



TOWN OF ERIN
Regular Council Meeting
AGENDA

July 12, 2016

6:30 PM

Municipal Council Chamber

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3. Declaration Pecuniary Interest	
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County of Wellington - Angelstone Farms August 2016
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- 11.3 Ted Arnott, MPP Wellington-Halton Hills - Autism and IBI Therapy - Letter to Premier requesting response regarding Council decision, Press releases 209 - 216
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- 16. Adjournment**



TOWN OF ERIN

NOTICE OF COMPLETE APPLICATION AND NOTICE OF PUBLIC MEETING FOR AN AMENDMENT TO THE TOWN OF ERIN ZONING BY-LAW

File Z16-03

TAKE NOTICE that the Council of the Corporation of the Town of Erin has received a complete application to consider a proposed amendment to the Town of Erin Zoning By-law No. 07-67, pursuant to Section 34 of the *Planning Act, R.S.O. 1990*, as amended. Erin Council will consider this application at their meeting scheduled for:

July 12, 2016

Erin Municipal Office
Council Chamber
5684 Trafalgar Road
TIME 6:30p.m.

Location of the Subject Land

The property subject to the proposed amendment is legally described as Part 1, Plan 61R-521, Lots 39-52 and Worts Street (Closed) Registered Plan 280, Town of Erin (Former Village of Hillsburgh) with a civic address of 9 Station Street. The property is approximately 0.8 ha (2 ac) in size and the location is shown on the map below.

The Purpose and Effect of the Application

The purpose and effect of the proposed zoning by-law amendment is to change the zoning of all or part of the subject lands from Residential One (R1) zone to Institutional (I) zone to permit a library.

Oral or Written Submissions

Any person or public body is entitled to attend the public meeting and make written or oral submissions in support of or in opposition to the proposed zoning by-law amendment. Written comments should be submitted to the Town Clerk at the address shown below.

Power of OMB to Dismiss Appeals

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Erin before the by-law is passed, the person or public body is not entitled to appeal the decision of the Council of the Town of Erin to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Town of before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Town of Erin the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Request for Notice of Decision

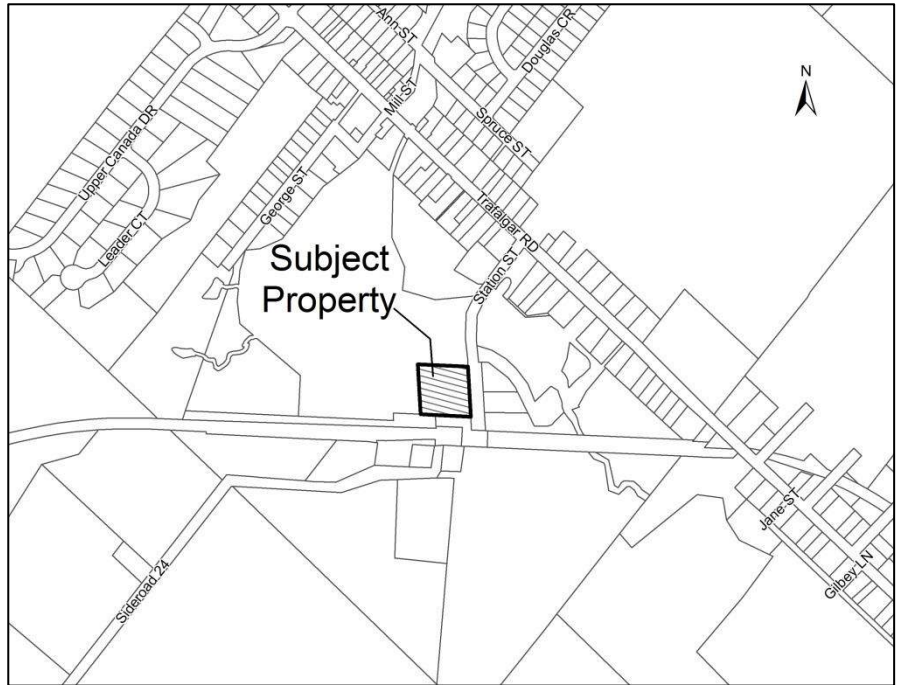
If you wish to be notified of the decision in respect of the proposed Town of Erin Zoning By-law Amendment, you must make a written request to the Clerk.

Additional Information relating to the proposed zoning by-law amendment is available for inspection at the Town of Erin Municipal Office, or by contacting Jessica Wilton, Building and Planning Assistant (519.855.4407 x240) between 8:30 am and 4:30 pm weekdays.

Dated at the
Town of Erin
This 15th day of June,
2016

Dina Lundy, Clerk
Town of Erin
5684 Trafalgar Road
RR2 Hillsburgh, ON
N0B 1Z0

T 519.855.4407
F 519.855.4821





Hillsburgh Library

Planning Impact Assessment

County of Wellington
Planning and Development Department

June 2016



Zoning By-law Amendment
9 Station Street, Hillsburgh
Town of Erin

Hillsburgh Library

Planning Justification Report

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Hillsburgh Library

Planning Justification Report

1.0 Introduction

The County began rejuvenating its libraries 15 years ago to ensure that all County libraries could deliver a uniformly high level of service, meet accessibility requirements and be in modern condition to meet community expectations. The current Hillsburgh branch is one of only two branches in the system that is on a paid lease and at 312 m² (3,360 ft²), is considered undersized. The new Hillsburgh library will provide for accessibility, proper meeting room space, a dedicated children's area, space for adults, and library shelving and computers found to be appropriate in other County libraries. A 790 m² (8,500 ft²) space is planned to be versatile enough to accommodate gatherings of community groups and fulfill the provincial desire to establish active community hubs.

To satisfy this need, the County recently purchased a residential property in Hillsburgh for the new library (Figure 1 and 2). A Zoning By-law amendment is necessary to rezone the subject lands from Residential (R1) to Institutional (I) to permit a library. The adjacent mill pond property was also acquired by the County, but is not part of this zoning by-law amendment application. The purpose of this report is to provide an overview of the subject lands and the proposed zoning by-law amendment, applicable planning policy and supporting technical reports.

2.0 Site Description and Context

The subject property is municipally identified as 9 Station Street (Figure 3). The parcel is legally described as Part 1, Plan 61R-521, Lots 39-52 and Worts Street (Closed) Registered Plan 280, Geographic Township of Erin (Former Village of Hillsburgh), Town of Erin, County of Wellington. The site is south of the central business district of Hillsburgh, one of the two urban centres in the Town of Erin. The site is bounded by Station Street to the east, with a row of three residential properties on the opposite side of the road. North and northwest of the subject lands is the mill pond. To the south is right-of-way owned by the Town of Erin and land owned by Credit Valley Conservation Authority associated with the Elora Cataract Trailway.

This approximately 2 ac (0.8 ha) parcel consists of a two storey dwelling, garage and swimming pool (Figure 4). The site is accessed by a u-shaped driveway from Station Street. The property is included in the Town's heritage inventory. There are a number of mature trees on, and along the perimeter of the property.

3.0 Presubmission Consultation Requirements

On March 9, 2016 County staff met with Town staff and the Town's consulting engineer to review the requirements for a zoning by-law amendment for the library, which include a Rezoning Application and Concept Sketch; Planning Justification Report; and Transportation Impact Study.

Figure 1 Location

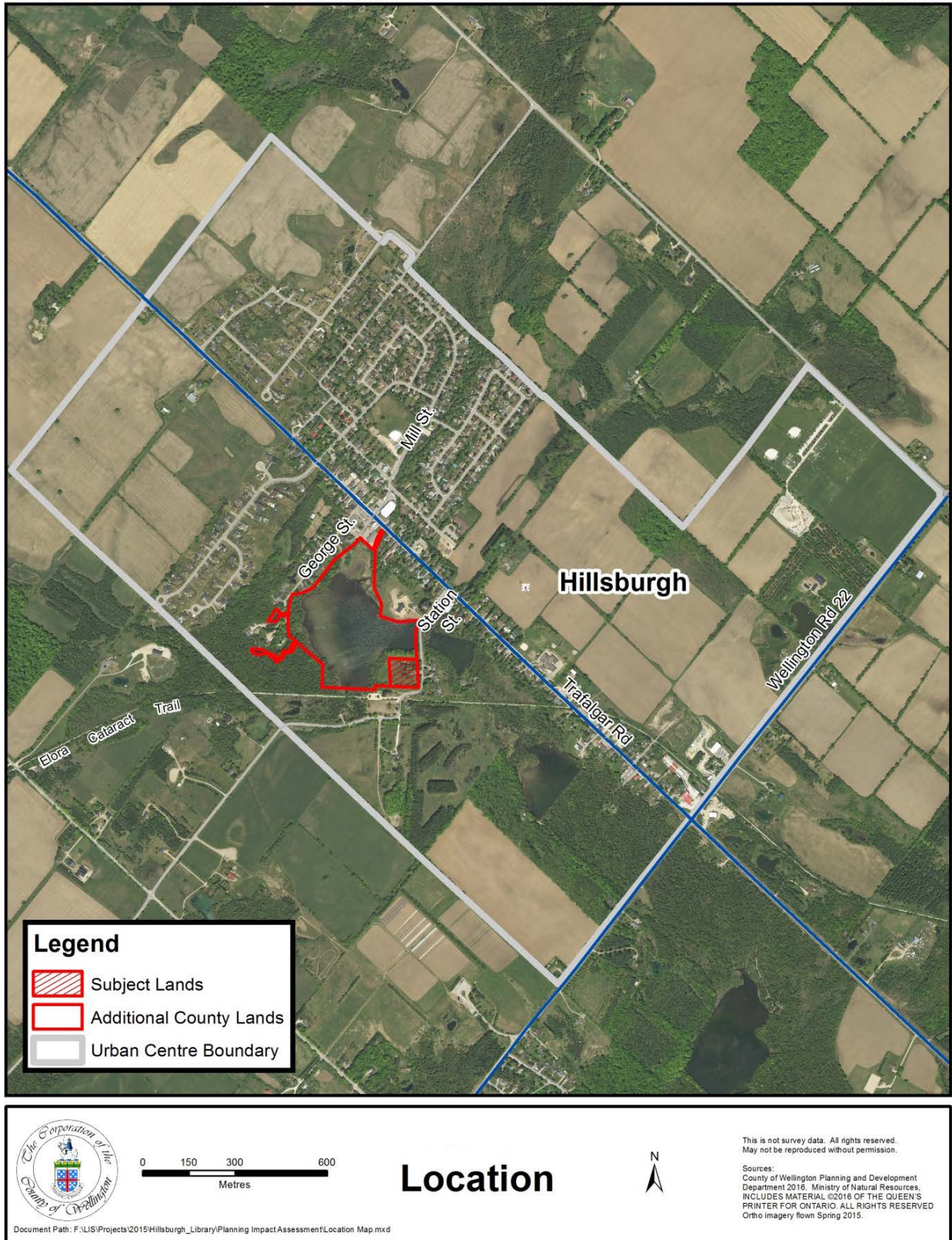
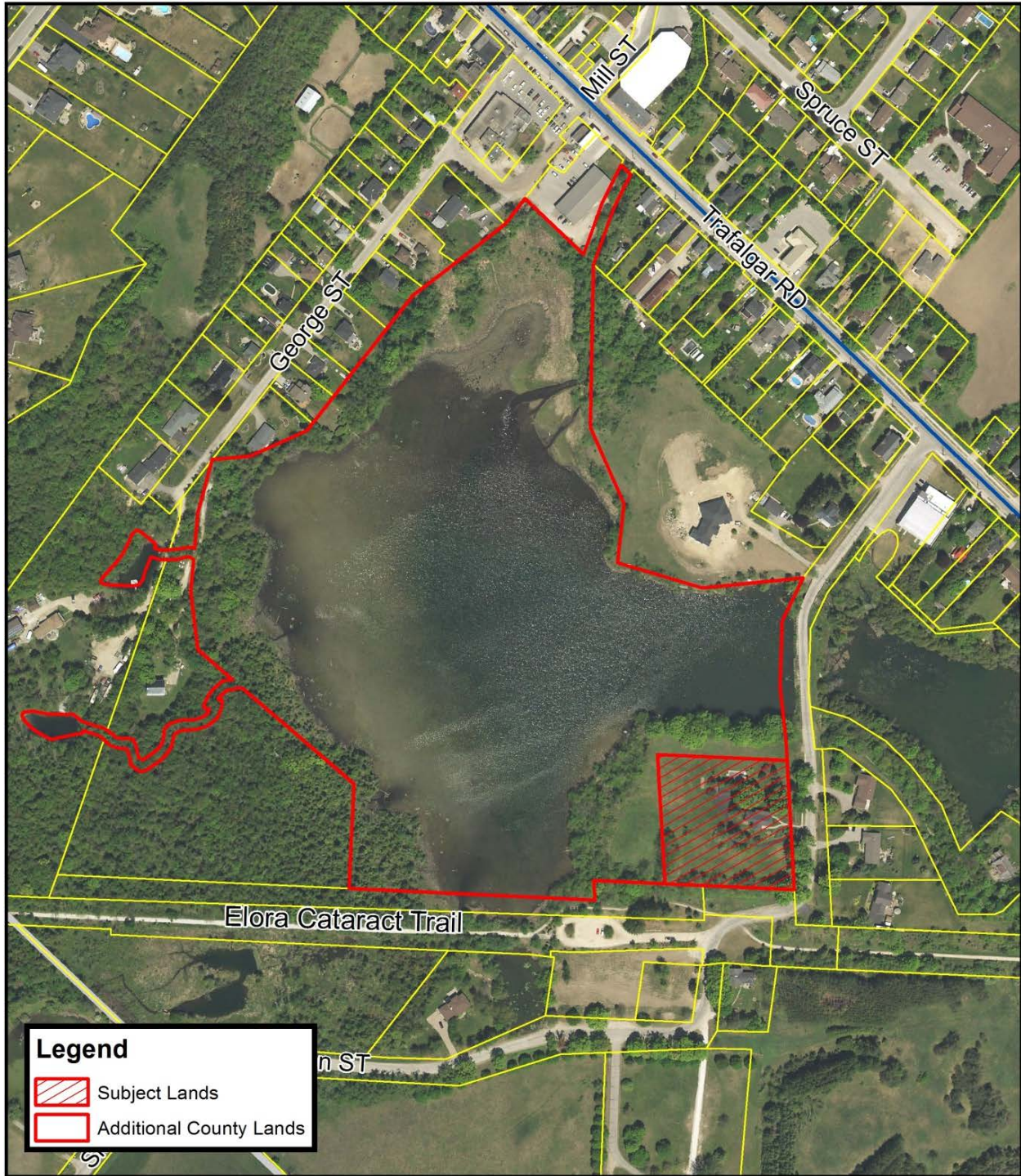


Figure 2 Location Detail





Document Path: F:\GIS\Projects\2015\Hillsburgh_Library\Planning Impact Assessment\Location Map-Detail.mxd



Metres

Location Detail



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Sources:
County of Wellington Planning and Development Department 2016. Ministry of Natural Resources. INCLUDES MATERIAL ©2016 OF THE QUEEN'S PRINTER FOR ONTARIO. ALL RIGHTS RESERVED
Orto imagery flown Spring 2015.

Figure 3 Existing Conditions

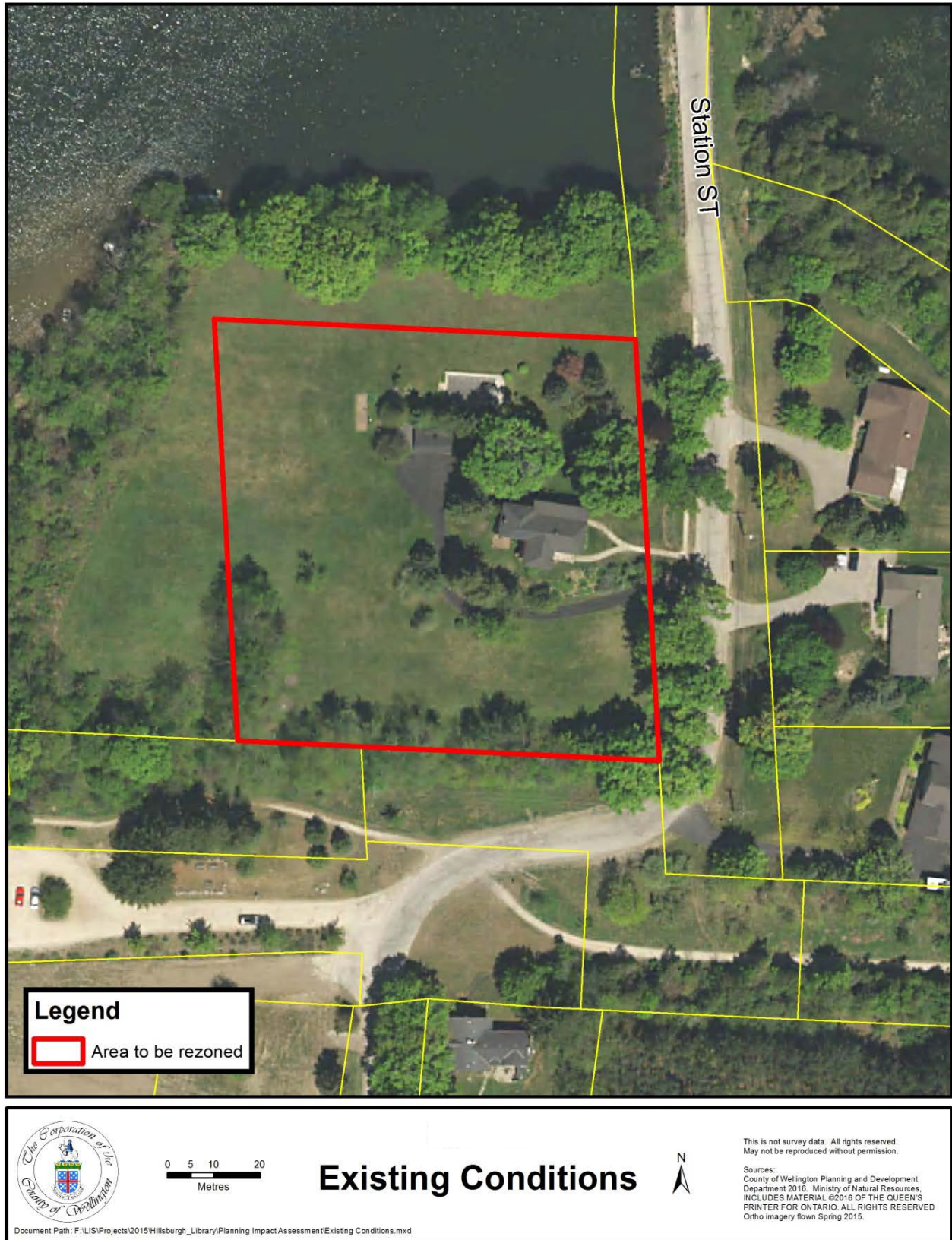


Figure 4 Site Photos



As part of a future Site Plan Application the following additional requirements were also identified by Town staff:

- Pedestrian circulation
- Stormwater management study (for review by Town and Credit Valley Conservation)
- Septic details (for review by Town and Credit Valley Conservation)
- 'Features of Note' for this inventoried heritage property should be respected in the design
- Consideration of Environmental Assessment Study for nearby bridge and dam that may impact 9 Station Road

We were also advised that a future water hookup will be required once municipal water is available and that a holding tank will likely be necessary for fire protection in the interim.

4.0 Proposal

The County of Wellington is proposing a $\pm 655 \text{ m}^2$ (7,050 ft^2) library addition to the existing dwelling, resulting in a total library area of up to $\pm 790 \text{ m}^2$ (8,500 ft^2). The addition will be connected to the south and west wall of the dwelling. The south façade will be visible from within the new library. This leaves the north and east facades of the dwelling visible from Station Street. Existing trees north of the addition and house are to be retained. A new driveway is proposed to provide access to a small parking area set back from Station Street. There would be some related tree loss. The library is to be serviced by an individual well and septic system. The zoning concept plan is included as Figure 5.

5.0 Land Use Policy, Regulatory Context and Analysis

Key applicable policies and regulations that apply to the proposed development of the subject lands are those found in:

- Provincial Policy Statement 2014;
- Places to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan);
- Greenbelt Plan;
- County of Wellington Official Plan (County Official Plan);
- Official Plan of the Town of Erin (Erin Official Plan); and
- Town of Erin Zoning By-law.

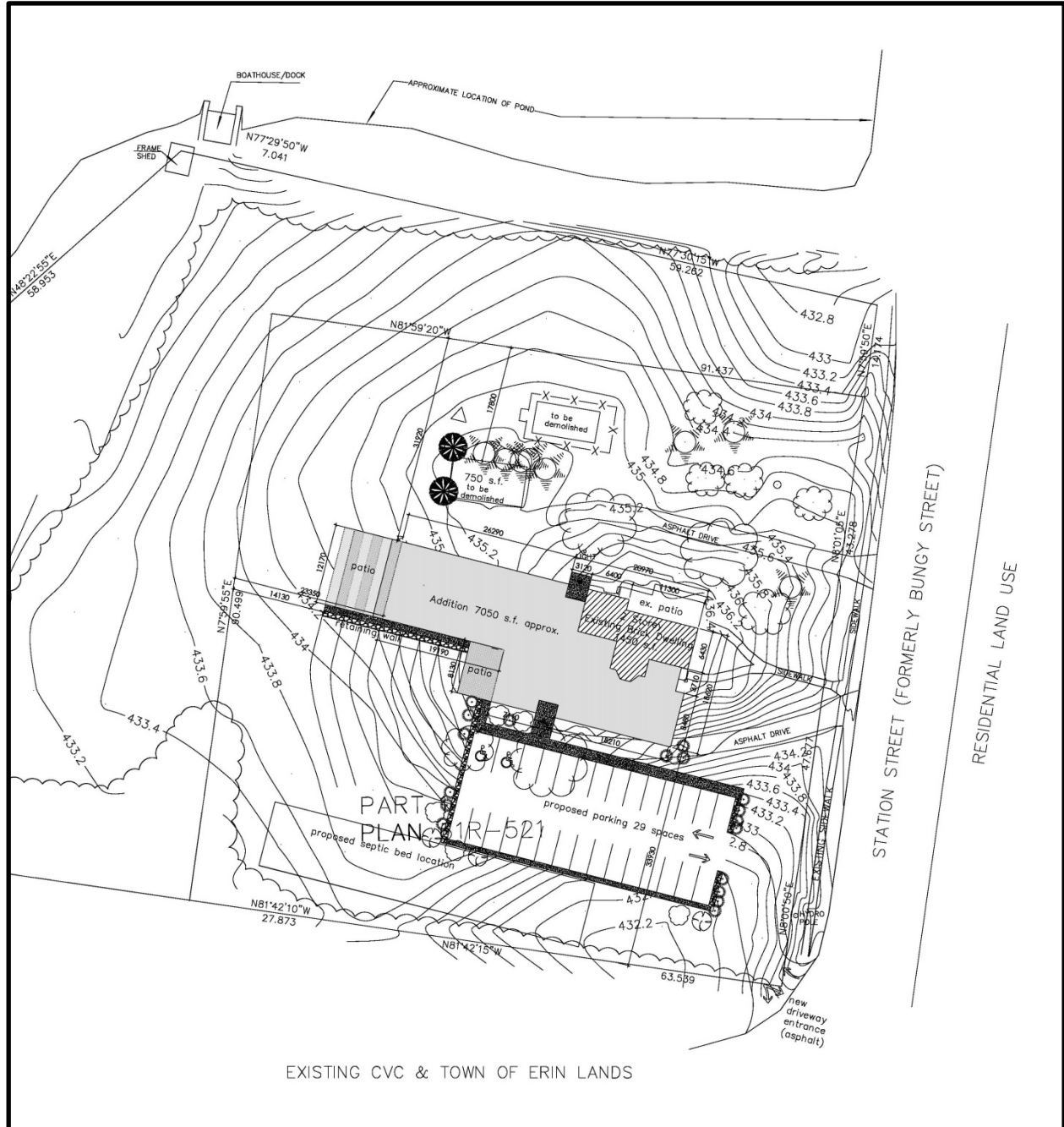
Planning decisions by the Town must be consistent with the policies of the Provincial Policy Statement and conform to the policies of the Growth Plan, Greenbelt Plan, County Official Plan and Erin Official Plan. The proposed use requires an amendment to the Zoning By-law.

5.1 Provincial Policy Statement (PPS)

All planning decisions are required to be consistent with the applicable provisions of the PPS. The subject lands are identified within an Urban Centre (Hillsburgh) in the County Official Plan

and within a Residential designation in the Town Official Plan. The key applicable policies of the PPS are those found in Section 1.6 Infrastructure and Public Service Facilities.

Figure 5 Concept Plan



Concept Plan
Source: +VG Architects The Ventin Group Ltd.

The policies of Section 1.6.1 require coordination in the planning for public service facilities (such as libraries) so that they are financially viable over their life cycle and available to meet current and projected needs. In providing such facilities, consideration is to be given to impacts from climate change, promotion of green infrastructure, optimizing existing public service facilities and opportunities for adaptive re-use.

Public service facilities are defined as “land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body...” PPS

Further, consideration must be given to the policies of Section 1.6.6 which requires planning for sewage and water services; Section 2.1 which requires the protection of natural heritage features and areas; Section 2.6 Cultural Heritage and Archaeology which requires the conservation of significant built heritage resources; and Section 3.1 Natural Hazards which requires development to be directed away from natural or human-made hazards.

A number of other applicable policies are found in Section 1.0 Building Strong Healthy Communities. The general direction of these policies is to accommodate a range and mix of land uses in settlement areas such as Hillsburgh and ensuring that necessary public facilities are available to meet current and projected needs. This policy direction is in keeping with that of Section 1.6.

5.2 Provincial Growth Plan (Places to Grow)

All planning decisions are required to conform to the applicable policies and provisions of the Growth Plan. The Growth Plan for the Greater Golden Horseshoe (GGH) provides growth management policy direction for the GGH, which includes Wellington County. The Plan encourages planning for community infrastructure, such as libraries, to meet community needs and foster complete communities (Section 3.2.6).

An appropriate range of community infrastructure should be planned to meet the needs resulting from population changes and to foster complete communities. GGH 3.2.6.3

The Plan also encourages municipalities to develop:

“...a system of publicly accessible parkland, open space and trails, including shoreline areas, within the GGH that –

- a) clearly demarcates where public access is and is not permitted
- b) is based on a co-ordinated approach to trail planning and development
- c) is based on good land stewardship practices for public and private lands.”

The County has purchased lands adjacent to the library property containing the mill pond. While plans have not been finalized for these adjacent lands, the property was purchased as a complement to the library development and is expected to include some form of recreational opportunities.

5.3 Provincial Greenbelt Plan

All planning decisions are required to conform to the applicable policies and provisions of the Greenbelt Plan. Hillsburgh is identified as a Town/Village in the Protected Countryside of the Greenbelt Plan. Such lands are to continue to be governed by municipal official plans and are generally not subject to the policies of the Greenbelt Plan, except for the policies of section 3.2.5 dealing with external connections related to urban river valleys. In recognition of the function of urban river valleys, municipalities and conservation authorities should:

1. Continue with stewardship, remediation and appropriate park and trail initiatives which maintain and, to the extent possible, enhance the ecological features and functions found within these valley systems;
2. In considering land conversions or redevelopments in or abutting an urban river valley, strive for planning approaches that:
 - a) Establish or increase the extent or width of vegetation protection zones in natural self-sustaining vegetation, especially in the most ecologically sensitive areas (i.e. near the stream and below the stable top of bank);
 - b) Increase or improve fish habitat in streams and in the adjacent riparian lands;
 - c) Include landscaping and habitat restorations that increase the ability of native plants and animals to use valley systems as both wildlife habitat and movement corridors; and
 - d) Seek to avoid, minimize and/or mitigate impacts associated with the quality and quantity of urban run-off into the valley systems; and
3. Integrate watershed planning and management approaches for lands both within and beyond the Greenbelt.

These policies are mirrored in the County Official Plan.

The County property adjacent to the library lands contains the mill pond and Upper West Credit River. Plans have not been finalized for this area and are not part of the current rezoning application.

5.4 County of Wellington Official Plan (County OP)

The Official Plan designates the property with an Urban Centre designation (Hillsburgh). Such lands only require approval of a rezoning. An Official Plan amendment is not required.

The Plan identifies a vision for Urban Centres and establishes policies to attain that vision. Key specific major policy objectives include:

to ensure that adequate lands, infrastructure and community facilities are available to serve the existing and future needs of the community. (8.1.4(a))

to protect, preserve and where practical enhance, the unique natural and cultural heritage resources of the community (8.1.4(j))

5.4.1 Institutional Uses

Specific policies for institutional uses are found in Section 7.5.11 of the Plan:

Urban centres will be the prime location for institutional uses servicing Wellington such as schools, churches, government offices, hospitals, specialized housing and child care facilities.

Many institutional uses can be integrated into residential and commercial areas. Some large institutions may have such a significant impact that a specific land use designation in the official plan is required.

We do not consider the proposed library to be a large institution that would require a specific land use designation in the Plan.

5.4.2 Water and Sewage Services

Municipal services are the preferred method of servicing in all urban centres and development will normally be required to connect to these services. Hillsburgh does not have municipal sewage services and municipal water services are not available to the property at this time. The library will be serviced by an individual well and septic system. A Servicing Options Assessment was not required by the Town during the pre-consultation process. The specific policies of Section 11.2.7 Erin Village – Special Policy state that “Modest development in the existing built up area of the village may be allowed if it does not significantly increase water and sewage demands.” We would consider the proposed library modest development within the existing built up area of Hillsburgh.

5.4.3 Heritage Resources

The dwelling on the property is not designated under the Ontario Heritage Act, but is listed on the Town’s heritage inventory. The need for a Heritage Impact Assessment was not identified as part of the pre-consultation process, but we were advised that ‘Features of Note’ should be respected when designing the plans for renovation. These features include:

- Overall style overlooking upper mill pond
- Two storey overhang/open veranda
- Stone window work and quoining
- Rounded windows
- East stained glass arched window
- Soffit detail
- South elevation two storey bay window projection

See Figure 6 and 7 for additional detail.

The re-use of heritage buildings is often a valid means of ensuring their restoration, enhancement or future maintenance. Projects to re-use heritage buildings may be given favourable consideration if the overall results are to ensure the long term protection of a heritage resource and the project is compatible with surrounding land uses and represents an appropriate use of land.”
4.1.5(f) County OP

Figure 6 Features of Note – Illustrated on East Elevation of Dwelling

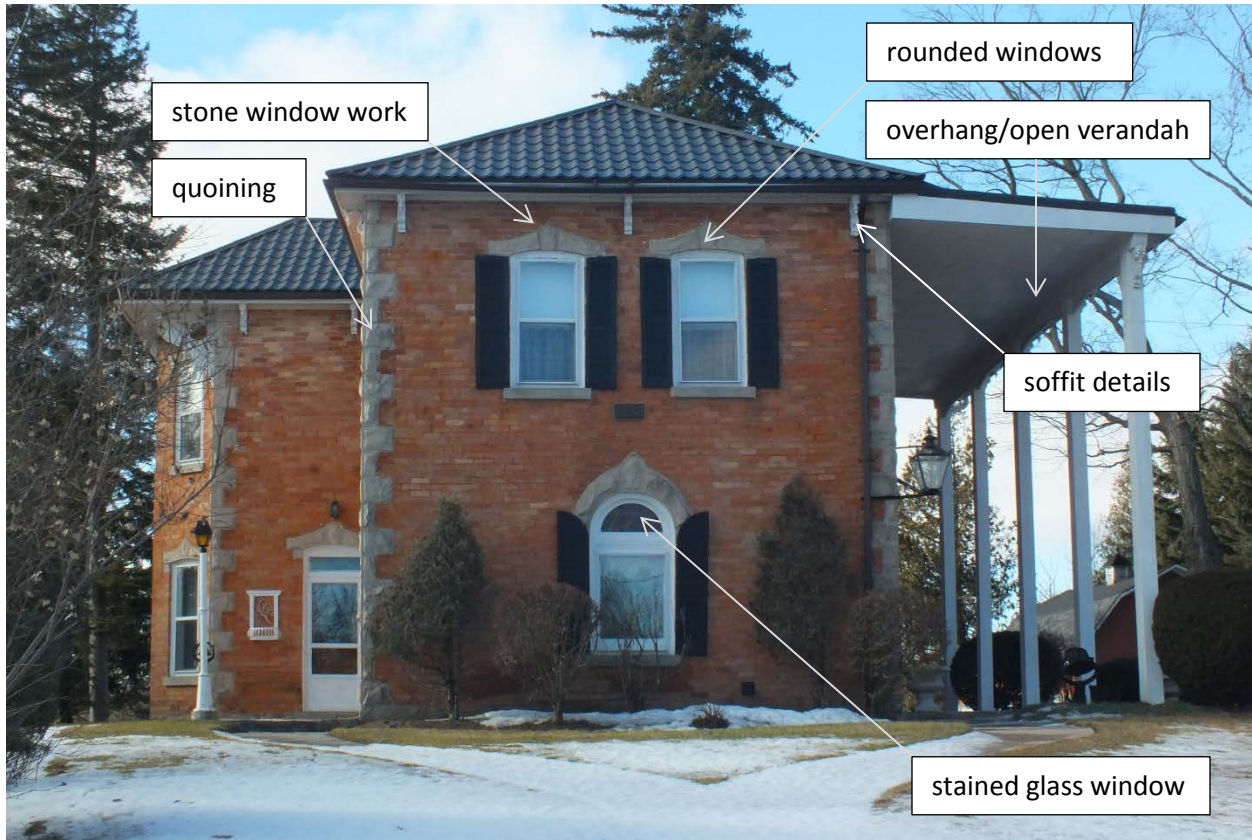


Figure 7 Feature of Note – Unique to South Elevation of Dwelling



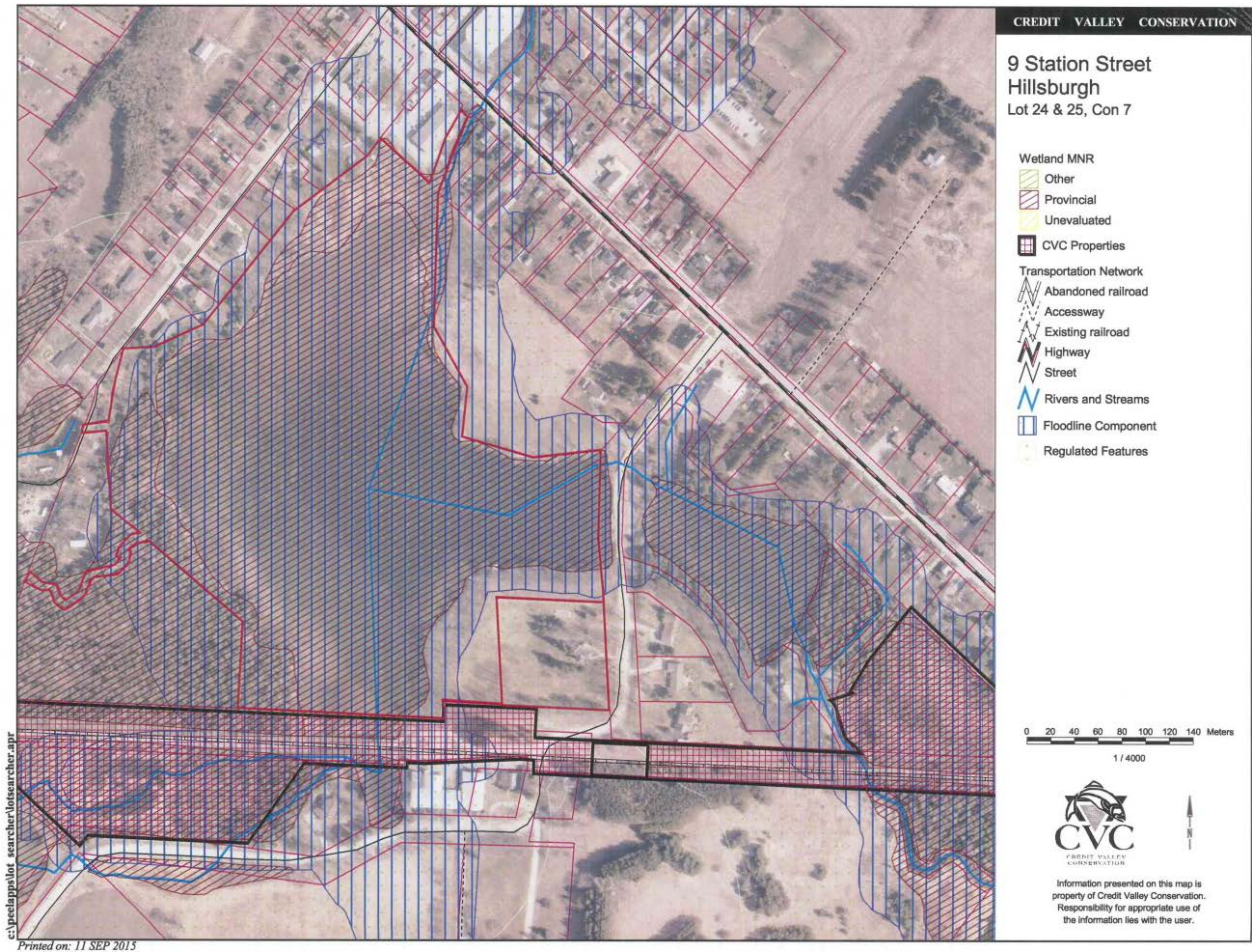
The Plan encourages the re-use of heritage buildings if the resource is protected over the long term, and the use is appropriate and in keeping with the area. The dwelling and its features of note are to be retained as part of the library development. The new library addition will be situated so that the north and east elevations of the dwelling are visible. The south elevation will be preserved and visible within the new library enclosure. All exterior Features of Note are to be retained.

We have been told by Jamie Cheyne, Chair of the Town’s Heritage Committee, that this dwelling “was one of a pair of homes built by the Awrey Brothers. The mirror image of it is on the east side of the pond, behind the Century Church Theatre.” He also advised that the curved or camber top windows are local to Erin, Hillsburgh and surrounding areas within and outside of the Town.

5.4.4 Greenlands within the Urban System

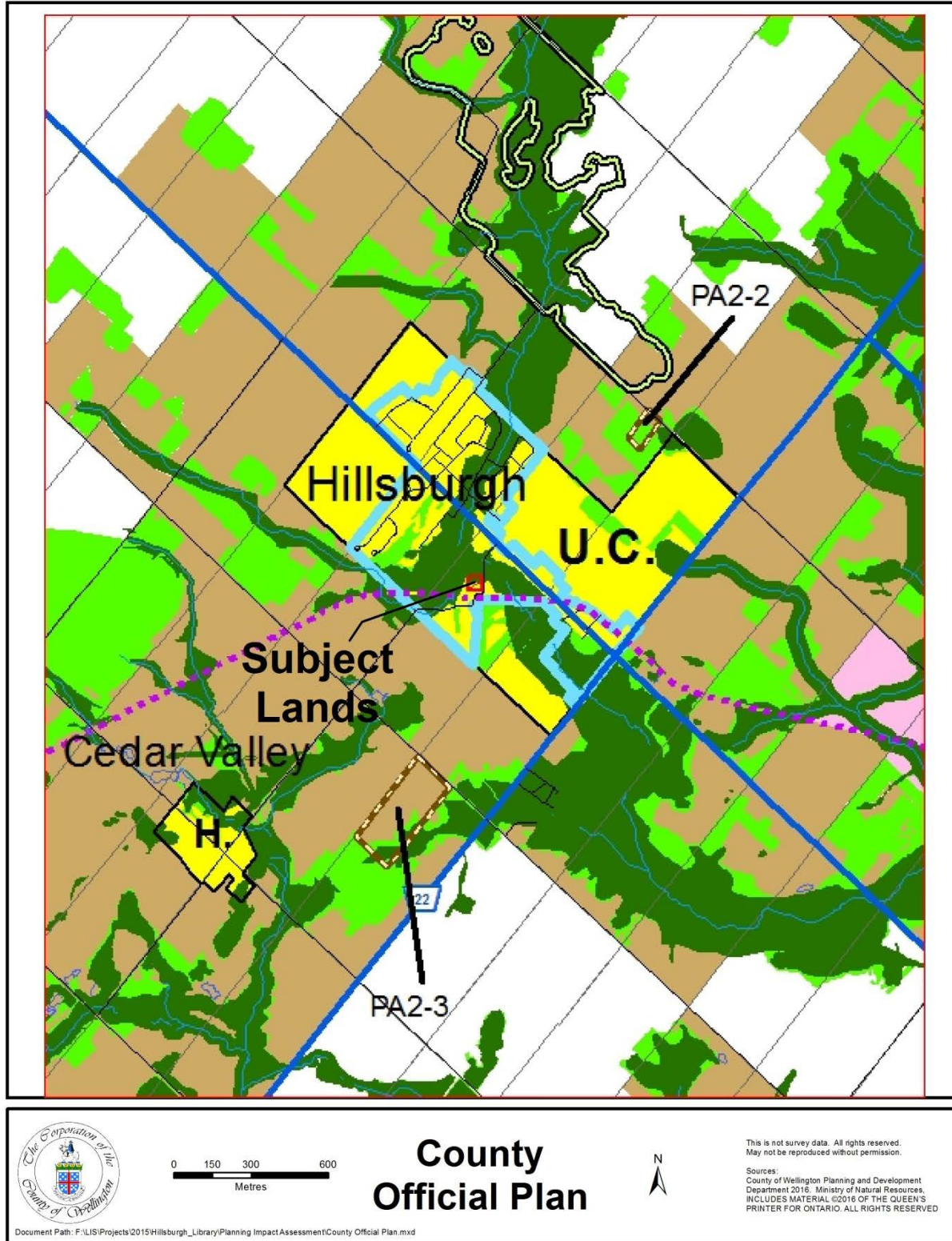
We note that the most detailed and up to date natural features mapping has been provided to us by Credit Valley Conservation (CVC). The mapping identifies the floodline and provincially significant wetlands (Figure 8), both of which are located beyond the limit of the subject property.

Figure 8 Credit Valley Conservation Mapping



According to Schedule A2 (Erin) of the County Official Plan there is a Core Greenlands designation surrounding, and on a portion of, the subject lands (Figure 9).

Figure 9 County Official Plan



The identification of Greenland features in urban areas on the land use schedule for the Town is general in nature. It is the intent of the County Plan to allow for more detailed mapping to prevail for Greenland features and other designations within urban centres like Hillsburgh:

Greenlands within the Urban System may be identified on separate land use schedules based on the extent of the Greenland features and the scale of mapping. The Greenland policies will continue to fully apply. (Section 7.3, County OP)

More detailed official plan designations and policies as well as zoning regulations will identify the location and nature of various permitted uses in urban centres. (Section 7.5.1, County OP)

In terms of flood plain lands, amendments to the County Official Plan are not required for minor revisions to flood plain boundaries (Section 8.9.5(f)).

Unlike the County Plan, the Town of Erin Official Plan provides a separate land use schedule for Hillsburgh. This more detailed mapping identifies the Core Greenlands designation following the property line of the subject lands (Figure 10). This is also consistent with the Zoning By-law (Figure 14).

We would consider the more detailed mapping of the Core Greenlands designation in the Erin Official Plan to prevail as it better reflects the CVC mapping. No development (other than a patio) is proposed within 15 metres of the Core Greenlands designation, which is consistent with the setback required by the corresponding Village Environmental Protection (EP1) Zoning.

Section 7.5.13 also states:

The Greenland System policies established in this Plan apply within the Urban Centres. More detailed policies may be developed for urban centres, particularly where urban development is adjacent to Greenland System areas or where existing development has already occurred in or near Greenland System areas.

Key applicable policies are those found in the detailed Urban Centre policies of Part 8 of the Plan. The overall direction is to allow the Greenland system and rivers to provide aesthetic and recreational opportunities, while at the same time protecting, enhancing and managing the resources. Objectives for Greenland areas within Urban Centres such as Hillsburgh are:

- a) To provide protection to those aspects of the natural environment which can be harmed by urban development;
- b) To protect the community from those aspects of the natural environment which can pose a threat to public health and safety;
- c) To ensure that natural areas are protected and their natural beauty retained for future generations;
- d) To improve public access to natural areas where appropriate; and
- e) To encourage stewardship and enhancement of the local natural environment.

No development is proposed within the Core Greenlands designation at this time, but we note that the County's acquisition of the mill pond will ensure overall protection of the resource and public access.

5.4.5 Site Plan Control

The development of a library will be subject to Site Plan Control. As indicated in Section 13.9:

Site plan control is a mechanism normally used to control design features of residential, commercial, industrial and institutional developments. Provisions for such features as off-street parking and loading, walkways, lighting, utility equipment and utility clusters, buffering, waste storage, grading, stormwater facilities, groundwater impact mitigation and remedial measures and other features can be addressed.

The site plan process will provide the opportunity for the Town to review details of the proposed site development, including those that are not typically available at the time of rezoning. The policies of the Town's Official Plan dealing with community design will also be applied at the time of site plan review.

5.5 Town of Erin Official Plan (Town OP)

The Official Plan designates the property Residential (Schedule A-3) within the Hillsburgh Urban Centre (Figure 10). The property is surrounded by Core Greenlands associated with the river and mill pond, Greenlands associated with the Elora Cataract Trailway and Residential across Station Street. The subject lands only require approval of a rezoning. An Official Plan amendment is not required.

5.5.1 Public Services and Uses

Under Section 3.7 Public Services and Uses, the Plan provides for public uses (including County facilities) in any land use designation without an Official Plan amendment:

The following public and quasi-public services and uses may be permitted in all land use designations without an Official Plan amendment. The implementing Zoning By-law may establish zoning categories in which they may not be permitted.

- (c) Any building or facility of the Town of Erin, County of Wellington, the Province of Ontario, the Government of Canada or any department, agency, board or commission thereof provided that such development satisfied the provisions of the Environmental Assessment Act, the Environmental Protection Act and any other relevant legislation, where applicable

The implementing Zoning By-law directs institutional uses like libraries to the Institutional Zone.

5.5.2 Non-Residential Uses

The key specific policies are found in Section 8.3 Residential which is applicable to the subject lands. Non-residential uses such as public facilities are permitted in Residential areas. Section 4.7.11 provides the criteria to be considered in evaluating a non-residential use:

Criteria	Response
a) non-residential development should be located on an arterial or collector road or in close proximity to the Central Business District;	<ul style="list-style-type: none"> • The property in question is not located on a major road. Station Street is however, identified as a “Proposed Minor Collector” in the Erin Official Plan, which would link to future residential areas to the east and west of Main Street. • The property is approximately 425 m from the designated Central Business District.
b) the design of the proposed development with respect to building height, setbacks, landscaping, parking and vehicular circulation will ensure that it will be compatible with surrounding uses of land;	<ul style="list-style-type: none"> • The library addition has been situated to preserve the existing heritage dwelling • Vehicular circulation through the property will be via a new driveway and parking is planned to be set back from Station Street to minimize impacts
c) adequate infrastructure shall be available or will be made available to service the development;	<ul style="list-style-type: none"> • The library will be serviced by private well and septic • Municipal water is not currently available to the property
d) the zoning by-law establishes a specific zone or zones for these uses.	<ul style="list-style-type: none"> • The amendment seeks to apply the Institutional (I) Zone to the property

The above policies are also found in Section 8.3.10 of the County Official Plan.

5.5.3 Compatibility of New Development

The Town Plan recognizes older residential neighbourhoods which have larger lot frontages and areas. The charm and integrity of such neighbourhoods should be preserved and the Town “will make reasonable efforts to ensure that future development is sensitive to and compatible with existing residential development”. We address compatibility in more detail in section 5.5.5.

5.5.4 Water and Sewage Services

The policies of the Town OP (3.6.4) provide for individual private services in areas of Hillsburgh where there is no access to municipal water services. The Plan further states that as such services become available adjacent owners are required to connect to municipal services and decommission any existing wells.

