



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

**August 9, 2016**

**6:30 PM**

**Municipal Council Chamber**

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Declaration Pecuniary Interest**
4. **Community Announcements**
5. **Adoption of Minutes** 1 - 14  
July 7, 2016 Special Meeting  
July 12, 2016 Regular Meeting
6. **Business Arising from the Minutes**
7. **Delegations/Petitions/Presentations**
  - 7.1 Ruby Lennox (VP) and Barclay Nap (Director), Wellington Federation of Agriculture - Updates on agriculture in Wellington County 15 - 26
8. **Reports**
  - 8.1 **Building/Planning/By-Law**
    - 8.1.1 Sarah Wilhelm, Senior Planner, County of Wellington - Major Commercial/Industrial Development 27 - 29
    - 8.1.2 John Cox, Planning Consultant - Zoning By-law Amendment Application Z16-03, 9 Station Street 30 - 36
  - 8.2 **Roads**
    - 8.2.1 Road Superintendent - Construction of Sidewalk and Walkway – Wellington County Road 124 (Ross St. to N. of Erinville Dr) 37 - 38
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    - 8.3.1 Fire Chief - June 2016 Monthly Report 43

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9.	<b>New Business</b>	
10.	<b>Correspondence</b>	
10.1	Activity List	132 - 133
10.2	Conservation Authorities Agendas and Minutes Grand River Conservation Authority: <a href="http://www.grandriver.ca/index/document.cfm?Sec=13&amp; Sub1=71">http://www.grandriver.ca/index/document.cfm?Sec=13&amp; Sub1=71</a>  Credit Valley Conservation Authority: <a href="http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/">http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/</a>	
10.3	Ainley - Wastewater EA - June and July Monthly Progress Reports	134 - 137
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10.5	Blackport Hydrogeology - Water EA - Water Supply Assessment Update	139 - 140

10.6	Anna Spiteri - Resident concerns regarding strategic planning	141
10.7	Ted Arnott, MPP, Wellington-Halton Hills - High Speed Internet	142
10.8	Jim Rohrbach, MD "A" Centennial Coordinator - Lions Club request to fly Centennial Flag	143 - 144
<b>11.</b>	<b>Closed Session</b>	
	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; Administration	
<b>12.</b>	<b>Return from Closed Session</b>	
12.1	Motion to Reconvene	
12.2	Report Out	
<b>13.</b>	<b>By-Laws</b>	145 - 149
	Zoning Amendment - 9 Station Street	
	Interim CAO Appointment	
<b>14.</b>	<b>Notice of Motion</b>	
<b>15.</b>	<b>Adjournment</b>	



## Minutes of the Town of Erin Special Council Meeting

July 7, 2016

3:00 p.m.

Municipal Council Chamber

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

### 1. Call to Order

Mayor Aills called the meeting to order.

### 2. Declaration of Pecuniary Interest

None

### 3. Closed Session

#### Resolution # 16-289

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 3:01pm to discuss matters under the following exemptions in the Municipal Act S. 239 (2):

(2)(b) personal matters about an identifiable individual, including municipal or local board employees; 1. Building Department

(3.1) educational or training sessions; 1. Code of Ethics (Conduct)

**Carried**

### 4. Return from Closed Session

#### Resolution # 16-290

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the meeting be reconvened at the hour of 4:10PM.

**Carried**

#### 4.1 Report Out

##### Resolution # 16-291

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the Corporation of the Town of Erin appoint Mr. Robert Foster of Guelph, Ontario as its Interim Chief Building Official



under the terms of employment set out by the Interim Chief Administrative Officer for a period of time as necessary to fulfill the statutory obligations under the Municipal Act, Building Code Act, Building Code and any other statute.

**Carried**

**5. By-laws**

**Resolution # 16-292**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

Be it resolved that By-law 16-46 (Interim CBO appointment) and 16-47 (confirming), are hereby passed.

**Carried**

**6. Adjournment**

**Resolution # 16-293(verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** the meeting be adjourned at the hour of 4:12PM.

**Carried**

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**Mayor Allan Ails**

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**Clerk Dina Lundy**



2016 Regular Meeting

## Minutes of the Regular Town of Erin Council Meeting

July 12, 2016

6:30 pm

Municipal Council Chamber

<b>Present:</b>	<b>Allan Alls</b>	<b>Mayor</b>
	<b>John Brennan</b>	<b>Councillor</b>
	<b>Matt Sammut</b>	<b>Councillor</b>
	<b>Rob Smith</b>	<b>Councillor</b>
	<b>Jeff Duncan</b>	<b>Councillor</b>
<b>Staff Present:</b>	<b>Dina Lundy</b>	<b>Clerk</b>
	<b>Ursula D'Angelo</b>	<b>Director of Finance</b>
	<b>Trish Crawford</b>	<b>Clerk's Assistant</b>
	<b>Robyn Mulder</b>	<b>Economic Development Officer</b>
	<b>Greg Delfosse</b>	<b>Roads Superintendent</b>
	<b>Larry Wheeler</b>	<b>Financial Analyst</b>
	<b>Joe Babin</b>	<b>Water Superintendent</b>
	<b>Jessica Wilton</b>	<b>Building/Planning Admin. Assistant</b>

- 1. Call to Order**  
Mayor Alls called the meeting to order.
- 2. Approval of Agenda**  
**Resolution # 16-294**  
**Moved By** Councillor Duncan  
**Seconded By** Councillor Smith  
**Be it resolved that** the agenda be approved as circulated.

**Carried**
- 3. Declaration Pecuniary Interest**  
Councillor Duncan stated that he will be declaring a pecuniary interest on the Public Information portion (4.1) of the meeting due to the proximity of his residence to the subject lands.
- 4. Public Meetings**  
Councillor Duncan left the Council Chambers.

July 12, 2016 Regular Meeting

#### **4.1 Zoning Amendment - File Z16-03 County of Wellington - Hillsburgh Library**

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.

John Cox – JL Cox Planning- gave an overview of the application. Currently it is zoned residential, and does not allow for institutional uses.

Sarah Wilhelm - Planning staff for the applicant (County) presented the application to amend the Zoning By-Law 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. Her presentation included the overall concept and expanded on elements of the proposed library, heritage aspects and highlighted some of the features that will remain protected within the new structural design.

July 12, 2016 Regular Meeting

### Comments from the Public:

Rod Finnie:

- agrees with the proposal in principal
- Hillsburgh used to have the best rated library but not anymore, it is important to revitalize the town
- concerned with congestion of traffic and if the actual entrance to the facility conforms with the current by-law
- trees may cause site line issues
- would have liked location to be closer to the commercial section, otherwise it is a great idea

Pauline Follett:

- sidewalks will need to be upgraded from Trafalgar Road to the site

Martin Rudd:

- will there be enough parking available for such a large facility
- concerned about the loss of the original garage
- would like to see the building sustainable and have less grass coverage and more fruit trees
- would like opportunity for further community input towards usage and design

Murray McCabe (Chief Librarian, Wellington County):

- about 50 public comments had been received and forwarded to the architect for review
- overall, the comments were positive in nature
- ensures that the new design will protect the current home as much as possible, and that the addition will provide accessibility without having to add a second floor which creates other issues

Tara McLaughlin (The Ventin Group Ltd.)

- parking planned for 28 spots
- the location of the proposed parking lot was altered already by recommendation from Paradigm Transportation Solutions Limited in the course of their traffic study, however they may push it further back from the road to further reduce the severity
- focus of design is to maintain views

July 12, 2016 Regular Meeting

Sarah Wilhelm (Wellington County Planner):

- County will comply with all conditions that any other business would including cost factors relating to sidewalk repairs/upgrades
- other issues will be identified and handled during the EA process

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.

Councillor Duncan returned to the Council Chambers.

## 5. Community Announcements

Mayor Alls offered his condolences on behalf of Council to the Tocher family and friends for the recent loss of a community icon Kent Tocher.

### 5.1 Open House 2 - Erin and Hillsburgh Rotary Riverwalk Trail Feasibility Study – Wednesday, July 13 at 7:00 pm to 8:30 pm.

July 12 (1960) – Orangemen’s Day – Battle of the Boyne

July 14 - EWCS 14th Annual Charity Golf Tournament

Aug 6 - 7th Annual Erin Legion Show & Shine

Weekly - EAS Farmer's Market Friday afternoons from 3-7

Aug 20 - Annual Spirit of the Hills Family Fun Day

July 23 - Check Your Watershed Day

Details on these and more at [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/)

## 6. Adoption of Minutes

**Resolution # 16-295**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

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

June 21, 2016 Regular Meeting

June 23, 2016 Special Meeting

June 29, 2016 Special Meeting

**Carried**

July 12, 2016 Regular Meeting

**7. Business Arising from the Minutes**

None

**8. Delegations/Petitions/Presentations**

**8.1 Anton Lamers, Guelph Solar - FIT Project Announcement**

**Resolution # 16-296**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the delegation of Anton Lamers, announcing that the Centre 2000 Rooftop Solar Project will be receiving a FIT contract offer.

**Carried**

**8.2 Jeff Buisman, VanHarten Surveying - Request to proceed with steps required to transfer road allowance to abutting owner**

**Resolution # 16-297**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the delegation from Jeff Buisman, of VanHarten Surveying regarding the close and transfer a section of road along the 8th line;

**And that** Council agrees with the proposal in principle, and directs staff to proceed with the administrative and procedural steps required for the sale to transpire, with all costs to be paid for by the abutting owners.

**Carried**

**8.3 Aaron Levitt - Wall Mural Art Project**

**Resolution # 16-298**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council supports the Street Art Mural Project, as presented by Robyn Mulder on behalf of Aaron Levitt who was unable to attend.

**Carried**

July 12, 2016 Regular Meeting

**8.4 Murray Short, RLB Chartered Professional Accounts - Draft Financial Statements and Key Operating Measures**

**Resolution # 16-299**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the presentation of the 2015 Draft Financial Statements and Key Operating Measures from Murray Short of RLB Chartered Professional Accountants.

**Carried**

**9. Reports**

**9.1 Finance**

**9.1.1 Director of Finance - 2015 Financial Statements**

**Resolution # 16-300**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**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.

**And That** Council directs the Director of Finance to circulate and post copies of the 2015 Financial Statements as required by the *Municipal Act, 2001*.

**Carried**

**9.2 Building/Planning/By-Law**

**9.2.1 Gary Cousins, Director of Planning and Development, County of Wellington - Angelstone Farms August 2016 Events**

**Resolution # 16-301**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council authorizes staff to issue permits for the remaining three 2016 Angelstone events;

**And that** monitoring by the Town continue for the remaining three events.

**Carried**

**9.2.2 Elizabeth Martelluzzi, Junior Planner, County of Wellington-  
Planning Report D14 BRO Jul 12-16**

**Resolution # 16-302**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the report of Elizabeth Martelluzzi, Junior Planner for the County of Wellington regarding the application to permit a garden suite at 5050 First Line;

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

**Carried**

**9.2.3 Jameson Pickard, Planner, County of Wellington - Town of  
Erin Official Plan Amendment (No. 7) - Community  
Improvement Policy Update**

**Resolution # 16-303**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Town of Erin Official Plan Amendment No 7 report regarding Community Improvement Policy update;

**And that** Council directs staff to hold a public meeting on a date to be determined.

**Carried**

**9.2.4 Building and Planning Administrative Assistant - Demolition  
Report – 9358 Halton-Erin Townline, Concession 7, Part Lot 1**

**Resolution # 16-304**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**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.



Carried

**9.2.5 Building and Planning Administrative Assistant - Entrance for B120-16 Severance Application**

**Resolution # 16-305**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

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

- applicant to supply appropriate signage at their cost
- that the entrance remain a common entrance

Carried

**9.3 Water**

**9.3.1 Water Superintendent/Compliance Administrator- 2016 Water Department Management Review Report**

**Resolution # 16-306**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

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

Carried

**9.4 Administration**

**9.4.1 Economic Development Officer - 2016 International Plowing Match**

**Resolution # 16-307**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

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

**Carried****9.5 Finance****9.5.1 Deputy Treasurer - Approval of Accounts****Resolution # 16-308****Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-7A on "Approval of Accounts".**Carried****9.5.2 Director of Finance - 2017 Budget Guidelines****Resolution # 16-309****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** Council approves the following:

- 2017 Budget Timetable
- Proposed 2017 Budget Guidelines

**Carried****9.6 Mayor****9.6.1 Mayor's Report - verbal updates**

Mayor Alls updated Council on activities regarding the ambulance services, crosswalk on Main Street in Erin and development. He also spoke about concerns raised in the community with respect to Nestle Waters continuing to take water during our residential restrictions currently in place.

**Resolution # 16-310****Moved By** Mayor Alls**Seconded By** Councillor Brennan**Be it resolved that** Council direct staff to prepare a report regarding the implications and options to amend the Official Plan to allow some commercial/industrial development in the Town of Erin while the Water/Wastewater EA is in progress.**Carried**

July 12, 2016 Regular Meeting

## 9.7 Committees

### 9.7.1 Committee Appointment

**Resolution # 16-311**

**Moved By** Councillor Sammut

**Seconded By** Mayor Alls

**Be it resolved that** Council appoints Karen Campbell as a member of the Lets Get Hillsburgh Growing Committee.

**Carried**

### 9.7.2 Public Liaison Committee - June 7, 2016 Meeting Minutes

**Resolution # 16-312**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Public Liaison Committee June 7, 2016 Meeting Minutes.

**Carried**

### 9.7.3 Economic Development Committee - June 15, 2016 Minutes

**Resolution # 16-313**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Economic Development Committee June 15, 2016 Meeting Minutes.

**Carried**

### 9.7.4 Ballinacorney Community Centre - April 4 and May 16, 2016 Minutes

**Resolution # 16-314**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Ballinacorney Community Centre April 4 and May 16, 2016 Meeting Minutes.

