



TOWN OF ERIN
Regular Council Meeting
AGENDA

March 1, 2016

1:00 PM

Municipal Council Chamber

Pages

1. Call to Order

2. Approval of Agenda

3. Public Question Period

The 15 minute Public Question Period is an opportunity for members of the public to ask questions through the Chair. Questions and comments regarding an ongoing planning application are not permitted during this period.

- Once invited to address Council, the person(s) will be asked to stand at the podium or sit at the table to pose their question, and to state their name for the record.
- When addressing Council, you may make two statements sufficient to establish the context of the question, and then pose the question.
- Each individual may ask one question, and will be given a time limit of 5 minutes, so that there is opportunity for 3 members of the public to address Council.

4. Declaration Pecuniary Interest

5. Community Announcements

5.1 Committee Members Wanted

1

6. Adoption of Minutes

2 - 16

Feb 16, 2016 Special Public Budget Meeting

Feb 16, 2016 Regular Council Meeting

7. Business Arising from the Minutes

8. Reports

8.1 Building/Planning/By-Law

8.1.1 Aldo Salis, Manager of Development and Planning -
Addendum Planning Report - Z15-05, UAJV Developments
Inc.

17 - 24

8.2 Water

8.2.1	Water Superintendent - 2015 Drinking Water Systems Summary Reports	25 - 84
8.3	Finance	
8.3.1	Deputy Treasurer - Approval of Accounts	85 - 86
8.3.2	Director of Finance - 2016 Budget	87 - 91
9.	New Business	
9.1	Meeting Investigator Report	92 - 95
10.	Correspondence	
10.1	Activity List	96
10.2	Conservation Authorities Agendas and Minutes Grand River Conservation Authority: http://www.grandriver.ca/index/document.cfm?Sec=13& Sub1=71 Credit Valley Conservation Authority: http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/	
10.3	Township of Cavan Monaghan - Ontario's consultation on primary, home, and community health care	97 - 99
11.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2) :	
	<ul style="list-style-type: none"> • litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; <ul style="list-style-type: none"> 1. Keeping of Animals By-law • advice that is subject to solicitor-client privilege, including communications necessary for that purpose. <ul style="list-style-type: none"> 1. Keeping of Animals By-law 2. Conflict of Interest Advice 3. Servicing 4. By-law and monitoring 5. Subdivision Agreement 6. Normal Farm Practices Board Case 	
12.	Return from Closed Session	
12.1	Motion to Reconvene	
12.2	Report Out	
13.	By-Laws	100 - 130

Zoning Amendment, UAJV Developments
2016 Budget
Confirming

14. Notice of Motion

15. Adjournment

The Town of Erin is looking for Interested Persons for the Following Committees:

- Environment & Sustainability Advisory Committee (**ESAC**)
- Recreation Advisory Committee (**RAC**)
- Town of Erin Heritage Committee (**TEHC**)
- Let's Get Hillsburgh Growing Advisory Committee (**LGHG**)
- Trails Advisory Committee (**TAC**)

Visit www.erin.ca for the Committees' Terms of Reference
Please submit your letter of interest to the Clerk
by 4:30 PM March 9th



Dina Lundy, Clerk
5684 Trafalgar Rd.
Hillsburgh, ON N0B 1Z0
Fax: (519) 855-4821
dina.lundy@erin.ca



Minutes of the Town of Erin Special Council Meeting

February 16, 2016

5:00 p.m.

Municipal Council Chamber

PRESENT:	Allan Ails	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
STAFF PRESENT:	Kathryn Ironmonger	CAO/Town Manager
	Dina Lundy	Clerk
	Sharon Marshall	Director of Finance
	Larry Wheeler	Financial Analyst
	Graham Smith	Facility Manager
	Joe Babin	Interim Water Superintendent
	Robyn Mulder	Economic Development Officer
	Carol House	Chief Building Official
	Dave Knight	Interim Road Superintendent

1. Call to Order

Mayor Ails called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1 Director of Finance - 2016 Budget Presentation

The Director of Finance and Financial Analyst went through the presentation of the budget, including:

- Total budget expenditures
- Net tax dollars
- Blended tax dollar impact

- Review of previous Council decisions and challenges and opportunities
- 2016 reserves and reserve funds, and development charges, and the 5 year balance history
- Departmental initiatives for 2016

3.2 Public Input on 2016 Budget

Roy Val

- Administration - IT position - did the operational review say this was a temporary position?
- Manager of Operations - Is in the budget, but this is month 2 and there should be savings realized as the position has not been filled
- Recreation - Why is there an increase when it is being amalgamated?
- \$2,400 for Cemetery grass cutting?
- Insurance RFP - does not make sense, can it be done in house?
- Debt - if it was decided not to borrow the \$1.5 million, what would it cost the taxpayer?
- CVC - We have to pay - Why? There are properties that are exempt from taxes. Also cannot find where this is located in the budget.
- Planning - Is there going to be a strategic session on growth? Where are the costs for County staff in the budget?
- Expenditures - \$385,160 is the highest expenditure. Does this include severance payments? Is overtime tracked and reported?

Anna Spiteri

- Would like Council to consider a videotaping system in the current budget.
- Would like Council to consider a full time By-law Enforcement Officer in the current budget.

Pauline Follett

- Reserve Funds - Concerned that there is not enough to cover debt
- The Hillsburgh well could take 1 million to bring online as well as the Belerin well
- Water rates have been reduced this year and with debt in the water department, what will rates be?
- Tennis Club - We spent on resurfacing that will not last. The tennis club should increase their rates to address this.

- Station Road Bridge - scheduled for 2017 - another 2.5 million in debt. What is the carrying cost for this

Nyola Holliday

- When will answers be given and by who?
- Do we have 63 Firefighters now? If we are hiring more is the number going up or do we have a set number?

3.3 Direction to Treasurer regarding 2016 Budget

Council discussed responding to questions during the public input session, and agreed that a response will be provided on the Town website.

Resolution # 16-042 (verbal)

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council directs staff to prepare the 2016 Budget By-law as presented, to be considered at the March 1, 2016 meeting.

Carried

4. Adjournment

Resolution # 16-043 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the meeting be adjourned at 6:23pm.

Carried

Mayor Allan Alls

Clerk Dina Lundy



Minutes of the Regular Town of Erin Council Meeting

February 16, 2016

6:30 pm

Municipal Council Chamber

PRESENT

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

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy	CAO/Town Manager
Sharon Marshall	Clerk
Larry Wheeler	Director of Finance
Jessica Wilton	Financial Analyst
	Building and Planning
	Assistant
Robyn Mulder	Economic Development Officer
Carol House	

1. Call to Order

Mayor Ails called the meeting to order.

2. Approval of Agenda

Resolution # 16-044

Moved By Councillor Brennan

Seconded By Councillor Smith

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

1. Closed session item regarding personal matters about an identifiable individual (HR matter)
2. Discussion item under New Business - Set meeting date to discuss potential Erin Village Cross Walk, and Truck By-pass

February 16, 2016 Regular Meeting

3. Economic Development Officer - Report on Riverwalk Feasibility Study
4. Discussion item under New Business - Set meeting date to discuss Growth

Carried

3. Public Question Period

Nyolya Holliday:

Why hold a public meeting on the budget and then pass the budget on the next meeting? Does that mean the budget is already decided?

Council will take all comments into consideration and can still deliberate before passing the by-law, or choose not to pass the by-law.

Pauline Follett:

What has been put in the budget for staff increase?

1.9%

Anna Spiteri:

Will the Mayor and Councillor Sammut meet with me and another resident to provide comments to the Ministry regarding fill?

The item regarding commenting on the Policy Framework is on the agenda this evening.

4. Declaration Pecuniary Interest

None.

5. Community Announcements

Feb 20 - Hillsburgh Lions Club Euchre at Hillsburgh Community Centre

Feb 20 - Chef Michael Smith Book signing at the Friendly Chef

Feb 20 - Cadet's Lasagna Dinner - Tickets at the Legion/Brighten Up

March 16 - Fast Forward Film Festival at the Legion - 7pm

April 23 - Celebrate Erin

April 30 - Home and Lifestyle Show

The Town is looking for interested individuals to sit on various committees. For information please visit our website www.erin.ca

February 16, 2016 Regular Meeting

6. Adoption of Minutes

Resolution # 16-045

Moved By Councillor Smith

Seconded By Councillor Brennan

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

February 2, 2016 Regular Meeting

Carried

7. Business Arising from the Minutes

7.1 Councillor Sammut - Notice of Motions

Resolution # 16-046

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council hereby requests that all Closed In Camera council sessions be recorded as per recommendation by the Ontario Ombudsman.

Defeated

Councillor Sammut moved the following motion:

That Council hereby requests that all further spending on the EA portion of the SSMP be halted until such time as the following has been addressed:

1. the assimilative capacity of the West Credit River has been re-examined and a final adjusted figure provided.
2. an independent engineering firm with expertise in wastewater provide the Town with an opinion on the best fiscal and strategic path to take for the EA process.

There was no seconder to the motion, and therefore it was not discussed or ratified.

Resolution # 16-047**Moved By** Councillor Sammut**Seconded By** Councillor Brennan

Be it resolved that Council hereby requests that a Committee of Council for Servicing and Growth be immediately formed in order to provide community input on servicing and growth options for the Town of Erin. The Committee would be comprised of two Councillors together with a maximum of eight community members, with a preference to those with technical expertise in related areas.

Defeated

7.2 Discussion re: What Council would like to see from various committees

Council discussed what they would like to see from the various committees. Council agreed that each Council representative on the various committees would ask for input from the members regarding what they would like to see as their goals, and also if they wish to put forth any changes to their Terms of Reference.

8. Reports

8.1 Roads

8.1.1 Interim Road Superintendent - 2016 Tender Results – Sidewalk Machine

Resolution # 16-048**Moved By** Councillor Duncan**Seconded By** Councillor Smith

Be it resolved that Council receives the Sidewalk Machine Tender Results;

And that Council accepts the bid of Work Equipment Limited for the supply of a Trackless Sidewalk Machine for a purchase price of \$ 101,135.00 including HST. The purchase of this machine will enable us to use existing attachments.

Carried

8.2 Building/Planning/By-Law

8.2.1 Senior Planner, Sarah Wilhelm - 10 Stewart Ave, Removal of holding provision

Resolution # 16-049

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the report from the County of Wellington Senior Planner, Sarah Wilhelm, regarding lifting the holding provision on 10 Stewart Drive;

And that Council will consider the amending by-law during the by-law portion of this meeting.

Carried

8.2.2 Chief Building Official - Building Permit Activity Report

Resolution # 16-050

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby receives Building Department Building Activity Report dated February 16, 2016 for information.

Carried

8.2.3 Chief Building Official - Demolition Report – 5542 First Line

Resolution # 16-051

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council hereby receives Building Department Demolition Report, dated February 16, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 5542 First Line, Town of Erin, Assessment Roll No. 2316 000 005 01406 0000.

Carried

February 16, 2016 Regular Meeting

8.2.4 Chief Building Official -Secondary Dwelling Units in Accessory Buildings

Resolution # 16-052

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council hereby receives Building Department report number BD 2016-05, dated February 16, 2016, regarding Secondary Dwelling Units in Accessory Buildings;

And that Council approves moving forward with the necessary processes to add the creation of secondary dwelling units within accessory buildings as a permitted use.

Carried

8.3 Finance

8.3.1 Deputy Treasurer - Approval of Accounts

Resolution # 16-053

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Deputy Treasurer's Report #2016-2B on "Approval of Accounts".

Carried

8.3.2 Director of Finance - Appointment of 2015 Auditors

Resolution # 16-054

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the Report of the Director of Finance,

And Further that Council appoints Robinson, Lott & Brohman LLP, Guelph, to audit the 2015 accounts and transactions of the Town of Erin and its local boards, and to express an opinion on the financial statements of these bodies.

Carried

February 16, 2016 Regular Meeting

8.3.3 Tax Administrator - 2016 Interim Tax Rate Levy By-law

Resolution # 16-055

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be it resolved that Council receives the Tax Administrator Report F2016-00;

And that the 2016 Interim Tax Rate By-law be considered for adoption as recommended.

Carried

8.4 Administration

8.4.1 CAO - Letter of Understanding

Council directed the CAO to have administrative and/or junior staff member costing included in the letter of understanding, as well as to include a time frame of one year.

Resolution # 16-056

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council received the CAO/Town Manager's report regarding the Letter of Understanding with Triton Engineering Services Limited dated February 16, 2016.

Carried

8.4.2 CAO - Municipal Law Enforcement / Property Standards Officer

Council directed the CAO to add into the draft agreement, a clause that would allow either party to hire the contract individual as a full time employee if necessary after one year.

Resolution # 16-057

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the CAO/Town Manager's report regarding the shared service agreement with the Township

February 16, 2016 Regular Meeting

of Guelph Eramosa for Municipal Law Enforcement/Property Standards Services.

Carried

8.4.3 Economic Development Officer - Erin Rotary Riverwalk Feasibility Study

This item was added during approval of the agenda.

Resolution # 16-058(verbal)

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that the Town of Erin Council supports the decision to use the services of Stempski Kelly Associates Inc. for the Town of Erin Rotary Riverwalk Trail Feasibility Study, in the amount of \$31, 054.80 + HST.

Carried

8.5 Committees

8.5.1 BIA - January 14, 2016 meeting minutes

Resolution # 16-059

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council receives the BIA January 14, 2016 meeting minutes.

Carried

8.5.2 Hillsburgh Outdoor Rink Committee - January 20, 2016 meeting minutes

Resolution # 16-060

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council receives the Hillsburgh Outdoor Rink Committee January 20, 2016 meeting minutes.

Carried

February 16, 2016 Regular Meeting

9. New Business

9.1 Set public meeting date regarding Erin Village Crosswalk and Truck By-pass

This item was added during approval of the agenda.

Council discussed the item and agreed that more information would be needed before setting a public meeting.

Resolution # 16-061 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council requests further information from the County of Wellington in the form of a comprehensive report regarding a cross walk on the Main Street of Erin, a truck by-pass around the Village of Erin, and Community Safety Zones on the Main Street of Erin, and Trafalgar Road in Hillsburgh;

And that Council discuss scheduling a public meeting once this report has been received.

Carried

9.2 Set special meeting date on growth

This item was added during approval of the agenda.

Council discussed the item as a special meeting, however agreed to hold the discussion within a regular meeting.

Resolution # 16-062(verbal)

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council hereby reschedules the March 15, 2016 Regular Council meeting to March 22, 2016 at 6:30pm

Carried

10. Correspondence

February 16, 2016 Regular Meeting

Resolution # 16-063

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives correspondence items 10.1 to 10.5 for information.

Carried

10.1 Activity List

Direction to the Clerk to inquire with the Town of Minto regarding uploading Council meeting videos to YouTube.

10.3 Ministry of the Environment and Climate and Change accepting comment on proposed Excess Soil Management Policy Framework

Resolution # 16-064

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council directs staff to submit comments to the Ministry regarding the proposed Excess Soil Management Policy Framework by March 26, 2016.

Carried

10.4 Township of Wainfleet - Resolution Requesting that Ontario cancel RFP for Added Wind Power Generation

Resolution # 16-065

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council supports the Township of Wainfleet resolution requesting that Ontario cancel RFP for added wind power generation.

Carried

10.5 Town of Aurora - Resolution regarding Ontario Municipal Board Jurisdiction

February 16, 2016 Regular Meeting

Resolution # 16-066

Moved By Mayor Alls

Seconded By Councillor Sammut

Be it resolved that Council supports the Town of Aurora Council Resolution of January 26, 2016 regarding the jurisdiction of the Ontario Municipal Board.

Defeated

11. Closed Session

Resolution # 16-067

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 9:24 pm to discuss the matter(s) pertaining to:

- labour relations or employee negotiations (staffing)
- personal matters about an identifiable individual (HR Matter)

Carried

12. Return from Closed Session

12.1 Motion to Reconvene

Resolution # 16-068

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be reconvened at the hour of 9:57pm.

Carried

12.2 Report Out

Resolution # 16-069(verbal)

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council hereby promotes Joe Babin to the position of Water Superintendent effective February 16, 2016, and directs the CAO to advertise for the position of Road Superintendent.

Carried

13. By-Laws

Resolution # 16-070

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that By-Law numbers 16-08 to 16-10 inclusive, are hereby passed.

Carried

14. Notice of Motion

None.

15. Adjournment

Resolution # 16-071

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the meeting be adjourned at the hour of 9:58pm.

Carried

Mayor Allan Alls

Clerk Dina Lundy



PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

DATE: February 24, 2016
TO: Kathryn Ironmonger, CAO
 Town of Erin
FROM: Aldo Salis, Manager of Development Planning
 County of Wellington
SUBJECT: **Addendum Planning Report
 Zoning By-law Amendment Application Z15-05 - UAJV Developments Inc.
 To rezone land from Extractive Industrial M4 Zone to address condition of
 provisional consent to create two residential lots**

SUMMARY

The purpose of the subject zoning by-law amendment is to address a condition of provisional consent regarding the creation of two rural residential lots (applications B73/14 and B95/14) granted by the County of Wellington Land Division Committee. The proposed lots are located on land adjacent to an active aggregate operation, but are well removed from the extractive uses.

The intent of the amending by-law is to rezone the area of the proposed lots from the Extractive Industrial (M4) Zone to various Agricultural zones to address the requirement of the consent applications and to resolve concerns raised by adjacent landowners. An amending by-law is enclosed for Council's consideration. We support the rezoning of the subject lands.

INTRODUCTION

The Town of Erin received a rezoning application for part of the lands described as Part of Lots 27 & 28, Concession 9, civic address 9516 Sideroad 27. The property is located in the north part of the municipality at the intersection of the 8th Line and Sideroad 27. The subject property is approximately 54 hectares in land area and is partially licenced by MNRF for aggregate extractive uses. The area of land to be rezoned is approximately 6.4 hectares in area and situated outside of the licenced boundary. The balance of the aggregate extraction lands will remain within the Extractive Industrial zone.

Our initial planning comments regarding this rezoning request were provided to Council on January 12, 2016. This supplementary report addresses the comments raised at the public meeting and highlights the components of the amending by-law that staff is recommending for the subject lands.

CONSENT APPLICATIONS B73/14 & B95/14

The Wellington County Land Division Committee, having considered the applicable Provincial and County policies, granted provisional consent for two rural residential lots. Consent Applications B73/14 and B95/14 were approved subject to 13 conditions. Condition No. 7 requires rezoning of the proposed severed lots from the current Extractive Industrial (M4) Zone to an appropriate agricultural zone.

AGENCY COMMENTS

No agency concerns.

PUBLIC MEETING

The statutory public meeting for this rezoning application was held January 19, 2016. At the meeting an adjacent land owner raised concerns/comments related the proposed rezoning request. Those comments can be summarized as:

- i) concerns regarding potential aggregate extractive uses to the land at the rear of the proposed severed lots (i.e. the rear 15 acres);
- ii) concerns regarding potential establishment of incompatible land uses such as a 'portable asphalt plant' for the lands to be rezoned Agricultural (i.e. severed lots);
- iii) consideration of inclusion of increased building setbacks for new homes on severed lots to provide consistency/compatibility with existing homes on the 8th Line.

RESPONSE TO CONCERNS/COMMENTS

This office has reviewed the issues raised at the public meeting and have discussed the same with the applicant's planning consultant. We provide the following responses:

- i) Potential for aggregate uses on the rear 15 acres:

At the public meeting, the applicant's planning consultant clarified that the 15 acre area beyond the proposed lots were not part of the current aggregate licence and there was no intent to extract within those areas. Since that time, the applicant has offered to remove the existing M4 Extractive zoning from those lands to address the neighbour's concerns. As such, we have placed the rear 15 acre area within the Agricultural (A) Zone at the applicant's request and this is reflected in the amending by-law attached to this report. The balance of the retained lands will remain within the M4 zoning consistent with the current aggregate licence boundary for this property.

- ii) Potential incompatible land uses being established:

The Secondary Agricultural Official Plan designation of the subjects land applies to the subject land and the immediately surrounding properties at the 8th Line. The proposed new lots are to be zoned Agricultural, which is the same zoning of the surrounding properties. As such, the uses permitted on the lots being created are consistent with the land uses that could also take place on the adjacent properties. Any new or expanding extraction areas (beyond those lands already zoned and licenced) would require an amendment to the Official Plan and the Zoning By-law.

While a 'portable asphalt plant' is allowed under the Agricultural Zone, it should be noted that this use (and similar road construction related uses such as, portable concrete plants or a wayside pits or quarries) is specifically provided for by Provincial policy. That is, these facilities are allowed pursuant Section 2.5.5.1 of the Provincial Policy Statement as temporary operations on road authority contracts and "without the need for an official plan amendment, rezoning, or development permit under the Planning Act in all areas". In other words, even if Council were to remove these activities from the list of permitted uses in the Agricultural Zone, such uses could still be authorized and established as part of road contract by the applicable road authority. Again, these are temporary activities related specifically to a local road improvement project.

In our view, the development of the lots being severed and rezoned under this application are appropriate and would not result in the incompatible land uses being established.

- iii) Revised setback requirements to provide appropriate building placement on the proposed severed lots:

The applicant has agreed to this request and we have accommodated it through modifications to the existing Agricultural Zone provisions as explained in the following section.

AMENDING BY-LAW

An amending by-law has been prepared to rezone a portion of the subject land from the current Extractive Industrial 'M4' Zone to the Agricultural Zone. The proposed severed lots are approximately 3 hectares in lot area with the frontages greater than 90 metres. The proposed lots would meet the minimum lot area and frontage requirements of the Agricultural Zone. The licence site will remain within the M4 Zone to reflect the existing aggregate uses on the retained lands.

In response to the concerns raised by neighbours, the proponent has suggested the inclusion of specific building setbacks for the two new building lots as part of the amending by-law. The proposed A-143 Zone for the northerly parcel contains a minimum side yard provision of 15 metres and a minimum rear yard provision of 150 metres. This specialized zone would result in the new dwelling being located toward the front/centre of the lot and provide a generous building setback distance from the property to the immediate north. The specialized A-144 Zone for the southerly parcel also provides a minimum rear yard setback of 150 metres and thus requires the new home to be placed front/centre on the lot.

With these site specific zone provisions in place, it is anticipated that the new homes will be generally in keeping with the placement of the nearby homes on the 8th Line and the increased side yard setback will provide some additional privacy for the immediate northerly property. The lands zoned A-143 and A-144 would also be subject to all other applicable regulations of the Zoning By-law.