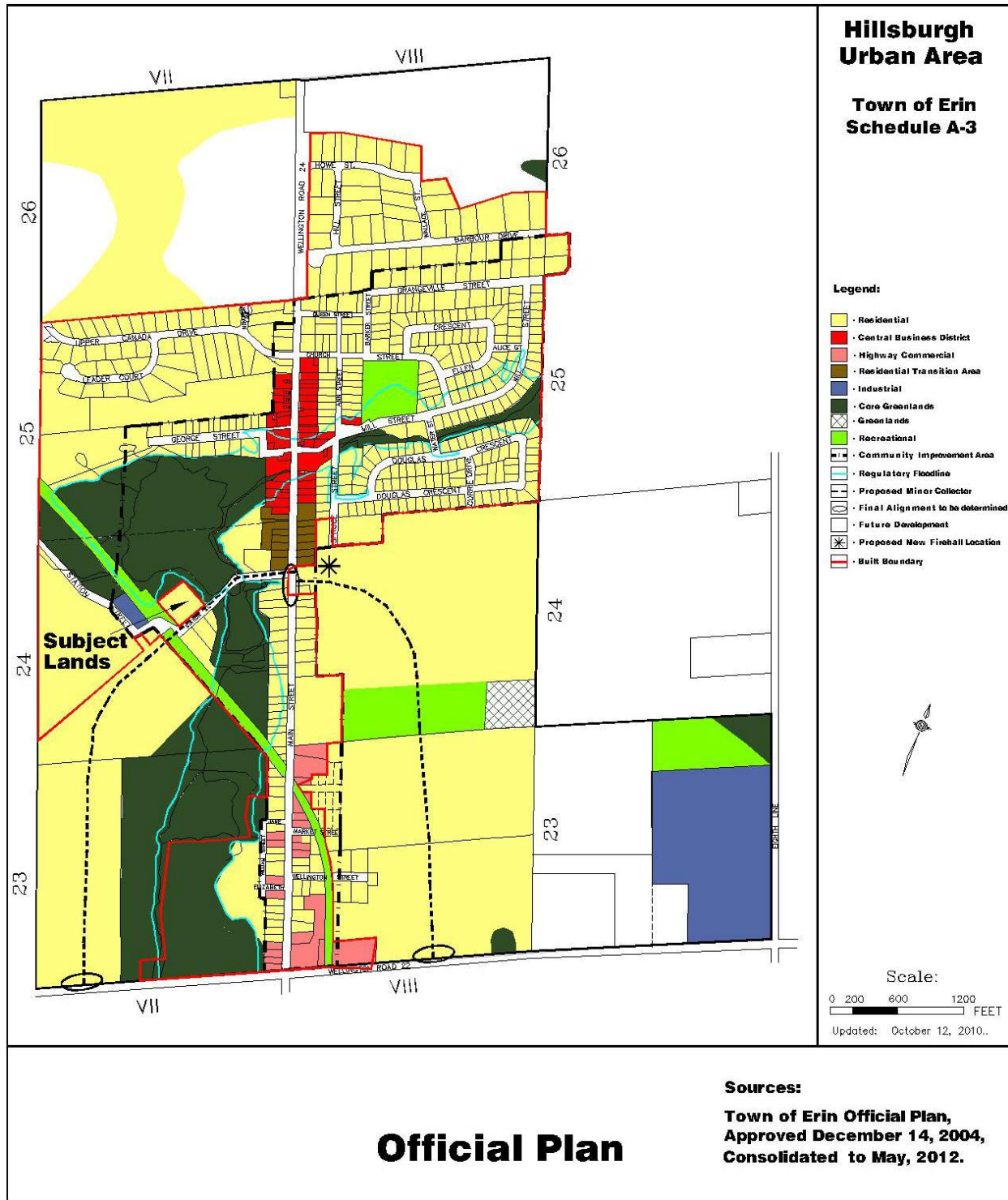
In terms of sewage treatment, Section 3.6.5 states that:

....Until such time as the Town may establish a sewage treatment facility Council will only support development on individual private systems (with the exception of minor redevelopment and infilling proposals) when they have been accompanied by detailed hydrogeologic and geotechnical assessments that have been deemed acceptable to Council in consultation with the other approval agencies. These studies must demonstrate that the proposed development will not result in an unacceptable level of impact on ground and surface water resources.

Section 3.6.6 which also provides policy direction concerning the Servicing and Settlement Master Plan directs that “Modest development in the existing built-up area of the villages may

be allowed if it does not significantly increase water and wastewater demands.” We would consider the library development to meet the above conditions. Hydrogeologic and geotechnical assessments were not identified as requirements during pre-consultation with Town staff.

Figure 10 Town of Erin Official Plan



5.5.5 Cultural Heritage Resources

According to the Town’s Heritage Inventory, the dwelling on the property was constructed in 1892, with an outbuilding/garage dated to 1913. The dwelling is to remain in place and be preserved as part of the library project. The library addition maintains visibility of the home from Station Street and preserves views to the mill pond. The features of note identified in the Town’s inventory are to be preserved. The southern façade of the dwelling will be preserved and remain visible within the new library. Conversion into a public facility ensures that this heritage resource will be preserved in the future and form a visible reminder of the Town’s past.

With proper planning and management, heritage features within the Town may form an important and highly visible part of the community fabric. In addition, the recognition and enhancement of local heritage resources provides a source of civic pride and a benefit to the local economy through tourism.
3.3.1 Town OP

Section 3.3.2 provides the following Town objectives related to heritage resources:

Criteria	Response
a) To encourage the protection of those heritage resources which contribute in a significant way, to the identity and character of the Town;	<ul style="list-style-type: none"> The library proposal will protect the heritage resources on the property
b) To encourage the maintenance, restoration and enhancement of buildings, structures, areas or sites in Erin which are considered to be part of significant architectural, historical or archaeological value; and	<ul style="list-style-type: none"> The dwelling and features of note will be maintained
c) To encourage new development, redevelopment and public works to be sensitive to, and in harmony with, Erin’s heritage resources.	<ul style="list-style-type: none"> The placement of the library addition preserves views to and from the dwelling The concept preserves the southern façade within the new library

5.5.6 Natural Heritage Resources

The library property is adjacent to lands within the Core Greenlands designation identified on Schedule A-2 of the Town OP. The designation protects significant wetlands and lands within the floodplain. Credit Valley Conservation (CVC) has not required the preparation of an Environmental Impact Assessment in association with this application to amend the zoning of the residential lot. CVC has requested that the application be circulated to them so that they can verify in the field that no features are located on the lot.

Within the County and Town OP, development or site alteration is not permitted within provincially significant wetlands or within the floodplain. In other areas, uses shall be limited to conservation and resource management, open space and passive recreation. According to Section 4.3.2(b), such uses will only be permitted where it can be demonstrated that:

- i) There are no negative impacts on Core Greenland features and functions and no significant negative impacts on other natural heritage features and functions;
- ii) Any natural hazards present can safely be overcome so there is no threat to public health or safety.

Plans for adjacent lands owned by the County have not been finalized at this time.

5.5.7 Planning Impact Assessment

Planning impact assessments may be required to evaluate a number of matters identified in both the County (Section 4.2.6) and Town Official Plan (5.16.2):

- a) The **need** for the proposed use other than for aggregate operations, taking into account other available lands or buildings in the Town;
- b) The **appropriateness** of the proposed site for the use proposed taking into consideration the size and shape of the land and its ability to accommodate the intensity of use proposed;
- c) The adequacy of the proposed method of **servicing** the site;
- d) The **compatibility** of the proposed use with consideration given to the height, location, proximity and space of buildings; the separation between various land uses; impacts from noise, odour, or other emissions for the proposed use and from adjacent land uses; loss of privacy, shadowing or effect on heritage resources;
- e) The impact on **natural resources** such as agricultural land and mineral aggregate deposits, if any;
- f) The **exterior design** in terms of bulk, scale and layout of buildings and other design elements;
- g) The possibility that **site contamination** has occurred or the site may contain historic petroleum wells or associated works, and if so, demonstrate compliance with provincial regulations;
- h) Methods of reducing or eliminating any **negative impacts**; and
- i) **Other planning matters** considered important by Council.

We have reviewed each of the above criteria and offer a response as follows.

(a) Need

The following text addressing need for a new library was provided by County of Wellington Chief Librarian, Murray McCabe.

Legislated Requirements and Needs of a Public Library Board

Public Libraries in Ontario are governed by the Public Libraries Act, R.S.O 1990, c. P44. The legislation states that “A public library shall be under the management and control of a board, which is a corporation ...”. The power and duties of the board under this act require it to ensure “..a comprehensive and efficient public library service that reflects the community’s unique needs.” The act goes on to state the “board” may with consent of the appointing council ...acquire land required for its purposes and erect, add to or alter buildings as needed for its purposes. The “board” may in fact acquire or erect a building larger than is required for library purposes

and if it so chooses lease any surplus space. Funding options for such infrastructure needs are also covered by the “Act” and has been adhered to in the redevelopment and modernization of past library board initiatives in the County of Wellington.

Need for a New Hillsburgh Library

The Wellington County Library Board and the County made a commitment years ago to rejuvenate the board’s 14 libraries as early as the year 2000. That commitment was intended to ensure that the county library system could deliver a uniformly high level of service, meet legislated accessibility requirements and ensure the board remained in compliance with the spirit and letter of the provincial Public Libraries Act. As part of the County and Board’s commitment, a plan for a new Hillsburgh branch library was placed in the County’s five year capital budget document in 2012.

The provincial legislation for public libraries is supported by professionally developed guidelines. The Ontario Public Library Guidelines: Sixth Edition have been developed and honed by the expertise of librarians, architects and other professionals that are well versed in the needs of a modern library system and relevant legislation governing municipal service and public need. The guidelines are a living document and are updated as necessary every few years with input from the professionals noted above. The first document was created in 1990 and has received continuous support from the Province of Ontario as it supports the delivery of comprehensive and efficient public library service by almost 300 library boards across the province.

The need for a new Hillsburgh library is premised on the requirements of the Public Libraries Act and the provincial guidelines. The current Hillsburgh library resides in leased commercial space in Hillsburgh and is located at the back of a strip plaza. The 312 m² (3,360 ft²) library area in the building does not provide sufficient space for comprehensive and efficient library service and would test the letter of provincial if not County accessibility requirements (see AODA legislation). This is true in terms of entrance to the building, washrooms space, aisle space, and access to offices and the small community room. Hillsburgh is now only one of two libraries in the County of Wellington system that would not meet accessibility requirements. The library in Aboyne being the other and plans are being developed to bring it into compliance in the summer of 2016.

Space Required for Modern Hillsburgh Library

The population of Hillsburgh is approximately 5,000+ residents which would include those in the surrounding but nearby rural area. The Ontario Public Library Guidelines suggests that a library serving such a population base provide for 1 ft² per capita. Library consultants that provide services to many library systems around the nation have stated that a standalone public library facility be, at minimum 465 m² (5,000 ft²) in size. Based on the experience of the Wellington County Library Board gained through numerous library building projects and especially its new library in Puslinch, we know that even 465 m² (5,000 ft²) is severely limiting. Limiting in that when pure

library space is combined with accessible washrooms and a community room that you cannot provide the space needed for a library without having at least 539 m² (5,800 ft²) as is provided in the Puslinch library.

The requested space for a new library in Hillsburgh is more in the range of 790 m² (8,500 ft²). The library building required by the County library board will meet the needs of the community and will be versatile enough to accommodate gatherings of community groups and fill the provincial wish to establish active community hubs. The new building will provide for accessibility, proper meeting room space, sufficient floor space for a dedicated children's area, and space for adults to enjoy and library shelving and computers found to be appropriate in other County libraries.

(b) Appropriateness

This 2.0 acre site is a sufficient size to accommodate the library, septic system, parking and setbacks.

(c) Servicing

The site will be serviced by individual well and septic system.

(d) Compatibility

There are a number of matters related to compatibility that we have addressed as follows.

Height

The height of the existing dwelling and the library addition are expected to be about the same.

Location

The library addition is proposed to wrap around the south and west elevations of the heritage dwelling. This will preserve the views of the dwelling from Station Street and the mill pond. The presence of the dwelling will help maintain a degree of residential character from the street.

Proximity and Space of Buildings

As the garage is to be demolished and the library will be added to the existing dwelling, there will only be one building for the library development. It will be oriented toward the mill pond just north of the middle of the property.

Separation between Various Land Uses

The library site is situated in a predominantly low density residential area. There are six residential dwellings within a 150 m radius of the property (Figure 11). In considering the separation between the library and nearby dwellings, we have reviewed aerial photography, have taken measurements, conducted site visits and photographed the area. Our findings are summarized in Table 1.

Figure 11 Dwellings within 150 m of New Library Property

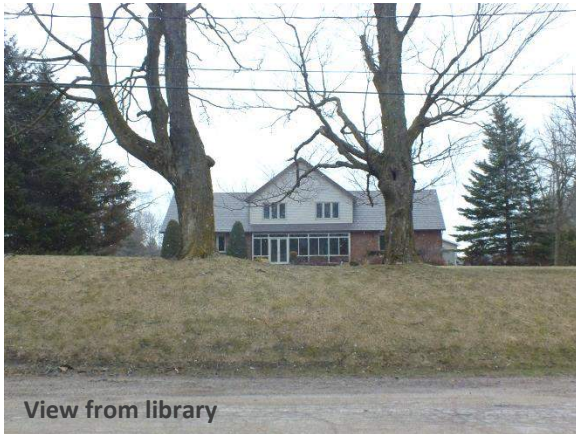


Table 1 Dwellings within 150 m

Map ID	Address	Approximate Distance from Library Parcel	Potential Visibility of New Library
①	6 Station Street	±46 m (150 ft) Across from new library site	YES Existing berm on residential lot will reduce visibility of library
 <p>View from library</p>		 <p>View to library</p>	
②	8 Station Street	±53 m (175 ft) Across from new library site	YES Existing berm on residential lot will reduce visibility of library
 <p>View from library</p>		 <p>View to library</p>	
 <p>Berms Across from Library</p>			

Table 1 Dwellings within 150 m (con't)

Map ID	Address	Approximate Distance from Library Parcel	Potential Visibility of New Library
③	10 Station Street	±56 m (185 ft) Across from new library site	YES Existing berm on residential lot will reduce visibility of library



④	58A Trafalgar Road	±140 m (460 ft)	NOT LIKELY Heavily treed property Dwelling not visible from Station Street
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⑤	12 Station Street	±57 m (185 ft)	YES Oriented away from Station Street, with some windows facing library
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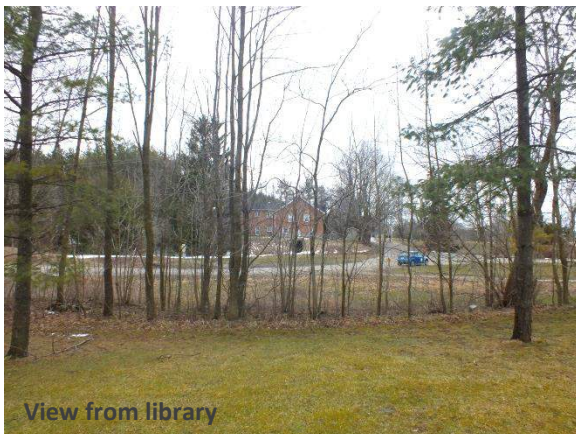


Table 1 Dwellings within 150 m (con't)

Map ID	Address	Approximate Distance from Library Parcel	Potential Visibility of New Library
⑥	5 Station Street	±150 m (490 ft)	YES Across pond from a considerable distance



As indicated above, the library will be visible to some degree from the three residences across Station Street. This is somewhat mitigated by the presence of a berm between these homes and the street. The retention of the heritage dwelling and the orientation of the library addition helps minimize the massing of the addition and retain the residential character from the street. We are satisfied that these measures together with a distance from the library property to the closest dwelling of approximately 46 m or 150 ft, adequate separation is provided. If we add to this the distance the addition is setback from the road, the separation is more like 65 m or 210 ft. We would also note that the parking area is also set back from Station Street approximately 10 m (30 ft).

There are two other land uses within 150 m of the library property. These include recreational use (Elora Cataract Trailway) to the south and light industrial use further to the south (see Figure 12 and Table 2).

Figure 12 Other Uses within 150 m



Table 2 Other Uses with 150 m

Map ID	Type of Use	Address	Approximate Distance from Library Parcel	Potential Visibility from New Library
A	Light Industrial	15 Station Street	±47 m (155 ft)	YES No buildings on property Appears to be a low impact industrial use
B	Recreational (trail parking lot)	11 Station Street	±15 m (50 ft)	YES Proximity to Elora Cataract Trailway parking lot is an asset to library
C	Recreational (trail)	No address	± 52 m (170 ft)	YES Proximity to Elora Cataract Trailway is an asset to library



The industrial property to the south is zoned light industrial and there are no buildings on the property. We have no concerns with the separation of the industrial property or visibility from the library. The other use is the Elora Cataract Trailway and parking lot. The trail provides another form of access to the library and supports active transportation.

Noise, Odour, or Other Emissions

We do not anticipate noise, odour or other emissions from the new library. There will be additional vehicular traffic to the property. The parking area has been situated so that it is set back from Station Street to provide additional separation from residences across the street. There are no adjacent land uses that we expect to create noise, odour or other emissions that would impact the new library.

Loss of Privacy

Given the orientation and placement of the addition, we would not expect any significant loss of privacy. The lengthwise orientation of the addition facing north might be visible across the pond. We would note, however, that residences across the mill pond are a considerable distance away, with the closest being about 150 m (490 ft). There are also trees north of the heritage dwelling and along the mill pond that would provide some screening in the summer and fall.

Shadowing

Any shadowing associated with the new development will occur on the library property.

Effect on Heritage Resources

There are no heritage resources in the vicinity of the library property and therefore, the development will not impact other heritage resources. We have addressed the significance of the heritage dwelling on the property and its preservation in section 5.4.3 and 5.5.5 of this report.

(e) Resources

This development has no impact on natural resources such as agricultural land and mineral aggregate deposits.

(f) Exterior Design

More information regarding exterior design will be available at the time of site plan review.

(g) Site Contamination

This property has been used for residential purposes for over 100 years. We are not aware of any site contamination.

(h) Negative Impacts

The parking area for the new library has been set back from Station Street to reduce its impact. A setback of 1.5 m (5 ft) is required by the zoning by-law, whereas a setback of approximately 15 m (50 ft) is expected to be provided.

Headlight glare from the parking lot will be reduced for the residential properties across Station Street due to the presence of a berm between the street and their homes. The orientation of the parking spaces perpendicular to the street will also help minimize headlight glare.

(i) Other Planning Matters

We are not aware of any additional planning matters considered important by Council at this time.

5.6 Zoning By-law Amendment

The property is currently zoned Residential (R1) Zone and would need to be rezoned Institutional (I), which permits a library use (Figure 13 & 14). As the property is bounded by the Village Environmental Protection (EP1) Zone on the north and west sides, Section 4.36 requires a 15 m setback for buildings or structures (including a sewage disposal system) from the Zone. As indicated on the concept plan, there is sufficient space on the property to maintain the 15 m setback required from the EP1 boundary along the north and west property lines.

Figure 13 Town of Erin Institutional Zone Requirements

SECTION 10- REQUIREMENTS FOR INSTITUTIONAL ZONES

No person shall use land or erect a building or structure in an Institutional Zone in the Town of Erin except in accordance with the following regulations.

10.1 Institutional (I) Zone

No person shall use land or erect or use a building or structure in an Institutional One (I) Zone except in accordance with the following regulations.

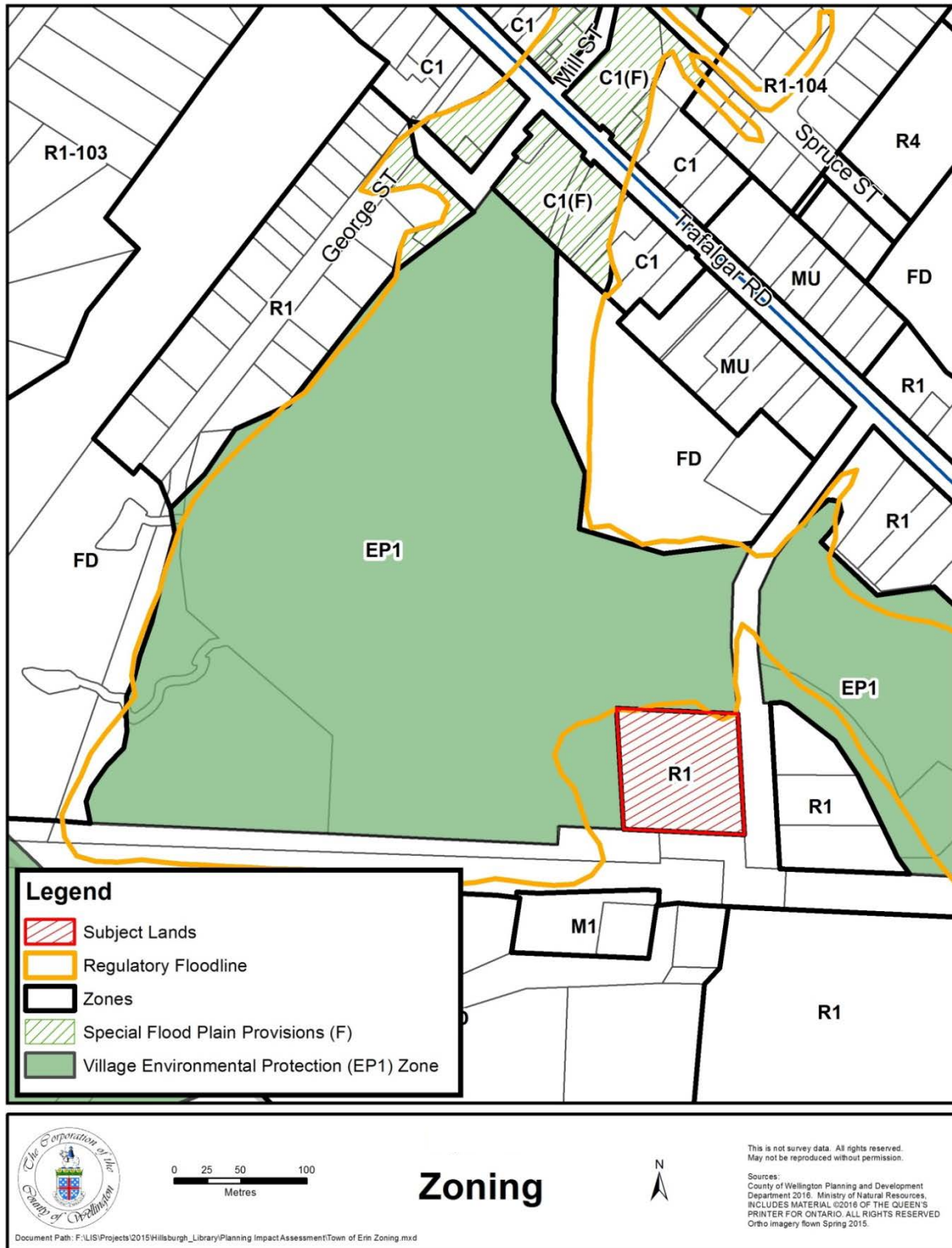
.1 Permitted Uses

- cemeteries
- day nursery in accordance with subsection 4.7
- hospitals
- home for the aged
- institutional uses
- library
- medical clinic
- nursing homes
- public buildings and uses
- religious institutions
- schools
- uses accessory to the foregoing permitted uses

.2 Lot Requirements

I Zone	All Permitted Uses
Minimum Lot Area	0.4 hectares
Minimum Lot Frontage	30.0 metres
Minimum Front Yard (1)	6.0 metres
Minimum Rear Yard	7.5 metres
Minimum Interior Side Yard (1)	3.0 metres
Minimum Exterior Side Yard (1)	6.0 metres
Maximum Lot Coverage	50%
Maximum Building Height	10.5 metres
Notes:	
(1) Where a yard abuts a Provincial Highway or County Road, a minimum setback of 27.4 metres from the centreline of the road allowance is required. See Section 4.35 and 4.38.	

Figure 14 Town of Erin Zoning By-law Schedule "C"



Parking is required at a rate of 1 space per 28 m² gross floor area. Based on a total library size of approximately 790 m² (8,500 ft²), 28 parking spaces would be required plus 1 accessible space. A total of 29 spaces are reflected on the concept plan. We also note that parking is required to be setback a minimum of 1.5 m (5 ft) from Station Street. The concept plan identifies a parking area location which is in excess of this requirement. No site specific provisions have been identified at this time.

6.0 Transportation Impact Study

A Transportation Impact Study was undertaken by Paradigm Transportation Solutions Limited. Please note that the Study was based on an earlier version of the concept plan with access to parking from an upgraded existing driveway. On the basis of the analysis conducted a number of conclusions were reached, including that:

- There are no concerns with the operation of intersections in the vicinity of the development or the intersection of Trafalgar Road and Station Street
- No intersection improvements needed at Trafalgar Road and Station Street and Station Street at the site driveway
- Traffic signals are not necessary at the intersection of Trafalgar Road and Station Street
- Turn lanes are not necessary at Station Street and Trafalgar Road
- Sight distance is not a concern from Station Street at Trafalgar Road to the north and south
- Sight distance is not a concern from the site driveway at Station Street to the east
- Sight distance from the site driveway at Station Street to the west is a potential concern

The potential concern with the sight distance at Station Street to the west was further investigated in the study, which determined that relocating the proposed driveway to the apex of the curve on Station Street would potentially increase the available sight distance in excess of the minimum stopping sight distance, but does not meet the minimum decision sight distance.

Removal of vegetation within the right-of-way to provide sight triangles from the edge of pavement on Station Street would increase the sight distance so that it exceeds the minimum stopping sight distance, which is an improvement.

Approach speeds are expected to be impacted by the tight turn on the eastbound approach to the site. It is recommended that 'Intersection Ahead' warning signs are installed to provide advance warning of the library driveway. This would be considered mitigation for not achieving the minimum decision sight distance requirement.

The report recommends that the planning applications be approved as proposed subject to the following conditions:

That the existing sidewalk is improved to current Town standards and is continued across the Credit River (Erin Branch) to provide a safe route for pedestrians to/from the Library;

That consideration be given to relocating the site driveway to the apex of the curve immediately west of the site;

That vegetation west of the site driveway is cleared to improve sight distance and provide an appropriate sight triangles and that warning signage in accordance with OTM Book 6 be installed on Station Street west of the site driveway to increase driver's awareness of the driveway.

7.0 Municipal Class Environmental Assessment (Class EA)

In November 2014, the Town of Erin initiated a study to investigate possible long term alternatives to improve the safety of the Hillsburgh Dam and bridge on Station Street at the Upper West Credit River. According to a Public Information Meeting held January 29, 2013, the following infrastructure issues need to be addressed:

- A road of substandard width to accommodate two way traffic, pedestrian and bicycle traffic (7.0 m)
- A sidewalk deteriorated beyond safe use
- An abandoned Mill Race underneath the road with the outlet end (south side of the road buried), the structural condition of this structure is unknown
- A deteriorated culvert which was replaced in 2012 (The permanent solution will require the existing dam either be upgraded to current engineering standards or decommissioned)

The study is ongoing. Options under the Class EA were presented at a Public Information Centre (PIC) held Thursday, May 19, 2016. The County will follow the EA process to give consideration to potential impacts with respect to the library development.

8.0 Conclusion

The new Hillsburgh library is in the County's five-year plan and will realize the need for a permanent, accessible and modern facility to serve Hillsburgh and the surrounding area. The library will address existing and future needs of the Town of Erin. Development of this 2 acre residential property will include preservation of the existing heritage dwelling for the long term. We expect the house to form an important and highly visible part of this community facility. The $\pm 655 \text{ m}^2$ (7,050 ft^2) library addition is wrapped around the south and west elevations of the existing dwelling on the property. This preserves views of the house from Station Street and views from the house to the mill pond.

The property is surrounded on two sides by natural features associated with the mill pond and Upper West Credit River. While not part of this application, the adjacent mill pond property was purchased by the County in conjunction with the residential lot. Plans for this area have not been finalized but are expected to include some form of recreational opportunities. The close proximity of the Elora Cataract Trailway offers another important recreational linkage.

In our opinion, the proposed rezoning of the subject land to permit institutional use of the property for a new library is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan, Greenbelt Plan, County Official Plan and Town of Erin Official Plan. Accordingly, we would recommend approval of an amending by-law. In our opinion, the proposed zoning by-law amendment is appropriate and represents good land use planning.

Respectfully submitted
County of Wellington Planning and Development Department



Sarah Wilhelm, MCIP, RPP
Senior Planner



OPEN HOUSE 2

ERIN AND HILLSBURGH ROTARY RIVERWALK TRAIL FEASIBILITY STUDY

This second Community session will provide opportunity to review preliminary findings and trail alignments for the Rotary Riverwalk Trail's feasibility study. There will be opportunity for residents, business owners, service clubs and focus groups to provide input into this study. Representatives from SKA will be on hand to address questions.

All are Welcome!

This will be a 'self-serve' drop-in format.

YOU'RE INVITED!

Wednesday July 13th, 7 - 8:30pm
Erin Community Centre/Centre 2000
Boland Drive, Erin



Information by calling Stempski Kelly Associates Inc. @ 519-787-4313



Minutes of the Regular Town of Erin Council Meeting

June 21, 2016

6:30 PM

Municipal Council Chamber

Present:	Allan Alls	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
Staff Present:	Dina Lundy	Clerk
	Ursula D'Angelo	Director of Finance
	Dan Callaghan	Fire Chief
	Graham Smith	Facility Manager
	Trish Crawford	Clerk's Assistant
	Robyn Mulder	Economic Development Officer
	Greg Delfosse	Roads Superintendent

1. **Call to Order**
Mayor Alls called the meeting to order.
2. **Approval of Agenda**
Resolution #16-265
Moved By Councillor Duncan
Seconded By Councillor Smith
Be it resolved that the agenda be approved as circulated.

Carried
3. **Declaration Pecuniary Interest**
None.
4. **Public Meetings**
 - 4.1 **Sarah Wilhelm, Senior Planner - Zoning Amendment Application Z16-02**

Mayor Alls called the public meeting to order.

Mayor Alls announced that this is a Public Meeting as required by the Ontario Planning Act to deal with planning matters regarding land development in the Province of Ontario.

If a person or public body that files an appeal of a decision of the Town of Erin in respect to a proposed Official Plan, Zoning By -Law Amendment and/or a Plan of Subdivision or Condominium does not make oral submission at a public meeting or make written submission to the Town of Erin before the proposed Official Plan Amendment, Zoning By -law Amendment and/or Plan or Subdivision or Condominium is adopted or refused, then the Ontario Municipal Board may dismiss all or part of the appeal.

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

This meeting is to provide information for Council, exchange views, generate input etc. Council has not taken a position on the matter; Council's decision will come after full consideration of input from the meeting, submissions from the public and comments from agencies.

Mayor Alls introduced Council and Staff, the consultant and the applicant.

All comments and questions should be put to the Chair. Speakers shall state their names and addresses for the record. Personal opinions and comments made By the public attending this meeting may be collected and recorded in the meeting minutes.

Declarations of Pecuniary Interest: None.

Planning Staff - Sarah Wilhelm presented the application to amend the Zoning By-law to allow for the temporary use of a garden suite on the subject lands.

There were no comments or concerns identified by the public, peer review consultants or Town staff at the time of writing the report.

The applicant's consultant explained the complications with the location of the garden suite, and how the dwelling would be utilized.

Comments from the Public: None.

Mayor Alls thanked all participants for attending the meeting and advised that Council will consider all input prior to making a decision on the matter.

The Public Meeting adjourned.

5. **Community Announcements**

June 23 - East Wellington Family Health Team - Calling all Grandparents - Caring for Infants Workshops - free

June 24 - Erin Agricultural Society - Farmer's Market Fridays 3-7pm at Erin Fairgrounds

June 29 to Aug 10 - Credit Valley Conservation Twilight Tour

July 1 - Orton's Annual Canada Day Celebration

July 1 - Canada Day 2016 - McMillan Park

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

6. **Adoption of Minutes**

Resolution #16-266

Moved By Councillor Duncan

Seconded By Councillor Smith

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

June 7, 2016 Regular Meeting

Carried

7. **Business Arising from the Minutes**

Councillor Sammut - Item 7.2 OCWA Presentation - would like to pursue further discussions regarding the OCWA presentation from the last Council meeting.

Direction - Staff to prepare a report for Council at the next meeting.

8. **Delegations/Petitions/Presentations**

8.1 John Maddox, Closed Meeting Investigator - Process and Council Questions

John Maddox presented to Council about the legislation and processes involved with the conduction of closed meetings. He made some clarifications on when meetings should be closed and what materials

should be contained in the reporting out without jeopardizing confidential information.

8.2 Jon Hebden, MPAC - Delivering the 2016 Assessment Update

Jon Hebden from the Municipal Property Assessment Corporation presented the delivery of the 2016 Assessment notices to the public and 2016 Assessment Update, including data collection & preparation, transparency and shared understanding, benefits of advanced disclosure, 2016 Property Assessment Notices, changes to filing a review(request for reconsideration) and aboutmyproperty.ca, and plans for outreach and engagement.

Resolution #16-267

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council receives the presentation from Jon Hebden from MPAC on Delivering the 2016 Assessment Update.

Carried

8.3 Rod Finnie - Request to allow entrance of proposed severance

Rod Finnie spoke on behalf of his clients to review the decision of the Technical Committee and to be allowed to widen the existing driveway to use for both residential units involved in the approved severance.

Resolution #16-268

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council receives the delegation of Rod Finnie regarding a request to approve an entrance on the proposed severance application B120/15.

Carried

8.4 Building and Planning Assistant - Entrance for B120-16 Severance

Deferred

9. Closed Session

Resolution #16-269

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council adjourns the meeting to proceed into a closed

session at the hour of 7:56 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:
 (b) personal matters about an identifiable individual, including municipal or local board employees; Fire Department

Carried

10. Return from Closed Session

10.1 Motion to Reconvene

Resolution #16-270

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be reconvened at the hour of 8:25 PM.

Carried

10.2 Report Out

Mr. Bigrigg from the Ontario Fire Marshal's Office presented a report to Council regarding the Fire Department.

11. Reports

11.1 Building/Planning/By-Law

**11.1.1 Building and Planning Administrator - Demolition Report –
5753 Third Line, Concession 4 Part Lot 22**

Resolution #16-271

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council hereby receives Building Department Demolition Report, dated June 21, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 5753 Third Line, Town of Erin, Assessment Roll No. 23 16 000 006 13500 0000;

And that Council hereby approves the issuance of the demolition permit with the resolution from the Heritage Committee.

Carried

11.2 Roads

**11.2.1 Road Superintendent - Scott Crescent – Commencement of
Road Maintenance**

Resolution #16-272**Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** Council receives the Scott Crescent-Commencement of Road Maintenance report;**And further that** Council approves the recommendation to perform the necessary maintenance items and to further adopt all custodial road maintenance matters.**Carried****11.2.1 Road Superintendent - Requesting support resolution for grant application - Station Road Bridge/Dam Project****Resolution #16-273****Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Be it resolved that** Council supports the submission of an application for funding through the Canada 150 Community Infrastructure Program for the Station Road Bridge and Dam Project.**Carried****11.3 Recreation****11.3.1 Recreation Snack bar report****Resolution #16-274****Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** accept this report for discussion about the Centre 2000 concession operations for the 2016/2017 facility operations.**And that** Council awards the Centre 2000 concession operations for the 2016/17 to the following bidder:

- Jess For You Cafe

Carried**11.3.2 Manager of Recreation and Facilities - Recreation Truck**

Resolution #16-275**Moved By** Councillor Duncan**Seconded By** Councillor Sammut

Be it resolved that Council accept the bid from Wellington Motors of \$29,364 plus HST and Licensing to purchase the Recreation ½ ton pick-up truck.

Carried**11.4 Finance****11.4.1 Deputy Treasurer - Approval of Accounts****Resolution #16-276****Moved By** Councillor Duncan**Seconded By** Councillor Smith

Be it resolved that Council receives the Deputy Treasurer's Report #16-2016-6B on "Approval of Accounts".

Carried**11.5 Administration****11.5.1 Clerk - Source Water Protection Funding – Agreement with TRCA****Resolution #16-277****Moved By** Councillor Duncan**Seconded By** Councillor Sammut

Be it resolved that Council directs the Clerk to execute the Memorandum of Agreement to undertake source protection technical studies for two additional supply wells, to be developed for the Town of Erin Water Supply System, in accordance with the terms and conditions outlined in the Memorandum of Agreement.

Carried**11.6 Committees****11.6.1 BIA - May 5, 2016 Meeting Minutes****Resolution #16-278****Moved By** Councillor Sammut**Seconded By** Councillor Smith

Be it resolved that Council receives the BIA May 5, 2016 Meeting Minutes.

Carried

11.6.2 Appoint member to the Public Liaison Committee - Wastewater EA

Resolution #16-279

Moved By Councillor Duncan

Seconded By Mayor Alls

Be it resolved that Council hereby appoints Brian Halfpenny to the Public Liaison Committee - Wastewater EA.

Carried

12. New Business

Jeff Duncan advised that Nestle Waters has offered an invitation to Council to tour their facility in Puslinch.

13. Correspondence

Resolution #16-280

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council receives the correspondence items for information.

Carried

14. By-Laws

Resolution #16-281

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that By-Law numbers 16–36 to 16-41 inclusive, are hereby passed.

Carried

15. Notice of Motion

None

16. Adjournment

Resolution #16-282

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 9:10 PM.

Carried

Mayor Allan Ails

Clerk Dina Lundy



Minutes of the Town of Erin Special Council Meeting

June 23, 2016

3:00 p.m.

Municipal Council Chamber

PRESENT:	Allan Ails	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Jeff Duncan	Councillor
ABSENT:	Rob Smith	Councillor
STAFF PRESENT:	Dina Lundy	Clerk
	Ursula D'Angelo	Director of Finance

1. Call to Order

Mayor Ails called the meeting to order.

2. Declaration of Pecuniary Interest

None

3. Closed Session

Resolution # 16-283

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 3:02 pm to discuss matters under the following exemptions in the Municipal Act S. 239 (2) :

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

Carried

4. Return from Closed Session

Resolution # 16-284**Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** the meeting be reconvened at the hour of 3:28 pm.**Carried****4.2 Report Out**

Council will be contracting Andrew Hartholt for Chief Building Official services on an as needed basis.

Council will also be pursuing interim Chief Administration Officer services.

5. By-law**Resolution # 16-285****Moved By** Councillor Sammut**Seconded By** Councillor Duncan**Be it resolved that** By-laws 16-42 (CBO Appointment) and 16-43 (Confirming), are hereby passed.**Carried****6. Adjournment****Resolution # 16-286****Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Be it resolved that** the meeting be adjourned at 3:30 PM.**Carried**

 Mayor Allan Alls

 Clerk Dina Lundy



Minutes of the Town of Erin Special Council Meeting

June 29, 2016

3:00 p.m.

Municipal Council Chamber

PRESENT:	Allan Aills	Mayor
	John Brennan	Councillor
	Rob Smith	Councillor
	Jeff Duncan	Councillor
ABSENT:	Matt Sammut	Councillor
STAFF PRESENT:	Dina Lundy	Clerk
	Ursula D'Angelo	Director of Finance
	Derek McCaughan	Interim CAO

1. Call to Order

Mayor Aills called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topic of Discussion

Mayor Aills introduced Derek McCaughan, who has been contracted on an interim basis to provide Interim CAO services to July 31, 2016. Mr. McCaughan has over 30 years' experience serving in various positions with City of Guelph, the last 12 in an executive role. Mr. McCaughan indicated that he is pleased to be of assistance during this interim period.

4. By-Laws

Resolution # 16-287

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that By-law 16-44 (Interim CAO appointment) and 16-45 (confirming), are hereby passed.

Carried

5. Adjournment

Resolution # 16-288

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that the meeting be adjourned at 3:02PM.

Carried

Mayor Allan Alls

Clerk Dina Lundy

Honourable council and staff,

Guelph solar and CED co-op are pleased to announce that we have received notice that the centre 2000 rooftop solar project will be receiving a FIT contract offer.

This means that we will be able to submit for an interconnection study with Hydro one to determine the connection details. With the results from this we will be able to finalize the budget, the engineering and design and also submit for building permit - being the last step before the installation.

At this point we can assume a spring time installation schedule, but there are a lot of determining factors to pass before then. We will be sure to keep you all informed on the projects process.

Congratulations on your fist commercial solar moving forward.

Sincerely,
Anton Lamers and the CED co-op

REQUEST TO BE A DELEGATION BEFORE COUNCIL



Council meetings are held the first Tuesday of each month at 1:00 pm and the third Tuesday of each month at 6:30 pm, unless otherwise posted. Please note that there is only one meeting during July and August. The Requests to appear before Council must be received in writing by the Clerk NO LATER than noon of the WEDNESDAY immediately preceding the scheduled Council meeting complete with a copy of the presentation materials as detailed in the delegation protocol on page 2. This form must be complete and legible in order to be accepted. The Clerk will evaluate this request, and assign a presentation date once it has been deemed appropriate.

MEETING DATE BEING REQUESTED:

June 7, 2016

June 21, 2016

1st Choice

2nd Choice

Jeff Buisman for Derek Smith

Name of delegate(s) or group representative

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

To ask Council to allow the sale of a former road (Part 1, 61R-5134) in Lot 27, Con. 8 to abutting owner
See Attached information

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

Ask staff to proceed with the administrative and procedural steps required for the sale to transpire

CONTACT INFORMATION:

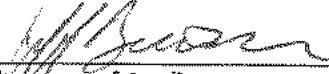
Name: Jeff Buisman, OLS of VanHarten Surveying Inc.
Address: 423 Woolwich Street, Guelph, ON, N1H 3X3
Phone: 519-821-2763 x225 E-Mail: Jeff.Buisman@vanharten.com

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

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

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

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


Signature of Applicant

May 24, 2016
Date

Your name, address, comments, and any other personal information is collected and maintained for the purpose of creating a record available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended. Questions about this collection should be directed to the Clerk, The Corporation of the Town of Erin, 5684 Trafalgar Road, Hillsburg, ON N0B 1Z0. Call: (519) 855-4407 Ext 233 or Toll Free 1-877-618-2888 Fax: (519) 855-4821 E-mail dina.lundy@erin.ca Website: www.erin.ca



May 31, 2016
20029-11
Jeff.Buisman@vanharten.com

Town of Erin

Attention: Ms. Kathryn Ironmonger, CAO

Dear Ms. Turchet,

**Re: Delegation to Council Request for Derek Smith
Part Lot 27, Concession 8, Erin**

Please find enclosed a request for a delegation to Council to properly close and transfer a section of road along the 8th Line to the owner of the abutting lands, Mr. Derek Smith. Also find enclosed a sketch showing the proposed configuration.

The specific section of road was possibly used as a deviation road or turn-around loop for the 8th Line. This section of road (defined as Part 1 on 61R-5134) has not been used as a public road for many years and Mr. Smith would like to purchase it. Mr. Smith both sides of this road and he would like to attach it to the small triangularly-shaped parcel on the northeast side of this strip. This will allow the triangularly-shaped parcel to "grow" to become a total of 0.42ha where he intends to construct a new dwelling on the consolidated parcel.

Thank you in advance for your assistance.

Very truly yours,
Van Harten Surveying Inc.

Jeffrey E. Buisman B.E.S., B.Sc.
Ontario Land Surveyor

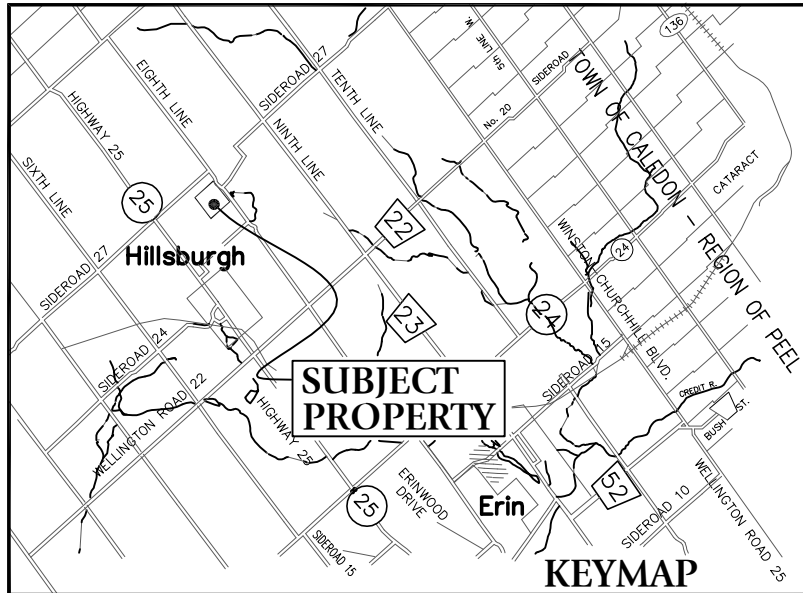
c.c. Derek Smith

12 Memorial Avenue,
Elmira, Ontario N3B 2R2
Phone: 519-669-5070

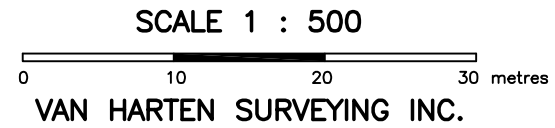
423 Woolwich Street,
Guelph, Ontario N1H 3X3
Phone: 519-821-2763

660 Riddell Road, Unit 1,
Orangeville, Ontario L9W 5G5
Phone: 519-940-4110

www.vanharten.com



SKETCH OF
PART OF LOT 27, CONCESSION 8
GEOGRAPHIC TOWNSHIP OF ERIN
TOWN OF ERIN
COUNTY OF WELLINGTON



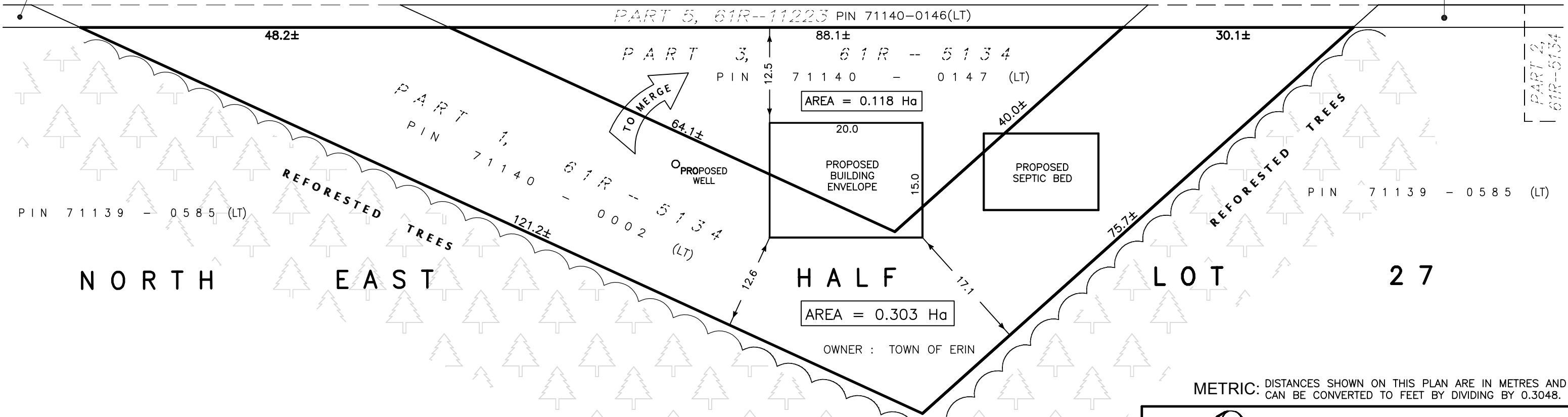
LOT 27, CONCESSION 8

ROAD ALLOWANCE BETWEEN CONCESSIONS 8 & 9 (8th LINE)

PIN 71140 - 0002 (LT)

PART 3, 61R-11223
PIN 71139 - 0582 (LT)

PART 4, 61R-11223
PIN 71139 - 0583 (LT)



METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE:
THIS SKETCH WAS PREPARED ON THE 25th DAY OF MAY, 2016.

JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR

May 25, 2016-12:13pm
G:\ERIN\con8\ACAD\PT LOT 27 CON 8 (SMITH).dwg

Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS

Elmira Ph: 519-669-5070	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: N.C.H.	CHECKED BY: J.E.B.	PROJECT No.: 20029-11

REQUEST TO BE A DELEGATION BEFORE COUNCIL

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



MEETING DATE BEING REQUESTED:

June 21st, 2016

1st Choice

July 12th, 2016

2nd Choice

Aaron Levitt

Name of delegate(s) or group representative

Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

Proposal for Street Art Mural Project within T.O.E

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

Approval

CONTACT INFORMATION:

Name: Aaron Levitt

Address: 9 Roman Blvd. Hillsburgh ON. N0B1Z0

Phone: 519-855-4790

E-Mail: arynlvyt@gmail.com

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

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

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

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


Signature of Applicant

6/5/2016

Date

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Fax: (519) 855-4821 E-mail dina.lundy@erin.ca Website: www.erin.ca

The 'street art mural project' aims to beautify graffiti hotspots in Erin and potentially Hillsburgh, replacing them with colourful murals produced by artists in collaboration with local youth.

I've observed and documented sites of interest, and approached a few businesses, artists, and building owners about my project. Dina Lundy, who I spoke to today, mentioned the possibility of attending a council meeting, and/or preparing a presentation related to this project's goals and intentions.

The murals will be paid for by grants, donations, and/or funding from public or private groups. Although it's not my initial intention, I believe that this has the possibility to evolve into a larger project.

The current process I propose would be for youth, aged 15-24, to submit a design based on the sites involved, and parameters designated for the murals themselves. Submissions would later be approved by a selected committee of artists, community members, and stakeholders. Following the selection of the winning entries, dates would be chosen to complete the project with local youth and supporting artists.

The key objectives of the project are to reduce crime by preventing further graffiti, empower youth by creating a sense of belonging, and build community and civic pride.

I'd be interested in discussing The Town of Erin's role in this project, and would be pleased to have your support.

**THE CORPORATION OF THE TOWN OF ERIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

DRAFT

THE CORPORATION OF THE TOWN OF ERIN
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YEAR ENDED DECEMBER 31, 2015

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INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Erin

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Erin, which comprise the consolidated statement of financial position as at December 31, 2015 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Town of Erin as at December 31, 2015 and the consolidated results of its operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Guelph, Ontario
July 12, 2016

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF ERIN
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2015

	2015	2014
FINANCIAL ASSETS		
Cash	\$ 2,880,546	\$ 1,507,149
Taxes receivable	2,581,254	3,021,572
Accounts receivable	886,367	1,430,371
Investments	1,850,778	1,631,240
Tile drain loan receivable	<u>13,362</u>	<u>15,169</u>
	<u>8,212,307</u>	<u>7,605,501</u>
LIABILITIES		
Accounts payable and accrued liabilities	1,493,419	1,913,145
Deferred capital funding	21,750	27,843
Long term debt (note 2)	2,221,510	2,556,732
Retirement benefits liability	138,796	133,721
Deferred revenue - Obligatory reserve funds (schedule 3)	2,198,454	2,027,376
Tile drain loan payable	<u>13,362</u>	<u>15,169</u>
	<u>6,087,291</u>	<u>6,673,986</u>
NET FINANCIAL ASSETS (page 6)	<u>2,125,016</u>	<u>931,515</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 2)	<u>50,123,625</u>	<u>49,618,463</u>
ACCUMULATED SURPLUS (schedule 4)	<u>\$ 52,248,641</u>	<u>\$ 50,549,978</u>

THE CORPORATION OF THE TOWN OF ERIN
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2015

	2015 Budget (note 5)	2015 Actual	2014 Actual
REVENUE			
Taxation revenue	\$ 5,881,827	\$ 6,025,329	\$ 5,785,697
Fees and user charges	2,288,989	2,469,391	2,366,646
Canada grants	0	8,500	8,500
Ontario grants	1,134,729	773,988	1,709,187
Other income (note 3)	1,037,049	2,126,950	864,749
Obligatory reserve fund revenue recognized (schedule 3)	<u>509,300</u>	<u>746,527</u>	<u>393,957</u>
	<u>10,851,894</u>	<u>12,150,685</u>	<u>11,128,736</u>
EXPENSES (note 11)			
General government	1,480,454	1,608,472	1,518,255
Protection services	1,596,805	1,361,963	1,409,021
Transportation services	4,033,294	4,127,391	4,435,824
Environmental services (note 12)	1,253,501	1,476,738	1,547,469
Social Services	36,570	37,817	34,413
Rental facility operations	6,920	1,873	12,628
Recreation services	1,726,604	1,439,020	1,683,639
Planning and development	<u>425,737</u>	<u>398,748</u>	<u>318,650</u>
	<u>10,559,885</u>	<u>10,452,022</u>	<u>10,959,899</u>
ANNUAL SURPLUS	<u>\$ 292,009</u>	1,698,663	168,837
ACCUMULATED SURPLUS at beginning of year		<u>50,549,978</u>	<u>50,381,141</u>
ACCUMULATED SURPLUS at end of year		<u>\$ 52,248,641</u>	<u>\$ 50,549,978</u>

THE CORPORATION OF THE TOWN OF ERIN
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2015

	2015 Budget (note 5)	2015 Actual	2014 Actual
Annual surplus	\$ 292,009	\$ 1,698,663	\$ 168,837
Acquisition of tangible capital assets	(3,899,637)	(2,833,365)	(1,718,490)
Amortization of tangible capital assets	2,321,220	2,328,203	2,321,220
(Gain) loss on disposal of tangible capital assets	0	(2,479)	(30,836)
Proceeds on sale of tangible capital assets	9,000	2,479	50,424
	<u>(1,569,417)</u>	<u>(505,162)</u>	<u>622,318</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS	<u>\$ (1,277,408)</u>	1,193,501	791,155
NET FINANCIAL ASSETS at beginning of year		931,515	140,360
NET FINANCIAL ASSETS at end of year		<u>\$ 2,125,016</u>	<u>\$ 931,515</u>

**THE CORPORATION OF THE TOWN OF ERIN
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2015**

	2015	2014
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus	\$ 1,698,663	\$ 168,837
Items not requiring an outlay of cash		
Amortization of tangible capital assets	2,328,203	2,321,220
Gain on disposal of tangible capital assets	<u>(2,479)</u>	<u>(30,836)</u>
	<u>4,024,387</u>	<u>2,459,221</u>
Net changes in non-cash working capital		
Taxes receivable	440,318	(132,424)
Accounts receivable	544,004	(386,168)
Accounts payable and accrued liabilities	(419,726)	63,295
Retirement benefits liability	5,075	2,742
Deferred capital funding	(6,093)	(549,718)
Deferred revenue - Obligatory reserve funds	<u>171,078</u>	<u>413,707</u>
	<u>734,656</u>	<u>(588,566)</u>
	<u>4,759,043</u>	<u>1,870,655</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(2,833,365)	(1,718,490)
Proceeds on disposal of tangible capital assets	<u>2,479</u>	<u>50,424</u>
	<u>(2,830,886)</u>	<u>(1,668,066)</u>
CASH (USED IN) FINANCING ACTIVITIES		
Long term debt	<u>(335,222)</u>	<u>(336,801)</u>
CASH (USED IN) INVESTING ACTIVITIES		
Investments	<u>(219,538)</u>	<u>(416,100)</u>
NET INCREASE (DECREASE) IN CASH	1,373,397	(550,312)
CASH, beginning of year	<u>1,507,149</u>	<u>2,057,461</u>
CASH, end of year	<u>\$ 2,880,546</u>	<u>\$ 1,507,149</u>

**THE CORPORATION OF THE TOWN OF ERIN
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2015**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of The Corporation of the Town of Erin are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

(a) BASIS OF CONSOLIDATION

- (i) These consolidated financial statements reflect the assets, liabilities, sources of financing and expenditures for the revenue fund, capital fund, reserve funds and reserves and include the activities of all committees of Council and the boards and municipal enterprises, which are under the control of Council:

- (a) Town of Erin Business Improvement Area
- (b) Ballinafad Community Centre
- (c) Town of Erin Tennis Club

All interfund assets and liabilities and sources of financing and expenditures have been eliminated with the exception of loans or advances between reserve funds and any other fund of the municipality and the resulting interest income and expenditures.

- (ii) The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Wellington are not reflected in the municipal fund balances of these financial statements.
- (iii) Trust funds and their related operations administered by the municipality are not consolidated, but are reported separately on the Trust Funds' Statement of Continuity and Statement of Financial Position.

(b) BASIS OF ACCOUNTING

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting with the exception of principal and interest on long term liabilities which are charged against operations in the periods in which they are paid. The principal and interest charges are not accrued for the periods from the dates of the latest installment payments to the end of the financial year.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.
- (iii) Capital outlay to be recovered in future years, which represents the outstanding principal portion of unmatured long term liabilities for municipal expenditures or capital funds transferred to other organizations, is reported on the Consolidated Statement of Financial Position.

**THE CORPORATION OF THE TOWN OF ERIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) INVESTMENTS

The investments held by the municipality are recorded at fair market value.

(d) DEFERRED REVENUE AND DEFERRED CAPITAL FUNDING

Revenue restricted by legislation, regulation or agreement and not available for general municipal operations is reported as deferred revenue or deferred capital funding on the consolidated statement of financial position. The revenue is reported on the consolidated statement of operations in the year in which it is used for the specified purpose.

(e) AMOUNTS TO BE RECOVERED

Amounts to be recovered are reported in the municipal position on the Consolidated Statement of Financial Position. The balance represents the outstanding principal portion of unmatured long term liabilities, liabilities not yet due, and other future expenditures not yet levied on the ratepayers.

(f) REVENUE RECOGNITION

Taxation revenue is recognized in the period in which the tax is levied. Fines and donations are recognized when received. Other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.

(g) NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over their estimated useful life as follows:

Land improvements	15 years
Buildings	40 years
Vehicles	10 to 20 years
Furniture and equipment	5 to 20 years
Roads	20 to 40 years
Bridges and infrastructure	40 to 75 years

Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date received and also are recorded as revenue.

THE CORPORATION OF THE TOWN OF ERIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

2. LONG TERM DEBT

The balance of long term debt on the Consolidated Statement of Financial Position is made up of the following:

	2015	2014
Bank loan #1, due October 2015, payable in quarterly instalments of \$33,735 principal and interest, charged at 3.50%	\$ 0	\$ 131,927
OMEIFA loan, due September 2016, repayable in semi-annual instalments of \$16,441 principal and interest, at a rate of approximately 2.44%	32,290	63,807
County of Wellington debenture, due October 2016, repayable in variable annual instalments, at variable interest rates from 4.30% to 4.60%	23,000	45,000
Canada Mortgage and Housing Corporation, due November 1, 2024, repayable in blended payments of \$25,765 at a rate of approximately 3.99%	191,660	209,082
OIPC debenture, due October 1, 2025, repayable in semi-annual payments of \$10,178 plus interest at a rate of 3.86%	203,560	223,916
County of Wellington debenture, due March 6, 2022, repayable in variable annual payments, at variable interest rates from 1.55% to 3.35%	<u>1,771,000</u>	<u>1,883,000</u>
	<u>\$ 2,221,510</u>	<u>\$ 2,556,732</u>

Future minimum payments on long term obligations are as follows:

2016	\$ 207,764
2017	156,197
2018	158,949
2019	163,730
2020	165,543
Thereafter	<u>1,369,327</u>
	<u>\$ 2,221,510</u>

The annual principal and interest payments required to service the long term debt of the municipality are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

3. OTHER INCOME

	2015	2014
Penalties and interest on taxation	\$ 379,338	\$ 402,742
Licenses, permits and rents	441,563	286,357
Other fines and penalties	150	100
Investment income	36,796	45,678
Rents, concessions and franchises	28,940	12,852
Donations	4,750	0
Special levy	0	53,361
Contributed tangible capital assets	1,195,064	0
Gain on disposal of tangible capital assets	2,479	30,836
Other	<u>37,870</u>	<u>32,823</u>
	<u>\$ 2,126,950</u>	<u>\$ 864,749</u>

**THE CORPORATION OF THE TOWN OF ERIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

4. PENSION AGREEMENTS

The municipality makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement income to be received by the employees based on the length of service and rates of pay. The amount contributed to OMERS for 2015 was \$225,334 (2014 - \$242,086).

5. BUDGET AMOUNTS

The budgeted figures are presented for comparison purposes as prepared and approved by Council, and include the 2015 TCA/PSAB Budget Reconciliation Report prepared by staff.

6. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF WELLINGTON

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Wellington:

	2015	2014
School boards	\$ 4,700,475	\$ 4,644,966
County of Wellington	<u>13,098,380</u>	<u>12,613,525</u>
	<u>\$ 17,798,855</u>	<u>\$ 17,258,491</u>

7. TRUST FUNDS

The trust funds administered by the municipality amounting to \$89,001 (2014 - \$87,573) have not been included in the Consolidated Statement of Financial Position, nor have the operations been included in the Consolidated Statement of Operations. At December 31, the trust fund balances are as follows:

	2015	2014
Duff Pit	\$ 22,343	\$ 22,121
Glenellen Well Program	<u>66,658</u>	<u>65,452</u>
	<u>\$ 89,001</u>	<u>\$ 87,573</u>

8. SUBDIVISION AGREEMENTS

As part of various subdivision agreements, the municipality has received letters of credit and performance bonds to cover developers' responsibilities in completing the projects as well as covering unpaid municipal levies. Letters of credit and performance bonds held by the municipality at December 31, 2015 amount to \$3,709,218 (2014 - \$4,748,288).

**THE CORPORATION OF THE TOWN OF ERIN
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2015**

9. TANGIBLE CAPITAL ASSETS

	Net 2015	Net 2014
General		
Land	\$ 7,225,396	\$ 7,275,292
Buildings	8,046,201	8,239,027
Vehicles	2,105,324	2,268,031
Furniture and equipment	607,514	483,527
Infrastructure		
Roads	21,050,545	20,826,693
Bridges and infrastructure	10,455,063	10,261,396
Assets under construction	<u>633,582</u>	<u>264,497</u>
	<u>\$ 50,123,625</u>	<u>\$ 49,618,463</u>

10. CONTINGENT LIABILITIES

The municipality is, from time to time, subject to various claims. In one such claim, the municipality disputes the other party's claim of the municipality's share of costs under an existing agreement. The municipality has entered into negotiations with the other party to resolve the dispute. The municipality has accrued an estimate of its liability, based on its acknowledgement that it will be liable for some of the associated costs. The difference between the estimated liability and the potential liability is not material. The outcomes of all other claims outstanding at year end are not determinable. Accordingly, no accrual has been recorded for these claims.

11. SEGMENTED INFORMATION

The Corporation of the Town of Erin is a diversified municipal government institution that provides a wide range of services to its citizens, including Government and Administration Services, Protective Services (i.e. building inspection, fire and emergency services, bylaw enforcement, school crossing guards, animal control), Transportation Services (i.e. roadways, streetlighting, and sidewalks), Municipal Drinking Water, Environmental Services (i.e. stormwater management and source water protection), Recreation and Parks, and Planning and Community Development Services. For management reporting purposes, the government's operations and activities are organized and reported by fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Town services are provided by departments and their activities are reported in these funds.

12. ENVIRONMENTAL SERVICES

Environmental services expenses include the operation of residential drinking water systems, stormwater management and source water protection activities.

13. COMPARATIVE FIGURES

Certain figures presented for comparative purposes have been reclassified to conform to the current year's presentation.

THE CORPORATION OF THE TOWN OF ERIN
 CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE
 FOR THE YEAR ENDED DECEMBER 31, 2015

Schedule 1

	General Government	Protection Services	Transportation Services	Environmental Services	Social Services	Rental Facility Operations	Recreation Services	Planning and Development	2015	2014
EXPENSES										
Salaries and benefits	\$ 1,018,339	\$ 675,962	\$ 998,298	\$ 533,873	\$ 0	\$ 0	\$ 596,985	\$ 125,320	\$ 3,948,777	\$ 3,869,270
Materials	216,196	246,272	1,530,841	359,341	37,817	1,873	619,148	175,356	3,186,844	3,736,195
Contracted services	254,013	41,047	56,890	163,895	0	0	8,050	98,072	621,967	686,197
Rents and financial expenses	87,015	0	0	38,989	0	0	3,090	0	129,094	94,012
Interest on long term debt	0	55,135	8,284	3,425	0	0	11,338	0	78,182	87,950
Amortization	32,909	190,584	1,533,078	377,215	0	0	194,417	0	2,328,203	2,321,220
Other	<u>0</u>	<u>152,963</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,992</u>	<u>0</u>	<u>158,955</u>	<u>165,055</u>
	<u>\$ 1,608,472</u>	<u>\$ 1,361,963</u>	<u>\$ 4,127,391</u>	<u>\$ 1,476,738</u>	<u>\$ 37,817</u>	<u>\$ 1,873</u>	<u>\$ 1,439,020</u>	<u>\$ 398,748</u>	<u>\$10,452,022</u>	<u>\$10,959,899</u>

See notes to the consolidated financial statements

THE CORPORATION OF THE TOWN OF ERIN
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2015

Schedule 2

	Land and land improvements	Buildings	Vehicles	Roads	Furniture and equipment	Bridges and infrastructure	Assets under construction	2015	2014
COST									
Balance, beginning of year	\$ 8,112,203	\$ 15,460,759	\$ 5,183,933	\$ 40,927,426	\$ 1,509,231	\$ 15,281,091	\$ 264,497	\$ 86,739,140	\$ 85,451,869
Additions during the year	91,774	157,247	115,894	1,433,886	216,695	32,376	785,493	2,833,365	1,718,490
Disposals during the year	0	(33,315)	(33,118)	0	(38,264)	(6,357)	0	(111,054)	(431,219)
Other	485	0	0	0	0	415,923	(416,408)	0	0
Balance, end of year	<u>8,204,462</u>	<u>15,584,691</u>	<u>5,266,709</u>	<u>42,361,312</u>	<u>1,687,662</u>	<u>15,723,033</u>	<u>633,582</u>	<u>89,461,451</u>	<u>86,739,140</u>
ACCUMULATED AMORTIZATION									
Balance, beginning of year	836,911	7,221,732	2,915,902	20,100,733	1,025,704	5,019,695	0	37,120,677	35,211,088
Amortization	142,155	350,073	278,601	1,210,034	92,708	254,632	0	2,328,203	2,321,220
Accumulated amortization on disposals	0	(33,315)	(33,118)	0	(38,264)	(6,357)	0	(111,054)	(411,631)
Balance, end of year	<u>979,066</u>	<u>7,538,490</u>	<u>3,161,385</u>	<u>21,310,767</u>	<u>1,080,148</u>	<u>5,267,970</u>	<u>0</u>	<u>39,337,826</u>	<u>37,120,677</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS									
	<u>\$ 7,225,396</u>	<u>\$ 8,046,201</u>	<u>\$ 2,105,324</u>	<u>\$ 21,050,545</u>	<u>\$ 607,514</u>	<u>\$ 10,455,063</u>	<u>\$ 633,582</u>	<u>\$ 50,123,625</u>	<u>\$ 49,618,463</u>

See notes to the consolidated financial statements

THE CORPORATION OF THE TOWN OF ERIN

CONSOLIDATED SCHEDULE OF DEFERRED REVENUE - OBLIGATORY
RESERVE FUNDS

Schedule 3

FOR THE YEAR ENDED DECEMBER 31, 2015

	Dec. 31, 2014	Contributions Received	Investment Income	Revenue Recognized	Dec. 31, 2015
Obligatory Reserve Funds					
Development charges	\$ 1,250,909	\$ 467,373	\$ 21,545	\$ (242,340)	\$ 1,497,487
Federal gas tax funding	232,084	311,850	2,757	(466,833)	79,858
Drainage levy	6,035	2,211	61	0	8,307
Recreational land	<u>538,348</u>	<u>105,000</u>	<u>6,808</u>	<u>(37,354)</u>	<u>612,802</u>
	<u>\$ 2,027,376</u>	<u>\$ 886,434</u>	<u>\$ 31,171</u>	<u>\$ (746,527)</u>	<u>\$ 2,198,454</u>

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THE CORPORATION OF THE TOWN OF ERIN
 CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS
 FOR THE YEAR ENDED DECEMBER 31, 2015

Schedule 4

	2015	2014
SURPLUSES		
Invested in tangible capital assets	\$ 47,902,115	\$ 47,061,731
Erin Tennis Club	16,506	14,045
Ballinacfad Community Centre	19,207	20,792
Business Improvement Area	(21,196)	(21,888)
General revenue fund	(260,539)	(465,224)
Unfunded		
Retirement benefits	<u>(138,796)</u>	<u>(133,721)</u>
	<u>47,517,297</u>	<u>46,475,735</u>
RESERVES		
Working Capital Reserves		
Working funds	348,554	412,352
Insurance, sick leave and WSIB	15,365	15,365
Current purposes	<u>242,240</u>	<u>227,240</u>
	<u>606,159</u>	<u>654,957</u>
Capital Reserves		
Capital purposes	<u>3,513,446</u>	<u>2,876,673</u>
	<u>4,119,605</u>	<u>3,531,630</u>
RESERVE FUNDS		
Current purposes	336,717	344,673
Capital purposes	<u>275,022</u>	<u>197,940</u>
	<u>611,739</u>	<u>542,613</u>
	<u>\$ 52,248,641</u>	<u>\$ 50,549,978</u>



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Erin

We have audited the accompanying financial statements of the trust funds of The Corporation of the Town of Erin, which comprise the statement of financial position as at December 31, 2015 and the statement of continuity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Town of Erin as at December 31, 2015 and the consolidated results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

Guelph, Ontario
July 12, 2016

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF ERIN
 TRUST FUNDS
 STATEMENT OF FINANCIAL POSITION
 AS AT DECEMBER 31, 2015

	ASSETS		
	Total	Duff Pitt	Glenellen Well Program
Cash	\$ 25,142	\$ 21,704	\$ 3,438
Investments (note 2)	<u>63,859</u>	<u>639</u>	<u>63,220</u>
	<u>\$ 89,001</u>	<u>\$ 22,343</u>	<u>\$ 66,658</u>
	FUND BALANCE		
Fund balance	<u>\$ 89,001</u>	<u>\$ 22,343</u>	<u>\$ 66,658</u>

THE CORPORATION OF THE TOWN OF ERIN
 TRUST FUNDS
 STATEMENT OF CONTINUITY
 FOR THE YEAR ENDED DECEMBER 31, 2015

	Total	Duff Pitt	Glenellen Well Program
BALANCE, beginning of year	\$ 87,573	\$ 22,121	\$ 65,452
Interest earned	<u>1,428</u>	<u>222</u>	<u>1,206</u>
BALANCE, end of year	<u>\$ 89,001</u>	<u>\$ 22,343</u>	<u>\$ 66,658</u>

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**THE CORPORATION OF THE TOWN OF ERIN
TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the trust funds of The Corporation of the Town of Erin are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

(a) **BASIS OF ACCOUNTING**

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting with the exception of principal and interest on long term liabilities which are charged against operations in the periods in which they are paid. The principal and interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the financial year.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

2. INVESTMENTS

Trust fund investments are fixed income securities and are recorded at amortized cost.



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Erin

We have audited the accompanying financial statements of The Corporation of the Town of Erin - Business Improvement Area which comprise the statement of financial position as at December 31, 2015 and the statement of financial activities for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of The Corporation of the Town of Erin - Business Improvement Area as at December 31, 2015 and the consolidated results of its operations for the year then ended in accordance with Canadian public sector accounting standards.

Guelph, Ontario
July 12, 2016

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF ERIN
 BUSINESS IMPROVEMENT AREA
 STATEMENT OF FINANCIAL POSITION
 AS AT DECEMBER 31, 2015

	2015	2014
LIABILITIES		
Due to the Town of Erin	\$ <u>21,196</u>	\$ <u>21,888</u>
MUNICIPAL POSITION		
Municipal position	\$ <u>(21,196)</u>	\$ <u>(21,888)</u>

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THE CORPORATION OF THE TOWN OF ERIN
 BUSINESS IMPROVEMENT AREA
 STATEMENT OF FINANCIAL ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2015

	2015 Budget	2015 Actual	2014 Actual
REVENUE			
Grants	\$ 8,500	\$ 8,500	\$ 8,500
Special area rates	17,200	17,200	17,200
Other	<u>17,605</u>	<u>18,716</u>	<u>9,425</u>
	<u>43,305</u>	<u>44,416</u>	<u>35,125</u>
EXPENDITURES			
Advertising	30,220	34,014	25,572
Office and sundry	3,200	2,160	1,615
Streetscape	<u>7,561</u>	<u>7,550</u>	<u>7,396</u>
	<u>40,981</u>	<u>43,724</u>	<u>34,583</u>
CHANGE IN FUND BALANCE for the year	2,324	692	(1,458)
MUNICIPAL POSITION, beginning of year	<u>(21,888)</u>	<u>(21,888)</u>	<u>(20,430)</u>
MUNICIPAL POSITION, end of year	<u>\$ (19,564)</u>	<u>\$ (21,196)</u>	<u>\$ (21,888)</u>

**THE CORPORATION OF THE TOWN OF ERIN
BUSINESS IMPROVEMENT AREA
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of The Corporation of the Town of Erin - Business Improvement Area are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

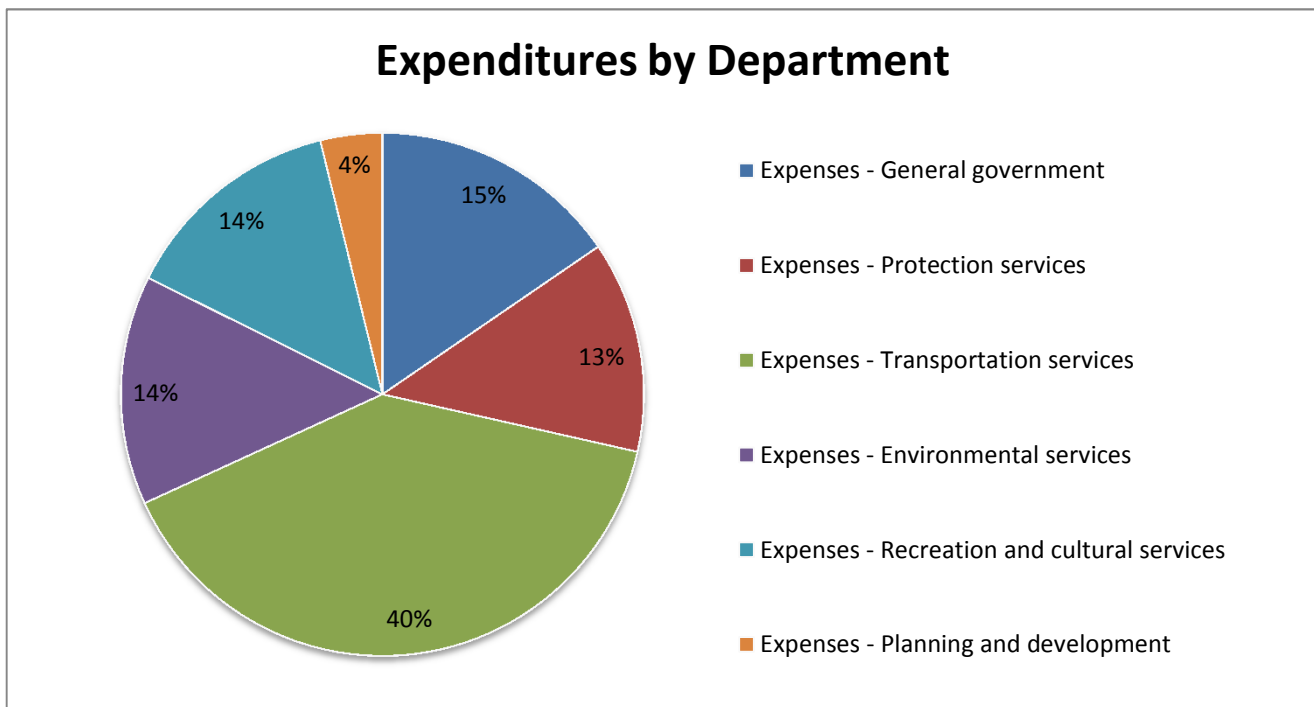
(a) **BASIS OF CONSOLIDATION**

The Business Improvement Area has been consolidated with the financial statements of The Corporation of the Town of Erin.

(b) **BASIS OF ACCOUNTING**

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting, with the exception of principal and interest on long term liabilities which are charged against operations in the periods in which they are paid. The principal and interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the financial year.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

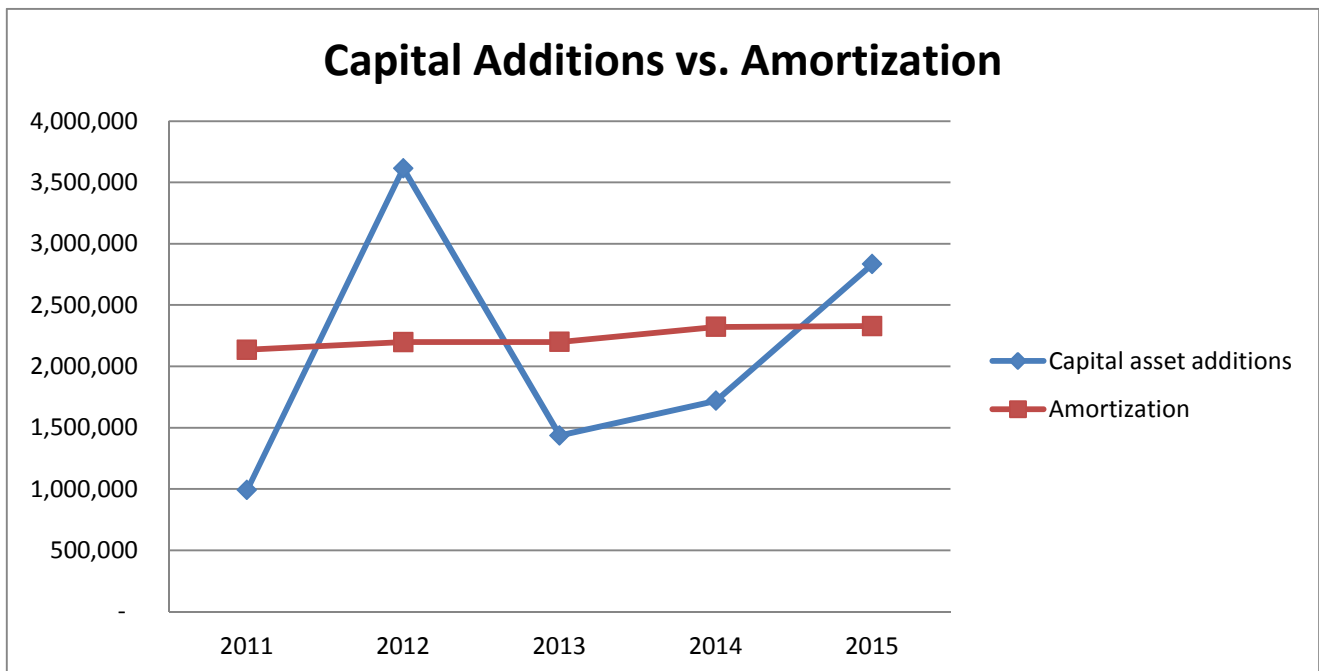
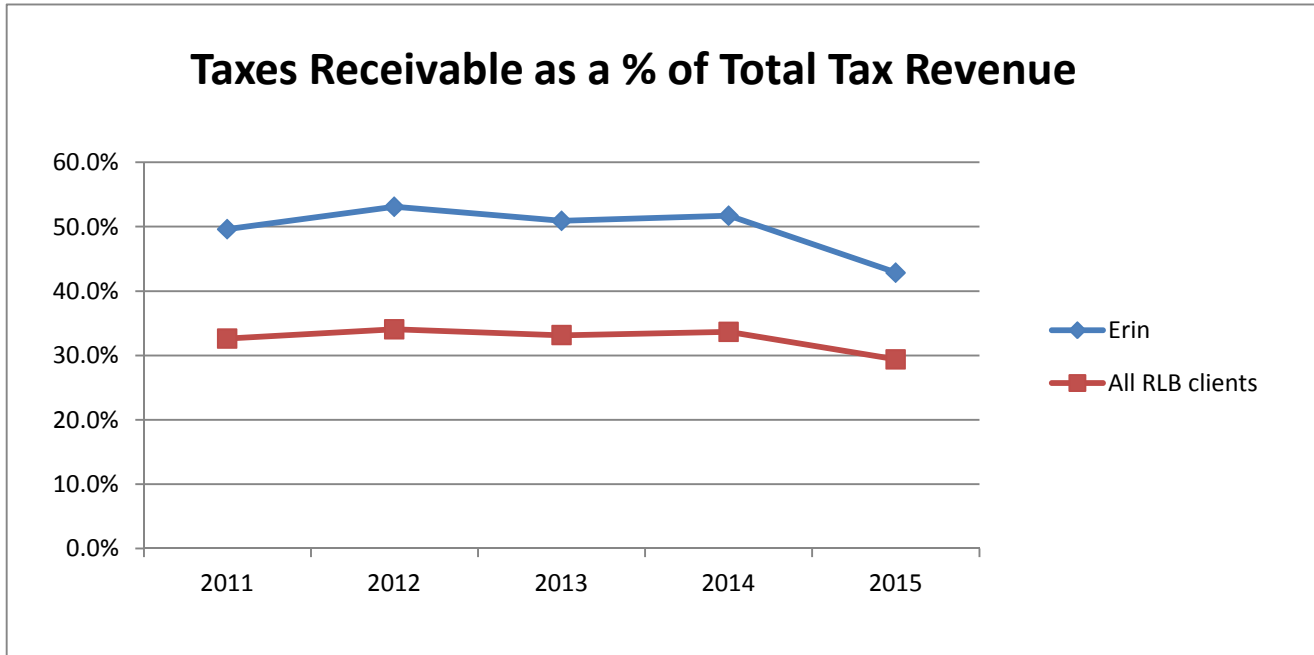
**Town of Erin
Summary of Key Operating Measures
December 31, 2015**



Town of Erin

Summary of Key Operating Measures

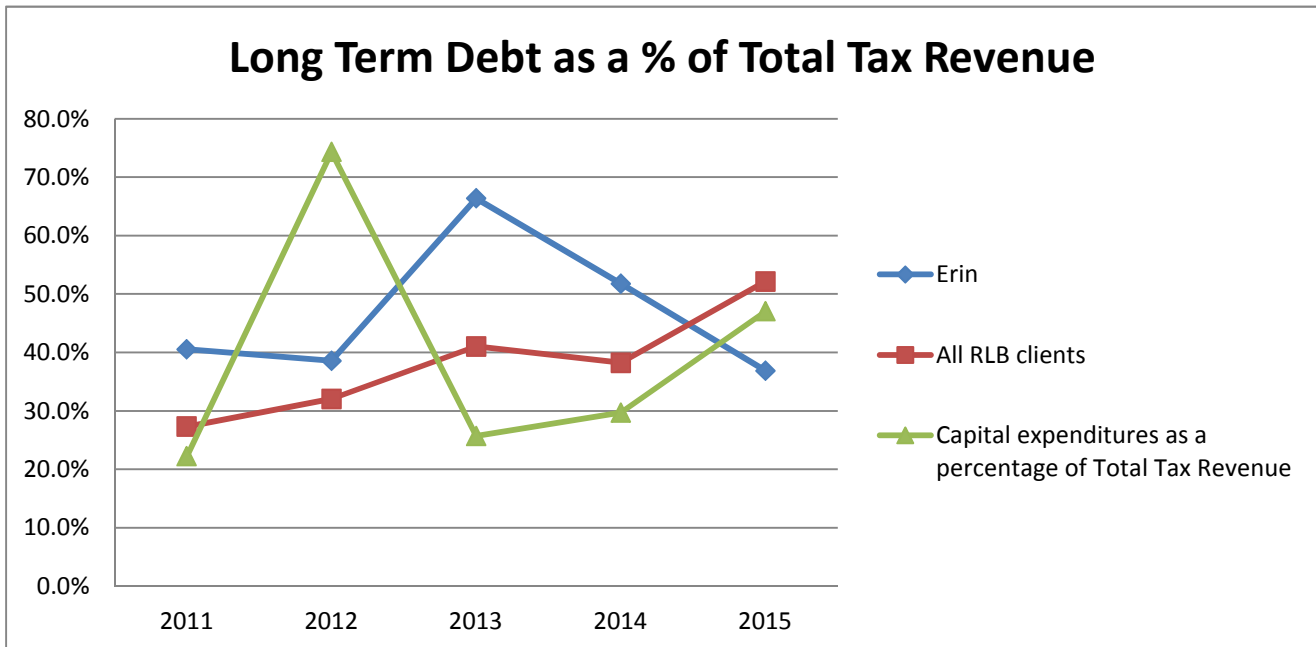
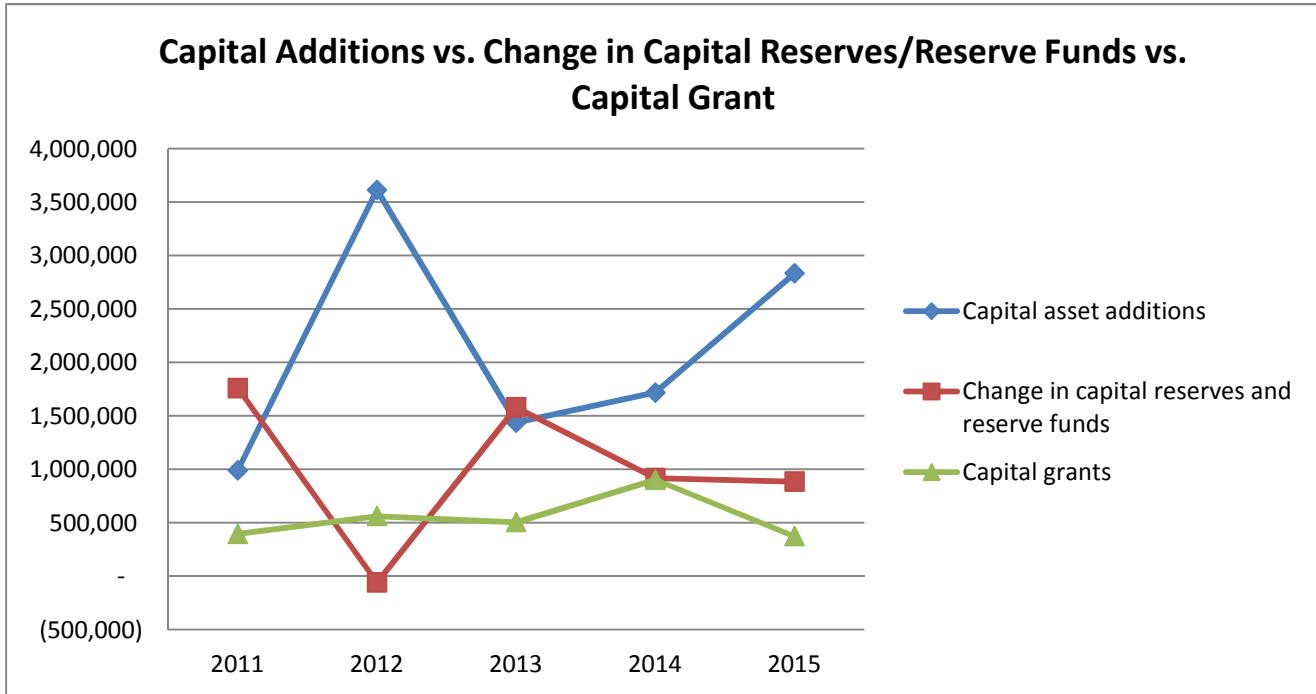
December 31, 2015



Town of Erin

Summary of Key Operating Measures

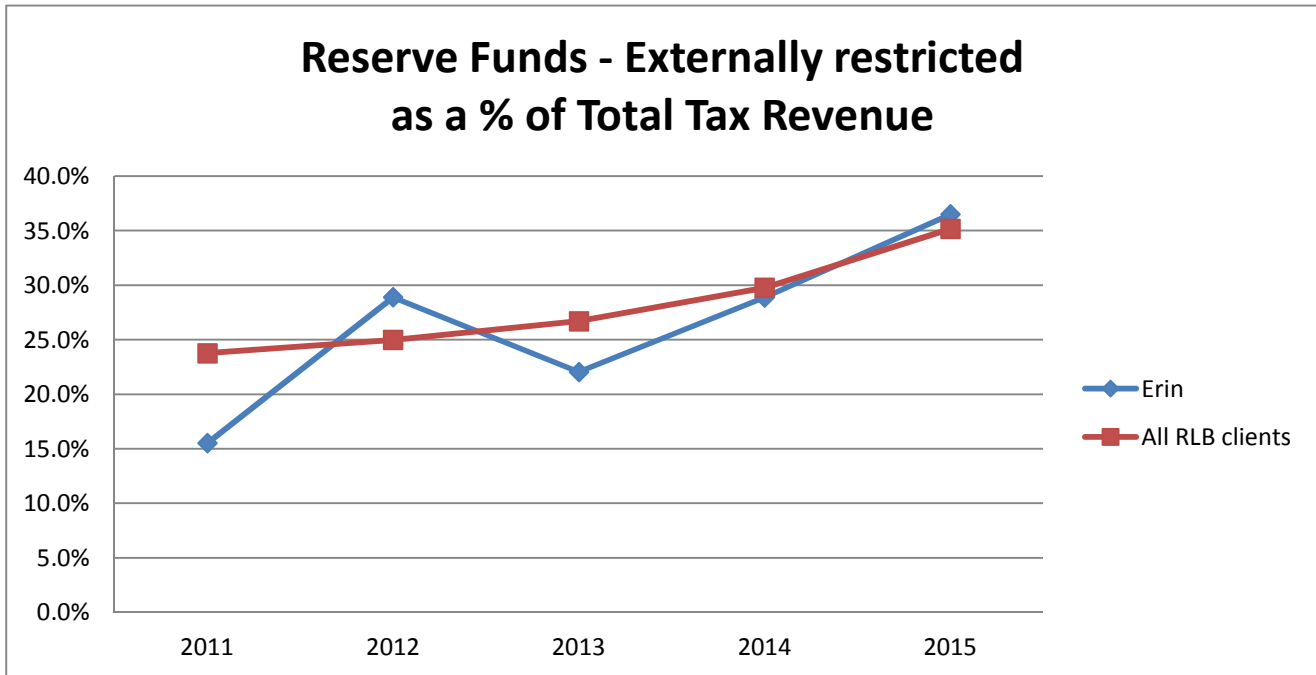
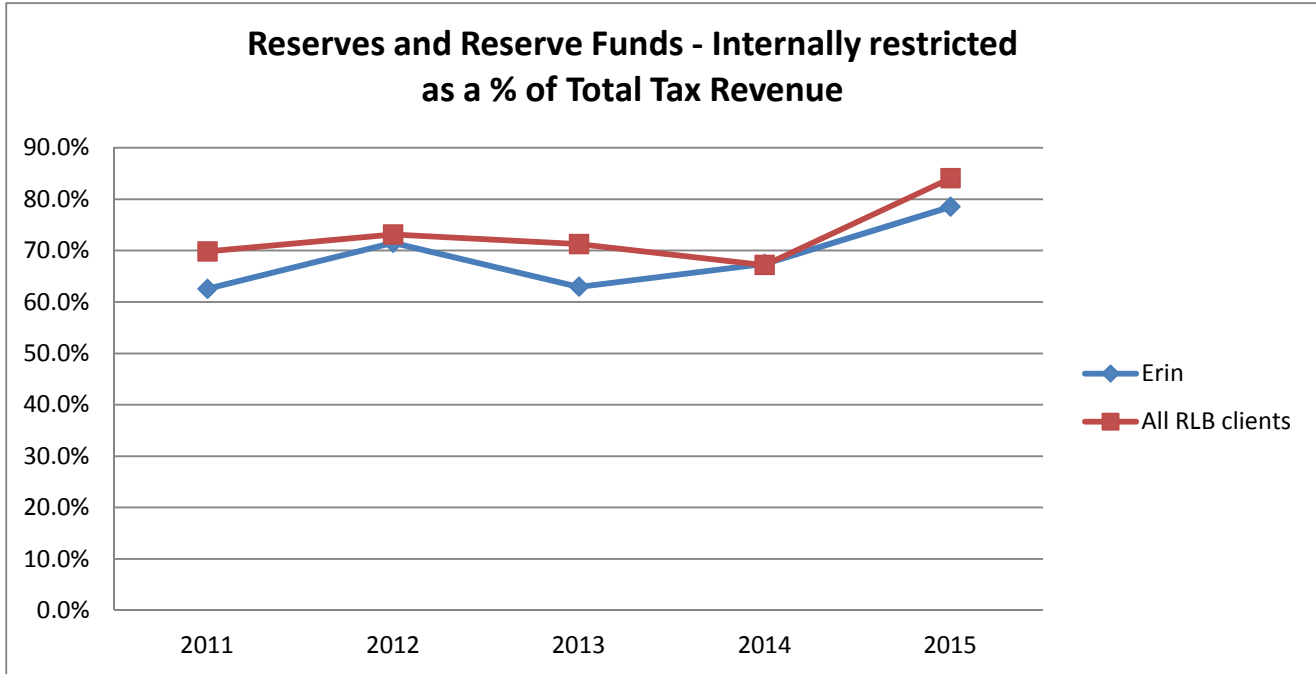
December 31, 2015



Town of Erin

Summary of Key Operating Measures

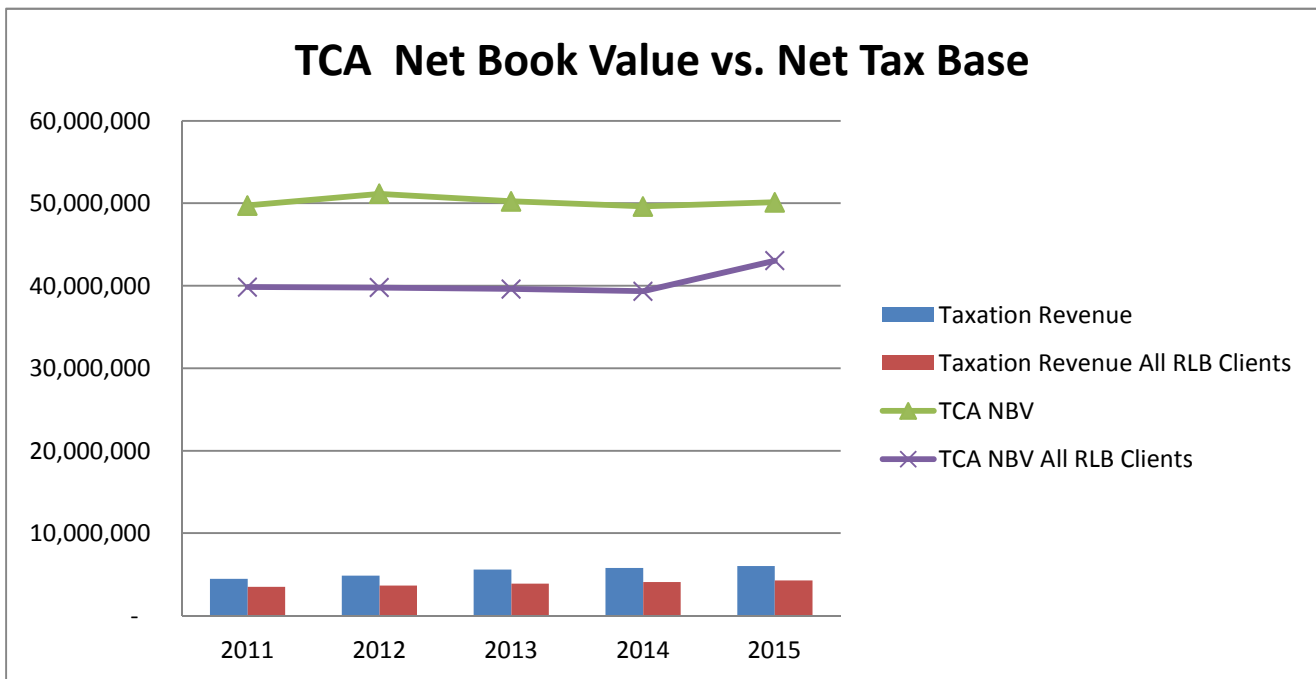
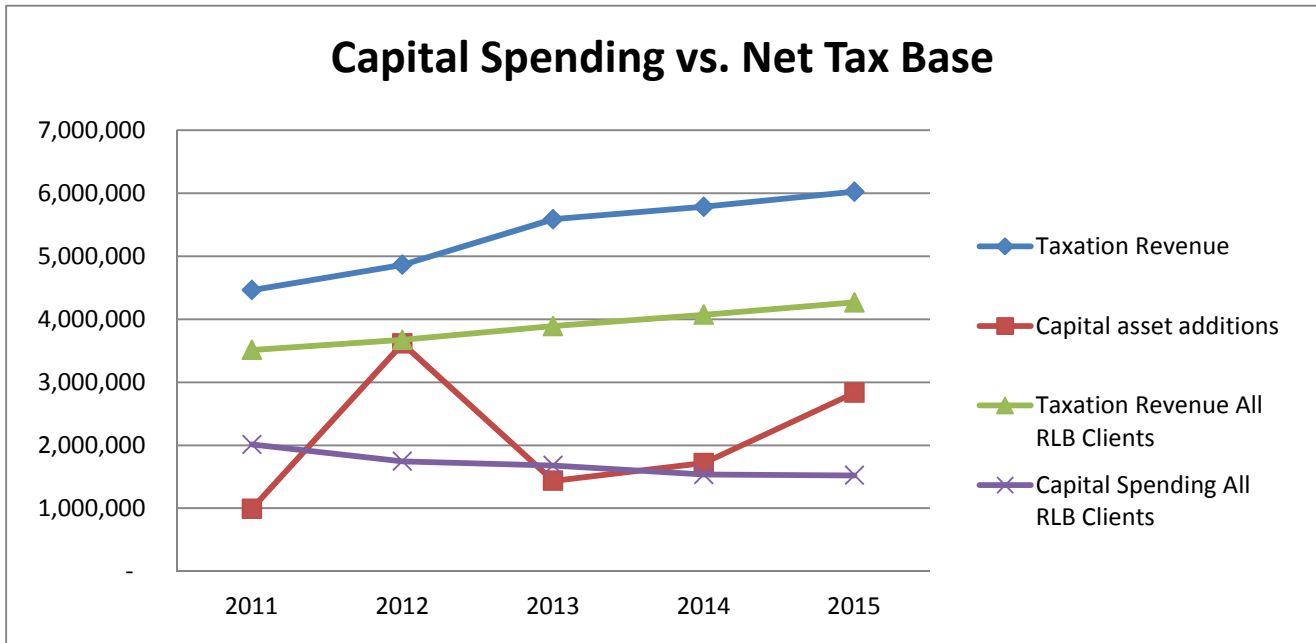
December 31, 2015



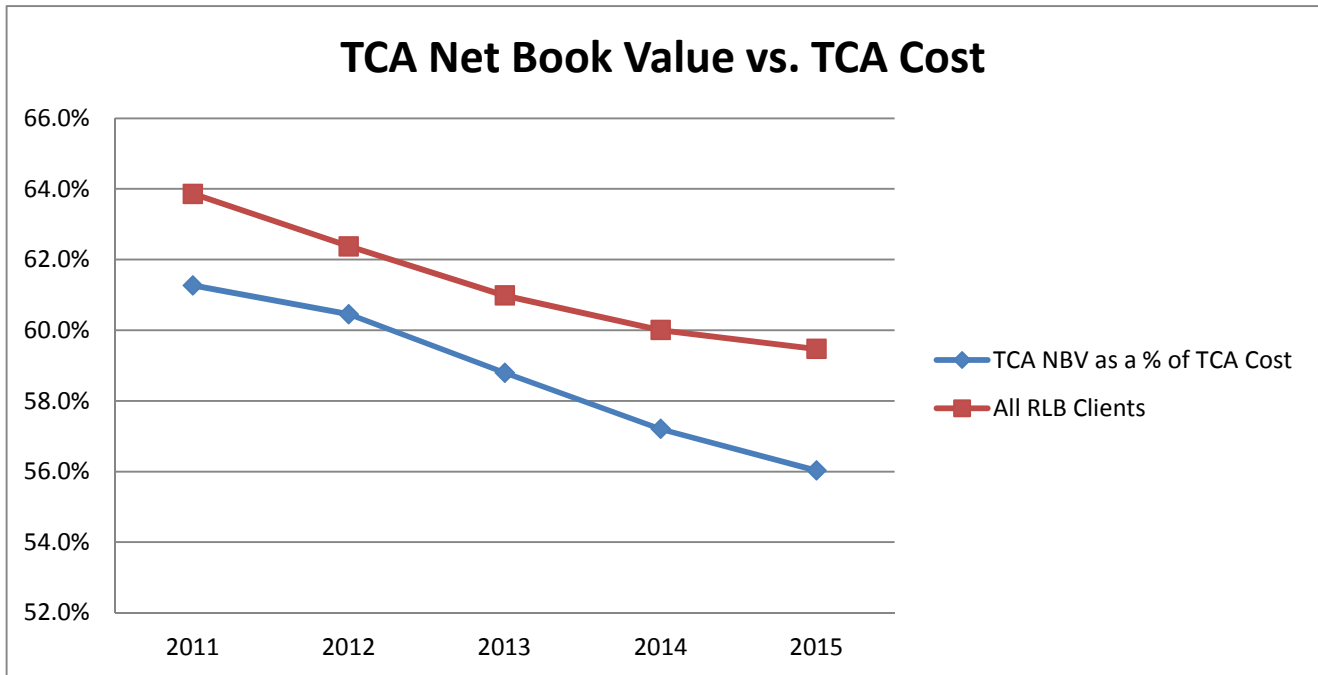
Town of Erin

Summary of Key Operating Measures

December 31, 2015



Town of Erin
Summary of Key Operating Measures
December 31, 2015





Staff Report

Report #: 2016-08F

Date: July-12-16

Submitted By: Ursula D'Angelo, Director of Finance

Subject: 2015 FINANCIAL STATEMENTS

Recommendations:

- 1) **Be it resolved that** Council receives the unqualified 2015 Financial Statements of the Corporation of the Town of Erin as presented by Robinson Lott & Brohman LLP.
- 2) **That** Council directs the Director of Finance to circulate and post copies of the 2015 Financial Statements as required by the *Municipal Act, 2001*.

