asked if the removal of all trees in the subject area is required for the purpose of geothermal heating.

Senior Planner - Michelle Baya

Advised a tree protection plan and arborist's report was submitted which identified the trees that are intended for preservation and removal.

Troy Luehof - 11 Erin Heights Drive

Asked what type of supervision of the work will take place and what recourse the Town has if the plan is not followed. Asked if there is a reforestation plan.

Senior Planner - Michelle Baya

Advised a site alteration agreement will be executed stipulating the scope of work and that securities are tied to this agreement. Advised through submission of the tree protection plan and arborist's report trees were identified as warranting removal or protection.

Member of Public

Expressed concerns regarding consultation with indigenous peoples.

Mayor Dehn

Advised the questions are outside of the scope of the site alteration application.

Member of Public

Asked what impact the tree removal will have on wildlife.

Senior Planner - Michelle Baya

Advised an environment impact study was submitted and reviewed and approved by staff and that submission materials are posted on the Town's website.

Martin Rudd

Commented on tree planting for the Elora Cataract Trailway.

Councillor Brennan

Advised written comments will be taken into consideration as part of the review process and that submitted materials are posted on the Town's website.

Councillor Aylard

Asked about traffic on the bridge on Eighth Line and the closures of Sideroad 17, Dundas Street intersection, and Dundas Street East.

Senior Planner - Michelle Baya

Advised the timing of vegetation and tree removal is regulated by legislation to avoid the nesting season.

Councillor Ryan

Asked for an overview of the timeline of the proposed development.

Ryan Oosterhoff - Mattamy Homes

Advised tree removal will occur early this year, earthworks and grading is expected to begin in the fall of this year, servicing next year, and house construction in 2026 pending approvals.

Councillor Cheyne

Asked what happens in the event of the migratory birds deadline elapsing.

Senior Planner - Michelle Baya

Advised the works would not be possible until the next season.

Councillor Brennan

Asked when a recommendation report will be presented to Council and if there is a mandatory commenting period.

Senior Planner - Michelle Baya

Advised it is anticipated that a recommendation report will go forward at the second Council meeting in February and that this application is subject

to the Town's Site Alteration By-law and not Planning Act statutory requirements.

Mayor Dehn

Asked what route will be taken for equipment to access the site.

Senior Planner - Michelle Baya

Advised that information will be confirmed and included in a recommendation report to Council.

Mayor Dehn

Advised Council will consider all input prior to making a decision on the matter. Upon a decision by Council, notice will be provided to all persons who requested notice in writing.

Declared the public meeting adjourned.

Resolution # 24-35

Moved By Councillor Cheyne

Seconded By Councillor Brennan

Be it resolved that Council hereby receive report number PD2024-01 “Application for Site Alteration Permit for 5520 Eighth Line and 5552 Eighth Line, Mattamy (Erin) Limited and 2779181 Ontario Inc. (Coscorp); Public Meeting” for information.

Carried

5. Closed Session

Resolution # 24-36

Moved By Councillor Aylard

Seconded By Councillor Ryan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 3:30 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:

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

(d) labour relations or employee negotiations.

Carried

6. Return from Closed Session

6.1 Motion to Reconvene

Resolution # 24-37

Moved By Councillor Cheyne

Seconded By Councillor Ryan

Be it resolved that the meeting be reconvened at the hour of 4:50 PM.

Carried

6.2 Report Out

Resolution # 24-38

Moved By Councillor Brennan

Seconded By Councillor Aylard

Be it resolved that that staff be directed to proceed as discussed.

Carried

7. Community Announcements

- East Wellington Family Health Team continues its series of virtual workshops on a variety of topics. Please consult their website for more information.
- The Erin Library is holding a Family Game Night from 6:00PM to 7:00PM.
- The Air Cadets annual Lasagna Dinner Fundraiser will be held Saturday, February 24th at the Legion commencing at 6:00PM. Tickets are \$38 per person.
- Also on Saturday, February 24th the "Coldest Night of the Year" takes place in support of EWCS from 4:00PM to 7:00PM at the Erin Fairgrounds.
- Starting on Sunday, March 3rd Century Church Theatre presents "An Act of Imagination" with matinees at 2:30PM on March 3rd, 10th and 17th and evening performances at 8:00PM on March 9th, 15th and 16th.
- The Erin Chamber of Commerce is holding a business mixer on February 15th entitled "Small Business Love" at the Topsy Fox Pub and a second event on March 9th entitled "St. Practice Day" at the Erin Legion (Please contact the Chamber for tickets).
- Several events are taking place on Family Day (Monday, February 19th) including by the Erin Rotary Club at Centre 2000. The event includes a family skate, carnival, magic show and photo booth. The event is free and takes place from 10:00AM to 3:00PM.
- Also on Family Day, Erin Hills Acres is hosting a variety of outside events. Please see their website for more details.

Details on these and more at www.erin.ca/whats-on/

8. Adoption of Minutes

Resolution # 24-39

Moved By Councillor Cheyne

Seconded By Councillor Aylard

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

December 14th - Regular Council Meeting

Carried

9. Business Arising from the Minutes

None.

10. Delegations/Petitions/Presentations

10.1 Project Manager - Traffic Management Update

Resolution # 24-40

Moved By Councillor Aylard

Seconded By Councillor Brennan

Be it resolved that the presentation by the Project Manager regarding traffic management be received for information.

Carried

11. Reports

11.1 Corporate Services

11.1.1 Finance

11.1.1.1 2024 Interim Tax By-law

Resolution # 24-41

Moved By Councillor Brennan

Seconded By Councillor Ryan

Be it resolved that Council hereby receive report number F2024-03 “2024 Interim Tax By-law” for information;

And that Council hereby approve the proposed 2024 Interim Tax By-law as presented in Appendix A of this report.

Carried

11.1.1.2 2023 Treasurer's Statement of Remuneration Paid to Council and Appointed Members

Resolution # 24-42

Moved By Councillor Aylard

Seconded By Councillor Cheyne

Be it resolved that Council hereby receive report number F2024-04 “2023 Treasurer’s Statement of Remuneration Paid to Council and Appointed Members” for information.

Carried

11.1.2 Legislative Services

11.1.2.1 Revised Advisory Committee Policy and Procedures

Resolution # 24-43

Moved By Councillor Ryan

Seconded By Councillor Brennan

Be it resolved that Council hereby receives report number C2024-02 "*Revised Advisory Committee Policy and Procedures*" for information;

And that Council approve the revised Committee Policy and Procedures as presented in Appendix A to this report.

Carried

11.1.2.2 2024 Acting Mayor Schedule

Resolution # 24-44

Moved By Councillor Aylard

Seconded By Councillor Cheyne

Be it resolved that Council hereby receive report number C2024-03 "*2024 Acting Mayor Schedule*" for information;

And that Council hereby approve the 2024 Acting Mayor Schedule attached as Appendix A to this report as amended;

And that the Clerk have the authority to change the Acting Mayor Schedule should a member of Council become unavailable.

Carried

11.2 Committees

11.2.1 COA - Minutes of November 15, 2023

Resolution # 24-45

Moved By Councillor Cheyne

Seconded By Councillor Brennan

Be it resolved that Council hereby receive the Committee of Adjustment minutes of November 15th, 2023.

Carried

11.2.2 PRTAC - Minutes of November 16, 2023

Resolution # 24-46

Moved By Councillor Ryan

Seconded By Councillor Aylard

Be it resolved that Council hereby receive the Parks, Recreation & Trails Advisory Committee minutes of November 16th, 2023.

Carried

11.2.3 ESAC - Minutes of December 11, 2023

Resolution # 24-47

Moved By Councillor Brennan
Seconded By Councillor Cheyne

Be it resolved that Council hereby receive the Environment & Sustainability Advisory Committee minutes of December 11th, 2023.

Carried

12. New Business

None.

13. Correspondence

None.

14. By-Laws

Resolution # 24-48

Moved By Councillor Ryan
Seconded By Councillor Aylard

Be it resolved that By-Law number 24-08 is hereby passed.

24-08

Being a By-law to provide for a 2024 Interim tax levy and to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent

Carried

Resolution # 24-49

Moved By Councillor Cheyne
Seconded By Councillor Brennan

Be it resolved that the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 24-09 as reproduced in this days Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

24-09

A By-law to confirm the proceedings of Council at its Regular Meeting held February 8, 2024

Carried

15. Notice of Motion

Councillor Aylard presented a Notice of Motion respecting the 5520 and 5552 Eighth Line site alteration permit application that was withdrawn.

16. Adjournment

Resolution # 24-50

Moved By Councillor Aylard
Seconded By Councillor Cheyne

Be it resolved that the meeting be adjourned at the hour of 5:45 PM.

Carried

Mayor Michael Dehn

Clerk Lisa Campion



Minutes of the Town of Erin Special Council Meeting

February 29, 2024

3:00 PM

Municipal Council Chamber

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
Staff Present:	Jim Sawkins	Interim Chief Administrative Officer
	Michelle Baya	Senior Planner
	Nicole Cardow	Acting Clerk
	Joe Forte	Chief Building Official
	Justin Grainger	Legislative & Licensing Coordinator
	Wendy Parr	Director of Finance & Treasurer

1. Call to Order

Mayor Dehn called the meeting to order.

2. Appointment of Acting Clerk

Resolution # 24-51

Moved By Councillor Ryan

Seconded By Councillor Cheyne

Be it resolved that Nicole Cardow is hereby appointed to hold the office of Clerk of the Corporation of the Town of Erin effective February 29th, 2024.

Carried

3. Approval of Agenda

Resolution # 24-52

Moved By Councillor Brennan

Seconded By Councillor Cheyne

Be it resolved that the agenda be approved as circulated.

Carried

4. Declaration of Pecuniary Interest

None.

5. Community Announcements

- Century Church Theatre presents "An Act of the Imagination" opening Sunday, March 3rd and running through to St. Patrick's Day on March 17th.
- On Saturday, March 9th Seedy Saturday returns to Erin Village from 10:00AM to 3:00PM at the Erin United Church.
- The Chamber of Commerce is hosting a St. Practice Day social on Saturday, March 9th at the Erin Legion. Tickets are \$30 and the doors open at 7:00PM.
- Also in March the Erin Agricultural Society is hosting an event for the Horse Heritage Committee. The film "The Long Rider" will be shown starting at 6:00PM and tickets are \$12. Contact the society for more information.
- EWFH Team continues its series of virtual workshops on a variety of topics. Please consult their website for more information.
- On Tuesday, March 12th the Hillsburgh Library presents Mr. J and the Groovy Gang from 2:00PM to 3:00PM for music and singing.
- Also on Tuesday, March 12th the Erin Library repeats their Family Games Night at 6:00PM with a variety of board games available.
- On Wednesday, March 13th Hillsburgh Library presents "Pirate Party - Pirate Ship Potted Plant" from 11:00AM to Noon where children can make a pirate ship potted plant from clay.
- Also on Wednesday, March 13th Erin Library holds a March Break Pirate Party for grades JK to 3 at 10:30AM.

- On Thursday, March 14th the Erin Library holds a Babysitting Course from 10:30AM to 5:30PM.
- Also on Thursday, March 14th Hillsburgh Library presents "Tween Scene - Look What You Can Do With Yarn" from 5:30PM to 6:30PM.
- On Friday, March 15th from 10:30AM to 11:15AM Erin Library presents "Captain Corbin the Magical Pirate" who brings his hijinks and fun for the whole family.

Details on these and more at www.erin.ca/whats-on/

6. Delegations/Petitions/Presentations

6.1 Mary Foley - Celtic Academy of Canada

Resolution # 24-53

Moved By Councillor Ryan

Seconded By Councillor Aylard

Be it resolved that the delegation by Mary Foley of the Celtic Academy of Canada be received for information;

And that the matter be referred back to staff.

Carried

7. Reports

7.1 Community Services

7.1.1 Planning & Development

7.1.1.1 Recommendation Report for Site Alteration Permit Application SA05-23

Resolution # 24-54

Moved By Councillor Cheyne

Seconded By Councillor Brennan

Be it resolved that Council hereby receive report number PD2024-02 "*Recommendation Report for Site Alteration Permit Application SA05-23*" for consideration;

And that Council direct the Town Solicitor, along with such staff and external consultants as may be necessary, be authorized to negotiate and finalize the Site Alteration Agreement substantially in the form as attached as Appendix A, subject to such revisions as may be necessary to the satisfaction of the Chief Administrative Officer;

And that the Mayor and Clerk are hereby authorized to do such things, take such steps of actions and execute such documents as may be necessary to give effect to the above;

And that the Mayor and Clerk are hereby authorized to execute the Site Alteration Agreement once it is in its final form.