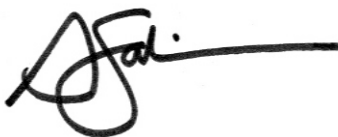
CONCLUSION

This office supports the inclusion of the above-noted zoning provisions for the proposed new building lots. The proposed severed parcels are of ample lot size to: accommodate the increased building setbacks; provide sufficient land area for adequate site services; and site different residential dwelling styles and accessory uses. Further, we believe that these provisions and the proponent's suggestion to rezone the rear 15 acre lands into the Agricultural Zone are appropriate and address the concerns raised by the adjacent property owners.

RECOMMENDATION

The proposed rezoning of the subject lands is consistent with provincial policy and conforms to the Wellington County Official Plan and Town of Erin Official Plan. Accordingly, we recommend the approval of the amending by-law.

**Respectfully submitted,
County of Wellington Planning and Development Department**



**Aldo L. Salis, MCIP RPP
Manager of Development Planning**

Attach.

ZONING BY-LAW AMENDMENT

for

UAV DEVELOPMENTS INC.
9516 Sideroad 27
Town of Erin

Application D14 - Z15-05

Prepared by the
County of Wellington
Planning and Development Department

February 24, 2016

The Corporation of the Town of Erin

By-law No.

A by-law to amend the Zoning By-law 07/67, as amended,
for the Corporation of the Town of Erin

UAJV DEVELOPMENTS INC.
8th Line and Sideroad 27

Whereas the Council of the Corporation of the Town of Erin deems it desirable to amend By-law 07-67 as amended, pursuant to Section 34 of the Planning Act, R.S.O. 1990 as amended;

Therefore Council enacts as follows:

1. That Schedule 'A' of By-law 07-67, the Comprehensive Zoning By-law, is amended by rezoning a portion of Part of Lots 27 & 28, Concession 9, Town of Erin, from the current Extractive Industrial 'M4' Zone to the **Agricultural 'A' Zone**, the **Agricultural 'A-143' Zone**, and the **Agricultural 'A-144' Zone**, as more specifically illustrated on Schedule "A" of this By-law.
2. That Section 14, Special Provisions, be amended by the addition of the following new subsection:

<p>A-143 UAJV 8th Line</p>	<p>Notwithstanding the provisions of the Agricultural (A) Zone or any other provisions in By-law 07-67 to the contrary, the land zoned A-143 is subject to the following special side yard and rear yard regulations:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 10px;">i)</td> <td style="padding-right: 20px;"><i>Minimum Interior Side Yard (from the northwest property line)</i></td> <td style="text-align: right;">15.0 m</td> </tr> <tr> <td>ii)</td> <td><i>Minimum Rear Yard</i></td> <td style="text-align: right;">150.0m</td> </tr> </table> <p>All other provisions of By-law 07-67 shall apply as applicable.</p>	i)	<i>Minimum Interior Side Yard (from the northwest property line)</i>	15.0 m	ii)	<i>Minimum Rear Yard</i>	150.0m
i)	<i>Minimum Interior Side Yard (from the northwest property line)</i>	15.0 m					
ii)	<i>Minimum Rear Yard</i>	150.0m					
<p>A-144 UAJV 8th Line</p>	<p>Notwithstanding the provisions of the Agricultural (A) Zone or any other provisions to the contrary, the land zoned A-144 is subject to the following special rear yard regulation:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 10px;">i)</td> <td style="padding-right: 20px;"><i>Minimum Rear Yard</i></td> <td style="text-align: right;">150.0m</td> </tr> </table> <p>All other provisions of By-law 07-67 shall apply as applicable.</p>	i)	<i>Minimum Rear Yard</i>	150.0m			
i)	<i>Minimum Rear Yard</i>	150.0m					

3. That the lands included on Schedule "A" to this By-Law shall be subject to all applicable regulations of Zoning By-Law 07-67, as amended.

4. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

Read a first, second and third time and passed this day of , 2016.

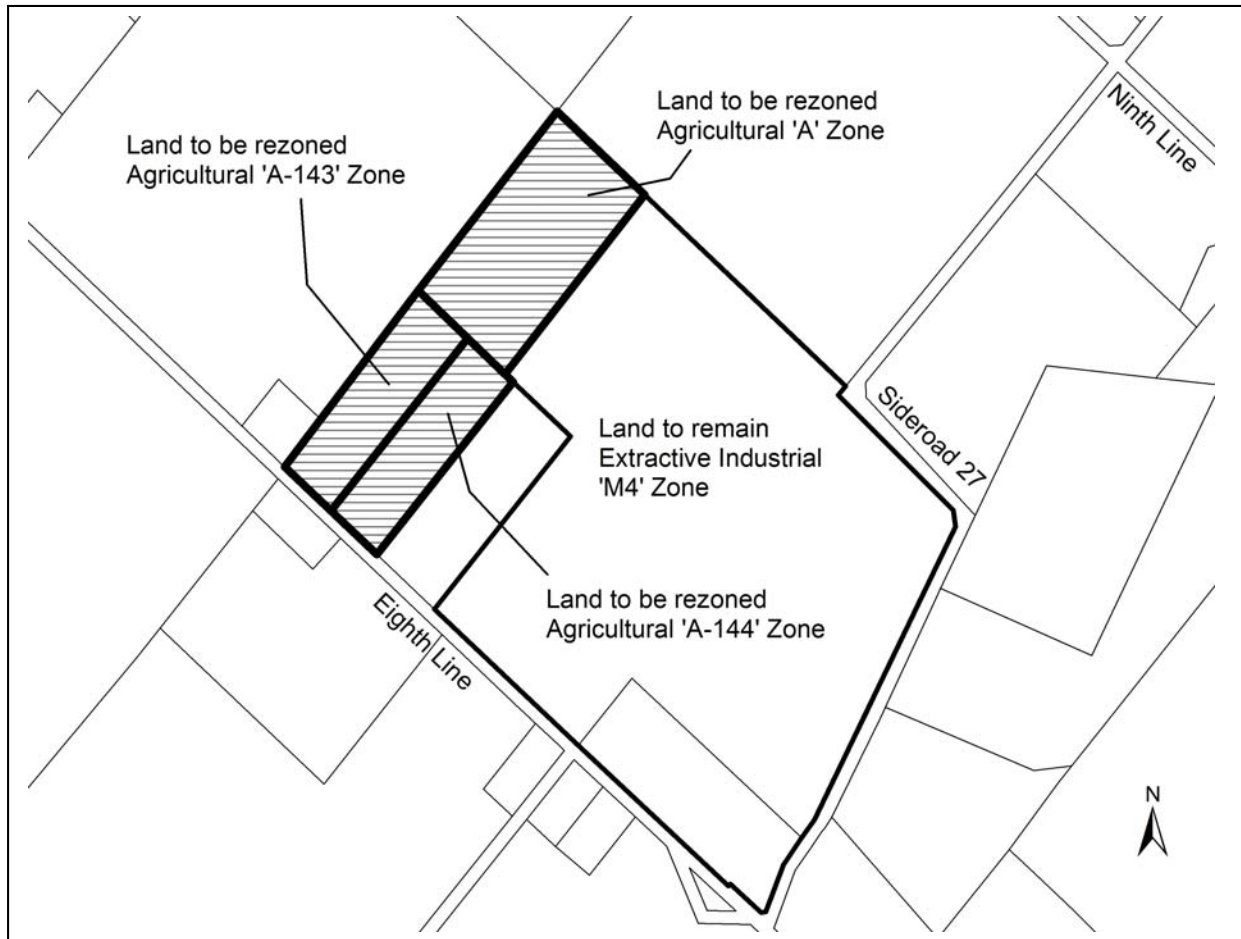
Mayor

Clerk

The Corporation of the Town of Erin

BY-LAW NO. [REDACTED]

SCHEDULE " A "



This is Schedule "A" to By-law No. [REDACTED]

Passed this [REDACTED] day of [REDACTED], 2016.

Mayor

Clerk

The Corporation of the Town of Erin

EXPLANATION OF BY-LAW NO. [REDACTED]

By-law Number [REDACTED] amends the **Town of Erin Zoning By-law 07-67** by rezoning the a portion of the subject land from current Extractive Industrial 'M4' Zone to the Agricultural 'A' Zone, and two specialized agricultural zones ('A-143' and 'A-144').

This rezoning is to address a condition of provisional consent regarding the creation of two rural residential lots (applications B73/14 and B95/14) granted by the County of Wellington Land Division Committee in July 2015. The rezoned lands would permit the establishment of a single-detached home on each of the consented lots.

The special provisions of the **A-143 Zone** include a specific minimum side yard requirement and a minimum rear yard requirement for a new main building on the proposed northerly lot. The site specific **A-144 Zone** requires that a new main building on the second (southerly) parcel must maintain a similar increased rear yard. These special provisions have been introduced to resolve the concerns raised by the adjacent land owners regarding the placement of the new buildings on the new lots.

The land to the rear of the proposed severed lots will be placed into the Agricultural Zone. This area of the retained lands is not part of the approved licenced operation and extraction is not intended for these lands. The balance of the retained lands would remain within the Extractive Industrial (M4) Zone.



Staff Report

Report #: W2-2016

Date: March-1-16

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

Subject: 2015 Drinking Water Systems Summary Reports

Recommendations:

Be it resolved that Council hereby receives the 2015 Water Summary Reports dated February 16, 2016 for the Erin Well Supply System No. 220000013 and February 16, 2016 for the Hillsburgh Well Supply System No. 220007285.

Background:

Under O.Reg.170/03 of the Safe Drinking Water Act, a Summary Report for each Drinking Water System is required to be prepared by March 31, 2016. This report is for the period of January 1 to December 31 of the previous year and must meet the following requirements:

The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
 - (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.
- (3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:
1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
 2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

Financial Impact:

None

Consultation:

Water Department Staff

Communications Plan:

Council Report, will be available on the Town's Website and will be stored in the Compliance Administrator's office.

Conclusion:

In accordance with O.Reg. 170/03 of the Safe Drinking Water Act, the 2015 Summary Reports for the Erin Drinking Water System and the Hillsburgh Drinking Water System were completed in February 2016.

Appendices:

Appendix A: 2015 Erin Drinking Water System Summary Report

Appendix B: 2015 Hillsburgh Drinking Water System Summary Report


**SUMMARY REPORT
TOWN OF ERIN**

**ERIN WELL SUPPLY
DRINKING –WATER SYSTEM NO. 220000013**

Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201

PTTW# 8112-9CPNNW

.....

Submitted by:	Joe Babin Interim Water Superintendent
Signature:	
Date:	February 16, 2016
Prepared by:	Sara McDougall

SUMMARY REPORT FOR THE TOWN OF ERIN ERIN WELL SUPPLY

Ministry of Environment
Municipal Drinking Water License Number 102-101
Drinking Water Works Permit Number 102-201

PTTW# 8112-9CPNNW

Table of Contents

Section 1 – Introduction	2
Section 2 – Background	2
Section 3 – External Audit & MOE Inspections	3
Section 4 – Statement of Compliance	3
Section 5 – Summaries of Quantities and Flow Rates and Water Supply	4
Section 6 – Summary and Conclusion	5
Appendix 1- O. Reg. 170/03 Schedule 22	6
Appendix 2 - Regulations under the <i>Safe Drinking Water Act, 2002</i>	7
Appendix 3 - MOE Inspection Results and Scoring	8
Appendix 4 - SAI Global External 12 Month Surveillance Audit Results.....	10
Appendix 5 - SAI Global External Re Accreditation Audit Results.....	17
Appendix 6 - SAI Global External Certificate of Accreditation.....	27

Section 1 – Introduction

The 2015 Erin Well Supply Summary Report addresses the requirements outlined in Schedule 22 of the Ontario Drinking Water Systems Regulation (O. Reg. 170/03) under the *Safe Drinking Water Act, 2002*. For purposes of that regulation, the Town of Erin - Erin Well Supply is considered to be a large municipal residential system.

The summary report identifies Erin Well Supply's Licenses and Permits, and includes a statement of compliance with the terms and conditions of the Drinking Water Works Permits, Municipal Drinking Water Licenses, Permits to Take Water and the drinking water regulations under the *Safe Drinking Water Act*. The report also includes a summary of the quantities and flow rates of water supplied, including monthly average and maximum daily flows during the period from January 1st to December 31st, 2015.

A copy of Schedule 22 from O.Reg. 170/03 is in Appendix 1 of this report.

Section 2 – Background

In 2002, the *Safe Drinking Water Act* was passed by the Ontario government, and by 2003, all municipal and non-municipal drinking water systems in Ontario were governed by this Act and its Regulations.

A list of the Regulations enacted under the *Safe Drinking Water Act* can be found in Appendix 2 of this report.

The reporting period for this report is January 1, 2015 to December 31, 2015.

The Town of Erin continues to operate our water systems through adherence to our Municipal Drinking Water License and our Drinking Water Works Permit. The Municipal Drinking Water License provides the required legislative authority to operate the system, and the Drinking Water Works Permit provides the descriptive scope of our water system and the authority to establish and alter the system.

During the reporting period, the Town of Erin – Erin Well Supply was operated pursuant to:

- Municipal Drinking Water License Number 102-101, issued December 20, 2010
- Municipal Drinking Water License Number 102-101, issued December 1, 2015
- Drinking Water Works Permit Number 102-201, issued December 20, 2010
- Drinking Water Works Permit Number 102-201, issued December 1, 2015

Both our license and our permit were issued through our demonstration of compliance to the Drinking Water Quality Management Standard (DWQMS).

DWQMS

The Standard contains 21 Elements which specify the minimum requirements for the Quality Management System of an Operating Authority for a subject system:

- a. to facilitate the Operating authority's ability to consistently produce and/or deliver drinking water that meets applicable legislative, regulatory and Owner requirements, and

- b. to enhance consumer protection through the effective application and continual improvement of the Quality Management System.

Operational Plan

Our adopted Quality Management System (QMS) Operational Plan continues to govern the water system in assuring conformance to the Standard and continuous operational improvements.

A portion of this required conformance is included in the Financial Plan submitted under O. Reg. 453/07. We must fulfill our submitted financial commitment to infrastructure renewal and utility operations in a demonstrated life cycle based full cost recovery model.

Copies of our QMS Operational Plan are available at the Municipal Office.

Section 3 – External Audit & MOECC Inspections

On June 18, 2015 the Ministry of Environment and Climate Change (MOECC) conducted an unannounced inspection of the Erin Well Supply System for the period of September 15, 2014 – May 31, 2015. The inspection included a review of operational standards and procedures, record keeping, sampling protocols, status of operator's licensing, training initiatives and a random field test for the analysis of system free chlorine residual in conjunction with joint microbiological water sample collections.

This inspection provided a scoring of 100% in meeting all legislative requirements of the *Safe Drinking Water Act* and associated regulations under the act.

The final inspection scoring and summary of best practice issues and recommendations for this inspection period are included in Appendix 3.

On October 16th, 2015 SAI Global conducted an external off-site system verification audit of the Town of Erin's Quality Management System. This audit resulted in zero non-conformances and three opportunities for improvement. SAI Global's recommendation is: On-site verification audit as next step in the accreditation process. The results of the external off-site system verification audit are included in Appendix 4.

On November 17th and 18th, 2015 SAI Global conducted an external on-site re-accreditation audit of the Town of Erin's Quality Management System. This audit resulted in three minor non-conformances and five opportunities for improvement. SAI Global's recommendation is: Offer of accreditation after response to corrective action requests has been deemed acceptable to SAI Global. The minor non-conformances were addressed and accepted. The Certificate of Accreditation was issued January 20, 2016. The results of the external off-site re-accreditation audit and the Certificate of Accreditation are included in Appendix 5 & 6.

Section 4 – Statement of Compliance

The Erin Well Supply System complied with the terms and conditions of all Licenses and Permits, Ontario Drinking Water Quality Standards Regulation (O. Reg. 169/03), and the Drinking Water Systems Regulation (O. Reg. 170/03).

Section 5 – Summaries of Quantities and Flow Rates and Water Supply

The following table is a summary of flows for the reporting period of January 1 – December 31, 2015.

Table 1

E7	Total Flow		Average Day		Max Day		Max Flow Rate	
	Date	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 2160 m ³ /day)	Treated m ³ (rated capacity = 2592 m ³ /day)	Raw L/min (rated capacity = 1,800 L/min)
January	9406.473	9601.735	303.435	309.733	786.423	795.386	1433.72	1397.21
February	7676.219	7815.474	274.151	279.124	632.186	713.092	1434.17	1504.83
March	11904.885	11993.054	384.029	386.873	938.643	870.059	1432.54	1537.70
April	10320.541	10404.813	344.018	346.827	790.864	742.861	1431.56	1513.86
May	13332.408	13581.584	430.078	438.116	1228.320	1225.090	1434.53	1599.57
June	14976.270	15174.691	499.209	505.823	1179.010	1554.520	1429.97	1591.19
July	15764.432	16140.074	508.530	520.648	1400.060	1412.460	1424.63	2062.94
August	9070.867	9166.843	292.609	295.705	608.656	643.569	1428.23	1421.70
September	8061.453	8181.805	268.715	272.727	933.000	945.000	1450	1437.16
October	6689.120	6793.900	222.971	226.463	525.640	531.850	1465.92	2210.16
November	7108.95	7210.900	236.965	240.363	657.150	668.950	1461.36	1450.08
December	6679.77	6747.220	215.477	217.652	562.000	550.560	1448.16	1450.08
Total	120991.4	122812.1						
E8	Total Flow		Average Day		Max Day		Max Flow Rate	
	Date	Raw m ³	Treated m ³	Raw m ³	Treated m ³	Raw m ³ (rated capacity = 1968 m ³ /day)	Treated m ³ (rated capacity = 2362 m ³ /day)	Raw L/min (rated capacity = 1,640 L/min)
January	15500.437	15023.529	500.014	484.630	1191.910	1137.31	1258.59	994.84
February	13182.660	12886.213	470.809	460.222	870.603	852.73	1254.27	1108.35
March	19660.694	19362.487	634.216	624.596	1351.580	1347.27	1248.90	1138.28
April	12958.787	12818.248	431.960	427.275	851.759	853.58	1250.07	1126.74
May	20703.384	20705.671	667.851	667.925	1447.920	1446.48	1247.66	1146.96
June	11075.362	10850.683	369.179	361.689	1222.780	1195.65	1247.16	967.31
July	11132.542	10947.908	359.114	353.158	1412.950	1390.54	1247.87	1054.25
August	15090.846	14603.025	486.802	471.065	762.415	739.76	1245.00	1167.76
September	14580.518	14047.648	486.017	468.255	980.835	956.63	1260.00	1229.69
October	12280.250	12277.540	409.342	409.251	773.630	752.10	1266.48	1041.36
November	11685.390	11630.390	389.513	387.680	652.060	657.65	1267.44	1041.36
December	12536.530	12514.830	404.404	403.704	648.000	699.00	1272.48	1412.64
Total	170387.4	167668.2						

The following table is a summary of the flow rates and the rated capacity flow rates approved in the system's approval.

Table 2

E7	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	786.423	795.386	2160	2592	36.4%	30.7%
February	632.186	713.092	2160	2592	29.3%	27.5%
March	938.643	870.059	2160	2592	43.5%	33.6%
April	790.864	742.861	2160	2592	36.6%	28.7%
May	1228.320	1225.090	2160	2592	56.9%	47.3%
June	1179.010	1554.520	2160	2592	54.6%	60.0%
July	1400.060	1412.460	2160	2592	64.8%	54.5%
August	608.656	643.569	2160	2592	28.2%	24.8%
September	933.000	945.000	2160	2592	43.2%	36.5%
October	525.640	531.850	2160	2592	24.3%	20.5%
November	657.150	668.950	2160	2592	30.4%	25.8%
December	562.000	550.560	2160	2592	26.0%	21.2%

Table 2 continued

E8	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	1191.910	1137.31	1968	2362	60.6%	48.2%
February	870.603	852.73	1968	2362	44.2%	36.1%
March	1351.580	1347.27	1968	2362	68.7%	57.0%
April	851.759	853.58	1968	2362	43.3%	36.1%
May	1447.920	1446.48	1968	2362	73.6%	61.2%
June	1222.780	1195.65	1968	2362	62.1%	50.6%
July	1412.950	1390.54	1968	2362	71.8%	58.9%
August	762.415	739.76	1968	2362	38.7%	31.3%
September	980.835	956.63	1968	2362	49.8%	40.5%
October	773.630	752.10	1968	2362	39.3%	31.8%
November	652.060	657.65	1968	2362	33.1%	27.8%
December	648.000	699.00	1968	2362	32.9%	29.6%

Section 6 – Summary and Conclusion

Table 3 provides information with respect to the quantity and flow rates of water supplied to the system during the reporting period.

1. The monthly average taking for all wells individually and for all wells combined, the maximum daily taking from each well individually and from all wells combined, and the daily instantaneous peak flow rate for each well and for all wells combined. There are footnotes to the table that provide additional information regarding the data.

Table 3
Town of Erin, Erin Well Supply
Pumping Volume % Flow Summary
(January 1 to December 31, 2015)

Raw Well	Monthly Average (m ³ /mo.)	Approved Rated Capacity (m ³ /month)	Maximum Daily Flow (m ³ /day)	Approved Rated Capacity (m ³ /day) ¹	Maximum Daily Instantaneous Peak Flow Rate (L/min.)	Approved Rated Capacity (L/min.) ¹
<i>E7</i>	10,082.62	65,700	1400.06	2,160	1,465.92	1,800
<i>E8</i>	14,198.95	59,860	1447.92	1,968	1,272.48	1,640
Combined Wells:	24,281.57	125,560		4,128	N/A	N/A

1. Based on water taking rates and amounts specified in Table A of PTTW # 8112-9CPNNW.

In conclusion, E7 is pumping at a 15.3% average of the approved rated capacity of 65,700 m³ per month, and E8 is pumping at a 23.7% average of the approved rated capacity of 59,860 m³ per month. The Erin Well Supply system is pumping at an average of 19.3% of the approved rated capacity of 125,560 m³ per month.

This report will be given to the members of the Town of Erin Council on or before March 31, 2016, as required by Section 22-2 (1) (a) of Schedule 22 of O. Reg 170/03, as amended. It will be circulated to Council as an information item on the first available agenda following the date completed to formally put the report on the public record. The report is available to the public at no cost, and will be posted on the Town's website.

Appendix 1
SCHEDULE 22
 SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
 Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

OWRA approvals

22-3. A provision of an OWRA approval that requires the completion and presentation of a compliance report does not apply to a drinking water system if the owner of the system complies with section 22-2.