**Carried**

## 10. New Business

July 12, 2016 Regular Meeting

**10.1 Councillor Duncan - Maintenance at Hillsburgh Pioneer Cemetery**

Council agreed with allowing volunteers to cut back trees and make minor repairs and clean up the area.

**11. Correspondence**

**Resolution # 16-315**

**Moved By** Councillor Duncan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives correspondence items 11.1 to 11.4 for information

**Carried**

**11.5 Greenbelt Committee, Wellington Water Watchers - Greenbelt Expansion**

**Resolution # 16-316**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council directs Mayor Alls to respond to the correspondence received from the Greenbelt Committee with the position that Council does not support expansion of the greenbelt.

**Carried**

**12. Closed Session**

**Resolution # 16-317**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 9:19 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; HR Matters (3)

**Carried**

**13. Return from Closed Session**

**13.1 Motion to Reconvene**

July 12, 2016 Regular Meeting

**Resolution # 16-318**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** the meeting be reconvened at the hour of 10:38 pm.

**Carried**

**13.2 Report Out**

None

**14. By-Laws**

**Resolution # 16-319**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** By-Law numbers 16–48 to 16-50 inclusive, are hereby passed.

**Carried**

**15. Notice of Motion**

None

**16. Adjournment**

**Resolution # 16-320**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the meeting be adjourned at the hour of 10:39 pm.

**Carried**

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Mayor Allan Alls

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Clerk Dina Lundy



# **Fast Ag Facts for Wellington and beyond**

**June 2016**

**Wellington Federation of Agriculture**

# Contacts

## The 2015-2016 Executive

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 [WellingtonFedofAgriculture](https://www.facebook.com/WellingtonFedofAgriculture) [@WellFedAg](https://www.instagram.com/WellFedAg)  
[www.wfofa.on.ca](http://www.wfofa.on.ca)

**The Wellington Federation of Agriculture (WFA) works closely with the Ontario Federation of Agriculture (OFA.) WFA acts on behalf of over 1,300 OFA members in Wellington in the effort to make sure that the farm voice is heard and that farming remains a vital part of the local economy.**

Gord Grant, OFA 877-343-5444  
 MSR Waterloo-Wellington-Dufferin  
 519-577-6970 txt 877-638-9493 fax  
[gord.grant@ofa.on.ca](mailto:gord.grant@ofa.on.ca)  
[@OFA4WWD](https://www.instagram.com/OFA4WWD)

⇒ OFA has Member Service Representatives (MSRs) across the province to assist OFA members and county federations.

[www.ofa.on.ca](http://www.ofa.on.ca)



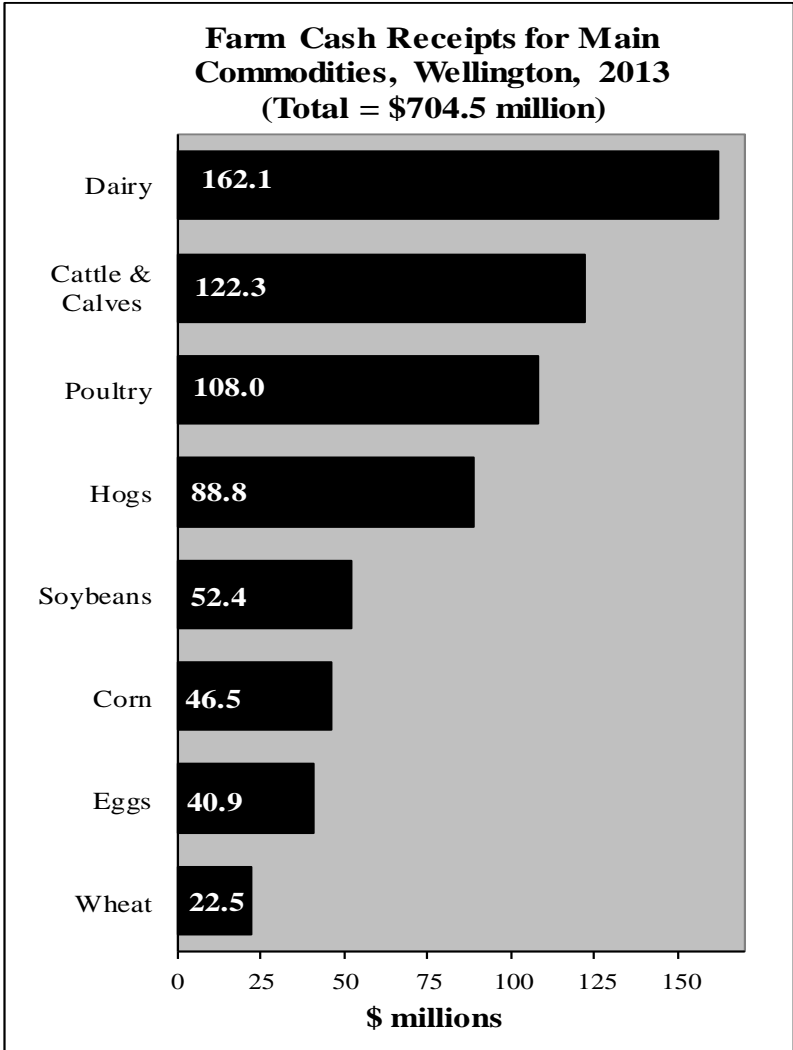
## Get to know OFA

- ⇒ OFA is the largest farm organization in Ontario with approximately **37,000 members** and supporters in 2015.
- ⇒ OFA has been advocating for farmers for **80 years** and its origins can be traced back to the agrarian movement of the early 1900's.
- ⇒ OFA gathers the perspective of farmers across the province via the **Policy Advisory Council (PAC)** to help the OFA board develop policy. The PAC meets 4 times a year. The councilors are elected annually by OFA members at a local meeting in each county. **OFA convention delegates** are also elected at this meeting.
- ⇒ Some **28 commodity organizations** are actively associated with OFA and lend their focused perspective to the process of policy development of the OFA board. The OFA champions farm issues that are general in nature and supports the commodity organizations when requested on issues exclusive to that commodity.
- ⇒ The activities of the OFA are governed by **18 Board Directors**. 15 are elected locally from across the province for 3-yr terms. 3 directors-at-large are elected at the OFA AGM. The executive of OFA consists of the President, two Vice Presidents elected at the OFA convention and an Executive Member elected by the board.
- ⇒ OFA has a field force of **21 staff, Member Service Representatives (MSRs)** to assist members with issues and to help facilitate the activities of county federations and the OFA locally.
- ⇒ OFA's **Policy Research group** consists of **8 staff** that handle multiple policy files and actively network with other professionals in those fields directly and on committees. Researchers inform and support the OFA board on issues in their key policy areas. Research staff also provide support to MSRs on member issues.
- ⇒ The OFA strives to deliver exclusive value to members through its Member Benefits program. A dozen companies have committed to being **OFA Member Benefit providers**. E.g. huge fleet discounts on GM and Chrysler vehicles.
- ⇒ OFA is a key contributor to the **Canadian Federation of Agriculture (CFA)** - Canada's national lobby for farmers.



## Wellington's Ag Stats

Wellington Agriculture—Over \$700 M sales/yr



Source: OMAFRA County Profiles based on the 2011 Ag Census

Wellington farmers are  
owners and stewards of  
78.5% of the total area of  
the County of Wellington

**78.5%**

# Sustainable Ag

## Rural Water Quality Program

Wellington farmers are part of a remarkable collaboration with other rural landowners, the county, Guelph and Grand River Conservation Authority. The Rural Water Quality Program will celebrate 20 years of success in 2018.



- ⇒ \$14 M invested by Grand River municipalities + \$27 M of private funds invested by farmers and rural landowners in 5,000 projects to improve water quality.
- ⇒ Estimated that 100,000 kg/year of phosphorus stays on the land to grow crops—phosphorus that used to get away and threaten water quality
- ⇒ 140 km of fencing restricts over 13,500 head of livestock that once punched down riverbanks creating erosion problems.
- ⇒ 920 hectares of fragile land retired from ag production to protect steep banks, wetlands, water recharge areas and riparian areas.

[www.grandriver.ca](http://www.grandriver.ca) > Rural Water Quality Program

## Farming, Food and Beyond: Our Commitment to Sustainability

### Ontario's 25 yr EFP Legacy:

- ⇒ Over 35,000 farm families have completed an Environmental Farm Plan (EFP)
- ⇒ A 2011 survey revealed that, on average, EFP participants invested \$53,900 of their own dollars in EFP projects
- ⇒ 95% of farmers said EFP had a positive impact on their farming.



### Commitment to Sustainability into the future:

- ⇒ The EFP model is expanding beyond the farm gate
- ⇒ SF<sup>2</sup>Ps (Sustainable Farm & Food Plans) will expand on EFPs to inform and engage Ontario farmers to tackle new challenges and opportunities at their doorstep and around the world
- ⇒ The SF<sup>2</sup>P initiative will reach out to other partners in the food production network; improve the dialogue between farmers and consumers.

[www.sustainablefarms.ca](http://www.sustainablefarms.ca)

## Wellington's Ag Stats

**Farms by Industry Group,**

2011 Census (# of farms, % of province)

Dairy cattle and milk production	363	9.0
Beef cattle ranching and farming	423	6.0
Hogs and pig farming	120	9.7
Sheep and goat farming	83	5.7
Poultry and egg production	166	10.3
Other animal production	453	6.5
Oilseed and grain farming	548	3.5
Vegetable and melon farming	22	1.4
Fruit and tree nut farming	15	1.0
Greenhouse, nursery and floriculture	72	3.0
Other crop farming	246	3.0

**Livestock and Poultry Inventories,**

2011 Census (number)

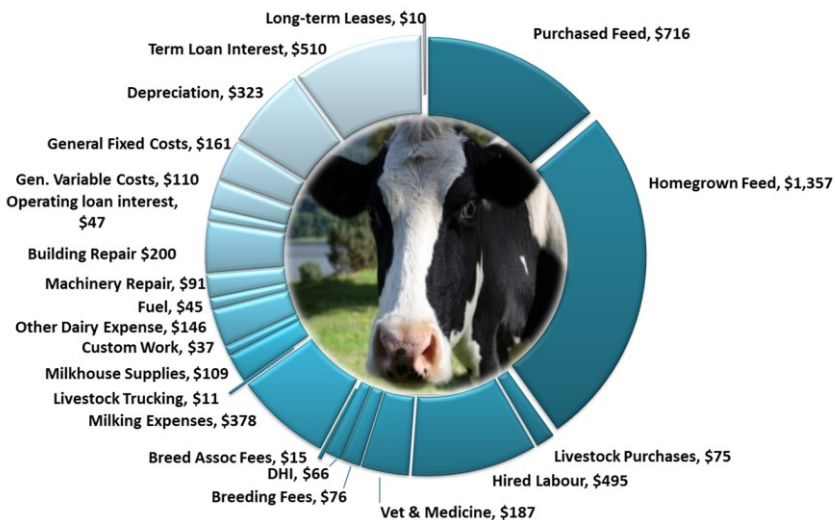
Dairy cows	25,779
Beef cows	10,350
Steers	42,229
Total cattle and calves	142,197
Total pigs	236,144
Total sheep and lambs	27,548
Total hens and chickens	5,706,394
Total turkeys	248,811

Source: OMAFRA County Profiles based on the 2011 Ag Census

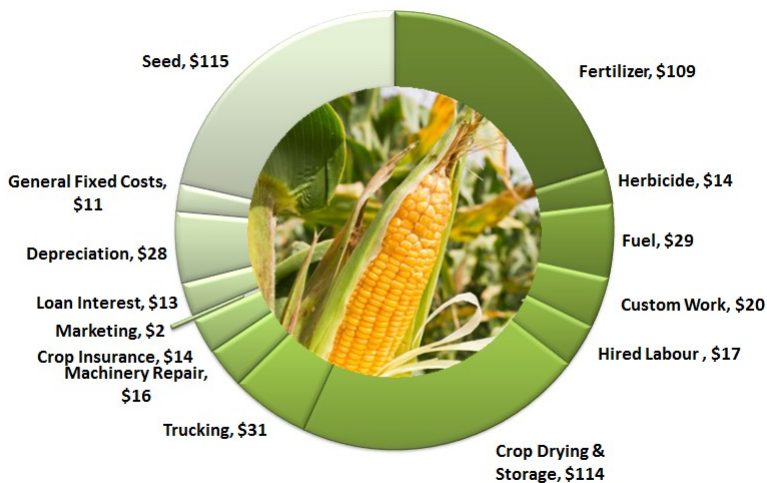


# Ontario Farmers Spend \$ to Make \$

## Over \$5,000/year / dairy cow



## Over \$500/acre for corn



Source: OMAFRA Enterprise Budgets

## Wellington's Ag Stats

Almost half of Wellington's farms generate more than \$100,000 in revenue every year.

### Total Gross Farm Receipts, 2011 Census (farms reporting)

Under \$10,000	403	
\$10,000 to \$24,999	363	
\$25,000 to \$49,999	308	
\$50,000 to \$99,999	271	
\$100,000 to \$249,999	445	
\$250,000 to \$499,999	375	
\$500,000 to \$999,999	222	
\$1,000,000 to \$1,999,999	82	
\$2,000,000 and over	42	46.4%

Successful farm operators need hired farm labour. Over **58,000 weeks of work** most of it year round are generated on Wellington farms for hired farm labourers.