Carried

7.2 Corporate Services

7.2.1 Finance

7.2.1.1 Temporary Borrowing By-law 2024

Resolution # 24-55

Moved By Councillor Brennan

Seconded By Councillor Ryan

Be it resolved that Council hereby receive report number F2024-05 "*Temporary Borrowing By-law 2024*" for information;

And that Council approve the Temporary Borrowing By-law as presented in Appendix A for \$3.0m effective until December 31, 2024.

Carried

8. Closed Session

Resolution # 24-56

Moved By Councillor Aylard
Seconded By Councillor Cheyne

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 3:40 PM to discuss matters under the following exemptions in the Municipal Act S. 239 (2):

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

Carried

9. Return from Closed Session

9.1 Motion to Reconvene

Resolution # 24-57

Moved By Councillor Ryan
Seconded By Councillor Aylard

Be it resolved that the meeting be reconvened at the hour of 4:00 PM.

Carried

9.2 Report Out

Resolution # 24-58

Moved By Councillor Ryan
Seconded By Councillor Cheyne

Be it resolved that the following individuals be appointed to their respective committees:

Environment & Sustainability Advisory Committee

Valerie Chhokar
Mikaela Pagotto
Emma Tynan

Erin Economic Development Committee

Valerie Chhokar
Ryan Denniston
Angus Footman

Hillsburgh Community Committee

Ryan Denniston

Calvin Hyde

Carried

10. By-Laws

Resolution # 24-59

Moved By Councillor Cheyne

Seconded By Councillor Aylard

Be it resolved that the By-Laws numbered 24-10 to 24-12 inclusive, are hereby passed.

24-10

A By-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2024

24-11

Being a By-law to authorize the appointment of Nicole Cardow as Clerk for the Corporation of the Town of Erin; and to repeal By-laws 19-28, 18-10, and 17-51

24-12

Being a By-law to appoint Robert Adams as Chief Administrative Officer for the Corporation of the Town of Erin and to repeal By-law 23-36

Carried

Resolution # 24-60

Moved By Councillor Brennan

Seconded By Councillor Ryan

Be it resolved that the Council of the Corporation of the Town of Erin having given due consideration to the following By-law 24-13 as reproduced in this days Council agenda be passed and authorize the Mayor and Clerk to sign and seal same.

24-13

A By-law to confirm the proceedings of Council at its Special Meeting held February 29, 2024

Carried

11. Notice of Motion

Councillor Aylard presented the following Notice of Motion:

Whereas, the Town of Erin's 2024 Budget allocated \$100k for a Traffic Consolidation Study and this study should be considered as a high priority project;

And whereas, this study is intended to improve the safety and livability of our community by managing the safe and efficient movement of traffic flow, whether by vehicle, bike or foot;

And whereas, it is essential that a proactive stance be taken to ensure that future development is planned to ensure the safety and quality of life for our residents.

And whereas, the Traffic Consolidation Study is expected to identify traffic management improvements to address traffic concerns related to:

1. Road safety for all users, families, seniors, school children, pedestrians and cyclists.
2. Expected motor vehicle volumes from a consolidated perspective.
3. Excessive speeding.

Therefore, be it resolved that Council direct Administration to expedite a report analyzing the options for fast-tracking the Traffic Consolidation Study before any further development files are presented to Council.

12. Adjournment

Resolution # 24-61

Moved By Councillor Brennan

Seconded By Councillor Cheyne

Be it resolved that the meeting be adjourned at the hour of 4:05 PM.

Carried

Mayor Michael Dehn

Clerk Nicole Cardow



Delegation to Council

March 14, 2024

**Traffic Calming
Pine Ridge Road**

Martha Hirst

Hello, I represent the 42 residents of Pine Ridge Road, and we are coming forward with two requests of the Erin Town Council.

A petition signed by 90 per cent of our residents was also included with the original submission.

1. We ask for Council to place a stop sign on 10th line at one or both entrances to Pine Ridge Road and a yield sign south of the single lane bridge, intended for northbound traffic. These actions will force traffic to slow down and for Pine Ridge residents, provide safer access to the community mailbox located on the east side and a safer walk for the residents, young and old alike.
2. We would like to know what additional measures Council intends to implement on 10th line to calm the additional traffic expected when Solmar (1240 units) and the new 8th line developments (573 units) are completed, as those new commuters drive along Dundas to 10th line, south to the city. For example, would the council consider road widening that incorporates a bicycle lane, or surface painted cross walk where the Eramosa trail meets the road.

Thank you.

Martha Hirst



Delegation to Council

March 14, 2024

**Dogs at Victoria
Park**

Cara Knibbs, PRTAC

Victoria Park Hillsburgh Dog Park By-law recommendation by the PRTAC
February 2024 (Cara Knibbs)

Some Language borrowed from the Leash Free Halton Hills website

<https://leashfreehaltonhills.com/>

Subsection 11 of the Municipal Act, 2001 provides that the Town of Erin may pass by-laws respecting animals.

In partnership with the existing TOE bylaw #16-33 and #15-57 to regulate the keeping of animals and any class thereof that may be kept by any person on lands within the Town of Erin, and to repeal By-laws 13-34 and 14-21. *this existing by-law includes all required definitions and explanations related to dogs and ownership.

Parks, Recreation and Trails committee is making a formal recommendation to Town of Erin council to include the existing Victoria Park dog park into official bylaws effective immediately February 2024. Recommendation that it be included under the purview and partnership of PRAT.

In 2022 the Town of Erin erected and installed a fenced and gated area in Victoria Park, Hillsburgh.

The existing area is intended to exercise and socialize dogs OFF leash within a fenced and gated enclosure. Dogs are permitted to run off leash under the supervision of their owner.

It is also recommended that the TOE post signage on the entrance to the fenced area including

- *hours of operation

- *code of conduct

- * by-law number reference and

- * phone number to report damage or incidents

In addition the TOE needs to provide a dedicated waste bin at the site of the dog park to avoid overwhelming waste and mess. Bonus recommendations include additional signage to remind users to clean up after their pets.

Users are required to:

- Unleash their dogs in the designated area only
- Clean up after their pet
- Maintain voice and visual contact with their pet at all times
- Not leave children unattended at any time
- Comply with Dog Owners' Liability Act
- (<https://www.ontario.ca/laws/statute/90d16>)

Code of Conduct

AGGRESSIVE DOGS TO BE IMMEDIATELY REMOVED

NO SPIKE, PRONG, CHAIN OR METAL COLLARS

NO DOGS UNNEUTERED OVER ONE (1) YEAR OLD

NO DOGS UNDER 4 MONTHS OLD

NO DOGS IN HEAT, OR SICK

PIT BULLS MUST BE MUZZLED

(Ont. Reg. 157/05)

- Leashes to be removed prior to entering play area.
- No food allowed for both people and dog(s).
- Handlers must fill "all" holes dug by their dog(s)..
- The leash-free area is for dogs and their handlers only.
- Children under twelve (12) years old must be accompanied by an adult and supervised at all times while in the leash-free area.
- Owners and handlers are legally responsible for their dog(s) and should keep close contact and within voice command at all times.
- Handlers may not bring more than three (3) dogs at any one time.

- Handlers must have one leash, not exceeding six (6) feet in length, in their possession at all times for every dog they bring into the park. (TOE By-Law #15-57-8)
- Handlers are responsible for “collecting and disposing” of dog waste. (TOE By-Law #15-57-6)
- It is recommended that you not bring toys/frisbees to the leash-free zones; if you do, be willing to share.

Reference:

Existing By-law

#16-33 Keeping of Animals

Part 1: definitions

#15-57 Dog Control and Kennel

6 Excrement

7 Running at Large

8 Leashing

10 Owners to take precautions



Delegation to Council

March 14, 2024

**Over Here Community
Arts Adventure Event**

Jennifer McKinnon



Over Here Community Arts Adventure
 C/O Jennifer McKinnon – Co-Founder & President
jen@OverHere.ca
 519-820-6005
 5890 4th Line Hillsburgh, ON N0B 1Z0

March 5, 2024

Town Of Erin
 5684 Trafalgar Rd.
 Hillsburgh, ON N0B 1Z0

Attn: Town Council & Town Staff
 Re: Event Notification &
 Municipal Significant Designation Request

Good Morning,

In accordance with the AGCO SOP application and the town's by-law requirements. Please accept this letter as a request for a Municipal Significant Designation for our inaugural event called Arts by the Pond.

In cooperation with the Hillsburgh Library's public art reveal, Over Here will be hosting a fundraising art festival on the library grounds, within the lower level of the library and at the trailhead of the old Hillsburgh Train Station. The event will feature several different opportunities for our community to come together and celebrate the arts. There will be interactive activities revolving around creativity that encourage attendees to try something new and have some fun. The CVC has given us permission to install our first selfie station at the trailhead where the station once stood and the hope is that it will be in place for the opening so we can celebrate all three main elements of the Art Ruralz Over Here Trail. The community art at the arena, the public art sculpture at the Library and the LOOK Over Here selfie station at the trailhead. It is our intention to build momentum for the trail through the introduction of these 3 elements, improve the well-being of our community and raise funds to continue this important work.

The event details are as follows:

Saturday May 25, 2024 10 am - 4 pm Public art reveal @ 11 am
 Admission by donation

A sneak peek at the plan so far:

A licenced bar and gallery located on the concrete pad on the lower level of the property.
 Food will be available for purchase from the kitchen created by a culinary artist
 Possibly a second option from a food vendor.
 Plein Air art opportunities along the pond trail
 Drumming demo & interactive lessons
 Community Art project
 Entertainment
 Demonstrations

Thank you for your consideration,

Jennifer McKinnon



Town of Erin

Corporate Report

Department: Community Services

Business Unit: Fire & Emergency Services

**Presented/
Prepared By:** Jim Sawkins, Interim Chief Administrative Officer

Report Number:
FD2024-01

Meeting Date:
3/14/2024

Subject

Flag Flying Policy Amendment

Recommendation

Be it resolved that Council hereby receive report number FD2024-01 “*Flag Flying Policy Amendment*” for information;

And that Council hereby approve the proposed amended version of the Town of Erin Flag Flying Policy as presented in Appendix A of this report.

Background

Since the original version of the Town of Erin Flag Flying Policy was approved by Council in July of 2019, numerous requests have been received to fly special event flags for various organizations. Since there was no process identified in the original policy to accommodate these organizations, requests were brought forward to Council for consideration and approval. This process takes up valuable Council time and it is recommended that the approval for this process be designated to the CAO as per the amendment listed in Paragraph 2. A. of Appendix A to this report.

Strategic Pillar

Service Excellence & Good Governance

Financial Impact

There are no costs or budget implications for this recommendation.

Conclusion

The adoption of the amended version of the Town of Erin Flag Flying Policy will save on Council time and put the authority on the CAO or Designate.

Attachments

Appendix A – Amended Version of the Town of Erin Flag Flying Policy

Jim Sawkins

Interim Chief Administrative Officer



Flag Flying Policy

Section: Administration

Policy#:

Date Approved:

Flag Flying Policy

Revision Date:

Review Date:

SCOPE: This policy applies to all Town of Erin facilities that have flag staffs.

PURPOSE: This policy was developed to establish criteria for the raising, displaying and half-masting of flags at all Town of Erin Facilities.

POLICY: That the Town of Erin have a uniform and coordinated flag policy for Town buildings.

STANDARDS:

1. Displaying Flags

- a. Only one flag is to be displayed per flagstaff.
- b. The Canadian Flag shall be given the place of honour as per protocol established by Heritage Canada and as such no flag shall be flown or displayed above the Canadian Flag.
- c. Flags that are flown together should be approximately the same size;
- d. The Town of Erin may fly the following flags dependant on the number of flagstaffs located at each facility:
 - i. Canadian Flag,
 - ii. Provincial Flag (Ontario); and/or
 - iii. The Town of Erin Flag.
- e. Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.

2. Special Event Flags

- a. Flags for special events (i.e. Celtic Month, Pride Month etc.) may be raised on the Town of Erin Municipal Flagstaff at the discretion of the CAO or Designate and must represent those events and/or months designated by the Federal or Provincial Governments. They shall be displayed for a period not to exceed one week. The special event flags shall be flown during the first full week of the month being recognized or the week that overlaps the day being recognized (i.e. Celtic month raised during the week of St Patrick’s Day).