O. Reg. 170/03, Sched. 22; O. Reg. 249/03, s. 24; O. Reg. 253/05, s. 18; O. Reg. 418/09, s. 26.

Appendix 2

Regulations under the *Safe Drinking Water Act, 2002*

- O. Reg. 128/04: Certification of Drinking Water System Operators and Water Quality Analysts
- O. Reg. 169/03: Ontario Drinking Water Quality Standards
- O. Reg. 170/03: Drinking Water Systems
- O. Reg. 171/03: Definitions of Words and Expressions Used in the Act
- O. Reg. 172/03: Definitions of Deficiency and Municipal Drinking Water System
- O. Reg. 188/07: Licensing of Municipal Drinking Water Systems
- O. Reg. 242/05: Compliance and Enforcement
- O. Reg. 243/07: Schools Private Schools and Day Nurseries
- O. Reg. 248/03: Drinking Water Testing Services
- O. Reg. 453/07: The Financial Plans Regulation
- O. Reg. 229/07: Service of Documents

Appendix 3



Ministry of the Environment and Climate Change
Inspection Report

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2015-2016)

DWS Name:	ERIN DRINKING WATER SYSTEM
DWS Number:	220000013
DWS Owner:	Erin, The Corporation Of The Town Of
Municipal Location:	Erin
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Focused
Inspection Date:	June 18, 2015
Ministry Office:	Guelph District

Maximum Question Rating: 450

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 77
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 28
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 21
Treatment Process Monitoring	0 / 112
TOTAL	0 / 450

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Inspection Rating Record Generated On 14-JUL-15 (Inspection ID: 1-BZP81).

Appendix 4



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES SYSTEMS VERIFICATION AUDIT REPORT – 2015

FILE #: 1631559-01

**The Corporation of the Town of Erin
OAP 102**

Operating Authority for:

**Erin Drinking Water System
Hillsburgh Drinking Water System**

Systems Audit

Prepared by: Janet McKenzie

Date: Oct 16, 2015

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.



1631559-01
#DWAR.12.08 Rev.01

PART A. MANAGEMENT SUMMARY

This was an off-site system audit of the The Corporation of the Town of Erin conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

√ Effective

There were four (4) Opportunities for Improvement identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation.

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.



1631559-01
#DWAR.12.08 Rev.01

PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin OAP 102

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Owner:

Legal name and address

same as above, or:

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 «CIS13» Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Served: 3300

This audit report covers the subject systems listed:

Erin Drinking Water System, 555 - 8th Line, Erin
Hillsburgh Drinking Water System, 5929 Trafalgar Road, Hillsburgh

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.

PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin OAP 102						1631559-01	
ACCREDITATION CYCLE: <i>Systems Audit</i>							
AUDIT TYPE <input checked="" type="checkbox"/> Systems On-Site Verification			AUDITOR Janet McKenzie			Oct 16, 2015 to Oct 16, 2015	
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water System ② Hillsburgh Drinking Water System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy		C	C				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		C	C				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies		C	C				
11. Personnel Coverage		C	C				
12. Communications		C	C				
13. Essential Supplies and Services		C	OFI				
14. Review and Provision of Infrastructure		OFI	OFI				
15. Infrastructure Maintenance, Rehabilitation & Renewal		OFI	OFI				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		C	C				
18. Emergency Management		C	C				
19. Internal Audits		C	C				
20. Management Review		OFI	OFI				
21. Continual Improvement		C	C				
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
///	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

PART D. FINDINGS/COMMENTS

<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>13 Essential Supplies and Services <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 13 Appendix 20 – DWQMS Essential Supplies and Services Procedure, rev.8</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for Improvement With respect to Hillsburgh Heights, consider sourcing an alternate supplier of ferric chloride and lead filtration system as backup suppliers.</p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>14 Review and Provision of Infrastructure <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 14 Appendix 22 – DWQMS Infrastructure Review Procedure, rev.5</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for Improvement Consider adding as part of the procedure that the review of the adequacy of the infrastructure must take place annually.</p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>15 Infrastructure Maintenance, Rehabilitation and Renewal <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 15 (section 15.1-15.3)</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for Improvement Consider expanding the description of how the Operating Authority manages their planned and unplanned maintenance. Also consider adding a description of how maintenance data (planned and unplanned) is collected.</p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>20 Management Review <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 20 Appendix 28 – DWQMS Management Review Procedure, rev.5</p>
<p><i>Results</i> <i>Details:</i></p>	<p>Opportunity for Improvement Consider adding to the procedure who at a minimum must attend management review meetings in terms of job title/representation.</p>



1631559-01
#DWAR.12.08 Rev.01

PART E. RECOMMENDATION – Systems Audit

The auditor recommends the following:

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to the SAI Global
- On-site verification audit after response to corrective action requests has been deemed acceptable by the SAI Global
- On-site verification audit as next step in the accreditation process
- On-site verification of corrective action requests
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:

E-signature of Lead Auditor / Auditor

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.

Appendix 5



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES ON-SITE AUDIT REPORT – 2015

FILE #: 1631559-01

**The Corporation of the Town of Erin
OAP 102**

Operating Authority for:

**Erin Drinking Water System
Hillsburgh Drinking Water System**

Re Accreditation Audit

Prepared by: Janet McKenzie

Date: Nov 17-18, 2015

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

PART A. MANAGEMENT SUMMARY

This was an on-site verification audit of the The Corporation of the Town of Erin conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

√ Effective

Three (3) Minor non-conformities and five (5) Opportunities for Improvement were identified during this assessment, as noted in Part D of this report. Please review *Instruction for The Completion of Non-Conformance Reports (NCR)* found at the end of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation

Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.



1631559-01
#DWAR.12.08 Rev.01

PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin OAP 102

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Owner:

Legal name and address

same as above, or:

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 «CIS13» Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Served: 3300

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.



1631559-01
#DWAR.12.08 Rev.01

This audit report covers the subject systems listed:


Erin Drinking Water System, 555 – 8th Line, Erin, ON
Hillsburgh Drinking Water System, 5929 Trafalgar Road, Hillsborough, ON

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M8W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.

PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin OAP 102						1631559-01	
ACCREDITATION CYCLE: Re Accreditation Audit							
AUDIT TYPE <input type="checkbox"/> Systems <input checked="" type="checkbox"/> On-Site Verification			AUDITOR Janet McKenzie			Nov 17, 2015 to Nov 18, 2015	
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water System ② Hillsburgh Drinking Water System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy		Mn	Mn				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		OFI	OFI				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies		Mn	Mn				
11. Personnel Coverage		C	C				
12. Communications		OFI	OFI				
13. Essential Supplies and Services		Mn	Mn				
14. Review and Provision of Infrastructure		C	C				
15. Infrastructure Maintenance, Rehabilitation & Renewal		C	C				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		C	C				
18. Emergency Management		C	C				
19. Internal Audits		OFI	OFI				
20. Management Review		C	C				
21. Continual Improvement		2 OFI	2 OFI				
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

PART D. FINDINGS/COMMENTS

<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>2 Quality Management System Policy Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015. Appendix 1 Quality Management System Policy, Rev #2, Feb7, 2009.</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Minor non-conformity <i>Section 2.2 of the Operational Plan states that the policy is to be reviewed annually. There was no evidence provided to show that the policy has been reviewed annually.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>5 Document and Record Control Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 5 Document and Records Control Appendix 3: Control of Documents, rev#8 Appendix 5: Document Change form, rev#3 Element 9 Organizational Structure, Roles, Responsibilities and Authorities</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for improvement <i>The Water Superintendent is referenced throughout the DWQMS, however the position is currently filled by an interim Water Superintendent. Consider revising the Operational Plan to accurately represent current roles or address the decision to fill the permanent position with Top Management.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>10 Competencies Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 10, Appendix 17 Appendix 26 Internal Audit, rev#4 Appendix 27 Internal Audit Schedule, rev#2 Internal audit report, June 9, 2015</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Minor non-conformity <i>The Compliance Administrator completed the assessment of Element 19-Internal Audit, however there was no evidence that the Compliance Administrator has completed internal audit training.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>12 Communications Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 2 Quality Policy Appendix 1, February 7, 2009.</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for improvement <i>Consider improving awareness of the DWQMS Policy with Water Services staff.</i></p>



1631559-01
#DWAR.12.08 Rev.01

<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>13 Essential Supplies and Services Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015 Appendix 20 Element 13 Essential Supplies and Services, Rev#8 Appendix 21 Procurement Requirement and Communication Package</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Minor non-conformity <i>The Essential Supplies and Services list does not include some essential suppliers (eg. Excavating companies that are contracted during water main break repairs) and as such are not receiving the communication package outlined in Appendix 21.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>19 Internal Audit Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 10, Appendix 17 Appendix 26 Internal Audit, rev#4 Internal audit report, June 9, 2015</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for improvement <i>Consider improving the level of detail within the internal audit report by adding specific audit evidence to allow improved traceability and confidence in the audit findings.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>21 Continual Improvement Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 10, Appendix 21 Appendix 29: Corrective Actions Procedure, rev#3 Appendix 25, Rev #8 Wellhouse #8 staff logbook, staff log book in water office SAI Global systems and on-site audit reports, DWQMA Internal audit report, June 2015</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for improvement <i>Consider utilizing the corrective action procedure as a vehicle to document emergency incidents to effectively document root cause(s) as well as action items with responsibilities and target dates.</i></p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for improvement <i>Consider addressing how Opportunities for Improvement (OFIs) are dealt with and considered within the DWQMS.</i></p>



1631559-01
#DWAR.12.08 Rev.01

PART E. RECOMMENDATION - Onsite

The result of the audit indicates that the The Corporation of the Town of Erin QMS was effectively implemented.

The following recommendation is made:

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to SAI Global
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:

A handwritten signature in black ink, appearing to read "J. McEwen".

E-signature of Lead Auditor / Auditor

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-9700 Facsimile: 416-401-9650

Page 1 of 11

Excellence. Assured.

INSTRUCTIONS FOR THE COMPLETION OF NON-CONFORMANCE REPORTS (NCR)

Failure to provide action plans as arranged with SAI Global and/or to implement correction and corrective action within the nominated time frames may lead to a recommendation that your certification be denied or suspended. Certain sectors require both Major and minor NCR's to be cleared within a specified time. Refer to sector specific requirements for details.

Section 1

To be completed by the SAI Global Team Leader at the time of the audit. A copy of the NCR shall be left with the Client at the completion of the audit.

Section 2 - Organization Response

Complete Section 2 as described below and return it to -SAI Global. In lieu of completing SAI Global NCR form, the Client may submit an **equivalent** corrective action document.

Root Cause:	Consider using appropriate root-cause analysis tools such as, 5 Why's, FMEAs, Fault tree analysis and fish bone diagrams, etc., to ensure identification of root cause.
Correction:	Describe the action taken to correct the incident and contain the problem. Objective evidence in the form of revised procedures, records, etc. shall be submitted unless otherwise identified by the Audit Team Leader
Corrective Action:	Client shall describe the systemic (long term) corrective action(s) planned or taken to eliminate the root cause to prevent recurrence. Objective evidence in the form of revised procedures, records, etc. shall be submitted unless otherwise identified by the Audit Team Leader. <i>NOTE: For audits to the ISO 13485 – CMCAS standard the client shall submit a corrective action plan that identifies the steps to correct the root cause and verify the effectiveness of actions taken within 30 days of the NCR issuance date. Objective evidence for closure can be submitted at a later date.</i>
Organization Acknowledgement:	Name of the organizations representative who was presented the non-conformance. Signature is not required.
SAI Global Verification Method	Record if site visit is required or what information is to be provided to effect NCR closure.

Section 3

The SAI Global Team Leader /Client/Project Manager will review the completed NCR or Client's equivalent corrective action document for adequate root cause analysis, systemic corrective action taken on root cause and objective evidence submitted. Upon completion of the review the SAI Global Team Leader will either accept the corrective action taken and clear the NCR or request that the Client provide an additional or revised response or objective evidence in order to clear the NCR. Comments shall be added to the hardcopy of the NCR or electronically as appropriate to identify any request for additional information, including the date for submittal.

Section 4 – Verification of Effectiveness

Identify the method (plan) to be utilized to verify that the corrective action taken is effective. This could be a follow-up audit or submission of objective evidence of implementation. Where appropriate, records of the client's method of verifying effectiveness can be utilized. Record in the results the actual method and documents reviewed to verify effectiveness.

Section 5 - NCR Closure

Name and date of individual performing the verification and NCR closure.

Appendix 6



CERTIFICATE OF ACCREDITATION

This is to certify that the following operating authority:

The Corporation of the Town of Erin

OAP 102

5684 Trafalgar Road Hillsburgh, Ontario N0B 1Z0 Canada

Additional Drinking Water System

Erin Drinking Water System

Hillsburgh Drinking Water System

operates a

Quality Management System

which conforms with the requirements of

Drinking Water Quality Management Standard (DWQMS):2006

for the following scope of registration

Full Scope - Entire DWQMS

Certificate No.: CERT-0094226

File No.: 1631559

Issue Date: January 20, 2016

Original Certification Date: March 7, 2013

Current Certification Date: March 6, 2016

Certificate Expiry Date: March 5, 2019

Heather Mahon
Acting Head of
Policy, Risk and Certification



DWQMS

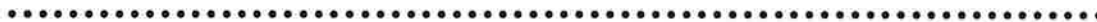
Accredited by:
SAI Global Certification Services Pty Ltd, 650 George St, Level 37-38, Sydney NSW, 2000, Australia with OMLSAI Canada Limited, 20 Carleton Court, Suite 200, Toronto, Ontario M9W 7K6 Canada (SAI GLOBAL). This registration is subject to the SAI Global Terms and Conditions for Certification. While all due care and skill was exercised in carrying out this assessment, SAI Global accepts responsibility only for proven negligence. This certificate remains the property of SAI Global and must be returned to them upon request. To verify that this certificate is current, please refer to the SAI Global On Line Certification Register: www.sai-global.com/qms/companies/

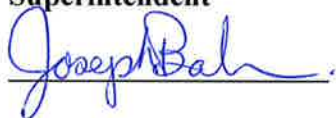
 **SAI GLOBAL**
INFORM INSPIRE IMPROVE

**SUMMARY REPORT
TOWN OF ERIN**

**HILLSBURGH WELL SUPPLY
DRINKING –WATER SYSTEM NO. 220007285**

**Municipal Drinking Water License Number 102-102
Drinking Water Works Permit Number 102-202
PTTW # 6306-8X5KRY
PTTW # 8548-6SBGWC**



Submitted by:	Joe Babin
	Interim Water Superintendent
Signature:	
Date:	February 16, 2016
Prepared by:	Sara McDougall

SUMMARY REPORT FOR THE TOWN OF ERIN HILLSBURGH WELL SUPPLY

Ministry of Environment
Municipal Drinking Water License Number 102-102
Drinking Water Works Permit Number 102-202
Permit to Take Water No. 6306-8X5KRY
Permit to Take Water No. 8548-6SBGWC

Table of Contents

Section 1 – Introduction	2
Section 2 – Background	2
Section 3 – External Audit & MOE Inspections	3
Section 4 – Statement Of Compliance	3
Section 5 – Summaries of Quantities and Flow Rates and Water Supply	4
Section 6 – Summary and Conclusion	6
Appendix 1 - O. Reg. 170/03 Schedule 22.....	7
Appendix 2 – Regulations under the <i>Safe Drinking Water Act, 2002</i>	8
Appendix 3 – MOE Inspection Results and Scoring.....	9
Appendix 4 – SAI Global External 12 Month Surveillance Audit Results.....	11
Appendix 5 – SAI Global External Re Accreditation Audit Results.....	18
Appendix 6 – SAI Global Certificate of Accreditation.....	28

Section 1 – Introduction

The 2015 Hillsburgh Well Supply Summary Report addresses the requirements outlined in Schedule 22 of the Ontario Drinking Water Systems Regulation (O. Reg. 170/03) under the *Safe Drinking Water Act, 2002*. For purposes of that regulation, the Town of Erin - Hillsburgh Well Supply is considered to be a large municipal residential system.

The summary report identifies Hillsburgh Well Supply's Licenses and Permits, and includes a statement of compliance with the terms and conditions of the Drinking Water Works Permits, Municipal Drinking Water Licenses, Permits to Take Water and the drinking water regulations under the *Safe Drinking Water Act*. The report also includes a summary of the quantities and flow rates of water supplied, including monthly average and maximum daily flows during the period from January 1st to December 31st, 2015.

A copy of Schedule 22 from O.Reg. 170/03 is in Appendix 1 of this report.

Section 2 – Background

In 2002, the *Safe Drinking Water Act* was passed by the Ontario government, and by 2003, all municipal and non-municipal drinking water systems in Ontario were governed by this Act and its Regulations.

A list of the Regulations enacted under the *Safe Drinking Water Act* can be found in Appendix 2 of this report.

The reporting period for this report is January 1, 2015 to December 31, 2015.

The Town of Erin continues to operate our water systems through adherence to our Municipal Drinking Water License and our Drinking Water Works Permit. The Municipal Drinking Water License provides the required legislative authority to operate the system, and the Drinking Water Works Permit provides the descriptive scope of our water system and the authority to establish and alter the system.

During the reporting period, the Town of Erin – Hillsburgh Well Supply was operated pursuant to:

- Municipal Drinking Water License Number 102-102, issued December 20, 2010
- Municipal Drinking Water License Number 102-102, issued December 1, 2015
- Drinking Water Works Permit Number 102-202, issued December 20, 2010
- Drinking Water Works Permit Number 102-202, issued December 1, 2015

Both our license and our permit were issued through our demonstration of compliance to the Drinking Water Quality Management Standard (DWQMS).

DWQMS

The Standard contains 21 Elements which specify the minimum requirements for the Quality Management System of an Operating Authority for a subject system:

- a. to facilitate the Operating authority's ability to consistently produce and/or deliver drinking water that meets applicable legislative, regulatory and Owner requirements, and

- b. to enhance consumer protection through the effective application and continual improvement of the Quality Management System.

Operational Plan

Our adopted Quality Management System (QMS) Operational Plan continues to govern the water system in assuring conformance to the Standard and continuous operational improvements.

A portion of this required conformance is included in the Financial Plan submitted under O. Reg. 453/07. We must fulfill our submitted financial commitment to infrastructure renewal and utility operations in a demonstrated life cycle based full cost recovery model.

Copies of our QMS Operational Plan are available at the Municipal Office.

Section 3 – External Audit & MOE Inspections

On June 3, 2015 the Ministry of Environment conducted an inspection of the Hillsburgh Well Supply System for the period of August 15, 2014 – May 15, 2015. The inspection included a review of operational standards and procedures, record keeping, sampling protocols, status of operator's licensing, training initiatives and a random field test for the analysis of system free chlorine residual in conjunction with joint microbiological water sample collections.

This inspection provided a scoring of 100% in meeting all legislative requirements of the *Safe Drinking Water Act* and associated regulations under the act.

The summary of best practice issues and recommendation, and the final inspection scoring for this inspection period are included in Appendix 3.

On October 16th, 2015 SAI Global conducted an external off-site system verification audit of the Town of Erin's Quality Management System. This audit resulted in zero non-conformances and four opportunities for improvement. SAI Global's recommendation is: On-site verification audit as next step in the accreditation process. The results of the external off-site system verification audit are included in Appendix 4.

On November 17th and 18th, 2015 SAI Global conducted an external on-site re-accreditation audit of the Town of Erin's Quality Management System. This audit resulted in three minor non-conformances and five opportunities for improvement. SAI Global's recommendation is: Offer of accreditation after response to corrective action requests has been deemed acceptable to SAI Global. The minor non-conformances were addressed and accepted. The Certificate of Accreditation was issued January 20, 2016. The results of the external off-site re-accreditation audit and the Certificate of Accreditation are included in Appendix 5 & 6.

Section 4 – Statement of Compliance

The Hillsburgh Well Supply System complied with the terms and conditions of all Licenses and Permits, Ontario Drinking Water Quality Standards Regulation (O. Reg. 169/03), and the Drinking Water Systems Regulation (O. Reg. 170/03) except for on May 21, 2015 the maximum flow rate of 705.96 L/min exceeded the PTTW rated capacity of 682 L/min. This was due to maintenance at the Hillsburgh Heights well house and was documented by the operator on site.

Section 5 – Summaries of Quantities and Flow Rates and Water Supply

The following table is a summary of flows for the reporting period of January 1 – December 31, 2015.

Table 1

HH	Total Flow		Average Day		Max Day		Max Flow Rate	
Date	Raw m³	Treated m³	Raw m³	Treated m³	Raw m³ (rated capacity = 982 m³/day)	Treated m³ (rated capacity = 1011 m³/day)	Raw L/min (rated capacity = 682 L/min)	Treated L/sec
January	1927.681	3108.860	62.183	100.286	194.879	123.519	604.150	7.651
February	1794.058	2781.629	64.074	99.344	203.923	108.115	643.753	3.300
March	2073.583	2316.431	66.890	74.724	207.019	104.539	636.435	8.420
April	1998.257	2232.733	66.609	74.424	211.220	87.156	640.140	3.190
May	3040.133	2879.557	98.069	92.889	243.196	135.311	705.960	7.120
June	2282.684	2146.268	76.090	71.542	212.755	113.608	645.954	11.860
July	2658.717	2217.457	85.765	71.531	217.643	143.832	646.290	9.950
August	2375.951	1911.690	76.644	61.667	221.049	119.957	655.156	14.800
September	4867.922	4776.634	162.264	159.221	285.202	203.765	657.576	8.600
October	2191.647	1438.081	70.698	46.390	227.492	85.218	658.372	6.620
November	1932.011	1164.942	64.400	38.831	211.656	57.338	657.114	6.370
December	1896.613	1241.334	61.181	40.043	210.541	58.861	646.028	2.760
Total	29039.28	28215.62						
GD	Total Flow		Average Day		Max Day		Max Flow Rate	
Date	Raw m³	Treated m³	Raw m³	Treated m³	Raw m³ (rated capacity = 655 m³/day)	Treated m³ (rated capacity = 654 m³/day)	Raw L/min (rated capacity = 454 L/min)	Treated L/min
January	2637.938	2806.897	85.095	90.545	109.464	116.132	386.499	734.477
February	2083.640	2181.826	74.416	77.922	111.034	100.491	387.368	234.980
March	2662.700	2815.777	85.894	90.832	120.123	129.857	382.004	710.450
April	2460.462	2609.125	82.015	86.971	111.653	114.555	380.337	238.010
May	3388.607	3577.814	109.310	115.413	186.525	193.438	376.184	727.440
June	2497.165	2694.796	83.239	89.827	124.665	129.524	372.157	638.520
July	2865.604	3096.691	92.439	99.893	141.566	149.991	370.122	679.780
August	2754.689	3067.987	88.861	98.967	121.920	129.144	377.459	258.120
September	369.345	25.232	12.312	0.8411	251.413	25.232	418.133	195.510
October	2439.998	2791.636	78.710	90.053	104.997	116.255	428.994	448.000
November	2257.502	2504.507	75.250	83.484	104.285	112.193	408.016	243.510
December	2176.023	2423.143	70.194	78.166	91.288	98.430	407.509	229.680
Total	28593.68	30595.43						

The following table is a summary of the flow rates and the rated capacity flow rates approved in the system's approval.