Hired Farm Labour, 2011 Census (weeks)	
Year round .....	47,017
Seasonal .....	11,125
Total .....	58,142

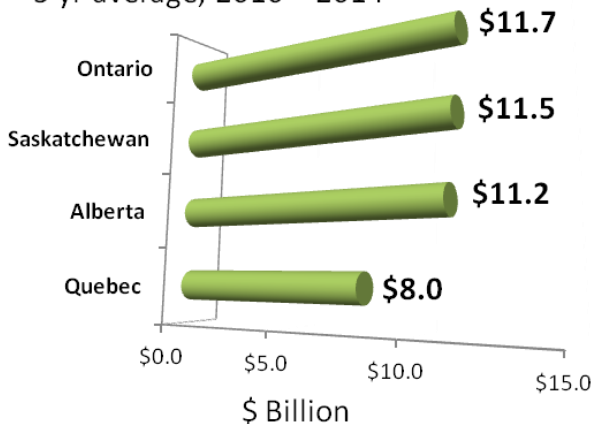
Source: OMAFRA County Profiles based on the 2011 Ag Census

## Ontario Ag Stats

### Ontario tops the provinces in agricultural output

#### Farm Cash Receipts

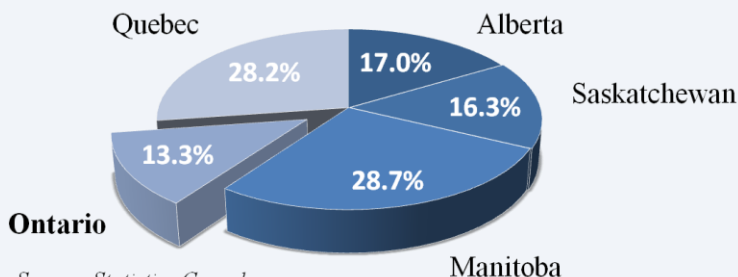
5 yr average, 2010 – 2014



Often overshadowed by other sectors of Ontario's economy, the Ontario ag sector is still a powerful economic engine.

### Ontario Ag—a low draw on gov't \$\$\$

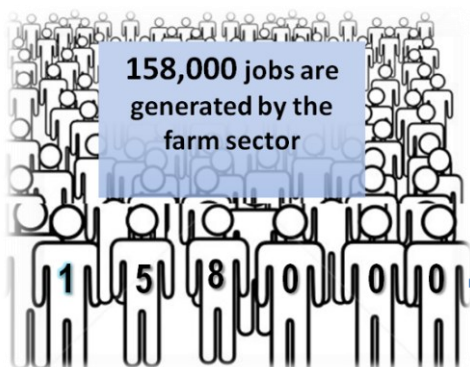
#### Ratio of Net Program Payments over Net Operating Income, 2010-2014



Source: Statistics Canada

## Ontario Ag Stats

### Primary agriculture—on the farm



**\$1.4B**

Ontario's farm sector generates \$1.4 billion in provincial tax revenues

**\$8.1B**

\$8.1 billion in wages and salaries are supported by Ontario farms

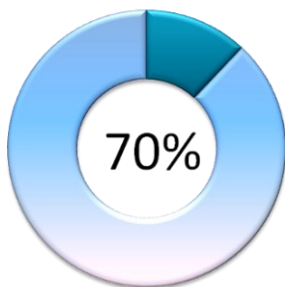
**\$13.7B**

Agriculture contributes \$13.7 billion to Ontario's annual GDP

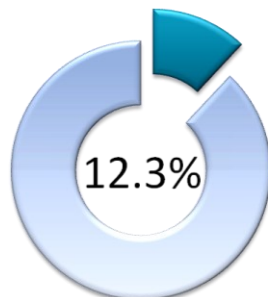
**\$12B**

Ontario farms spend almost \$12 billion on farm inputs

### Rural Ontario—in the community



Rural Ontario is home to 70% of Ontario's farm sector employment

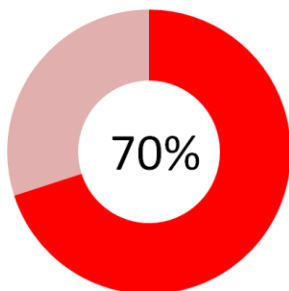


The farm sector is a driving force behind the province's rural economy accounting for 12.3% of rural Ontario GDP



## Ontario Ag Stats

### Along the value chain



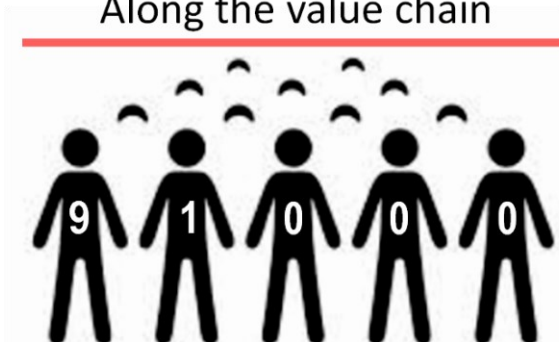
More than 70% of Ontario farm products remain within the province.

### Along the value chain

**\$21,300,000,000**

Ontario's food and beverage processors contributed \$21.3 billion to the province's GDP in 2012

### Along the value chain



Food processing directly employs more than 91,000 workers across Ontario and more than 193,000 secondary jobs in other areas of the economy



Your Ag is already Big business.  
Now make it Bigger!



There's big business on your back concessions. Farming and the local businesses directly supporting agriculture have always been a significant and constant contributor to the rural economy of Ontario. Rural municipalities have a big role to play in nurturing agricultural growth. The Ontario Federation of Agriculture makes that easier for municipal councillors with the [\*Checklist to Support Agricultural Growth in Your Municipality\*](#). The Wellington Federation of Agriculture is always ready to work with Wellington municipalities. Please have a look at the checklist, then feel free to call and continue the discussion.



## PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

**DATE:** August 9, 2016  
**TO:** Derek McCaughan, Interim CAO  
 Town of Erin  
**FROM:** Sarah Wilhelm, Senior Planner  
 County of Wellington  
**SUBJECT:** **MAJOR COMMERCIAL/INDUSTRIAL DEVELOPMENT IN ERIN**  
**Options to Amend Official Plan**

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### BACKGROUND

This report is in response to the following resolution passed by Council at their meeting of July 12, 2016:

#### **Resolution #16-310**

“Be it resolved that Council direct staff to prepare a report regarding the implications and options to amend the Official Plan to allow some commercial/industrial development in the Town of Erin while the Water/Wastewater EA is in progress.”

The Official Plan policies related to this resolution are found in Section 3.3.6 of the Town Plan (see Appendix 1). These policies are mirrored in Section 11.2.7 of the County Official Plan.

### OFFICIAL PLAN POLICY FRAMEWORK

As it currently stands, the Urban Areas Special Policy for the Town of Erin states that “The Servicing and Settlement Master Plan must be completed and approved before any major development is permitted.” The SSMP is complete but the Environmental Assessments to implement the Plan are still years away from a conclusion that could support new development on municipal services. In the meantime, the policies provide for modest development in the existing built-up area of the villages if it does not significantly increase water and wastewater demands. We have considered such proposals in the Town on a site specific basis and have had some minor commercial/industrial proposals move forward. We have not been in a position to support major development as the existing Official Plan policy framework does not provide sufficient policy guidance for the period between now and when municipal sewage and water capacity will be in place.

The direction for the Urban Centre Wastewater Servicing Environmental Assessment (EA) is as follows:

1. Service existing development of both Erin Village and Hillsburgh
2. Set aside 100 units of growth capacity for infill development and industrial/commercial growth
3. Set aside 400 units of growth capacity based on one of three options:
  - 50%-50% split
  - 100% to Erin Village, or
  - 100% to Hillsburgh
4. Update assimilative capacity calculations based on more recent flow data

### DISCUSSION

The following questions need to be considered:

1. Should the existing Official Plan policies be updated by an Official Plan Amendment to make it clear that some major development could be permitted on partial services?
2. Should certain commercial/ industrial uses move forward on partial services prior to completion of the EA?
3. If so, what conditions should be applied to such development?
4. At what point in the EA process would it be most appropriate to give consideration to the above?

In terms of timing, we note that the first step in the EA reviews assimilative capacity and examines which areas of the Town would get municipal servicing and which areas would not. There will be a Class EA Phase 1 and 2 report at the end of Phase 2. The final version of this document will be available sometime after the public meeting in November 2016. Once the final Phase 1 and 2 report is available, we will be in a better position to consider the questions above.

### **OPTIONS**

An option to amend the Town of Erin and County of Wellington Official Plan is a Town-initiated amendment to provide clarity for broader consideration of some major commercial/industrial development to move forward on partial services. The Town may also wish to consider revoking its Official Plan and introducing special policies within the County Official Plan, which offers an up to date policy framework and would avoid duplication.

Any decisions will need to be consistent with the Provincial Policy Statement. While it would be premature to make such a determination at this time, the PPS will be an important subject of later analysis.

### **MOVING FORWARD**

Council may wish to consider the following resolution:

That once the final version of the Phase 1 and 2 Report of the Urban Centre Wastewater Servicing Environmental Assessment is available, Council give consideration to amend the Official Plans of the Town of Erin and County of Wellington to provide clarity concerning certain major commercial/ industrial uses to move forward on partial servicing, subject to conditions.

Respectfully submitted  
County of Wellington Planning and Development Department




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Sarah Wilhelm, BES, MCIP, RPP  
Senior Planner

Attachment:  
Urban Areas – Special Policy, Town of Erin Official Plan Excerpt

**Appendix 1**      **Urban Areas – Special Policy**  
**Town of Erin Official Plan Excerpt**

**3.6.6 Urban Areas - Special Policy**

Construction of new or expansion of existing municipal or private communal water or wastewater systems are to serve growth in a manner that supports achievement of the intensification target and density target.

A Servicing and Settlement Master Plan will be completed to assess, in a comprehensive manner, the urban areas' capacity to accommodate growth from an environmental and servicing perspective including a review and assessment of the urban areas in terms of;

- a) Growth management and the related fiscal impacts;
- b) Established projected population;
- c) Development density;
- d) Impact of development on environmental and natural heritage resources
- e) Servicing (water and wastewater) and stormwater management;
- f) Other matters considered appropriate by the Town;

The Servicing and Settlement Master Plan must be completed and approved before any major development is permitted. The Study will be undertaken by the Town in consultation with the County and Credit Valley Conservation Authority. The master plan will be implemented by an amendment to the Official Plan for the Town of Erin.

The Town, may, in its Official Plan identify new land use designations but these designations will not be implemented through further planning approvals until the comprehensive servicing study is completed and approved. The Town may develop a phasing strategy for development to comply with County growth forecasts.

Modest development in the existing built-up area of the villages may be allowed if it does not significantly increase water and wastewater demands.

Projects which would result in improved environmental protection or benefit may also be considered in conjunction with the conservation authority.



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## PLANNING REPORT

Date: August 2, 2016

To: Dina Lundy, Clerk  
Town of Erin

From: John L. Cox, MCIP, RPP  
JL Cox Planning Consultants Inc.

Subject: **Zoning Bylaw Amendment Application Z16-03**  
**County of Wellington**  
**Proposed Hillsburgh Library**

### INTRODUCTION

The Town of Erin received a zoning bylaw amendment application for lands described as Part 1, Plan 61R-521, Lots 39-52 and Worts Street (closed) R.P. 280, former Township of Erin now Town of Erin, County of Wellington. The property is known locally as 9 Station Street and is located in the urban centre of Hillsburgh, on the northeast side of Station Street, west of Trafalgar Road and adjacent to the Hillsburgh mill pond.

The subject property is approximately 0.8 ha (2 acres) in size. There are currently a two storey dwelling, garage and swimming pool located on the property.

### PURPOSE

The County of Wellington has applied for a zoning amendment to change the zoning of the property from Residential One (R1) Zone to the Institutional (I) Zone. The proposed amendment will permit the development of a new Hillsburgh Library as part of the County library system. This will permit an expansion of the current Hillsburgh branch which is approximately 312 m<sup>2</sup> (3360 square feet) to about 800 m<sup>2</sup> (8600 square feet).

In support of the application the following reports were submitted:

- Planning Justification Report dated June, 2016 prepared by Wellington County planning staff
- Traffic Impact Study dated May, 2016 prepared by Paradigm Transportation Solutions Limited





- Site Plan-Zoning Sketch dated June 16, 2016 prepared by +VG Architect

**PLANNING CONTEXT**

The planning policies applicable to the property were addressed in the Planning Justification Report referred to above and which was circulated to Council as part of the agenda for the public meeting held on July 12, 2015. In summary:

- the proposed zoning amendment is consistent with the policies of the PPS (2014)
- the lands are within an Urban Centre designation (Hillsburgh) of the Wellington County Official Plan and do not require an amendment of the County Plan
- the Town of Erin Official Plan designates the property as Residential and Section 4.7 of the Plan permits non-residential uses such as public facilities in the Residential designation
- Town of Erin Zoning Bylaw 07-67 zones the property as Residential One (R1) and the requested zoning amendment proposes to rezone the property to Institutional (I) zone.

The Planning Justification Report provides detailed analyses of how the application meets the applicable planning policies.

**PROPOSED ZONING AMENDMENT**

County planning staff have proposed a draft zoning amendment which is to be included in the Erin Council Agenda for the August 12th meeting. The proposed zoning amendment will change the zoning of the property from Residential One (R1) Zone to the Institutional (I) Zone. No site specific regulations have been requested for the proposed amendment.

**AGENCY COMMENTS**

The application was circulated to key review agencies by the Town and to date replies have been received from Credit Valley Conservation, Enbridge Gas Distribution and the Upper Grand District School Board. No objections to the application have been received from the circulated agencies.

**PLUBLIC MEETING**

A public meeting for this rezoning application was held on July 12th, 2016. At this meeting various members of the public provided comments, which can be summarized as:

- the location of the property relative to Trafalger Road and the central part of the Village
- the need to improve sidewalk access from Trafalgar Road



- Location of proposed vehicular access to the site
- interest in preserving the existing garage and more green space/trees
- how the existing dwelling and proposed second storey space will be preserved and used

In response to the questions County Planning staff prepared follow up comments dated July 28, 2016. Their comments are appended to this report.