Background:

Municipalities in Ontario are required each year, pursuant to Section 294.1 of the *Municipal Act, 2001*, to prepare annual financial statements in accordance with generally accepted accounting principles. The Town's appointed auditors, Robinson Lott & Brohman have completed the audit of the 2015 accounts and transactions and drafted the 2015 Financial Statements. The auditors have stated, "In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town of Erin as at December 31, 2015..."

Further, the 2015 Financial Information Return (FIR) will be filed electronically with the Ministry of Municipal Affairs.

Financial Impact:

None

Consultation:

Finance Department staff is responsible for the preparation and fair presentation of all financial records. Staff worked closely with the auditors to provide all information as they required. On July 6th the draft Financial Statements were reviewed with the auditors and senior Town staff.

Communications Plan:

The 2015 Financial Statements have been circulated to Council under the “Delegations” Section of this Agenda. Once Council ‘receives’ the Statements, signed final copies will be submitted to the Ministry of Municipal Affairs and Housing as required. The 2015 Financial Statements and the 2015 FIR will be posted on the Town’s website. Printed copies will be available, on written request. Notice will be posted in the local newspaper.

Conclusion:

Council should acknowledge the auditor’s satisfactory opinion and receive the 2015 Financial Statements as presented. Staff should be directed to circulate copies of the Statements as required by legislation.

Appendices:

2015 Consolidated Financial Statements circulated under “Delegations” Section of Agenda



PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development
Department

DATE: July 7, 2016
TO: Dina Lundy, Clerk
 Town of Erin
FROM: Gary Cousins, RPP, MCIP
 Planning Director
 County of Wellington
SUBJECT: **ANGELSTONE FARMS AUGUST 2016 EVENTS**

a. Background

At the end of 2015 the Town of Erin Council passed a temporary use bylaw for the 2016 Angelstone season but only agreed to issue major event permits for the two June events. The three August events would be authorized if Angelstone continued to reduce the noise impacts experienced on the Gilbert property. (other neighbours had been satisfied with the 2015 improvements)

In 2015, the Town monitors made some observations related to noise impacts as follows:

1. The main issue was announcements
2. Wind conditions was a significant factor
3. Noise carried more at night under still conditions
4. On site announcements were louder than needed
5. The main warm up ring speaker should be oriented away from Gilberts

In granting the June permits, Angelstone was required to:

- a) Provide funding for Town monitors
- b) Engage a consultant to review and assess the sound system to minimize off-site impacts
- c) Engage a consultant to undertake a sound/noise monitoring program during the events

Angelstone engaged Engineering Harmonics and HGC to undertake the sound system review and the sound/noise monitoring.

b. Angelstone Reports

- i. Angelstone – The Town's permit required Angelstone to report on compliance and any corrective measures. The report outlines a number of steps taken in advance of the event and a few corrective measures taken during the event (notably relocating the speaker in the warm up ring). Overall the report indicates compliance.
- ii. Engineering Harmonics – The Town required Angelstone to hire a consultant to review the sound system in use. Engineering Harmonics went to the site to review the sound system and tour the site on June 7, 2016. Their report confirms that the sound system as now installed should operate in a manner that provides appropriate sound to the people on site while minimizing off site impacts. There is no need for further changes and sound levels can be adjusted on site if needed.

- iii. HGC - HGC Engineering was retained by Angelstone to undertake a followup survey, having completed a survey in 2014. The 2016 survey entailed automatic sound level monitoring and recording from June 13 to 20 at three neighbouring residences (access denied to Gilbert property) as well as attended measurements and observations on the evening of June 18 at a total of six neighbouring properties.

The monitoring at the three neighbouring residences showed no noticeable differences in sound levels during the tournament versus the days preceding and following and event sounds were not measurably greater off site than characteristic background sounds. When attending on Saturday evening activities for the most part were not audible over typical background sounds. At times, some sounds were faintly audible but not loud enough loud enough to be measurable over background sound.

HGC concludes that improvements to the sound system have reduced off site sound levels compared to previous years.

c. **Town Monitors**

The Town monitors visited the site a total of 8 times during the two events including all Thursday and Saturday evenings when the events draw large numbers of spectators and go well in to the evening (up to 11pm).

During the first event the monitors noted that the PA system in the main stadium had been altered and noise seemed well contained. The PA system in the practice ring had not been relocated as recommended and it was clearly audible at Gilberts during two of the four visits when the wind dropped (not audible at other times).

During the other two visits there was no noise or noise was at reasonable levels in the monitors view.

Angelstone was informed about the noise from the practice ring speaker and it was relocated prior to the second event.

During the second events all monitor reports were positive. Noise from music and announcements either was not heard or was described as "faint" or "reasonable". During one of the evening events no noise was heard at Gilberts even though the winds were blowing in a westerly direction towards Gilberts. There was one report of "occasional human voices".

The monitors noted that all other elements of the permits were operating in an acceptable manner.

d. **Neighbour Concerns**

The Town did not receive any concerns from neighbours other than from the Gilberts lawyer – the same as in 2015. The following concerns were addressed to the Town's lawyer:

1. The temporary fence has allegedly been located, in whole or in part, on the Gilbert property
2. A portable toilet has allegedly been located on or near the Gilbert property
3. The Gilbert's object to being asked again by HGC (Angelstone's consultant) for consent to access their property to establish a monitoring location

The Town's lawyer advised Angelstone and Gilberts that the Town was not in a position to determine property boundary disputes, but Angelstone should check the fencing. The location

of monitors was not the Town's business and if permission is denied (as it was) the consultants needed to look for an equivalent alternative location. The Town lawyer advised both parties to discuss these issues directly and advise of any resolution. Lastly, the portable toilet was moved to another location away from the Gilberts property line.

Also the Town was copied on correspondence between Mrs. Gilbert and Kean White of Angelstone which listed a number of complaints including:

- noise during the set up of the event facilities
- location of fencing
- horse trailers speeding on their road and lighting
- horses and campers arriving early
- portable toilet location
- noise from music, speakers, machinery and voices during the first event (letter prior to second event)
- drainage issues

Angelstone addressed the Gilbert's issues in their report.

e. **Analysis**

Angelstone has continued to reduce the impacts on nearby residences related to noise. Once the practice ring speakers were relocated noise impacts largely disappeared. Overall sound levels on the site and off site seem to be reduced over last year and are now reasonable.

All other elements of the site operation seem satisfactory.

I visited the site twice during the second event and heard either no noise or faint noise despite winds blowing in the direction of the Gilbert property. Other elements of the operation were acceptable.

f. **Recommendation**

THAT The Town of Erin Council authorize staff to issue permits for the remaining three 2016 Angelstone events.

THAT monitoring by the Town continue for the remaining three events.

Respectfully submitted
County of Wellington Planning and Development Department



Gary Cousins, MCIP, RPP
Director of Planning & Development

Angelstone June Show Report

TOWN OF ERIN MAJOR EVENTS PERMIT 2016A

1 Overview

As per schedule B Section 14 of the Major Events permit issued to Angelstone Farms Inc., Angelstone is required to submit a comprehensive report to the Town of Erin in regards to the events authorized by the permit and shall include a summary of incidents of non-compliance with the conditions of the permit and any corrective actions as a response to the non-compliance. It should also include all written or oral complaints received and the procedures taken to correct the situation.

Section 2 of this report summarizes Angelstone's compliance to the conditions of the Events Permit.

Section 3 of this report lists all written or oral complaints that were received by Angelstone relating to the events authorized by this permit, together with a summary of all steps taken by Angelstone to evaluate, respond to and, where appropriate, correct the situation that caused the complaint.

2 Compliance Summary

2.1 Permitted Events

As per condition 1, Angelstone only ran two events for June 2016 – June 8 to 12: The Erin Welcome, and June 15 to 19: The Headwaters Cup

2.2 Entrance Improvements

As per condition 2, Angelstone continues to observe the entrance pavement condition. As the pavement is still fairly new, no work was required to maintain the roadway in 2016. Angelstone is committed to maintaining the entrance pavement in good condition.

2.3 Noise

As per condition 3, Angelstone continues to invest on improving various systems to ensure that all amplified sound systems are designed and operated to minimize or eliminate any sound transmission to adjacent property owners. Engineering Harmonics, a professional sound system design expert was contracted to conduct a review of Angelstone's sound system design and to provide recommendations that would minimize sound further. Please see section 2.4 for more details

In addition, Angelstone continues to operate and comply with the event permit's conditions in reference to noise, and includes the following:

- Use of web-based application accessible on smart phones to allow participants to monitor the status of activities.
- No public address system was used (Barn calls)
- Speakers that operates in the main stadium are oriented inwards into the ring/tents (localized) to minimize sound projection towards adjacent properties
- No amplified music, announcements or other amplified sound were present before or after the hours of operation permitted by the permit.
- Amplified announcements or recorded music or other amplified sounds on any event day are kept below sound levels that are not normally audible at and do not cause a nuisance (in our opinion) at any off-site sensitive receptor location, as such locations are defined by MOECC Noise Guidelines. This can be shown by the HGC Engineering Sound Study indicating the sounds from Angelstone (e.g., some announcements, singing of the National Anthem, and clapping/cheering) were usually only faintly audible, and always much quieter than the characteristic background sounds, such as birds, insects and traffic. Please refer to section 2.4 for more details.
- Entertainment with amplified recorded music inside the Blu and Cloud9 Lounges were limited to the dates and times as per Schedule B Condition 3F of the Events Permit. In addition, music was kept below sound levels that are not normally audible at and do not cause a nuisance at any off-site sensitive receptor location, as such locations are defined by MOECC Noise Guidelines. Again, this can be shown by the HGC Engineering Sound Study. Please refer to section 2.4 for more details.

2.4 Noise/Sound Monitoring

As per condition 4, Angelstone engaged Engineering Harmonics, a Canadian Engineering Powerhouse that designs sound systems for arenas, stadiums, racetracks, and recreation centres, to conduct a review of the Angelstone sound system and provide recommendations for optimizing the design and operation of the sound systems during events to minimize off-site impacts.

Angelstone completed its audio setup by June 6, 2016 and Engineering Harmonics was immediately on site conducting their review on June 7, 2016. Approximately half a day was spent auditing and providing recommendations. All recommendations were implemented on the same day, adding a compressor / limiter to the setup to control sound levels better at the Main Stadium.

Engineering Harmonics has provided a full report on its study to the Town of Erin and concluded the following:

- The loudspeakers are small and are intended to cover relatively small areas. Hence, the sound is brought to the participants and the audience. As such, it is much less likely to be able to be heard at great distances.
- The available power for the loudspeakers is small. Thus, it is not possible to turn this system up to a level that would be considered "loud".
- Given the system complement, it is unlikely that any additional equipment will make a significant change in the ability to control the sound levels.
- Hence, no further changes are recommended for this system.

HGC Engineering

HGC Engineering was contacted on June 8, 2016 as soon as Engineering Harmonics' audit was completed to discuss the schedule and the locations of the sound receptors. Schedule was set for Monday June 13 to install the receptors and prepare for sound monitoring and recording for Angelstone's June 15 to 19 event.

As part of the setup process, HGC has suggested to install a sound receptor at the Gilbert's property, which is consistent to the same location (Location R3 as per Figure 1) as the 2014 study. This ensures a comparative study can be made.

Angelstone emailed Nancy Smith on Thursday morning (June 9) to ask for permission to install a sound receptor in the Gilbert's property. No reply was received. A voicemail was left on Friday June 10. Again, no replies occurred. Angelstone emailed again on Saturday morning June 11 to seek for a response. After that point, an email was received, denying access and citing that it was too late.

Angelstone management feels that it was not unreasonable to ask for property access 5 days before the sound receptor station should be installed, especially if it was the Gilberts who is driving the necessity of another sound study. As a final attempt to seek permission, HGC and Angelstone knocked on the Gilbert's property on the day of the setup (June 13). Access was still denied. At this point, HGC installed the R3 sound receptor on the adjacent property instead (Keurwood's / Woodley's property), which was a few meters away from the Gilbert's residence. HGC Engineering concurs that it would have the same effect.

Figure 1 shows the location of all the sound receptors, configured as follows:

- R2, R3 and R4 were used for the unattended measurements
- R2, R3, R4 were also used for the HGC attended measurements in addition to locations 8786, 5154 and 8715 on June 18 from 5PM to 9PM to measure sound live coming from the main Saturday night event
- R5 was used to install a weather monitoring station to measure wind speed and direction

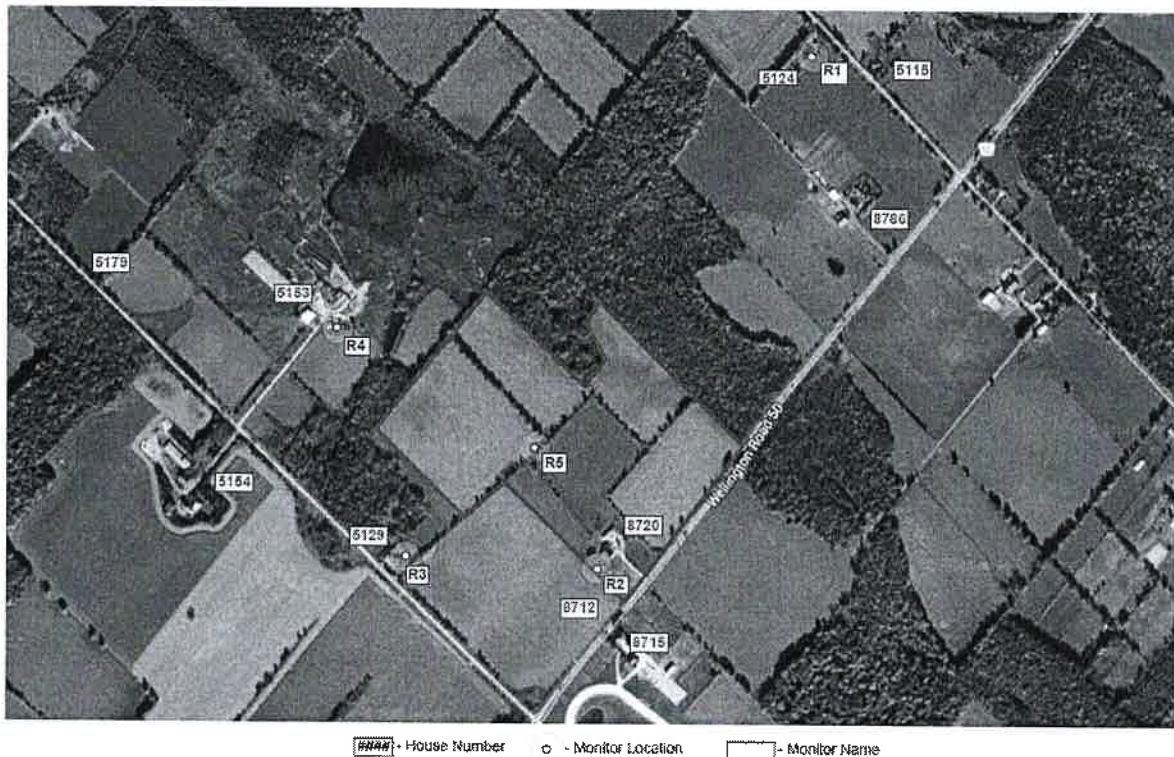


Figure 1: HGC Sound Receptor Locations

All attended and unattended (automated) measurements were completed, and HGC Engineering picked up all equipment and sound receptors on Monday June 20 morning for analysis. A final report will be provided to the Town of Erin. However, preliminary reports from HGC include:

- The automated monitoring showed no appreciable difference in offsite sound levels during the period when the event was occurring versus the periods before and after the event.
- During the attended measurements, sounds from Angelstone were occasionally audible at the neighbouring residential properties during moments of low background sound. During those times, the sounds from Angelstone (e.g., some announcements, singing of the National Anthem, and clapping/cheering) were usually only faintly audible, and always much quieter than the characteristic background sounds, such as birds, insects and traffic. None of the audible sounds from Angelstone was loud enough to influence the measured sound levels, relative to the other background sounds occurring at the time. In general,

we found the sounds from Angelstone to be audible if a listener was concentrating with an intent to hear those activities, but otherwise not generally noticeable relative to the typical background sounds.

2.5 Outside Lighting

As per condition 5 of the Event Permit, no outside lighting was used during the events aside from the small light bulbs installed in the horse stables for safety reasons.

2.6 Drainage

As per condition 6 of the Event Permit, Angelstone continues to maintain the property in accordance with the Burnside recommendations. No further drainage improvements were done during the event.

2.7 Emergency Plan

As per condition 7 of the Event Permit, Angelstone complied with all aspects of the approved Emergency Plan for the 2016 season.

2.8 Site Plan

As per condition 8 of the Event Permit, site was maintained in accordance with the approved site plan.

2.9 Hours of Operations

As per condition 9 of the Event Permit, Angelstone strictly complied to the hours of operations conditions at all times.

2.10 LLBO

As per condition 10 of the Event Permit, all alcohol served on site were strictly in accordance with all requirements of the LLBO and were not extended beyond the hours of operation set by the permit.

2.11 Camping

As per condition 11 of the Event Permit, no camping was permitted except in the location specified on the Site Plan and except to the extent necessary to accommodate individuals who are directly responsible for the care of the horses on site during the events.

2.12 Fencing

As per condition 12 of the Event Permit, Angelstone installed temporary fencing on its own side of the property line, parallel to the rear lot line of the Gilbert and Woodley properties. All temporary fencing was 6 feet tall and covered with screening material to block visual access and to prevent trespass.

2.13 Deposit

As per condition 13 of the Event Permit, a deposit of CAD \$10,000 was provided to the Town of Erin to cover the costs of conducting inspections and/or monitor of the events that are authorized by the permit.

2.14 Report

This report, the Engineering Harmonics report and HGC Engineering report forms the comprehensive report that the town requires for submission on or before June 30, 2016. Section 3 of this report contains the summary of all written or oral complaints that were received by Angelstone relating to the events authorized by this permit, together with a summary of all steps taken by Angelstone to evaluate, respond to and, where appropriate, correct the situation that caused the complaint

2.15 Vehicle Parking

As per condition 15 of the Event Permit, all parking on site were strictly in the parking areas identified on the site plan.

2.16 Manure Storage and Handling

As per condition 16 of the Event Permit, horse manure was temporarily stored in locations specifically identified on the site plan and all manure were removed daily during the events by a properly licensed manure removal and disposal company.

3 Complaints and Corrective Actions

3.1 Main Stadium Warm-up Ring Speakers

Reported by Gary Cousins and/or town monitors, the warm-up ring had a pair of 4" outdoor speakers pointed towards the Gilbert's residence that might be heard at the property line. With 600 ft of cable, these speakers have now been moved to the other side of the warm up ring to face the East tree line away from the Gilbert's residence. This ensures sound travels away from the Gilbert's property line.

3.2 Outdoor Toilets on the Gilberts Property Line

All outdoor toilets were reported to be on the Angelstone side of the property line. Admittedly, however, it is very difficult to determine where the property line as the permanent fences were reported to be imprecise, and the survey sticks were reportedly moved. Regardless, Angelstone relocated the outdoor toilets with sufficient distance to avoid issues.

3.3 Temporary Fence on the Gilberts Property Line

Similar issue to section 3.2. To ensure that this issue is resolved, Angelstone moved the entire temporary fence line towards the Angelstone side of the property with sufficient margin (5 ft inwards).

3.4 Light Complaints

Low powered light bulbs are used and hung on the ceiling of the stable barns for security and safety purposes. Angelstone does not believe it is unreasonable to have ambient lighting around the barn area. As shown in figure 2, the moon shines brighter than these bulbs.



Figure 2: Image of stabling area at 11PM at night

Lighting from the stabling area is further muted by a privacy fence, a tree line, large solar panels and approximately 1000 feet of distance. Figure 3 shows a line of sight from the Angelstone Property towards the Gilbert's bungalow home, approximately 1000 feet away.



Figure 3: Line of Sight from Angelstone Property towards Gilbert Residence

3.5 Noise Issues

In reference to the sound created by the horse trailer speeding down the dirt road in front of the Gilberts residence, Angelstone cannot confirm if this was one of its customers. When various horse trailer owners on site were asked about the incident, none can claim it was them. Furthermore, with expensive horses in the trailers, it is highly unlikely that the trailers were driven above the speed limit. In addition, any vehicles driven on a dirt road including SUVs and sedans would generate sound. Driving a horse trailer will be no different. These are considered background noise levels.

In reference to the loudspeakers prior to May 9, this is not possible as audio setup was not completed until June 6. Keith Harasyniw, a contractor responsible for audio wiring and setup, can confirm this work. Engineering Harmonics/HGC can confirm as well. Angelstone, however, proactively instructed all staff not to play any loud music just in case the sound was coming from a portable stereo while working on site, including groom persons.

In reference to “music, voices, machinery noise, thumping and banging”, setup started three weeks prior to the event from 8AM to 5PM, and the final weekend to install tent rentals. Great efforts were put in to keep set up as neighbor friendly as possible. Angelstone does run tractors on the property, and have horses living on the property. Both do make noise from time to time. Horses kick stalls and tractors do not operate silently. Furthermore, music and amplified announcements were further reduced by employing Engineering Harmonics’ recommendation of adding a compressor / limiter to the system. Subsequently, this system was tested and validated by the HGC Engineering sound study, resulting in the following observations and conclusion:

- The automated monitoring showed no appreciable difference in offsite sound levels during the period when the event was occurring versus the periods before and after the event.
- During the attended measurements, sounds from Angelstone were occasionally audible at the neighbouring residential properties during moments of low background sound. During those times, the sounds from Angelstone (e.g., some announcements, singing of the National Anthem, and clapping/cheering) were usually only faintly audible, and always much quieter than the characteristic background sounds, such as birds, insects and traffic. None of the audible sounds from Angelstone was loud enough to influence the measured sound levels, relative to the other background sounds occurring at the time. In general, we found the sounds from Angelstone to be audible if a listener was concentrating with an intent to hear those activities, but otherwise not generally noticeable relative to the typical background sounds.

3.6 Drainage

The drainage issue was addressed by capping the pipe. This pipe was also attached to the new drain going towards the pond. This was completed as per the engineers who did the drainage plan.

3.7 Garbage

Angelstone hired and assigned two persons to ensure the Angelstone facility is kept clean and free of garbage. Both staff were trained to pay extra attention and practice extra sensitivity to any garbage accidentally blowing over to the Gilbert’s property. In addition, the 6 feet temporary fence along with its green screening prevented any garbage from accidentally blowing over.

However, there is a small section with permanent fencing located on the northern side of the Angelstone-Gilbert property line that may allow garbage to pass through. Staff were trained to pay extra attention and to conduct more garbage review rounds to this section of the property to ensure garbage around the vicinity are constantly picked up and before it blows over to the Gilbert’s property.



Angelstone Tournaments Stadium Sound System Report and Recommendations

Revision 1.02
Submitted on: June 24, 2016
EH Project 16207

THIS DOCUMENT IS NOT FOR CONSTRUCTION

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1 Introduction

1.1 Background

Angelstone Farms runs an annual horse tournament that comprises multiple events during the summer months. As part of their permit application, the Town of Erin has requested a review of the sound system in use. Previously studies have reviewed the overall noise level onsite and on the adjacent properties. The report from HGC Engineering in 2014 identified concerns with the deployment of the sound system. The PA system was deployed in a different layout and configuration during 2015. This report reviews the existing deployment.

1.2 Purpose of Document

The purpose of this document is to review the site conditions and offer an independent professional opinion as to the layout and use of the sound system for the main stadium. The report briefly discusses the other rings.

1.3 Executive Summary

The sound system for the main stadium has been setup to balance the requirements of providing sound reinforcement for the participants and audience while minimizing the sound coverage to the adjacent areas.



Figure 1 – Main Stadium

2 Findings

2.1 Meeting Attendees

A site visit was held in the afternoon of Tuesday, June 7, 2016 to review the existing system and tour the site. In attendance at the meeting was:

- Jeff Bamford, Engineering Harmonics
- Ryan Clermont, Angelstone

2.2 Overview



Figure 2 – Main Stadium, Audio Control (Left) and VIP Tent (right)

The main stadium's sound system consists of multiple loudspeakers around the outside ring of the tournament area. The loudspeakers are aimed such that some project sound into the audience viewing areas and the remainder project sound into the tournament area. All loudspeakers are identical. The system is fed by two 70V distribution circuits. The sound system is used for tournament info, background music, and event music / announcements.

In Figure 2, five pairs of loudspeakers can be seen. The pairs are aligned such that one member of the pair is aimed into the lounge (facing up) and the other is aimed into the tournament area (facing straight out).

2.3 Central System



Figure 3 – Equipment Rack



Figure 4 – Main Mixer

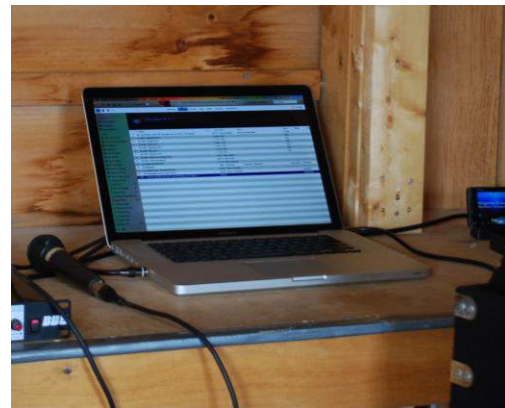


Figure 5 – Announcer's Position

The Central equipment rack, as shown in Figure 3, contains the main mixer (shown larger in Figure 4), a dual-deck CD player, and the two channel amplifier. A limiter / compressor was temporarily inserted between the mixer and the amplifier for testing. It will be installed in the equipment rack prior to the start of the 2016 season.

In addition to the levels from the CD player, the mixer also controls the levels from two hand-held microphones, a local computer, a satellite radio receiver, and a feed from a second remote mixer (for the Judges). The announcer's position is shown in Figure 5.

The amplifier is an Ashly KLR, the main mixer is from Rane, the remote mixer is a Behringer, and the compressor / limiter is a BBE MaxCom. The Ashly amplifier has its internal limiter engaged.

2.4 Sound Reinforcement

Approximately 46 loudspeakers are used for sound reinforcement. The loudspeakers are identical, and are rated for outdoor use and comprise a 5" midrange and a 1" tweeter. There is no low-frequency driver. All are fed using a 70V line and are tapped according to how loud each needs to be. The loudspeakers are Dayton Audio model io525WT.

On the east side of the stadium, see Figure 6 and Figure 8, there are seven loudspeakers facing the audience. The loudspeakers are angled at 45 degrees and are tapped at 30 W. This area is for bleachers.



Figure 6 – East Side (Scoreboard)



Figure 7 – Loudspeaker facing VIP Tent, looking toward the East Side with scoreboard

On the south side, which has the Blu Lounge and Cloud 9 tents, there are six loudspeakers facing the tents, angled at 45 degrees and tapped at 30 W. There are also six loudspeakers facing into the ring, angled slightly upward and tapped at 30 W. There are loudspeakers approximately every sixteen feet, alternating between a loudspeaker for the audience and the participants. This can be seen in Figure 6, on the right side of the picture.

Figure 8 shows the VIP tent, which is on the west side (right in the picture). There are nine loudspeakers facing the tent, angled at 45 degrees and tapped at 8 W. Another view is shown in Figure 2. In addition, there are nine loudspeakers facing the participants, these are tapped at 30 W. The loudspeakers are mounted back-to-back, with one facing the audience and the other facing the participants. This can easily be seen in Figure 9.



Figure 8 – Loudspeakers adjacent to the VIP Tent



Figure 9 - Loudspeaker Pair

The North Side, see Figure 10, will have corporate boxes and bleachers. There are nine loudspeakers facing the audience, with the loudspeakers aimed at approximately 45 degrees and tapped at 30 W.



Figure 10 -- Corporate Boxes (North)

The loudspeakers in the stadium are powered by two 70V runs. The loading of each line is approximately the same. Figure 11 shows the loudspeaker cabling.

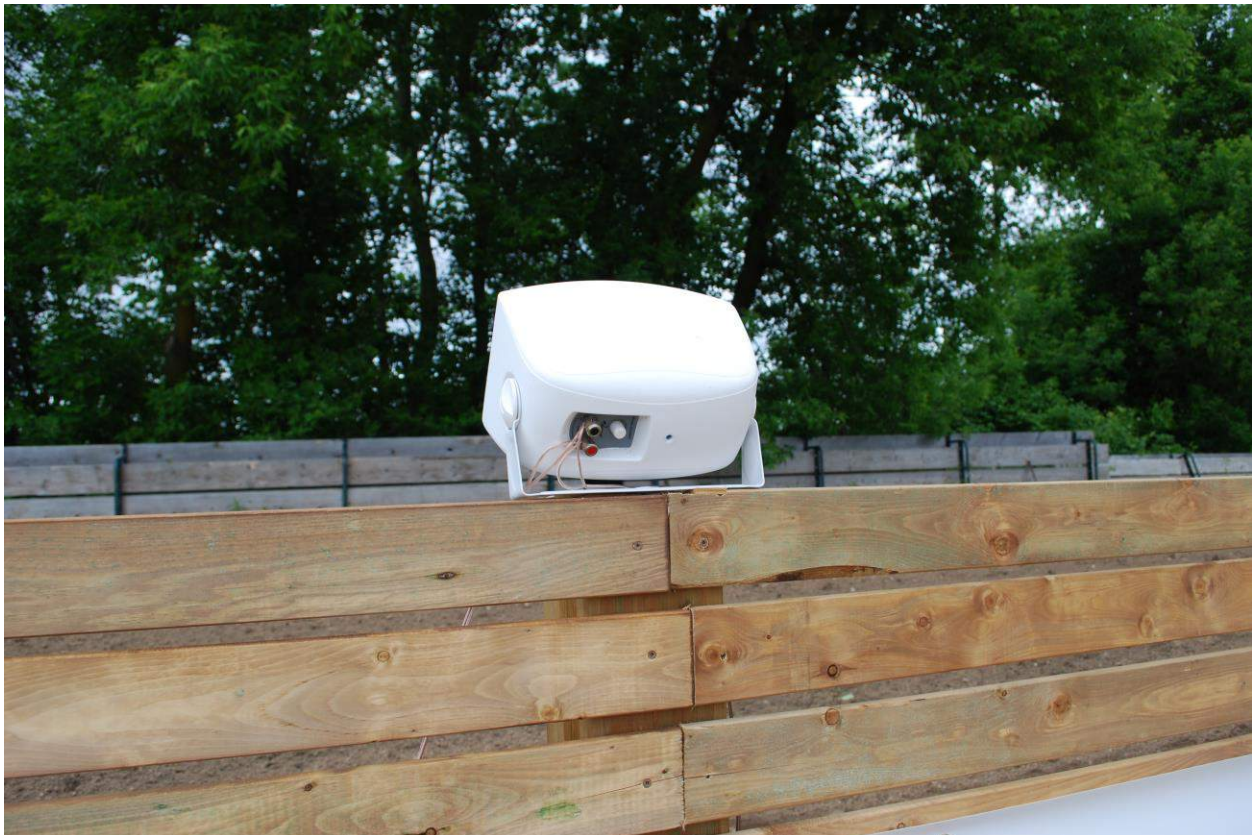


Figure 11 - Loudspeaker Cabling

2.5 Listening Tests

The site was toured while music (from the main stadium loudspeakers) was playing at a typical level used during an event. In the show area and ring area of the main stadium, the system plays at a moderate level that easily allowed conversation at a normal level. As such, the system was providing background music and was not loud.

The levels on the tournament field (see Figure 12) were acceptable but not loud. At increased distances from the main stadium, the sound levels dropped and become more difficult (but not impossible) to hear. At the west side of the property (in Figure 13 this would be to the left of the rectangle labelled 16, edge of the road), the music was only barely detectable and was easily drowned out by the slight wind.

Given the size of the drivers on the loudspeakers, the loudspeakers are unable to deliver any significant amount of low-frequency energy. This is beneficial as low-frequency energy is able to travel further. That is, the higher the frequency the more easily the sound is absorbed by air. Hence, it is not expected that any significant amount of low-frequency sound will be produced and none was heard at the distant listening locations. Hence, due to the further distance of the neighbour on that side of the property, it is unlikely that any sound would be detectable.



Figure 12 -- View from Tournament Area

2.6 Other Areas

There are other areas of the tournament that also employ loudspeakers, but not to the same level of usage as the main stadium. The main stadium warm-up ring previously had 4" outdoor loudspeakers oriented westerly to provide calls to the adjacent area. These loudspeakers have been moved and now face east, providing calls from the opposite direction. In Figure 13, this means the sound starts on the left side and goes toward the warm-up ring on the right.

The other rings employ similar techniques and loudspeakers have been arranged to minimize transmission to adjacent properties.

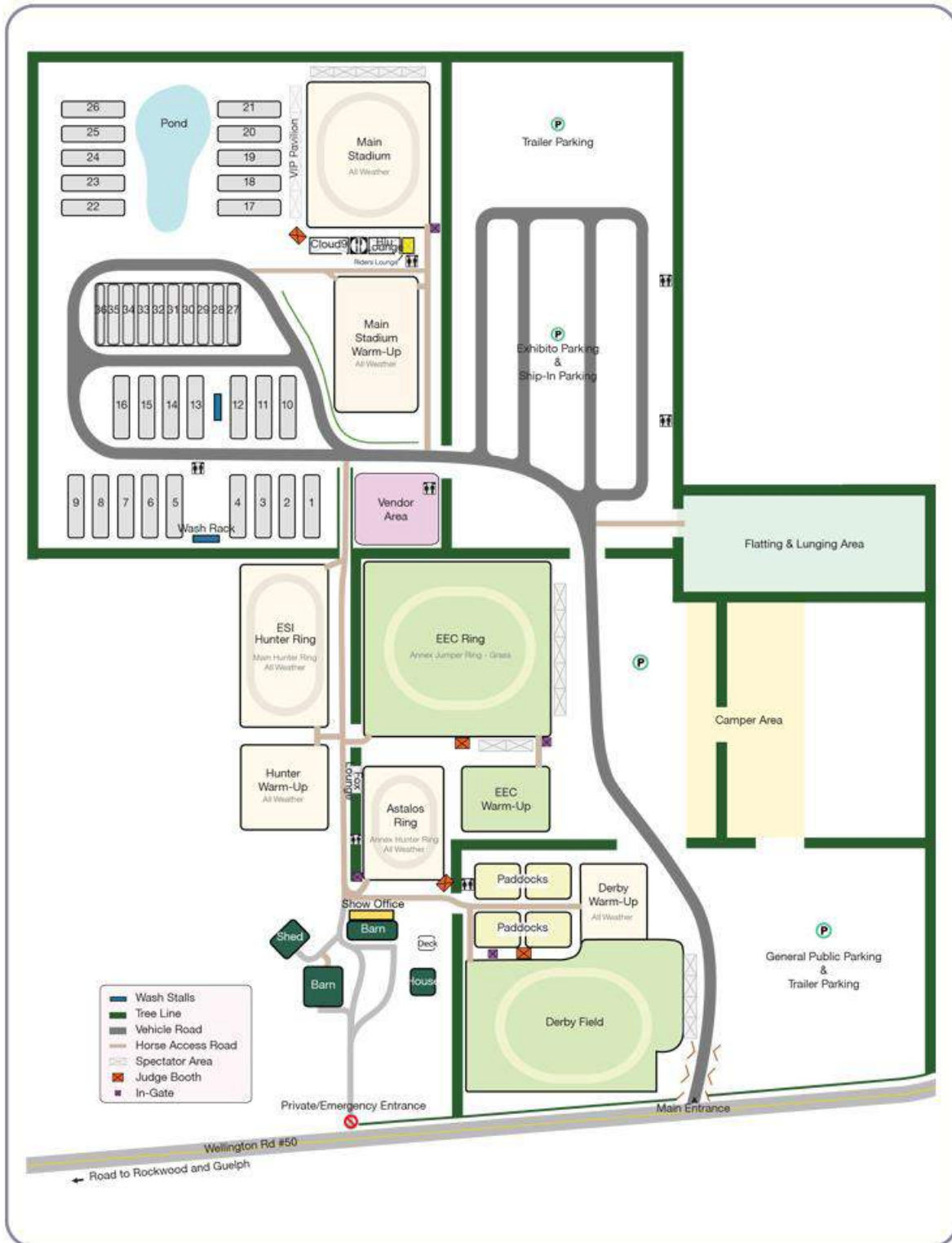


Figure 13 - Map of Facility

3 Discussion

3.1 Overview

The main stadium sound system was reviewed to offer an opinion on whether the current system configuration was appropriate for the venue and what, if any, changes are required, and what additional things could be done to reduce unwanted delivery of sound to the neighbouring properties.

3.2 Sound Reinforcement

The sound level at each listening location has been set up to balance the requirement of an intelligible delivery of the program versus the requirement of limiting the sound reinforcement system to the main stadium. The system is easily heard on the tournament field and can be heard throughout the audience area.

The sound system for the main stadium has been laid out such that the loudspeakers point directly to their intended listeners, that is the audience or the participants. Thus, the loudspeakers that point into the ring are used to “encircle” the ring with sound. The loudspeakers for the audience are mounted on the outside of the ring. There is a loudspeaker every few feet. There are approximately 46 loudspeakers covering the stadium. All the loudspeakers are small and are intended to only cover a small area. Their energy is directed at the location they are intended to serve. This distributed technique allows many small loudspeakers to cover a large area without any one loudspeaker or loudspeaker group being asked to cover a significant distance. This keeps the overall sound level low, localized, and consistent.

For the other rings, the loudspeakers have been placed to contain the sound. In these rings (apart from the main stadium warm-up) the loudspeakers are used for localized paging, announcements, and background music at low levels. The loudspeakers in the main stadium warm-up ring are only used for local paging.

3.3 Processing

A compressor / limiter is available as the main processing unit for the main stadium system and was inserted into the audio chain. The function of a compressor / limiter is intended to perform two major functions, to remove unwanted low-level sounds and to compress (or limit) the output of the system to ensure that a desired maximum output level is not exceeded.

As can be seen in Figure 14, the compressor clamps down on louder sounds. In this graph, there are four compression ratios shown: no compression, 2.5:1, 10:1, and ∞ :1. The threshold has been set at -10 dB. This means that any sound that is louder than -10 dB will be processed by the compressor circuit below this level the sound is sent through unprocessed. The figure shows the change in level that occurs for the four compression ratio cases. For the “none” case, the sound level is unaffected by the circuit, for the 2.5:1 and 10:1 compression ratios, the output level is raised by 1 dB for every 2.5 dB or 10 dB respectively that the signal exceeds the threshold. Lastly, for the case of ∞ :1 the signal level is clamped at the threshold and is never raised. That is, once the input level reaches the threshold, the output is held at a constant level.

Essentially, the device has been setup so that when a “loud” sound enters the device it will clamp down. That is, any sound that exceeds a certain threshold the device will proactively compress the output so that the sound level delivered to the system is constrained. This makes is very difficult for the sound system to get louder than a predetermined level. In effect, the sound system “pushes back” and it is hard to exceed this level. The threshold level and the amount of clamping are adjustable.

Note that some care should be taken in setting the ratio. While it may be desirable to have a hard compression ratio, this can degrade the quality of the output sound. The system acts in a “linear” fashion up to the threshold, once the threshold is exceeded the system is no longer linear.

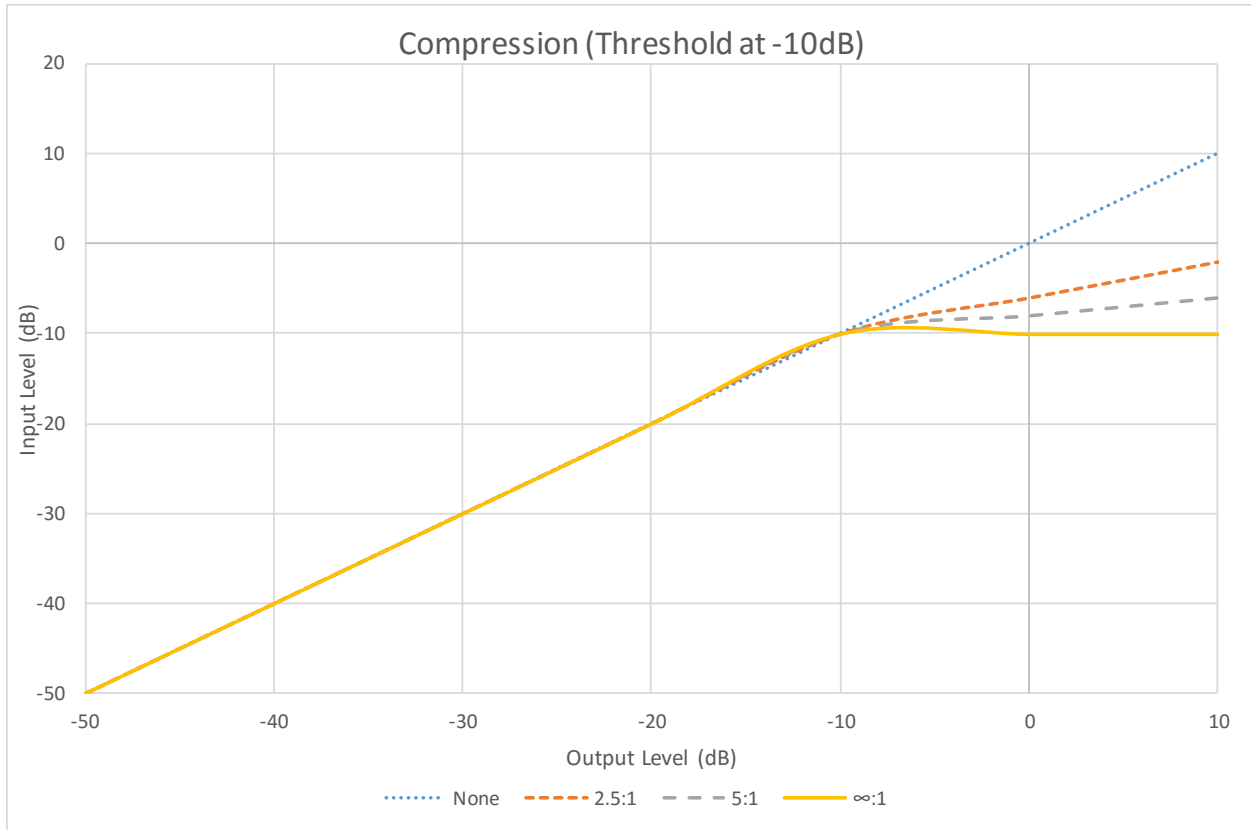


Figure 14 – Compression ratios

4 Recommendations

The system was reviewed in situ. The changes that have been made are consistent with an approach to reduce the over spill of sound. The sound is contained, as much as is possible, within the desired area where it needs to be heard. The loudspeakers are small and are intended to cover relatively small areas. Hence, the sound is brought to the participants and the audience. As such, it is much less likely to be able to be heard at great distances.