Table 2

HH	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	194.879	123.519	982	1011	19.85%	12.22%
February	203.923	108.115	982	1011	20.77%	10.69%
March	207.019	104.539	982	1011	21.08%	10.34%
April	211.220	87.156	982	1011	21.51%	8.62%
May	243.196	135.311	982	1011	24.77%	13.38%
June	212.755	113.608	982	1011	21.67%	11.24%
July	217.643	143.832	982	1011	22.16%	14.23%
August	221.049	119.957	982	1011	22.51%	11.87%
September	285.202	203.765	982	1011	29.04%	20.15%
October	227.492	85.218	982	1011	23.17%	8.43%
November	211.656	57.338	982	1011	21.55%	5.67%
December	210.541	58.861	982	1011	21.44%	5.82%

GD	Peak Day Flow (m ³ /day)		Rated Capacity (m ³ /day)		Percent Rated Capacity (%)	
	Raw	Treated	Raw	Treated	Raw	Treated
January	109.464	116.132	655	654	16.71%	17.76%
February	111.034	100.491	655	654	16.95%	15.37%
March	120.123	129.857	655	654	18.34%	19.86%
April	111.653	114.555	655	654	17.05%	17.51%
May	186.525	193.438	655	654	28.48%	29.58%
June	124.665	129.524	655	654	19.03%	19.80%
July	141.566	149.991	655	654	21.61%	22.93%
August	121.920	129.144	655	654	18.61%	19.75%
September	251.413	25.232	655	654	38.38%	3.86%
October	104.997	116.255	655	654	16.03%	17.78%
November	104.285	112.193	655	654	15.92%	17.15%
December	91.288	98.430	655	654	13.94%	15.05%

Section 6 – Summary and Conclusion

Table 3 provides information with respect to the quantity and flow rates of water supplied to the system during the reporting period.

1. The monthly average taking for all wells individually and for all wells combined, the maximum daily taking from each well individually and from all wells combined, and the daily instantaneous peak flow rate for each well and for all wells combined. There are footnotes to the table that provide additional information regarding the data.

Table 3
Town of Erin, Hillsburgh Well Supply
Pumping Volume % Flow Summary
(January 1 to December 31, 2015)

Raw Well	Monthly Average (m ³ /mo.)	Approved Rated Capacity (m ³ /month)	Maximum Daily Flow (m ³ /day)	Approved Rated Capacity (m ³ /day) ¹	Maximum Daily Instantaneous Peak Flow Rate (L/min.)	Approved Rated Capacity (L/min) ¹
<i>HH</i>	2419.94	29869	285.20	982	705.96	682
<i>GD</i>	2382.81	19923	251.41	655	428.99	454
Combined Wells:	4802.75	49792		1,637	N/A	N/A

1. Based on water taking rates and amounts specified in Table A of PTTW # 8548-6SBGWC & PTTW # 6306-8X5KRY

In conclusion, HH is pumping at an 8.0% average of the approved rated capacity of 29,869 m³ per month, and GD is pumping at a 12.0% average of the approved rated capacity of 19,923 m³ per month. The Hillsburgh Well Supply system is pumping at an average 10.0% of the approved rated capacity of 49,792 m³ per month.

This report will be given to the members of the Town of Erin Council on or before March 31, 2016, as required by Section 22-2 (1) (a) of Schedule 22 of O. Reg 170/03, as amended. It will be circulated to Council as an information item on the first available agenda following the date completed to formally put the report on the public record. The report is available to the public at no cost, and will be posted on the Town's website.

Appendix 1
SCHEDULE 22
 SUMMARY REPORTS FOR MUNICIPALITIES

Municipal: Large Residential
 Small Residential

Application

22-1. This Schedule applies to the following drinking water systems:

1. Large municipal residential systems.
2. Small municipal residential systems.

Report

22-2. (1) The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,

- (a) in the case of a drinking water system owned by a municipality, the members of the municipal council;
- (b) in the case of a drinking water system owned by a municipal service board established under section 195 of the *Municipal Act, 2001*, the members of the municipal service board; or
- (c) in the case of a drinking water system owned by a corporation, the board of directors of the corporation.

(2) The report must,

- (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
- (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

(4) If a report is prepared under subsection (1) for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31.

(5) Revoked: O. Reg. 253/05, s. 18.

OWRA approvals

22-3. A provision of an OWRA approval that requires the completion and presentation of a compliance report does not apply to a drinking water system if the owner of the system complies with section 22-2.

O. Reg. 170/03, Sched. 22; O. Reg. 249/03, s. 24; O. Reg. 253/05, s. 18; O. Reg. 418/09, s. 26.

Appendix 2

Regulations under the *Safe Drinking Water Act, 2002*

- O. Reg. 128/04: Certification of Drinking Water System Operators and Water Quality Analysts
- O. Reg. 169/03: Ontario Drinking Water Quality Standards
- O. Reg. 170/03: Drinking Water Systems
- O. Reg. 171/03: Definitions of Words and Expressions Used in the Act
- O. Reg. 172/03: Definitions of Deficiency and Municipal Drinking Water System
- O. Reg. 188/07: Licensing of Municipal Drinking Water Systems
- O. Reg. 242/05: Compliance and Enforcement
- O. Reg. 243/07: Schools Private Schools and Day Nurseries
- O. Reg. 248/03: Drinking Water Testing Services
- O. Reg. 453/07: The Financial Plans Regulation
- O. Reg. 229/07: Service of Documents

Appendix 3



Ministry of the Environment and Climate Change
Inspection Report

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2015-2016)

DWS Name: HILLSBURGH DRINKING WATER SYSTEM
DWS Number: 220007285
DWS Owner: Erin, The Corporation Of The Town Of
Municipal Location: Erin

Regulation: O.REG 170/03

Category: Large Municipal Residential System

Type Of Inspection: Focused

Inspection Date: June 3, 2015

Ministry Office: Guelph District

Maximum Question Rating: 475

Inspection Module	Non-Compliance Rating
Source	0 / 28
Capacity Assessment	0 / 30
Treatment Processes	0 / 81
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 28
Water Quality Monitoring	0 / 112
Reporting & Corrective Actions	0 / 42
Treatment Process Monitoring	0 / 112
TOTAL	0 / 475

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Inspection Rating Record Generated On 26-JUN-15 (Inspection ID: 1-BZP9R).

Appendix 4



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES SYSTEMS VERIFICATION AUDIT REPORT – 2015

FILE #: 1631559-01

**The Corporation of the Town of Erin
OAP 102**

Operating Authority for:

**Erin Drinking Water System
Hillsburgh Drinking Water System**

Systems Audit

Prepared by: Janet McKenzie

Date: Oct 16, 2015

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.



1631559-01
#DWAR.12.08 Rev.01

PART A. MANAGEMENT SUMMARY

This was an off-site system audit of the The Corporation of the Town of Erin conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

√ Effective

There were four (4) Opportunities for Improvement identified during this assessment, as noted in Part D of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation.

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.



1631559-01
#DWAR.12.08 Rev.01

PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin OAP 102

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Owner:

Legal name and address

same as above, or:

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 «CIS13» Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Serviced: 3300

This audit report covers the subject systems listed:


Erin Drinking Water System, 555 - 8th Line, Erin
Hillsburgh Drinking Water System, 5929 Trafalgar Road, Hillsburgh

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8850

Page 1 of 11

Excellence. Assured.

PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin OAP 102						1631559-01	
ACCREDITATION CYCLE: Systems Audit							
AUDIT TYPE <input checked="" type="checkbox"/> Systems On-Site Verification				AUDITOR Janet McKenzie		Oct 16, 2015 to Oct 16, 2015	
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water System ② Hillsburgh Drinking Water System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy		C	C				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		C	C				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies		C	C				
11. Personnel Coverage		C	C				
12. Communications		C	C				
13. Essential Supplies and Services		C	OFI				
14. Review and Provision of Infrastructure		OFI	OFI				
15. Infrastructure Maintenance, Rehabilitation & Renewal		OFI	OFI				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		C	C				
18. Emergency Management		C	C				
19. Internal Audits		C	C				
20. Management Review		OFI	OFI				
21. Continual Improvement		C	C				
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

PART D. FINDINGS/COMMENTS

<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>13 Essential Supplies and Services <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 13 Appendix 20 – DWQMS Essential Supplies and Services Procedure, rev.8</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for Improvement With respect to Hillsburgh Heights, consider sourcing an alternate supplier of ferric chloride and lead filtration system as backup suppliers.</p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>14 Review and Provision of Infrastructure <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 14 Appendix 22 – DWQMS Infrastructure Review Procedure, rev.5</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for Improvement Consider adding as part of the procedure that the review of the adequacy of the infrastructure must take place annually.</p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>15 Infrastructure Maintenance, Rehabilitation and Renewal <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 15 (section 15.1-15.3)</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for Improvement Consider expanding the description of how the Operating Authority manages their planned and unplanned maintenance. Also consider adding a description of how maintenance data (planned and unplanned) is collected.</p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>20 Management Review <i>Town of Erin DWQMS Operational Plan, Rev#12, June 16/15</i> Element 20 Appendix 28 – DWQMS Management Review Procedure, rev.5</p>
<p><i>Results</i> <i>Details:</i></p>	<p>Opportunity for Improvement Consider adding to the procedure who at a minimum must attend management review meetings in terms of job title/representation.</p>



1631559-01
#DWAR.12.08 Rev.01

PART E. RECOMMENDATION – Systems Audit

The auditor recommends the following:

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to the SAI Global
- On-site verification audit after response to corrective action requests has been deemed acceptable by the SAI Global
- On-site verification audit as next step in the accreditation process
- On-site verification of corrective action requests
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:

A handwritten signature in black ink, appearing to read "J. McHenry".

E-signature of Lead Auditor / Auditor

Appendix 5



1631559-01
#DWAR.12.08 Rev.01

ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES ON-SITE AUDIT REPORT – 2015

FILE #: 1631559-01

**The Corporation of the Town of Erin
OAP 102**

Operating Authority for:

**Erin Drinking Water System
Hillsburgh Drinking Water System**

Re Accreditation Audit

Prepared by: Janet McKenzie

Date: Nov 17-18, 2015

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.



1631559-01
#DWAR.12.08 Rev.01

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether accreditation can be offered to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Auditor:

Janet McKenzie

Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.



1631559-01
#DWAR 12.08 Rev.01

PART A. MANAGEMENT SUMMARY

This was an on-site verification audit of the The Corporation of the Town of Erin conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Erin Quality Management System is considered:

√ Effective

Three (3) Minor non-conformities and five (5) Opportunities for Improvement were identified during this assessment, as noted in Part D of this report. Please review *Instruction for The Completion of Non-Conformance Reports (NCR)* found at the end of this report.

The audit objectives have been accomplished within the audit scope in accordance with the audit plan and the time allocation

Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify the SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.



1631559-01
#DWAR.12.08 Rev.01

PART B. GENERAL INFORMATION

Operating Authority:

Legal name and address The Corporation of the Town of Erin OAP 102

Address 5684 Trafalgar Road Hillsburgh Ontario

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Owner:

Legal name and address

same as above, or:

Applicant representative Sara McDougall

Title Compliance Administrator

Telephone 519 855 4407 «CIS13» Fax 519 855 4821

E-mail sara.mcdougall@erin.ca

Accreditation Option: Full Scope - Entire DWQMS

Population Serviced: 3300

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.



1631559-01
#DWAR.12.08 Rev.01

This audit report covers the subject systems listed:


Erin Drinking Water System, 555 – 8th Line, Erin, ON
Hillsburgh Drinking Water System, 5929 Trafalgar Road, Hillsborough, ON

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8850

Page 1 of 11

Excellence. Assured.

PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Erin OAP 102						1631559-01	
ACCREDITATION CYCLE: Re Accreditation Audit							
AUDIT TYPE <input type="checkbox"/> Systems <input checked="" type="checkbox"/> On-Site Verification			AUDITOR Janet McKenzie			Nov 17, 2015 to Nov 18, 2015	
SUBJECT SYSTEM(S) AUDITED ① Erin Drinking Water System ② Hillsburgh Drinking Water System							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C	C				
2. Quality Management System Policy		Mn	Mn				
3. Commitment and Endorsement		C	C				
4. Quality Management System Representative		C	C				
5. Document and Records Control		OFI	OFI				
6. Drinking-Water System		C	C				
7. Risk Assessment		C	C				
8. Risk Assessment Outcomes		C	C				
9. Organizational Structure, Roles, Responsibilities and Authorities		C	C				
10. Competencies		Mn	Mn				
11. Personnel Coverage		C	C				
12. Communications		OFI	OFI				
13. Essential Supplies and Services		Mn	Mn				
14. Review and Provision of Infrastructure		C	C				
15. Infrastructure Maintenance, Rehabilitation & Renewal		C	C				
16. Sampling, Testing and Monitoring		C	C				
17. Measurement & Recording Equipment Calibration and Maintenance		C	C				
18. Emergency Management		C	C				
19. Internal Audits		OFI	OFI				
20. Management Review		C	C				
21. Continual Improvement		2 OFI	2 OFI				
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						
*	Additional comment added by auditor in the body of the report.						

Page 1 of 11

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Excellence. Assured.

PART D. FINDINGS/COMMENTS

<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>2 Quality Management System Policy Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015. Appendix 1 Quality Management System Policy, Rev #2, Feb7, 2009.</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Minor non-conformity <i>Section 2.2 of the Operational Plan states that the policy is to be reviewed annually. There was no evidence provided to show that the policy has been reviewed annually.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>5 Document and Record Control Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 5 Document and Records Control Appendix 3: Control of Documents, rev#8 Appendix 5: Document Change form, rev#3 Element 9 Organizational Structure, Roles, Responsibilities and Authorities</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for improvement <i>The Water Superintendent is referenced throughout the DWQMS, however the position is currently filled by an interim Water Superintendent. Consider revising the Operational Plan to accurately represent current roles or address the decision to fill the permanent position with Top Management.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>10 Competencies Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 10, Appendix 17 Appendix 26 Internal Audit, rev#4 Appendix 27 Internal Audit Schedule, rev#2 Internal audit report, June 9, 2015</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Minor non-conformity <i>The Compliance Administrator completed the assessment of Element 19-Internal Audit, however there was no evidence that the Compliance Administrator has completed internal audit training.</i></p>
<p>DWQMS Reference: <i>Client Reference:</i></p>	<p>12 Communications Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 2 Quality Policy Appendix 1, February 7, 2009.</p>
<p><i>Results:</i> <i>Details:</i></p>	<p>Opportunity for improvement <i>Consider improving awareness of the DWQMS Policy with Water Services staff.</i></p>

<p>DWQMS Reference:</p> <p><i>Client Reference:</i></p>	<p>13 Essential Supplies and Services Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015 Appendix 20 Element 13 Essential Supplies and Services, Rev#8 Appendix 21 Procurement Requirement and Communication Package</p>
<p><i>Results:</i></p> <p><i>Details:</i></p>	<p>Minor non-conformity <i>The Essential Supplies and Services list does not include some essential suppliers (eg. Excavating companies that are contracted during water main break repairs) and as such are not receiving the communication package outlined in Appendix 21.</i></p>
<p>DWQMS Reference:</p> <p><i>Client Reference:</i></p>	<p>19 Internal Audit Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 10, Appendix 17 Appendix 26 Internal Audit, rev#4 Internal audit report, June 9, 2015</p>
<p><i>Results:</i></p> <p><i>Details:</i></p>	<p>Opportunity for Improvement <i>Consider improving the level of detail within the internal audit report by adding specific audit evidence to allow improved traceability and confidence in the audit findings.</i></p>
<p>DWQMS Reference:</p> <p><i>Client Reference:</i></p>	<p>21 Continual Improvement Town of Erin DWQMS Operational Plan, Rev#12, June 6, 2015, Element 10, Appendix 21 Appendix 29: Corrective Actions Procedure, rev#3 Appendix 25, Rev #8 Wellhouse #8 staff logbook, staff log book in water office SAI Global systems and on-site audit reports, DWQMA Internal audit report, June 2015</p>
<p><i>Results:</i></p> <p><i>Details:</i></p>	<p>Opportunity for Improvement <i>Consider utilizing the corrective action procedure as a vehicle to document emergency incidents to effectively document root cause(s) as well as action items with responsibilities and target dates.</i></p>
<p><i>Results:</i></p> <p><i>Details:</i></p>	<p>Opportunity for Improvement <i>Consider addressing how Opportunities for Improvement (OFIs) are dealt with and considered within the DWQMS.</i></p>



1631559-01
#DWAR.12.08 Rev.01

PART E. RECOMMENDATION - Onsite

The result of the audit indicates that the The Corporation of the Town of Erin QMS was effectively implemented.

The following recommendation is made:

- Offer of accreditation
- Offer of accreditation after response to corrective action requests has been deemed acceptable to SAI Global
- Maintenance of existing accreditation
- Complete re-assessment

Final comments:

A handwritten signature in black ink, appearing to read "J. McFadden".

E-signature of Lead Auditor / Auditor

Confidential
20 Carlson Court, Suite 200
Toronto, Ontario Canada M9W 7K6
Telephone: 416-401-8700 Facsimile: 416-401-8650

Page 1 of 11

Excellence. Assured.

INSTRUCTIONS FOR THE COMPLETION OF NON-CONFORMANCE REPORTS (NCR)

Failure to provide action plans as arranged with SAI Global and/or to implement correction and corrective action within the nominated time frames may lead to a recommendation that your certification be denied or suspended. Certain sectors require both Major and minor NCR's to be cleared within a specified time. Refer to sector specific requirements for details.

Section 1

To be completed by the SAI Global Team Leader at the time of the audit. A copy of the NCR shall be left with the Client at the completion of the audit.

Section 2 - Organization Response

Complete Section 2 as described below and return it to -SAI Global. In lieu of completing SAI Global NCR form, the Client may submit an equivalent corrective action document.	
Root Cause:	Consider using appropriate root-cause analysis tools such as, 5 Why's, FMEAs, Fault tree analysis and fish bone diagrams, etc., to ensure identification of root cause.
Correction:	Describe the action taken to correct the incident and contain the problem. Objective evidence in the form of revised procedures, records, etc. shall be submitted unless otherwise identified by the Audit Team Leader
Corrective Action:	Client shall describe the systemic (long term) corrective action(s) planned or taken to eliminate the root cause to prevent recurrence. Objective evidence in the form of revised procedures, records, etc. shall be submitted unless otherwise identified by the Audit Team Leader. <i>NOTE: For audits to the ISO 13485 – CMDCAS standard the client shall submit a corrective action plan that identifies the steps to correct the root cause and verify the effectiveness of actions taken within 30 days of the NCR issuance date. Objective evidence for closure can be submitted at a later date.</i>
Organization Acknowledgement:	Name of the organizations representative who was presented the non-conformance. Signature is not required.
SAI Global Verification Method	Record if site visit is required or what information is to be provided to effect NCR closure.

Section 3

The SAI Global Team Leader /Client/Project Manager will review the completed NCR or Client's equivalent corrective action document for adequate root cause analysis, systemic corrective action taken on root cause and objective evidence submitted. Upon completion of the review the SAI Global Team Leader will either accept the corrective action taken and clear the NCR or request that the Client provide an additional or revised response or objective evidence in order to clear the NCR. Comments shall be added to the hardcopy of the NCR or electronically as appropriate to identify any request for additional information, including the date for submittal.

Section 4 – Verification of Effectiveness

Identify the method (plan) to be utilized to verify that the corrective action taken is effective. This could be a follow-up audit or submission of objective evidence of implementation. Where appropriate, records of the client's method of verifying effectiveness can be utilized. Record in the results the actual method and documents reviewed to verify effectiveness.

Section 5 - NCR Closure

Name and date of individual performing the verification and NCR closure.

Appendix 6



CERTIFICATE OF ACCREDITATION

This is to certify that the following operating authority:

The Corporation of the Town of Erin

OAP 102

5684 Trafalgar Road Hillsburgh, Ontario N0B 1Z0 Canada

Additional Drinking Water System

Erin Drinking Water System

Hillsburgh Drinking Water System

operates a

Quality Management System

which conforms with the requirements of

Drinking Water Quality Management Standard (DWQMS):2006

for the following scope of registration

Full Scope - Entire DWQMS

Certificate No.:	CERT-0094226	Original Certification Date:	March 7, 2013
File No.:	1631559	Current Certification Date:	March 6, 2016
Issue Date:	January 20, 2016	Certificate Expiry Date:	March 5, 2019

Heather Mahon

Heather Mahon
Acting Head of
Policy, Risk and Certification



DWQMS

Accredited by:
SAI Global Certification Services Pty Ltd, 610 George St, Level 37-38, Sydney, NSW, 2000, Australia with **QMS SAI Canada Limited**, 20 Carlton Court, Suite 200, Toronto, Ontario M5V 1K6, Canada. **SAI GLOBAL**. This registration is subject to the **SAI Global Terms and Conditions for Certification**. While all due care and skill was exercised in carrying out this assessment, **SAI Global** accepts responsibility only for proven negligence. This certificate remains the property of **SAI Global** and must be returned to them upon request. To verify that this certificate is current, please refer to the **SAI Global On-Line Certification Register** www.sai-global.com/sai_global/

 **SAI GLOBAL**
INFORM INSPIRE IMPROVE



Staff Report

Report #: 2016-3A
Date: March-1-16
Submitted By: Gail Broadfield, Deputy Treasurer
Subject: Approval of Accounts

Recommendations:

Be it resolved that Council receives the Deputy Treasurer's Report #2016-3A on "Approval of Accounts".

Background:

Invoices in the amounts listed below have been authorized for payment by Department Heads, or their designates, and entered for payment as follows:

Cheque Listing #1071		\$ 659,223.69
Manual Cheque Listing #		
Online Internet Payments #1068	\$	5,922.25
	#1069 \$	10,034.49
	#1070 \$	651.00
TOTAL		<u>\$ 675,831.43</u>

Financial Impact:

The accounts, as listed, will be paid as submitted.

Consultation:

Department Heads and CAO.

Communications Plan:

Regular report to Council.

Conclusion:

That Council receives the report from the Deputy Treasurer regarding the payment of the Accounts.

Appendices:

N/A



Staff Report

Report #: 2016-02F

Date: March-1-16

Submitted By: Sharon Marshall, Director of Finance

Subject: 2016 BUDGET REPORT

Recommendations:

Be it resolved that Council receives the director of Finance's 2016 Budget Report for information.

And that the 2016 Budget By-law has been drafted and circulated for Council's consideration at this meeting.