**PLANNING ISSUES**

The following are the key issues which have arisen during the circulation and review of the application and at the public meeting.

i. Site Location

Concern was stated at the public meeting that the proposed site is not located on Trafalgar Road or in the central part of the Village. This concern was responded to by County staff who indicated there were no other suitable locations for the library in or close to the Central Business District due to size or other selection criteria.

The proposed site offers other advantages such as a scenic location beside the Hillsburgh mill pond providing other passive recreation opportunities. The site is also adjacent to the Elora Cataract trail system. Due to the uniqueness of the location other adjacent uses are limited to three single detached residential homes to the south of the site across Station Street which are suitably buffered from the proposed new library site.

ii. Vehicular Access

The site will have vehicular access from Station Street. The Traffic Impact Study proposed by Paradigm Transportation Solutions found that based on anticipated traffic projections neither traffic signals nor turning lanes were required at the intersection of Trafalgar Road and Station Street. The report also found that whereas there is adequate sighting distance to the east at a 50 kph speed limit for an entrance to the property the available sight distance to the west (based on the site plan reviewed with the application) did not meet sight distance requirements, and recommended relocating the site entrance to the apex of the curve immediately to the west of the site.

Various configurations for the site entrance have been considered and this can be further addressed through the site plan approval process. The Town's Road Superintendent and Consulting Engineers have indicated that, in their opinion, safe access is available to the site.



### iii. Heritage Resources

The Planning Impact Study notes that the existing dwelling on the property is listed on the Town's heritage inventory, although it is not designated under the Ontario Heritage Act. The dwelling was constructed in 1892, and several features of note indicated. The intent of the development of the site is to retain those features. The existing dwelling will be retained and the new addition situated so that the north and east elevations are visible and the south elevation is preserved within the new addition.

The retention of the features as noted, and the conversion of the building to a public facility will ensure that the heritage resource is preserved and protected. This can be further addressed through the site plan approval and building permit processes.

### iv. Natural Heritage Resources

As previously noted, the site is bounded on two sides by the Hillsburgh mill pond, and the County's ownership includes the mill pond. Mapping provided by CVC indicates there are provincially significant wetlands and lands within the regulatory floodline located on the mill pond property. These features do not extend on to the property, and no development or alteration is proposed on the lands immediately adjacent to the site.

CVC provided comments on the zone change application indicating *"the natural features are not located on the existing parcel as such CVC has no objection to the proposed zoning amendment."* The lands are within CVC's regulated area so as part of the development process a permit will be required from CVC.

## CONCLUSIONS

Based on review of the zoning bylaw amendment application, it is my conclusion that:

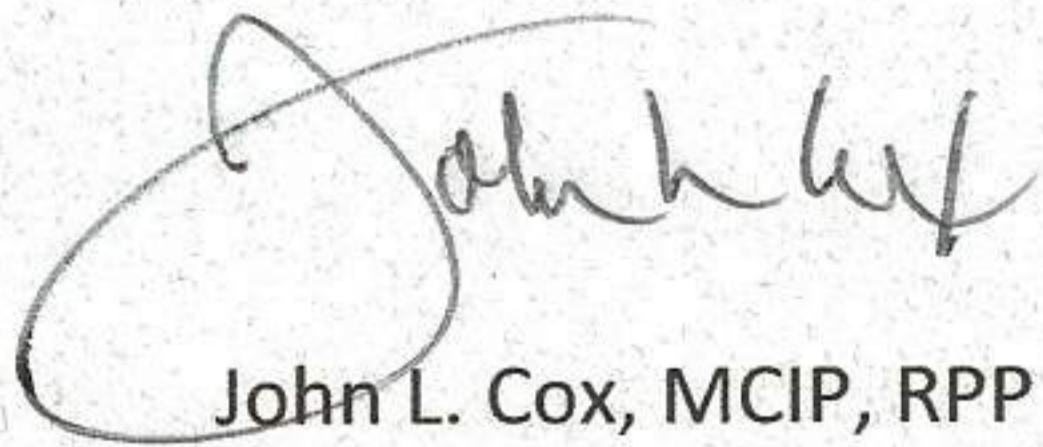
- i. the application conforms to Provincial, County and local planning policies
- ii. the site location, while not immediately adjacent to the downtown area of the Village, offers other significant attributes through its location adjacent to the Hillsburgh mill pond and Elora Cataract trail
- iii. the site is in close proximity to Trafalgar Road which is a major thoroughfare and safe vehicular access can be provided to the site
- iv. the unique heritage resources of the site are intended to be preserved through redevelopment
- v. the redevelopment of the site will be adequately setback from the natural resource features adjacent to the property



**RECOMMENDATION**

Based on the foregoing, I recommend approval of the proposed zoning bylaw amendment. No modification of the amending bylaw as proposed by County Planning staff is required.

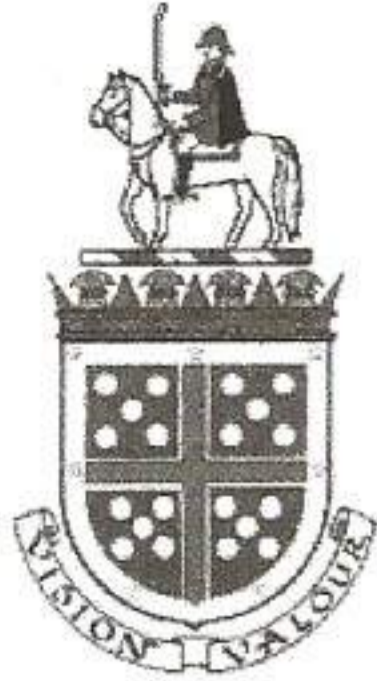
Respectfully submitted

A handwritten signature in black ink, appearing to read "John L. Cox". The signature is written in a cursive style with a large, looping initial "J".

John L. Cox, MCIP, RPP

JL Cox Planning Consultants Inc.





# COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT ADMINISTRATION CENTRE  
GARY A. COUSINS, M.C.I.P., DIRECTOR  
T 519.837.2600  
F 519.823.1694  
1.800.663.0750

74 WOOLWICH STREET  
GUELPH ON N1H 3T9

July 28, 2016

BY EMAIL

John Cox  
J.L. Cox Planning Consultants Inc.  
17 Spencer Crescent  
Guelph, ON N1L 1N1

Dear Mr. Cox:

**Re: Public Meeting Follow-up  
Hillsburgh Library Rezoning (File Z16-03)  
9 Station Street, Hillsburgh, Town of Erin**

This letter is to follow up concerning the public meeting held July 12, 2016 for the proposed Hillsburgh Library. There were three residents who spoke at the meeting. Comments from residents and Council related to the rezoning application are summarized below.

Concerns Related to Rezoning	Response
Prefer location on Trafalgar Road	<ul style="list-style-type: none"> <li>• There was a site selection process which led to the purchase of the subject property and adjacent pond</li> <li>• The County is satisfied that 9 Station Street is the best site given the unique benefits the location would offer (trail proximity, pond, etc.) and in light of our site selection criteria</li> </ul>
Concerns with driveway access and traffic	<ul style="list-style-type: none"> <li>• The Transportation Impact Study prepared by Paradigm Transportation Solutions Limited recommended consideration of a driveway location at the apex of the curve of Station Street</li> <li>• The Town's Road Superintendent, Greg Delfosse, provided minor comments (attached) on a revised entrance and the Town's consulting engineer, Paul Ziegler had no further comments</li> <li>• We will address the comments through the site plan process</li> <li>• There were no traffic volume concerns identified in the Study</li> </ul>

There were also comments from residents and Council related to other aspects of the development which are not related to the rezoning application. These comments are summarized as follows.

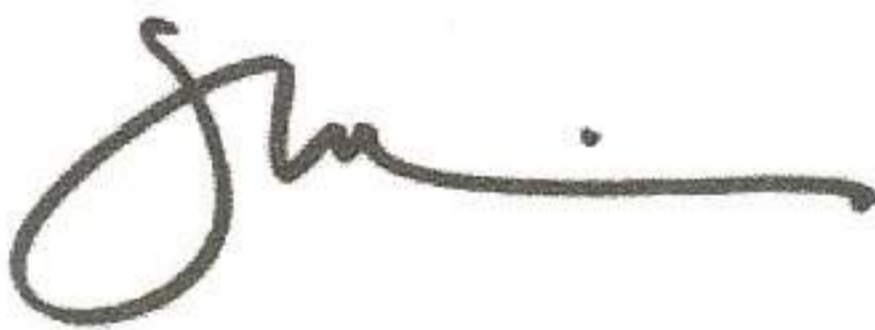
Other Concerns	Response
Need for sidewalks from Trafalgar Road to site and question of who would pay for them	<ul style="list-style-type: none"> <li>• Sidewalk requirements will be identified during Site Plan review</li> </ul>



Other Concerns (continued)	Response
Prefer garage retention	<ul style="list-style-type: none"> <li>The garage is not one of the features of note identified in the Town's Heritage Inventory for the property</li> </ul>
Minimize parking	<ul style="list-style-type: none"> <li>The library development will be subject to the parking requirements of the Town's Zoning By-law</li> </ul>
Have less grass and plant fruit trees	<ul style="list-style-type: none"> <li>Comments will be given consideration as part of public input for new library</li> </ul>
Have more sustainable elements	<ul style="list-style-type: none"> <li>Comments will be given consideration as part of public input for new library</li> </ul>
Would like more consultation	<ul style="list-style-type: none"> <li>The public was invited to provide input through comment cards and via email</li> <li>All comments were forwarded to +VG Architects for consideration</li> <li>Tara McLaughlin of +VG Architects was present at the public meeting and made note of the comments</li> <li>Once the design has been finalized we anticipate that the architects will hold a meeting to provide information and answer any questions the public might have</li> </ul>
Question concerning need for the size of building proposed	<ul style="list-style-type: none"> <li>Building size is based on the requirements of the Public Libraries Act, public library guidelines and the experience of the Wellington County Library Board</li> </ul>
Question concerning use of dwelling	<ul style="list-style-type: none"> <li>Dwelling may be used for children's area, but plans will be finalized at time of building permit review</li> </ul>
Possible interest in designating house under the Heritage Act	<ul style="list-style-type: none"> <li>Dwelling will be preserved as part of the library construction and will be open to the public</li> </ul>

I trust that this is sufficient to allow the application to be brought forward to Council with an amending by-law for the August 9, 2016 meeting. We have attached a draft amending by-law for your consideration.

Sincerely,



Senior Planner, County of Wellington

Attachments:

July 28, 2016 Entrance Comments, Greg Delfosse, Road Superintendent  
Draft Amending By-law for Hillsburgh Library

- c. Jessica Wilton, Building and Planning Assistant, Town of Erin  
Murray McCabe, Chief Librarian, County of Wellington  
Kevin Mulholland, Construction and Property Manager, County of Wellington





## Staff Report

**Report #:** 2016-10R

**Date:** August 09, 2016

**Submitted By:** **Greg Delfosse - Road Superintendent**

**Subject:** Award of Quotation M5333-16 - Construction of Sidewalk and Walkway – Wellington County Road (WR) 124 (Ross St. to N. of Erinville Dr.)

### Recommendations:

**Be it resolved that** Council receives the *Award of Quotation M5333-16 – Construction of Sidewalk and Walkway – Wellington County Road 124 (Ross Street to north of Erinville Drive)* report of August 9<sup>th</sup>, 2016;

**And Further That** Council waives the methodology requirements prescribed within Bylaw 05-58 and accepts the quote of Serve Construction Ltd. for the construction of sidewalk and walkway on Wellington County Road 124 (Ross Street to north of Erinville Drive) for a price of \$101,140.00 plus HST.

### Background:

Quotations were invited for the Award of Quotation M5333-16 – Construction of Sidewalk and Walkway – Wellington County Road 124 (Ross Street to north of Erinville Drive). The results are shown in the table below.

<b>Vendor</b>	<b>Bid Price</b>	<b>HST Impact (1.76%)</b>	<b>Total</b>
Serve Construction	\$ 101,140.00	\$ 1780.06	\$ 102,920.06
Snow Bros. Contracting	\$ 108,864.60	\$ 1,916.02	\$ 110,780.62
Drexler Construction	\$ 126,560.00	\$ 2,227.46	\$ 128,787.46
Capital Paving	\$ 144,022.98	\$ 2,534.80	\$ 146,557.78
Cox Construction	\$ 172,897.40	\$ 3,042.99	\$ 175,940.39

The original scope of this project included work involving changes to Wellington County Road 124 with the sidewalk extending completely to the Shamrock Rd. intersection (See report 2014-26R). The County of Wellington did not want changes to their Right-of-Way or ditch, so the project scope was reduced to install a concrete sidewalk from Ross St. to the Elora-Cataract Trail and an asphalt walkway from the Trail to connect to the parking lot that services Tim Hortons. The scope change as resulted in a significantly reduced funding requirement.

**Financial Impact:**

This project is included in the approved 2016 Capital Budget in the amount of \$250,000.00. This Capital account will also be accessed for design and engineering fees as well as inspection and testing fees over and above the quoted bids above. The total cost will not exceed the allocated funding for this project.

Staff have reviewed all submissions for compliance with the quotation document and the Town's Procurement Bylaw 05-58. All bids met with the Town's specifications for the project. However, the original estimate for the work was less than \$100,000.00 and staff acted consistent with the Procurement Bylaw provisions for a project of this magnitude, requesting sealed quotations from invited contractors only. Upon opening, all bids exceeded the maximum amount permitted for this prescribed methodology with the lowest exceeding the threshold by \$1,140.00 (excluding HST).

**Consultation:**

Triton Engineering Services Limited prepared the detailed design work included in the bid documents. The Credit Valley Conservation has been consulted due to drainage alterations and the necessary permit has been prepared and submitted with the required payment. The Contractor will be required to obtain a Road Occupancy and Access Permit from the County of Wellington prior to construction.