The available power for the loudspeakers is small. Thus, it is not possible to turn this system up to a level that would be considered "loud". Given the system complement, it is unlikely that any additional equipment will make a significant change in the ability to control the sound levels. Further, as the events are being monitor for sound levels, immediate action can be taken if sound levels exceed the criteria that sounds are to be kept local.

Hence, no further changes are recommended for this system.



Howe Gastmeier Chapnik Limited
 2000 Argentia Road, Plaza One, Suite 203
 Mississauga, Ontario, Canada L5N 1P7
 t: 905.826.4044

July 7, 2016

Angelstone Tournaments Inc.
Attn: Mr. Dan Galang
 8720 Wellington Road #50
 Erin, ON N0B 2K0

via email: dan@angelstone.ca

Re: Follow-up Sound Survey – Angelstone Tournaments

Dear Mr. Galang,

HGC Engineering was retained by Angelstone Tournaments to undertake a follow-up sound survey of equestrian events at their facility in Erin, Ontario. For brevity, throughout the balance of this report, “the Facility” has been used to denote Anglestone Tournaments, and “event sounds” has been used to refer to any sounds attributable the events taking place at the Facility. Originally, an environmental sound study was completed by HGC Engineering in 2014. Since that time, the Facility has taken additional steps to reduce the offsite sound levels of activities occurring during equestrian tournaments, including optimization of the electronic sound systems and loudspeakers used for announcements. In response to a request from the Town of Erin, the recent sound survey entailed automatic sound level monitoring and recording, from June 13 to 20, at three neighbouring residences, as well as attended measurements and observations on the evening of June 18 at a total of six neighbouring residences.

The automated monitoring at the three closest neighbouring residences showed no notable difference in sound levels during the tournament (June 15 through 19) versus the days preceding and following the tournament (June 13, 14 and 20). These results indicate that the event sounds are not measurably greater offsite than the characteristic background sounds occurring in the area.

From the audio recordings and observations during the attended measurements, activities at the Facility were, for the most part, not audible over the typical background sounds from road traffic, birds, insects and other natural and agricultural sounds. During moments of low background sound, some event sounds – such as announcements, applause, and singing of the National Anthem – were faintly audible, but were never loud enough to be measurable over the background sound or to raise the total sound level detectably. During the brief periods when event sounds were audible, they were observed qualitatively to be considerably quieter than the characteristic background sounds in the area.

Although no event sounds were quantitatively measurable over the background sound in either 2014 or 2016, a comparison of the observations and anecdotal information suggests that the sounds were fainter in 2016, suggesting that the improvements to the sound systems and operations have reduced offsite sound levels relative to 2014 and earlier.

Details of the measurements, instrumentation, observations and results are provided in the following sections.



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CONTEXT

Angelstone Tournaments comprises a property of approximately 100 acres on the west side of Wellington Road #50 in Erin, Ontario. Figure 1 shows a scaled satellite image of the area surrounding the venue, with boundaries of the facility marked. The facility hosts equestrian activities such as riding instruction, clinics, and competitions.

The follow-up sound survey was required by Paragraph 4.b in Schedule B of the Major Event Permit issued to the Facility by the Town of Erin. (A concurrent inspection and report on the recent improvements to the sound systems and loudspeakers was also required by the event permit, and we understand that it is being prepared by an independent audio system consultant.) The permit stipulated that the sound survey comprise a “sound/noise monitoring program consistent with the proposal dated April 1, 2016 from HGC Engineering.”

For two practical reasons, the intent of this follow-up study is to serve as a qualitative evaluation of the sounds from the Facility, not a quantitative assessment.

First is that there is no governing noise ordinance or guideline applicable to the sorts of sounds associated with the facility. The noise bylaw of the Town of Erin (Bylaw number 5001-05), stipulates that sound from “the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers,” and from “[y]elling, shouting, hooting, whistling or singing,” not be “clearly audible at a point of reception” during the hours of 23:00 of one day to 07:00 of the next day, or to 09:00 on Sundays. Outside these times, the bylaw does not restrict these types of sounds. Moreover, the sound level limits of the Ontario Ministry of the Environment and Climate Change do not apply to these sorts of sounds.

Second is that event sounds during the study period were quiet enough as to be not measurable over the typical background sounds. In that respect, it is possible only to comment on the qualitative loudness and audibility of those sounds (or lack thereof), but not to isolate or assess them quantitatively.

MEASUREMENT AND MONITORING METHODS AND INSTRUMENTATION

All instrumentation was within its annual laboratory calibration period, and correct calibration was verified in the field before and after each monitoring/measurement period, using a *Brüel & Kjær* model 4231 Acoustic Calibrator. The weather during the monitoring/measurement period was suitable for outdoor sound level measurements.

Automatic sound level monitors were installed at or near the three closest residential properties neighbouring the site, shown as locations R2 through R4 in Figure 1, appended. (The location numbers essentially match those from the 2014 sound study. Location R1 from the 2014 study is considerably further away from the Facility than the locations considered herein, and has not been included in this updated study.) The monitors were all *Norsonic* model N140 precision sound level analyzers, equipped with weatherproof cases and capability for continuous measurement and audio recording. The instrument microphones were located external to the weatherproof case, mounted on a pole to simulate the height of the windows at the respective residences. The monitoring period extended from June 13 to 20, 2016, beginning two days before the event at the Facility and ending one day after. The sound levels were monitored continuously during this period, compiled on a 1-second basis and converted to one-hour equivalent sound levels during post analysis.



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Attended measurements were conducted by two HGC Engineering personnel on Saturday evening, June 18, from 17:00 to 20:00, during which time activities at the Facility were anticipated to be at a maximum. At each of six locations, two measurements of twenty minutes duration each were conducted. As well, audio recordings were made, and anecdotal information was gathered about the audible sources of sound. The measurements were conducted at locations R2 through R4 using a *Larson Davis* model 831 precision sound level analyzer, and at locations Ra through Rc (also shown in Figure 1), using a *Norsonic* model N140 precision sound level analyzer. Sound levels were measured continuously during each 20 minute session, and the results were compiled on a 1-second basis.

A portable meteorological station was deployed at the Facility, to log wind speed and direction, temperature and relative humidity from June 13 to 20, continuously, with results compiled on a 1-second basis. The intent was to have a record of the weather conditions, in the event that the sound levels appeared to be influenced by meteorological effects, which did not turn out to be the case. Nevertheless, those data are available for reference, if needed in future. The meteorological monitoring was completed using a *NRG* model 40 weather station.

MEASUREMENT RESULTS

Automatically Monitored Sound Level Data

Figures 2 through 4, appended, show the results of the automated monitoring. From the 1-second data, one-hour sound level metrics were derived, in terms of three hourly sound levels metrics. The “*Leq*” level is the energy-equivalent sound level, which essentially represents a logarithmic average sound level over each one-hour period. The “*L90*” and “*L10*” levels, respectively, are the sound levels exceeded for 90% of each hour and for 10% of each hour. As such, they represent periods of minimum sound and maximum sound in a given hour. The time period during which the event was taking place at the Facility is marked in Figures 2 through 4.

The results of the monitoring show the typical diurnal trend in sound levels associated with volumes of road traffic and natural sounds – reaching a maximum in the day and minimum overnight. There does not appear to be clear difference evident between the days when the event is taking place and the days before and after the event. (From the audio recordings, it is known that the noticeable sound level peaks at location R4 at 10:00 and 19:00 on June 15 and 18:00 on June 18 were not from the Facility, but were spurious events close to the microphone: a truck visiting that property, an idling motorcycle, and frenetic bird song, respectively.) In summary, the monitored results indicate that the activities during the event at the Facility did not increase the measured sound levels noticeably at the closest neighbouring residences, relative to the characteristic background sound.

Attended Sound Level Measurements and Observations

Figures 5 through 16, appended, show graphs of the attended sound level measurements, with annotations as to the audible sources of sound. For the majority of the time, at all six locations, no event sounds were audible near the neighbouring residences. At locations Ra and Rc, no event sounds were audible at any time during the measurement periods. No event sounds were audible during one of the two 20-minute measurement periods at each of locations R2 and Rb. In all cases, and at all locations, when an event sounds were audible, such sounds were only faintly audible, only for brief periods and only during moments of minimum background sound – i.e., lulls in traffic and little to no insect or bird sound. Any moderate to appreciable degree of typical background sound was found to mask any event sounds entirely. At no time did any event sounds increase the measured sound level detectably, relative to the



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level being set by the minimal background sound activity. It is for this reason that – perhaps somewhat counterintuitively – the moments when event sounds were audible offsite correspond to the instants of lowest measured sound level.

DISCUSSION AND CONCLUSIONS

Overall, the automatically monitored sound levels, attended sound level measurements, observations and audio recordings indicate the following:

- There was no appreciable difference in offsite sound levels during the period when the event was occurring versus the periods before and after the event.
- Although event sounds from the Facility were occasionally audible at the neighbouring residential properties during moments of low background sound, those event sounds were generally only faintly audible, and always much quieter than the characteristic background sounds, such as birds, insects and traffic.
- None of the audible event sounds was loud enough to influence the measured sound levels, relative to the other background sounds occurring at the time.
- Qualitatively, event sounds from the Facility were faint enough to be audible if the listener was concentrating with an intent to hear those activities, but otherwise not generally noticeable relative to the typical background sounds.

A comparison of these recent qualitative observations to those gathered by HGC Engineering during our sound study of 2014, it seems that those event sounds that were sporadically audible were somewhat quieter and less audible offsite in 2016 than in 2014. That comparison suggests that the amendments to operations and upgrades to the electronic sound systems implemented by the Facility have reduced the offsite levels of sound from events, compared to previous years.

We trust that this information satisfies your immediate requirements. If you have any questions or require further assistance, please do not hesitate to call.

Yours truly,

Howe Gastmeier Chapnik Limited

R. Stevens
Robert D. Stevens, M.A.Sc., P.Eng.



ACOUSTICS



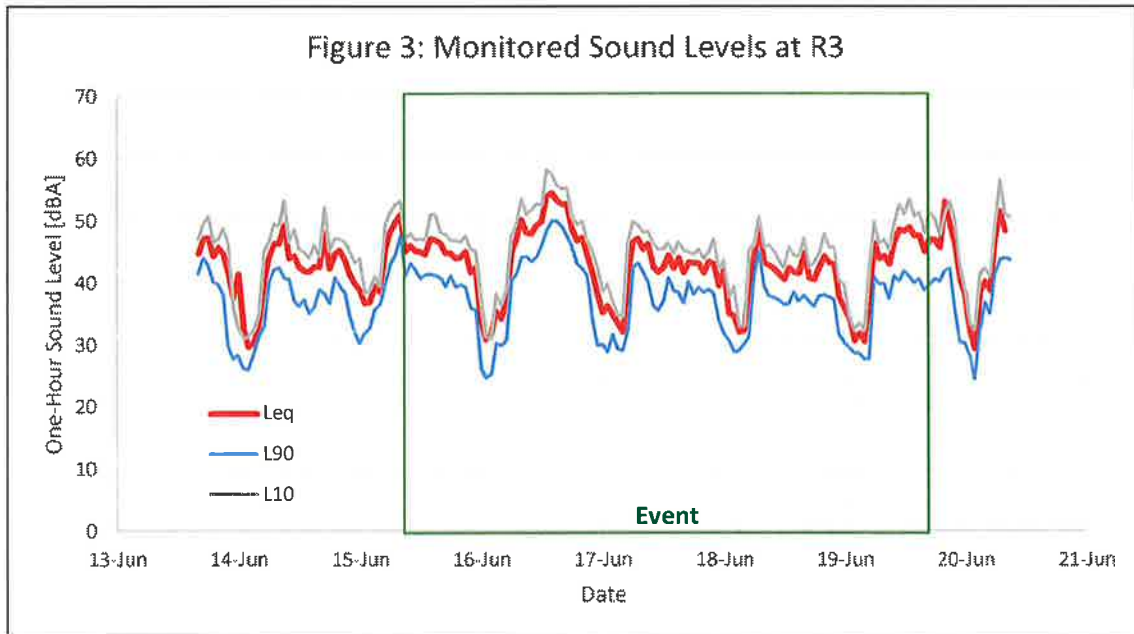
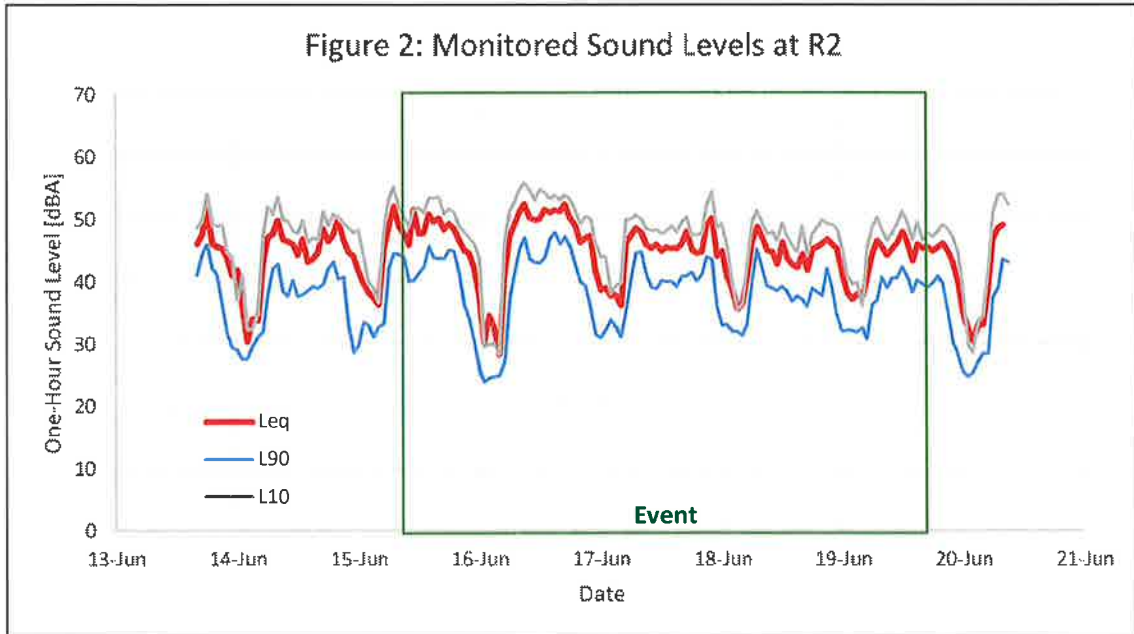
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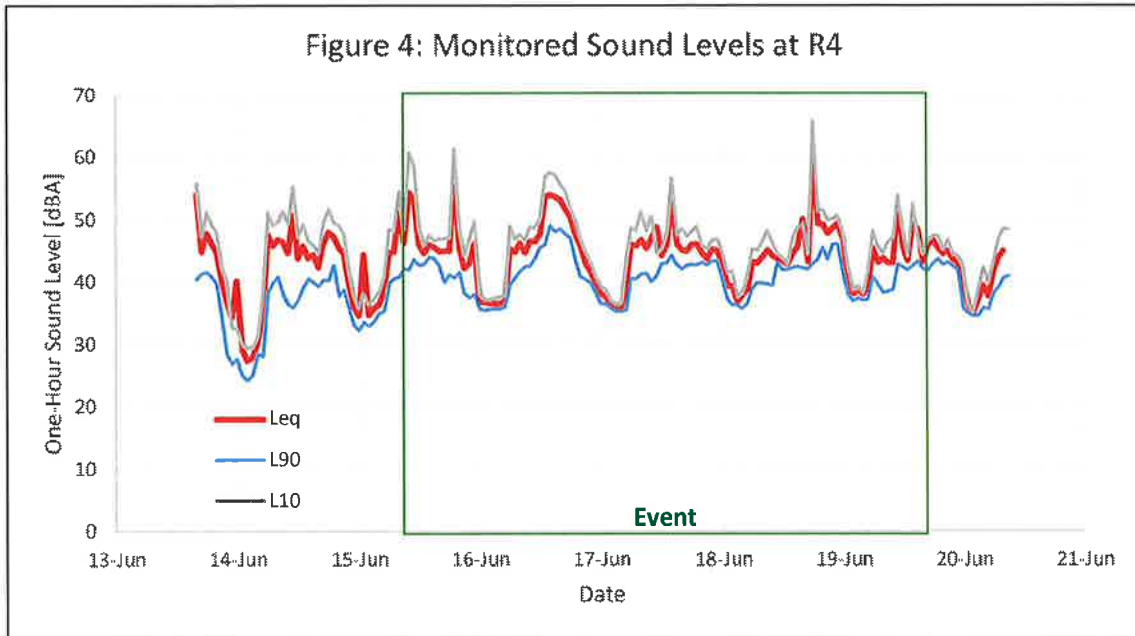


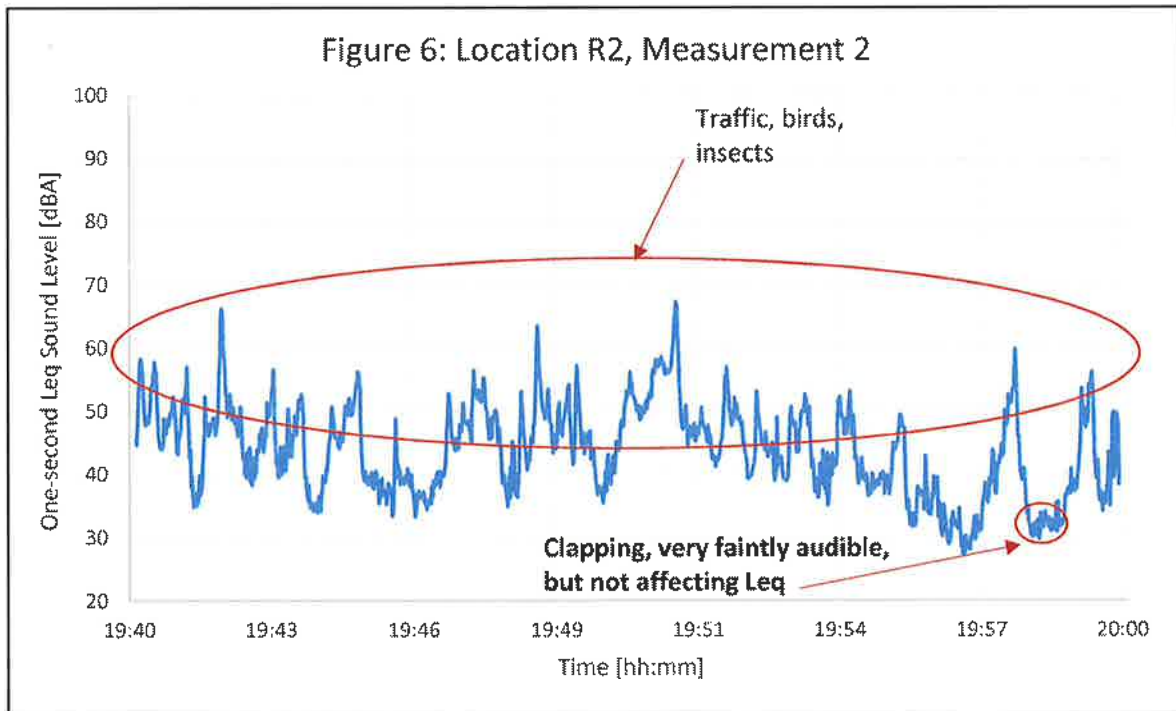
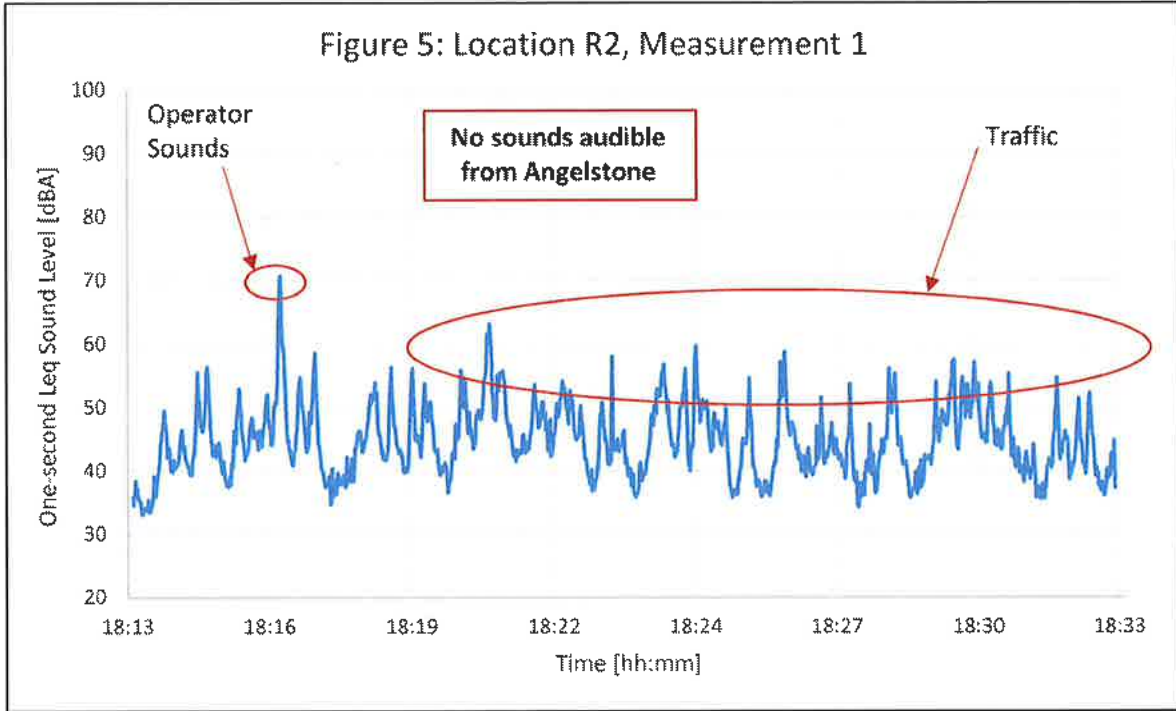
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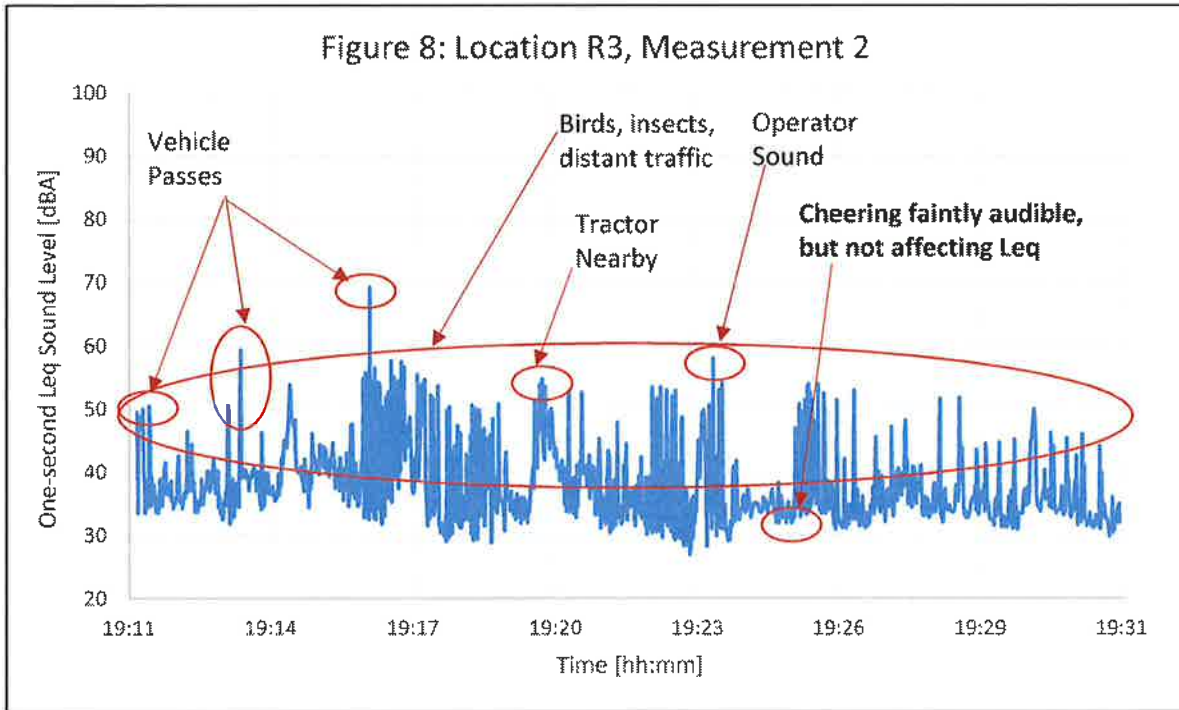
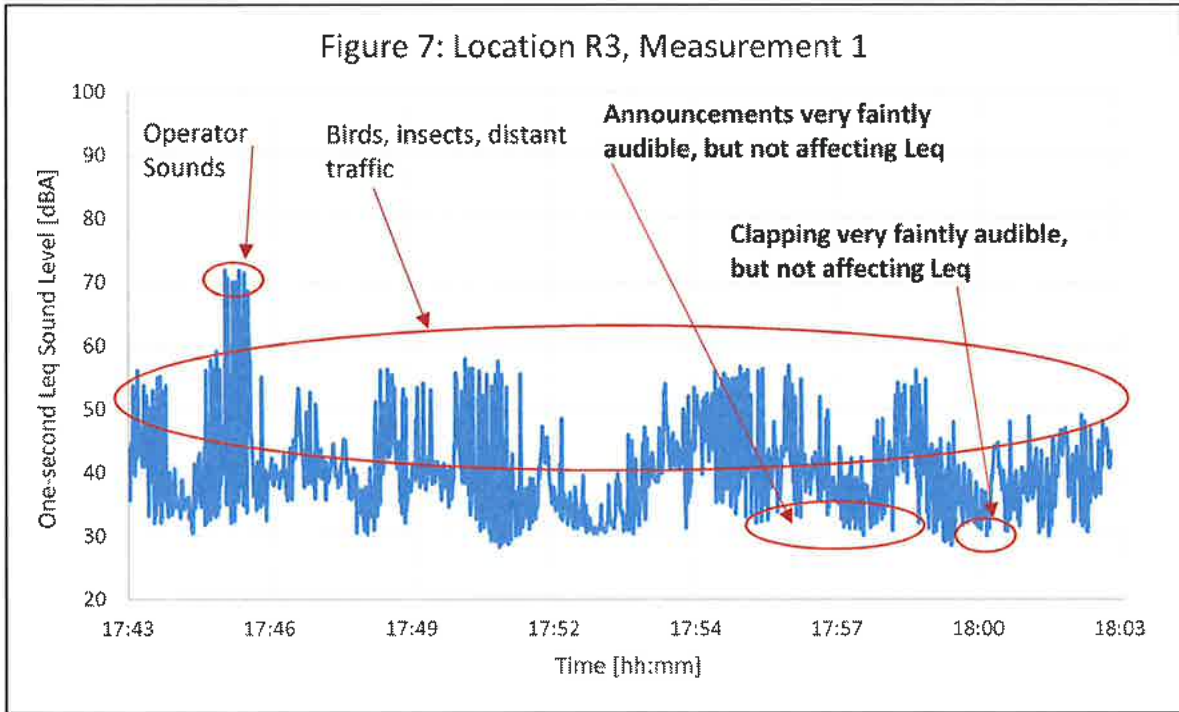


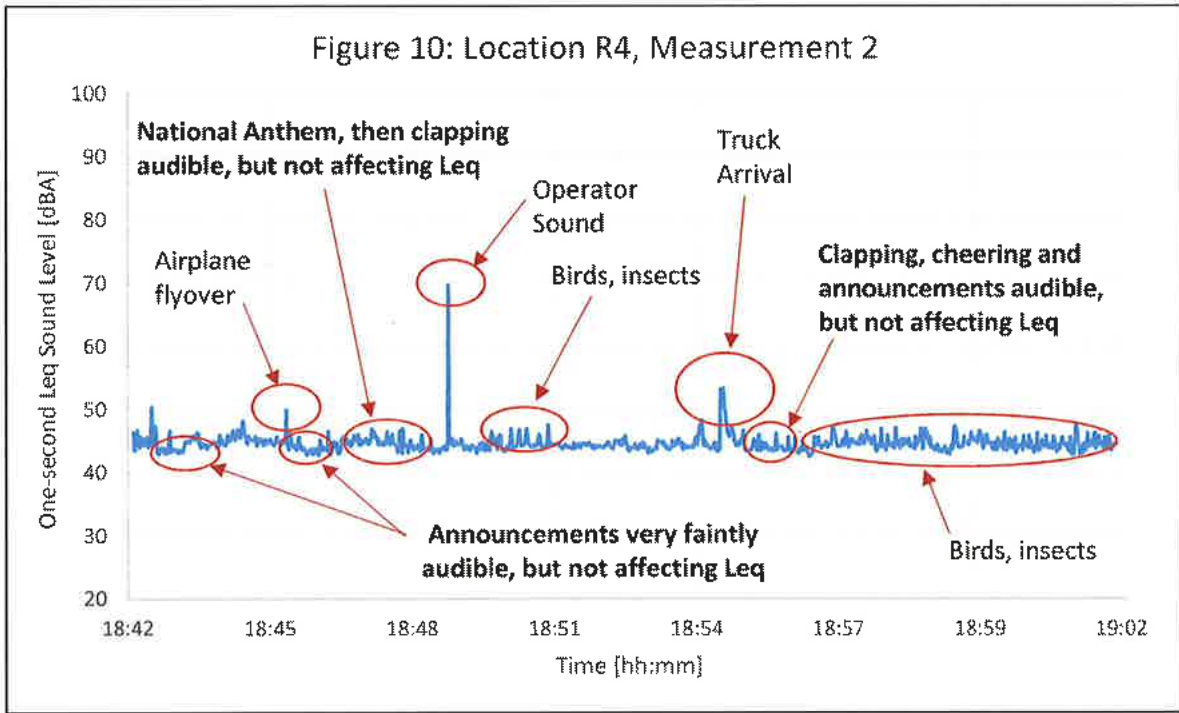
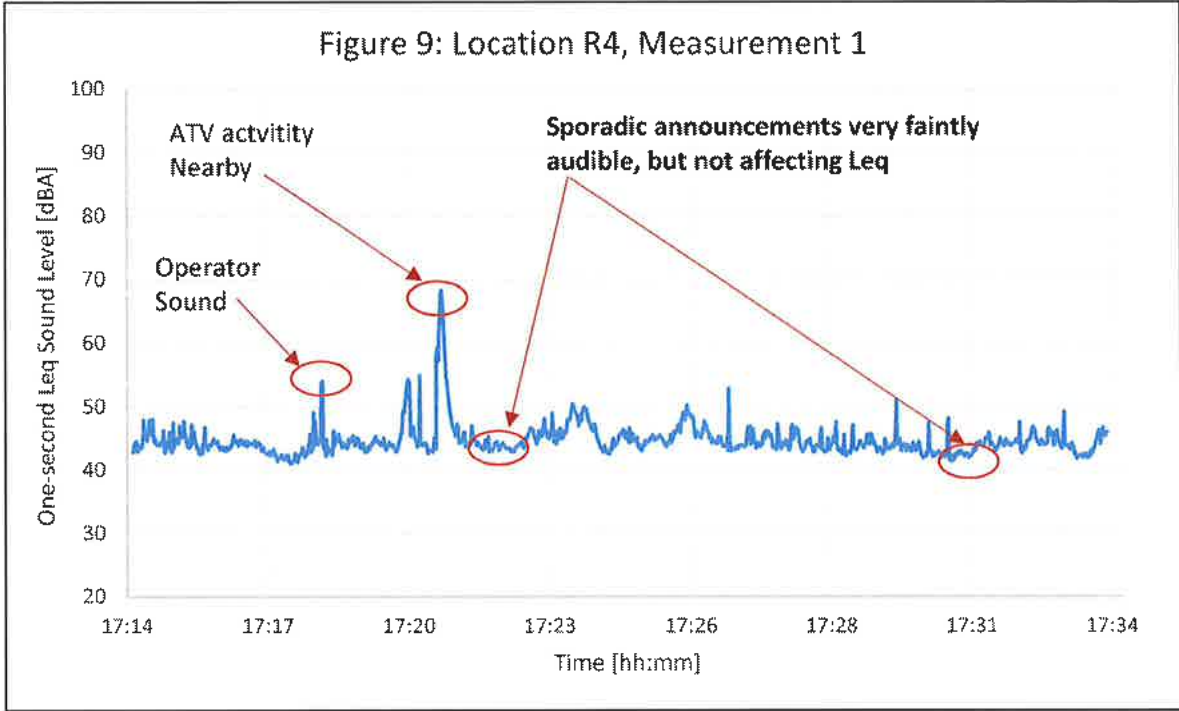
Figure 1: Scaled Satellite Photo Showing Measurement/Monitoring Locations

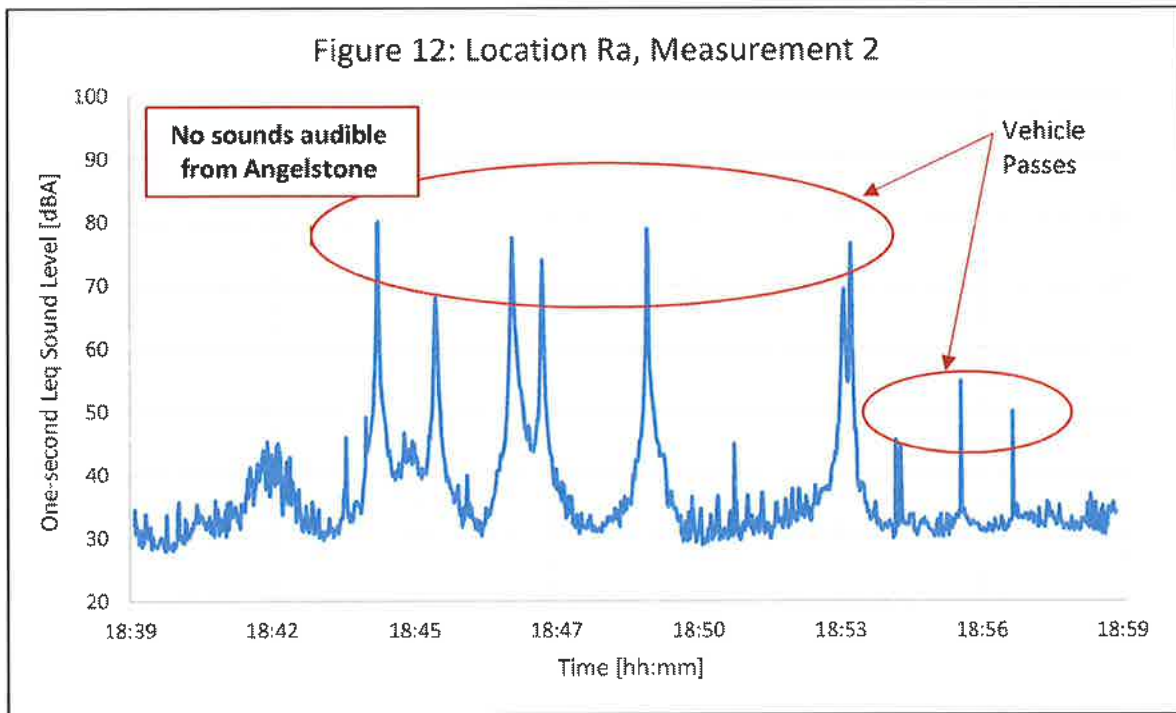
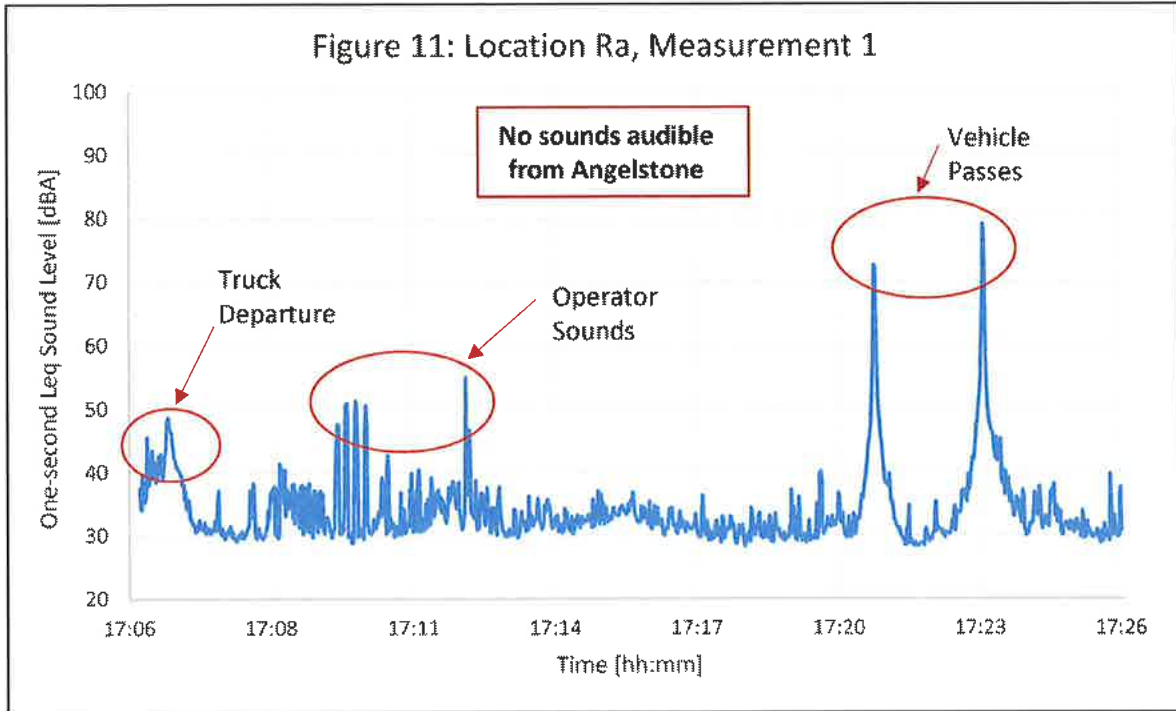


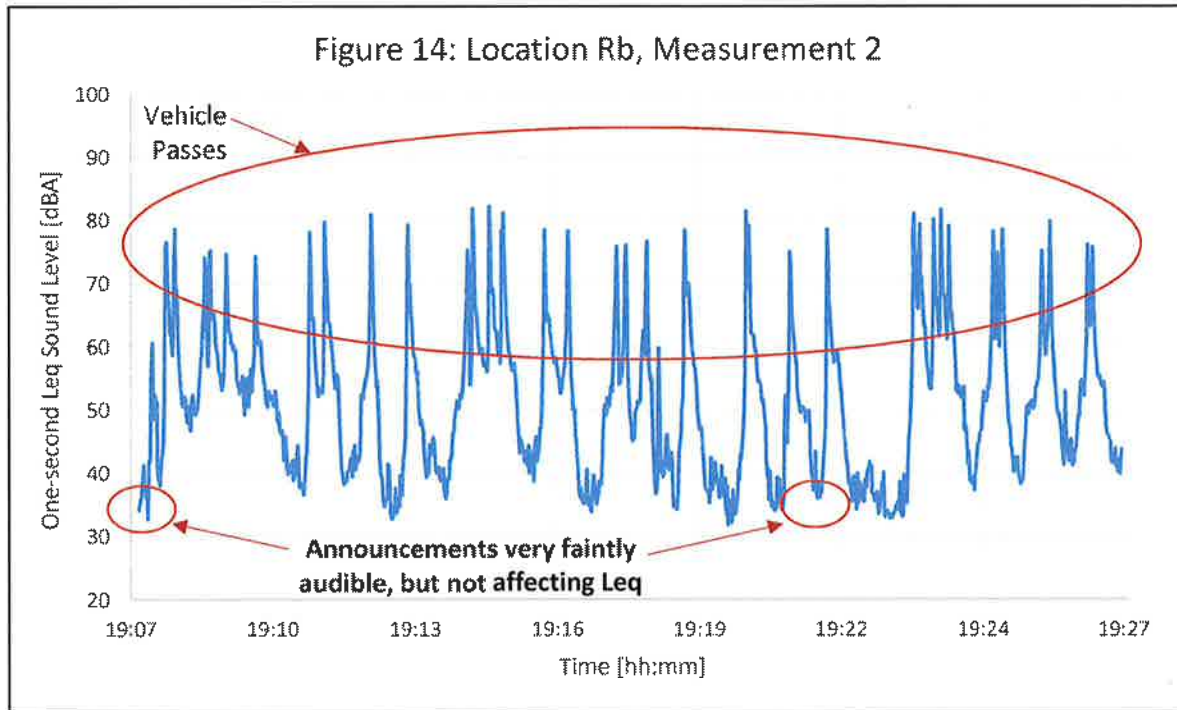
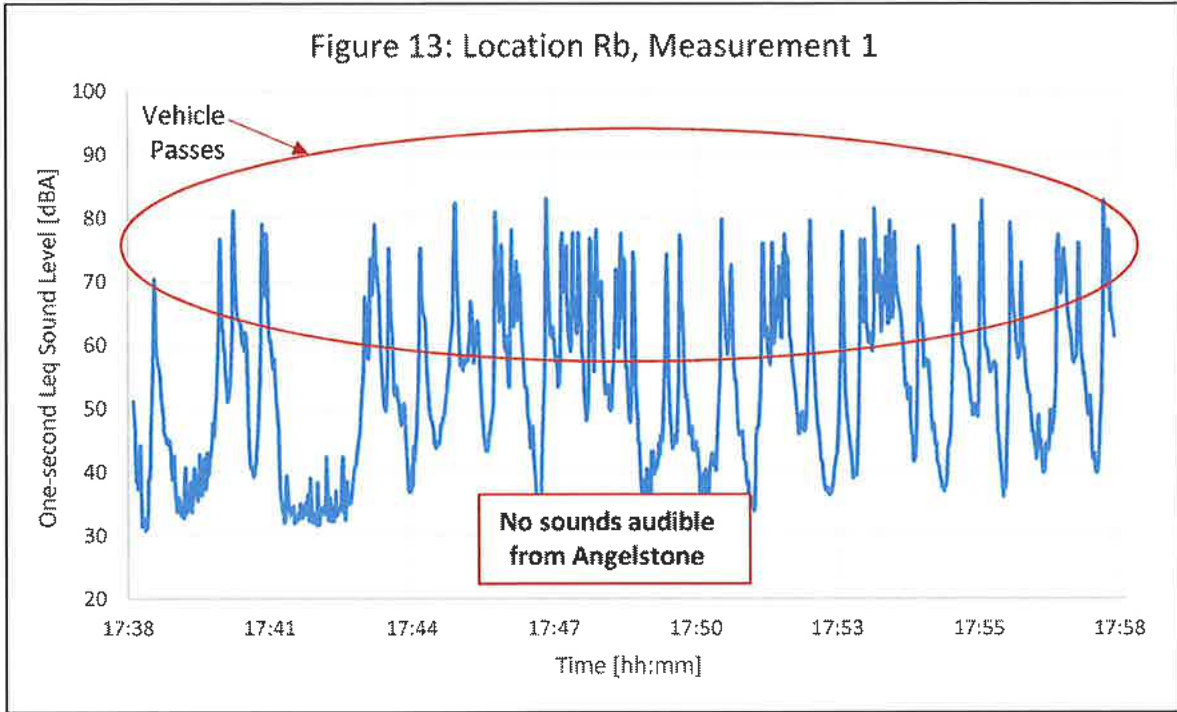


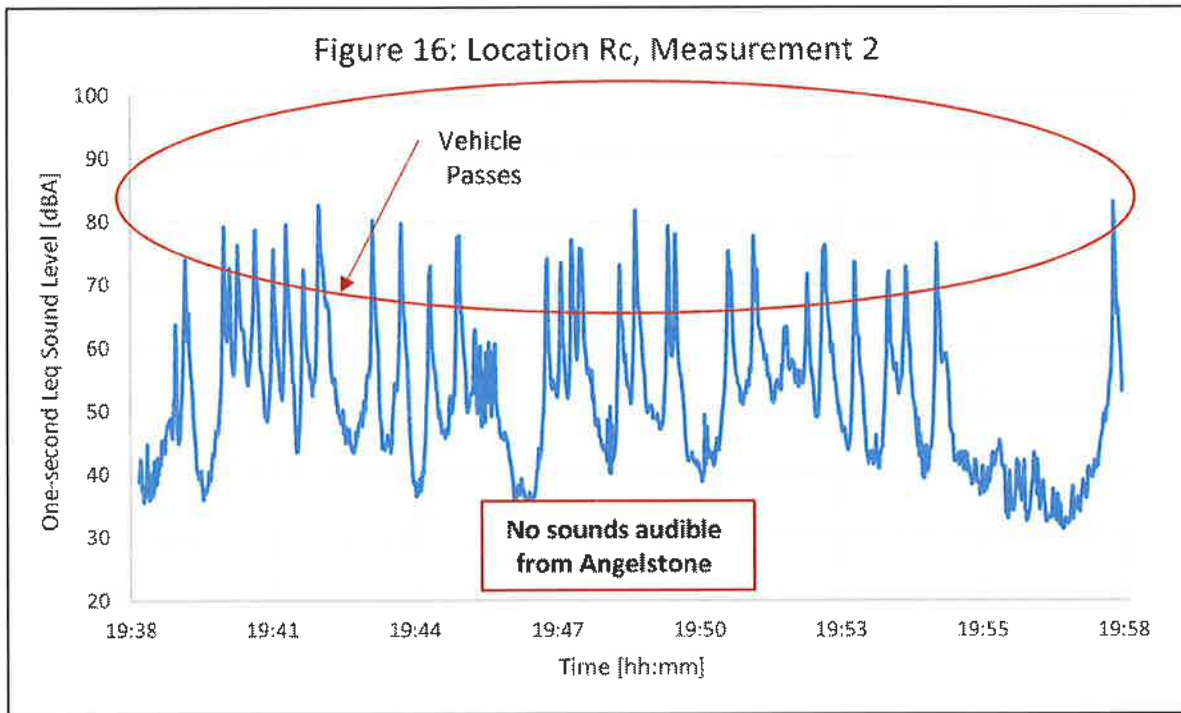
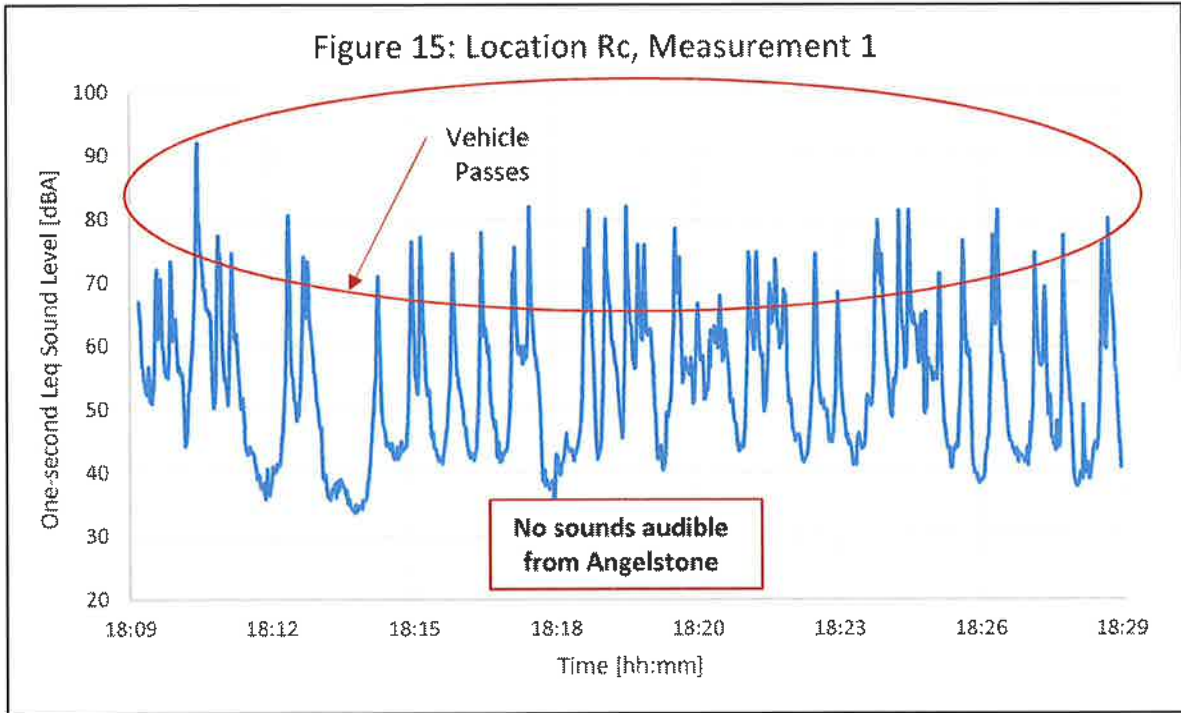












Gilbert Log #1 – June 14, 2016:

As per last year - continuing to keep a log of current disturbances. I got my book out in May.