Background:

The 2016 Budget deliberations began on November 23, 2015 with the re-introduction of the updated 5 Year Capital Plan. Over the course of 4 special meetings, starting with the Capital Budget on December 15th 2015, Council received presentations by Department Heads of the 2016 departmental estimates. The 2016 Proposed Budget, Draft #3, was presented as a power-point slide presentation at a Public Meeting on February 16th 2016, where comments and questions from the public were accepted.

The 2016 Budget By-law consolidates the "operational" requirements and the "capital" requirements and their funding for the current year. The financial requirements of the Town's committees and boards have also been consolidated, including the Erin Village BIA, the Erin Tennis Club, the Ballinafad Community Centre Committee, and the Let's Get Hillsburgh Growing Committee.

It is important to understand that this Budget By-law, if adopted later in the meeting, does not set the tax rates for the final 2016 tax billing. The Tax Levying By-law will be drafted and submitted once the Minister of Education sets the 2016 Education tax rates, and the County of Wellington sets the various tax "policies". I expect to calculate and draft the 2016 Tax Levy By-law for Council sometime in May.

Financial Impact:

The Town of Erin's TOTAL 2016 BUDGET IS \$13,460,327. compared to \$13,195,962 in 2015. The Town continues with its commitment to maintain and improve tangible capital assets with a 2016 Capital Budget allocation of \$3,994,078.

The Town's 2016 Budget is funded with tax dollars in the amount of \$5,985,655, compared to \$5,762,577 in 2015.

2016 BUDGET:

<u>EXPENDITURES</u>	<u>2015</u>	<u>2016</u>	<u>% Change</u>
OPERATIONS	\$9,077,796	\$9,243,353	1.82%
CAPITAL	\$3,899,637	\$3,994,078	2.42%
INFRASST LEVY	<u>\$218,529</u>	<u>\$222,896</u>	<u>2.00%</u>
	\$13,195,962	\$13,460,327	2.00%

Budget Highlights:

Operational Review – Continuing Implementation of the 2015 Operational Review recommendations

Source Water Protection – implementation of the source water protection plans with the completion of the septic system inspections program; costs covered in 2015 and 2016 with the balance of the provincial SPMIF grant

Fire & Emergency Services – recruitment & training of 8-10 firefighter recruits to replace firefighters lost through attrition

Canine Control- new canine control Agreement with the Orangeville SPCA

Roads Dept. – addition of 8.9 km of paved road in 2 newly-assumed subdivisions

Environmental Services – continuation of the Urban Servicing EA process, Phases 3 & 4.

Recreation – consolidation of Recreation Department responsibilities & management with the appointment of a single Recreation Manager

Planning – continued planning services agreement with the County of Wellington; begin the Official Plan Update; public consultation to determine where and how much growth will be allocated to Erin & Hillsburgh

Economic Development – revitalization of the EEDC Committee; participation in the Harriston International Ploughing Match this summer; continued commitment to the Business Retention & Expansion project

Capital Projects:

Administration – completion of an Organizational/Compensation review; implementation of Phase 1 of a new electronic records management system (\$10,000); IT systems upgrades & financial software updates, Phase 1 (\$66,500); renovations to the Municipal Office building (\$50,000).

Fire & Emergency – replacement of the radio system with a County-wide upgrade and interoperability with Fire, Roads & Water Depts.; purchase of the new Pumper Rescue Truck to replace the 1985 Pumper (\$521,000 total including carry-over from 2015); expansion to Erin Fire Station 10 (\$20,000).

Roads Dept. – construction of new sidewalks at north-end Erin Village along Wellington Road 124 (\$250,000); Replace Bridge structure on Winston Churchill boundary - shared costs with Town of Caledon (Erin's share \$700,000); continuation of the reconstruction of 17 sideroad with the paving of the improved section (\$774,988 in 2016).

Water Dept. – installation of new hydrants to improve fire protection in Hillsburgh (\$12,000); replacement of the aging data collection system in Hillsburgh & Erin systems with upgraded SCADA enhancement (\$185,000); continuation of meter replacement program (\$11,000).

Recreation – upgrades & accessibility renovations to the Hillsburgh Community Centre (\$33,300 offset with \$10,000 accessibility grant from County); replacement of the evaporative condenser unit in HCC (\$48,500); exterior painting & chair replacements at Centre 2000 (\$26,000); replacement of the recreation dept's Pickup truck (\$30,000); transfer of \$25,000 into a Capital Reserve for the future replacement of the Barbour Fields septic system; replacement & major upgrades to the Victoria Park (Hillsburgh) playground equipment (\$160,000 with off-setting Federal "Canada 150" Grant of \$50,000).

Consultation:

The Department Heads, in collaboration with the Finance Department, prepared the 2016 estimates and reviewed them with the CAO. Each department presented their proposed budgets to Council over the course of 2 special meetings. Council reviewed and revised all submissions.

Communications Plan:

At the February 16th Council Meeting, the Director of Finance was given direction to prepare the 2016 Budget By-law. Notice was given that the Budget will be considered for adoption at the March 1, 2016 Regular Council meeting.

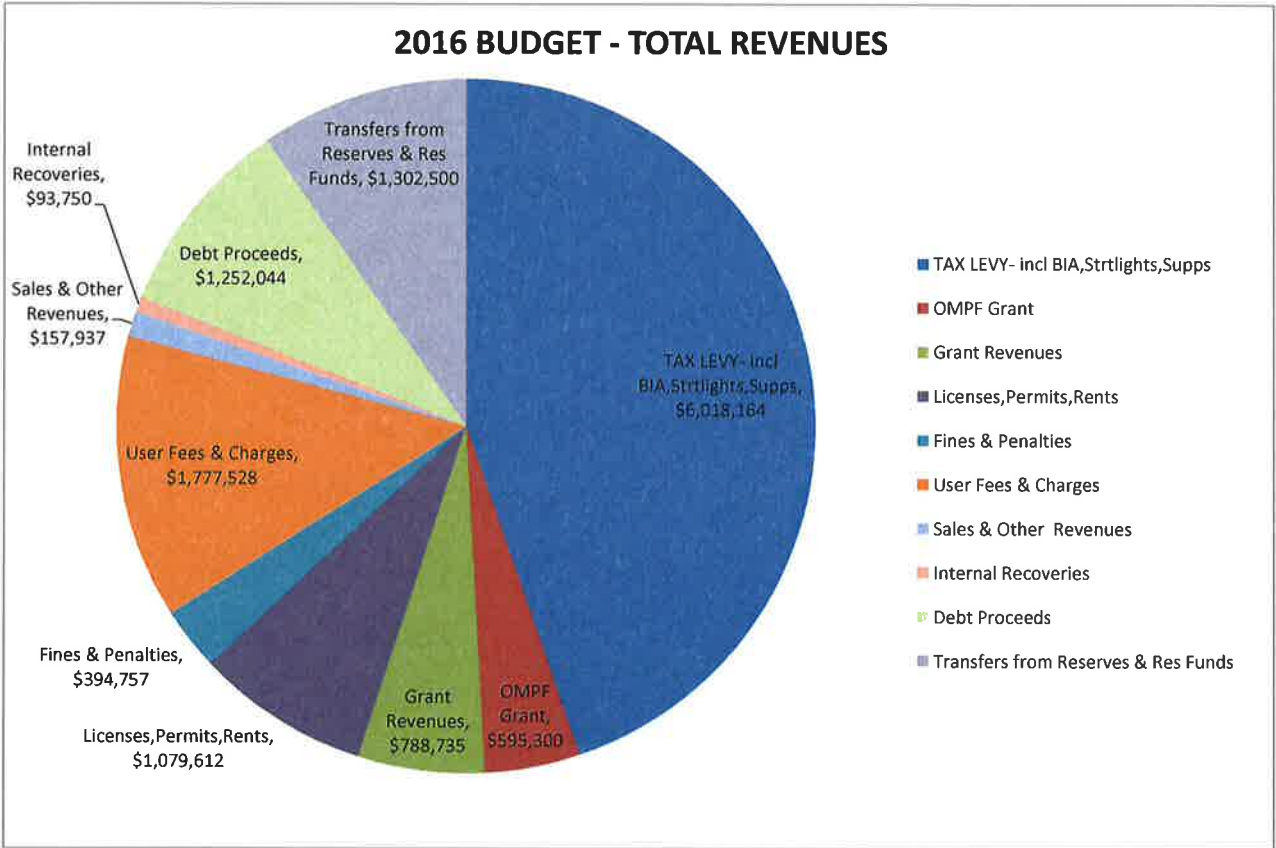
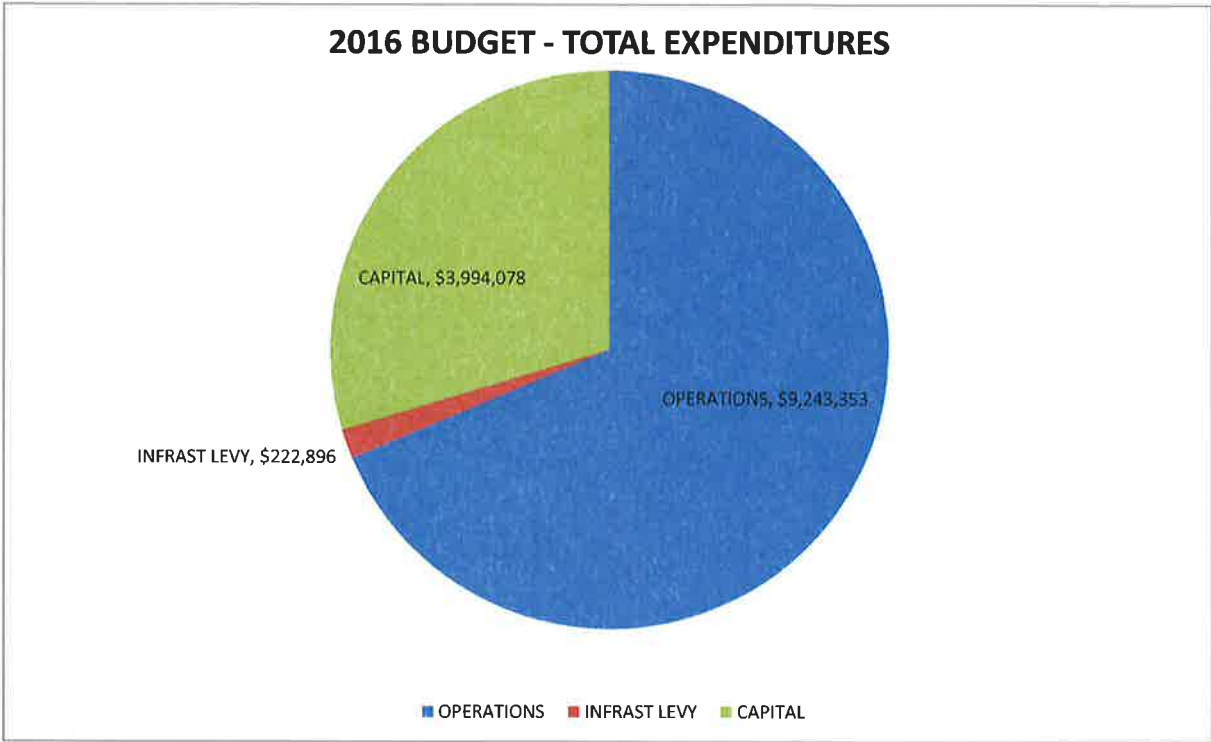
The 2016 Budget has been drafted into the By-law format and circulated to Council with the March 1st Regular Meeting Agenda package. Copies of the proposed Budget have been posted on the Town's website.

Conclusion:

Again in 2016, Department Heads met the objectives of Council by proposing Operational budgets that fall at or below +2% over the 2015 estimates (1.82%). We continue to commit to replacement & rehabilitation of our capital assets with additional capital expenditures of \$94,441 over 2015 and development of a 5-Year Capital Plan.

Appendices:

Appendix A – 2016 Budget Pie Charts



REPORT ON COMPLAINT
filed in accordance with
Section 239 of the Ontario Municipal Act 2001 (as amended)
Corporation of the Town of Erin

Prepared by:
John G. Maddox
JGM Consulting
February 26th, 2016

REPORT ON COMPLAINT
filed in accordance with
Section 239 of the Ontario Municipal Act 2001 (as amended)
Corporation of the *Town of Erin*
Prepared by: John G. Maddox, JGM Consulting

Effective January 1st 2008, the Municipal Act was amended to provide reasonable access to the Municipal ratepayers to file a complaint with respect to “Closed Meetings” and “Public Notice” of those meetings.

Municipalities were provided with an opportunity to appoint a “Closed Meeting Investigator” under *Section 239 of the Municipal Act* or in the absence of doing so the Office of the Ontario Ombudsman would undertake such a review.

The legislative amendments were put in place in an effort to ensure greater accountability, openness and transparency with respect to “local government” decision making.

As the Closed Meeting Investigator for the Town of Erin I received a complaint on February 12th, 2016. The complaint alleges that at a meeting of January 19th, 2016, Council did exercise the “closed meeting” provisions of *Section 239 (2) of the Municipal Act*. The complaint alleges the inappropriate use of the exceptions outlined in the Act. I received a second inquiry under date of February 17th, 2016 which pertains to the same situation that was outlined in February 12th complaint.

I have contacted the Municipality and advised senior staff of the complaint and did request and received the relevant Agenda and Minutes pertaining to the January 19th meeting. I am also in receipt of additional background information that will assist with my evaluation of the matter. I also offered to meet members of Council if they so desired.

The records do reflect that on January 19th, 2016 Council did meet in regular session and did at 8:30 p.m. move to “closed session” to address three matters that were to be discussed in private – a “labour relations matter” and “personal matters about an identifiable individual”.

The records reflect that the matter in question was exempt under the “labour relations/employee negotiation” exception.

The Municipality had recently been approached as to a possible “shared service” agreement pertaining to the By-law Enforcement Officer. The fact that the Town of Erin had an incumbent in the position presently may have contributed to the decision to close the meeting since it would/could impact on an identifiable individual.

The complaint suggests however, that the objection really centers around the “shared service” proposal that has not had extensive public discussion (exposure) prior to January 19th.

I am advised that there were at least two separate budget sessions that were open to the public – one on January 13th at which there was some public discussion as to the fiscal impact of such a “shared service” proposal.

The proposal at this time had not be “flushed” out in any detail and the partner municipality had assumed responsibility for eventually drafting the proposal in consultation with the Town of Erin.

I had occasion to meet with senior staff (CAO/Clerk) on February 22nd, 2016 in an effort to better understand the circumstances (and chronology) around this matter.

I am of the opinion that on January 19th, 2016 the Municipality had not engaged in any detailed discussion about the potential “shared service” proposal – in fact at this time there was not a lot of detail in place as to what this proposal may look like. It is clear to me as I review this matter that prior to January 19th there had been very little discussion on this matter and in fact no discussion on the impact on the incumbent position.

On that basis alone I have no reservation in supporting “closed session” discussions pertaining to “an identifiable person” – namely the incumbent. The existing employment situation dictates that Council needed to have some discussion as to the impact on their full-time staff person – the incumbent is entitled to a certain level of privacy and consideration. In these circumstances it is very difficult to dissect the scenario that would only allow conversation about the current staff situation and ignore the possibility of a future “shared service” arrangement. The details on this new “shared service” proposal had not been negotiated at the time of the January 19th meeting and as a result the discussion was short on substance. The Council exercised caution and were sensitive to their current staff. Council also directed staff to proceed with negotiations around “shared service” arrangements and the detail on this was presented to Council on February 16th, 2016 in open session. Council at this time gave additional direction as to working out the details of a new partnership arrangement with their neighbouring Municipality.

In my opinion the Council exercised the “closed session” provisions with caution and sensitivity. It was not likely possible to separate the current staffing from the limited details around the potential “shared service” option. I am also of the opinion that the potential “shared service” arrangement became secondary to insuring the impact on the incumbent was clearly understood. I am also satisfied that once Council provided direction to staff that the matter was presented in open session on February 16th, 2016.

In my review of this matter I would like to offer some observations with respect to the public record (Minutes/Agenda) which may provide greater clarity and transparency:

- The Agenda could/should indicate which “closed session” matter is relying on which specific exception under *Section 239 (2) of the Municipal Act*.
 - *This would provide greater clarity and understanding.*
- The resolution to go to closed session should provide some indication of the “General Nature” of the matter.
 - *There will always be some situations where this may not be possible and should not compromise the integrity of the matter.*
- When in closed session caution must be exercised so as to not wander off topic.
- The Minutes of the January 19th, 2016 suggest the Town of Erin have a “rise and report” procedure which is detailed in their Procedure Bylaw:
 - *This is something that can be effectively used to minimize confusion and increase transparency.*

In summary, I am satisfied that it was difficult to clearly separate the “current situation” from the future and as a result the Council chose to deal with their current situation before getting too advanced in their negotiations around the proposal for “shared services”. This is a reasonable approach and I am satisfied the “closed” discussions were appropriate.

Respectfully submitted

John G. Maddox
JGM Consulting

Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Fill By-law	CAO	2014	Q1 2016	
Centre 2000 Shared Use Agreement	CAO		Q1 2016	
Alcohol Risk Policy - update	CAO/Facility Manager	19-May-15	2016	
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	
Station 50 - Update Emergency Plan	Fire Chief/County Emergency Manager	2-Jun-15	Q2 2016	EOC mtg April
GMF Application for wastewater class EA feasibility study - submission and results	Triton Engineering	2-Jun-15	n/a	50% (application submitted)
Determine the best option for updating the Official Plan	Council	13-Jul-15	Q1 2016	
Organizational and Compensation Review	CAO		5-Apr-16	
Operational Plan - Finalizing 4 year objectives	CAO		Q1 2016	
Report on actions/options required to implement a Community Safety Zone By-law	County Planning	1-Sep-15	Q1 2016	
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	
List of types of desired businesses	EDO	15-Sep-15	2016	
Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	Q1 2016	
Review possible user options for old public school property	EDO	20-Oct-15		
Report - 5 year on range of possible tax implications - increase based on CPI and current AMP	Director of Finance	3-Nov-15	Q2 2016	
Schedule meeting to review strategies to address current economic challenges	EDO	3-Nov-15		
Report on potential amendments to the sign by-law	By-law	17-Nov-15	Q1 2016	
Report on procedures, policies and options re: Demolition Permit	CBO/Planning staff	1-Dec-15	Q1 2016	
Check with Rogers to see if they are interested in broadcasting Council meetings	Clerk	19-Jan-16	1-Mar-16	awaiting response
Inquire with the Town of Minto regarding videotaping Council Meetings	Clerk	16-Feb-16	1-Mar-16	received response
Completed Items				
Full time By-law Officer Report	CAO	6-Oct-15	Q1 2016	
Outstanding Operational Review Item - Fire Department Review	CAO	1-Sep-15	26-Feb-16	10am



February 11, 2016

Via Email

To: Municipalities of Ontario

Re: Ontario's Consultation on Primary, Home, and Community Health Care

Please find attached the resolution approved at the Township of Cavan Monaghan Regular Council meeting held February 1, 2016 with respect to Ontario's Consultation on Primary, Home, and Community Health Care.

Cavan Monaghan Council has directed staff to send this resolution requesting your comments be forwarded directly to Michael Jacek, AMO Senior Advisor with a copy to our Council.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Elana Arthurs".

Elana Arthurs
Clerk
En.

988 County Road 10
Millbrook, ON L0A 1G0

www.cavanmonaghan.net

Phone: 705-932-2929
Fax: 705-932-3458
Email: services@cavanmonaghan.net

Whereas the Ministry of Health's consultation process solicits input from Ontarians, on the Patients First document; and
 Whereas municipalities will be effected by the decisions related to Patients First; and
 Whereas Michael Jacek, Senior Advisor at AMO, has requested that we inform him of our input;
 Be it resolved that Council directs Staff to draft a letter to Mr. Jacek asking to be kept informed of this situation and expressing concerns such as:

1. The questions accompanying the document allow no comment as to our experiences with the LHINs up to the current date. If Councillors have been hearing concerns from our residents, those problems should be addressed prior to giving further responsibilities to the LHINs. We have certainly heard complaints regarding lack of long term care spaces.
2. The Province has only recently received the 2015 Auditor General's Report, which included comments regarding LHINs. A number of problems were identified as well as recommendations to address the problems. Until the problems are resolved, it seems unwise to add further responsibilities to the mix.
3. One of the issues raised in the Auditor General's Report, had to do with a problem similar to a problem experienced by Councillors who serve on Boards of Health.

4.5.2 Ministry Finalizes Annual Funding Late in the Year and Health Service Providers Receive Funding Late from LHINs

Health service providers need to know how much funding is available to them in order to effectively plan health services for the year and ensure they do not run deficits. However, LHINs do not confirm their final funding until well into the fiscal year.

With the exception of funding for reforms of hospitals and CCACs, health service providers are generally funded based on the amount they received the year before. But annual funding is subject to changes depending on the Ministry's and LHIN's funding decisions during the year. In the two years leading up to March 31, 2015, the Ministry finalized funding to the four LHINs we visited well into the fiscal year. These delays resulted in these LHINs not informing the health service providers about their funding decisions until six months before the fiscal year end that first year and three months before the fiscal year end the second year. At all four LHINs we visited, health service providers were notified of funding changes as late as the last month of the fiscal year

in the year ending March 31, 2015. These delays made it difficult for health service providers to provide the intended services for the period, and to meet their service volume target. As a result, some service providers had to return the money to the LHINs. The LHINs, in turn, needed to reallocate the surpluses to other providers, and returned the residual amount to the Ministry, defeating the purpose of providing funding to those health service providers in the first place.

RECOMMENDATION 17

To ensure health service providers can properly plan to meet patient-care needs, the Ministry of Health and Long-Term Care, in conjunction with the Local Health Integration Networks, should finalize the annual funding each health service provider will receive before the fiscal year begins or as early in the current fiscal year as possible.

Those of us who have experience with this late funding, know it leads to uncertainty as to whether programs will be approved to be completed within the current year, until it may be too late. It must be demonstrated how directing the Health Unit budgeting processes through one more process could improve service delivery. The system of having Health Units deal directly with the Province has been straight forward though slow until now.

4. Before downloading responsibility for Primary Care to the LHINs, the Province should demonstrate how this would improve upon the current system.
5. The Province should provide evidence of a cost benefit analysis of the first transfer of responsibilities to LHINs, and the current proposed transfer of responsibilities. Proposed changes should not happen until such an analysis is completed, peer reviewed and it predicts improved efficiency of services and costs.
6. If the Province does not complete such an analysis, AMO should investigate the cost of such an analysis and make municipalities aware of what it would cost on a per person basis for municipalities to fund the study.
7. Since the inception of the LHINs, some improvements have been made in shortening some hospital wait lists. In our County, increased home care has not made up for lack of long term care for those who cannot stay at home. Long travel distances in rural areas make home care less efficient than in areas where drive times are short between homes. The changes have not been successful in dealing with pressures and costs related to funding formulas in Long term care.