3. Half-masting

- a. Flags are flown at the half-mast position as a sign of mourning.



Flag Flying Policy

Section: Administration

Policy#:

Date Approved:

Flag Flying Policy

Revision Date:

Review Date:

- b. Flags on Town of Erin flagstuffs shall be lowered to half-mast when directed by the CAO or designate. Council shall be informed of this via email or telephone so that they may answer questions regarding the purpose.
- c. General circumstances will include:
 - i. On the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;
 - ii. On the death of the Lieutenant Governor, the Premier or another person similarly honored by the Province of Ontario;
 - iii. On the death of a Senator, a Canadian Privy Councillor, or a Mayor;
 - iv. On the death of a person whom it is desired to honour.
- d. Flags shall be flown at half-mast, from sunrise until sunset to commemorate the following special dates:
 - i. November 11, Remembrance Day;
 - ii. April 28, Workers' Morning Day, the Day of Mourning for Persons Killed or Injured in the Workplace;
 - iii. June 23, Annual National Day of Remembrance for Victims of Terrorism; and
 - iv. December 6, the National Day of Remembrance and Action on Violence against Women.
- e. In addition to the general circumstances listed in Sub-Paragraph 2.c., flags at Town of Erin Fire Stations may be lowered for emergency services related circumstances at the direction of the Town's Fire Chief or designate in accordance with Fire Department Policy/Guidelines.

4. Procedure for lowering the flag to half-mast will be as follows:

- a. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.
- b. The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag, which has accidentally fallen away from the top of the mast due to a loose flag rope. A



Flag Flying Policy

Section: Administration

Policy#:

Date Approved:

Flag Flying Policy

Revision Date:

Review Date:

satisfactory position for half-mast is to place the centre of the flag exactly halfway down the flagstaff.

- c. For areas that may have more than one flagstaff and the Canadian flag is brought to half-mast, then all flags shall be brought to half-mast and all to the same height. When lowering, flags shall be lowered in the reverse order of priority (i.e. Canadian flag last) and raised in priority order (i.e. Canadian flag first)
- d. Flagstaffs not equipped with halyards and pulleys shall not be placed at half-mast.
- e. Flags shall be lowered to the half-mast position upon notification of the death or when directed by the CAO or designate.
- f. Flags shall remain at half-mast until sunset the day of the funeral.
- g. Every effort will be made to coordinate the timing of the lowering and raising of flags at all Town facilities.

5. Disposal of Flags

- a. When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified manner by burning it privately.



Town of Erin

Corporate Report

Department: Community Services

Business Unit: Planning & Development

**Presented/
Prepared By:** Michelle Baya, Senior Planner

Report Number:
PD2024-03

Meeting Date:
3/14/2024

Subject

Recommendation Report for Notice of Intention to Designate Heritage Properties within the Town of Erin

Recommendation

Be it resolved that Council hereby receive report number PD2024-03 “*Recommendation Report for Notice of Intention to Designate Heritage Properties within the Town of Erin*” for information;

And that Council authorize and direct staff to publish and issue a Notice of Intention to Designate for the properties identified in Appendix A of this report, in accordance with Part IV, Section 29 of the Ontario Heritage Act.

Highlights

The Hillsburgh and Erin Urban Areas accommodate our Town’s largest concentration of listed properties which contain high architectural, historical, cultural, and environmental attributes. Fifty-Eight (58) properties in the Town of Erin have been identified as meeting the Town of Erin Heritage Committee’s (TEHC) Category A criteria for containing high architectural, historical, cultural, and environmental attributes.

The Town is currently intending to initiate the designation of seven (7) properties located in the Hillsburgh Urban Area. Through the assistance of Archaeological Research Associates Ltd. (ARA), it has been determined that these 7 listed properties contain sufficient cultural heritage value or interest to merit designation under Part IV, Section 29 of the OHA, satisfying several criteria under the Ontario Regulation 9/06 as amended by Ontario Regulation 569/22.

Background

The Town has been in the process of initiating the designation of various heritage listed properties, in groupings according to Urban Areas. At the end of 2023, the Town designated 12 properties in the Hillsburgh Urban Area. The 7 properties currently intended to be designated, represent the remaining Hillsburgh Urban Area heritage listed properties that warrant a heritage designation.

In November 2022, the Province of Ontario enacted *Bill 23, the More Homes Built Faster Act, 2022* (Bill 23), which introduced numerous amendments to the *Ontario Heritage Act* (OHA). Some of the key amendments to the OHA include the following:

- Properties that are listed will now be required to be removed from the Heritage Register (the Register) after two years from the date the legislation received royal assent (November 28, 2022), unless a Notice of Intention to Designate (NOID) has been issued for the property;
- Municipalities are required to remove a listed property from the Register if Council issues a NOID and does not pass a designation by-law within the timeframe prescribed by the OHA (120 days);
- Listed properties cannot be added back onto the Register for five years after being removed from the heritage register, once a NOID is withdrawn, or a designation by-law is not passed within 120 days;
- Properties must meet the criteria under *Ontario Regulation 9/06* as amended by *Ontario Regulation 569/22* in order to be eligible for listing. This does not apply retroactively. Previously, listed properties did not require formal evaluation; and,
- That the clerk of the municipality ensures that the information included in the register is accessible to the public on the municipality's website.

Discussion

Until the end of 2024, Town staff will be focusing its efforts on the designation of 58 properties in the Hillsburgh and Erin Urban Areas. The Town retained Archaeological Research Associates Ltd. (ARA), to assist in the preparation of evaluation reports to support the proposed designation of properties within the Town of Erin.

To better categorize the large number of heritage properties in the Town of Erin, the Town of Erin Heritage Committee (TEHC) developed an evaluation criteria. This evaluation criteria categorized heritage properties as Category A, B, C or D based on architectural or historic merit, in accordance with the Ontario Heritage Act (OHA). In determining whether a property is of cultural heritage value or interest, the municipality is required to consult Ontario Regulation 9/06, "Criteria for Determining Cultural Heritage Value or Interest", prescribed under Section 29(1)(a) of the Act. A property may be designated if it meets one or more of the following criteria:

1. The property has design value or physical value because it,
 - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - ii. displays a high degree of craftsmanship or artistic merit, or
 - iii. demonstrates a high degree of technical or scientific achievement.

2. The property has historical value or associative value because it,
 - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
 - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

3. The property has contextual value because it,
 - i. is important in defining, maintaining or supporting the character of an area,
 - ii. is physically, functionally, visually or historically linked to its surroundings, or
 - iii. is a landmark.

Category A properties are of the highest priority for heritage designation and generally hold provincial and/or national significance. 58 listed Category A properties have been identified for designation.

A list of the 7 properties currently intended to be designated, along with a brief highlight of their respective Cultural Heritage Attributes, have been provided in Appendix A of this report. Draft Evaluation Reports, prepared by ARA, for the 7 listed properties have been included within Appendix B of this report.

On February 26, 2024, the TEHC had the opportunity to review the Heritage Evaluation Reports prepared by ARA, outlining the 7 properties proposed to be designated, and the corresponding research conducted to evaluate the heritage value of each property. The TEHC provided a resolution to support staff's recommendation to Council, to initiate the designation process. This TEHC meeting served as consultation with the TEHC as required by the *Ontario Heritage Act*.

Strategic Pillar

Healthy Lifestyle & Vibrant Community

Financial Impact

Each heritage designation report has a cost to the Town of approximately \$2,100.00 plus HST. There is also a cost to the Town of \$350.00, per property, to register a By-law on title to each property.

Conclusion

Given the significance of the 7 identified properties, as demonstrated in the Statements of Cultural Heritage Value or Interest, staff recommend that Council authorize and direct staff to publish and issue a Notice of Intention to Designate for the properties identified in Appendix A of this report, in accordance with Part IV, Section 29 of the Ontario Heritage Act.

Should no objections be received during the mandatory 30-day public objection period following publication of the Notice of Intention to Designate, Council may pass a by-law designating the Property. If objections to the Notice of Intention to Designate are received, the matter is referred back to Council for a decision on whether to proceed with designation.

Amendments to the *Ontario Heritage Act*, require that the designating by-law be passed within 120 days of the publication of the Notice of Intention to Designate, and further that a mandatory 30-day public objection period follow public notice of the passing of the designating by-law. If objections are received to the designating by-law, the matter is referred to the Ontario Land Tribunal. Should no objections to the by-law be received, the by-law will be registered on title to the property.

Attachments

Appendix A – Properties Proposed to be Designated

Appendix B – Heritage Evaluation Reports

Michelle Baya

Senior Planner

Jim Sawkins

Interim Chief Administrative Officer

Appendix A – Properties Intended to be Designated

No.	Municipal Address	Cultural Heritage Attributes
1	3 Station Street	<p>3 Station Street is a representative example of the Italianate architectural style. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building • Irregular plan with red brick construction • Gable roof • Front and side gable pediments finished with rounded shingles • Rhythmic and balanced façade • Wide overhanging eaves with paired decorative wood brackets • Bay window • Segmental arched windows with decorative limestone hoodmould moulds and sills • Quoins <p>3 Station Street is associated with Isaiah Awrey and his daughter Olive Awrey. The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building • Red brick construction • Datestone on east elevation “ AD 1894” • Prominent location on property fronting to Station Street <p>3 Station Street is important in supporting the 19th century and early 20th century character of the historic village of Hillsburgh The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building including massing, setback, and decorative details • Prominent location on property fronting to Station Street

2	12 Orangeville	<p>12 Orangeville Street is a representative example of the Italianate architectural style. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building • L-shaped plan with a hip roof • Wide overhanging eaves • Dichromatic detailing on segmental arch windows and door opening with transom framed with brick voussoirs and surrounds which mimic the appearance of hoodmould • Diamond quoins <p>12 Orangeville Street has an association with Charles James “C.J.” McMillan, who was important to the development of the community of Hillsburgh. The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building • Date stone which reads “A.D. 1889” <p>12 Orangeville Street is important in supporting the 19th century and early 20th century character of the historic village of Hillsburgh. The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building including massing and decorative details
3	18 Anne Street	<p>18 Anne Street is a representative example of the Italianate architectural style. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Two-storey square plan Italianate residence • Hip roof • Wide eaves with paired decorative wood brackets • Balanced façade with asymmetrical entranceway • Entrance door with transom • Small second story porch • Segmental arched window openings with limestone keystone, stringers, and reveal quoins • Stone construction • Limestone quoins

		<p>18 Anne Street is directly association with local stonemason and builder Charles H. Smith The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Two-storey square plan Italianate residence • Stone construction • Suggestion of Aberdeen bond design achieved through raised tuckpointing • Limestone quoins • Limestone window treatment including keystone, stringer and reveal quoining <p>18 Anne Street is directly association with local stonemason and builder Charles H. Smith. The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Two-storey square plan Italianate residence • Stone construction • Suggestion of Aberdeen bond design achieved through raised tuckpointing • Limestone quoins • Limestone window treatment including keystone, stringer and reveal quoining <p>18 Anne Street is important in supporting the 19th century and early 20th century character of the historic village of Hillsburgh. The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building including massing, setback, and decorative details
4	21 Trafalgar Road	<p>21 Trafalgar Road is a representative example of a place of worship built in a Gothic Revival architectural style. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Two-storey Gothic Revival place of worship • Rectangular plan with symmetrical facade • Red brick coursed in a running bond with buff brick detailing • Front gable roof • Pointed arch door opening with a trefoil detail and window tracery • Lancet windows openings with tracery and stone sills • Dichromatic brickwork expressed in the chalice ornament, quoins, window and door treatments and a date stone which reads: "Baptist Church A.D. 1888".