The Town lawyer says I should address issues with you. He says that this will solve our problems more quickly. That's why I am writing this to you.

before May 9th - loud speakers

During the month of May lots of construction noise with no consideration of any time frames for hours of operation, for weekends or holidays.

Banging and crashing of equipment, Hi-Hoe operating - construction started, dump trucks, lawn mowers
People setting up equipment while construction happening

Particular note - Monday May 23rd (holiday) lots of noise - impossible to enjoy morning coffee on deck.
Too much construction, noise, voices

Your temporary fence is installed on our property. The Town lawyer told you about this yesterday. You emailed him back within the hour and said that it was in the same spot as last year. You said that I am just trying to find things to complain about. You need to go out and look at it, Kean. It is not in the same spot as last year. It is clearly on my property. I am attaching the pictures that my lawyer sent to the Town's lawyer. The fence isn't straight and veers and zig zags over our property. We had a survey done in 2013. It is attached. We talked about the survey and the fence with you at the meeting with the Town's lawyer last year. We said at that meeting that someone moved some of the survey sticks. One was put in the middle of our field? Remember when we told you and the Town lawyer that our fence is 2-4 feet in from the property line as we allowed this when your property used to be farmed so the farmer could get full use of the field. There are stakes still in the trees on the north side of the property but we do not know if the stakes bordering Anglestone, Woodleys and ours is still in place. We stay away from our property line because your owners yell things at us. Prior to the 'temporary' fence, your workers would run across the open field, urinate in our bush and then give us the finger if we said anything to them.

June 5 1 am - horse trailer speeding down the dirt road in front of our house. Loud. Then into Angelstone roaring around with lights everywhere. This is what we see from our backyard. The lights are on 24/7 as soon as the horses arrive. We call it our mini city next door. They stay on all night for your whole season. This is not something I expect next door to a farm.

Sun-Monday June 6th - before events starting - lights everywhere all night like a small city. Banging thumping 6 am in the morning

Event is supposed to start on Wednesday June 8th; however horses, campers and activities start well before this. I didn't get your new rules with your permits until last weekend. I see that the Town now permits this. I see other things have changed, too. You keep increasing your loungers - 2 lounges this year. Your competition hours are slightly longer. Last year, your amplified announcements or recorded music had to be "not audible" off-site. This year I see that it says below sound levels that are not normally audible at and do not cause a nuisance. I can hear your music when I walk my dog along the road in front of my house, Kean.

Tues June 7th - took pictures of temporary fence with is approximately 8-10 feet over on our property in places. 50`trailer parked against fence. I can't tell if this is on our property or not. What is this used for? I don't see it on your Site Plan.

Outhouse parked along fence - near back of temporary fence. You have a whole property line to locate this and you choose to put it right next to my property. This is very upsetting.

When walking in back field to take pictures on June 7, noticed rocks, No Trespassing signs laying on ground, pieces of plastic tarp and steel rods on our property.

June 8th am - before 6 am banging and crashing around (can hear with our doors closed) garbage blowing around in back yard

June 8th pm – some machinery running - could hear over the TV.
great big steel bins just behind fence

June 9th am - banging

11:03 am - loud speakers

11:55 am - banging you can feel thru the ground and into house `This is not a horse kicking stall`

12:40 pm - more loud speakers from different locations

3:15 pm- same

8 pm - loud speakers - different locations - could hear up and down the road

8:25 - music over loud speakers

thumping and banging, machinery running

June 10 - banging in the early morning

trucks with trailers roaring around in the middle of the night. I expect these are the horse trailers bringing in more horses for the Saturday event - again high speed down dirt road and then into Angelstone with lots of lights and noise.

10:30ish - speakers

6 pm - music, voices, speakers, machinery noise (Sharpe was planting across the road - but could still hear Angelstone in our back yard) As you know, Kean, we have put our house up for sale because of your events. We can't take this anymore. We had a showing that morning. I am waiting to hear back from our agent as to whether your event generated any comments from those looking at our house.

June 11 banging and thumping well before 7 am and continuing.

8:30 - speakers

11: speakers from rings

We plan to be away from house at times, just to avoid the stresses.

June 12 - before 6 am banging and noises

As all of this was going on, I was receiving emails from my lawyer, on the weekend, saying that your sound people wanted to come on my property to put up a sensor. I told her to say no and she did. I just couldn't deal with it. I couldn't understand why this request was coming during your event. I would have thought you would have this monitoring all set up already. I hadn't reviewed your permits yet because my lawyer had just received them from the Town lawyer on the weekend. I now see that your

permit says you are supposed to have it all set up to monitor the event. How did you monitor the 1st event if you didn't have the sensors up? I didn't understand any of this. So I said no.

And then, on Monday June 13 - 11:30 am – your sound company comes to my door wanting to come in to set up sensors. ``They knew the lawyer had said NO``. You say in your email to the Town lawyer that you felt it necessary to ask one more time? What – did you somehow think my answer would change? I don't understand that at all. We are so upset by this. I said no. That should have been the end of it.

You were to fix the drainage last year. The fix was to cap the pipe and cover it over, however the entire pipe line is still sitting on a bed of clear stone. It has been covered, but if sitting on clear stone, it still provides a conduit for the water to run and all lines eventually point to our property. It will still have an effect on our property. Our field has all new moss growing, because of the continual draining of water onto our place.

Gilbert Log #2 – June 22, 2016:

Thanks for fixing the fence. It does look much straighter and is lined up with the other 2 fences on your property. Do you know if all the steel posts were removed? Fred would like to finish cutting the grass, however he doesn't want to damage a tractor tire in the process.

In your last email, I wasn't totally sure about one of your comments - but I think it has to do with the privacy fence and our view. We can in fact see over the privacy fence. Our house's elevation is above the elevation of the fence and in addition our house is a raised model. The lights at night do in fact look like a city behind us. In the off season, it looks like a scrap yard from our sunroom. When you run the night events, the bright lights shine against all our windows on the back of our house.

The other comment was that you had horses, etc and they make noise. However, we live beside Woodley's for 365 days a year, and they have horses, cut their grass, have machinery compatible with a horse farm and we do not hear them during the year. However, your enterprise does in fact generate a lot of noise.

Log of activities

June 13th

constant din of noise all day

5pm - tried to enjoy a quiet time on the deck to be met with lots of noise - machinery, banging, voices - all at a disturbing level

8:30 still banging and crashing stuff around, voices carrying onto the road could hear all the way up and down the road

9:20 pounding something and felt the vibration through the floor in the sunroom continued until 10:30sh. Lots of lights

June 14th

6 am - the noise (banging) starts

constant noise all day

6:30pm tried to enjoy relaxing on deck - thumping, noise, motorized vehicles

8pm - could hear the noise on the road again

9:30 pm - lots of lights, thumping

June 15th - more of the same

June 16th

5:45 am - thumping and banging starting

5pm - no peace on the deck. General din of noise, equipment running, people yelling, dogs barking and something else thumping and banging

8 pm While walking the dog up the road (north), half way to Tannery driveway and all the way to Tannery's private drive - could hear the crowd and loud speakers and they were very loud. This indicates to me that you still do not have control over your sound system. It would just be the luck of the draw as to who gets the noise and when. The noise receptor was to the south of our property.

The noise continued and was quite disruptive at our house - horns honking, vehicles (dirt bikes??) operating, thumping, banging, screaming

We also noticed that this year, it is quite smelly - like going to the stock yards.

June 17th

6 am- banging starts again

during day - loud speakers and thumping/banging 5pm - loud voices, clapping, thumping

8:45 - again no peace to be had on the deck, voices, dogs, vehicles (carts/bikes??) generators all night??

June 18th

before 6 am banging and thumping

left by 7 am in the morning

7:30 pm crowd noise, dirt bikes, shouting and screaming

9:40 pm - music amplified

sounded like someone was using bin like a drum more screaming, dogs barking, dirt bikes music continued until 11 pm noise continued after music stopped - banging, thumping, screaming, shouting

June 19th

6 am - banging thumping and activity begins

8:30 am - some noise, voices, banging - sounded like bass of some music playing

8 pm - banging and crashing, voices equipment

June 19, 2016

To whom it may concern,

I am writing this letter to the Town of Erin (the Town) as a long time coach and trainer who has been supporting and continues to support Angelstone Tournaments (Angelstone) in Erin. I have been bringing my students with their mounts and ponies and horses that I own to Angelstone since its first horse shows. My students compete in the pony, hunter and jumper divisions. This week at “The Headwater Cup”, the pony I own, “HF Chester”, entry “518” was competing in the Large Pony Hunter Division.

Our farm and business is based in London, Ontario and I am grateful to have the Angelstone facility for our clients to compete at. In my opinion Angelstone is one of only two facilities offering a National level of competition in the Province of Ontario. It is important for my riders and their mounts to be exposed to this level of competition to grow and develop their skills and knowledge.

It is evident that one of the focuses of the Angelstone team is to provide a state-of-the-industry environment for their competitors. This is evident through the high quality facilities, jumps and program that they offer each week at their tournaments. Significant cost is associated with operating a horse show of this caliber. While short cuts could be taken in terms of facilities and experience, this is never the case at Angelstone. Extensive detail is paid to the experience of the exhibitor and the general public. The property lovely to attend and compete at and a benefit to the surrounding community.

Angelstone works diligently to bring the sport of show jumping to the general public. They encourage the community to come and enjoy the horse show. This opportunity is provided free of cost which is unique in comparison to other sports at this level (national and international competitors).

Not only does Angelstone play a significant role in the health and sustainability of the horse show industry throughout Ontario and Canada they also attract competitors from the United States. The draw of entries to Angelstone I can only anticipate brings financial benefit to the local communities, with hundreds of entries at each tournament and many support individuals accompanying each entry.

Please contact me if you have any questions about this letter. You can reach me by email or at 519-872-0264.

Sincerely,

Judy Henderson, Equine Canada II Coach

Henderson Farm

June 19, 2016

To whom it may concern,

I am competing this week with "Summerhill", entry 252 at the Headwaters Cup in the Low Adult Hunter division. I have competed at Angelstone for several years, in a variety of divisions, including Adult Amateur Hunter, Amateur Owner Hunter and Jr/Am Jumper.

I am always impressed by the speed in which the Angelstone team has been able to create their facility, which attracts competitors from Canada and the United States. Creating such a facility is a tremendous endeavor and it is evident that Angelstone is focused on continuing to support the horse industry and local community through the development of their property.

I enjoy the quality of fences, competition and schooling rings that have the opportunity to enjoy at Angelstone with my horses. A very comfortable environment has also been created for the viewing of the competitions, both for competitors and participants and the public.

I have not experienced a horse show in our Ontario circuit that is as inviting or encouraging for the participation of the public.

You can reach me at 519-440-9167 if you have any questions.

Sincerely,

Kendall Durst, B.Sc.Agr.

June 19, 2016

To whom it may concern,

My horse, Sandman, entry 247 was competing this week in the 1.20 Jr/Am Jumper division and has been competing at Angelstone for many years, with his riders, Jackie and Vimy Henderson, my daughters.

As an owner, I have always enjoyed the opportunity to have my horses compete at Angelstone. I am an equine veterinarian, with a practice in London, Ontario "Henderson Equine Services". Angelstone brings one of only a couple facilities to the horse industry in Ontario that provide a national and international level of competition. Riders have the opportunity to compete against individuals from across North America.

I am always impressed by the efforts that Angelstone makes to involve the community and owners. The facility is inviting and very comfortable for all to attend. Significant infrastructure is in place both for viewing competitions and providing comfort to the equine athletes.

While continually improving the horse show experience for the competitors and owners, it is evident that Angelstone is also dedicated to minimizing the impact on the surrounding residents. I have noticed the construction of various fencing around the property to provide privacy for the adjacent land owners. As well, Angelstone utilizes an online horse show tracking system, "ShowGroundsLive" which is a benefit to horse show participants and surrounding properties. The system allows competitors and owners to track the progress around the facility in real time. This is a great tool for owners to stay up to date on the performance of their horses. The implementation of this system also eliminates the need for loud broadcasts throughout the property, as is conventionally the procedure. Finally, Angelstone is continually modifying their schedule and events to provide entertainment and opportunities for the community and competitors in a safe and family friendly environment.

If you have any questions about this letter, please do not hesitate to contact me at 519-319-3274.

Sincerely,

Stan Henderson, DVM

Henderson Equine Services

June 19, 2016

To whom it may concern,

I am writing this letter to the Town of Erin (the Town) to share my support of Angelstone Tournaments (Angelstone) at 8720 Wellington RD #50 Erin and highlight the significant efforts that the organizing team has made in the past and continues to carry out. I have been competing at Angelstone for more than five years. I currently compete in the jumper divisions and have previously competed in the hunter divisions as well. At “The Headwater Cup” this week I am competing with my 1.10 m Jr/Am Jumper, Persistence, entry “246”.

Over the time that I have been attending horse shows at Angelstone I have witnessed significant improvements and enhancements to the facility and operation of the tournaments. The tournaments have grown in size, providing only one of two venues of this caliber in Ontario. As a horse show competitor and resident of Guelph, I feel that we are fortunate to have competitions and a facility of this caliber in our community and province.

I have observed the actions that Angelstone has taken to create a high class horse show venue while being mindful of the surrounding properties. Since we started competing at Angelstone a variety of fencing has been constructed around the property to reduce the impact on the neighbours and prohibit exhibitors from accidentally trespassing. An aesthetically pleasing permanent fence has been constructed on the north west edge of the property and substantial portable fencing is in place on the south west side.

An innovative technology, “ShowGroundsLive”, has been integrated into the operation of the horse show. This website and app operates in real time, allowing competitors throughout the property to stay informed of the activity happening throughout the show grounds, without having to use a loud speaker system. Conventionally, loud announcements would be broadcast over speakers throughout the property, but with the implementation of “ShowGroundsLive” the need for this has been eliminated.

I am extremely impressed with the efforts that Angelstone makes to bring the sport of show jumping to the general public. I have participated in hundreds of horse shows and aside from the Royal Agricultural Winter Fair in Toronto each fall, I have not experienced the same community involvement as occurs at Angelstone. Not only do they encourage the community to come and enjoy the horse show, they provide this entertainment free of cost, in comparison to other sporting events that you almost inevitably have to purchase tickets for (hockey, soccer and basketball games as examples). The community is invited to come and enjoy the lovely rural property, agriculture and environment that Angelstone has developed.

Please do not hesitate to contact me should you have any questions about the information provided in this letter or from a competitor in general.

Sincerely,

A handwritten signature in blue ink that reads "Vimy Henderson". The signature is written in a cursive style with a large, looped initial "V".

Vimy Henderson, Ph.D., P.Eng.

Horse Show Competitor



PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

DATE: July 12, 2016
TO: Derek McCaughan, Interim CAO
 Town of Erin
FROM: Elizabeth Martelluzzi, Junior Planner
 County of Wellington
SUBJECT: **AMENDING BY-LAW D14 Z16-02 Brown
 Zoning By-law Amendment
 To permit a garden suite
 5050 First Line (Part Lot 4, Concession 1), Erin**
ATTACHMENTS: Draft Amending By-law

SUMMARY

This proposal is to amend the Zoning By-law to allow for the temporary use of a garden suite on the subject lands. The proposal is consistent with the Provincial Policy Statement and generally conforms to the Town of Erin and County of Wellington Official Plans.

There were no public or agency concerns raised during the circulation or at the public meeting. If the amending by-law is approved by Council, notification should be provided in accordance with the Planning Act.

Thank you for your request to prepare a Draft Amending By-law for the above-noted application. In our comments of June 21, 2016 we provided a policy review for Council's consideration. This report offers our planning opinion and draft amending by-law.

PROPOSAL

The purpose of the amendment is to permit the temporary use of a garden suite on the subject lands.

CONSULTATION

A public meeting was held on June 21, 2016. No members of the public spoke or expressed interest in the proposed zoning by-law amendment. There were no agency concerns.

DRAFT AMENDING BY-LAW

We have attached a draft amending by-law for Council's review which would apply a site specific provision (A-145) to the property, which states:

"Notwithstanding the provisions of the Agricultural (A) Zone or any other provisions in By-law 07-67 to the contrary, the land zoned A-146(T) on Schedule 'A' may also be permitted one garden suite subject to the following special provisions:

- a) The garden suite is permitted to be located in front of the main building.
- b) The floor area of the garden suite is not to exceed 99 m² (1,065 ft²).

- c) That pursuant to Section 39(3) of the Planning Act, R.S.O. 1990, c.P.13 as amended, the garden suite is permitted until _____, 2036.

All other provisions of By-law 07-67 shall apply as applicable.”

PLANNING OPINION

In our opinion, the proposed rezoning to provide for the temporary use of a garden suite is consistent with the Provincial Policy Statement and generally conforms to the Provincial Growth Plan and the County Official Plan.

NEXT STEPS

If the amending by-law is approved by Council, notification should be provided in accordance with the Planning Act.

Respectfully submitted
County of Wellington Planning and Development Department



Elizabeth Martelluzzi, B.URPI
Junior Planner

ZONING BY-LAW AMENDMENT

for

Bruce and Victoria Brown
5050 First Line
Part Lot 4, Concession 1
Town of Erin

Application D14 Z16-02

Prepared by the

County of Wellington
Planning and Development Department

July 12, 2016

**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 – 5050 First Line, Part Lot 4, Concession 1, Town of Erin - Brown.

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 Part Lot 4, Concession 1, Town of Erin, from the current Agricultural 'A' Zone to the **AGRICULTURAL SITE-SPECIFIC TEMPORARY 'A-146(T)' 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-145 Brown By-law 16-____ 5050 First 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-146(T) on Schedule 'A' may also be permitted one garden suite subject to the following special provisions:</p> <ul style="list-style-type: none"> a) The garden suite is permitted to be located in front of the main building b) The floor area of the garden suite is not to exceed 99m² (1,065ft²) c) That pursuant to Section 39(3) of the Planning Act, R.S.O. 1990, c.P.13 as amended, the garden suite is permitted until _____. <p>All other provisions of By-law 07-67 shall apply as applicable.</p>
--	--

3. That the subject land as shown 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.

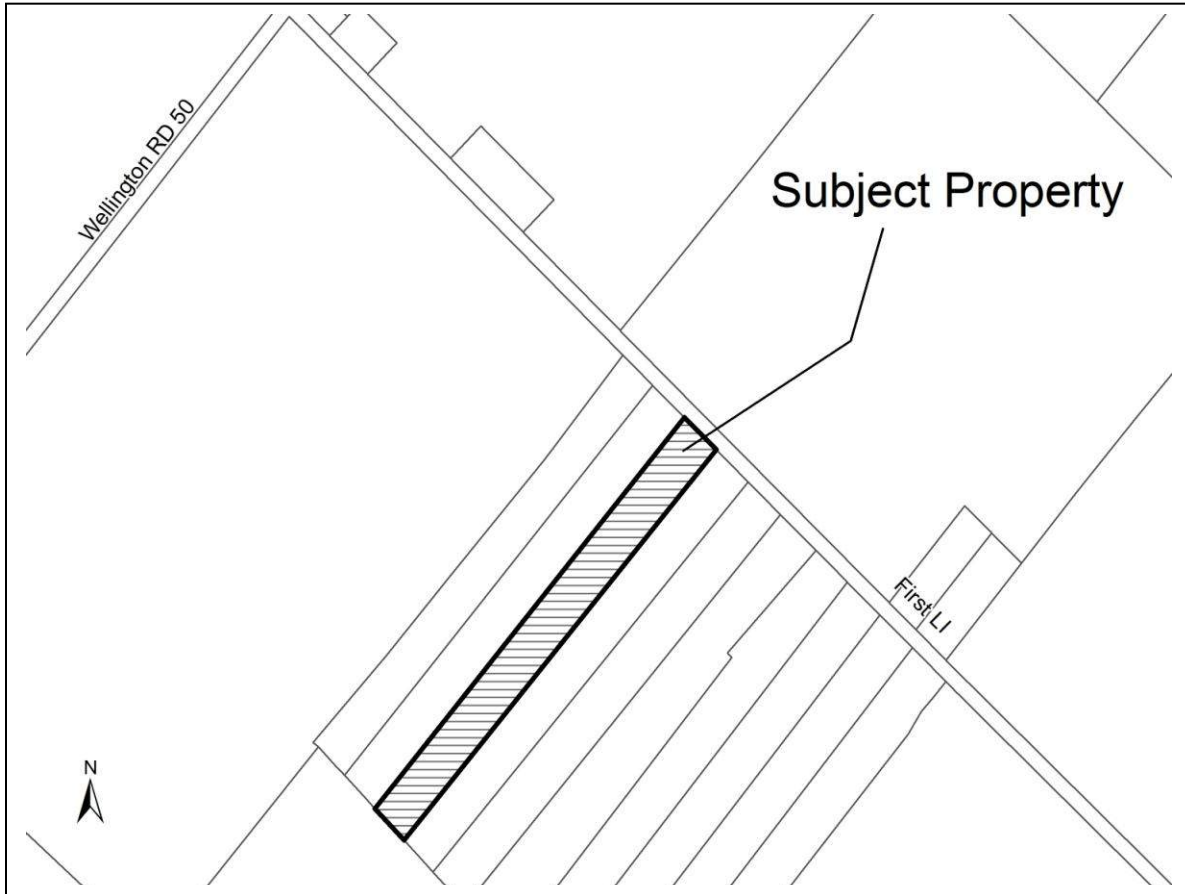
Passed on July 12, 2016

Mayor

Clerk

The Corporation of the Town of Erin

BY-LAW NO. 16-
SCHEDULE "A"



Highlighted area to be rezoned by "A" Zone to "A-146(T)" Zone

EXPLANATION OF BY-LAW NO. 16-

By-law Number 16- amends the Town of Erin Zoning By-law 07-67 by rezoning Part of Lot 4, Concession 1, municipally known as 5050 First Line, from Agricultural (A) to AGRICULTURAL SITE SPECIFIC TEMPORARY (A-146(T)) Zone, to permit the establishment of a "Garden Suite" as shown on Schedule "A" of this By-law.

The subject property is 4.1 ha (10.2ac) and is occupied by a single detached dwelling, horse barn and accessory building. The proposed garden suite is to be located in proximity to the main residence on the property.

A garden suite is a permitted use within the Secondary Agricultural designation in the County Official Plan. The proposed development will be subject to the establishment of a development agreement between the land owner and the Township.



PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

DATE: July 5, 2016
TO: Derek McCaughan, Interim Town Manger/ CAO
 Town of Erin
FROM: Jameson Pickard, Planner, County of Wellington
SUBJECT: **Town of Erin Official Plan Amendment (No. 7)
 Community Improvement Policy update**

BACKGROUND

Town Council and the Erin Economic Development Committee have been working to improve the economic environment in the Town of Erin. Their work with the community, local businesses and associations culminated in the development of the “Town of Erin 2015-2018 Economic Development Action Plan” in which several goals and actions were established to help the Town in attracting and retaining a labour force and businesses that will secure a strong economic future.

One of the actions identified in the Economic Development Action Plan was to establish a Community Improvement Plan which would enable Council to plan for and respond to community improvement and economic development opportunities.

On May 17th, 2016 Council passed resolution 16-210 which directed Staff to prepare an Official Plan Amendment which would allow for the preparation of a new Community Improvement Plan for the Town.

PLANNING ACT

Community Improvement planning and the ability for Local municipalities to establish Community Improvement Plans is dealt with specifically in Section 28 of the *Planning Act*. Under this section municipalities are permitted to designate a part of or the entire area of a municipality as a ‘Community Improvement Project Area’ where Council is of the opinion that it is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environment, social or community economic development reasons. Within a designated Community Improvement Project Area, a Council can develop a Community Improvement Plan outlining improvements for the Community Improvement Project Area. In 2007, changes to the *Planning Act* took effect which broadened the matters that Local Community Improvement Plans may address to include:

- Remediation of brownfields;
- Improving the energy efficiency of buildings;
- Providing affordable housing; and
- The ability to deal with environmental, social or community economic development reasons

PURPOSE OF THE OFFICIAL PLAN AMENDMENT

The purpose of the Official Plan Amendment is to update the Community Improvement policies in the Town Official Plan.

The proposed amendment would replace the current Community Improvement policies in the Town's Official Plan with a policy framework that reflects the new provisions of the *Planning Act* as discussed above.

The Town Official Plan also shows 'Community Improvement Areas' that were previously identified in the Village of Erin and Hillsburgh (Schedules 'A-2' & 'A-3'). It is recommended that these boundaries be removed from the land use schedules as there is no requirement in the *Planning Act* that requires Community Improvement Project Area's to be identified in the Official Plan. Community Improvement Project Areas will be established by Council By-law and will be shown in the Community improvement Plan.

County of Wellington Official Plan

The County of Wellington recently amended its Community Improvement policies in its Official Plan through Official Plan Amendment (OPA) 96. This amendment updated the County Plan in accordance with the changes to the *Planning Act* and specifically updated the Official Plan policies to provide the County with the legal ability to participate financially in local Community Improvement Plans. OPA 96 came into effect on February 25th, 2016.

CONCLUSION

Based on the above we are of the opinion that the proposed amendment would bring the Town's Community Improvement Policies up to date with the latest provisions in the *Planning Act* and allow future Community improvement Plans to take full advantage of the range of matters the *Planning Act* affords municipalities. We are of the opinion that Official Plan Amendment No. 7 is ready to proceed to its required statutory Public Meeting.

Accordingly, we recommend the following:

- i) That Council receive this Planning Report; and
- ii) That Council direct staff to hold a public meeting(s) at the appropriate time(s).

Respectfully submitted
County of Wellington Planning and Development Department



Jameson Pickard, B. URPL
Planner

AMENDMENT NUMBER 7
TO THE TOWN OF ERIN OFFICIAL PLAN

July 12, 2016
Circulation Draft

TOWN OF ERIN
GENERAL AMENDMENT
(Community Improvement)

Amendment No. 7 to the Town of Erin Official Plan

INDEX

PART A – THE PREAMBLE

The Preamble provides an explanation of Amendment No.7 to the Official Plan for the Town of Erin, including purpose, location and background information, but does not form part of this amendment.

PART B – THE AMENDMENT

The Amendment consisting of text and schedules describes the proposed changes to the Town of Erin Official Plan and constitutes Official Plan Amendment No. 7.

PART C- THE APPENDICES

The appendices, if included herein, provide information related to the Amendment, but do not constitute part of the amendment.

Part A - The Preamble

PURPOSE

The purpose of this amendment is to update the Town of Erin Official Plan on Community Improvement policies.

LOCATION

The proposed amendment applies to the entire Town.

BASIS

As there have been a number of changes to the *Planning Act*, the Official Plan policies should be updated to:

- Broaden the matters that may be considered in identifying community improvement project areas to include remediation of brownfields, improving the energy efficiency of buildings, and providing affordable housing; and
- Update terminology and make housekeeping changes resulting from the above changes.

The Official Plan also shows Community Improvement Areas that have been previously identified (shown in Appendix 'A'). There is no requirement in the *Planning Act* for community improvement project areas to be shown in Official Plans, or for their boundaries to conform with the Official Plan. Therefore,

- The community Improvement Area boundaries shown in Appendix A are to be removed through this amendment.

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this amendment shall be in accordance with the relevant policies of the Town of Erin Official Plan.

PART B – THE AMENDMENT

All of this part of the document entitled Part B – The Amendment, consisting of the following text constitutes Amendment No.7 to the Town of Erin Official Plan.

DETAILS OF THE AMENDMENT

The Official Plan of the Town of Erin is hereby amended as follows:

1. THAT Schedule ‘A-2’ and ‘A-3’ be amended by removing the Community Improvement Area boundaries.
2. THAT Section 3.4 be deleted in its entirety and replaced with the following:

“3.4 COMMUNITY IMPROVEMENT

For the purpose this section:

“Community Improvement” means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other use, buildings structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary.

“Community Improvement Plan” means a plan for the community improvement of a community improvement project area.

“Community Improvement Project Area” means a municipality or an area within a municipality, the community improvement of which in the opinion of Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reasons.

3.4.1 Introduction

The Community Improvement provisions of the *Planning Act* provide for and co-ordinate comprehensive improvements in identified areas of a community. Community improvement policies are intended to provide a planning mechanism for improvements, access to cost sharing programs and encouragement for private investment.

Under the *Planning Act*, Council may by by-law, designate “Community Improvement Project Areas” within which the Town of Erin may acquire land,

prepare Community Improvement Plans and undertake various community improvement initiatives and works to implement those plans, including the provision of grants and loans to private landowners.

3.4.2 Objectives

Community Improvement Policies are intended to accomplish the following objectives:

- a) promote the long term stability and viability of identified Community Improvement Project Areas by reducing land use conflicts and upgrading municipal services;
- b) encourage coordinated municipal expenditures, planning and development activities within identified Community Improvement Project Areas;
- c) stimulate the maintenance and renewal of private property;
- d) enhance the visual quality of the community; and
- e) foster local economic growth.

3.4.3 Identifying Areas

Council shall consider the following criteria in the designation of Community Improvement Project Areas:

- a) a significant portion of the housing stock and other buildings are in need of maintenance, rehabilitation or redevelopment;
- b) municipal services including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities are inadequate and in need of repair;
- c) the supply of public open space or recreation facilities is deficient;
- d) there are conflicting land uses in the area;
- e) within commercial areas, deterioration in the appearance of building facades, inadequate parking facilities or inadequate pedestrian access;
- f) a significant portion of the buildings are considered heritage resources;
- g) there is a need to remediate brownfields, improve the energy efficiency of buildings, or provide affordable housing; or
- h) there are other environmental, social or community development reasons that have been identified by a Council.

On the basis of the criteria above, Council may, by by-law, designate 'Community Improvement Project Areas', the boundaries of which may be the entire municipality or part of the municipality. These areas will be eligible for 'Community Improvement' as defined by the *Planning Act*.

3.4.4 Implementation

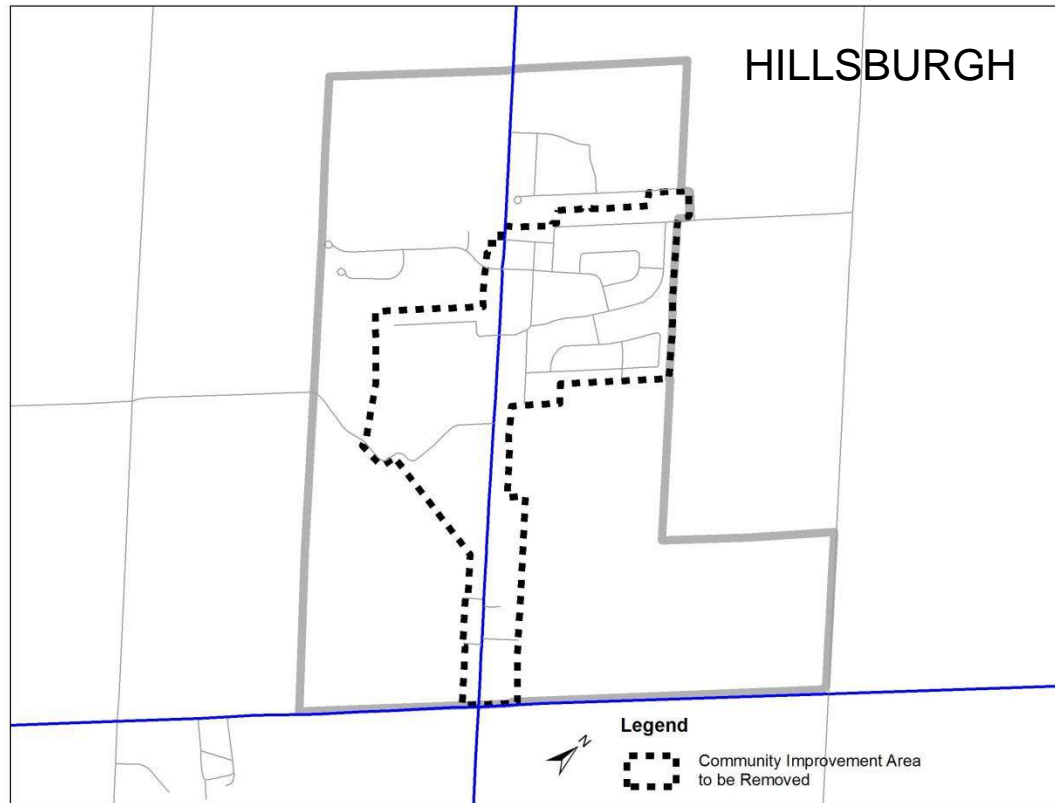
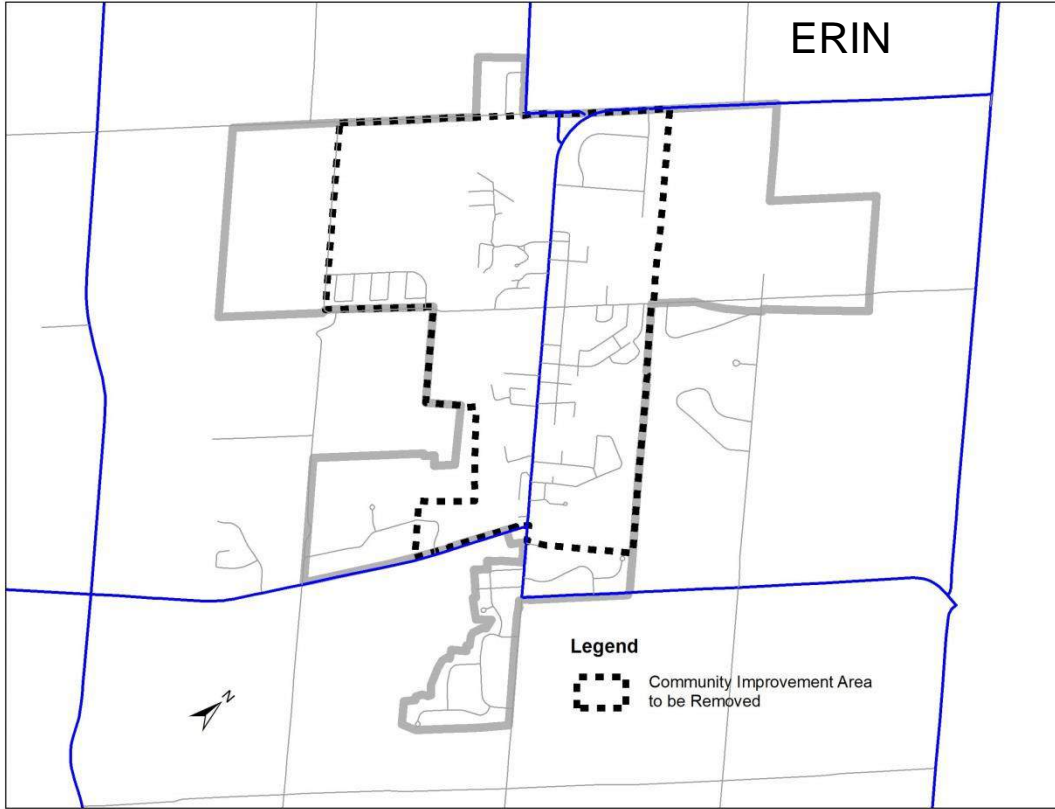
In order to accomplish the community improvement objectives set out in the Plan, Council may:

- a) Prepare, adopt and implement a Community Improvement Plan(s) within a designated Community Improvement Project Area(s), pursuant to the *Planning Act* and the community improvement policies set out in this Plan;
- b) Provide public funds such as grants, loans and other financial instruments;
- c) take advantage of federal, provincial or County funding programs which would benefit the community;
- d) prepare and adopt a property standards by-law;
- e) co-operate with groups and organizations whose objectives include community improvement;
- f) undertake other municipal actions, programs or investments for the purpose of achieving the community improvement objectives identified in Section 3.4.2.”

PART C - THE APPENDIX

COMMUNITY IMPROVEMENT AREA BOUNDARIES

TO BE REMOVED FROM SCHEDULE 'A-2' and 'A-3'.





Staff Report

Report #: BD2016-21

Date: July-12-16

Submitted By: Jessica Wilton – Building and Planning Assistant

Subject: Demolition Report – 9358 Halton-Erin Townline, Concession 7, Part Lot 1

Recommendations:

Be it resolved that Council hereby receives Building Department Demolition Report, dated July 12, 2016, regarding the application for demolition permit to demolish a single residential dwelling located at 9358 Halton-Erin Townline, Town of Erin, Assessment Roll No. 23 16 000 002 06500 0000;

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

Background:

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

Proposed Demolition:

The owner has applied for a demolition permit to demolish and remove the Single Dwelling Residential. The Building Department has received an application to construct a replacement house and septic on the property.

Information:

The demolition permit application was received June 17, 2016.

Property Information:

Owner: Concetta Sonsogno, Salvatore and Franca Pignataro
 Legal Description: Concession 7, Part Lot1

Assessment Roll No.: 23 16 000 002 06500 0000

Zoned: Agricultural (A) and Rural Environmental Protection (EP2) Zone

Financial Impact:

None

Consultation:

Council

Communications Plan:

Through regular council meeting

Conclusion:

The Building Department has no objection to the demolition application.

Appendices:

Appendix I – Site plan showing houses to be demolished

Appendix II –photos of houses proposed to be demolished

Appendix I – Site plan showing houses to be demolished



Appendix II –photos of house one proposed to be demolished

Front Elevation



Side 1 Elevation



Side 2 Elevation





Staff Report

Report #: BD2016-20

Date: July-12-16

Submitted By: Jessica Wilton –Building and Planning Assistant

Subject: Part Lot 10, Concession 7 Entrance for proposed severance B120/15

Recommendations:

Be it resolved that Council hereby receives Building and Planning Department Report, dated July 12, 2016, regarding the delegation to Council on June 21 for severance application B120/16 entrance approval, 9330 Sideroad 9, Town of Erin, Assessment Roll No. 23 16 000 004 00620 0000

And that

A) Council supports staff position, and does not approve this entrance condition for severance application B120/16.

or

B) Council approves the entrance condition for severance application B120/16 with the following conditions:

Background:

A delegation to Council was made on June 21, 2016 for Council to approve a severance condition placed on the application that was previously denied by town staff. The proposed entrance did not meet the entrance by-law #10-47 and the merged driveway was not a full solution to the condition. See attached full set of conditions for the proposed severance off of 9330 Sideroad 9.

Information:

The delegation is proposing a shared entrance between the two properties because there was no acceptable entrance on the initial severance application. The current entrance by-law was updated in 2010 and the existing driveway is pre-existing this 2010 by-law. Town staff has discussed the proposed shared entrance at our technical meeting and decided that with

an existing driveway that does not meet the current by-law, staff does not want to add additional traffic to this entrance.

Property Information:

Owner: Glenn Pattison and Robin Williamson
Legal Description: Concession 7, East Part Lot 10
Assessment Roll No.: 23 16 000 004 00620 0000
Official Plan Designation: Secondary Agricultural
Zoned: Agricultural (A) Zone

Financial Impact:

None

Consultation:

Technical Staff meetings including – Roads Foreman (Dave Knight), Chief Administrative Officer (Kathryn Ironmonger), Triton Engineering, Chief Building Official (Carol House), Road Superintendent (Greg Delfosse) and Interim Chief Administrative Officer (Derek McCaughan).

Communications Plan:

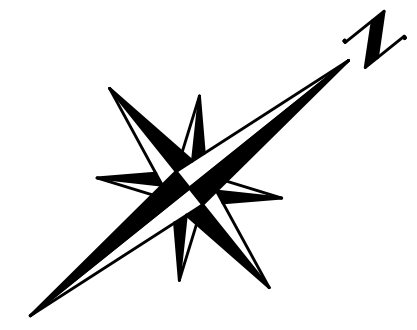
Through regular council meeting

Conclusion:

In conclusion, Town staff have discussed that this is creating an unsafe entrance, and if the existing driveway does not meet our current by-law there should not be extra traffic coming from a driveway. The reason for the conditions on a proposed severance is to ensure that the new lot being created can be developed and in order to be developed there needs to be an adequate entrance available on the lot.

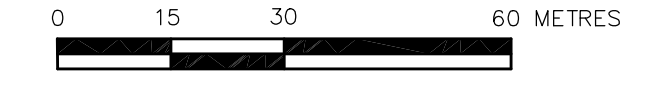
Appendices:

Appendix I – Site plan showing proposed severance
Appendix II –Comments from the Town sent to the County on January 18, 2016

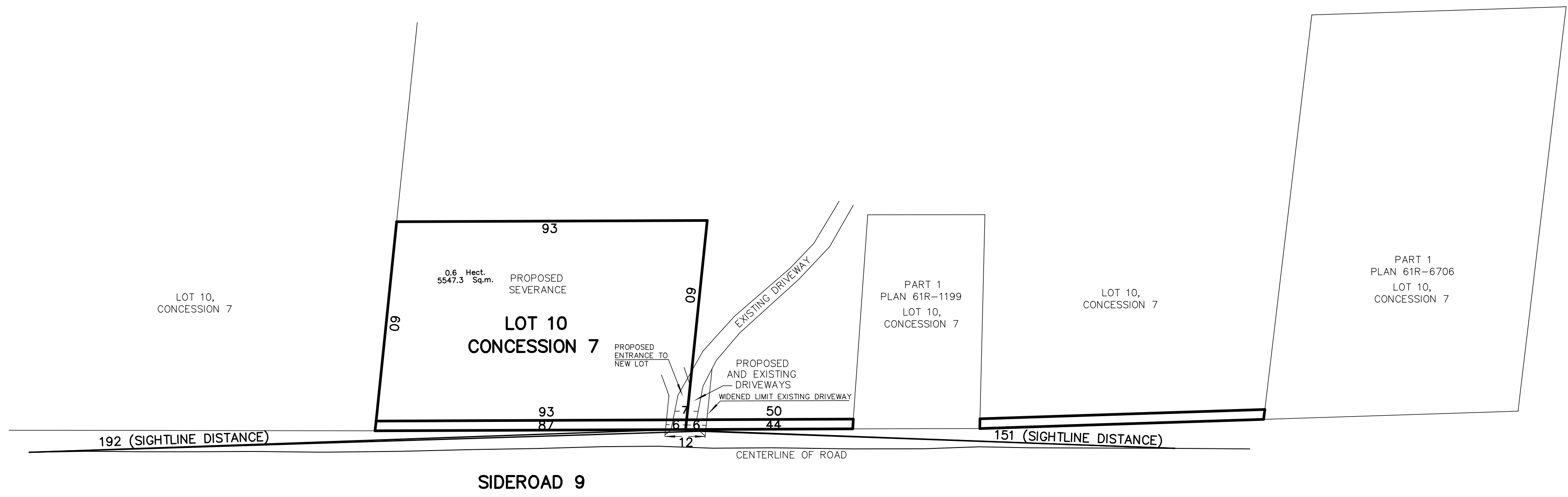


SKETCH FOR ENTRANCE PERMIT PART OF LOT 10, CONCESSION 7 TOWN OF ERIN COUNTY OF WELLINGTON

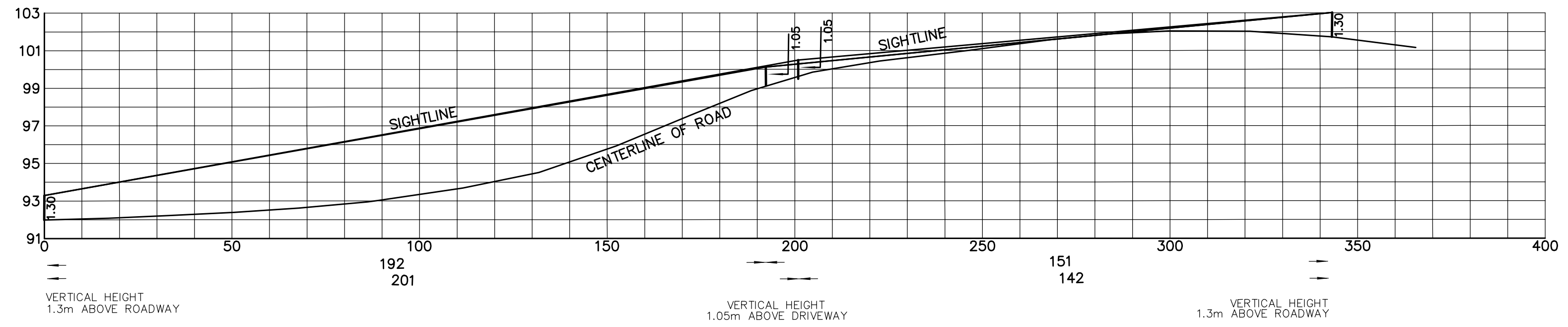
J. R. FINNIE O.L.S.
SCALE: 1:1000 METRIC



METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO IMPERIAL BY DIVIDING BY 0.3048.