**Communications Plan:**

The adjoining businesses will be notified of this pending work.

**Conclusion:**

While the quotation award exceeds the maximum amount permitted for this type of procurement methodology, staff are of the opinion the sealed quotation process used was fair and resulted in the Town receiving a competitive price. Notwithstanding staff opinion, should Council so direct, all quotation bids received can be rejected and staff can issue a formal Tender to procure services for this work.

Staff recommend Council waive the methodology requirements prescribed within Bylaw 05-58 and award this quotation to the lowest bidder, **Serve Construction Limited** for the construction of sidewalk and walkway on WR124 between Ross St. to N.of Erinville Dr., for a price of \$101,140.00 plus HST.

Finance staff have reviewed this report and support the recommendation to waive the methodology requirements of Bylaw 05-58 for this specific award.

**Appendices:**

N/A



## Staff Report

**Report #:** 2016-11R

**Date:** July-26-16

**Submitted By:** **Greg Delfosse, Road Superintendent**

**Subject:** Delegation of Authority to a Tender Award Committee - Rural Reconstruction of SR 17

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### Recommendations:

**Be it resolved that** Council receives the Delegation of Authority to a Tender Award Committee – Rural Reconstruction of SR 17 report;

**And Further That** Council hereby appoints the Mayor, the Chief Administrative Officer, the Treasurer, the Road Superintendent and the Roads Administrator to the Sideroad 17 Project Tender Award Committee, to award the contract to a qualified bidder to the maximum budget amount of \$1,000,000.00.

### Background:

The project to reconstruct and hard surface SR17 has been delayed due to both staff changeovers and the desire of previous administration to conduct large portions of the repairs in-house. Current soils investigations have determined that more extensive large scale excavation is required and that the job is ready to be tendered for final construction.

The purpose of the Committee is to award the contract because the turnaround time to tender the remainder of the project should be short enough to have it ready for Council approval well before the September 13, 2016 Council Meeting. This will aid in taking advantage of the diminishing construction season.

The formation of a Committee to award the project to a successful bidder will expedite the process. The committee would be comprised of the Mayor, the Chief Administrative Officer, the Treasurer, the Road Superintendent and the Roads Administrator for recording. The upset limit would be \$1,000,000.00 and apply to this project only.



**Financial Impact:**

There is no financial impact to the Town for the formation of this Committee, and \$1,012,729.05 for this project remains within the 2016 Budget.

**Consultation:**

Triton Engineering recommended this option based on previous experience with a similar committee in Centre Wellington. The Committee formed there is on a permanent basis, while this committee would be formed for this specific project only.

**Communications Plan:**

Should Council approve of the plan to create a Tender Award Committee, staff will provide notification to Council within one day of the award proceeding. This award proceeding would be scheduled no less than one day following the submission of Tenders and the Public opening therein.

**Conclusion:**

That Council accepts the recommendation to delegate authority to a Tender Award Committee for the purpose of expediting the award and execution of the Rural Reconstruction of SR 17 for a value not to exceed \$1,000,000.00.

**Appendices:**

N/A



## Staff Report

**Report #:** 2016-13R  
**Date:** August-9-16  
**Submitted By:** **Greg Delfosse, Road Superintendent**  
**Subject:** Sand Dome Repair

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### Recommendations:

**Be it resolved that** Council receives the Sand Dome Repair report of August 9<sup>th</sup>, 2016;

**And Further That** Council accepts the quote from Storage Systems Construction Corp. for \$32,000.00 plus HST.

### Background:

In December 2015, a structural assessment was conducted on the Town of Erin's existing Sand Dome Structure by the company that installed the structure in 1983. A comprehensive repair list was prepared with a cost estimate to perform the repairs. This structural assessment was shared with another company that performs repairs to these types of structures. The other vendor, Van Pelt Construction of Mitchell Ontario declined to bid on the work due to a busy schedule.

Storage Systems Construction was contacted in July to update their quote as it had expired, additional repairs were identified at that time. The updated quote is for \$32,000.00 plus HST

### Financial Impact:

There was \$95,000.00 identified in 2015 for various shop improvements and the currently is a balance of \$86,993.14 allowing this work to be performed within budget.

### Consultation:

N/A

**Communications Plan:**

N/A

**Conclusion:**

That Council accepts the quote from Storage Systems Construction for a price of \$32,000.00 plus HST as a sole source quotation.

**Appendices:**

N/A

# ERIN FIRE & EMERGENCY SERVICES

## Monthly Fire Report



REPORT MONTH:		JUNE 2016											
		ERIN STATION #10				HILLSBURGH STATION #50				EAST GARAFRAXA			
		Mthly Total	2016 YTD	2015 YTD	\$ Loss Mthly	Mthly Total	2016 YTD	2015 YTD	\$ Loss Mthly	Mthly Total	2016 YTD	2015 YTD	\$ Loss Mthly
F I R E:	Type not specified:												
	Structure:			4			3	3				1	
	Vehicular:		2	1			1	1					
	Grass, Rubbish, etc:		7	3			3	5					
	Other:		4	10		2	4	5			2	1	
		Mthly TTL	2016 YTD	2015 YTD		Mthly TTL	2016 YTD	2015 YTD		Mthly TTL	2016 YTD	2015 YTD	
Medical Assist:		14	49	37		6	37	34		1	2	1	
Motor Vehicle Collision:		2	8	12		1	4	6		2	7	5	
Erin/Hillsburgh Assist			4	10		1	2	8					
Mutual Aid:			1			1	3	2					
C.O. Calls:			3	2		1	2	5					
False Alarms:													
Alarm Activation:		3	17	7			2	8				3	
Standby/Assist to Other Depts:													
Burning Complaints:													
Incorrect Pages:						1	1	3					
Other:		3	10	6			7	2				1	
T O T A L S:		MTHLY	2016 YTD	2015 YTD		MTHLY	2016 YTD	2015 YTD		MTHLY	2016 YTD	2015 YTD	
		22	105	92		13	69	82		3	11	12	
Estimated Total \$ Loss Due to Fire:			\$6,500	\$577,000			\$689,000	\$150,000		\$0	\$0	\$0	

Respectfully submitted, *Dan Callaghan* Fire Chief



## Staff Report

**Report #:** W5-2016

**Date:** August-9-16

**Submitted By:** **Derek McCaughan, Interim CAO**

**Subject:** Response to Ontario Clean Water Agency (OCWA) Presentation

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### Recommendations:

**Be it resolved that** Council receive the *Response to OCWA Presentation* report of August 9, 2016.

### Background:

The following Notice of Motion was presented by Councillor Sammut at the Council meeting of March 26<sup>th</sup>, 2016:

*Be it resolved that Council requests that the CAO or designated employee arrange to have the Ontario Clean Water Agency do a presentation to Council highlighting how they work on water/wastewater issues and especially how they may be able to help the Town of Erin.*

On June 7, 2016 The Ontario Clean Water Agency (OCWA) made a presentation to Council about the services the company offers. Council *received* the presentation and gave no further direction.

OCWA's presentation clearly set out the services their Agency provides. They include:

- Operations and Maintenance
- Engineering
- Training
- Process Optimization
- Energy Management
- Distribution Services
- Emergency Management

At the June 21, 2016 Council meeting, under *Business Arising from the Minutes*, Councillor Sammut requested staff prepare a report for Council regarding the OCWA presentation at the next meeting.

**Financial Impact:**

N/A

**Consultation:**

This report has been prepared with the assistance of the Water Department.

**Communications Plan:**

N/A

**Conclusion:**

Staff currently provide the full range of services normally associated with the operation of a water system. While Town staff is a small complement, it has an excellent track record of service delivery. Further, our complement is augmented through agreement with Triton Engineering Services Limited who provide administrative/technical support and a Mutual Aid Agreement with OnWARN (Ontario Water/Wastewater Agency Response Network) in the event emergency situations arise that are beyond the capacity of staff to manage.

Staff have reviewed and discussed the OCWA presentation with a specific focus on whether *assistance* to staff in the delivery of water services was necessary. It is staff's opinion assistance is not required at this time.

Finally, the staff review was not a *value for money audit*. Such audit would be far more comprehensive in nature and would require specific direction of Council to undertake. This may be something to consider going forward, but is not recommended at this time.

**Appendices:**

N/A



## Staff Report

**Report #:** 2016-04C

**Date:** August-9-16

**Submitted By:** **Dina Lundy, Clerk/Information Systems Manager**

**Subject:** Financial Systems Upgrade and Facilities Booking Program

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### Recommendations:

**Be it resolved that** Council waives the requirements of the Procurement By-law 05-58, and authorizes the purchase of Keystone Complete at a cost of \$40,740 + HST, with the funding to be allocated from the following sources:

\$30,000	from the 2016 Capital Budget – Financial Systems Upgrade Project
\$6,500	from the 2016 Recreation Operating Budget
<u>\$4,240</u>	from Computer System Upgrades Reserve
\$40,740	

### Background:

The Operational Review also identified the need for new technology to help centralize and improve facilities management, reduce the amount of labour needed to create financial reports, and other productivity improvements and service delivery gains.

Council has directed that the Finance Department provide improved financial reporting for decision making, and as such, allocated \$30,000 in the 2016 Capital Budget for this initiative. Council also approved \$6,500 in the 2016 Recreation Operating Budget for a Facilities Scheduling Program. In order to purchase the complete software package, a contribution from reserves is necessary. I am recommending a contribution of \$4,240 from Computer System Upgrade Reserves.

As staff at the Town continue to identify efficiencies and increased collaboration opportunities across departments, the goal was to implement a Town-wide solution that was also cost effective. Town staff had several meetings and demonstrations, and as a result have concluded that the software (Keystone) meets the needs of Finance and Recreation, and Administration Departments (other than File Management). The Director of Finance has requested that the Systems Administrator manage the implementation of the software across Departments.



Keystone has been used by the Building Department for a number of years. In the surrounding area, this software is used at the Township of Guelph/Eramosa, the Township of Puslinch and the Town of Mono, in both the Building and Finance Departments.

The Complete version of Keystone includes modules that can be used across all departments and will not only satisfy the need for improved financial reporting, but will facilitate efficiencies across departments, and improve statistical data that will be available in the future. Modules to handle complaint tracking, finance, animal control, lottery licencing, vital statistic tracking, by-law tracking, recreation facilities scheduling, tax and water billings and receivables, property information, and more, are all included in the package. A web interfacing calendar for facility scheduling will also be launched as soon as possible during ice season to facilitate bookings. The Finance Department will not fully launch until January 2017 in order to close out year end in the current system.

The System Administrator will manage the project to implement Keystone Complete across Departments. Included in the purchase cost are licences for 20 concurrent users, so that all relevant staff will be able to use the software at the same time. Over time, staff will be able to provide Council with improved statistical information that will assist in decision making.

As the software is currently being used in house, and a completely new system would not be cost effective, staff considered this as an extension of a current program and quotations from other providers were not requested. Council has the ability to approve the purchase by resolution under the provisions of the Procurement By-law. The total cost is \$40,740 + HST. The cost to purchase separate modules would exceed the cost of purchasing the complete package as it is discounted by 40% when the full software is purchased. Keystone is also crediting the Town for the modules that are currently being used by the Building Department. Also included in this cost are yearly support fees to September 2017 (\$10,870). Annual support costs will be allocated to the operating budgets of the various departments. As our support costs for the current financial system alone are comparable to this cost, there will be no additional funds needed for annual support of the software following full implementation.

### **Financial Impact:**

\$30,000 has been allocated in the 2016 Capital Budget, \$6,500 has been allocated in the 2016 Recreation Operating Budget, and \$4,240 will be allocated from Computer System Upgrade Reserves (current balance is \$23,852). Support costs are included in this total for 2016, and will fall within current budget amounts going forward. A resource request will be submitted in the 2017 Budget process for training and conversion costs.

### **Consultation:**

Several discussions and demonstrations have taken place including the following staff :  
Director of Finance and finance staff, Manager of Parks and Recreation, Systems

Administrator. Municipalities in Wellington County were also consulted (Township of Guelph/Eramosa, Township of Puslinch). The Recreation Department also reviewed a total of 5 other booking programs, has consulted with other municipalities using different programs to determine the pros and cons of each program, and has concluded that the program will assist their department and customers' needs for booking, while aligning the department with Finance. Recreation staff have given positive reviews and feedback following demonstration of Keystone.

**Communications Plan:**

Council report, staff training and implementation schedule.

**Conclusion:**

That Council authorize the purchase and approve the implementation of Keystone Complete as a corporate software solution by resolution, and waiving the requirements per the Procurement By-law. The Director of Finance has reviewed and supports the recommendations included in this report.

**Appendices:**

N/A



## Staff Report

**Report #:** 2016-05C  
**Date:** August-9-16  
**Submitted By:** Dina Lundy, Clerk  
**Subject:** Erin 150 Committee

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### Recommendations:

**Be it resolved that** report *Erin 150 Committee*, of August 9th, 2016 be received;

**And that** the composition of the Committee be approved, and the following members be appointed as follows:

#### Co-Chairs

Kari Simpson	EWCS
Ann Shanahan	

#### Members

Jeff Duncan	Councillor
Connie Cox	Executive Assistant
Larry Wheeler	Financial Analyst
Robyn Mulder	Economic Development Officer
Liz Baldock	Rotary Club
Don Covert	Erin Lion's Club
Wendy Parr	Main Place Optimists & Lions Club
Cathie Keeler	Orton Community Association
Jamie Cheyne	Heritage Committee
Lloyd Turbitt	Let's Get Hillsburgh Growing
Donna Revell	Let's Get Hillsburgh Growing
Eileen Brown	Erin Agricultural Society
Jeanette Galbraith	Hillsburgh Lions Club
Chris Bailey	BIA Chair
Karen Smith	Ballinafad Community Centre
Don Stadden	Optimist Club
TBD	Erin Legion Branch 442

**And that** notice be placed on the Town website to advertise for the recruitment of an additional 2 members;

**And that** Council delegates the authority to the Co-chairs of the committee to review the letters of interest and appoint an additional 2 members to the committee;

**And that** the terms of reference attached to this report be approved;

**And further that** Council commits a total of \$7,500 in the 2017 budget to fund the committee's activities in 2017, prior to the budget process.