21 Trafalgar Road has historical/associative value for its direct associated with the Baptist Church and congregation in Hillsburgh. **The property contains the following heritage attributes that reflect this value:**

- Two-storey Gothic Revival place of worship
- Date stone which reads: "Baptist Church A.D. 1888"
- Stone retaining wall added in 1891

21 Trafalgar Road is important in supporting the 19th century character of Trafalgar Road in the historic village of Hillsburgh **The property contains the following heritage attributes that reflect this value:**

- Two-storey Gothic Revival place of worship, including massing, setback, and decorative details

21 Trafalgar Road has contextual value because it is a landmark **The property contains the following heritage attributes that reflect this value:**

- Two-storey Gothic Revival place of worship, including massing, setback and decorative details
- Location and visibility along Trafalgar Road

The following are not heritage attributes:

- Rear newer portion
- Entrance on south elevation

5	81 Trafalgar Road	<p>81 Trafalgar Road is a representative example of the Italianate architectural style. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate residence • L shaped plan with a hip roof • Wide overhanging eaves and paired wood ornamental brackets. • Red brick construction with contrasting stone details • Segmentally arched window openings and elliptical arch window openings which have brick voussiors with stone keystone and springers. • Stone sills and quoins <p>81 Trafalgar Road has historical significance to the Village of Hillsburgh as the Manse for the settlement's Presbyterian Church. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Two-storey Italianate building • Red brick construction with contrasting stone details • Location adjacent to 83 Trafalgar Road (St. Andrews Presbyterian Church) <p>81 Trafalgar Road is important in supporting the 19th century character of Trafalgar Road in the historic village of Hillsburgh. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Centrally located within the village • Two-storey Italianate residence including massing, setback, and decorative details <p>81 Trafalgar Road has contextual value because it is functionally linked to St. Andrew's Presbyterian Church located at 83 Trafalgar Road. The property contains the following heritage attributes that reflect this value:</p> <ul style="list-style-type: none"> • Location adjacent to 83 Trafalgar Road (St. Andrews Presbyterian Church) • Two-storey Italianate residence including massing, setback, and decorative details <p>The following are not attributes:</p> <ul style="list-style-type: none"> • One-storey rear wing • Closed in front porch
---	-------------------	---

6	93 Trafalgar Road	<p>93 Trafalgar Road is a representative example of a former place of worship built in the Gothic Revival architectural style. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • One-and-a-half storey Gothic Revival former place of worship • Symmetrical and rectangular plan • Front gable roof with rounded pork chop returns clad with cedar shingles • Lancet windows rhythmically placed on the façade and side elevations adorned wood surrounds, tracery and stain glass • Bumped-out vestibule with gable roof clad in cedar shingles • Pointed arch opening with tracery and stain glass on vestibule <p>93 Trafalgar Road has historical and/or associative value as the Village of Hillsburgh's former United Church. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Location along Trafalgar Road • One-and-a-half storey Gothic Revival former place of worship including, massing, setback, and decorative details <p>93 Trafalgar Road is important in supporting the 19th century character of Trafalgar Road in the historic village of Hillsburgh. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Location along Trafalgar Road • One-and-a-half storey Gothic Revival former place of worship including, massing, setback, and decorative details
7	114 Trafalgar Road	<p>114 Trafalgar Road is a representative example of the Gothic Revival style. The property contains the following heritage attributes that reflects this value:</p> <ul style="list-style-type: none"> • Two-storey Gothic Revival residence • L-shaped plan • Cross gable roof with large side gable • Large front and side gables with steep central gable peak

- Ornate bargeboard on both front gables
- The decorative ornamentation including moulded fascia board, bargeboard, gingerbread trim, and finial.
- Dichromatic brickwork expressed in the decorative drip hood moulds, jack arch window treatments, quoins, and the brick course arranged in a cross pattern near the roofline.
- Segmentally arched window openings
- Lancet window in gable peak
- Bay window

114 Trafalgar Road is important in supporting the 19th century character of Trafalgar Road in the historic village of Hillsburgh. The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival residence including massing, setback, and decorative details

The following are not heritage attributes:

- Rear addition
- Cinder block chimney
- Closed in front porch
-

**Appendix B – Heritage Evaluation Reports prepared by
Archaeological Research Associates Ltd. for the Town of Erin**

*All Draft Heritage Evaluation Reports can be accessed **HERE***



Town of Erin

Corporate Report

Department: Corporate Services	Report Number: F2024-06
Business Unit: Finance	Meeting Date: 3/14/2024
Presented/ Prepared By: Wendy Parr, Director of Finance & Treasurer	

Subject

2024 Insurance Renewal

Recommendation

Be it resolved that Council hereby receive report number F2024-06 “2024 Insurance Renewal” for information;

And that Council approves Marsh Canada Inc. comprehensive insurance coverage for the term of April 1, 2024 to April 1, 2025 for the annual premium of \$240,974 plus tax.

Background

In 2019, after a formal RFP process, Council approved Jardine Lloyd Thompson Canada Inc. (now Marsh Canada Inc.) as the Town of Erin Insurance Brokers. The Previous year’s insurance was \$226,114 (plus tax) compared to the renewal price of \$240,972 plus tax, representing an overall increase of 7%.

According to Marsh Canada, the following are an outline of the changes from the expiring policy.

Municipal General Liability, including Environmental Impairment Liability (EIL)

- 5% Increase in Primary Liability due to market inflationary changes.
- 5% Increase in Environmental Impairment Liability due to market inflationary changes.
- Exclusion of William Street Closed Landfill Site subject to confirmation of active monitoring.
- Retroactive Date for Errors & Omissions and Environmental Impairment Liability has changed from unlimited to November 15, 1993. This now matches the Incidental Medical Malpractice retroactive date.

Property

- 6% increase applied to the limits to account for inflation
- 15% rate increase due to loss deterioration
- Under Combined Physical Damage & Machinery Breakdown, the Blanket POED limit is \$47,866,665, based on the property schedule provided by the Town.

Should any changes be made from the date of the renewal quotation to the effective date of the renewal policy, the renewal terms may change. A copy of the 'revised' Property Schedule will need to be provided to Marsh by the renewal effective date.

Automobile

- 3% standard rate increase applied
- The proposal is based on the Automobile schedule provided by the Town. Should any changes be made from the date of the renewal quotation to the effective date of the renewal policy, the renewal terms may change. A copy of the 'revised' Vehicle Schedule will need to be provided to Marsh by the renewal effective date.

Annual Low Risk Event Liability

- 2% increase applied to account for market inflation.

Cyber Liability

- Premium remained flat – no change
- Ontario commercial Liability notice Endorsement added

Strategic Pillar

Service Excellence & Good Governance

Financial Impact

The 2024 Budget allocated \$271,445 to Insurance. This covers 100% of the 2024 Insurance including tax.

Conclusion

That Council receive the report F2024-06 and that council approve Marsh Canada Inc. comprehensive insurance coverage for the term of April 1, 2024 to April 1, 2025 for the annual premium of \$240,974 plus applicable tax.

Attachments

Appendix A – JLTPS-436 – Corporation of the Town of Erin 24 25 Proposal

Wendy Parr

Director of Finance & Treasurer

Jim Sawkins

Interim Chief Administrative Officer



Corporation of the Town of Erin

Insurance Proposal

Policy Period

April 1, 2024 - April 1, 2025

February 28, 2024

1

Important – Please Note The Following

Duty of Disclosure

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

Payment Terms

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

Period of Validity of Quote

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy (ies).

Breach of Warranty or Subjectivity

If any of the terms and conditions contained in this proposal are identified as a “warranty” or as a subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

Underinsurance

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

Underwriting / Binding Authority

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh

Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

Material Changes From Expiring Policy

You should carefully note any items identified in the “Changes from Expiry” section under each coverage as they represent material changes in cover from your previous policy.

RISK AND CLAIMS INFORMATION

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

TAXES PAYABLE BY INSUREDS

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax

Canadian Councils Liability

Limits of Liability:	\$ 5,000,000	General Liability, including Sudden and Accidental Pollution any one Occurrence
	\$ 5,000,000	and in the Annual Aggregate for Products and Completed Operations during the Policy Period
Extensions of Coverages:	\$ 5,000,000	Employers' Liability; any one Claim
	\$ 5,000,000	Tenant Legal Liability; any one Occurrence
	\$ 5,000,000	Employee Benefit Liability; any one Claim
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim Retroactive Date: November 15, 1993
	\$ 50,000	Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period
	\$ 2,000,000	Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 50,000	Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 250,000	Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 100,000	Municipal Marina Legal Liability; any one Pleasure Craft
	\$ 1,000,000	Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
	\$ 500,000	Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period
	\$ 100,000	Conflict of Interest Reimbursement Expenses; any one Claim
	\$ 100,000	Legal Expense, Reimbursement Expenses; any one Claim and
	\$ 500,000	Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period
	\$ 5,000,000	Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence
	\$ 250,000	Legal Liability for Damage to Hired Automobiles; any one Occurrence
	\$ 5,000,000	Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence
Endorsements:	\$ 5,000,000	*Municipal Errors and Omissions Liability; any one Claim and in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993
	\$ 2,500,000	*Environmental Impairment Liability; any one Claim and
	\$ 5,000,000	Environmental Impairment Liability; in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993
	\$ 250,000	*Abuse / Molestation Liability; any one Claim and

	\$ 500,000 Abuse / Molestation Liability; in the Annual Aggregate during the Policy Period Retroactive Date: April 1, 2016 Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits \$ 5,000,000 Police Officer Assault; any one Occurrence
Deductible(s):	<p>\$ 20,000 Public Entity General Liability; any one Occurrence including Products and Completed Operations, per Claimant in respect of Sewer Back-up</p> <p>\$ 20,000 Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;</p> <p>NIL Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary Compensation</p> <p>\$ 1,000 Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos</p> <p>\$ 20,000 Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)</p> <p>\$ 20,000 Municipal Errors and Omissions Liability; any one Claim</p> <p>\$ 20,000 Environmental Impairment Liability; any one Claim</p> <p>\$ 20,000 Abuse / Molestation Liability; any one Claim</p> <p>\$ 20,000 Police Officer Assault; any one Occurrence</p>
* Claims Made Coverage Note:	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.
Endorsements:	<p>Excluding Cyber, as per LMA5529</p> <p>*Communicable Disease Exclusion Endorsement including \$1,000,000 write-back, Retention of \$25,000 Any One Claimant - Retroactive Date: April 01, 2021</p> <p>Excluding Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS), as per LMA5595</p> <p>Environmental Impairment Liability - Excluding Closed Landfill located at William St., Erin as no confirmation there is active monitoring</p>
Policy Form:	EK2004502 B0509BOWCI2351220
Insurer(s) and Proportion of Participation(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%
Subject To:	<p>1. Terms will remain as indicated subject to no claims deterioration as of April 1, 2024</p> <p>2. Excluding Closed Landfill located at William St., Erin subject to confirmation of active monitoring.</p>
Changes from Expiring Policy:	Retroactive Date for Environmental Impairment Liability and Errors and Omissions has changed from Unlimited to 11/15/1993

Canadian Councils Excess Umbrella Liability (1st Layer)

Limit of Coverage:	\$ 20,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations
	\$ 20,000,000	*any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
Excess of Underlying Coverage(s) and Limit(s):	\$ 5,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 5,000,000	any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim
	\$ 5,000,000	Municipal Errors and Omissions; in the Annual Aggregate
	\$ 5,000,000	Employer's Liability and Tenant's Legal Liability; any one Occurrence
	\$ 5,000,000	Employee Benefits Liability; any one Claim
	\$ 5,000,000	Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence
	\$ 5,000,000	Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
* Claims Made Coverage Note:	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	
Retained Limit:	\$ NIL	
Endorsements:	Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7 Excluding Cyber Excluding Communicable Disease absolutely Excluding Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)	
Policy Form:	EK2004498 B0509BOWCI2351184	
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%	
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of April 1, 2024 2. Excluding coverage sub-limited within the Primary	

Canadian Councils Excess Umbrella Liability (2nd Layer)

Limit of Coverage:	<p>\$ 25,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement</p> <p>\$ 25,000,000 any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations</p> <p>\$ 25,000,000 *any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability</p> <p>\$ 25,000,000 any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability</p>
Excess of Underlying Coverage(s) and Limit(s):	<p>\$ 25,000,000 any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement</p> <p>\$ 25,000,000 any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period</p> <p>\$ 25,000,000 *Incidental Medical Malpractice; any one Claim</p> <p>\$ 25,000,000 Municipal Errors and Omissions; in the Annual Aggregate</p> <p>\$ 25,000,000 Employer's Liability and Tenant's Legal Liability; any one Occurrence</p> <p>\$ 25,000,000 Employee Benefits Liability; any one Claim</p> <p>\$ 25,000,000 Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence</p> <p>\$ 25,000,000 Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence</p>
* Claims Made Coverage Note:	<p>Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.</p>
Retained Limit:	\$ NIL
Endorsements:	<p>Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7</p> <p>Excluding Cyber</p> <p>Excluding Communicable Disease absolutely</p> <p>Excluding Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)</p>
Policy Form:	EK2004498 B0509BOWC12351185
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%
Subject To:	<p>1. Terms will remain as indicated subject to no claims deterioration as of April 1, 2024</p> <p>2. Excluding coverage sub-limited within the Primary</p>