The Corporation of the Town of Erin

By-law No. 16-

A by-law to amend the Zoning By-law 07/67, as amended,
for the Corporation of the Town of Erin

UAJV DEVELOPMENTS INC.
8th Line and Sideroad 27

Whereas the Council of the Corporation of the Town of Erin deems it desirable to amend By-law 07-67 as amended, pursuant to Section 34 of the Planning Act, R.S.O. 1990 as amended;

Therefore Council enacts as follows:

1. That Schedule 'A' of By-law 07-67, the Comprehensive Zoning By-law, is amended by rezoning a portion of Part of Lots 27 & 28, Concession 9, Town of Erin, from the current Extractive Industrial 'M4' Zone to the **Agricultural 'A' Zone**, the **Agricultural 'A-143' Zone**, and the **Agricultural 'A-144' Zone**, as more specifically illustrated on Schedule "A" of this By-law.
2. That Section 14, Special Provisions, be amended by the addition of the following new subsection:

<p>A-143 UAJV 8th Line</p>	<p>Notwithstanding the provisions of the Agricultural (A) Zone or any other provisions in By-law 07-67 to the contrary, the land zoned A-143 is subject to the following special side yard and rear yard regulations:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">i)</td> <td style="padding-right: 40px;"><i>Minimum Interior Side Yard (from the northwest property line)</i></td> <td style="text-align: right;">15.0 m</td> </tr> <tr> <td>ii)</td> <td><i>Minimum Rear Yard</i></td> <td style="text-align: right;">150.0m</td> </tr> </table> <p>All other provisions of By-law 07-67 shall apply as applicable.</p>	i)	<i>Minimum Interior Side Yard (from the northwest property line)</i>	15.0 m	ii)	<i>Minimum Rear Yard</i>	150.0m
i)	<i>Minimum Interior Side Yard (from the northwest property line)</i>	15.0 m					
ii)	<i>Minimum Rear Yard</i>	150.0m					
<p>A-144 UAJV 8th Line</p>	<p>Notwithstanding the provisions of the Agricultural (A) Zone or any other provisions to the contrary, the land zoned A-144 is subject to the following special rear yard regulation:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">i)</td> <td style="padding-right: 40px;"><i>Minimum Rear Yard</i></td> <td style="text-align: right;">150.0m</td> </tr> </table> <p>All other provisions of By-law 07-67 shall apply as applicable.</p>	i)	<i>Minimum Rear Yard</i>	150.0m			
i)	<i>Minimum Rear Yard</i>	150.0m					

3. That the lands included on Schedule "A" to this By-Law shall be subject to all applicable regulations of Zoning By-Law 07-67, as amended.

4. This By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

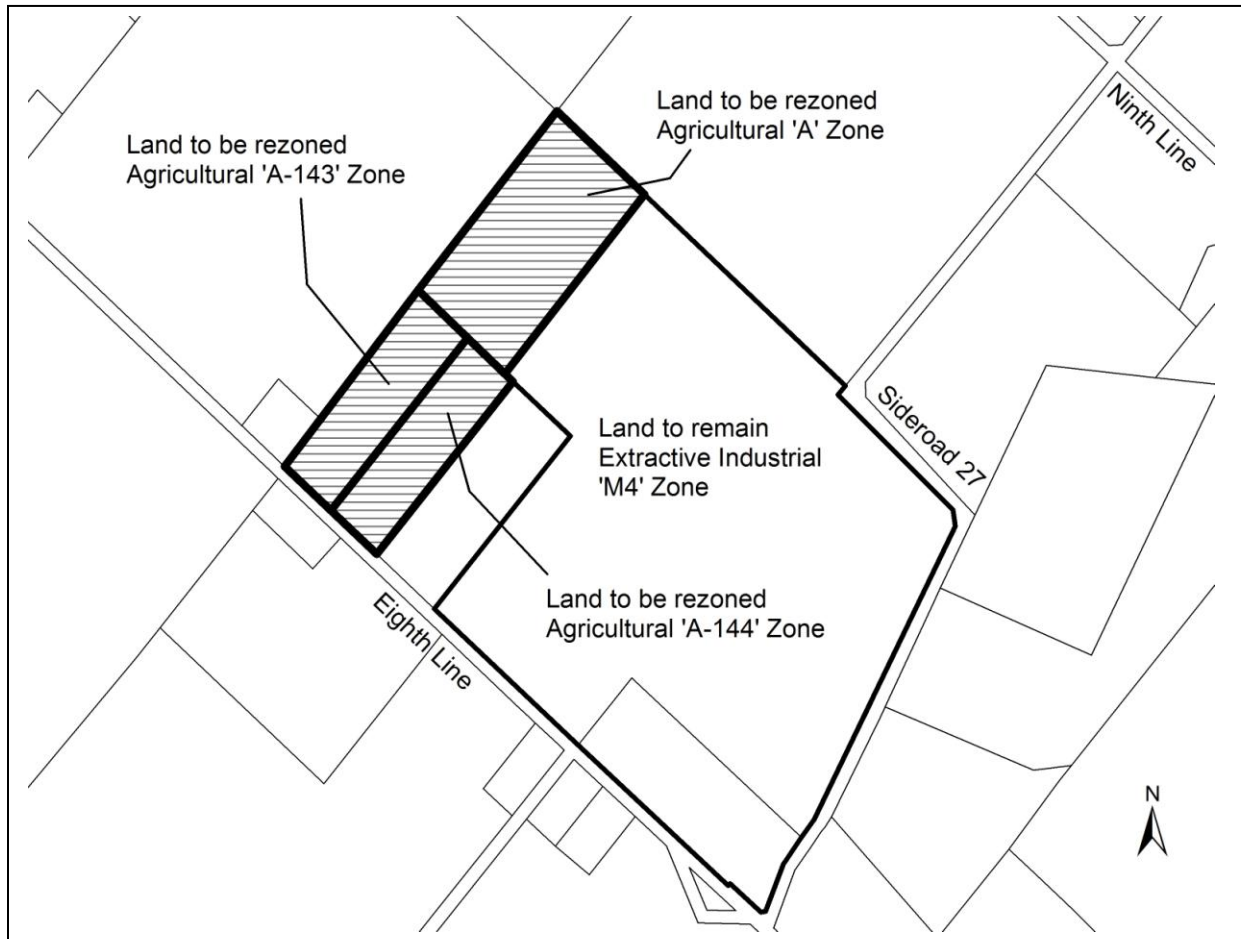
Passed in Open Council on March 1, 2016.

Mayor

Clerk

The Corporation of the Town of Erin

BY-LAW NO. 16-
SCHEDULE " A "



This is Schedule "A" to By-law No.16-

Passed this on March 1, 2016.

The Corporation of the Town of Erin

EXPLANATION OF BY-LAW NO. 16-

By-law Number 16- amends the **Town of Erin Zoning By-law 07-67** by rezoning the a portion of the subject land from current Extractive Industrial 'M4' Zone to the Agricultural 'A' Zone, and two specialized agricultural zones ('A-143' and 'A-144').

This rezoning is to address a condition of provisional consent regarding the creation of two rural residential lots (applications B73/14 and B95/14) granted by the County of Wellington Land Division Committee in July 2015. The rezoned lands would permit the establishment of a single-detached home on each of the consented lots.

The special provisions of the **A-143 Zone** include a specific minimum side yard requirement and a minimum rear yard requirement for a new main building on the proposed northerly lot. The site specific **A-144 Zone** requires that a new main building on the second (southerly) parcel must maintain a similar increased rear yard. These special provisions have been introduced to resolve the concerns raised by the adjacent land owners regarding the placement of the new buildings on the new lots.

The land to the rear of the proposed severed lots will be placed into the Agricultural Zone. This area of the retained lands is not part of the approved licenced operation and extraction is not intended for these lands. The balance of the retained lands would remain within the Extractive Industrial (M4) Zone.

THE CORPORATION OF THE TOWN OF ERIN

By-Law Number 16 - ____

Being a By-law to adopt the estimates of all sums required during 2016 for purposes of the Municipality.

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, Section 290* requires that the Council of a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS, the Council of the local municipality may require that the current year's estimates of every board, commission, or other body for which the Council is required to levy a tax rate or provide money, be submitted to the Council each year;

AND WHEREAS the Council of the Corporation of the Town of Erin has in accordance with the Municipal Act considered the estimates of all sums required during the year, including the estimates of all it's boards, commissions, and other bodies;

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

- 1. **THAT** the estimates of the Corporation of the Town of Erin as set out in Schedule "A" attached hereto and forming part of this by-law be adopted;
- 2. **THAT** the Capital Cost and Funding Source estimates set out in Schedule "B" attached hereto and forming part of this by-law be adopted;
- 3. **THAT** this by-law shall remain in force until repealed, and any former by-laws relating to such shall be repealed;

Passed in Open Council on the 1st day of March 2016.

Mayor

Clerk

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 -
SCHEDULE "A"

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET	NET BUDGET CHANGE	
					\$	%
OPERATIONS						
REVENUE						
Grants and Subsidies	175,150	128,380	73.3%	156,564	-18,586	-10.61%
Unconditional Grants (ie. OMPF)	0	0	0.0%	0	0	0.00%
Municipal Recoveries	45,000	47,772	106.2%	50,000	5,000	11.11%
Licences, Permits and Rents	1,013,216	853,740	84.3%	1,079,612	66,396	6.55%
Fines and Penalties	417,781	383,377	91.8%	394,757	-23,024	-5.51%
User Fees and Charges	1,701,165	1,776,088	104.4%	1,777,528	76,363	4.49%
Sales revenue	0	-10,620		0	0	0.00%
Other revenue	62,960	66,321	105.3%	77,937	14,977	23.79%
Internal Recoveries	32,176	56,350	175.1%	38,750	6,574	20.43%
Capital Project Recovery	0	10,620		-15,500	-15,500	0.00%
PILS and Supplementary Taxes	0	0	0.0%	0	0	0.00%
Debt Proceeds	0	0		0	0	0.00%
Transfer from Reserves	302,591	126,752	41.9%	98,805	-203,786	-67.35%
Total Revenue	3,750,039	3,438,780	91.7%	3,658,453	-91,586	-2.44%
EXPENDITURES						
Salaries, Wages and Benefits	3,863,766	3,453,796	89.4%	4,248,926	385,160	9.97%
Supplies, Materials and Equipment	3,120,014	2,626,374	84.2%	3,193,477	73,463	2.35%
Purchased Services	566,433	397,273	70.1%	514,400	-52,033	-9.19%
Minor Capital Expenses	0	0	0.0%	0	0	0.00%
Debt Charges	413,477	411,109	99.4%	277,772	-135,705	-32.82%
Insurance and Financial	257,868	272,207	105.6%	270,068	12,200	4.73%
Internal Charges	43,085	41,875	97.2%	42,198	-887	-2.06%
Transfer to Reserves	798,154	820,662	102.8%	696,512	-101,642	-12.73%
Total expenditures	9,062,796	8,023,296	88.5%	9,243,353	180,557	1.99%
NET OPERATING COST / (REVENUE)	5,312,757	4,584,516	86.3%	5,584,900	272,143	5.12%
CAPITAL						
Revenue - Capital Funding						
Grants and Subsidies	371,579	304,478	81.9%	632,171	260,592	70.13%
Unconditional Grants (ie. OMPF)	0	0	0.0%	0	0	0.00%
Municipal Recoveries	0	0	0.0%	0	0	0.00%
Licences, Permits and Rents	0	0	0.0%	0	0	0.00%
Fines and Penalties	0	0	0.0%	0	0	0.00%
User Fees and Charges	0	0	0.0%	0	0	0.00%
Sales revenue	14,000	13,300	95.0%	80,000	66,000	471.43%
Other revenue	0	0	0.0%	0	0	0.00%
Internal Recoveries	0	9,361		0	0	0.00%
Capital Project Recovery	18,500	0	0.0%	20,500	2,000	10.81%
PILS and Supplementary Taxes	0	0	0.0%	0	0	0.00%
Debt Proceeds	1,022,130	156,860	15.3%	1,252,044	229,914	22.49%
Transfer from Reserves	1,648,687	1,299,680	78.8%	1,193,563	-455,124	-27.61%
Total Capital Funding	3,074,896	1,783,679	58.0%	3,178,278	103,382	3.36%
EXPENDITURES						
Total Capital Costs	3,904,637	2,104,518	53.9%	3,994,078	89,441	2.29%
NET CAPITAL	829,741	320,839	38.7%	815,800	-13,941	-1.68%
OTHER (NON-DEPARTMENTAL) EXPENDITURES						
Transfer to Infrastructure Renewal Reserve	218,529	219,413	100.4%	222,896	4,367	2.00%
Tax Stabilization Reserve	0	156,625		0	0	0.00%
	218,529	376,038	172.1%	222,896	4,367	-96.50%
NET FUNDING NEEDED (GENERATED)	6,361,027	5,281,393	83.0%	6,623,596	262,569	0.00%
NON-DEPARTMENTAL EXPENDITURES AND REVENUES						
General Expenses/Revenues (Surplus fwd.)	0	156,625		0	0	0.00%
Tax Levy Requirement	5,762,577	5,762,584	100.0%	5,985,655	223,078	3.87%
PILS and Supplementary taxes	119,250	121,843	102.2%	122,509	3,259	2.73%
OMPf Allocation	588,000	588,000	100.0%	595,300	7,300	1.24%
ICE STORM ASSISTANCE GRANT		0			0	
Tax Write/Offs	-90,000	-40,564	45.1%	-90,000	0	0.00%
From Working Capital Reserves	0	0	0.0%	10,132	10,132	0.00%
Subtotal	6,379,827	6,588,488	103.3%	6,623,596	243,769	3.82%
TOTAL	18,800	1,307,095		0	-18,800	-100.00%
SUMMARY - TOTAL BUDGET						
	NET ACTUALS CHANGE			NET BUDGET CHANGE		
	2015 BUDGET	TO DEC 31ST	\$ UNUSED	2016 BUDGET	\$	%
OPERATING	9,062,796	8,023,296	1,039,500	9,243,353	180,557	1.99%
CAPITAL	3,904,637	2,104,518	1,800,119	3,994,078	89,441	2.29%
INFRASTRUCTURE RENEWAL	218,529	219,413	-884	222,896	4,367	2.00%
TOTAL EXPENDITURES (BUDGET)	13,185,962	10,347,227	2,838,735	13,460,327	274,365	2.08%

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

**DEPARTMENT - GENERAL GOVERNMENT
DEPARTMENTAL SUMMARY**

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET	NET BUDGET CHANGE	
					\$	%
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	350	613	175.14%	650	300	85.71%
Fines and Penalties	414,781	379,338	91.46%	390,718	-24,063	-5.80%
User Fees and Charges	4,000	2,700	67.50%	6,000	2,000	50.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	39,000	37,739	96.77%	38,064	-936	-2.40%
Internal Recoveries	15,000	59,535	396.90%	15,000	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	473,131	479,925	101.44%	450,432	-22,699	-4.80%
Expenditures						
Salaries, Wages and Benefits	1,063,755	1,026,703	98.04%	1,168,053	104,298	9.80%
Supplies, Materials and Equipment	164,231	157,661	95.94%	189,889	25,658	15.62%
Purchased Services	113,061	136,188	120.46%	104,656	-8,405	-7.43%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	96,581	122,711	127.06%	103,596	7,015	7.26%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	40,000	40,000	100.00%	30,000	-10,000	-25.00%
Total Expenditures	1,477,627	1,483,263	101.51%	1,596,194	118,567	8.02%
NET OPERATING COST / (REVENUE)	1,004,496	1,003,338	101.54%	1,145,762	141,266	14.06%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	46,810	48,145	102.85%	0	-46,810	-100.00%
Total Capital Funding	46,810	48,145	102.85%	0	-46,810	-100.00%
Capital						
Expenditures	140,950	91,636	65.01%	144,000	3,050	2.16%
NET CAPITAL COSTS	94,140	43,491	46.20%	144,000	49,860	52.96%
NET FUNDING NEEDED (GENERATED)	1,098,636	1,046,829	96.73%	1,289,762	191,126	17.40%

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - GENERAL GOVERNMENT
SUBDEPARTMENT - COUNCIL

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$\$	%	
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	0	0	0.00%	0	0	0.00%
Expenditures						
Salaries, Wages and Benefits	128,190	113,008	88.16%	119,780	-8,410	-6.56%
Supplies, Materials and Equipment	22,000	16,647	75.67%	24,500	2,500	11.36%
Purchased Services	0	0	0.00%	0	0	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	0	0	0.00%	0	0	0.00%
Total Expenditures	150,190	129,655	86.33%	144,280	-5,910	-3.94%
NET OPERATING COST / (REVENUE)	150,190	129,655	86.33%	144,280	-5,910	-3.94%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0		
Unconditional Grants (ie. OMPF)	0	0	0.00%	0		
Municipal Recoveries	0	0	0.00%	0		
Licences, Permits and Rents	0	0	0.00%	0		
Fines and Penalties	0	0	0.00%	0		
User Fees and Charges	0	0	0.00%	0		
Sales revenue	0	0	0.00%	0		
Other revenue	0	0	0.00%	0		
Internal Recoveries	0	0	0.00%	0		
Capital Project Recovery	0	0	0.00%	0		
PILS and Supplementary Taxes	0	0	0.00%	0		
Debt Proceeds	0	0	0.00%	0		
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Capital Funding	0	0	0.00%	0	0	0.00%
Capital						
Expenditures	0	0	0.00%	0	0	0.00%
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%
NET FUNDING NEEDED (GENERATED)	150,190	129,655	86.33%	144,280	-5,910	-3.94%

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - GENERAL GOVERNMENT
SUBDEPARTMENT - ADMINISTRATION

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$\$	%	
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	350	613	175.14%	650	300	85.71%
Fines and Penalties	414,781	379,338	91.46%	390,718	-24,063	-5.80%
User Fees and Charges	4,000	2,700	67.50%	6,000	2,000	50.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	39,000	37,739	96.77%	38,064	-936	-2.40%
Internal Recoveries	15,000	59,535	396.90%	15,000	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	473,131	479,925	101.44%	450,432	-22,699	-4.80%
Expenditures						
Salaries, Wages and Benefits	935,565	913,695	97.66%	1,048,273	112,708	12.05%
Supplies, Materials and Equipment	142,231	141,014	99.14%	165,389	23,158	16.28%
Purchased Services	113,061	136,188	120.46%	104,656	-8,405	-7.43%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	96,581	122,711	127.06%	103,596	7,015	7.26%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	40,000	40,000	100.00%	30,000	-10,000	-25.00%
Total Expenditures	1,327,437	1,353,608	101.97%	1,451,914	124,477	9.38%
NET OPERATING COST / (REVENUE)	854,306	873,683	102.27%	1,001,482	147,176	17.23%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	46,810	48,145	102.85%	0	-46,810	-100.00%
Total Capital Funding	46,810	48,145	102.85%	0	-46,810	-100.00%
Capital						
Expenditures	140,950	91,636	65.01%	144,000	3,050	2.16%
NET CAPITAL COSTS	94,140	43,491	46.20%	144,000	49,860	52.96%
NET FUNDING NEEDED (GENERATED)	948,446	917,174	96.70%	1,145,482	197,036	20.77%

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - PROTECTION TO PERSONS / PROPERTY
DEPARTMENTAL SUMMARY

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$\$	%	
Revenue						
Grants and Subsidies	73,500	29,725	40.44%	56,932	-16,568	-22.54%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	30,000	43,450	144.83%	35,000	5,000	16.67%
Licences, Permits and Rents	325,920	379,958	116.58%	380,730	54,810	16.82%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	20,000	33,210	166.05%	35,000	15,000	75.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	250	-	1,000	1,000	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	41,000	41,000	100.00%	41,000	0	0.00%
Total Revenue	490,420	527,593	107.58%	549,662	59,242	12.08%
Expenditures						0.00%
Salaries, Wages and Benefits	676,155	670,146	99.11%	713,503	37,348	5.52%
Supplies, Materials and Equipment	456,580	354,861	77.72%	427,235	-29,345	-6.43%
Purchased Services	75,800	41,224	54.39%	96,196	20,396	26.91%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	167,135	167,135	100.00%	166,987	-148	-0.09%
Insurance and Financial	25,097	23,971	95.51%	26,115	1,018	4.06%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	16,877	112,588	667.11%	16,886	9	0.05%
Total Expenditures	1,417,644	1,369,925	96.63%	1,446,922	29,278	2.07%
NET OPERATING COST / (REVENUE)	927,224	842,332	90.84%	897,260	-29,964	-3.23%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0	0	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	
Municipal Recoveries	0	0	0.00%	0	0	
Licences, Permits and Rents	0	0	0.00%	0	0	
Fines and Penalties	0	0	0.00%	0	0	
User Fees and Charges	0	0	0.00%	0	0	
Sales revenue	4,000	0	0.00%	0	-4,000	-100.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	4,700	0	0.00%	0	-4,700	-100.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	500,000	0	0.00%	257,000	-243,000	-48.60%
Transfer from Reserves	95,300	52,905	55.51%	0	-95,300	-100.00%
Total Capital Funding	604,000	52,905	8.76%	257,000	-347,000	-57.45%
Capital						
Expenditures	624,400	66,999	10.73%	322,000	-302,400	-48.43%
NET CAPITAL COSTS	20,400	14,094	69.09%	65,000	44,600	218.63%
NET FUNDING NEEDED (GENERATED)	947,624	856,426	90.38%	962,260	14,636	1.54%

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - PROTECTION TO PERSONS / PROPERTY
SUBDEPARTMENT - BUILDING

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$\$		%
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	268,500	331,222	123.36%	319,500	51,000	18.99%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	268,500	331,222	123.36%	319,500	51,000	18.99%
Expenditures						0.00%
Salaries, Wages and Benefits	203,477	186,783	91.80%	259,944	56,467	27.75%
Supplies, Materials and Equipment	37,450	26,937	71.93%	33,670	-3,780	-10.09%
Purchased Services	6,000	5,116	85.27%	5,000	-1,000	-16.67%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	4,000	5,192	129.80%	4,000	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	16,877	107,388	636.30%	16,886	9	0.05%
Total Expenditures	267,804	331,416	123.75%	319,500	51,696	19.30%
NET OPERATING COST / (REVENUE)	-696	194	-	0	696	
Revenue - Capital Funding						
Grants and Subsidies			0.00%			
Unconditional Grants (ie. OMPF)			0.00%			
Municipal Recoveries			0.00%			
Licences, Permits and Rents			0.00%			
Fines and Penalties			0.00%			
User Fees and Charges			0.00%			
Sales revenue			0.00%			
Other revenue			0.00%			
Internal Recoveries			0.00%			
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes			0.00%			
Debt Proceeds			0.00%			
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Capital Funding	0	0	0.00%	0	0	0.00%
Capital						
Expenditures	0	0	0.00%	0	0	0.00%
NET CAPITAL COSTS	0	0		0	0	0.00%
NET FUNDING NEEDED (GENERATED)	-696	194		0	696	