### **Background:**

In 2017, Canada will mark the 150<sup>th</sup> anniversary of Confederation. As festivities will be taking place across the Country, this is our opportunity to host local celebrations that contribute to building a sense of pride and attachment to Canada.

### **The Official Canada 150 Logo:**

The logo is composed of a series of diamonds, or “celebratory gems”, arranged in the shape of the iconic maple leaf. The four diamonds at the base represent the four original provinces that formed Confederation in 1867: Ontario, Quebec, New Brunswick and Nova Scotia. Additional diamonds extend out from the base to create nine more points—in total representing the 13 provinces and territories.



### **The Committee:**

Several interest groups were invited to participate to help organize multiple events to celebrate Canada's 150<sup>th</sup>. The Town received overwhelming response from these groups, and as such, began the formation of the Erin 150 Committee.

It has been deemed beneficial for the Committee to be recognized by Council due to the significance of the occasion, as well as the need for Council to commit funding as part of the grant application process.

The Erin 150 Committee has met on two occasions, and has established goals to hold significant Town-wide celebrations, and acquire funding from the Ontario 150 Community Celebration Program. The Committee has identified that celebration activities would require \$30,000 in funding, and plans to submit a grant application in that amount, of which 25% or \$7,500, would be required to be raised by the Town. The Financial Analyst will be preparing the grant application shortly, as the program is currently accepting applications.

Two additional members from the public will be invited to join the Committee to increase community involvement. To avoid the requirement to return with an additional report to Council, staff are recommending that the Co-chairs of the Committee be delegated the

authority to appoint these additional members. A post celebrations report will be brought to Council, estimated in August 2017, at which time the Committee will have fulfilled its purpose, and will be dissolved.

**Financial Impact:**

The Committee will submit a grant application under the Ontario 150 Community Celebration Program for \$30,000. On behalf of the Committee, staff is requesting that \$7,500 be pre-approved for the 2017 budget, which would be the 25% commitment that the Town would have to raise to receive the remaining \$22,500 in funding from the grant program.

**Consultation:**

Two Committee meetings have taken place.

**Communications Plan:**

Council report, social media, advertising of events.

**Conclusion:**

That Council appoint the committee, approve the terms of reference, delegate the authority to the Co-Chairs to appoint two additional members, and commit \$7,500 in the 2017 budget prior to the budget process.

**Appendices:**

Committee Report and Draft Schedule of Events  
Erin 150 Committee Terms of Reference



## Erin's Canada 150 Celebration

**Presented by: Kari Simpson Co-Chair of Erin 150 Committee**

The Erin 150 Committee is very pleased to be assisting the Town in celebrating Canada's 150<sup>th</sup> birthday.

Our plan is to include the whole Town in the celebrations. As well, we will promote our Canada Day weekend at upcoming events beginning with the Erin Fall Fair Welcome booth, the Town's Santa Claus Parade Float, the Mayor's Levee on New Year's Day, Celebrate Erin and Annual Events taking place within the Town leading up to our Canada Day Weekend Celebration.

Our events will be themed to honour Canada's birthday, 1867 – back to basics, old time fun, get your red & white on. Everyone is invited to participate in promoting our Town and celebrating our history.

Each of the events will be recorded by Drone fly-over videos.

Erin's Canada 150 Celebration page on our website, social media and advertising will promote our contests and events.

### Canada Day Weekend Celebration Draft Outline:

#### Friday

- Erin Agricultural Society Farmers' Market
- Contests including:
  - o Best beard and moustache
  - o Photos – all seasons/old and new
  - o Best decorated home award presentation
  - o Best decorated business award presentation
- Band(s)
- Youth Talent Competition (ages 10-30) – must perform a Canadian song – limited to ten entries
- Food Vendors
- Beer Garden
- Indoor and outdoor displays at the Fairgrounds
- Fireworks

#### Saturday

- Breakfast in Ballinafad, indoor and outdoor displays
- Walking parade up Main Street Erin, everyone can participate to end at Erin Fairgrounds
  - o Town of Erin float
  - o Fire & Emergency Services
  - o Service groups and Clubs
  - o Kids clubs and groups
  - o Best decorated bicycle in parade
  - o Folks walking with their Pets
  - o Horses either being ridden or driven

- Individuals are welcome too, open to everyone
- Events at McMillan Park Erin
  - Similar to previous years – music and food, exhibitors, Beer Garden
  - Bouncy castle
- Events at Victoria Park Hillsburgh
  - Grand Opening and Ribbon Cutting at Victoria Park Playground and Pavilion
  - LGHG events taking place on Canada Day in Hillsburgh at Victoria Park
  - Music – local bands and singers
  - Tethered Hot Air Balloon rides – up and down only
  - Food vendors including a Corn Roast
  - Exhibitors
  - Utilizing the Hillsburgh Community Centre Ice Surface
  - Outdoor displays at Victoria Park
  - Town equipment on display, old and new
- Events at Orton – similar to previous years: chicken barbeque and fireworks
  - Games and contests
  - Tug of war teams
  - Plus much more

#### **Sunday**

- Car Rally or Geo-Cache – to include other hamlets within the Town, century farms, historical sites, cemeteries, etc.
- Non-denominational Church Service
- Strawberry Social
- Evening outdoor movie

The Erin 150 Committee is very excited about 2017 and celebrating Canada's birthday. We welcome ideas and helping hands to make this celebration a success.



## **Erin 150 Committee**

### **TERMS OF REFERENCE**

#### **1.0 GOAL**

To provide advice and assist Council through the office of the Chief Administrative Officer (CAO/Town Manager) on Canada 150 celebrations.

#### **2.0 PRINCIPLES**

Principles that guide the Erin 150 Committee (Erin150) include:

- A commitment to facilitating the hosting of local celebrations that contribute to building a sense of pride and attachment to Canada
- A commitment to community involvement and participation
- A commitment to collaboration and partnership to achieve common objectives

#### **3.0 MANDATE**

The mandate of the Erin 150 Committee is to plan, organize and execute Canada 150 celebrations, with Town-wide community involvement and within the budget set by Council.

#### **4.0 MEMBERSHIP AND RESPONSIBILITIES**

The Erin 150 Committee shall consist of 11-23 members appointed by resolution of Council. The membership shall be comprised of members of the public, service groups, Town of Erin staff, and shall include one Councillor.

4.1 Members shall be appointed to August 31, 2017 or until such time as a post-celebrations report is delivered to Council. Once said report is presented, the committee is deemed to be dissolved.

4.2 The Committee will be comprised of two Co-chairs, and a recording secretary, and remaining members. The Co-chair(s) will be expected to be available to make a post-celebration presentation to Council at the request of the Chief Administrative Officer (CAO).



- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, Erin150 may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (7) members, the Council through the office of the Chief Administrative Officer (CAO/Town Manager) shall appoint an appropriate number of additional members as deemed necessary.
- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the Erin150 appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

## **5.0 REPORTING**

- 5.1 Erin150 is an Ad Hoc committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 Erin150 reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Co-chair(s) or designate. Erin150 reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Co-chair(s) may be present at Council meetings when reports are being considered.

5.3 As part of its reporting requirements, Erin150 shall prepare a post celebrations report, to be submitted in the August 2017 Regular meeting agenda. The Report shall among other things:

a) Summarize the activities and achievements of Erin150 over the period.

5.4 The Committee shall keep proper minutes and records of every meeting and provide Council with a copy of same, through the Clerk's office.

## **6.0 OPERATING BUDGETS**

6.1 Financial support for the Committee shall include \$7,500 in the 2017 Operating Budget.

6.2 Committee members will receive no remuneration for their involvement in Erin150 Committee activities.

## **7.0 CONFLICT OF INTEREST**

7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

## **8.0 STAFF LIAISON AND SUPPORT SERVICES**

8.1 Administrative support to be provided by the Town will include: staff members responsible to submit grant applications for funding, to fill the function of recording secretary and for the coordination of Erin150 related material, and minor clerical support as needed (such as photocopying).

8.2 The Direct of Finance/Treasurer will administer the Erin150 budget.

## **9.0 MEETINGS**

9.1 All committee meetings shall be open to the public.

9.2 The Committee may, from time to time, invite resources to attend a meeting.

9.3 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

9.4 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where

there is significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

## **10.0 AMENDMENTS**

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 Erin150 may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.



## Staff Report

**Report #:** 2016-06C

**Date:** August-9-16

**Submitted By:** Dina Lundy, Clerk

**Subject:** Erin Economic Development Committee (EEDC) Terms of Reference

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### Recommendations:

**Be it resolved that** the 2016-06C - EEDC Terms of Reference report be received;

**And that** Council hereby approves the amendments to the Committee's Terms of Reference, as circulated with this report.

### Background:

At the February 2, 2016 meeting, a report was brought to Council regarding various Committee Terms of Reference changes and resulted in the following motion being passed:

*"Be it resolved that Council receives the Clerk's report 2016-01C;  
And that Council adopts the Terms of Reference as circulated with this report for the following Committees:  
LGHG – Let's Get Hillsburgh Growing  
ESAC – Environmental & Sustainability Advisory Committee  
TAC – Trails Advisory Committee  
RAC – Recreation Advisory Committee  
And further that the Clerk prepare an advertisement in the local media for requests for letters of interest to fill vacancies on the various committees."*

The changes to the Terms of Reference for Committees included:

- Committees report to Council through the CAO's office
- The Chair of a committee has full voting rights – not only to break a tie vote
- A Vice Chair is not required, but optional
- The Chair is elected every year by the members of the committee, and so it is not necessary to limit the amount of years that the position can be held by one person

- The minimum number of committee members reduced to 5 rather than 7. These are volunteer positions, and it is difficult to sometimes maintain 5 members.
- That members of each committee are appointed yearly to coincide with the appointment of Council representatives.

At the time of writing the previous report, the EEDC was not included as there was not a need to advertise for new members, and at the time it was felt the Terms did not require an update. The Economic Development Officer and the Clerk, in reviewing the documents have concluded that an update is required to ensure consistency among the general terms for all committees, and as such are recommending that the changes are approved by Council. Should it be deemed appropriate, a further review of the committee structure will be undertaken by the Clerk and the CAO at a later date.

**Financial Impact:**

N/A

**Consultation:**

The Economic Development Officer and the Committee Chair are supportive of the changes to the Terms of Reference for the EEDC, to ensure consistency across committees.

**Communications Plan:**

Updated Terms of Reference will be circulated to Committee members and uploaded to the Town website.

**Conclusion:**

That Council approve the updated Terms of Reference for the EEDC.

**Appendices:**

EEDC Terms of Reference.



## ECONOMIC DEVELOPMENT (EEDC)

### Advisory Committee

### TERMS OF REFERENCE

#### 1.0 GOAL

To advise and assist Council through the office of the Chief Administrative Officer (CAO) and/or designated staff and citizens of the Town of Erin on matters associated with the ongoing economic well-being and future prosperity of the community.

#### 2.0 PRINCIPLES

Principles that guide the work of the Erin Economic Development Committee (EEDC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to responsible and sustainable growth
- A commitment to ensuring opportunity for successive generations of Erin residents
- A commitment to collaboration and partnership to achieve common objectives

#### 3.0 MANDATE

The mandate of the Erin Economic Development Committee (EEDC) is to provide **advice through staff to council on a** range of economic development activity including:

- Marketing and promotion of the Town of Erin as a key southern Ontario destination
- Supporting and enhancing growth opportunities for existing economic sectors within the community
- Identifying new and emerging economic sectors and assessing their relative growth potential
- Identifying the program, infrastructure and partnership opportunities that support vibrant downtowns
- Ensuring broad consultation with community stakeholders on socio-economic development issues and opportunities

- Working with other economic development and tourism organizations to enhance prosperity throughout the region
- Communicating, and collaborating where appropriate with other Town of Erin committees.

#### 4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin Economic Development Committee (EEDC) shall consist of ~~6-10~~ 5-13 members appointed by resolution of Council. This membership shall be composed of members of the public and shall include one Councilor. To the greatest extent possible, public representation will be multi-sectoral and include representatives from the following stakeholder groups:

- Commercial
- Industrial
- Chamber of Commerce
- BIA
- Agricultural
- Equine
- Recreation
- Culture and Tourism
- Education
- Health and Wellness
- Information Technology
- Social Services
- Youth (18-24 years)
- One Member of Erin Town Council
- Mayor of the Town of Erin (Ex-Officio Non-Voting)

~~4.1 Members shall be appointed for three year terms with a maximum continuous tenure of two full three year terms. Upon expiry of a member's term of appointment, the member may be re-appointed for an additional term by Council, if eligible. If the member has served the maximum tenure permitted, Council shall appoint a replacement. Members who have served the maximum tenure permitted are subject to a mandatory one year absence from the Committee prior to seeking re-appointment for any subsequent term.~~  
Members shall be appointed for a one year term to run consistent with the appointments of Council representatives. Members may be appointed for shorter or more flexible terms in consideration of special circumstances (e.g. student representatives, non-resident experts, or to fill a prematurely vacated term).

~~4.2 In the first year of the EEDC a Chairperson will be appointed by Town Council and in subsequent terms commencing in January 2016 the Chairperson will be selected by~~

~~majority vote among the members at the first meeting of the year.~~ A Chair, Vice-Chair, and recording secretary for EEDC will be elected by majority vote among the members at the first meeting of every year. ~~The Chair, Vice-Chair positions may be appointed to those positions for a maximum of three consecutive years.~~ The Chair will be expected to be available to make periodic presentations to Council on EEDC reports.

- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee.
- 4.4 In the absence of both the Chair and Vice-Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, EEDC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time the Committee size drops below ~~six (6)~~ five (5) members, Council shall appoint an appropriate number of new members.
- 4.7 In considering new appointments to the EEDC, Council may select new members from the remaining applications received during the EEDC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out the activities. To assist in this regard, the committee may, from time to time, request Council to make staff and/or Town consultants available to advise the committee as appropriate.

## 5.0 REPORTING

- 5.1 EEDC is an Advisory committee established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Municipal Council through the office of the CAO/Town Manager or appropriate staff designate.
- 5.2 EEDC reports directly to CAO/Town Manager or appropriate designate, under the signature of the Chair or staff designate. EEDC reports and communications will normally be directed to Council through the CAO/Town Manager and/or Economic Development staff as deemed appropriate. The Committee Chair, or designate, may be present at Council when EEDC reports are being considered. EEDC may also appear before Council as a delegation.



**5.3** As part of its ongoing reporting requirements, EEDC, through the Economic Development Officer (EDO) and Chair shall prepare an annual Status Report and Work Plan which shall be submitted to Council in January each year following the initial establishment of the EEDC. The report shall, among other things:

- a) Summarize the activities and achievements of EEDC over the previous year;
- b) Describe ongoing activities and issues and identify new priorities/concerns; and
- c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

## **6.0 OPERATING BUDGETS**

**6.1** Financial support for the committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the committee from time to time for consideration of council.

**6.2** Committee members will receive no remuneration for their involvement in Committee activities.

## **7.0 CONFLICT OF INTEREST**

Council members having a conflict of interest in any matter under consideration by the EEDC shall declare a conflict of interest at the beginning of the meeting and shall not discuss or vote on any matter thereby related.

## **8.0 STAFF LIASON AND SUPPORT SERVICES**

**8.1** Administrative support to be provided by the Town will include: the coordination of the EEDC related communications and correspondence; ensuring EEDC reports are included in Council agenda packages; and minor technical support as needed, such as photocopying.

**8.2** The EEDC budget will be administered by the CAO/Town Manager or staff as designated.

## **9.0 MEETINGS**

**9.1** The Committee shall normally meet monthly, or at the call of the Chair with adequate notice to be given to all members. All Committee meetings are open to the public.

**9.2** The Committee may, from time to time, invite resource persons to attend the meeting.

- 9.3** The Committee may establish sub-committees for various initiatives and/or proposals as required. Such sub-committees may include non EEDC members, with the approval of the EDO and Chair, provided that the sub-committee is chaired by a standing EEDC member. Sub-committees shall report to the EEDC and EDO via the sub-committee Chair.
- 9.4** Quorum for a Committee meeting will be 50% of the current membership plus one (1).
- 9.5** On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

## **10.0 AMENDMENTS**

- 10.1** Amendments to the Terms of reference can only be made by Town Council.
- 10.2** EEDC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.



## Staff Report

**Report #:** 2016-8A  
**Date:** August-9-16  
**Submitted By:** Gail Broadfield, Deputy Treasurer  
**Subject:** Approval of Accounts

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### Recommendations:

**Be it resolved that** Council receives the Deputy Treasurer's Report #2016-8A 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	#1114	\$	1,641,350.60
	#1115	\$	342,196.92
	#1116	\$	199,947.53
Manual Cheque Listing	#1112	\$	130,979.32
Online Internet Payments	#1110	\$	17,108.00
	#1111	\$	9,589.19
	#1113	\$	2,608.15
<b>TOTAL</b>		<b>\$</b>	<b><u>2,343,779.71</u></b>

### LARGER PAYMENTS

Cheque #50014	\$ 118,873.49	Louis McNichol Trucking - Gravel
Cheque #50030	\$ 119,118.06	Pollard Highway Products - Calcium
Cheque #50052	\$1,034,497.00	UGDSB – 2 <sup>nd</sup> QTR Tax Levy
Cheque #50057	\$ 165,832.92	WCDSB – 2 <sup>nd</sup> QTR Tax Levy
Cheque #50075	\$ 269,090.06	Mulmur Aggregates - Gravel

**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- 05

**Date:** August-9-16

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

**Subject:** Ontario Regulation 284/09 – Budget 2016

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### Recommendations:

Be It Resolved, that the Council of the Town of Erin hereby:

- 1) Receives Report 2016- 05 'Ontario Regulation 284/09 – Budget 2016' as information.
- 2) Adopts the Report 'Ontario Regulation 284/09 – Budget 2016' by resolution.

### Background:

*Ontario Regulation 284/09 (see Attachment 1)*

As per this regulation, in preparing the budget for the 2016 year, a Municipality may exclude from estimated expenses, the following three items:

- 1) Amortization expense (\$2,537,923)
- 2) Post-employment benefits expense (\$17,908)
- 3) Solid waste landfill closure and post closure expense. (NIL)

The content of this report, in keeping with section 2 of Ontario Regulation 284/09, must:

- A) Present an estimated change in the accumulated surplus of the municipality to the end of 2016 resulting from the exclusion of the above three expenses.
- B) Present an analysis of the estimated impact of the exclusion of the above three expenses on the future tangible capital asset funding requirements of the municipality.

A) Estimated Change in the Accumulated Surplus

The estimated change in the accumulated surplus for 2016 as a result of omitting strictly the three identified expenses is a reduction (deficit) of \$2,555,831. However, 'Attachment 2' illustrates the impact of all the major PSAB adjustments including transfers to and from reserves on our cash budget – resulting in a projected deficit of \$1,387,195.

## B) Analysis of the Estimated Impact of Exclusion on Future TCA Funding

In common with most municipalities in Ontario, the Town of Erin - 2016 Budget as adopted does not include depreciation / amortization expense, as would be the case with a commercial organization. However, Council did authorize substantial capital investments in 2016 which will enhance our Balance Sheet (Statement of Financial Position):

- i) Tangible Capital Assets (TCA) \$4,194,429
- ii) Work In Progress (WIP) \$102,940

### **Financial Impact:**

No financial impact; this report is a statutory requirement only.

### **Consultation:**

- 1) Murray Short, RLB – Chartered Professional Accountants

### **Communications Plan:**

This report is to be adopted by resolution of council and recorded as such.

### **Conclusion:**

This report fulfils the Town's obligations under Ontario Regulation 284/09.

### **Appendices:**

Attachment 1 – Municipal Act, 2001 – Ontario Regulation 284/09

Attachment 2 – PSAB – 2016 Budget Reconciliation

**Municipal Act, 2001 Loi de 2001 sur les municipalités**  
**ONTARIO REGULATION 284/09**  
**BUDGET MATTERS. EXPENSES**  
**Consolidation Period:** From July 31, 2009 to the e-Laws currency date.  
 No amendments.  
*This Regulation is made in English only.*

**Exclusion**

1. In preparing the budget for a year, a municipality or local board may exclude from the estimated expenses described in paragraph 3 of subsection 289 (2) and in paragraph 3 of subsection 290 (2) of the Act all or a portion of the following:

1. Amortization expenses.
2. Post-employment benefits expenses.
3. Solid waste landfill closure and post-closure expenses. O. Reg. 284/09, s. 1.

**Report**

2. (1) For 2011 and subsequent years, the municipality or local board shall, before adopting a budget for the year that excludes any of the expenses listed in section 1,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (1).

(2) If a municipality or local board plans to adopt or has adopted a budget for 2010 that excludes any of the expenses listed in section 1, the municipality or local board shall, within 60 days after receiving its audited financial statements for 2009,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (2).

**Contents**

3. A report under section 2 shall contain at least the following:

1. An estimate of the change in the accumulated surplus of the municipality or local board to the end of the year resulting from the exclusion of any of the expenses listed in section 1.
2. An analysis of the estimated impact of the exclusion of any of the expenses listed in section 1 on the future tangible capital asset funding requirements of the municipality or local board. O. Reg. 284/09, s. 3.

**Review**

4. The Ministry of Municipal Affairs and Housing shall initiate a review of this Regulation on or before December 31, 2012. O. Reg. 284/09, s. 4.

5. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 284/09,s.5.

**PSAB - BUDGET RECONCILIATION**

Cash Budget as passed by Council

Add: Budgeted TCA Acquisitions  
 Add: Budgeted TCA WIP/CIP  
 Less: Anticipated Depreciation of TCA existing  
 Less: Anticipated Depreciation of TCA 2016 acquisitions  
 Add: Gains on TCA Disposals  
 Less: Losses on TCA Disposals  
 Less: Proceeds from Sale on TCA Disposals  
 Add: Long Term Debt Principal Repayments  
 Less: New Long Term Debt Issued  
 Less: Net Cash Inflows from Reserve & Reserve Funds  
 Add: Post Employment Benefits Liability change

**Budgeted annual surplus / deficit - as per PSAB**

**Municipal Equity (Net), Opening**

Less: Decrease in investment in capital assets  
 Less: Decrease in value of reserves and internally-restricted reserve funds  
 Add: Decrease in unfunded retirement benefits (liability)

**Municipal Equity (Net), Ending**

**RECLASSIFIED CAPITAL TOTALS**

Operating (Minor Capital)  
 TCA Capital  
 WIP/CIP  
 Capital Budget as passed by Council

**TRANSFERS TO AND FROM RESERVES AND RESERVE FUNDS:**

To Reserves  
 From Reserves

To Reserve Funds  
 From Reserve Funds

Net Cash Inflows (Outflows)

**LONG TERM DEBT ISSUED:**

Roads Debt Proceeds  
 Fire Debt Proceeds

2016 BUDGET "RESTATED as per PSAB"	
	<b>\$0.00</b>
	4,194,429
	102,940
	-2,328,202
	-209,721
	0
	-31,312
	-84,000
	207,764
	-2,703,759
	-538,643
	3,310
	<b>-\$ 1,387,195</b>
	52,248,641
	-851,862
	-538,643
	3,310
	<b>50,861,446</b>
	1,533,685
	4,194,429
	102,940
	5,831,054
	902,772
	1,421,285
	518,513
	80,870
	101,000
	20,130
	538,643
	1,674,034
	1,029,725
	2,703,759





## Staff Report

**Report #:** 2016-12F

**Date:** August 9, 2016

**Submitted By:** Ursula D'Angelo, Director of Finance

**Subject:** 2014 and 2015 DEVELOPMENT CHARGES – STATEMENT OF TREASURER

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### Recommendations:

**Be it resolved that** Council receives the Director of Finance's Report "2014 and 2015 Development Charges - Statement of Treasurer", for information purposes.

**And That** Council directs that the "Statement" be made public and to the Minister of Municipal Affairs on request.

### Background:

Pursuant to Section 43 of the *Development Charges Act, 1997*(DCA) every municipal Treasurer is required to give Council an annual financial statement relating to the Town's Development Charge By-law and Reserve Funds. This year, there will be a report for 2014 and 2015. Going forward, there will only be one report per year.

The DCA requires collection of development charges (and associated interest) to have separate reserve funds. Section 33 through 36 of the DCA provides the following regarding reserve fund establishment and use:

- Categories of service, as per Town's By-law 14-35, for which development charges are imposed. The categories are:
  - a) Transportation services
  - b) Fire Protection Services
  - c) Parks and Recreation Services
  - d) Administration (studies)
  - e) Water Supply Services
- The municipality will establish a reserve fund for each development charge collected.

- Money may be borrowed from the fund but must be paid back with interest (O.Reg. 82/98, s. 11(1) defines the Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter)
- DC reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be as an interim financial source for capital undertakings for which development charges may be spent (s. 37)

#### 2014 Development Charges – Statement of Treasurer

The information that is included in the Treasurer’s Statement is prescribed by s.43(2) and O. Reg. 82/98. In the Appendices of this Council Report, Attachment 1 “Development Charges Reserve Fund – Treasurer’s Statement 2014”, shows the revenues and disbursements and the year-end fund balances based on service components for 2014.

<b>Fund</b>	<b>2014</b>	<b>2013</b>
Transportation Services	562,886.97	411,956.06
Fire Services	41,684.84	52,651.47
Parks & Recreation	171,875.40	139,377.78
Administration	94,961.64	96,276.72
Water	379,500.20	356,689.34
<b>Total DC Fund Balance</b>	<b>1,250,909.05</b>	<b>1,056,951.37</b>

In 2014, \$298,060.96 was collected from developers and new home builders and transferred to Development Charges Fund. Interest earned on the reserve funds amounted to \$21,138.91. The DCA requires municipalities to spend DC funds on “growth related capital projects”. In 2014, the Town financed from DC’s the “growth-related” portion for Hillsburgh Fire Hall for \$51,500. In addition, \$52,603.28 funds were transferred to operating revenue to pay for eligible expenses such as Development Charges Background Study, loan for a tennis court and Centre 2000 loan payment allowed under by-law #14-35.

#### 2015 Development Charges – Statement of Treasurer

The information that is included in the Treasurer’s Statement is prescribed by s.43(2) and O. Reg. 82/98. In the Appendices of this Council Report, Attachment 4 “Development Charges Reserve Fund – Treasurer’s Statement 2015”, shows the revenues and disbursements and the year-end fund balances based on service components for 2015.

In December 3, 2015, Bill 73, “*Smart Growth for Our Communities Act*”, was enacted and made amendments to the reporting requirements as outlined in the DCA. The amended legislation is effective January 1, 2016. Bill 73 requires additional details such as use and sources of funds, a statements as to the municipalities compliance in not imposing, directly or indirectly, a charge related to the development or a requirement to construct a service related to development, except as permitted by the DCA which is shown in Attachment 5, “Amount Transferred to Capital or Operating Fund – Treasurer’s Statement 2015”.