Combined Physical Damage & Machinery Breakdown

Coverage:	Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions)
Limits of Liability:	<p>\$ 47,866,665 Blanket Limit of Loss on Property of Every Description including Machinery Breakdown</p> <p>\$ 44,985,018 Total Insured Value (Included in Blanket Limit)</p> <p>\$ 356,647 Computer/Electronic Data Processing (Included in Blanket Limit)</p> <p>\$ 3,005,772 Contractor's Equipment (Not Included in Blanket Limit)</p>
Physical Damage Extensions of Coverage:	<p>The limits for the following extensions of coverage are included in the Blanket Limit shown above:</p> <p>\$ 500,000 Valuable Papers;</p> <p>\$ 500,000 Extra Expense;</p> <p>\$ 500,000 Accounts Receivable;</p> <p>\$ 500,000 Gross Rentals;</p> <p>\$ 500,000 Computer Media;</p> <p>\$ 25,000 Fine Arts (Agreed Value);</p> <p>The limits for the following extensions of coverage are in addition to the Blanket Limit shown above:</p> <p>\$ 1,000,000 Newly Acquired Property;</p> <p>\$ 1,000,000 Building in the Course of Construction; Contractors and Consultants</p> <p>\$ 500,000 Property in Transit;</p> <p>\$ 1,000,000 Unnamed Locations;</p> <p>\$ 500,000 Expediting Expense;</p> <p>\$ 300,000 Business Interruption – Profits; Subject to maximum of \$25,000 per month;</p> <p>\$ 1,000,000 Contingent Business Interruption;</p> <p>\$ 100,000 Fire Extinguishing Material and Fire Fighting Expense;</p> <p>\$ 500,000 Professional Fees;</p> <p>\$ 10,000 Master Key;</p> <p>\$ 100,000 Land and Water Pollution Clean Up Expense;</p> <p>\$ 100,000 Stock Spoilage;</p> <p>\$ 100,000 Commercial Property Floater;</p> <p>\$ 1,000,000 Off Premises Service Interruption;</p> <p>\$ 100,000 Exhibition Floater;</p> <p>\$ 100,000 or 10% Environmental Upgrade;</p> <p>\$ 15,000 Money, Cash Cards and Securities;</p> <p>\$ 15,000 Preservation of Property;</p> <p>\$ 25,000 Technological Advancement;</p> <p>\$ 1,000,000 Demolition and Increased Cost of Construction;</p> <p>\$ 50,000 / \$ Prevention of Ingress / Egress; 4 weeks</p> <p>\$ 100,000 or 25% Debris Removal;</p> <p>\$ 15,000 Property of Councillors, Board Members and Employees; any one loss (\$25,000 maximum annual policy limit)</p>

Machinery Breakdown:	\$ 1,000,000 Newly Acquired Property; \$ 500,000 Expediting Expense; \$ 500,000 Professional Fees; \$ 100,000 Consequential Damage; \$ 500,000 Hazardous Substance; \$ 10,000 Data and Media; \$ 500,000 Ammonia Contamination; \$ 500,000 Water Escape; \$ 10,000 Reproduction Costs; \$50,000 / \$100,000 Interruption by Civil Authority; 4 weeks
Endorsements:	Automobile Replacement Cost Deficiency Endorsement
Deductible(s):	\$ 10,000 each occurrence for all losses except \$ 1,000 each Computer/Electronic Data Processing loss \$ 1,000 each Fine Arts loss \$ 100,000 each Flood loss except \$250,000 for Property in 100 Year Flood Zone 5 % of total insured value or 100,000 minimum, whichever is greater, each Earthquake occurrence
Policy Form:	Municipal Insurance Program - Master Policy (January 1, 2022)
Insurer(s) and Proportion of Participations(s):	Physical Damage: Aviva Insurance Company of Canada -70% Zurich Canada - 30% Machinery Breakdown: Aviva Insurance Company of Canada - 100%
Subject To:	1. All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher. 2. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer. 3. All locations may be subject to Engineering Inspection. 4. Terms will remain as indicated subject to no claims deterioration as of April 1, 2024 . 5. Excluding coverage for Solar Panels 6. Confirmation of limits as some properties seem low

Comprehensive Crime

Limits:	\$ 1,000,000	Employee Dishonesty – Form A
	\$ 200,000	Broad Form Loss of Money (Inside Premises)
	\$ 200,000	Broad Form Loss of Money (Outside Premises)
	\$ 200,000	Money Orders & Counterfeit Paper Currency
	\$ 1,000,000	Depositors Forgery
	\$ 200,000	Professional Fees / Audit Expenses
	\$ 200,000	Computer Fraud or Funds Transfer Fraud
Deductible(s):	\$ NIL	per Loss
Policy Form:	Master Crime Wording (April 2012)	
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%	
Subject To:	<ol style="list-style-type: none"> 1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. 2. All cheque requisitions and issued cheques containing dual signatures. <p>If the above is not part of your internal financial controls, please provide explanation(s).</p> <ol style="list-style-type: none"> 3. Terms will remain as indicated subject to no claims deterioration as of April 1, 2024 	

Automobile Insurance (Ontario)

Limits:	<p>\$ 5,000,000 Liability – Bodily Injury / Property Damage Accident Benefits – Basic Benefits; Limits as stated in Policy Accident Benefits – Options; None Selected; Limits as stated in Policy Uninsured Automobile; Limits as stated in Policy Direct Compensation – Property Damage; Limits as stated in Policy Loss or Damage – All Perils; Limits as stated in Policy</p>
Deductible(s):	<p>\$ NIL Liability – Bodily Injury / Property Damage; \$ 5,000 Loss or Damage – All Perils</p>
Endorsements:	<p>OPCF 3 Drive Government Automobiles Endorsement OPCF 4A Permission to Carry Explosives OPCF 4B Permission to Carry Radioactive Material OPCF 5 Permission to Rent or Lease OPCF 20 Loss of Use Endorsement – Applicable only to Private Passenger Vehicles and Light Commercial Vehicles OPCF 21B Blanket Fleet Endorsement – No Annual Adjustment OPCF 24 Freezing of Fire-Fighting Apparatus OPCF 31 Non-Owned Equipment OPCF 32 Use of Recreational Vehicles by Unlicensed Drivers OPCF 43R Removing Depreciation Deduction – 24 Months New OPCF 44 Family Protection Endorsement Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles</p> <p>Notice of Cancellation Ninety (90) Days Tarmac Exclusion</p>
Policy Form:	Provincial Statutory Owners Policy
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%
Subject To:	Terms will remain as indicated subject to no claims deterioration as of April 1, 2024

Councillors' Accident Coverage

Limits of Coverage:	\$ 200,000 Principal Sum
Included Coverage:	Number of Councillors: Five (5) While on Duty Only Coverage
Policy Form:	Insurers Standard Form
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%
Subject To:	1. \$2,500,000 Aggregate Limit of Indemnity Per Accident 2. Terms will remain as indicated subject to no claims deterioration as of April 1, 2024

Municipal Volunteers' Accident Coverage

Limits of Coverage:	\$ 50,000 Principal Sum – Volunteers of the Policyholder While on Duty Only under the age of 80 \$ 1,000,000 Aggregate Limit of Indemnity Per Accident
Policy Form:	Insurers Standard Form
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%
Subject To:	Terms will remain as indicated subject to no claims deterioration as of April 1, 2024

LCIS – Annual Low Risk Events Liability

Limits of Coverage:	\$	5,000,000	Bodily Injury & Property Damage any one Occurrence
	\$	5,000,000	Products & Completed Operations Aggregate
	\$	2,000,000	Personal Injury & Advertising Liability
	\$	10,000	Medical Payments per Person
	\$	50,000	Medical Payments per Accident
	\$	5,000,000	Tenant's Legal Liability
	\$	5,000,000	Incidental Medical Malpractice Liability
	\$	2,000,000	Non-Owned Automobile Liability
	\$	50,000	SEF 94 – Legal Liability for Damage to Non-Owned Autos
	\$	1,000,000	Fire Fighting Expense Liability
Endorsements:	USA Jurisdiction Fire Fighting Expense Liability Security Default Cancellation Clause Service of Suit Clause (Canada) (Action Against Insurer) Notice Concerning Personal Information Intention for AIF to bind Clause Lloyd's Underwriters Policyholder's Complaint Protocol		
Additional Endorsements:	Additional Insured Vendor & Liquor Liability Endorsement		
Deductible:	\$1,000	per Loss but only with respect to Property Damage Liability, Tenant's Legal Liability and SEF 94 – Legal Liability for Damage to Non-Owned Autos	
Policy Form:	GL 2020		
Insurer(s) and Proportion of Participations(s):	Certain Lloyd's Underwriters (Syndicate 1886) – 100%		
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of effective date April 1, 2024 2. Excludes full-contact sport activities ie Karate, which was outlined in the provided application		

Cyber Liability

Cyber Incident Response:	\$ 2,000,000	Incident Response Costs each and every Claim
	\$ 2,000,000	Legal and Regulatory Costs each and every Claim
	\$ 2,000,000	IT Security and Forensic Costs each and every Claim
	\$ 2,000,000	Crisis Communication Costs each and every Claim
	\$ 2,000,000	Privacy Breach Management Costs each and every Claim
	\$ 2,000,000	Third Party Privacy Breach Management Costs each and every Claim
	\$ 50,000	Post Breach Remediation Costs each and every Claim (maximum 10% of all sums CFC has paid as a direct result of the cyber event)
Cyber Crime:	\$ 250,000	Funds Transfer Fraud each and every Claim
	\$ 250,000	Theft of Funds Held in Escrow each and every Claim
	\$ 250,000	Theft of Personal Funds each and every Claim
	\$ 2,000,000	Extortion each and every Claim
	\$ 250,000	Corporate Identity Theft each and every Claim
	\$ 250,000	Telephone Hacking each and every Claim
	\$ 50,000	Push Payment Fraud each and every Claim
	\$ 250,000	Unauthorized Use of Computer Resources each and every Claim
System Damage and Business Interruption:	\$ 2,000,000	System Damage and Rectification Costs each and every Claim
	\$ 2,000,000	Income Loss and Extra Expense each and every Claim (sub-limited to \$1,000,000 in respect of System Failure)
	\$ 100,000	Additional Extra Expense each and every Claim
	\$ 2,000,000	Dependent Business Interruption each and every Claim (sub-limited to \$1,000,000 in respect of System Failure)
	\$ 2,000,000	Consequential Reputational Harm each and every Claim
	\$ 25,000	Claim Preparation Costs each and every Claim
	\$ 2,000,000	Hardware Replacement Costs each and every Claim
Network Security and Privacy Liability:	\$ 2,000,000	Network Security Liability Aggregate, including Costs and Expenses
	\$ 2,000,000	Privacy Liability Aggregate, including Costs and Expenses
	\$ 2,000,000	Management Liability Aggregate, including Costs and Expenses
	\$ 2,000,000	Regulatory Fines Aggregate, including Costs and Expenses
	\$ 2,000,000	PCI Fines, Penalties and Assessments Aggregate, including Costs and Expenses
Media Liability:	\$ 2,000,000	Defamation Aggregate, including Costs and Expenses
	\$ 2,000,000	Intellectual Property Rights Infringement Aggregate, including Costs and Expenses
Court Attendance Costs:	\$ 100,000	in the Aggregate (sub-limited to \$2,000 per day)
Endorsements:	Marsh Public Sector Special Amendatory Clause Marsh Canada Special Amendatory Clause Policy Aggregate Limit of Liability Clause (Including Aggregate Sub-limit For Cyber Crime) Service of Suit Clause Ontario Commercial Liability Notice	
Deductible:	\$ 10,000	each Claim for All Losses, except:
	\$ 10,000	each Claim, including costs and expenses, for Network Security & Privacy Liability and Media Liability Losses
	\$ 10,000	each Claim for System Damage and Rectification Costs Losses

	NIL	each Claim for Incident Response Costs Losses
	NIL	each Claim for Claim Preparation Costs Losses
	NIL	each Claim for Court Attendance Costs Losses
	NIL	each Claim for Post Breach Remediation Costs Losses
Policy Form:	Cyber, Private Enterprise (CAN) v3.1	
Insurer(s) and Proportion of Participations(s):	CFC Underwriting Ltd. – 100%	
Subject To:	<ol style="list-style-type: none"> 1. Terms will remain as indicated subject to no claims deterioration as of April 1, 2024 2. Confirmation that you have downloaded & registered the CFC incident response mobile app, details of which can be found with your policy documents (30 days post binding) 	
Changes from Expiring Policy:	<ol style="list-style-type: none"> 1. Minor wording changes (3.1 vs 3.0) 2. Ontario Commercial Liability Notice Endorsement 	



Erin Economic Development Committee (EEDC)

Minutes of the Tuesday November 14th, 2023 Meeting, 6:30pm

Town of Erin – Conference Room

Present: Jessica Bailey (Chair), Jackie Robinson (Co-Chair), Chris Bailey (Secretary), Christian Piche, Sarah Prevette, David Spencer, Ashley Travassos Moniz, Councillor Cathy Aylard

Regrets: Alex Keller

Absent: n/a

1. Call to Order

The meeting was called to order at 6:33pm by Chair Jessica Bailey

2. Approval of the Agenda

Moved by: Christian Piche

Seconded by: Jackie Robinson

3. Adoption of the Minutes from October 10th, 2023

Moved by: David Spencer

Seconded by: Jacke Robinson

4. Business Related to Committee Structure

The Erin Economic Development Committee has received and accepted the resignation of member David Spencer, effective immediately. This will be David's final meeting – thank you for your contributions to our committee and the Erin community.