VERTICAL REPRESENTATION OF SIGHTLINES
VERTICAL SCALE IS MULTIPLIED BY 5 TO CLEARLY SHOW DATA



CAUTION
THIS IS NOT A PLAN OF SURVEY AND SHALL ONLY BE USED FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

NOTES
INFORMATION ON THIS PLAN HAS BEEN COMPILED FROM REGISTRY OFFICE INFORMATION AND FIELD SURVEY

EXISTING DRIVEWAY TO BE DIVIDED IN TWO, AND 2.5 METRES ADDED TO EACH SIDE TO CREATE TWO NEW DRIVEWAYS

CLIENT: ROBIN WILLIAMSON & GLENN PATTISON

J. R. FINNIE
ONTARIO LAND SURVEYOR
BOX 31, ERIN ON NOB 1TO
PH (519) 833-2380 FAX (519) 833-0208
EMAIL: rfinnie@jrfinnie.com
www.jrfinnie.com

County of Wellington Planning & Land Division Committee
 Deborah Turchet, Secretary-Treasurer
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

RECEIVED
 FEB 25 2016
 TOWN OF ERIN

February 16, 2016

EXPLANATION OF APPEAL PROCEDURES

DEAR SIR or MADAM:

Attached is a **Notice of Initial Decision on Application for Consent B120/15** pursuant to the provisions of the Ontario Planning Act.

The Decision of the County of Wellington Planning and Land Division Committee, and/or the Conditions of Approval for the provisional consent **may be appealed to the Ontario Municipal Board not later than 20 days after the giving of Notice of Decision is completed**, by filing with the Secretary-treasurer of the County of Wellington Planning and Land Division Committee at the above address a **written notice** of your desire to appeal the Decision and/or a **written notice** of your desire to appeal a Condition(s) of Approval imposed in the Decision. **Such notice will require reasons to be set out in writing of your appeal, and must be accompanied with a fee of \$ 125.00, as prescribed by the Ontario Municipal Board Act.** Certified Cheque, or money orders should be made payable to the **Minister of Finance of Ontario**.

If a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made a written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent then the Ontario Municipal Board may dismiss the appeal.

Also, the Ontario Municipal Board may, where it is of the opinion that the reasons in support of an appeal are insufficient, dismiss the appeal without a full hearing; but, before so dismissing an appeal, shall notify the appellant and afford him or her an opportunity to make representation as to the merits of the appeal.

The Ontario Municipal Board, when it is holding a hearing, will give notice to such agencies or persons and in such manner as the Board may determine, and in this appeal hearing, may make any decision that could have been made on the original application.

If the Decision of the County of Wellington Planning and Land Division Committee is to give provisional consent on the above-numbered application, and no appeals are filed within the time period allowed, the Consent shall be given, **except that where conditions of approval have been imposed, the Consent shall not be given until** the conditions of approval have been fulfilled to the satisfaction of the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee.

Subject to any action taken under Subsection 53(23), the Applicant(s) has a **period of ONE YEAR FROM the GIVING of NOTICE of DECISION to fulfill all the Conditions of Approval in respect of the consent. If the Applicant(s) has not fulfilled all the conditions, the Consent on the application shall thereupon be Deemed to be Refused, pursuant to Subsection 53(41) of the Ontario Planning Act.**

ADDITIONAL INFORMATION regarding this application for consent and this decision of the County of Wellington Planning and Land Division Committee is available for inspection at the County of Wellington Planning and Land Division office at 74 Woolwich Street, Guelph, Ontario, during regular business hours, Monday through Friday. Phone – 519 837 2600 x2160 or x2170; Fax – 519 837 3875

MAILED TO:

APPLICANT – Glenn Pattison & Robin Williamson AGENT – Rod Finnie MUNICIPALITY - Erin

COUNTY PLANNING DEPARTMENT BELL CANADA

GRAND RIVER CONSERVATION AUTHORITY REGIONAL ASSESSMENT OFFICE

COUNTY of WELLINGTON PLANNING & LAND DIVISION COMMITTEE
 Wellington County Administration Centre
 74 Woolwich Street Guelph, Ontario N1H 3T9

ONTARIO PLANNING ACT, Section 53(14)

NOTICE of DECISION

On Application B120/15

APPLICANT:

Glenn Pattison & Robin Williamson
 9330 Sideroad 9
 Acton ON L7J 2L8

LOCATION of SUBJECT LANDS:

TOWN OF ERIN
 Part Lot 10
 Concession 7

The Planning and Land Division Committee, considering all of the evidence presented, and being assured that it had jurisdiction to consider the matter which was submitted to it, concludes that:

In the matter of an application by Glenn Pattison & Robin Williamson pursuant to Section 53 of the Planning Act, R. S. O. 1990 as amended for consent to convey land for rural residential use, being Part of Lot 10, Concession 7, Town of Erin, **PROVISIONAL CONSENT IS GRANTED SUBJECT TO THE FULFILMENT OF NINE CONDITIONS OF APPROVAL.** The Planning and Land Division Committee has the opinion that a plan of subdivision of the subject lands is not necessary for the proper and orderly development of the municipality for this proposal; that the proposal satisfies generally the intent of the criteria of Section 51, subsection 24 of the Planning Act, R.S.O. 1990 as amended; and that the proposal is consistent with the intent and policies of the Provincial Policy Statement; and that it conforms generally to the intent and policies of the County's and Local Municipality's official plans; and, further, that the proposal represents compatible development, good planning and does not offend the public interest.

FINAL CONSENT IS DEEMED TO BE GIVEN when the Secretary-Treasurer of the Planning and Land Division Committee has received written proof that all of the conditions of approval have been fulfilled within the prescribed period of time.

THE PLANNING AND LAND DIVISION COMMITTEE ADVISES THE APPLICANT that all of the conditions of approval for this provisional consent must be fulfilled within a period of one year after written notice of this decision was given or consent shall be deemed to be refused. In the event of an appeal to the Ontario Municipal Board, the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of one year from the date of the order or date of the notice of the Ontario Municipal Board issued in respect of the appeal.

CONDITIONS OF APPROVAL TO BE FULFILLED NO LATER THAN 4:30 p.m. FEBRUARY 17, 2017:

- 1) **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
- 2) **THAT** the Solicitor for the Owner give an undertaking in writing to provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered electronic transfer document including the Form 2 Certificate for Consent B120/15.
- 3) **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4) **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor **shall provide a full print of that deposited reference plan(s)** to the secretary-treasurer of the Planning and Land Division Committee.
- 5) **THAT** the Owner satisfy all the requirements of the local municipality, financial and otherwise which the local municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands; and further that the Local Municipality file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition. Cover Parkland dedication with condition 5 financial and otherwise.
- 6) **THAT** the Owner provides written confirmation from a licensed septic installer that the existing septic system is functioning properly and the required setbacks from property boundaries are in compliance with the Ontario Building Code to the satisfaction of the Town of Erin; and further that the Town of Erin file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition forgot to put it in for parkland.
- 7) **THAT** the owner satisfy the requirements of the Town of Erin concerning road widening conveyances along the frontage of the severed and retained parcel; and that the Town of Erin files with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8) **THAT** the owner provide a predevelopment site drainage and grading plan to the satisfaction of the Town of Erin (denoting the existing lot elevations, proposed driveway, buildings/septic field location and existing overland flow together with proposed elevations and grading, demonstrating that drainage and grading do not impact on adjacent properties or trees noted for preservation); and that the Town of Erin files with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 9) **THAT** the Owner provide a survey confirming the location of the proposed entrance that should meet the standards outlined in the entrances by-law 10-47 to the satisfaction of the Town of Erin; and further that the Town of Erin file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition


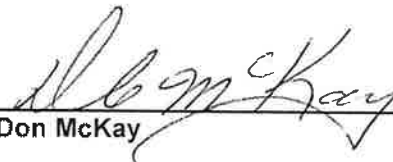
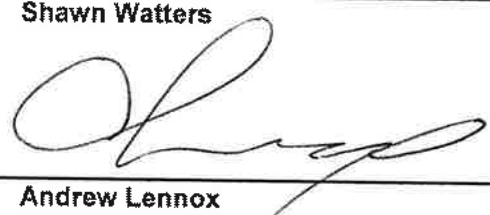

..... End of Conditions of Approval; see next page for signatures, dates and other information

NOTICE OF DECISION ON APPLICATION B 120/15, continued:

PLEASE BE ADVISED:

1. Additional information regarding this application for consent is available to the public for inspection at the County of Wellington Planning and Land Division Office, 74 Woolwich Street, Guelph ON N1H 3T9 during regular business hours, Monday through Friday, holidays excepted.
2. You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or made a written request to be notified of changes to the conditions of the provisional consent.
3. Only individuals, corporations or public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may be filed on behalf of an unincorporated association by a person who is a member of the association but not by the association.

WE, the undersigned

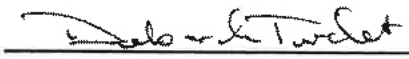
 _____ Shawn Watters	 _____ Don McKay
 _____ Andrew Lennox	<u>absent</u> _____ Allan Alls
 _____ George Bridge	

CONCURRED IN THE ABOVE DECISION TO GRANT PROVISIONAL CONSENT ON FEBRUARY 11, 2016

AN APPEAL TO THE ONTARIO MUNICIPAL BOARD IN RESPECT OF THIS DECISION OR CONDITION(S) OF APPROVAL MUST BE FILED WITH THE SECRETARY-TREASURER OF THE PLANNING & LAND DIVISION COMMITTEE NO LATER THAN 4:30 p.m. ON MARCH 7, 2016

I certify that these two pages are the decision of the County of Wellington Planning and Land Division Committee with respect to this application for consent.

DATED: FEBRUARY 16, 2016

SIGNED: 



Staff Report

Report #: W4-2016

Date: July-12-16

Submitted By: **Joe Babin – Water Superintendent**
Sara McDougall – Compliance Administrator

Subject: 2016 Water Department Management Review Report

Recommendations:

Be it resolved that Council hereby receives the 2016 Water Department Management Review Report.

Background:

Element 20 of the Drinking Water Quality Management Standard (DWQMS) is the Management Review Element that requires top management from the operating authority to review the Quality Management System (QMS) at least once every twelve months. As stated below, the Management Review Element requires the Town of Erin develop a “PLAN” in the form of a procedure to ensure top management stay involved in the QMS, and provide direction for continual improvement. As well, we have to show we are conforming to the procedure by completing the “DO” portion of the standard.

Element 20 - Management Review

PLAN – The Operational Plan shall document a procedure for management review that evaluates the continuing suitability, adequacy and effectiveness of the Quality Management System and that includes consideration of:

- a) Incidents of regulatory non-compliance,
- b) Incidents of adverse drinking-water tests,
- c) Deviations from critical control point limits and response actions,
- d) The efficacy of the risk assessment process,
- e) Internal and third-party audit results,
- f) Results of emergency response testing,
- g) Operational performance,
- h) Raw water supply and drinking water quality trends,
- i) Follow-up on action items from previous management reviews,
- j) The status of management action items identified between reviews,
- k) Changes that could affect the Quality Management System,
- l) Consumer feedback,
- m) The resources needed to maintain the Quality Management System,

- n) The results of the infrastructure review,
- o) Operational Plan currency, content and updates,
- p) Staff suggestions,
- q) New Business, and
- r) Date of next meeting.

DO – Top Management shall implement and conform to the procedure and shall:

- a) Ensure that a management review is conducted at least once every twelve months,
- b) Consider the results of the management review and identify deficiencies and action items to address the deficiencies,
- c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation, and
- d) Report the results of the management review, the identified deficiencies, decisions and action items to the Owner.

This report is to provide the Owner (Council) the results of the management review meeting and to show that we are conforming to the standard.

Financial Impact:

As approved in the 2016 Budget.

Consultation:

Town of Erin Water Department Staff, CAO, Councillor Brennan and Councillor Duncan

Communications Plan:

The Town of Erin Council is notified of any deficiencies.

Conclusion:

The Management Review Meeting was conducted on June 22, 2016 and all items from the Management Review Element of the Drinking Water Quality Management Standard were discussed. See Appendix A for meeting minutes. The results of the review indicate that the **Town of Erin Water Department is in compliance with the Safe Drinking Water Act** as we have received 100% on our most recent Ministry of Environment and Climate Change Inspections for both water systems and have had **no incidents of adverse drinking water tests in the past twelve months**. Also the results of the External Audits conducted by SAI Global, show that The Town of Erin Water Department is in conformance with the Drinking Water Quality Management Standard. Staff are pleased with the outcome of this review as it reflects the level of effort and dedication of Town staff to ensure safe drinking water to the community.

Appendices:

Appendix A: 2016 Management Review Meeting Minutes

Appendix B: Water Department Job List 2016

Water Department 2016 Management Review Meeting

Wednesday June 22, 2016

Town Office – 12:30 PM

In Attendance:

Joe Babin – Water Superintendent

Sara McDougall – Compliance Administrator/QMS Rep

Connie Cox – Internal Water Auditor

John Brennan – Councillor

Jeff Duncan – Councillor

Incidents of regulatory non-compliance – MOECC Inspection of Hillsburgh Water System was conducted on June 3, 2015 and received 100% Inspection Rating. MOECC Inspection of Erin Water System was conducted on June 18, 2015 and received 100% Inspection Rating. MOECC Inspections for 2016 will be conducted sometime during the summer, exact dates are not known. The Compliance Administrator commented that she suspects we will have an unannounced inspection this year in Hillsburgh as last year we had an unannounced inspection in Erin and they usually alternate.

Incidents of adverse drinking-water tests – None to report.

Deviations from critical control point limits and response actions – None to report.

The efficacy of the risk assessment process – Risks identified on the risk assessment that have occurred during the past year are power outages/loss of phase & 6 distribution leak repairs (4 in Erin/ 2 in Hillsburgh). The Water Superintendent commented that the repairs were all water services. All responses were followed as indicated on the risk assessment. On an annual basis, a review of the risk assessment is conducted as per our requirements under the Drinking Water Quality Management Standard (DWQMS). The risk assessment review was conducted on March 9, 2016.

Internal and third-party audit results – SAI Global conducted an external 12 Month Surveillance Audit on October 16, 2015. Zero non-conformances and four opportunities for improvement (OFI) were identified during this assessment. The OFI's were addressed following the external audit. SAI Global conducted an external on-site reaccreditation audit on November 17 & 18, 2015. Three minor non-conformances and five opportunities for improvement (OFI) were identified during this assessment. The minor non-conformances were addressed and accepted. The OFI's were also addressed following the external audit. The Certificate of Accreditation was issued January 20, 2016 and is valid for 3 years. The next scheduled External Audit will be in the fall of 2016, exact date not known yet. The Internal Audit was started on May 9, 2016 and was completed on May 16, 2016. The Internal Audit report was received on June 9, 2016. The Internal Auditor went through the Internal Audit report. One minor non-conformance and three opportunities for improvement were identified. The findings will be addressed by July 24, 2016.

Results of emergency response testing – The Water Foreperson and Compliance Administrator participated in the Municipal Water/Wastewater Regulatory Committee Emergency Training Workshop on October 29, 2015 which was facilitated by Wellington

County Emergency Management. In January 2016, our Wellhouse Alarm Testing Procedures were updated to reflect the new SCADA alarms. Testing for critical Wellhouse Alarms are conducted monthly and other non-critical alarms are conducted throughout the year to ensure they are working properly. The yearly internal emergency table top exercise was conducted on January 28, 2016. The emergency chosen this year was frozen water services and the new policies and procedures that were developed in the fall of 2015 were reviewed and discussed. In November 2015 the MOECC released a new Ontario Watermain Disinfection Procedure which will require implementation 6 months after the date of issue of the revised Drinking Water Works Permits. The Town of Erin has not yet received the revised Drinking Water Works Permit but have been proactive and developed a new internal procedure that meets the new requirements. We implemented this procedure on June 1, 2016 with Ministry approval and conducted another internal emergency table top exercise to train our staff on this new procedure. The Compliance Administrator showed the newly developed procedure for watermain repairs. Councillor Duncan asked if we had any frozen water services this year and the Water Superintendent commented that we had one but that it was a private issue and we didn't need to respond.

Operational performance – The MOECC Inspections confirm operational performance.

Raw water supply and drinking water quality trends – Regulated sampling indicates that there are no identifiable changes to the raw water supply. Ray Blackport has prepared a trending spreadsheet and current data is supplied to him. An updated Raw Water Assessment Report was completed in 2014 by Ray Blackport. Councillor Duncan asked if Nestle's Annual Report is still being sent to us and if that report has been sent on to Triton/Ray Blackport for Class EA. The Water Superintendent commented that he received the report and has forwarded it on for Class EA.

Follow-up on action items from previous management reviews – We received new Drinking Water Works Permits in December 2015 and the infrastructure that was no longer in use has been removed from the permit and the water operators have removed those items from the wellhouses. The municipal water servicing by-law was updated to include frozen water services. A frozen water service policy was also developed and implemented for the 2015 – 2016 winter. The water rate by-law was also updated and in effect for January 2016. The Glendevon reservoir was repaired and insulated in September 2015 and the project is now complete. The Water Superintendent figures we will get 8 to 10 years out of the reservoir, which gives us time until the Class EA is complete and we know what direction to go. The new motor for Well 8 High Lift Pump was replaced and the project is now complete.

Status of management action items identified between reviews – The Water Superintendent discussed the following items:

a) SCADA & Communications Project:

In 2015, Our Department completed an in house project to update our communications system to wireless radios and removed costly Bell lines. We also upgraded to the most current hardware (Allen Bradley server system) which we needed in order to replace our

old aging Bristol server. The old server was failing and causing us not to comply with our Drinking Water Quality Policy. This project saved our residents approximately \$ 200,000.

With our new operational SCADA System for the Erin wells, we now have the ability to optimize our water operations to be as energy efficient as possible by scheduling pumps to fill the tower at off peak hydro hours. Also we now have the ability to track areas of the system (i.e. pressure, power fluctuations etc.) which can help us identify issues before they become a priority concern.

We have negotiated with Xplornet and obtained ownership of internet tower located in the back of the Roads Department Building. By utilizing this existing structure, our Water Department will save approximately \$ 30,000, as we will not have to build one. At this point we are looking to move forward with phase 2 of our project by installing wireless radios at the Hillsburgh Wells and the Municipal Office and replacing the Hillsburgh Water System aging hardware with the new Allen Bradley SCADA System. By installing a wireless radio at the Municipal Office it will centralize our system and the corresponding documentation in one location.

b) Back-up Generators:

With the severe ice storms in recent years and increasing power fluctuations, it has put an additional stress on our sensitive equipment and communications equipment at our wellhouses, which could compromise our ability to deliver water to our residents in emergency situations.

We entered into an agreement with Erin Radio and the Erin Fire Department which operates out of the Erin Water Tower for communications. A fixed generator has been installed to minimize power interruptions and loss of communication to our water system. This shared project has benefited our residents which will minimize interruptions of water service.

By reducing the Kilowatt output of our replacement mobile generator from 180 to 100 kilowatt, we will save approximately \$ 29,000. By putting that money towards an additional fixed generator at Well 7 we will be better equipped to deal with emergency situations. Also this will enable us to meet the new proposed changes to the Ministry's risk assessment standard by having both wells in Erin with the ability to deliver water using stand by power.

c) Changes to Essential Suppliers:

We have reviewed our essential suppliers list and have been looking to make some changes to reduce costs. We recently changed our chlorine supplier which will save us approximately \$ 8,000 annually through price per litre of product and travel time for operators.

d) Preventative Maintenance / Unplanned Maintenance:

The maintenance of both systems has always been done by our operators who are trained on all aspects of our current systems. This includes wellhouse maintenance which entails ,inspecting and repairing operational equipment valves, chlorination system gas units as well as liquid hypo pumps, well pumps monitoring equipment , claval valves, just to mention a few. Then there is the distribution system maintenance which entails flushing to maintain proper chlorine residuals, curb stop repairs, water main repairs , water meter inspections, valve exercising, to say a few.

We manage all our buildings in regards to repairs or maintenance. Without this maintenance these buildings would fall in disrepair. Over the winter our operators have been repairing and repainting the Glendevon and the Well 8 well house removing old dilapidated pipes, wiring and equipment not currently in operations. Both buildings are now brighter and cleaner. This helps the operator see any potential issues such as a leak easier.

Our operators have installed new equipment in the Erin wellhouses, vacuum regulators, which help us to detect gas chlorinator failures. This shuts down the chlorinator process early and sends out an alarm to the operators before it becomes a major problem including having a reservoir full of untreated water and the added cost of cleaning the reservoir and refilling.

e) Locates:

We are doing locates for Water and Roads Department, managing and tracking. By working together with the Roads department we have reduced administrative costs and staff time by half, which benefits the Town. The Water Department staff is now fully trained to locate municipal water, street lights and storm drains. In the past the Roads department contracted out the street lighting locates to an electrical company. This was an added cost to the Roads department and the turnaround times for these locates were not always complying with the regulation. By training and utilizing the Water department staff it frees up the Roads Department Staff and ensures the Town is meeting the requirements of the regulation. Since last June we have completed 257 of locates.

We have implemented new software for our operators to have in the field. Using Apple I pads loaded with property locates, as built drawings and forms such as Meter inspections and Curb stop shut offs, we have made the locating process more efficient. This also reduces the use of paper and enables the operator to make changes out in the field with real time information. Our IT person is in the process of installing a program called Blue Beam at our water shop, which will let the operators add new data to the I pads to keep our information up to date.

f) Water Billing – Change of Occupancy Requests:

Louise and Sara have initiated new changes to make the Water Billing for properties that have sold more efficient and easier to track. We now require that new owners must contact us with a change of occupancy request. This allows us to receive all the required information that we need to set-up the new water account as well as inform the new owners about any arrears on the property, before the final sale. This reduces time and money chasing down people who have moved, but still owe the water department money. Also we can then schedule with the new owners a time to inspect the water meter.

g) Succession Planning:

Our OIC Lou Laurysen has shared his extensive knowledge training our young operators for our specialized systems. These operators have been trained to do all aspects of wellhouse maintenance including gas chlorinators units in Erin and Hypo liquid in Hillsburgh, as well as distribution repairs, ie: hydrants curb stops, meters, water main repairs. The hiring of these young operators takes in account lower starting wages and the importance of future planning for the Water Department. These operators are computer savvy, which is a benefit in today's work place and to our department in our use of SCADA and Apple I Pad platforms.

h) Energy Efficiency Project:

There is a Green Energy Conservation Fund which is available to the water department and has been included in our 2016 Capital Budget. We are exploring options to upgrade our aging water pumps in the Hills burgh Heights Well house. These pumps are not efficient and run 24/7.

Triton Engineering is working on our hydraulic water model for the Hills burgh Water System to see what type of savings can be achieved.

We are looking at using VFD pumps that have the ability to raise and lower pressure and flow to meet the system demand when needed. Upgrading or installing variable

frequency drives can help our water department realize the energy savings, while also reducing maintenance cost long term.

i) New $\frac{3}{4}$ Truck and Plow:

The Purchase of a $\frac{3}{4}$ ton truck for our department can and will be shared use with all other departments as needed. We are about to fit a snow plow unit to this truck to use for our well house plowing ,saving us about \$ 10,000 and the snow removal will be done when we need it. This truck will act as a backup for the Road Department as both trucks will be fitted with the same type of equipment.

Our new truck #26 will be equipped with a 6 way plow which will allow our operators to snow plow our own properties. Each year we have the work contracted out and have not been satisfied with the end result as they are not meeting the schedule that we require. Also the contractors never repair the damage which occurs during the winter months, leaving our staff to have to repair torn grass or remove mounts of gravel.

Additional comments were, the Water Superintendent explained that he would like to move the SCADA computer to the municipal office to protect the system and documentation from the elements as well as making the documentation more readily available to the Compliance Administrator. Also the Water Superintendent mentioned that by changing our chlorine supplier to a company in Mississauga, which is located near the lab that we deliver samples to, we have reduced travel time for our operators as our previous supplier was in Cambridge.

Changes that could affect the Quality Management System – The MOECC has proposed changing the risk assessment element to ensure that certain hazards are identified by all water departments across Ontario. Also the Ministry has proposed changing some of the timelines of Internal Audits and Management Reviews to make things more flexible. The Compliance Administrator explained that the current standard states that the Internal Audit and Management Review must be completed once every 12 months. The proposed change is to change the wording to once every calendar year. Until the Ministry releases the final document with the new changes, the water department will continue to follow the current standards.

Consumer feedback – The decrease in water rates and increase in consumer knowledge on leaks in your home have reduced the number of complaints. Two consumers took advantage of the Water Leak Adjustment Policy last year. We have had two complaints on water pressure in the past year. The Water Superintendent has followed up with the owners to try and resolve the issues. The Compliance Administrator commented that the operators conducting Change of Occupancy Meter Inspections have been helpful in educating the new property owners on the water meter and leak detection.

The resources needed to maintain the Quality Management System – A QMS Rep must be assigned. An Internal Auditor must be assigned and trained. The Internal Auditor mentioned that maybe it should be added in the Operational Plan that we have

back-up QMS Rep and Internal Auditors. The department must be adequately staffed to be able to complete all the requirements in the Operational Plan. Ongoing education and workshop attendance must be approved in order for the operators to maintain their licenses. A financial plan and rate study and a Municipal Drinking Water License must be approved.

Results of the infrastructure review – The Water Department repaired 6 distribution leaks (4 in Erin/ 2 in Hillsburgh). 1 pressure tank was replaced under warranty at the Hillsburgh Booster Station. Also we had to replace a pressure tank at the Erin Pressure Building and we installed a new sampling port. The pressure sustaining/pressure reducing valve was rebuilt in Well 7. The Water Superintendent explained that rebuilding this critical valve was preventative maintenance that is only done approximately every 10 years. Two hydrants were rebuilt and the Erin Fire Hall hydrant was repaired. The well check monitor unit was replaced in Well 8 and new vacuum regulators were installed in both Well 7 and 8.

Operational Plan currency, content and updates – a result of internal/external audits and ongoing review of the QMS, changes have been made to the Operational Plan. Copies can be obtained from the QMS Rep. A Record of revisions has been included in the Operational Plan.

Staff suggestions – Councillor Brennan suggested that the operators take a water information/town pamphlet when they do change of occupancy meter inspections to give to new owners. That way the new owners have the emergency contact information. Councillor Duncan wondered if we have thought about maybe holding a public forum for water information, similar to the source water septic socials. Councillor Brennan also suggested that we develop a water dept. activity list to simplify communications between top management and the owners.

New Business – The Water Superintendent and Compliance Administrator talked about the Ministry's changes to sampling requirements and limits, which will be phased in starting January 2017 to 2020. We have been proactive and have done additional sampling to ensure that we are going to meet the new requirements and our water quality testing has shown that we will be fine.

Date of next meeting – June 2017

Water Department Job List 2016

Project/Activity	Person(s) Responsible	Estimated Date Complete	Status
ACTIVE			
Glendevon PTTW Renewal Application	Ray B./W. Sup/Triton	1st Quarter	Application sent March 16, 2016....waiting for MOECC
Annual Backflow Prevention Program	Comp. Admin	3rd Quarter	Letters sent May 16, 2016...waiting for test certificates.
Annual Hydrant Maintenance & Flushing	All Staff	3rd Quarter	TentativeWeek of August 22
MOECC Inspection	All Staff	3rd Quarter	Pending....no exact date yet
Well 7 Fixed Generator	Water Sup./Operators	3rd Quarter	Generator is on order.
Portable Generator Replacement	Water Sup./Operators	3rd Quarter	Generator is on order.
Plow Purchase & Install for Truck 26	Water Sup./Foreperson	3rd Quarter	Pending
Consumption & Revenue Reports	Comp. Admin	3rd Quarter	Pending
Quarterly Sampling	All Staff	3rd Quarter	Tentative... August 16, 2016
Lead 15.1 Sampling	All Staff	Oct-16	Tentative...July 20, 2016
Internal Audit - Responses to Findings	Water Sup./C.Admin	Jul-16	Pending
Annual Valve Maintenance	Water Foreperson	4th Quarter	TentativeWeek of Sept 26
DWQMS Yearly External Audit	Comp. Admin	4th Quarter	Pending...no exact date yet
DWQMS Annual Policy Review	All Staff	4th Quarter	Tentative...November 3
Water Billing	Rev. Adm/Meter Reader	4th Quarter	Pending
Consumption & Revenue Reports	Comp. Admin	4th Quarter	Pending
Wireless Communications - Hills	Water Superintendent	4th Quarter	In consultation with Xplornet to obtain ownership of tower behind Roads shop.
SCADA Upgrades in Hillsburgh	All Staff	4th Quarter	Pending
Meter Replacement Program	All Staff	4th Quarter	Pending
Staff ID Cards	Water Sup.	4th Quarter	Pending
New Hydrant Installations	Water Sup./Operators	4th Quarter	Pending
Energy Conservation Grant Project	Water Sup./C. Admin	4th Quarter	Joe is looking to use grant money to reduce hydro costs at Hillsburgh Heights Wellhouse by replacing a pump with a VFD....waiting on Triton's review.
Adverse Response Procedure Update	All Staff	4th Quarter	Pending
Quarterly Sampling	All Staff	4th Quarter	Pending
Gross Alpha/Beta Sampling - Hillsburgh	All Staff	Nov-16	Tentative...October 3, 2016
Wellhouse Security Modifications	Water Sup./Operators	4th Quarter	Joe has been pricing.
Adding more mapping to Ipads	Operators	4th Quarter	Project is started, waiting for Michael to put new computer software at shop
Wellhouse Buliding Maintenance	Operators	4th Quarter	Cleaning and Painting Completed, Insulating Pipes still pending.

Water Department Job List 2016

Project/Activity	Person(s) Responsible	Estimated Date Complete	Status
COMPLETED			
SCADA Alarm Testing Procedure	All Staff	1st Quarter	Completed January 2016
Change of Occupancy Meter Program	All Staff	1st Quarter	Completed January 2016
DWQMS Emergency Exercise	All Staff	1st Quarter	Completed January 28, 2016
Erin High School Sewage Lines Issue	Water Superintendent	1st Quarter	Completed February 2016
Quarterly Sampling	All Staff	1st Quarter	Completed February 23, 2016
DW Surveillance Program Sampling	All Staff	1st Quarter	Completed February 29, 2016
DWQMS Risk Assessment Review	All Staff	1st Quarter	Completed March 9, 2016
Water Billing	Rev. Adm/Meter Reader	1st Quarter	Completed March 2016
MOECC Annual Reports	Compliance Admin	Feb-16	Completed February 2, 2016
MOECC Summary Reports	Compliance Admin	Mar-16	Completed February 16, 2016
MOECC Annual Monitoring Reports	Ray Blackport/C. Admin	Mar-16	Completed February 19, 2016
MOECC Water Taking Reports	Compliance Admin	Mar-16	Completed February 9, 2016
Wellhouse Flow Meter Calibrations	Water Foreperson	Mar-16	Completed February 25, 2016
Erin Wellhouses Vaccum Switch Installs	Water Super/Operators	2nd Quarter	Completed March 1, 2016
Reservoir Leak Tests	Operators	2nd Quarter	Completed March 15, 2016
Well 7 CLA VAL Rebuild	Water Sup./Operators	2nd Quarter	Completed April 19, 2016
Annual Watermain Flushing	All Staff	2nd Quarter	Completed April 29, 2016
Quarterly Sampling	All Staff	2nd Quarter	Completed May 24, 2016
Water Tower 2 Year Inspection	Water Sup.	2nd Quarter	Completed April 14, 2016
New Water Service Install 16 Erinville	Water Sup./Operators	2nd Quarter	Completed June 2, 2016
Water Billing	Rev. Adm/Meter Reader	2nd Quarter	Completed June 2016
Consumption & Revenue Reports	Comp. Admin	2nd Quarter	Completed April 2016
Lead 15.1 Sampling	All Staff	Apr-16	Completed March 8, 2016
DWQMS Internal Audit	All Staff	May-16	Completed May 19, 2016
Hillsburgh Operational Manual Updates	Water Super/C. Admin	Jun-16	Completed March 13, 2016
Erin Operational Manual Updates	Water Super/C. Admin	Jun-16	Completed May 3, 2016
DWQMS Internal Audit Element 19	Comp. Admin/I. Auditor	Jun-16	Completed June 17, 2016
Annual Emergency Generator Inspection	Water Foreperson	Jun-16	Completed June 20, 2016
DWQMS Management Review	All Staff/Council Rep	Jun-16	Completed June 22, 2016
Water Billing	Rev. Adm/Meter Reader	3rd Quarter	Completed June 24, 2016
Road Occupancy Permits	Water/Roads	4th Quarter	Completed 2nd Quarter
Proactive Sampling new MOECC regs	All Staff	4th Quarter	Completed May 2, 2016
Distribution Leak Repair Procedure Update to reflect Ontario's new Watermain Disinfection Procedure.	All Staff	4th Quarter	Completed June 1, 2016



Staff Report

Report #: Report Number.

Date: June-16-16

Submitted By: **Robyn Mulder - Economic Development Officer**

Subject: 2016 International Plowing Match

Recommendations:

Be it resolved that the Town of Erin Council receives the Economic Development Officer's report on the 2016 International Plowing Match event.

Background:

The 2016 International Plowing Match and Rural Expo (**IPM 2016**) is being held in Harriston, Town of Minto in the County of Wellington from September 20 - 24, 2016.

The International Plowing Match is hosted by the Ontario Plowmen's Association.

One thousand acres of farmers' fields will transform into the Tented City, RV Park, Plowing Competition Fields and parking areas.

The Town of Erin is one of 7 municipalities that will be represented in the Industry and Entertainment tent of the County Showcase. The Town of Erin booth is located in Tent A and is approximately 1022 sqft. (reference attached)

Financial Impact:

International Plowing Match budget is \$2000.00

These dollars will cover local marketing materials, volunteer access passes and the purchasing of a 48" TV for promotional use at this event and for future use at the Town of Erin Municipal office in the upstairs foyer for local promotion and community news. Each municipality will be asked by the County for a small contributory amount for local advertising.

Consultation:

n/a

Communications Plan:

The County of Wellington is the lead on all marketing and promotions for this event.

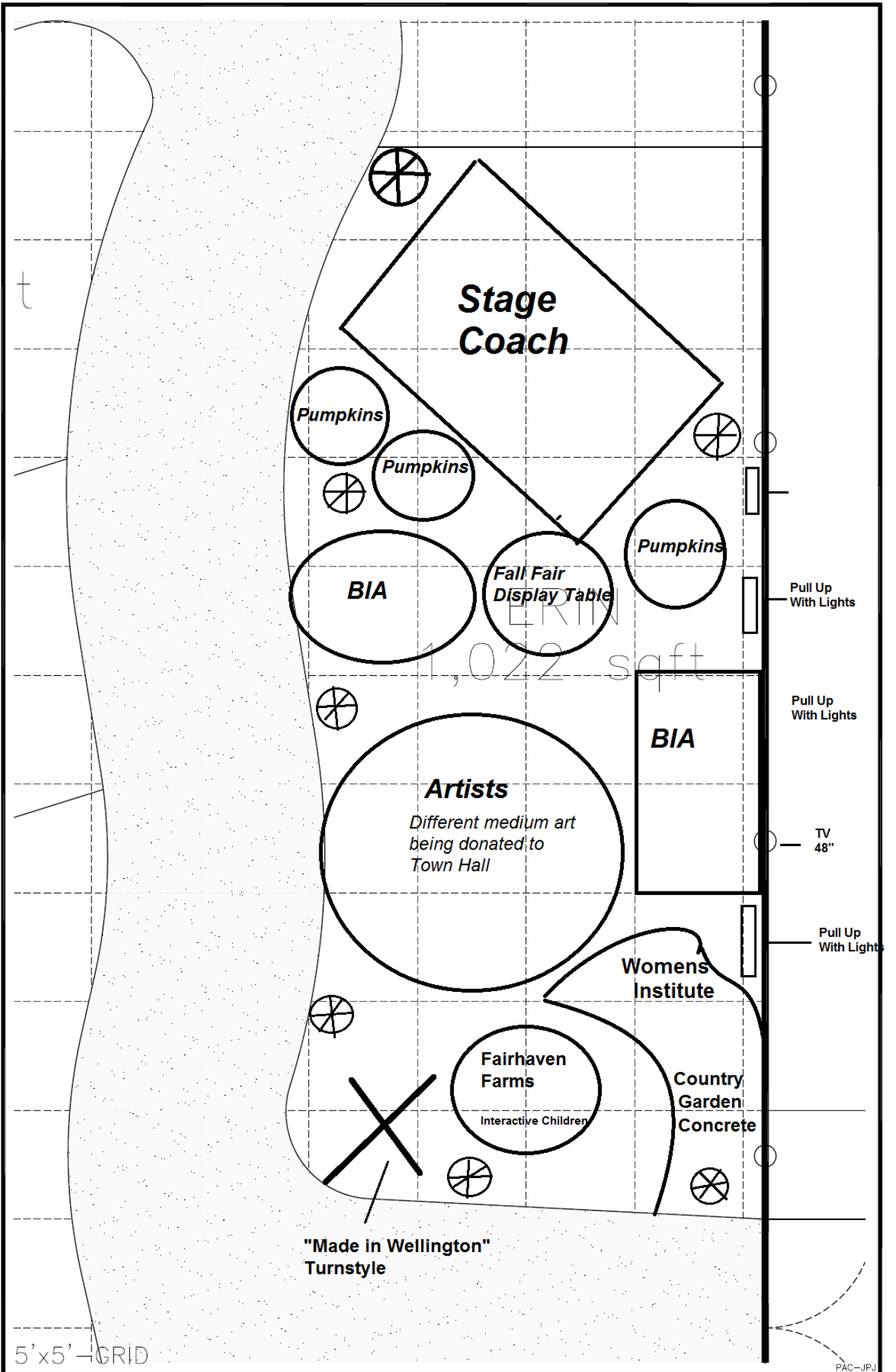
Conclusion:

This is a wonderful opportunity for the Town of Erin to showcase the community and highlight the abundance and diversity which exists in our rural towns just 80km Northwest of Toronto. This type of grand exposure and the sheer volume of visitor traffic to such an international event is definitely something we wish to be a part of and celebrate in the County of Wellington.

Appendices:

- 1: Map of County showcase
- 2: Draft of Town of Erin booth layout







Staff Report

Report #: 2016-7A
Date: July-12-16
Submitted By: Gail Broadfield, Deputy Treasurer
Subject: Approval of Accounts

Recommendations:

Be it resolved that Council receives the Deputy Treasurer's Report #2016-7A 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	#1109	\$	336,695.33
Manual Cheque Listing	#		
Online Internet Payments	#1107	\$	8,000.26
	#1108	\$	8,169.74
TOTAL		\$	<u>352,865.33</u>

LARGER PAYMENTS

Cheque #49948 \$110,537.93 Mulmur Aggregates - Gravel
 Cheque #49954 \$ 41,568.37 Pollard Highway Products - Dustmaster
 Cheque #49892 \$ 55,312.15 Ainley & Associates Ltd. – Wastewater Servicing
 Cheque #49900 \$ 29,835.39 Blue Imp – Playground Equipment

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 #: 2016-09F

Date: July-12-16

Submitted By: Ursula D'Angelo, Director of Finance

Subject: Draft 2017 Budget Timetable and Guidelines

Recommendations:

Be it resolved that Council approve the following:

- 2017 Budget Timetable
- Proposed 2017 Budget Guidelines

Background:

2017 Budget Timetable

In the past, the Finance Department began the budget process with departments in the fall and presented first draft to Council in January of the same budget year. A disadvantage of this timetable was limited public consultation and departments sometimes did not have enough time to plan for approved capital projects or new initiatives were implemented late in the year. Thus, an earlier budget approval would provide departments time to implement new initiatives and capital projects and a greater opportunity for public input and Council deliberations. Appendix A shows the proposed timetable for the Draft 2017 Budget meetings that will start the process now, delivery of first draft in the fall and potential Council approval in December.

Proposed 2017 Budget Guidelines

This year, to be more transparent in developing budgets, Council is asked to approve the Proposed 2017 Budget Guidelines presented in this report before departments begin to prepare the draft budgets. Thus, departments would follow the proposed guidelines in this report and set the direction for resource allocations.

Departments will prepare three reports and the Finance Department will provide analysis, support and assistance during the process. The three reports are:

1. Base Budget Submission
2. Operations Plan (include Resource Requests)

3. Capital Project Requests

1. Base Budget Submission

Departments will use zero based budgeting where departments will re-evaluate expenditures that delivered 2016 service targets economically, efficiently and effectively. The following are some assumptions that, in consultation with the Finance Department, may be used by departments:

- a. maintain current staff complement
- b. salaries include progression increases. No cost of living adjustments included
- c. price changes for contractual obligations, fuel and natural gas are limited to CPI inflation rate limit at 2% (*Bank of Canada, Monetary Policy Report, April 2016, pg23*)
- d. hydro and water rate changes will be determined and recommended by the Finance Department in collaboration with department staff
- e. User Fee increases

Incorporating Strategic Plan Initiatives

While preparing the draft 2017 budgets and planning of delivering services, each department is to consider the following as set out in the 2015-2020 Strategic Plan's Three Pillars Strategic Priorities:

- Organizational Effectiveness
- Resource Management
- Community Capacity Building

Results from Operational Reviews and Other Plans

Initiatives that have no additional costs should be included in Departments' base budget such as recommendations in the Operational Review Results (June 2015), the Fire Department Operations Review (December 2015), Economic Development action plan "Momentum Action Plan" (adopted in November 2, 2015).

2. Operations Plan

Each department will complete an Operations Plan (Appendix B). This form will provide an opportunity for departments to describe the services that are provided to the Town in the base budget. There will be a section where departments will have the opportunity to describe efficiencies, greater effectiveness and cost savings in delivering services.

Initiatives that have additional operating costs will not be included in the draft 2017 Base Budget and appear in a separate section called "Resource Requests" in the Operations Plan form for Council consideration and approval. The form will also include a section to request new resource(s) to implement Strategic Plan Priorities, Operational Review and other Plans that have been approved by Council.

3. *Capital Budget Requests*

Each department will complete a Capital Budget Request form (Appendix C) that will describe the project, service impact, why it is needed, cost of the project, funding and implications to operating costs.

Submission Packages

The Finance Department will consolidate each department's budget package and analyze the results of the submissions. Requests for new resources will be deliberated by senior management and prioritized for consideration by Council and public consultation during the Draft 2017 Budget presentations. Senior management will prioritize according to legal requirements, minimum standards of service, Strategic Initiatives, Operational Review Results (June 2015), the Fire Department Operations Review (December 2015), Economic Development action plan "Momentum Action Plan" (adopted in November 2, 2015).

Financial Impact:

There is no financial impact.

Consultation:

Senior management

Communications Plan:

Draft 2017 Budget presentation to Council
Council Report will be available on the Town's website.

Conclusion:

Adoption of proposed 2017 Budget Timetable will provide dates for presentation of draft budgets to Council. In addition, the proposed 2017 Budget Guidelines will provide more comprehensive information for Council and the public. Thus, the proposed budget guidelines provide the following:

- An emphasis on the 2015-2020 Strategic Plan's Three Pillars of Priorities.
- Base budget created by using zero based budgeting approach
- Include results from the Operational Reviews (including Fire Department Operational Review) and Economic Development Plan
- Department operations plans
- Separate resource requests to be considered by Council

- Capital budget requests outlining the reasons for the expenditure, impact on services, cost and funding.

Appendices:

Appendix A – Budget Timetable

Appendix B – Operations Plan

Appendix C – Capital Request Form

Proposed 2017 Budget Process	
July 12, 2016	Proposed Budget Process & Guideline Presentation
July - August	Department meetings with Finance Department
September 9, 2016	Department Submissions to Finance Department
October 26, 2017 1pm	Draft 2017 Budget Presentation to Council
November 16, 2016 6:30pm	Draft 2017 Budget Presentation (Council and Public Consultation)
December 7, 2016 6:30pm	Final Budget & User Fees By-law Presentation (Special Council Presentation)



Operations Plan

Department:

Budget Year:

Summary Description of Services:

Efficient and Effective Initiative(s)

<i>Description of initiative</i>	<i>Associated Strategy or Plan</i>	<i>\$ Savings</i>

Resource Request(s) in priority sequence; type of expense (O=one-time or C=continuous)

<i>Request #1 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$ Cost</i>
Service impact			
Implications of not getting resource			

<i>Request #2 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$ Cost</i>
Service impact			
Implications of not getting resource			

<i>Request #3 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$ Cost</i>
Service impact			
Implications of not getting resource			

<i>Request #4 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$ Cost</i>
Service impact			
Implications of not getting resource			



Public Liaison Committee Meeting #1 - Notes

PROJECT: Town of Erin: Urban Centre Wastewater
Municipal Class Environmental Assessment (EA)

DATE: June 7, 2016

LOCATION: Town of Erin Municipal Office

TIME: 7:00 p.m. – 9:00 p.m.

ATTENDEES:

PLC members	Organization
Allan Alls	Mayor
Bruce Donaldson	Black, Shoemaker, Robinson and Donaldson Limited (Lawyer for Tavares Group)
Dave Doan	SeptTechWastewater Group
Don Fysh	Riverwalk trails committee and Rotary Club
Donna Revell	Let's Get Hillsburgh Growing Committee
Erik Mathisen	Urban Erin
Jamie Cheyne	Heritage Committee and Economic Development, Erin Agricultural Society
Jay Mowat	Environment Committee
Josie Wintersinger	General public, Former Erin Councilor
Justin Morrow	Copper Hills Development
Linda Rosier	General public
Lloyd Turbitt	Let's Get Hillsburgh Growing Committee
Maurizio Rogato	Solmar
Melodie Rose	Riverwalk trails committee
Nancy Shoemaker	Black, Shoemaker, Robinson and Donaldson Limited (Lawyer for Tavares Group)
Roy Val	General public
Valerie Bozanis	General public
Brian Halfpenny	Killam Properties / Stanley Park
Project Team	
Christine Furlong	Triton Engineering
Joe Mullan	Ainley
Gary Scott	Ainley
Dave Hardy	HSAL
Noah Brotman	HSAL



Public Liaison Committee Meeting #1 - Notes

MEETING PURPOSE: To introduce the Project and the Project Team and to outline how the PLC will function and what the expectations will be of participants.

MEETING AGENDA

1. **Welcome Remarks**

Remarks by Mayor Alls

2. **Chair's Remarks**

Explain the role of the Chair

Describe what we hope to get out of this meeting

3. **Introductions**

Public Liaison Committee (PLC)

Project Team

4. **Review of the PLC Terms of Reference**

5. **Presentation – Part 1: Project Overview**

Background and Context

Project Goals and Approach

Challenges and Opportunities

6. **Discussion – Part 1 – EA Process, Technical Issues**

7. **Presentation – Part 2: Consultation and Communications**

Consultation Objectives

Consultation and Communications Approaches

Phases of the consultation program

8. **Discussion – Part 2 – Consultation and Communications**

9. **Next Meeting**

October 2016

Topics: Summary of Environmental Baseline and Wastewater System

10. **Adjournment**



Public Liaison Committee Meeting #1 - Notes

Welcome Remarks

The meeting started with a welcome from Mayor Allan Alls and an introduction from Dave Hardy (PLC Chair), providing a brief overview of the agenda for the first PLC meeting. The role of the PLC Chair was described, the agenda for the meeting was reviewed.

Introductions

PLC members were then asked to introduce themselves, as well as any organizations that they were there to represent. The Project Team was then introduced and the roles of each member were explained.

Review of PLC Terms of Reference

PLC members were walked through a review of the PLC Terms of Reference in order to ensure that everyone is clear on the responsibilities and requirements of taking part in the committee. PLC member were given an opportunity to ask questions about the PLC setup and how it would function.

PLC Questions

- Will all PLC member questions be captured?
 - Answer: Yes, all questions will be captured. However, the names of question askers will not be recorded in order to ensure privacy and that PLC member are able to comfortably ask questions and make comments.
- Will the notes be posted online?
 - Answer: Yes, all PLC meeting notes will be posted on the Town of Erin website in the 'Wastewater Environmental Assessment' section under the 'Town Hall' tab. We will get the notes out as quickly as possible after the meetings.
- Is this an official town committee?
 - Answer: Yes, it is an official committee and will be open to the public.
- Given that the closing date of the project is in 2018, how many PLC meetings will there be?
 - Answer: We are anticipating five PLC meetings.