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - PROTECTION TO PERSONS / PROPERTY
SUBDEPARTMENT - BYLAW/CROSSING GUARDS

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$		%
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	1,500	2,200	146.67%	2,200	700	46.67%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	1,500	2,200	146.67%	2,200	700	46.67%
Expenditures						
Salaries, Wages and Benefits	64,338	64,068	99.58%	25,949	-38,389	-59.67%
Supplies, Materials and Equipment	7,700	4,374	56.81%	7,200	-500	-6.49%
Purchased Services	0	0	0.00%	33,600	33,600	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	5,000	2,162	43.24%	5,000	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	0	0	0.00%	0	0	0.00%
Total Expenditures	77,038	70,604	91.65%	71,749	-5,289	-6.87%
NET OPERATING COST / (REVENUE)	75,538	68,404	90.56%	69,549	-5,989	-7.93%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0		
Unconditional Grants (ie. OMPF)	0	0	0.00%	0		
Municipal Recoveries	0	0	0.00%	0		
Licences, Permits and Rents	0	0	0.00%	0		
Fines and Penalties	0	0	0.00%	0		
User Fees and Charges	0	0	0.00%	0		
Sales revenue	0	0	0.00%	0		
Other revenue	0	0	0.00%	0		
Internal Recoveries	0	0	0.00%	0		
Capital Project Recovery	0	0	0.00%	0		
PILS and Supplementary Taxes	0	0	0.00%	0		
Debt Proceeds	0	0	0.00%	0		
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Capital Funding	0	0	0.00%	0	0	0.00%
Capital						
Expenditures	0	0	0.00%	0	0	0.00%
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%
NET FUNDING NEEDED (GENERATED)	75,538	68,404	90.56%	69,549	-5,989	-7.93%

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - PROTECTION TO PERSONS / PROPERTY
SUBDEPARTMENT - CONSERVATION

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET		NET BUDGET CHANGE	
				BUDGET		\$\$	%
Revenue							
Grants and Subsidies	67,500	15,000	22.22%	49,932	-17,568	-26.03%	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%	
Municipal Recoveries	0	0	0.00%	0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%	
Fines and Penalties	0	0	0.00%	0	0	0.00%	
User Fees and Charges	0	0	0.00%	0	0	0.00%	
Sales revenue	0	0	0.00%	0	0	0.00%	
Other revenue	0	0	0.00%	0	0	0.00%	
Internal Recoveries	0	0	0.00%	0	0	0.00%	
Capital Project Recovery	0	0	0.00%	0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%	
Debt Proceeds	0	0	0.00%	0	0	0.00%	
Transfer from Reserves	0	0	0.00%	0	0	0.00%	
Total Revenue	67,500	15,000	22.22%	49,932	-17,568	-26.03%	
Expenditures							0.00%
Salaries, Wages and Benefits	0	0	0.00%	0	0	0.00%	
Supplies, Materials and Equipment	213,020	166,612	78.21%	204,785	-8,235	-3.87%	
Purchased Services	0	0	0.00%	0	0	0.00%	
Minor Capital Expenses	0	0	0.00%	0	0	0.00%	
Debt Charges	0	0	0.00%	0	0	0.00%	
Insurance and Financial	0	0	0.00%	0	0	0.00%	
Internal Charges	0	0	0.00%	0	0	0.00%	
Transfer to Reserves	0	0	0.00%	0	0	0.00%	
Total Expenditures	213,020	166,612	78.21%	204,785	-8,235	-3.87%	
NET OPERATING COST / (REVENUE)	145,520	151,612	104.19%	154,853	9,333	6.41%	
Revenue - Capital Funding							
Grants and Subsidies		0	0.00%	0			
Unconditional Grants (ie. OMPF)		0	0.00%	0			
Municipal Recoveries		0	0.00%	0			
Licences, Permits and Rents		0	0.00%	0			
Fines and Penalties		0	0.00%	0			
User Fees and Charges		0	0.00%	0			
Sales revenue		0	0.00%	0			
Other revenue		0	0.00%	0			
Internal Recoveries		0	0.00%	0			
Capital Project Recovery		0	0.00%	0			
PILS and Supplementary Taxes		0	0.00%	0			
Debt Proceeds		0	0.00%	0			
Transfer from Reserves		0	0.00%	0	0	0.00%	
Total Capital Funding	0	0	0.00%	0	0	0.00%	
Capital Expenditures	0	0	0.00%	0	0	0.00%	
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%	
NET FUNDING NEEDED (GENERATED)	145,520	151,612	104.19%	154,853	9,333	6.41%	

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - PROTECTION TO PERSONS / PROPERTY
SUBDEPARTMENT - FIRE & EMERGENCY

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$\$	%	
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	30,000	43,450	144.83%	35,000	5,000	16.67%
Licences, Permits and Rents	25,000	25,651	102.60%	26,000	1,000	4.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	20,000	33,210	166.05%	35,000	15,000	75.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	250	0.00%	1,000	1,000	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	41,000	41,000	100.00%	41,000	0	0.00%
Total Revenue	116,000	143,561	123.76%	138,000	22,000	18.97%
Expenditures						0.00%
Salaries, Wages and Benefits	405,340	419,055	103.38%	424,610	19,270	4.75%
Supplies, Materials and Equipment	188,710	139,706	74.03%	160,230	-28,480	-15.09%
Purchased Services	25,800	17,306	67.08%	26,600	800	3.10%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	167,135	167,135	100.00%	166,987	-148	-0.09%
Insurance and Financial	16,097	16,617	103.23%	17,115	1,018	6.32%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	0	5,200	0.00%	0	0	0.00%
Total Expenditures	803,082	765,019	95.26%	795,542	-7,540	-0.94%
NET OPERATING COST / (REVENUE)	687,082	621,458	90.45%	657,542	-29,540	-4.30%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0		
Unconditional Grants (ie. OMPF)	0	0	0.00%	0		
Municipal Recoveries	0	0	0.00%	0		
Licences, Permits and Rents	0	0	0.00%	0		
Fines and Penalties	0	0	0.00%	0		
User Fees and Charges	0	0	0.00%	0		
Sales revenue	4,000	0	0.00%	0	-4,000	-100.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	4,700	0	0.00%	0	-4,700	-100.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	500,000	0	0.00%	257,000	-243,000	-48.60%
Transfer from Reserves	95,300	52,905	55.51%	0	-95,300	-100.00%
Total Capital Funding	604,000	52,905	8.76%	257,000	-347,000	-57.45%
Capital						
Expenditures	624,400	66,999	0.00%	322,000	-302,400	-48.43%
NET CAPITAL COSTS	20,400	14,094	0.00%	65,000	44,600	218.63%
NET FUNDING NEEDED (GENERATED)	707,482	635,552	89.83%	722,542	15,060	2.13%

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - PROTECTION TO PERSONS / PROPERTY
SUBDEPARTMENT - EMERGENCY PLAN

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$\$		%
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	0	0	0.00%	0	0	0.00%
Expenditures						
Salaries, Wages and Benefits	0	0	0.00%	0	0	0.00%
Supplies, Materials and Equipment	1,500	0	0.00%	1,500	0	0.00%
Purchased Services	0	0	0.00%	0	0	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	0	0	0.00%	0	0	0.00%
Total Expenditures	1,500	0	0.00%	1,500	0	0.00%
NET OPERATING COST / (REVENUE)	1,500	0	0.00%	1,500	0	0.00%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0		
Unconditional Grants (ie. OMPF)	0	0	0.00%	0		
Municipal Recoveries	0	0	0.00%	0		
Licences, Permits and Rents	0	0	0.00%	0		
Fines and Penalties	0	0	0.00%	0		
User Fees and Charges	0	0	0.00%	0		
Sales revenue	0	0	0.00%	0		
Other revenue	0	0	0.00%	0		
Internal Recoveries	0	0	0.00%	0		
Capital Project Recovery	0	0	0.00%	0		
PILS and Supplementary Taxes	0	0	0.00%	0		
Debt Proceeds	0	0	0.00%	0		
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Capital Funding	0	0	0.00%	0	0	0.00%
Capital						
Expenditures	0	0	0.00%	0	0	0.00%
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%
NET FUNDING NEEDED (GENERATED)	1,500	0	0.00%	1,500	0	0.00%

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - PROTECTION TO PERSONS / PROPERTY
SUBDEPARTMENT - ANIMAL CONTROL

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$\$	%	
Revenue						
Grants and Subsidies	6,000	14,725	245.42%	7,000	1,000	16.67%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	30,920	20,885	67.55%	33,030	2,110	6.82%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	36,920	35,610	96.45%	40,030	3,110	8.42%
Expenditures						0.00%
Salaries, Wages and Benefits	3,000	240	8.00%	3,000	0	0.00%
Supplies, Materials and Equipment	8,200	17,232	210.15%	19,850	11,650	142.07%
Purchased Services	44,000	18,802	42.73%	30,996	-13,004	-29.55%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	0	0	0.00%	0	0	0.00%
Total Expenditures	55,200	36,274	65.71%	53,846	-1,354	-2.45%
NET OPERATING COST / (REVENUE)	18,280	664	3.63%	13,816	-4,464	-24.42%
Revenue - Capital Funding						
Grants and Subsidies	0	0	0.00%	0		
Unconditional Grants (ie. OMPF)	0	0	0.00%	0		
Municipal Recoveries	0	0	0.00%	0		
Licences, Permits and Rents	0	0	0.00%	0		
Fines and Penalties	0	0	0.00%	0		
User Fees and Charges	0	0	0.00%	0		
Sales revenue	0	0	0.00%	0		
Other revenue	0	0	0.00%	0		
Internal Recoveries	0	0	0.00%	0		
Capital Project Recovery	0	0	0.00%	0		
PILS and Supplementary Taxes	0	0	0.00%	0		
Debt Proceeds	0	0	0.00%	0		
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Capital Funding	0	0	0.00%	0	0	0.00%
Capital						
Expenditures	0	0	0.00%	0	0	0.00%
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%
NET FUNDING NEEDED (GENERATED)	18,280	664	3.63%	13,816	-4,464	-24.42%

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - PUBLIC WORKS
DEPARTMENTAL SUMMARY

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	NET BUDGET CHANGE		
				2016 BUDGET	\$\$	%
Revenue						
Grants and Subsidies	60,000	63,505	105.84%	63,000	3,000	5.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	15,000	4,322	28.81%	15,000	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	3,000	4,039	134.63%	4,039	1,039	34.63%
User Fees and Charges	1,592,070	1,640,210	103.02%	1,646,460	54,390	3.42%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	8,000	8,706	108.83%	12,473	4,473	55.91%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	77,855	-77,532	-99.59%	0	-77,855	-100.00%
Total Revenue	1,755,925	1,643,250	93.58%	1,740,972	-14,953	-0.85%
Expenditures						0.00%
Salaries, Wages and Benefits	1,353,879	1,356,134	100.17%	1,570,966	217,087	16.03%
Supplies, Materials and Equipment	1,677,527	1,519,237	90.56%	1,745,821	68,294	4.07%
Purchased Services	241,465	122,165	50.59%	229,940	-11,525	-4.77%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	82,706	82,706	100.00%	82,706	0	0.00%
Insurance and Financial	73,500	68,910	93.76%	72,836	-664	-0.90%
Internal Charges	13,435	13,656	101.64%	14,066	631	4.70%
Transfer to Reserves	699,880	624,906	89.29%	593,305	-106,575	-15.23%
Total Expenditures	4,142,392	3,787,714	91.44%	4,309,640	167,248	4.04%
NET OPERATING COST / (REVENUE)	2,386,467	2,144,464	89.86%	2,568,668	182,201	7.63%
Revenue - Capital Funding						
Grants and Subsidies	371,579	294,478	79.25%	562,171		
Unconditional Grants (ie. OMPF)	0	0	0.00%	0		
Municipal Recoveries	0	0	0.00%	0		
Licences, Permits and Rents	0	0	0.00%	0		
Fines and Penalties	0	0	0.00%	0		
User Fees and Charges	0	0	0.00%	0		
Sales revenue	10,000	2,680	26.80%	80,000		
Other revenue	0	0	0.00%	0		
Internal Recoveries	0	0	0.00%	0		
Capital Project Recovery	3,800	0	0.00%	0		
PILS and Supplementary Taxes	0	0	0.00%	0		
Debt Proceeds	522,130	156,860	30.04%	995,044		
Transfer from Reserves	1,349,367	1,055,378	78.21%	1,187,563	-161,804	-11.99%
Total Capital Funding	2,256,876	1,509,396	66.88%	2,824,778	-161,804	25.16%
Capital						
Expenditures	2,838,777	1,661,866	58.54%	3,119,778	281,001	9.90%
NET CAPITAL COSTS	581,901	152,470	26.20%	295,000	442,805	-49.30%
NET FUNDING NEEDED (GENERATED)	2,968,368	2,296,934	77.38%	2,863,668	625,006	-3.53%

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - ____
SCHEDULE "A"**

DEPARTMENT - PUBLIC WORKS
SUBDEPARTMENT - ROADS

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		NET BUDGET CHANGE	
				BUDGET		\$	%
Revenue							
Grants and Subsidies	60,000	63,505	105.84%	63,000	3,000	5.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%	
Municipal Recoveries	15,000	4,322	28.81%	15,000	0	0.00%	
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%	
Fines and Penalties	0	0	0.00%	0	0	0.00%	
User Fees and Charges	2,500	8,217	328.68%	8,200	5,700	228.00%	
Sales revenue	0	0	0.00%	0	0	0.00%	
Other revenue	0	0	0.00%	0	0	0.00%	
Internal Recoveries	0	0	0.00%	0	0	0.00%	
Capital Project Recovery	0	0	0.00%	0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%	
Debt Proceeds	0	0	0.00%	0	0	0.00%	
Transfer from Reserves	56,825	0	0.00%	0	-56,825	-100.00%	
Total Revenue	134,325	76,044	56.61%	86,200	-48,125	-35.83%	0.00%
Expenditures							
Salaries, Wages and Benefits	882,235	924,753	104.82%	1,079,787	197,552	22.39%	
Supplies, Materials and Equipment	1,255,125	1,106,944	88.19%	1,273,940	18,815	1.50%	
Purchased Services	221,500	92,481	41.75%	195,970	-25,530	-11.53%	
Minor Capital Expenses	0	0	0.00%	0	0	0.00%	
Debt Charges	25,765	25,765	100.00%	25,765	0	0.00%	
Insurance and Financial	57,500	52,395	91.12%	56,036	-1,464	-2.55%	
Internal Charges	0	0	0.00%	0	0	0.00%	
Transfer to Reserves	70,000	0	0.00%	0	-70,000	-100.00%	
Total Expenditures	2,512,125	2,202,338	87.67%	2,631,498	119,373	4.75%	
NET OPERATING COST / (REVENUE)	2,377,800	2,126,294	89.42%	2,545,298	167,498	7.04%	
Revenue - Capital Funding							
Grants and Subsidies	371,579	294,478	79.25%	387,171			
Unconditional Grants (ie. OMPF)							
Municipal Recoveries							
Licences, Permits and Rents							
Fines and Penalties							
User Fees and Charges							
Sales revenue	5,000		0.00%	80,000			
Other revenue							
Internal Recoveries							
Capital Project Recovery							
PILS and Supplementary Taxes							
Debt Proceeds	522,130	156,860		995,044			
Transfer from Reserves	1,034,207	637,924	61.68%	613,773	-420,434	-40.65%	
Total Capital Funding	1,932,916	1,089,262	56.35%	2,075,988	-420,434	7.40%	
Capital							
Expenditures	2,206,187	1,180,351	53.50%	2,370,988	164,801	7.47%	
NET CAPITAL COSTS	273,271	91,089	33.33%	295,000	585,235	7.95%	
NET FUNDING NEEDED (GENERATED)	2,651,071	2,217,383	83.64%	2,840,298	752,733	7.14%	

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - PUBLIC WORKS
SUBDEPARTMENT - STREETLIGHTS

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		
				BUDGET	NET BUDGET CHANGE	
				\$	%	
Revenue						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	123,000	122,940	99.95%	178,971	55,971	45.50%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	123,000	122,940	99.95%	178,971	55,971	45.50%
Expenditures						0.00%
Salaries, Wages and Benefits	0	0	0.00%	0	0	0.00%
Supplies, Materials and Equipment	113,982	123,197	108.08%	139,953	25,971	22.78%
Purchased Services	0	0	0.00%	0	0	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	9,018	0	0.00%	39,018	30,000	332.68%
Total Expenditures	123,000	123,197	100.16%	178,971	55,971	45.51%
NET OPERATING COST / (REVENUE)	-0	257		0	0	
Revenue - Capital Funding						
Grants and Subsidies						
Unconditional Grants (ie. OMPF)						
Municipal Recoveries						
Licences, Permits and Rents						
Fines and Penalties						
User Fees and Charges						
Sales revenue						
Other revenue						
Internal Recoveries						
Capital Project Recovery						
PILS and Supplementary Taxes						
Debt Proceeds						
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Capital Funding	-	-	0.00%	-	0	0.00%
Capital						
Expenditures	0	0	0.00%	0	0	0.00%
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%
NET FUNDING NEEDED (GENERATED)	-0	257		0	0	-100.00%

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - PUBLIC WORKS
SUBDEPARTMENT - WATER

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET			NET BUDGET CHANGE	
				BUDGET	\$\$	%		
Revenue								
Grants and Subsidies	0	0	0.00%	0	0	0.00%		
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%		
Municipal Recoveries	0	0	0.00%	0	0	0.00%		
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%		
Fines and Penalties	3,000	4,039	134.63%	4,039	1,039	34.63%		
User Fees and Charges	1,466,570	1,509,053	102.90%	1,459,289	-7,281	-0.50%		
Sales revenue	0	0	0.00%	0	0	0.00%		
Other revenue	8,000	8,706	108.83%	12,473	4,473	55.91%		
Internal Recoveries	0	0	0.00%	0	0	0.00%		
Capital Project Recovery	0	0	0.00%	0	0	0.00%		
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%		
Debt Proceeds	0	0	0.00%	0	0	0.00%		
Transfer from Reserves	21,030	-77,532	-368.67%	0	-21,030	-100.00%		
Total Revenue	1,498,600	1,444,266	96.37%	1,475,801	-22,799	-1.52%		
Expenditures								
Salaries, Wages and Benefits	471,644	431,381	91.46%	491,179	19,535	4.14%		
Supplies, Materials and Equipment	301,400	284,838	94.50%	326,928	25,528	8.47%		
Purchased Services	16,600	16,029	96.56%	15,600	-1,000	-6.02%		
Minor Capital Expenses	0	0	0.00%	0	0	0.00%		
Debt Charges	56,941	56,941	100.00%	56,941	0	0.00%		
Insurance and Financial	16,000	16,515	103.22%	16,800	800	5.00%		
Internal Charges	13,435	13,656	101.64%	14,066	631	4.70%		
Transfer to Reserves	620,862	624,906	100.65%	554,287	-66,575	-10.72%		
Total Expenditures	1,496,882	1,444,266	96.48%	1,475,801	-21,081	-1.41%		
NET OPERATING COST / (REVENUE)	-1,718	0	-0.03%	0	1,718	-100.00%		
Revenue - Capital Funding								
Grants and Subsidies	0	0	0.00%	0				
Unconditional Grants (ie. OMPF)			0.00%	0				
Municipal Recoveries			0.00%	0				
Licences, Permits and Rents			0.00%	0				
Fines and Penalties			0.00%	0				
User Fees and Charges			0.00%	0				
Sales revenue	5000	2680	53.60%	0				
Other revenue			0.00%	0				
Internal Recoveries			0.00%	0				
Capital Project Recovery	3,800	0	0.00%	0				
PILS and Supplementary Taxes			0.00%	0				
Debt Proceeds	0	0	0.00%	0				
Transfer from Reserves	142,000	357,698	251.90%	346,500	204,500	144.01%		
Total Capital Funding	150,800	360,378	238.98%	346,500	204,500	129.77%		
Capital Expenditures	142,000	360,378	253.79%	346,500	204,500	144.01%		
NET CAPITAL COSTS	-8,800	0	0.00%	0	0	-100.00%		
NET FUNDING NEEDED (GENERATED)	-10,518	0		0	1,718	-100.00%		

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - PUBLIC WORKS
SUBDEPARTMENT - ENVIRONMENTAL SERVICES

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		NET BUDGET CHANGE	
				BUDGET		\$\$	%
Revenue							
Grants and Subsidies	0	0	0.00%	0	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0	0.00%
Total Revenue	0	0	0.00%	0	0	0	0.00%
Expenditures							0.00%
Salaries, Wages and Benefits	0	0	0.00%	0	0	0	0.00%
Supplies, Materials and Equipment	7,020	4,258	60.66%	5,000	-2,020	-28.77%	-28.77%
Purchased Services	3,365	13,655	405.79%	18,370	15,005	445.91%	445.91%
Minor Capital Expenses	0	0	0.00%	0	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0	0.00%
Transfer to Reserves	0	0	0.00%	0	0	0	0.00%
Total Expenditures	10,385	17,913	172.49%	23,370	12,985	125.04%	125.04%
NET OPERATING COST / (REVENUE)	10,385	17,913	172.49%	23,370	12,985	125.04%	125.04%
Revenue - Capital Funding				175,000			
Grants and Subsidies				0			
Unconditional Grants (ie. OMPF)				0			
Municipal Recoveries				0			
Licences, Permits and Rents				0			
Fines and Penalties				0			
User Fees and Charges				0			
Sales revenue				0			
Other revenue				0			
Internal Recoveries				0			
Capital Project Recovery				0			
PILS and Supplementary Taxes				0			
Debt Proceeds				0			
Transfer from Reserves	173,160	59,756	34.51%	227,290	54,130	31.26%	31.26%
Total Capital Funding	173,160	59,756	34.51%	402,290	54,130	132.32%	132.32%
Capital							
Expenditures	490,590	121,137	24.69%	402,290	-88,300	-18.00%	-18.00%
NET CAPITAL COSTS	317,430	61,381	19.34%	0	-142,430	-100.00%	-100.00%
NET FUNDING NEEDED (GENERATED)	327,815	79,294	24.19%	23,370	-129,445	-92.87%	-92.87%

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - RECREATION
DEPARTMENTAL SUMMARY