Moved by: Jessica Bailey

Seconded by: Chris Bailey

5. Reports & Discussion Topics

5.1 Business Community Announcements & Updates

- 5.1.1 *Erin Chamber of Commerce:*** the Chamber will be holding Window Wonderland retail shopping event on Nov 17th and their Holiday Mixer will be held on Nov 30th.

5.1.2 Construction Liaison Group: there have been very few changes to the construction aside from hitting bedrock which has slowed progress on tunneling. The goal is to restore Shaft 5 sooner than originally expected. Concerns regarding the impact on local businesses was discussed and a survey was suggested to seek feedback. On the trail, there will be a focus on restoring native species but this will take many years to achieve. The current tax base cannot afford to build the infrastructure to hook up existing residents without funding from higher levels of government and the Town is working on clear communication about this reality.

5.2 Council Update

5.2.1 Town Vacancies: recruitment for a new CAO is underway with the RFP for a recruiter expected to be approved at the next Council meeting. The position for Economic Development Manager has been posted. A new Communications Manager has been hired.

5.2.2 Wellington County BR&E Grant: a request has been submitted for this grant, which will be used to hire an agency to work on messaging for Erin's Economic Development. This will use our work as a Committee as a foundation.

5.3 Economic Development Department – Monthly Brief

n/a

5.4 EEDC 2024 Committee Budget

5.4.1 Committee Budget: the Committee will submit a budget request of \$2000 for Select key initiatives that support the Town of Erin Economic Development Plan to be decided by the committee via vote.

Moved by: Jessica Bailey

Seconded by: Chris Bailey

5.5 EEDC Strategic Priorities

5.5.1 Presentation to Council: we plan to present our work to Council early in 2024. Discussion was held on the connection between the work we have done as a Committee on Erin's Economic Development messaging and the process of hiring an agency to develop it. We need to ensure clear metrics are included as well as a connection to the Town's overall strategic priorities. Discussion was also held on meeting with the Town's new Communications Manager to discuss opportunities for inclusion in Town communication pieces.

6. New Business

n/a

7. Next Meeting Date – Tuesday December 12th at 6:30pm

8. Adjournment - 8:01pm

Moved by: Ashley Travassos Moniz

Seconded by: Sarah Prevetie



Erin Economic Development Committee (EEDC)

Minutes of the Tuesday December 12th, 2023 Meeting, 6:30pm

Town of Erin – Conference Room

Present: Jessica Bailey (Chair), Jackie Robinson (Co-Chair), Chris Bailey (Secretary), Alex Keller, Christian Piche, Sarah Prevette, Ashley Travassos Moniz, Councillor Cathy Aylard, Councillor Jeff Duncan (guest), Christina Mann (guest)

Regrets: n/a

Absent: n/a

1. Call to Order

The meeting was called to order at 6:33pm by Chair Jessica Bailey

2. Approval of the Agenda

Moved by: Jackie Robinson

Seconded by: Alex Keller

3. Adoption of the Minutes from November 14th, 2023

Moved by: Jackie Robinson

Seconded by: Sarah Prevette

4. Reports & Discussion Topics

4.1 Business Community Announcements & Updates

4.1.1 *Erin Chamber of Commerce:* 2024 planner is scheduled for Jan 25. Events this year have been a success, including their most recent mixer and Window Wonderland.

4.1.2 *Construction Liaison Group:* the section on Trafalgar Road in Hillsburgh will continue following the holiday break and will be completed ahead of schedule. This requires a closure from Mill St to George St. This change is due to a delay in permits on the Elora Cataract Trail. Communications are improving with the goal for a targeted Town Communications person to be hired.

4.2 Council Update

4.2.1 Committee Terms: this topic will be brought to Council for a vote this week.

4.2.2 Budget Review: currently review has led to a 3% increase in taxes with the aim to approve on Thursday. A consolidated traffic plan has been included to understand the total community impact of growth. There will be changes for Committee finances with the inclusion of reserve accounts. It is projected that EEDC will have \$7500 in our reserve account. There will be a need to apply for economic development grants in 2024 and the committee's input will be sought.

4.3 Economic Development Department – Monthly Brief

4.3.1 Wellington County Economic Development: Christina Mann is the Manager of Economic Development for the County and works alongside 4 other staff, including 2 Economic Development Officers. There are also 2 staff at the Smart Cities office and a Talent Attraction Coordinator who works with Economic Development. The programs are County-wide and collaborate with the municipalities, as well as neighbouring regions. A wide range of initiatives aim to improve the economic well-being and quality of life for our communities, and Christina shared information on a number of these initiatives with the Committee. Christina will be able to share with the Committee further information on the Invest Well Incentive programs (which act as a top up to local CIP programs), Talent Attraction/Wellington Welcomes program, Ride Well (ride share service), and Experience Wellington (tourism). The County also provides municipalities with data to assist with their economic development activities. Each year the County provides each municipality with the opportunity to apply for \$25000 to spend on Business Retention and Expansion initiatives. Erin will use these funds for strategic economic development planning and shop local promotions.

4.4 EEDC Strategic Priorities

n/a

5. New Business

n/a

6. Next Meeting Date – Tuesday January 9th at 6:30pm

7. Adjournment - 8:13pm

Moved by: Jessica Bailey

Seconded by: Alex Keller



Erin Economic Development Committee (EEDC)

Minutes of the Tuesday January 9th, 2024 Meeting, 6:30pm

Town of Erin – Virtual Meeting by Zoom

Present: Jessica Bailey (Chair), Jackie Robinson (Co-Chair), Chris Bailey (Secretary), Alex Keller, Christian Piche, Ashley Travassos Moniz, Councillor Cathy Aylard

Regrets: Sarah Prevette

Absent: n/a

1. Call to Order

The meeting was called to order at 6:31pm by Chair Jessica Bailey

2. Approval of the Agenda

Moved by: Jackie Robinson

Seconded by: Christian Piche

3. Adoption of the Minutes from December 12th, 2023

Moved by: Jackie Robinson

Seconded by: Alex Keller

4. Reports & Discussion Topics

4.1 Business Community Announcements & Updates

4.1.1 *Erin Chamber of Commerce:* 2024 planner is scheduled for Jan 25. The Chamber plans to release their event calendar for the year and discuss advocacy efforts and programming for 2024. The Chamber is interested in collaborating with EEDC on delivery of educational seminars or other programs. Details of a possible collaboration will be discussed and brought back to a future meeting.

4.1.2 *Construction Liaison Group:* the project is currently status quo. A temporary crosswalk will be added between Shat site #1 and #2 to assist with safe crossing of Main Street. Town Halls will be held in the near future to update the community.

4.2 Council Update

- 4.2.1 *Committee Terms:*** terms will now be for one year but automatically renew for term of Council. Communications are being sent to encourage new Committee members and members are encouraged to share with their contacts.
- 4.2.2 *CAO Recruitment:*** this process is a priority for January with interviews lined up.
- 4.2.3 *ROMA Conference:*** this conference provides learning and networking opportunities for rural municipalities. There will also be an opportunity to delegate for infrastructure funding to assist existing residents with hook up costs.

4.3 Economic Development Department – Monthly Brief

- 4.3.1 *New ED Officer:*** Erin’s new Economic Development Officer Marina Mato started this week and looks forward to meeting the Committee at our next meeting.

4.4 EEDC Strategic Priorities

- 4.4.1 *2024 Goals and Objectives:*** discussion was held on alignment with the Strategic and Economic Development Action Plans. It was agreed that a maximum of 3 achievable projects be identified, which may include the following items from the brainstorm:
1. Updates to the economic development plan; including identifying priority items and removing ones that have been achieved or are not relevant.
 2. Provide support to the new Economic Development Officer; including defining, in simple terms, how EEDC will work with them.
 3. Possible collaboration with Erin Chamber to provide educational programming to the Erin business community.
 4. Erin website, or other identified project, which needs strategic input prior to action in future years.
- 4.4.2 *Economic Development Action Plan:*** at next month’s meeting we will form groups to review and mark up suggestions regarding the current plan.

5. New Business

n/a

6. Next Meeting Date – Tuesday February 6th at 6:30pm

7. Adjournment - 7:57pm

Moved by: Alex Keller

Seconded by: Jackie Robinson



LGHG Committee Meeting

Minutes - November 15, 2023 7:00 pm

Town Hall Meeting Room

Present: Jeff Duncan, Jackie Turbitt, Lloyd Turbitt, Jamie Cheyne

Absent: Rhowan Hubbert

- 1. Call to Order by Chair at 7:05 pm**
- 2. Approval of the Agenda / Additions to the Agenda**
Approval of Agenda as amended Motion made by Jamie, second by Jeff. Motion carried
- 3. Declaration of Pecuniary Interest- None made**
- 4. Approval of Previous Minutes-Sept. 20, 2023**
Motion by Jackie, Second by Jamie. Motion carried.
- 5. Topics of Discussion**
 - 5.1 Accounts- No accounts this meeting**
 - 5.2 Family Fun Day Recap- vendors and visitors alike were happy with the new set-up location at the Town hall.**
 - 5.3 Decorating Kit recap – Final tally was 100 kits sold and net profit was \$2463.50.**
 - 5.4 2024 Budget discussions**
Committee discussed ongoing events for 2024 including Family Fun Day and Decorating Kits as well as Winter decorations , daffodil plantings and new banners for the Hillsburgh arena/ community centre. Full details to be delivered to Treasurer for budget discussions with staff and Council.
 - 5.5 Committee members for 2024- We need to recruit new members to LGHG to continue.**

- 5.6 **Committee Name** LGHG or Let's Get Hillsburgh Growing was relevant when originally formed, but it should be changed to capture what we do and who we are. Several names were offered and a motion was made to request a name change, for 2024 to Hillsburgh Community Committee. Motion made by Lloyd, seconds by Jamie. Motion carried.
 - 5.7 **Facebook Page update-** jeff has taken over the LGHG Facebook page and has seen significant increases in followers and overall engagement due to positive feeds about the community.
6. **Next Meeting-** December 13, 2023 at 7:00 pm
 7. **Adjournment**



LET'S GET HILLSBURGH GROWING COMMITTEE

Minutes - December 13, 2023

7:00 pm

Town Hall Meeting Room

Attendance - Lloyd Turbitt, Jackie Turbitt, Jeff Duncan, Jamie Cheyne (Council Rep)

1. Call to Order

Meeting was Called to Order at 7:00 pm by Chair Lloyd Turbitt

2. Approval of Agenda

Motion to approve the agenda, as amended, by Jamie C., Second by Jeff. Motion carried

3. Declaration Pecuniary Interest - None noted

4. Adoption of Minutes

Motion to adopt the previous meeting minutes, November 15, 2023 made by Jackie, Second by Jeff. Motion carried.

5. Business Items

5.1 Accounts- Lloyd has receipts for a total of \$106.36 , \$25.00 gift card for Livingston Farms for corn / decorating kits. \$81.36 is for decoration install along downtown power poles. Motion made by Jeff, Second by Jamie to have Lloyd reimbursed \$106.36 from LGHG account. Motion carried.

5.2 Family Fun Day- Nothing more to report at this time.

5.3 Budget 2024

The required Budget schedules were submitted to Justin outlining our resources and expenditures for the coming year.

Motion to approve 2024 LGHG Budget made by Jeff, Second by Jackie.
Motion carried.