Public Liaison Committee Meeting #1 - Notes

- What would happen if we feel there is a need for more PLC meetings?
 - Answer: The number of meetings was generally determined by the requirements of the EA process. If more meetings are required due to circumstances of the process, we are able to add additional meetings. However, at this time we don't anticipate a need for additional meetings.
- How do we get in contact with the project team if we have questions?
 - Answer: A general project email has been set up for all project related emails. If you send a question through that, the project team will ensure that it gets to the right person for a response. The email address is: erin.urban.classea@ainleygroup.com

Following the question period, the Terms of Reference were accepted by all PLC members with no objections or issues.

Project Overview

Gary Scott (Ainley) gave a presentation providing an overview of the project, including:

- A review of the work completed to this point through the Erin Servicing and Settlement Master Plan (SSMP);
- Description of baseline conditions study work that has already been initiated;
- A summary of key high level consideration for the project as a whole;
- Highlights of the work plan, detailing the three phases of the project and the specific pieces of work that are intended to occur in each.
- An outline of the standard Municipal Class Environmental Assessment (Class EA) system and where this project currently sits in that process.

Following this presentation, PLC members were invited to ask questions regarding the overall project, technical considerations, the EA process,

PLC Questions

- What does "SPS" stand for?
 - Answer: Sewage pumping station.
- Has the assimilative capacity of the West Credit River been determined by the Credit Valley Conservation Authority (CVC)?



Public Liaison Committee Meeting #1 - Notes

- Answer: Yes, the SSMP included a preliminary assimilative capacity study that was reviewed by the CVC and Ministry of Environment and Climate Change (MOECC). However, the study is being revisited to take a more detailed look in order to confirm the previous findings. As well, we are already working with the CVC and MOECC on this project and they are also bringing some new information to the table that they didn't have at the time when the SSMP was being done. An important part of the early steps of this project is the process of tweaking and adjusting the previous findings with the most up-to-date information before we go forward.
- Do you expect that effluent numbers have gone up or down since the SSMP?
 - Answer: Based on meetings with CVC and MOECC, it is the Project Team's understanding that the river low flow statistics are going to be close to the original numbers, but confirming this is important.
- Have flow rates changed since the SSMP?
 - Answer: The Conservation Authority has been collecting more flow data, so we do have their updated numbers on that.
- So our growth is determined by the allowable effluent levels?
 - Answer: Yes, that's correct. We will actually be looking at the maximum capacity of the river and working backwards. Also, we're considering that some of the septic systems in certain areas may not need to be serviced. We are reevaluating effluent limits and growth numbers in light of that.
- Will the assimilative capacity number be public?
 - Answer: Once we finish the report, it will go to the Core Management Team (CMT) for comment, then to the PLC, then ultimately to the general public.
- Going through the CVC, when would the assimilative capacity number be made public?
 - Answer: We still have some work to do on this and are expecting PLC members to see the numbers at some time in September in advance of our next PLC meeting.



Public Liaison Committee Meeting #1 - Notes

- Are you going to be looking at alternative methods like the small bore sewers? Are you considering alternative collection systems?
 - Answer: Yes, we will be considering a number of alternative technologies. As soon as we determine which properties are in or out of the collection system, we will start looking at the potential technical solutions. It may be a mix of potential solutions.
- Would it be helpful if we had an overview of the SSMP report? Would that help at all?
 - Answer: The feedback that we got coming into this is that the SSMP process took a long time and was a bit painful, so we would prefer to move forward rather than dwell on previous battles.
 - A PLC member commented that maybe the way to do it would be to bring forward an overview of the recommendations of the SSMP.
 - Answer: Actually there is already a brief overview provided in the Fact Sheet prepared for this project which can be found on the project webpage. The fact sheet is attached to these minutes as well.
- Once the assimilative capacity study has been completed, will there be an opportunity for public comment?
 - Answer: Yes there will be. The study will be seen first by the CMT, then the PLC, then general public. Comments from all will be considered.
- Does this project and this committee have a way to look at the impact on local businesses should the treatment plant be put in? Does this committee have a chance to look at what the impact would be?
 - Answer: That will come with the socio-economic effects study and will certainly be reviewed by the PLC when it has been completed. The project team will seek to acknowledge and mitigate the potential impacts, but large infrastructure projects of this kind are likely to require some road work down Main Street that would have impacts. We will be seeking advice from the PLC on how best to mitigate any negative impacts and to identify sensitive users.
- Is there going to be information made available to the PLC or the public about existing septic systems and potential replacements.



Public Liaison Committee Meeting #1 - Notes

- Answer: That is actually something we are working on right now. We are trying to get an age profile and conditions profile together. That study is being done and should be ready by the fall.
- How are you doing that study?
 - Answer: We actually found a lot of information through the building department. We originally were going to have to go out and look at each system, but the information has been quite good, so it has shifted from an observational study to a more analytical one. We will also be looking for feedback from residents and local experts in reviewing the septic study.
 - A PLC member suggested that any time work is done on a septic system, there should be some kind of reporting to the town about conditions.
- Have hydrology reports been looked at to take into account the abundance of springs? Some properties will be dry, while others right across the street will have their sump pumps going all year round.
 - Answer: We will definitely take a look at that. Thank you for the suggestion.
- PLC members were asked if there are any opportunities that the project team should be sure to take advantage of?
 - A number of answers were given:
 - There are fantastic technologies out there. If we're looking for something to be proud of, there are a lot of interesting opportunities here in regards to cost recovery.
 - Ideally we would like to have a planning led approach. What we found in the SSMP was that the Erin Official Plan defined some growth areas that present some challenges and opportunities for the implementation of the wastewater system.
 - There is an existing divide between the preference of residents and the push for new growth. There is an opportunity here to discuss how best to grow and develop Erin.



Public Liaison Committee Meeting #1 - Notes

Consultation and Communications

Dave Hardy provided an overview of the consultation and communications approach for the project, including discussing: consultation objectives; consultation and communications approaches; and outlining the phases of the consultation program.

PLC Questions

- There is an average of 5-6 months between meetings of this committee. That is a long time. Is there any way you could communicate with us between those meetings to keep updates going?
 - Answer: There are many ways to do that, including updates on the website and direct PLC member updates. What did you have in mind?
 - A PLC member pointed out that it will be difficult to give a well-informed opinion if we're only seeing details every few months. Even just doing a very advanced agenda with notes would give PLC member something to think about would be helpful. The PLC on the SSMP project basically ended up coming to meetings, listening to the consultant speak, and then everyone walked away. There was no dialogue. There was no engagement. There needs to be ample time to comment and we should consider more meetings.
 - Answer: We see this as an ongoing process that doesn't stop when we leave the room. If a report is released in September, the discussion is not cut off and the door is not closed on comments until the PLC have had their opportunity to provide feedback. That feedback is essential to our success and we would not proceed without it. Our goal will be to get reports and meeting agendas to the PLC as early as possible to allow for ample review time. As well, Council updates will be occurring once per month, so some of the information will be trickling out through them. We can ensure that any updates provided to Council will also be circulated to PLC members. Also, if there are any comments or questions, the project email address will remain open throughout the project.
- The CMT meetings that precede the PLC meetings, is there a reason why they're at the same time, or could they be a week or two before PLC meetings?
 - Answer: We will take a look as a team and see what can be done.



Public Liaison Committee Meeting #1 - Notes

- If I email the project email address and get a detailed answer, how can we be sure that those answers will get out to other PLC members?
 - Answer: In other projects we have sent out answers to all PLC members, or maintained a questions section on the website.
- When we're looking at alternative systems, how will that work?
 - Answer: We will develop a set of evaluation criteria and rank each alternative against each other. We will need to talk to some of the vendors to get additional information, but we are familiar with many types of systems through previous experience. If you have any additional information or specific people to speak to we would love to hear it.
- Will the evaluation be traceable or subjective?
 - Answer: We strive to make it all traceable, but some factors do end up being subjective. Getting input from the PLC will be key here. We will probably end up needing a primer on evaluation methodology so that everyone understands how the decision making will work.
- Erin is a clean palette. We can do whatever we want. We should be open to considering non-standard methods that are progressive, innovative, and economically feasible. If it's just a big pipe tearing up roads, it will be too expensive.
 - Answer: That kind of issue will be covered in the next PLC meeting so there will certainly be an opportunity to discuss it.
- What experience do you have with communities that don't have any infrastructure? You've basically got a greenfield here.
 - Answer: Ainley has implemented the wastewater systems for both Wasaga Beach and Innisfil, which were both designed and developed from scratch with no sewer or water systems in place prior to the projects.
- PLC members were asked to suggest organizations that may be helpful in getting the word out to the people in the community. The following responses were given:
 - BIA; Rotary Club; various service groups; Agricultural Society; Optimists Club; Lions; Masons; and School.



Public Liaison Committee Meeting #1 - Notes

- The suggestion was made that some of these organizations might be interested in hearing about the project at one of their meetings.
- A PLC member pointed out that social media use is big in Erin, with Facebook tending to be the most popular forum. It was also suggested that the local radio station would be happy to provide regular project updates.
- A PLC member agreed that roadside signage for public events would be a very effective means of getting the word out.
- A PLC member pointed out that when we get down to alternatives and possibilities, there are mostly people around the table who are not experts on wastewater systems. At some point the project team might want to consider some educational materials or additional meetings where people can learn in more detail about some of the technical considerations.
- There is a general summary of wastewater collection and treatment technologies in the SSMP.
- A PLC member suggested that even sending out links to informational Youtube videos would be a helpful learning opportunity.
- A PLC member suggested having a glossary of terms and a list of acronyms available on the website.

Final Comments

- More information shared in advance and communicated in ways that the public can easily access would be great.
- Everyone's main concern is going to be cost. This is going to be a major issue. We *have* to afford it. If we don't do something quick, we won't have a Town of Erin. And people do want to see new ideas and not old stock.
- Mayor: One of the reasons we hired Ainley is that we felt they would be much more open to feedback and brining the community into the conversations.
- Happy to see there is a lot of public consultation because there are lot of people in Erin who are interested in this and want to have their voices heard.
- Many things for the SSMP were very last minute.
- We need to be *better* than other towns. We need to be forward thinking and innovative.



ERIN ECONOMIC DEVELOPMENT COMMITTEE (EEDC)

Minutes of the June 15, 2016 Meeting, 6:00-7:00pm

Town of Erin – George Root Conference Room

Attending: Maria Britto (Chair), Jamie Cheyne (Vice Chair), Keith McKinnon, Jim Boyd, David Spencer, Dave Doan, Mary Kay, Councillor Rob Smith, Ex-Officio: Mayor Allan Alls

Regrets: John Gainor, Thorntin MacDonald

Staff Support: Robyn Mulder, Economic Development Officer

1. **Opening Welcome** – Maria Britto (Chair),
2. **Approval of the Agenda**
Moved by: David Spencer
Seconded by: Keith McKinnon
That the EEDC approves the agenda of June 15, 2016 meeting as presented. CARRIED
3. **Declaration of Conflict and Interest Therein**
None
4. **Adoption of the Minutes**
Moved by: Rob Smith
Seconded by: Keith McKinnon
That the EEDC approves the minutes of the May 10, 2016 meeting as presented.
5. **Presentation**
The Economic Development Officer presented the accomplishments and activities of the EEDC and Economic Development Department for January to June of this year (see attached)
6. **Adjournment**
7. **Next Meeting Date** Wednesday July 13th

B.C.C. MINUTES APR.4, 2016 @ B.C.C. @ 7:45 P.M.

Present: John Brennan, Gloria Buckley, Liz & Bill van Ravens, Vera Longstreet, Karen Smith, Betty Sojka

Secretary's Report: Min. of Feb. 29, 2016 were read by Gloria & All. Liz & Vera accepted & seconded them as presented. Carried.

Treasurer's Report: As of Feb. 29, 2016 Bank Balance was \$22 951.80. Vouchers totalled \$3 604.46. Deposits were \$2 434.00. Rent was \$1 765.00 with Deposits of \$600.00. Fundraising was \$69.00.

The **Budget for 2016** was passed.

Town of Erin Treasurer, **Sharon Marshall** is retiring May 31, 2016.

The **Vermin Control** for Hall Maintenance is \$62.72/mos. for 1 year plus \$333.36 start up fees.

The **2 new microwaves** have been purchased for Hall (maintenance).

Gloria & Betty moved & seconded a motion to **Increase the Hourly Wage** for the **Caretaking, Cleaning & Dragging the Diamond People** to **\$13.00** per hour effective **Jan. 1, 2016**. Carried.

Bill & Karen will try to snake out the west downspout by garbage bin to see if any blockage.

Bill & Karen measured the distance to trees from downspout so Bill can get a 4"x4"x12' post to attach downspout. Vera & Gloria moved & seconded that Bill get post, downspout & elbow, etc. as required to do this and the following project. Carried.

The North East window well must be dug out & replaced by gravel/stones to allow for better drainage. Bill has put a board deflector up as a temporary measure to deflect the rain. There are drainage holes in the sash but don't seem to be enough.

Karen will contact **GFL**—Steve Devins for an appropriate sized rat proof steel garbage bin. 1-888-941-3345 x 208. Cell: 905-867-9776. Liz will contact Central Disposal as to stopping date.

Liz will contact Adept Lock regarding the price, etc. of **front door** for the **Main Hall Entrance**. Another contact may be 1-519-846-0165 (Joe Kuglin)

Karen will contact **Larry Scott** (519-833-2584) to remove the remaining existing plastic snow blocks on the roof, fill all the holes & install **metal strip snow blocks** around the complete Hall roof. Quote was approx. \$1500.00. Another contractor was asked for a quote but no quote was given. Larry had quoted on the original roof installation. Gloria & Betty moved & seconded that this be done A.S.A.P. Carried.

Page 2 of 2

Karen will take photos of the wooden chairs that we will put up for sale & Karen & Bill will get a count on them.

The Bill took B.C.C. Hall Board 2016 photos. Karen will get them developed.

Karen & Bill will measure the **Tractor Garage** in order to plan the **patio stones & sand** for the installation of the floor.

Bill will change the beeping smoke alarms or batteries in the basement. Done Apr. 8/16.

Karen will change the flower baskets in the Hall, etc. & the sign at the road & buy some new letters to replace the broken, faded, etc. ones.

Park Report: Vera has arranged with Graham Smith to put the **infield treatment** at B.C.C. on the spring start up list. She will also arrange the “**Porta Potty**” schedule with **Chantler’s** to start May 1st & remain till end of Sept.

FIRE SECURITY SYSTEM CHECK: Completed by All. West Exit Church Stairwell is not working. Karen will contact Jason. He replaced battery on Apr. 8, 2016 & all is good.

T.A.P.O.N.M.: Mon. May 16, 2016 @ 7:30 P.M. @ B.C.C.

Adjournment of Meeting: by Liz & Betty. Carried.

B.C.C. MINUTES MAY 16, 2016 @ B.C.C. @ 7:50 P.M.

Present: Gloria Buckley, Liz van Ravens, Vera Longstreet, Karen Smith

Secretary's Report: Minutes from **Apr.4, 2016** were read by Gloria & all. Vera & Liz moved & seconded them as presented. Carried.

Treasurer's Report: As of **Mar.31, 2016** the Bank Balance was \$21 463.93. Deposits were \$2 450.00. Vouchers totalled \$3 937.87. Rent was \$2 250.00 with Deposits of \$600.00.

As of **Apr. 30, 2016** the Bank Balance was \$32 351.86. Deposits were \$14 077.00. Vouchers totalled \$3 189.07. Fundraising was \$115.00. Rent was \$3 030.00 with Deposits of \$600.00.

These totals included the **Town of Erin Grant of \$10 132.00** as in Budget.

GFL Invoice is \$116.00 for Bin Delivery(75.00) & a few days pick up (Apr.27-30, 2016).

Adept Invoice was \$281.37 to replace mechanism for door closure & adjust, relocate lock & put thumb turn lock on inside. He will also give us a quote on Accessibility auto operation & weather stripping.

Orangeville Fire Equipment Invoice was \$126.00.

Roof Snow/Ice Stops look good. Karen will get Invoice for that from **Larry Scott** & get cheque from Liz (\$1 495.00).

Advertising in "**Sideroads**" will be \$220.35 for **Fall Edition** (2016) Gloria.

Halton Hills Community & Services Guide deadline was missed for Fall/Winter (2016) but we will advertise in the **Spring/Summer** (2017) Liz.

On Apr. 23, 2016 the renters left a horrible mess that required extra cleaning. Karen & Liz moved & seconded to hold back \$50.00 of the Deposit & Liz would send letter explaining. Carried.

Acceptance of above Treasurer's Report was moved & seconded by Karen & Vera. Carried.

Liz will email Dina Lundy re: the application for the Public Liason Committee & Waste Water E.A. Committee for Town of Erin.

Park Report: Erin Works Dept. will be down to do spring prep of diamond before end of May. The "Porta Potty" was delivered & cabled to the tree on May 2, 2016.

Bruce Barrett is cutting the grass as previously done. Our tractor may require a new battery. Vera will keep us posted.

The bulb is still required in coach light on S.W. side.

Toilet is fixed (small bottle was plugging it).

Page 2 of 2

A lady called re prices for renting the hall for fitness classes. Liz sent her our rates but doesn't know for how many hours or days she will require the hall.

Karen will call "**Boucher Aluminium**" to have them check all eaves & downspouts, fix/replace the corner of eaves trough by west step & install elbow & downspout at North/West corner. Motion by Gloria & Vera. Carried.

Karen will call "**Acton Precast**" to get prices on Patio stones & sand & delivery.

Liz will get Bill to replace the shelf in storage room to eliminate the rodent smell.

Light refreshments will be served prior to council meeting on 17th for Sharon Marshall's retirement.

T.A.P.O.N.M.: June 20, 2016 @ 7:30 P.M. @ B.C.C.

FIRE SECURITY SYSTEM CHECK: WAS DONE BY EVERYONE & O.K.

Adjournment of the Meeting was moved & seconded by Vera & Liz. Carried.

Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Centre 2000 Shared Use Agreement	CAO		Q4 2016	updates included in qtrly report
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	nearing completion
Determine the best option for updating the Official Plan	Council	13-Jul-15	Q3 2016	
Operational Plan - Finalizing 4 year objectives	CAO		TBD	following adoption of 5 Year Capital Plan
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	Q1 presented April 5, Q2 to be presented in July
Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	Q3 2016	
Report on procedures, policies and options re: Demolition Permit	CBO/Planning staff	1-Dec-15	Q3 2016	
moving forward with necessary processes to add the creation of secondary dwelling units within accessory buildings as a permitted use	CBO/Planning staff	16-Feb-16	Q3 2016	
Implement a reward/incentive program for staff finding efficiencies/cost savings	CAO	5-Apr-16	Q3 2016	
Report on how new fill by-law is working, and if any amendments would be needed	CBO/Planning staff	4-May-16	Q4 2016	
Report on OCWA	Water Superintendent	23-Jun-16	9-Aug-16	
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
Inquire with the Town of Minto regarding videotaping Council Meetings	Clerk	16-Feb-16	1-Mar-16	complete Mar 1 Agenda
Pulic Open Forum Report	Clerk	1-Mar-16	22-Mar-16	complete Mar 22 Agenda
Check with Rogers to see if they are interested in broadcasting Council meetings	Clerk	19-Jan-16	Q2 2016	no Interest
Report on potential amendments to the sign by-law	By-law	17-Nov-15	Q1 2016	complete Mar 22 Agenda
Report on actions/options required to implement a Community Safety Zone By-law	County Planning	1-Sep-15	Q2 2016	County Engineer resp.
Amend Feb 26 - Fire Op Rev meeting minutes to include statement regarding the impact of medical response calls	Clerk	22-Mar-16	23-Mar	complete
GMF Application for wastewater class EA feasibility study - submission and results	Triton Engineering	2-Jun-15	n/a	completed - Funding Approved
Organizational and Compensation Review	CAO		5-Apr-16	
revised draft site alteration by-law, taking Council, OSRTF, and CAFD comments	CBO	22-Mar-16	5-Apr-16	
meet with staff to discuss best process for open forum	Mayor Alis, Councillor Sammut	22-Mar-16	5-Apr-16	meeting took place, discussion item on agenda

Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	Q1 2016 on April 5
Alcohol Risk Policy - update	CAO/Facility Manager	19-May-15	5-Apr-16	complete
Report on Community Safety Zones in both Villages, Crosswalk on the Main Street of Erin, and Truck By-pass around the Village of Erin	County Roads Department	16-Feb-16	Q2 2016	Letter recd on Apr 5 agenda from Cnty Roads
begin negotiations with Jardine Lloyd Thompson Canada Inc with the objective of entering into a contract for the Town's insurance coverage	Financial Analyst	22-Mar-16		mtg April 12, 2016
Advise the County of Wellington of Council's position regarding the application for 6012 Eighth Line	Clerk	5-Apr-16	19-Apr-16	complete
amend fee by-law to include Road Occupancy Permit	Clerk	22-Mar-16	3-May-16	possible changes from fire department as well
Station 50 - Update Emergency Plan	Fire Chief/County Emergency Manager	2-Jun-15	Q2 2016	EOC mtg April, Linda will attend Council May 3 for annual report
letter to real estate community regarding placing signs and the removal of them	CBO	22-Mar-16	3-May-16	
Fill By-law	CAO/CBO	2014	Q2 2016	on May 17 Agenda for passing
report regarding videotaping Council meetings	Clerk	22-Mar-16	17-May-16	investigating options including current agenda software
Invite Ontario Clean Water Agency to do a presentation to Council on water/wastewater issues	CAO	5-Apr-16	Q2 2016	Scheduled for June 7
Revise By-law for site plan securities - 100% off-site, 50% on-site	CBO/Planning staff	17-May-16	21-Jun-16	
Invite Meeting Investigator to present to Council on the complaint process	CAO	19-Apr-16	Q2 2016	Scheduled for June 21

From: Arnott-CO, Ted
Sent: June-23-16 2:40 PM
To: 'premier@ontario.ca'
Subject: FW: Resolution of Support

The Hon. Kathleen Wynne
Premier of Ontario

Dear Premier,

I am writing to bring to your attention the following resolution passed by Town of Erin Council at their June 7 Council meeting, which you should have received.

Council's resolution is detailed and self-explanatory. As you can see, Council is concerned about your Government's decision to end funding for Intensive Behaviour Intervention (IBI) Therapy for children over the age of five. Council believes that your Government should remove the age limit that you have placed on funding for IBI therapy and amend your policy to one that will allow all children on the waiting list to receive the IBI services promised to them. Council also wants to see your Government ensure oversight by professionals and parents based on 'development progress' criteria and milestones, and adopt a Direct Funding Offering model in lieu of the current Direct Service Offering model.

As you know, I share Council's concern and have raised this issue with during Question Period on several occasions, calling on your Government to reverse these cuts. I have also met with a number of families directly impacted by your Government's decision.

Please respond to Council and send a copy of your response to my Queen's Park office.

Thank you for your consideration of this matter.

Sincerely,

Ted Arnott, MPP
Wellington-Halton Hills

TOWN OF ERIN

#5684 Trafalgar Road
Hillsburgh, Ontario N0B 1Z0
www.erin.ca



Clerk's Department

Tel: (519) 855-4407, Ext.233
Fax: (519) 855-4281
E-mail: dina.lundy@erin.ca

June 10, 2016

The Honourable Kathleen Wynne
Premier of Ontario
Queen's Park, Rm 281
Main Legislative Building
Toronto, ON M7A 1A1

VIA EMAIL

Dear Premier Wynne:

Please be advised that at its meeting held on June 7th, 2016, The Town of Erin Council passed the following motion:

Resolution # 16-259

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that Council supports the Town of Shelburne's resolution regarding cutbacks to behavioural therapy for children affected by Autism Spectrum Disorder.

Regards,

Dina Lundy-Clerk

cc: Hon. Tracy MacCharles – Minister of Children and Youth Services
Alexander Bezzina – Deputy Minister
Hon. Eric Hoskins – Minister of Health
Ted Arnott – MPP, Wellington-Halton Hills
Michael Chong – MP, Wellington-Halton Hills
AMO

Attached: Town of Shelburne's letter re: Cutbacks to Behavioural Therapy



TOWN OF SHELburne
COUNCIL RESOLUTION

No. ____

Date: May 9, 2016

Moved by:

Seconded by:

WHEREAS, Autism Spectrum Disorder is now recognized as the most common neurological disorder affecting 1 in every 94 children, as well as their friends, family and community; and

WHEREAS, Applied Behaviour Analysis (ABA) is the scientific process based on objective evaluation and empirically based interventions used to achieve meaningful, generalizable and enduring behavioural change. Intensive Behavioural Intervention (IBI) is an application of the principles of ABA in an intensive setting used to affect behaviour change and improvement; and

WHEREAS, the current waiting list of children for Intensive Behaviour Intervention (IBI) is over 2,000 and more than 13,000 children await Applied Behaviour Analysis (ABA); and

WHEREAS, the Province of Ontario has announced it intends to discontinue IBI services to children over the age of four and provide a one-time payment to assist with services, thereby abandoning thousands who have been wait-listed for years; and

WHEREAS, there are two service models for affected children to be treated, 1) the Direct Service Offering (DSO) where children receive services directly from trained staff at Ontario's nine regional service providers, and 2) the Direct Funding Offering (DFO) where parents receive funding directly in order to purchase services; and
WHEREAS, the DFO model to provide services is used in Alberta, British Columbia and imminently Saskatchewan. Such a model is clinically rigorous and has been identified by the Auditor General of Ontario as being less expensive than Ontario's DSO model;

THEREFORE, be it resolved that a letter be sent to Hon. Tracy MacCharles, Minister of Children and Youth Services; Alexander Bezzina, Deputy Minister; Hon. Eric Hoskins, Minister of Health; and Hon. Kathleen Wynne, Premier of Ontario, requesting the Province to:

1. Amend its policy to one that will allow all children on the current waiting list to receive the IBI services promised them; and
2. Remove the age limit for IBI therapy and replace it with a program that provides ongoing IBI services based on need and individual development, not age; and
3. Ensure oversight by professionals and parents based on 'development progress' criteria and milestones; and
4. Adopt a Direct Funding Offering (DFO) model in lieu of the current Direct Service Offering (DSO) model.

Requested Vote to be recorded **Yes** **No**

	Yea	Nay
Mayor Bennington	[]	[]
Councillor Benotto	[]	[]
Councillor Chambers	[]	[]
Deputy Mayor Dunlop	[]	[]
Councillor Egan	[]	[]
Councillor Mills	[]	[]
Councillor Sample	[]	[]



NEWS RELEASE

Ted Arnott, MPP
Wellington-Halton Hills

FOR IMMEDIATE RELEASE
 May 9, 2016

Government can't abandon children with autism: MPP Arnott

(Queen's Park) —The Ontario Government needs to support all children living with autism, says Wellington-Halton Hills MPP Ted Arnott.

In Question Period on May 5, in response to the Government's decision to curb funding for Intensive Behavioural Intervention (IBI) therapy for children who have autism, Mr. Arnott raised the example of Meghan Graham and her son Daniel.

"I have heard from Meghan Graham, who grew up in Elora," Mr. Arnott told Premier Kathleen Wynne. "Her son Daniel is autistic. Daniel needed, received, and benefited from IBI therapy from the ages of seven to nine, and he has made great strides. Daniel's mom has passionately made the case that all autistic children need to be able to access IBI therapy."

Mr. Arnott's question was part of an effort by the Ontario PC Caucus to focus attention on the Liberal Government's mistaken decision to end funding for IBI therapy for autistic children five years of age or older. The Ontario PC Caucus dedicated every question during Question Period on May 5 to sharing the stories of children from across the Province who are affected by autism.

According to published reports, under the Liberal plan, the Government will limit funding for IBI therapy to children between the ages of two and four. Families with children five years of age or older who are currently on the wait list for IBI therapy will have their names removed from the list and receive a one-time payment of \$8,000.

"We need the Premier to stand up in this House, acknowledge that autism doesn't end at age five, and say, 'We're going to find a way to eliminate these wait-lists and help all autistic children, including those older than five, to reach their full potential,' and then work hard to bring truth to that statement," Mr. Arnott concluded. "Why won't she do that?"

— 30 —

Ted Arnott, MPP
 Phone: 416-325-3880
 Email: ted.arnott@pc.ola.org

Ontario Hansard - 05-May2016

AUTISM TREATMENT

The Speaker (Hon. Dave Levac): Final-

Interjection.

The Speaker (Hon. Dave Levac): Second time for the member from Hamilton Mountain.

The member from Wellington-Halton Hills on the final supplementary.

Mr. Ted Arnott: Back to the Premier: The government's answers to our questions on IBI funding seem to display a callousness in contradiction to a government which claims to care.

I have heard from Meghan Graham, who grew up in Elora and, years ago, was actually a legislative page here. Her son Daniel is autistic. Daniel needed, received and benefited from IBI therapy from the ages of seven to nine, and he has made great strides. Daniel's mom has passionately made the case to me that all autistic children need to be able to access IBI therapy.

We need the Premier to stand up in this House, acknowledge that autism doesn't end at age five, and say, "We're going to find a way to eliminate these wait-lists and help all autistic children, including those older than five, to reach their full potential," and then work hard to bring truth to that statement. Why won't she do that?

Hon. Kathleen O. Wynne: Minister of Children and Youth Services.

Hon. Tracy MacCharles: Again, thanks to the opposition for the important question.

It's important to clarify that children who are currently receiving IBI are not being immediately removed from service. They will receive their clinical assessment at the regular six-month interval, Speaker, and a transition plan will be identified that's specific to their needs. So if they continue to need those kinds of intensive services, they will get intensive services. It will be more tailored and more customized for the right duration to meet that child's needs.

1050

I encourage the opposition to reach out to my office. I've shared information with the opposition on the facts of the new program. I do welcome opposition feedback; I appreciate the letters. I've talked to a number of them. It's important that we all have our facts straight. I worry a bit, Speaker, if the facts are not clear, so I'm very committed to helping the opposition get clarity on that.



NEWS RELEASE

Ted Arnott, MPP
Wellington-Halton Hills

FOR IMMEDIATE RELEASE
May 17, 2016

All children with autism need our support

(Queen's Park) – The Government has a responsibility to support all children with autism and provide them with the therapy they need to succeed, says Wellington-Halton Hills MPP Ted Arnott.

On May 13, Mr. Arnott and Wellington-Halton Hills MP Michael Chong met in Georgetown with a number of local families who have children with Autism Spectrum Disorder (ASD), who expressed their concerns over the Ontario Government's decision to limit funding for Intensive Behavioural Intervention (IBI) therapy.

Mr. Arnott took their concerns directly to the floor of the Ontario Legislature, raising their concerns directly with the Government in Question Period on May 17. He shared the story of David and Linda Galvao of Georgetown, and their sons Toby and Luke.

"David and Linda Galvao's sons Toby and Luke both have ASD," Mr. Arnott told the Deputy Premier. "Their older son Toby began IBI therapy at age 6, and within 30 days he went from being non-verbal, to speaking and even reciting the alphabet. Their younger son Luke has been on the IBI waitlist for 3 years, and is now 6."

"Under the Government's plan to ration IBI therapy, Luke would be denied the chance to reach his full potential, the same chance that IBI therapy, at age 6, gave to his brother Toby," Mr. Arnott informed the Deputy Premier.

Under the Liberals' plan, the Government will limit funding for IBI therapy to children between the ages of two and four. Families with children five years of age or older who are currently on the wait list for IBI therapy will have their names removed from the list and receive a one-time payment of \$8,000.

"How can this Government be so heartless as to say to the Galvao family that their older son has a future, but their younger son is on his own?" Mr. Arnott asked the Deputy Premier.

Mr. Arnott's question came on the same day Ontario PC Leader Patrick Brown brought forward an opposition day motion in the Legislature calling on the Government to restore funding for IBI therapy for children over the age of five.

"Our Ontario PC Caucus has been very vocal about our opposition to the Government's decision to limit autism funding," Mr. Arnott said. "After all the billions of dollars they've wasted, how can they turn their backs on these children?" Mr. Arnott asked afterwards.

After Question Period, Mr. Arnott thanked those who attended the May 13 meeting for stepping up and making their voices heard.

"I want to thank Jennifer Hicks for initiating the meeting and helping to bring all the parents together last week," Mr. Arnott said after Question Period. "I also want to thank everyone for coming to meet with us and sharing their stories."

One of the attendees at the meeting was Freya Hunter, a therapist in Fergus who treats autistic children.

"Ms. Hunter raised a number of great points in our discussion," Mr. Arnott said. "She questioned whether there were other alternatives the Government could have considered, such as requiring insurance companies to provide coverage for autism as part of their benefit plans."

Mr. Arnott also thanked Wellington-Halton Hills MP Michael Chong for taking part in the meeting as well.

"Even though he's extremely busy these days, I was glad that Mike took the time to join us and show his interest and concern in this important issue," Mr. Arnott said.

– 30 –

Ted Arnott, MPP
Phone: 416-325-3880
Email: ted.arnott@pc.ola.org



Ted Arnott, MPP
Wellington-Halton Hills

Text of Mr. Arnott's question to the Minister of Children and Youth Services, May 17, 2016

Mr. Speaker, my question is also for the Minister of Children and Youth Services.

Last Friday, I met in Georgetown with families from our Riding who have children with Autism Spectrum Disorder. David and Linda Galvao's sons Toby and Luke both have ASD. David and Linda are planning to be here later today.

Their older son Toby began IBI therapy at age 6, and within 30 days he went from being non-verbal, to speaking and even reciting the alphabet.

Their younger son Luke has been on the IBI waitlist for 3 years, and is now 6.

Under the Government's plan to ration IBI therapy Luke would be denied the chance to reach his full potential, the same chance that IBI therapy, at age 6, gave to his older brother Toby.

How can this Government be so heartless as to say to the Galvao family that their older son has a future, but their younger son is on his own?

Minister of Health



Ministre de la Santé

JUN 17 2016

Ottawa, Canada K1A 0K9

His Worship Allan Ails
 Mayor of the Town of Erin
 R.R. 2
 5684 Trafalgar Road
 Hillsburgh, Ontario N0B 1Z0

RECEIVED

JUN 24 2016

TOWN OF ERIN

Dear Mr. Mayor:

Thank you for your letter of March 9, 2016, on behalf of the residents of the Town of Erin, Ontario, regarding their concerns about a potential marijuana production site.

I appreciate your taking the time to inform me of the concerns raised by the residents of Erin regarding recent criminal activity surrounding the production site in question. While the *Privacy Act* prohibits Health Canada from disclosing information about specific addresses or applications, I have taken the liberty of providing you with some information that will address some of their concerns.

Please be assured that Health Canada has heard concerns that the practice of allowing licensed individuals to produce marijuana for medical purposes in their homes posed risks to the health, security, and safety of Canadians.

On March 31, 2014, the *Marihuana Medical Access Regulations* (MMAR) were repealed. However, because of a federal court interim injunction granted on March 21, 2014, in the case of *Allard v. Canada*, individuals who were previously authorized to possess and grow marijuana under the MMAR and who meet the terms of the court order are able to continue to do so, on an interim basis.

To fall within the terms of the court order, the following criteria must be met:

- individuals must have held a valid authorization to possess (ATP) under the MMAR on March 21, 2014; or
- individuals must have held a valid personal-use production licence or designated-person production licence under the MMAR on or after September 30, 2013, where there is also an associated valid ATP as of March 21, 2014.

.../2

- 2 -

It is important to note that, with the repeal of the MMAR, Health Canada does not have the authority to conduct inspections or to amend, renew, or revoke authorizations and licences that were issued under the MMAR.

Individuals who are producing marijuana for medical purposes pursuant to the Federal Court order must continue to comply with all applicable federal, provincial, territorial and municipal legislation and by-laws. This includes, but is not limited to, the acquisition of building permits or site inspections for any electrical, ventilation or structural modifications made to a production site. This responsibility, as well as enforcement of these local requirements, does not fall within Health Canada's jurisdiction.

Pursuant to the Federal Court order, individuals who are producing marijuana for medical purposes who disregard their authorization or licence requirements, or any other related legislation, may be subject to law enforcement measures under the applicable legislation. If the residents of Erin suspect the occurrence of activity that may violate a law or by-law, I would advise them to contact their local law or by-law enforcement agency.

Further, the Office of Medical Cannabis offers a 24-hour secure police service line for law enforcement officials to assist in validating information that is authorized to be communicated to a Canadian police force. The police service line is strictly for the use of police officers who are requesting the information in the course of an investigation under the *Controlled Drugs and Substances Act* (CDSA) or its regulations. The limited information can only be used for the purpose of that investigation and the proper administration or enforcement of the CDSA or associated regulations.

If you are requesting information in writing or would like to verify multiple addresses and persons of interest, we ask that police officers send their request to Health Canada's Police Services by e-mail at Police-Services-Policier@hc-sc.gc.ca. We also ask that a police badge number be included in the e-mail request.

Again, thank you for writing on this important issue.

Yours sincerely,



The Honourable Jane Philpott, P.C., M.P.

wellington *Water* watchers.ca

Greenbelt Committee
Wellington Water Watchers
10 Carden St., Guelph, ON
N1H 3A2

Dear Councillor Allan Alls :

In January 2016, you were emailed a digital Greenbelt information package on behalf of the Wellington Water Watchers (WWW). The package described an expanded Greenbelt as proposed by the many community groups and organizations comprising the *Ontario Greenbelt Alliance*.

Since the circulation of that package, WWW has hosted two events pertaining to Greenbelt expansion, both of which were attended in part by County Councillors. The first, in Puslinch, featured the Honourable David Crombie as the plenary speaker, and was framed around the recommendations made to The Province by him and his Commission, regarding growth in the Greater Golden Horseshoe, including a recommendation to grow the Greenbelt. The second was a public Town Hall event in Fergus, where our speakers Kevin Thomason and David Donnelly drew on positive global, regional and local examples for evidence in favour of growing the Greenbelt here in Wellington County.

The primary concern expressed by planners and policy makers at both of these events was one of policy overlap – Where does the Greenbelt Plan improve upon existing policy? Environmental protections have long been an important element of the County's policy making. Considering the well defined Greenlands system, wellhead protection areas, provisions for environmental services such as stormwater management, and detailed policy areas including the Paris-Galt moraine, we recognize that the County's efforts to protect natural areas are significant. We would like to offer the perspective that growing the Greenbelt in Wellington County works *with* existing policy, not against it. Greenbelt designation brings with it a comprehensive Natural Heritage System (NHS), automatically included with no need for OPA appeal. This does not replace the County's NHS policies – instead, the more specific of the Greenbelt NHS and existing County policy applies by recognizing that local policies are often more thorough than broader Greenbelt policy and thereby adopting whichever policy is the more robust of the two. Some specific benefits include requiring developers to implement Low Impact Development designs, green infrastructure and mandatory Agricultural Impact Assessments for proposed development in prime agricultural areas.

The Wellington Water Watchers encourage you to consider the benefits of including more of Wellington County in the Greenbelt, as we continue to urge The Province to do the same. Please find enclosed for your reference the primer *Growing the Green, Protecting the Blue*, a widely circulated document, part of the promotional campaign to grow the Greenbelt. Thank you for taking the time to read this package contents.

Sincerely,
The Greenbelt Committee

RECEIVED
JUL 04 2016
TOWN OF ERIN

**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 – 5050 First Line, Part Lot 4, Concession 1, Town of Erin - Brown.

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 Part Lot 4, Concession 1, Town of Erin, from the current Agricultural 'A' Zone to the **AGRICULTURAL SITE-SPECIFIC TEMPORARY 'A-146(T)' 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-145 Brown By-law 16-_____ 5050 First 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-146(T) on Schedule 'A' may also be permitted one garden suite subject to the following special provisions:</p> <ol style="list-style-type: none"> a) The garden suite is permitted to be located in front of the main building b) The floor area of the garden suite is not to exceed 99m² (1,065ft²) c) That pursuant to Section 39(3) of the Planning Act, R.S.O. 1990, c.P.13 as amended, the garden suite is permitted until _____. <p>All other provisions of By-law 07-67 shall apply as applicable.</p>
---	--

3. That the subject land as shown 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 July 12, 2016.

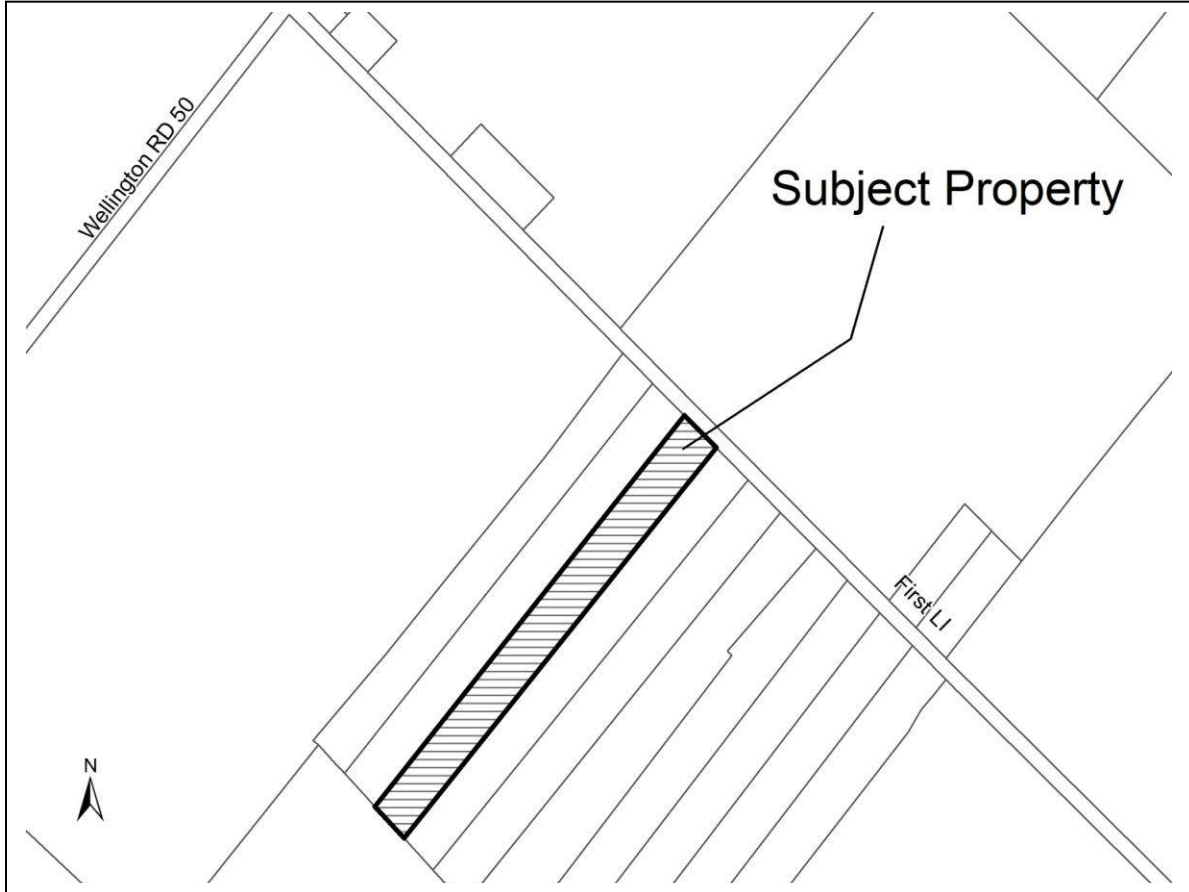
Mayor

Clerk

The Corporation of the Town of Erin

BY-LAW NO. 16-

SCHEDULE "A"



Highlighted area to be rezoned by "A" Zone to "A-146(T)" Zone

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 Part of Lot 4, Concession 1, municipally known as 5050 First Line, from Agricultural (A) to AGRICULTURAL SITE SPECIFIC TEMPORARY (A-146(T)) Zone, to permit the establishment of a "Garden Suite" as shown on Schedule "A" of this By-law.

The subject property is 4.1 ha (10.2ac) and is occupied by a single detached dwelling, horse barn and accessory building. The proposed garden suite is to be located in proximity to the main residence on the property.

A garden suite is a permitted use within the Secondary Agricultural designation in the County Official Plan. The proposed development will be subject to the establishment of a development agreement between the land owner and the Township.

THE CORPORATION OF THE TOWN OF ERIN

By-Law #16 -

**Being a By-Law to authorize the Mayor and Clerk enter into an agreement
With the owner of lands described as Part of East ½ of Lot 4,
Concession 1, to permit a temporary garden suite on the property**

Whereas, the owners of lands described as Part of the East ½ of Lot 4, Concession 1 requested the Town of Erin to amend Zoning By-law 07-67 to permit a temporary use of a garden suite pursuant to Section 39 of the Planning Act, R.S.O. 1990, as amended;

And whereas the Owner may be required to enter into an agreement with the municipality pursuant to Section 207.7 of the Municipal Act, R.S.O. 1990, as amended;

And whereas the development will be as defined pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended;

Now therefore the Council of the Corporation of the Town of Erin hereby **enacts as follows:**

- 1. That the Mayor and Clerk are hereby authorized and directed to sign and affix the corporate seal to execute the attached Agreement with the Owners of the lands described as Part of the East ½ of Lot 2, Concession 1, to permit a temporary garden suite on the property.
- 2. That the Agreement forms part of this By-law.
- 3. That this agreement shall come into effect on the date of enacting by the Council pursuant to Section 34 of the Planning Act. R.S.O. 1990, relating to By-law 16-_____

Passed in open Council on July 12, 2016.

Mayor

Clerk

GARDEN SUITE AGREEMENT

B E T W E E N: Bruce Raymond Brown and Victoria Brown

hereinafter called "the Owners" OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF ERIN

hereinafter called "the Town" OF THE SECOND PART

WITNESSES THAT:

WHEREAS the Owner represents that it is the owner of the Lands described as 5050 First Line, geographic area of the Town of Erin;

AND WHEREAS the Owners have requested that the Town amend the Town of Erin Zoning By-law No. 07-67 to permit the land to be developed in accordance with their application;

AND WHEREAS the Town considers the Owners' request to be in the public interest provided that certain conditions, as hereinafter set out, are complied with;

AND WHEREAS Council may require the Owners of the property to enter into an agreement with the municipality under Section 207.2 of *The Municipal Act*, as amended as a condition of passing a by-law allowing a temporary use of a garden suite pursuant to Section 39 of *The Planning Act*, as amended,

NOW THEREFORE the Owners covenant and agree with the Town as follows:

1. For the purposes of this agreement, development will be as defined in Section 41 of *The Planning Act*, as amended.
2. The owners agree to maintain the garden suite as developed. Any changes to the garden suite and/or the immediate site of the garden suite must first be approved in writing by the Town. Amendments to this Agreement and associated site plans may be required.
3. The Owners agree that prior to ceasing to own the subject property they will remove the second dwelling unit (garden suite).
4. The Owners shall be released from all obligations contained herein upon the removal of the second dwelling unit (garden suite) and re-establishment of the site.
5. The Owners agree to remove the second dwelling (garden suite), installed on the land pursuant to their development application, within six (6) months after the occupancy of the suite ceases or upon expiry of By-law Number 16- and any renewals thereof, whichever occurs first.
6. The Owners agree that upon the removal of the second dwelling unit (garden suite), the connections to the private septic system shall be appropriately terminated. Any cement piers or foundation for the garden suite will be removed, or incorporated into a permitted accessory structure.

GARDEN SUITE AGREEMENT

Owner's Name: _____

- 7. If the second dwelling unit (garden suite) is not removed as required by this Agreement, the Township is hereby authorized to remove said unit and may recover the expenses incurred by any or all of the methods provided for in Section 326 of *The Municipal Act*, as amended.
- 8. All facilities and matters required by this agreement shall be provided and maintained by the Owners at their sole risk and expense to the satisfaction of the Township and in accordance with the standards determined by the Township and in default thereof and without limiting other remedies available to the Township, the applicable provisions of *The Municipal Act* shall apply.
- 9. This agreement shall be read with such changes of gender and number as to the context may require and shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this _____ day of _____, 2016.

SIGNED & DELIVERED)
 in the presence of)
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 Witness)
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 _____)
 Witness)
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 THE CORPORATION OF THE
 TOWN OF ERIN

 Mayor

 Clerk