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 PROPOSED BUDGET		NET BUDGET CHANGE	
						\$\$	%
Revenue							
Grants and Subsidies	11,650	10,150	87.12%	11,632	-18	-0.15%	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%	
Municipal Recoveries	0	0	0.00%	0	0	0.00%	
Licences, Permits and Rents	666,796	449,223	67.37%	673,832	7,036	1.06%	
Fines and Penalties	0	0	0.00%	0	0	0.00%	
User Fees and Charges	32,950	35,398	107.43%	26,968	-5,982	-18.15%	
Sales revenue	0	-10,620	#DIV/0!	0	0	0.00%	
Other revenue	0	1,410	0.00%	2,800	2,800	0.00%	
Internal Recoveries	0	-9,361	#DIV/0!	0	0	0.00%	
Capital Project Recovery	0	10,620	0.00%	-15,500	-15,500	0.00%	
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%	
Debt Proceeds	0	0	0.00%	0	0	0.00%	
Transfer from Reserves	124,697	115,945	92.98%	10,698	-113,999	-91.42%	
Total Revenue	836,093	602,765	72.09%	710,430	-125,663	-15.03%	0.00%
Expenditures							
Salaries, Wages and Benefits	684,952	274,117	40.02%	681,779	-3,173	-0.46%	
Supplies, Materials and Equipment	534,575	383,090	71.66%	559,452	24,877	4.65%	
Purchased Services	32,525	18,131	55.74%	33,400	875	2.69%	
Minor Capital Expenses	0	0	0.00%	0	0	0.00%	
Debt Charges	163,636	161,268	98.55%	28,079	-135,557	-82.84%	
Insurance and Financial	62,690	56,615	90.31%	67,521	4,831	7.71%	
Internal Charges	10,150	10,150	100.00%	10,132	-18	-0.18%	
Transfer to Reserves	31,397	25,497	81.21%	43,271	11,874	37.82%	
Total Expenditures	1,519,925	928,868	61.11%	1,423,634	-96,291	-6.34%	
NET OPERATING COST / (REVENUE)	683,832	326,103	47.69%	713,204	29,372	4.30%	
Revenue - Capital Funding							
Grants and Subsidies	0	10,000		60,000	60,000	0.00%	
Unconditional Grants (ie. OMPF)	0	0		0	0	0.00%	
Municipal Recoveries	0	0		0	0	0.00%	
Licences, Permits and Rents	0	0		0	0	0.00%	
Fines and Penalties	0	0		0	0	0.00%	
User Fees and Charges	0	0		0	0	0.00%	
Sales revenue	0	10,620		0	0	0.00%	
Other revenue	0	0		0	0	0.00%	
Internal Recoveries	0	9,361		0	0	0.00%	
Capital Project Recovery	10,000	0		20,500	10,500	105.00%	
PILS and Supplementary Taxes	0	0		0	0	0.00%	
Debt Proceeds	0	0		0	0	0.00%	
Transfer from Reserves	157,210	143,252	91.12%	6,000	-151,210	-96.18%	
Total Capital Funding	167,210	173,233	103.60%	86,500	-80,710	-48.27%	
Capital							
Expenditures	295,510	284,017	96.11%	358,300	62,790	21.25%	
NET CAPITAL COSTS	128,300	110,784	86.35%	271,800	143,500	111.85%	
NET FUNDING NEEDED (GENERATED)	812,132	436,887	53.80%	985,004	172,872	21.29%	

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT
SUBDEPARTMENT - CEMETERIES

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		NET BUDGET CHANGE	
				BUDGET		\$\$	%
Revenue							
Grants and Subsidies	0	0	0.00%	0	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0	0.00%
Total Revenue	0	0		0	0	0	0.00%
Expenditures							
Salaries, Wages and Benefits	0	0	0.00%	0	0	0	0.00%
Supplies, Materials and Equipment	36,570	37,817	103.41%	36,190	-380	-1.04%	
Purchased Services	0	0	0.00%	0	0	0	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0	0.00%
Transfer to Reserves	0	0	0.00%	0	0	0	0.00%
Total Expenditures	36,570	37,817	103.41%	36,190	-380	-1.04%	
NET OPERATING COST / (REVENUE)	36,570	37,817	103.41%	36,190	-380	-1.04%	
Revenue - Capital Funding							
Grants and Subsidies	0	0	0.00%	0			
Unconditional Grants (ie. OMPF)	0	0	0.00%	0			
Municipal Recoveries	0	0	0.00%	0			
Licences, Permits and Rents	0	0	0.00%	0			
Fines and Penalties	0	0	0.00%	0			
User Fees and Charges	0	0	0.00%	0			
Sales revenue	0	0	0.00%	0			
Other revenue	0	0	0.00%	0			
Internal Recoveries	0	0	0.00%	0			
Capital Project Recovery	0	0	0.00%	0			
PILS and Supplementary Taxes	0	0	0.00%	0			
Debt Proceeds	0	0	0.00%	0			
Transfer from Reserves	0	0	0.00%	0	0	0.00%	
Total Capital Funding	0	0	0.00%	0	0	0.00%	
Capital							
Expenditures	0	0	0.00%	0	0	0.00%	
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%	
NET FUNDING NEEDED (GENERATED)	36,570	37,817	103.41%	36,190	-380	-1.05%	

TOWN OF ERIN
 2016 BUDGET
 BY-LAW # 16 - _____
 SCHEDULE "A"

DEPARTMENT
 SUBDEPARTMENT - RENTAL FACILITIES

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET		NET BUDGET CHANGE	
						\$\$	%
Revenue							
Grants and Subsidies	0	0	0.00%	0	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0	0.00%
Licences, Permits and Rents	20,150	23,946	118.84%	24,400	4,250	21.09%	
Fines and Penalties	0	0	0.00%	0	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0	0.00%
Total Revenue	20,150	23,946	118.84%	24,400	4,250	21.09%	
Expenditures							0.00%
Salaries, Wages and Benefits	2,920	2,920	100.00%	2,980	60	2.05%	
Supplies, Materials and Equipment	4,000	6,250	156.25%	6,890	2,890	72.25%	
Purchased Services	0	0	0.00%	0	0	0.00%	
Minor Capital Expenses	0	0	0.00%	0	0	0.00%	
Debt Charges	0	0	0.00%	0	0	0.00%	
Insurance and Financial	0	0	0.00%	0	0	0.00%	
Internal Charges	0	0	0.00%	0	0	0.00%	
Transfer to Reserves	10,000	11,546	115.46%	11,300	1,300	13.00%	
Total Expenditures	16,920	20,716	122.43%	21,170	4,250	25.12%	
NET OPERATING COST / (REVENUE)	-3,230	-3,230	100.00%	-3,230	0	0.00%	
Revenue - Capital Funding							
Grants and Subsidies	0	0	0.00%	0	0	0	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0	
Municipal Recoveries	0	0	0.00%	0	0	0	
Licences, Permits and Rents	0	0	0.00%	0	0	0	
Fines and Penalties	0	0	0.00%	0	0	0	
User Fees and Charges	0	0	0.00%	0	0	0	
Sales revenue	0	0	0.00%	0	0	0	
Other revenue	0	0	0.00%	0	0	0	
Internal Recoveries	0	0	0.00%	0	0	0	
Capital Project Recovery	0	0	0.00%	0	0	0	
PILS and Supplementary Taxes	0	0	0.00%	0	0	0	
Debt Proceeds	0	0	0.00%	0	0	0	
Transfer from Reserves	0	0	0.00%	0	0	0	0.00%
Total Capital Funding	0	0	0.00%	0	0	0.00%	
Capital Expenditures	0	0		0	0	0.00%	
NET CAPITAL COSTS	0	0		0	0	0.00%	
NET FUNDING NEEDED (GENERATED)	-3,230	-3,230	100.00%	-3,230	0	0.00%	

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - ____
SCHEDULE "A"**

**DEPARTMENT - PLANNING & DEVELOPMENT
DEPARTMENTAL SUMMARY**

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET		NET BUDGET CHANGE	
						\$	%
Revenue							
Grants and Subsidies	30,000	25,000	83.33%	25,000	-5,000	-16.67%	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%	
Municipal Recoveries	0	0	0.00%	0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%	
Fines and Penalties	0	0	0.00%	0	0	0.00%	
User Fees and Charges	33,300	46,870	109.00%	45,400	12,100	36.34%	
Sales revenue	0	0	0.00%	0	0	0.00%	
Other revenue	0	0	0.00%	5,000	5,000	0.00%	
Internal Recoveries	11,000	0	0.00%	10,000	-1,000	-9.09%	
Capital Project Recovery	0	0	0.00%	0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%	
Debt Proceeds	0	0	0.00%	0	0	0.00%	
Transfer from Reserves	59,039	47,339	80.18%	47,107	-11,932	-20.21%	
Total Revenue	133,339	119,209	269.70%	132,507	-832	-0.62%	
Expenditures							
Salaries, Wages and Benefits	82,105	123,776	133.81%	111,645	29,540	35.98%	
Supplies, Materials and Equipment	205,550	127,116	102.27%	179,700	-25,850	-12.58%	
Purchased Services	103,582	79,565	1224.08%	50,208	-53,374	-51.53%	
Minor Capital Expenses	0	0	0.00%	0	0	0.00%	
Debt Charges	0	0	0.00%	0	0	0.00%	
Insurance and Financial	0	0	0.00%	0	0	0.00%	
Internal Charges	19,500	18,069	200.77%	18,000	-1,500	-7.69%	
Transfer to Reserves	0	6,125	916.92%	0	0	0.00%	
Total Expenditures	410,737	354,651	152.23%	359,553	-51,184	-12.46%	
NET OPERATING COST / (REVENUE)	277,398	235,442	124.73%	227,046	-50,352	-18.15%	
Revenue - Capital Funding							
Grants and Subsidies	0	0	0.00%	10,000			
Unconditional Grants (ie. OMPF)	0	0	0.00%	0			
Municipal Recoveries	0	0	0.00%	0			
Licences, Permits and Rents	0	0	0.00%	0			
Fines and Penalties	0	0	0.00%	0			
User Fees and Charges	0	0	0.00%	0			
Sales revenue	0	0	0.00%	0			
Other revenue	0	0	0.00%	0			
Internal Recoveries	0	0	0.00%	0			
Capital Project Recovery	0	0	0.00%	0			
PILS and Supplementary Taxes	0	0	0.00%	0			
Debt Proceeds	0	0	0.00%	0			
Transfer from Reserves	0	0	0.00%	0	0	0.00%	
Total Capital Funding	0	0	0.00%	10,000	0	0.00%	
Capital							
Expenditures	5,000	0	0.00%	50,000	45,000	900.00%	
NET CAPITAL COSTS	5,000	0	0.00%	40,000	45,000	700.00%	
NET FUNDING NEEDED (GENERATED)	282,398	235,442	124.73%	267,046	-5,352	-5.44%	

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT - PLANNING & DEVELOPMENT
SUBDEPARTMENT - PLANNING

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET		NET BUDGET CHANGE	
						\$	%
Revenue							
Grants and Subsidies	0	0	0.00%	0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%	
Municipal Recoveries	0	0	0.00%	0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%	
Fines and Penalties	0	0	0.00%	0	0	0.00%	
User Fees and Charges	17,800	14,675	82.44%	17,000	-800	-4.49%	
Sales revenue	0	0	0.00%	0	0	0.00%	
Other revenue	0	0	0.00%	5,000	5,000	0.00%	
Internal Recoveries	11,000	0	0.00%	10,000	-1,000	-9.09%	
Capital Project Recovery	0	0	0.00%	0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%	
Debt Proceeds	0	0	0.00%	0	0	0.00%	
Transfer from Reserves	0	0	0.00%	0	0	0.00%	
Total Revenue	28,800	14,675	50.95%	32,000	3,200	11.11%	
Expenditures							0.00%
Salaries, Wages and Benefits	87,105	111,647	128.18%	23,407	-63,698	-73.13%	
Supplies, Materials and Equipment	35,400	10,516	29.71%	33,000	-2,400	-6.78%	
Purchased Services	21,000	2,847	13.56%	20,000	-1,000	-4.76%	
Minor Capital Expenses	0	0	0.00%	0	0	0.00%	
Debt Charges	0	0	0.00%	0	0	0.00%	
Insurance and Financial	0	0	0.00%	0	0	0.00%	
Internal Charges	0	0	0.00%	0	0	0.00%	
Transfer to Reserves	0	0	0.00%	0	0	0.00%	
Total Expenditures	143,505	125,010	87.11%	76,407	-67,098	-46.76%	
NET OPERATING COST / (REVENUE)	114,705	110,335	96.19%	44,407	-70,298	-61.29%	
Revenue - Capital Funding							
Grants and Subsidies	0	0	0.00%	0			
Unconditional Grants (ie. OMPF)	0	0	0.00%	0			
Municipal Recoveries	0	0	0.00%	0			
Licences, Permits and Rents	0	0	0.00%	0			
Fines and Penalties	0	0	0.00%	0			
User Fees and Charges	0	0	0.00%	0			
Sales revenue	0	0	0.00%	0			
Other revenue	0	0	0.00%	0			
Internal Recoveries	0	0	0.00%	0			
Capital Project Recovery	0	0	0.00%	0			
PILS and Supplementary Taxes	0	0	0.00%	0			
Debt Proceeds	0	0	0.00%	0			
Transfer from Reserves	0	0	0.00%	0	0	0.00%	
Total Capital Funding	0	0	0.00%	0	0	0.00%	
Capital							
Expenditures	0	0	0.00%	0	0	0.00%	
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%	
NET FUNDING NEEDED (GENERATED)	114,705	110,335	96.19%	44,407	-70,298	-61.29%	

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - PLANNING & DEVELOPMENT
SUBDEPARTMENT - COMMUNITY SUPPORT

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016		NET BUDGET CHANGE	
				BUDGET		\$	%
Revenue							
Grants and Subsidies	0	0	0.00%	0	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0	0.00%
User Fees and Charges	15,500	30,259	195.22%	28,400	12,900	83.23%	
Sales revenue	0	0	0.00%	0	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0	0.00%
Transfer from Reserves	24,565	12,865	52.37%	0	-24,565	-100.00%	
Total Revenue	40,065	43,124	107.64%	28,400	-11,665	-29.12%	
Expenditures							
Salaries, Wages and Benefits	0	0	0.00%	0	0	0	0.00%
Supplies, Materials and Equipment	82,150	73,605	89.60%	75,550	-6,600	-8.03%	
Purchased Services	0	0	0.00%	0	0	0	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0	0.00%
Internal Charges	17,000	17,000	100.00%	16,500	-500	-2.94%	
Transfer to Reserves	0	6,125	0.00%	0	0	0.00%	
Total Expenditures	99,150	96,730	97.56%	92,050	-7,100	-7.16%	
NET OPERATING COST / (REVENUE)	59,085	53,606	90.73%	63,650	4,565	7.73%	
Revenue - Capital Funding							
Grants and Subsidies	0	0	0.00%	0			
Unconditional Grants (ie. OMPF)	0	0	0.00%	0			
Municipal Recoveries	0	0	0.00%	0			
Licences, Permits and Rents	0	0	0.00%	0			
Fines and Penalties	0	0	0.00%	0			
User Fees and Charges	0	0	0.00%	0			
Sales revenue	0	0	0.00%	0			
Other revenue	0	0	0.00%	0			
Internal Recoveries	0	0	0.00%	0			
Capital Project Recovery	0	0	0.00%	0			
PILS and Supplementary Taxes	0	0	0.00%	0			
Debt Proceeds	0	0	0.00%	0			
Transfer from Reserves	0	0	0.00%	0	0	0.00%	
Total Capital Funding	0	0	0.00%	0	0	0.00%	
Capital							
Expenditures	0	0	0.00%	0	0	0.00%	
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%	
NET FUNDING NEEDED (GENERATED)	59,085	53,606	90.73%	63,650	4,565	7.73%	

TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"

DEPARTMENT - PLANNING & DEVELOPMENT
SUBDEPARTMENT - NEW ECONOMIC DEVELOPMENT

	2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED	2016 BUDGET		NET BUDGET CHANGE	
						\$\$	%
Revenue							
Grants and Subsidies	30,000	25,000	83.33%	25,000	-5,000	-16.67%	
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%	
Municipal Recoveries	0	0	0.00%	0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%	
Fines and Penalties	0	0	0.00%	0	0	0.00%	
User Fees and Charges	0	1,936	0.00%	0	0	0.00%	
Sales revenue	0	0	0.00%	0	0	0.00%	
Other revenue	0	0	0.00%	0	0	0.00%	
Internal Recoveries	0	0	0.00%	0	0	0.00%	
Capital Project Recovery	0	0	0.00%	0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%	
Debt Proceeds	0	0	0.00%	0	0	0.00%	
Transfer from Reserves	34,474	34,474	100.00%	47,107	12,633	36.65%	
Total Revenue	64,474	61,410	95.25%	72,107	7,633	11.84%	
Expenditures							0.00%
Salaries, Wages and Benefits	-5,000	12,129	-242.58%	88,238	93,238	-1864.76%	
Supplies, Materials and Equipment	88,000	42,995	48.86%	71,150	-16,850	-19.15%	
Purchased Services	82,582	76,718	92.90%	30,208	-52,374	-63.42%	
Minor Capital Expenses	0	0	0.00%	0	0	0.00%	
Debt Charges	0	0	0.00%	0	0	0.00%	
Insurance and Financial	0	0	0.00%	0	0	0.00%	
Internal Charges	2,500	1,069	42.76%	1,500	-1,000	-40.00%	
Transfer to Reserves	0	0	0.00%	0	0	0.00%	
Total Expenditures	168,082	132,911	79.07%	191,096	23,014	13.69%	
NET OPERATING COST / (REVENUE)	103,608	71,501	69.01%	118,989	15,381	14.84%	
Revenue - Capital Funding							
Grants and Subsidies	0	0	0.00%	10,000			
Unconditional Grants (ie. OMPF)	0	0	0.00%	0			
Municipal Recoveries	0	0	0.00%	0			
Licences, Permits and Rents	0	0	0.00%	0			
Fines and Penalties	0	0	0.00%	0			
User Fees and Charges	0	0	0.00%	0			
Sales revenue	0	0	0.00%	0			
Other revenue	0	0	0.00%	0			
Internal Recoveries	0	0	0.00%	0			
Capital Project Recovery	0	0	0.00%	0			
PILS and Supplementary Taxes	0	0	0.00%	0			
Debt Proceeds	0	0	0.00%	0			
Transfer from Reserves	0	0	0.00%	0	0	0.00%	
Total Capital Funding	0	0	0.00%	10,000	0	0.00%	
Capital							
Expenditures	5,000	0	0.00%	50,000	45,000	900.00%	
NET CAPITAL COSTS	5,000	0	0.00%	40,000	45,000	700.00%	
NET FUNDING NEEDED (GENERATED)	108,608	71,501	65.83%	158,989	60,381	46.39%	

**TOWN OF ERIN
2016 BUDGET
BY-LAW # 16 - _____
SCHEDULE "A"**

DEPARTMENT	
SUBDEPARTMENT - BIA	

2015 BUDGET	2015 PRELIM ACTUALS	% BUDGET USED
----------------	---------------------------	---------------------

2016 BUDGET	NET BUDGET CHANGE	
	\$\$	%

Revenue

Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	18,845	17,700	93.92%	17,700	-1,145	-6.08%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	15,960	18,216	114.14%	18,600	2,640	16.54%
Internal Recoveries	6,176	6,176	100.00%	13,750	7,574	122.64%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Revenue	40,981	42,092	102.71%	50,050	9,069	22.13%

Expenditures

Salaries, Wages and Benefits	0	0	0.00%	0	0	0.00%
Supplies, Materials and Equipment	40,981	40,342	98.44%	48,300	7,319	17.86%
Purchased Services	0	0	0.00%	0	0	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	0	0	0.00%	1,750	1,750	0.00%
Total Expenditures	40,981	40,342	98.44%	50,050	9,069	22.13%

NET OPERATING COST / (REVENUE)	0	-1,750	0.00%	0	0	0.00%
---------------------------------------	----------	---------------	--------------	----------	----------	--------------

Revenue - Capital Funding

Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
Total Capital Funding	0	0	0.00%	0	0	0.00%

Capital

Expenditures	0	0	0.00%	0	0	0.00%
NET CAPITAL COSTS	0	0	0.00%	0	0	0.00%

NET FUNDING NEEDED (GENERATED)	0	-1,750	0.00%	0	0	0.00%
---------------------------------------	----------	---------------	--------------	----------	----------	--------------



TOWN OF ERIN
2016 CAPITAL BUDGET
 BY-LAW # 16 - SCHEDULE "B"
FINAL- MARCH 1, 2016

1	Yellow = project carried forward from 2015	Bal. Forw.	SOURCES OF FINANCE								
2	Green = project from 2016 Capital Budget	2015 Capital									
3	Project Description	BUDGET	Capital Budget	Grants	Trade-Ins, Donations	Reserves, Reserve Funds	Development Charges	New Capital Fees	Assessment Growth	Debt	Property Tax
4		2015	2016								

Water Dept											
5	Green Energy Conservation Plan	\$ 16,000									
6	Meter Replacement Program		\$ 11,000			\$ 11,000					\$ -
7	Radio Meter Reading Device		\$ 8,500			\$ 8,500					\$ -
8	New Water Supply - Erin Production Well		\$ 120,000			\$ 60,000	\$ 60,000				\$ -
9	Watermain: Church Blvd W - deferred to 2017		\$ 0								\$ -
10	Water Hydrants x 2		\$ 12,000			\$ 12,000					\$ -
11	Plough equipment (Truck # 26)		\$ 10,000			\$ 10,000					\$ -
12	SCADA Hillsburgh + Erin Enhancement		\$ 185,000			\$ 185,000					\$ -
13	Water Dept - Total	\$ 16,000	\$ 346,500	\$ -		\$ 286,500	\$ 60,000	\$ -	\$ -	\$ -	\$ -

14	Total Water Capital Budget for 2015 >	>	\$ 142,000
15	Total Water Capital Budget for 2016 >	>	\$ 346,500

GENERAL CAPITAL TOTALS >	\$ 1,820,976	\$ 3,647,578	\$ 632,171	\$ 100,500	\$ 437,000	\$ 410,063	\$ -	\$ -	\$ 1,252,044	\$ 815,800
WATER CAPITAL TOTALS >	\$ 16,000	\$ 346,500	\$ -	\$ -	\$ 286,500	\$ 60,000	\$ -	\$ -	\$ -	\$ -
2016 CAPITAL TOTALS - ALL >	\$ 1,836,976	\$ 3,994,078	\$ 632,171	\$ 100,500	\$ 723,500	\$ 470,063	\$ -	\$ -	\$ 1,252,044	\$ 815,800
Total Capital Budget for 2015 >	>	\$ 3,899,637	Diff.							
Total Capital Budget for 2016 >	>	\$ 3,994,078	\$ 94,441							