Motion to request cheque be issued to Ross R MacKay Parent Council as per 2023 Budget in the amount of \$750.00 made by Jackie, Second by Jeff. Motion carried. Motion made by Jackie, Second by Jeff to have surplus monies rolled over into reserve account. Motion carried.

5.4 Committee Appointments

Chair made a request to reach out into the community to find new members for LGHG.

5.5 Christmas / Seasonal contest

Jeff would like to create a “contest” on social media, and have people send us pictures of their Christmas or seasonal decorations. They would be posted on our social media page, with permission. All entries would be eligible for 2 prizes, from local businesses, drawn at random. Contest would run from December 22 through to New Year’s day.
Motion moved by Jeff, Second by Lloyd. Motion carried.

5.6 Committee Name

5.7 Councillor had asked to put on the agenda to make sure everyone has had a chance to think about name change. Change from Let’s Get Hillsburgh Growing Committee....to Hillsburgh Community Committee.
No one had any issues with name change.

6. Other Business

None at this time

7. Next meeting Wednesday January 17, 2024 at 7:00 pm.

8. Adjournment 8:15 pm



Hillsburgh Community Committee

Minutes - January 17, 2024 7:00 pm

Town Hall Meeting Room

Present: Lloyd T., Jackie T., Jeff D., Jamie Cheyne

Call to Order at 7:00 pm by Chair Lloyd Turbitt

1. Approval of the Agenda

Motion made by Jackie, Second by Jeff to Approve the Agenda. Motion carried.

2. Declaration of Pecuniary Interest- None declared

3. Approval of Previous Minutes- December 13, 2023

Motion made by Jackie, Second by Jamie to approve the previous minutes. Carried.

4. Topics of Discussion

4.1 Election of Chair / Treasurer/ Secretary

Jeff nominated Lloyd as Chair, second by Jamie No other nominations. Lloyd will stand. Carried.

Lloyd nominated Jackie for Treasurer, second by Jeff. No further nominations. Nomination stands. Carried.

Jamie to accept Secretary until further members are found.

4.2 2024 Budget- All necessary items were covered in December meeting.

4.3 Committee Members- Town Staff to post for new members along with other committees.

4.4 Accounts- Jeff Duncan- submitted receipts for \$100.00. 2-\$50.00 gift cards were purchased for the winners in the Sesonal Decoration contest. 15 submissions. Both winners chose Foodland . Motion made by Lloyd, Second by Jackie to have Town re-imburse Jeff \$100.00 from HCC account. Motion carried.

4.5 HCC Account inquiry.

Lloyd has asked Councillor to confirm with the Treasurer regarding the payment of flowers along Trafalgar Rd / Hillsburgh. Delegation to Town was

made in 2019 to have flower costs absorbed into Town expenses, as they pay for Main Street Erin. Motion was passed at that meeting. Councillor to follow-up.

- 4.6 Social Media update- Jeff reported that in the past 90 days that “hits” were up and Followers were over 900. Positive posts during construction and Seasonal Contest were part of the uptake.

4.7 Other

Lloyd went to Ross R MacKay Public School to present cheque for \$500.00 to the PTA.

Jeff has suggested a Family Day Contest - People to submit pictures how families celebrate / celebrated family Fun Day. Random draw for 2-\$50.00 gift cards. Jeff motioned, Jamie Second. Motion carried.

There was a suggestion to ask EDHS students to create artwork for the banners that could be displayed in front of the Hillsburgh Community Centre. Jeff will investigate further.

5. Next Meeting- Wednesday Feb.21, 2024. 7:00 pm

6. Meeting adjourned at 8:30 pm



Town of Erin Heritage Committee (TEHC)

Minutes of the November 20, 2023 Meeting
7:00PM
Town Hall Root Room and Zoom

Present: Margaret Barnstaple, Jamie Cheyne, Frank Huarte, Alex Keller, Erin Montgomery, Chris Tynan and Bob Wilson.

Absent: Laurie DaSilva and Phil Gravelle.

1. Call to Order/Council Introduction

Co-Chair Erin Montgomery called the meeting to order at 7:20 PM.

2. Approval of the Agenda/Additions to Agenda

Moved By A. Keller
Seconded By J. Cheyne

That the agenda be approved as distributed with the addition of Pioneer Cemetery plaque under item 6.

Carried

3. Declaration of Pecuniary Interest

None.

4. Adoption of Minutes

Moved By A. Keller
Seconded By F. Huarte

That the minutes of September 18, 2023 meeting be accepted. There was not a meeting in October.

Carried

5. Business arising from Previous Meetings

5.1 Heritage Impact Assessment - 5520 Eighth Line/Mattamy Homes

A report prepared by Stantec in April 2023 was distributed to our Committee regarding our heritage listing. The barn is currently in a debilitated state and has no special features to recommend saving it. The house is from 1950s to 1960s and not special. Our Committee does not have to recommend anything and the report will be forwarded to Council.

5.2 Heritage Designation Process Update

Michelle Baya had prepared and distributed a Corporate Report on the Recommendation to Designate Twelve Properties within the Hillsburgh Urban Area. The Town had received evaluations from Archaeological Research Associates including Appendices A and B. These evaluations, approved by our Committee, will be presented at Town Council meeting November 23.

Further, M. Baya has sent an introductory letter to the 12 property owners in Hillsburgh indicating the process and value to them.

5.3 Heritage Plaque Program

J. Cheyne advised the Committee that L. DaSilva has reluctantly resigned. The Committee continued reviewing and revising the working document she had been working on. A. Keller will incorporate these changes.

5.4 Budget

A draft budget for 2024 was distributed and discussed.

Moved by: M. Barnstaple

Seconded by: C. Tynan

That the draft budget be accepted.

Carried

J. Cheyne will submit to the Town.

5.5 Heritage Committee pamphlets

In the above noted budget plan, funds are allocated to reprint the updated Hillsburgh and Erin village walking tour brochures. Additional holders will be purchased.

6. Business Arising

J. Cheyne advised us that the Town will be making new signs for all of the cemeteries. We have been eagerly awaiting this activity.

7. Discussion Topics

J. Cheyne brought in several antique items he and his wife entered in the Erin Fall Fair. M. Barnstaple brought in an article from The Advocate in 2007 about the Crewson family, their heritage photo, and designated buildings.

8. Date of Next Meeting

Monday, December 18 at 7 p.m. in Town Hall.

9. Adjournment

Moved by: E. Montgomery

Seconded by: A. Keller

That the meeting be adjourned at the hour of 8:40p.m.

Carried



Parks and Recreation Advisory Committee Meeting Minutes

December 21st, 2023 – 7:00-8:30pm

Town of Erin Town Hall – 5684 Trafalgar Rd., Basement Conference Room

Present: Patrick D’Almada (Chair), Val Bush (Secretary), Rob Smith, Justyna Toepfner, Bayne Upton, Bridget Ryan (Town Councillor), Dee-Enna Dube (Town of Erin), Cara Therriault, Gissel Gonzalez, David DeForest, Sid Spear (virtually).

Regrets: David McKenzie

Absent: Justyna Toepfner

1. Call to Order

- Meeting called to order at 6:57pm.

2. Welcome and Introduction

- Welcome to those in attendance by Chair. Guests in attendance: Justin Grainger and Mayor Michael Dehn.

3. Approval of Agenda / Additions to Agenda

- Bridget requested to add to the agenda – Hillsburgh Community Centre washrooms, ECC electronic sign and welcoming new members should a current member resign.

MOTION: That the agenda for the PTRAC meeting dated December 21st, 2023, be approved. Moved by Bayne, seconded by David. Motion carried.

4. Declaration of Pecuniary Interest

- None.

5. Delegation / Presentation

- Justin Grainger, Town of Erin’s Legislative and Licensing Coordinator in attendance to clarify roles and responsibilities of the committee.

- Update on our Terms of Reference for length on the committee. Council approved a 4 year term, to be consistent with the current council member term. Members can resign at any time. There will be a Call for Applications in the new year since we just had one member resign.
- We can change the Terms of Reference if we'd like to increase the number of members on the committee. This is something we can recommend to Council for consideration if we are in favour of it.
- Objective of the committee is to have enhanced communication with Council, a more clear linkage.
- Clarify how activities are coordinated – shared responsibilities between members of the committee.
- Posting of the agenda clarification – policy provisions to make sure jobs are being done and Justin needs the agenda 5 days before the meeting takes place.
- Meetings are on designated day unless there is no business or a holiday. Text/telephone contact list to be circulated to all committee members.
- Councillor role at meetings: advocate for the committee but still responsible to Council. They can not instruct Town employees on what to do.
- Questions to Justin: Facebook social media page for the committee. Justin will follow up with the Town Communications Officer to see what options are available to us. Perhaps a recommendation to Council to have this approved. Invitation to the Communications Officer to attend a future meeting and address this with us.
- Mayor Michael Dehn also addressed the group and introduced himself to members.

6. Approval of Previous Minutes – November 16th, 2023

- **MOTION:** That the minutes for the PRAC meeting dated November 16th, 2023, be approved. Moved by Val, seconded by Rob. Motion carried.

7. Business arising from previous minutes.

- **7.1** TOE Budget 2024 – budget approved by Council.
- **7.2** Erin Arena – Lights are now complete at ECC (LED) and the scoreboard installed. Painting will be done in the warmer weather, where the old scoreboard was located. New scoreboard has new sponsors on it for a 5 year term. It was expressed by Val that the Town should have reached out to the not for profit organizations first to see if they would take one of the sponsorship spots. Dee said she's working on revamping how sponsorships look with Parks and Rec. Blaine suggested something for sponsors at Barbour Field.
- HCC is getting new LED lights for its scoreboard next week or early January. HCC washrooms were addressed. Do we update them or get rid of them – looking into seeing which is best as they are not the best and need a rehaul.
- Centre 2000 digital sign is not working and hasn't been for years. Dee to find out what the issue is on getting it fixed or whether it needs to be replaced.

- New seating at ECC seems to be a concern. It's not maximizing the viewing capabilities. Discussed ensuring we meet AODA standards to accommodate accessibility. Suggestion to also increase the window size in the lobby to maximize viewing for anyone.
- **7.3** Erin Water Tower trail – nothing to report at this time.
- **7.4** Dog Poop Management – No update from Bridget at this time. Move to January meeting. There was also some suggestion as to educating residents on how to use dog parks and what's expected behaviour when using them. Mayor Dehn advises that other townships use a membership fee system.
- **7.5** Customer Service – implemented booking software however groups are not getting an itemized invoice in order to pay their bills. This is needed for many of the not for profits for audits. Dee said she's working with the company, however there is no way to have the invoices itemized. They may need to come up with something outside of the new system in order to do this.

8. Sub-Committee Updates

Communication (Justyna/Val):

- Nothing to report at this time.

Facilities (Bayne/Val):

- Bayne advises that the fields are in great shape.

Trails (Rob):

- Rob reiterated that the Rotary Club is on board to assist/partner with us when it comes to the trails and exploring new trails (water tower). Is there any money in the budget for consulting for trails? Bridget is to follow up on this.

Procedures (Cara, Patrick):

- Terms of reference and Ice Allocation is ongoing.

Community Partners and Programming (Justyna/Val):

- No update at this time. Question as to whether the Town is working with the County on the new Erin library. They are not, it is strictly a County project. Bridget said it's likely that someone could attend a meeting and do a presentation on it.

Parks and Land Development (David D/Patrick):

- Nothing at this time. Guiseppe is the contact for Solmar and there may be potential for a presentation to the committee about their subdivision and what they have planned for park development.

8.0 New Business

8.1 Water bottle filling station at Barbour Field. Dee to look into this as she's the contact.

8.2 David McKenzie notified the committee by email that he is resigning.

MOTION: That David McKenzie's resignation be approved.

Moved by Val, seconded by Rob. Motion carried.

- Discussion as to how people are put on the committee and if there are any 'skills' of person we're looking to have sit on the committee. We can suggest some criteria to Council, however Council approves members on all committees.

9. Other Business

- None.

10. Next Meeting

- Thursday, January 18th, 2024 @ 7:00 pm

11. Adjournment

- **MOTION:** That the PTRAC meeting be adjourned. Moved by Bayne, seconded by Val. Motion carried.
- Adjourned at 8:17pm.



Parks and Recreation Advisory Committee Meeting Minutes

January 18th, 2024 – 7:00-8:30pm

Town of Erin Town Hall – 5684 Trafalgar Rd., Main Floor Conference Room

Present: Rob Smith (Chair), Val Bush (Secretary), Justyna Toepfner, Bayne Upton, Bridget Ryan (Town Councillor), Dee Dube (Town of Erin), Cara Therriault, Gissel Gonzalez, David DeForest.

Regrets: Patrick D’Almada, Sid Spear

Absent: none

1. Call to Order

- Meeting called to order at 7:07pm.

2. Welcome and Introduction

- Welcome to those in attendance by Chair.

3. Approval of Agenda / Additions to Agenda

- No additions to agenda.
- **MOTION:** That the agenda for the PRTAC meeting dated January 18th, 2024, be approved. Moved by Bayne, seconded by Val. Motion carried.

4. Declaration of Pecuniary Interest

- None.

5. Delegation / Presentation

- None.

6. Approval of Previous Minutes – December 21st, 2023

- **MOTION:** That the minutes for the PRTAC meeting dated December 21st, 2023 be approved. Moved by Gissel, seconded by Cara. Motion carried.

7. Resignation of committee member David McKenzie

- Not discussed as it was received and approved at the December PRTAC meeting.

8. Business Arising from Previous Meeting

- **8.1** Hillsburgh Community Centre (HCC) – showers haven't been discussed yet internally and essentially cost will drive this decision. Community room upstairs is getting a refresh and kitchen will get updated appliances. Quotes are being sought now.
- Dee mentioned that there had been a study done several years ago about an elevator being installed but she hasn't been able to locate this. AODA will take a lot of funds and planning and the planning on this will take some time as well as the timeline. As information becomes available, Dee will bring it forward. This building was grandfathered therefore doesn't need to meet AODA compliance but the Town will be pursuing it for community accessibility.
- **8.2** Erin Dog Park – Bridget hasn't connected with anyone from Georgetown yet but they have a website that indicates they have a membership program. 'Leashfreehaltonhills.com' is a group of volunteers in partnership with the Town of Halton Hills. TOE hasn't adopted the dog park as a by-law yet. Patrick and Cara will work on a recommendation to bring to Council.
- Dee has a resident who wants to start a volunteer group that will raise awareness and educate people about conduct and expectations of the dog park and maintain the space. Dee will follow up with the resident to see if she could attend the next meeting.
- **8.3** Erin Arena – outdoor sign seems to have a connectivity issue which is why it is not working. They have done some trouble shooting and are waiting on an electrician and the sign company to attend in tandem in order to work together on the issue. The software is dated and looking into whether it can be updated. Working on getting different quotes on the sign (i.e. update software, new sign needed, other repairs, etc.)
- Bridget suggested that TOE could also seek sponsorship on the sign but there are many questions to consider related to the sponsors and decision making for how to choose a sponsor if various proposals are received.
- TOE owns the sign. Dee suggests approaching it as a fundraising effort. Committee members suggest we look to Council first to see if they support financing it.
- Who gets to advertise on the sign? A policy is already in place for this: right now, requests must go through the Town for approval.
- Will defer this to next meeting on how we move forward on the repair/replacement.
- Advertising: Dee is drafting advertising policy, making it more accessible, and clearly defining the criteria. Once complete, the draft policy will be brought to the PRTAC for feedback and comments.

- **8.4** New Library Erin – trails on property not confirmed. Estimated to be designed and constructed in 2025. Could we link trail at the new library to the Woolen Trail? Due to the water, there would need to be a bridge and this would be a big expenditure for such a small loop of trail. Mary Lloyd, Wellington County Councillor is Chair of the library board and said she is interested in attending our March meeting to share information.
- **8.5** Trails – defer to the next meeting: Town finance, trail system off Dundas St. CVC has indicated they'll help out any way they can.
- E-bikes – looking into an e-bike policy. Requested an update on the CVCs standard / policy first.

9. Sub-Committee Updates

Communication (Justyna/Val):

- Nothing to report at this time.

Facilities (Bayne/Val):

- Signage for change room locations at both arenas to assist guests on where to go. Dee has indicated she will do this. Hours of operation are listed on the administration office.
- HCC – convert front room off the front doors into a girl's change room as one is needed. There is currently no private changeroom space for girls at this location. Dee has agreed to follow up and implement.

Trails (Rob):

- Springtime clean up on trails for the committee. Rotary Club to assist. Suggested we do this around Earth Day. Collaboration with ESAC and their clean up day is scheduled for April 27th, 2024.
- Water Tower Trail – needs an updated study. Rob will propose to Council the PRTAC's vision and plans for this section of trail.

Procedures (Cara, Patrick):

- Nothing to report.

Community Partners and Programming (Justyna/Val):

- Nothing to report.

Parks and Land Development (David D/Patrick):

- Nothing to report.

10. New Business

- Bridget brought up the Canada Parks grants as it was suggested by the Mayor. It deals with greenspaces within the community and the Town has several locations that could meet the criteria. PRTAC would create a general concept, get quotes and submit it the package for funding consideration. The grant application process doesn't seem to be open currently. Will keep on eye on it and Dee to report back to committee on the locations that could be viable.

11. Other Business

- Committee membership is at 10 which is our maximum membership.

12. Next Meeting

- Thursday, February 15th,2024 @ 7:00 pm

13. Adjournment

- **MOTION:** That the PTRAC meeting be adjourned. Moved by Val, seconded by Justyna. Motion carried.
- Adjourned at 8:18pm.



Environment & Sustainability Advisory Committee
Minutes
January 8th, 2024
630 pm
Erin Town Hall, lower-level meeting room / Zoom

Present: John Brennan, Abel Page, Martin Rudd, Christina Green, Chris Tynan, Julie René de Cotret, and Gavin Dandy

Absent: Matthew Cameron, Sarbpreet Bopairai, and Jen Edwards

Guest: Chris Vernon

1. Call to Order

Chair called the meeting to order at 6:37PM.

2. Approval of Agenda

Moved by Chris Tynan

Seconded by Gavin Dandy

Carried

3. Declaration Pecuniary Interest

None

4. Adoption of Minutes of December 11th, 2023

Wording of item 5.1

ESAC endorses the submission to the Green standards from the Erin Citizen Climate Lobby to add to the Green development standards recommendation for heat pumps (which also serve as air conditioners) in all

new Town of Erin homes to preclude the need for natural gas in new developments.

Item 5.1 was seconded by John Brennan

Motion to approve the minutes as amended.

Moved by John Brennan

Seconded by Abel Page

Carried

5. Business Items

5.1 Climate change Policy, Greenhouse Gas Emissions inventory

Baseline data was obtained and will continue to be shared, so that we can observe trends over time. Due to regional borders, some rural addresses are not included. N0B 1T0 and N0B 1Z0 will be used for the collection of data since these addresses are entirely contained within the town of Erin.

5.2 Potential grants writing and application

The grant titled *Ontario Community Environment Fund* is now closed. Julie will continue to research environmental grant opportunities. The Green Municipal Fund requires a new, innovative idea and 50% municipal funding.

5.3 Clean up kit project

Project has not yet been shared with the council. ESAC was encouraged to present the project to the council themselves.

5.4 Earth Day 2024

The event will occur at the Center 2000, in the rink pad, which will allow more space for vendors and the electric vehicle display. The cost for the rental is approximately 300 dollars. Previous vendors were contacted. There will be garbage pick-up in the morning along with a BBQ provided for volunteers.

Committee members will be needed throughout the day to coordinate the events (ie. prize raffle & ESAC table). Abel will circulate a list of positions closer to the date.

5.5 ESAC Grant 2024

The committee members reviewed that the grant is targeted towards school aged children to help fund an environmental initiative. The template was circulated to all committee members. As a next step, it should be shared with schools.

5.6 Presentation to Council + Questions for County Councillor 6.

Presentation to Council

Christina will recirculate the previous presentation for feedback and discussion. It was suggested that an electronic copy of the ESAC presentation for council be also sent to the county. This will be discussed further at the next meeting, with Jeff Duncan in attendance.

Concerns for County Councillor

1. Discuss the implementation of permanent regional turtle signs on established turtle populations.
2. Discuss the lack of bike lanes on regional roads within the community.

3. Discuss limiting the use of road salt on regional roads, as it can greatly impact the salinity and endanger aquatic ecosystems.

Questions and concerns regarding the construction of the new development should be shared with Dig Erin.

6. Other Business

Concerns were shared regarding whether the new developments in Erin are located within the Green belt.

Seedy Saturday will be occurring March 9th. ESAC is looking for a volunteer to help operate the ESAC booth. Martin will bring the banner and turtle signs.

The town will communicate that ESAC is looking for members on an ongoing basis. Formal positions will be discussed during our next meeting.

Committee member survey results will be shared next meeting.

7. Date of Next Meeting (February 12th, 2024)

8. Adjournment

That the meeting be adjourned at 7:42PM.

Moved by Chris Tynan
Seconded by Christina Green

Carried



New Business

Submitted by: Councillor Aylard

Submission Date: February 29, 2024

Subject Matter: Traffic Consolidation Study

Consideration Date: March 14, 2024

Whereas, the Town of Erin's 2024 Budget allocated \$100k for a Traffic Consolidation Study and this study should be considered as a high priority project;

And whereas, this study is intended to improve the safety and livability of our community by managing the safe and efficient movement of traffic flow, whether by vehicle, bike or foot;

And whereas, it is essential that a proactive stance be taken to ensure that future development is planned to ensure the safety and quality of life for our residents.

And whereas, the Traffic Consolidation Study is expected to identify traffic management improvements to address traffic concerns related to:

1. Road safety for all users, families, seniors, school children, pedestrians and cyclists.
2. Expected motor vehicle volumes from a consolidated perspective.
3. Excessive speeding.

Therefore, be it resolved that Council direct Administration to expedite a report analyzing the options for fast-tracking the Traffic Consolidation Study before any further development files are presented to Council.

Activity List 2024

	Description of Request	Responsibility	Date Directed	Suggested Completion	Status
1	Recommendation report to Council required regarding the disposition of two residential lots as outlined within report PD2022-15.	Planning & Development	27-Apr-23	TBD	Incomplete
2	Recommendation report to Council required regarding OP23-01, Blackthorn Development Corporation, 63 & 63A Trafalgar Road.	Planning & Development	8-Jun-23	TBD	Incomplete
3	Staff were directed to deliver a comprehensive traffic management plan and communication plan at or before the next Council meeting and provide an update at every subsequent meeting thereafter until the completion of the construction.	Infrastructure Services	13-Jul-23	TBD	Staff delivered presentations at the September 28 th , October 26 th , November 23 rd , December 4 th , and February 8 th meetings of Council.
4	Staff were directed to draft and issue an RFP for an independent third-party consultant with a sole focus of change management necessary to address the changes and challenges facing our community.	Finance	13-Jul-23	TBD	Staff reported back to Council at the August 17 th , 2023 Regular Meeting and at that time the report was deferred for consideration following the appointment of a permanent CAO.
5	Recommendation report to Council required regarding Zoning By-law Amendment Application Z23-05, 5397 Wellington Road 125.	Planning & Development	14-Dec-23	TBD	Incomplete
6	Staff were directed to bring a report to Council respecting the wastewater system inclusive of: a summary of the project, recommendations on management of existing septic systems until the time of hookup, clarification on the process regarding a Sewer Connection By-law, and a summary of advocacy for funding.	Infrastructure Services	14-Dec-23	TBD	Incomplete
7	Council referred report number F2024-02 "Contract 2023-04C – RFP Strategic Plan Consultant" back to staff for review.	Finance	18-Jan-24	TBD	Under Review



THE CORPORATION OF THE TOWN OF ERIN

By-Law # 24 – 14

A By-law to confirm the proceedings of Council at its Regular Meeting held March 14, 2024

Whereas, Section 5, Subsection 1 of the *Municipal Act*, being Chapter 25 of the Statutes of Ontario, 2001, the powers of a municipal corporation are to be exercised by its Council;

And Whereas, Section 5, and Subsection 3 of the *Municipal Act* the powers of every Council are to be exercised by By-Law;

And Whereas, it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Erin at its meeting held **March 14, 2024** be confirmed and adopted by By-Law;

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

1. That the action of the Council at its Regular Meeting held on **March 14, 2024** in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Town to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter of thing referred to in subsection 65 (1) of the **Ontario Municipal Board Act**, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with **Environmental Assessment Act**, R.S.O. 1990, Chapter E.18.

Passed in open Council on March 14, 2024.

Mayor, Michael Dehn

Clerk, Nicole Cardow