In 2015, \$488,918.05 was collected from developers and new home builders and transferred to Development Charges Fund. Interest earned on the reserve funds amounted to \$21,545.36. The DCA requires municipalities to spend on DC funds on “growth related capital projects”. In 2015, \$156,957.18 was transferred to pay for debt servicing cost for Hillsburgh Fire Hall, soccer fields and Centre 2000. In addition, \$85,382.70 was spent on paying for capital projects for Daniel St, 17 Sideroad reconstruction and water services studies.

**Financial Impact:**

There is no financial impact to this report.

**Consultation:**

None

**Communications Plan:**

This Report and attachments will be circulated with the Council Agenda package for August 9, 2016.

**Conclusion:**

The Town’s Development Charges Fund balance increased 193,957.68 or 18.4% in 2014 and increased \$246,578.17, or 19.7 % in 2015, despite disbursements to fund major capital projects and long-term debt. The interest earned on the invested balances continues to be modest as a result of low interest rates.

**Appendices:**

Appendix 1 – Development Charges Reserve Fund – Treasurer’s Statement 2014

Appendix 2 – Listing of Credits – Treasurer’s Statement 2014

Appendix 3 – Capital Projects Financed with DCs - Treasurer’s Statement 2014

Appendix 4 – Development Charges Reserve Fund – Treasurer’s Statement 2015

Appendix 5 – Amount Transferred to Capital or Operating Funds – Treasurer’s Statement 2015

## TOWN OF ERIN

## Development Charges Reserve Fund - Treasurer's Statement 2014

Attachment 1

January 1, 2014 to December 31, 2014

	DEVELOPMENT CHARGES					TOTAL
	Transportation SERVICES	FIRE SERVICES	PARKS & REC SERV	ADMIN.	WATER	
Surplus, January 1, 2014	\$ 411,956.06	\$ 52,651.47	\$ 139,377.78	\$ 96,276.72	\$ 356,689.34	\$ 1,056,951.37
Add:						
Developer's Contributions	\$ 143,297.82	\$ 39,188.57	\$ 59,674.19	\$ 20,012.67	\$ 14,748.80	\$ 276,922.05
Donations						
Net Fundraising revenue						
Transfer from Reserve Funds						
Interest earned-investments	\$ 3,902.30	\$ 1,319.54	\$ 1,451.64	\$ 824.56	\$ 6,751.04	\$ 14,249.08
-bank	\$ 3,730.79	\$ 25.26	\$ 1,007.79	\$ 814.97	\$ 1,311.02	\$ 6,889.83
	\$ 150,930.91	\$ 40,533.37	\$ 62,133.62	\$ 21,652.20	\$ 22,810.86	\$ 298,060.96
Less:						
Transfer to revenue fund			\$ 29,636.00	\$ 22,967.28		\$ 52,603.28
Transfer to capital fund		\$ 51,500.00				\$ 51,500.00
Transfer between funds						
	\$ -	\$ 51,500.00	\$ 29,636.00	\$ 22,967.28	\$ -	\$ 104,103.28
<b>Surplus, December 31, 2014</b>	<b>\$ 562,886.97</b>	<b>\$ 41,684.84</b>	<b>\$ 171,875.40</b>	<b>\$ 94,961.64</b>	<b>\$ 379,500.20</b>	<b>\$ 1,250,909.05</b>
Allocated as follows:						
Bank	\$ 100,591.87	\$ (8,835.92)	\$ 116,278.47	\$ 63,349.05	\$ 119,842.32	\$ 391,225.79
Investments	\$ 462,295.10	\$ 50,520.76	\$ 55,596.93	\$ 31,612.59	\$ 259,657.88	\$ 859,683.26
Interfund Loans						
Due from revenue fund						
Due to revenue fund						
<b>Surplus, December 31, 2014</b>	<b>\$ 562,886.97</b>	<b>\$ 41,684.84</b>	<b>\$ 171,875.40</b>	<b>\$ 94,961.64</b>	<b>\$ 379,500.20</b>	<b>\$ 1,250,909.05</b>

## NOTES:

- (1) ATTACHMENT 1 - Description of Services
- (2) ATTACHMENT 2 - List of Credits indentified in 2014
- (3) ATTACHMENT 3 - List of 2014 Projects Financed, in whole or in part by Development Charges

Attachment 2

**TOWN OF ERIN****Listing of Credits - Treasurer's Statement 2014****January 1, 2014 to December 31, 2014**

<b>LISTING OF CREDITS - 2014</b>					
<b>CREDIT HOLDER</b>	<b>APPLICABLE DC RESERVE FUND</b>	<b>OPENING CREDITS</b>	<b>ADDED CREDITS</b>	<b>CREDITS USED</b>	<b>CLOSING CREDIT BAL</b>
					<b>\$0.00</b>
<b>TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## TOWN OF ERIN

## Capital Projects Financed with DCs - Treasurer's Statement 2014

January 1, 2014 to December 31, 2014

CAPITAL PROJECTS FINANCED WITH DC'S - 2014								
CAPITAL PROJECT	DC SERVICE CATEGORY	% DC RECOVERABLE	DC RESERVE FUND DRAW	CURRENT FUND DRAW	OTHER FUND DRAW	GOVT GRANTS	NEW DEBT	TOTAL PROJECT
Hillsburgh Fire Hall Reconstruction	Fire	31.06%	\$51,500.00					\$51,500.00
Development Charges Background Study	Admin	90.00%	\$22,967.28					\$22,967.28
Tennis Court Loan	Recreation	100.00%	\$4,636.00					\$4,636.00
Centre 2000 Loan Payment	Recreation	100.00%	\$25,000.00					\$25,000.00
<b>TOTALS &gt;</b>			<b>\$104,103.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$104,103.28</b>

**TOWN OF ERIN**  
**Development Charges Reserve Fund - Treasurer's Statement 2015**  
 January 1 to December 31, 2015

<b>Services to which the Development Charges Relate</b>							
* TRANSPORTATION SERVICES	* FIRE SERVICES	* WATER SERVICES	*	* PARKS & REC SERVICES	* ADMINISTRATION		TOTAL
Non - Discounted Services					Discounted Services		
<b>Opening Balance; January 1, 2015</b>	\$ 562,886.97	\$ 41,684.84	\$ 379,500.20	\$ 171,875.40	\$ 94,961.64		<b>\$ 1,250,909.05</b>
<b>Add:</b>							
Development Charges Collections	\$ 244,284.78	\$ 93,549.17	\$ 25,854.07	\$ 72,628.70	\$ 31,055.97		\$ 467,372.69
Interest Earned on Investments	\$ 8,985.55	\$ 979.05	\$ 5,038.47	\$ 1,077.12	\$ 611.70		\$ 16,691.89
Interest Earned on Bank Balance	\$ 1,671.68	\$ 170.30	\$ 1,114.93	\$ 1,182.44	\$ 714.12		\$ 4,853.47
Repayment of Monies Borrowed from Fund & Associated Interest							
Sub-Total	\$ 254,942.01	\$ 94,698.52	\$ 32,007.47	\$ 74,888.26	\$ 32,381.79		<b>\$ 488,918.05</b>
<b>Less:</b>							
Amount Transferred to Operating Fund **		\$ 41,000.00		\$ 115,957.18			\$ 156,957.18
Amount Transferred to Capital Fund **	\$ 55,504.66		\$ 29,878.04				\$ 85,382.70
Amount Loaned to other D.C. Service Category for Interim Financing Credits							\$ -
Sub-Total	\$ 55,504.66	\$ 41,000.00	\$ 29,878.04	\$ 115,957.18	\$ -		<b>\$ 242,339.88</b>
<b>Closing Balance; December 31, 2015</b>	<b>\$ 762,324.32</b>	<b>\$ 95,383.36</b>	<b>\$ 381,629.63</b>	<b>\$ 130,806.48</b>	<b>\$ 127,343.43</b>		<b>\$ 1,497,487.22</b>

\*\* See Attachment 1 for details

*The Town of Erin is compliant with s.s. 59.1 (1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development, nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.*

\* Service Categories for which the Development Charges Reserve Fund was Established

- 1) Transportation Services: Roads, Sidewalks, Streetlights and Bridges, Depots and Domes, Rolling Stock
- 2) Fire Protection Services: Fire Facilities, Fire Vehicles, Equipment and Gear
- 3) Water Services: Facilities and Storage, Distribution Systems
- 4) Parks & Recreation Services: Parkland Development, Amenities & Trails, Recreation Facilities, Parks & Recreation Vehicles and Equipment
- 5) Administration: Studies

## Amount Transferred to Capital or Operating Fund - Treasurer's Statement 2015

January 1 to December 31, 2015

### Capital Fund Transactions

	<u>Total Amount Spent in 2015</u>	<u>Portion Financed from DC's</u>	<u>Portion Financed Alternately</u>	<u>Alternative Source of Finance</u>	<u>Breakdown</u>
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#### Transportation Services

1.) Daniel St Reconstruction / Upgrade	\$ 18,414.90	\$ 6,137.68	\$ 12,277.22	Net Tax Funding	
2.) 17 Sideroad Reconstruction	\$ 380,200.22	\$ 49,366.98	\$ 330,833.24	Federal Gas Tax Revenue 2015	\$ 98,748.79
				Federal Gas Tax Reserve Fund	<u>\$ 232,084.45</u>
					<u>\$ 330,833.24</u>

#### Water Services

3.) Water - Environmental Assessment	\$ 43,072.35	\$ 21,536.17	\$ 21,536.18	E.A. Study - Reserve Fund	
4.) Wastewater - Environmental Assessment	\$ 16,683.75	\$ 8,341.87	\$ 8,341.88	E.A. Study - Reserve Fund	

### Operating Fund Transactions

#### Fire Protection Services

5.) Hillsburgh Station 50 - Debt; Interest only	\$ 55,135.00	\$ 41,000.00	\$ 14,135.00	Net Tax Funding	
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#### Parks & Recreation Services

6.) Soccer Field - Debt; Principal	\$ 9,235.56	\$ 9,235.56	\$ -	n / a	
7.) Soccer Field - Debt; Interest	\$ 202.81	\$ 202.81	\$ -	n / a	
	<u>\$ 9,438.38</u>	<u>\$ 9,438.38</u>			
8.) Centre 2000 - Debt; Principal	\$ 104,229.94	\$ 104,229.94	\$ -	n / a	
9.) Centre 2000 - Debt; Interest	\$ 2,288.87	\$ 2,288.87	\$ -	n / a	
	<u>\$ 106,518.80</u>	<u>\$ 106,518.80</u>			





## Staff Report

**Report #:** 2016-11F

**Date:** August-9-16

**Submitted By:** Ursula D'Angelo, Director of Finance

**Subject:** Strategy for Grant Funding Applications

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### Recommendations:

**Be it resolved that** Council receives the Strategy for Grant Funding Applications” report 2016-11F;

**And That** Council directs staff to obtain a Premium Membership of Public Sector Digest to access expert advice with grant applications less than \$500,000;

**And That** Council direct staff to request a quote for consulting services for assistance with grant applications that are greater than \$500,000 and as needed.

### Background:

The reason for this report is Council’s request for staff to design a strategy to address concerns with unsuccessful grant applications. In order to come up with a strategy, staff researched results in the past 3 years of all grant applications. The results are shown in a table in Appendix A. Since 2014, the Town has increased the number grant applications to fund infrastructure or other projects. The table in Appendix A shows that 10 out of 15 applications or 67% were successful. On the other hand, the grants translated to only 22% of total funding requests. Thus, the Town was successful with smaller projects but did not achieve the same success with large projects. For example in 2014, two large projects were denied with a combined potential funding for \$2.6m (Staff Report “OCIF and SCF Grants Denied”, November 25, 2014). As per Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), we did not receive the grant “because other applicants with critical projects had more challenging economic conditions and fiscal situations”.

Furthermore, applications for large grants require expertise that the Town does not have in addition to limited resources. Most recently, the Town received the FCM grant for \$175,000 because consultants in charge of the initial assessment of the project assisted with the grant application. Larger municipalities, such as the City of Vaughan, have a dedicated a staff

person for grant applications. Some smaller municipalities, such as Minto, use Public Sector Digest researchers for their grant applications. Public Sector Digest (PSD) is an organization that has a monthly publication “to advance managerial capacity” of public sector leaders for all levels of government and provides access to researchers for assistance with grant applications. Appendix B shows the services available at PSD to assist with grant applications.

Therefore, options for Council consideration are:

1. For projects that are less than \$500,000 – Use service from Public Sector Digest researchers. A Premium membership is \$742 + tax includes review and feedback on unlimited number of applications and access to copies of successful applications.
2. Request for quotes from consultants to write complex grant applications or for projects greater than \$500,000. Some of the consulting companies that can provide quotes are Public Sector Digest consultants (discounted rate) and Fair Tax – grant writing agency (recommended by Municipal Finance Officers Association).

Another observation with grant funding applications is that opportunities were missed due to workload priorities. Appendix A shows a list of upcoming grant opportunities so that departments have advance notice regarding application deadlines. Going forward, the table will be updated regularly as a resource for management and planning purposes.

Please note that this report does not include the base funding that we received from Gas Tax and Ontario Municipal Funding Program (OMPF) which is considered base or formula driven funding.

### **Financial Impact:**

No financial impact as membership fee will be covered within 2016 Budget.

### **Consultation:**

Consulted with Finance staff, CAO, and Clerk

### **Communications Plan:**

n/a

### **Conclusion:**

In efforts for the Town to be have a higher success rate with grant applications, that the Town obtain Premium Membership at the Public Sector Digest to access researchers that, before

submission, will provide feedback with grant applications. After one year of membership, staff will assess the value of membership and review this grant strategy.

**Appendices:**

Appendix A – Grant Tracking 2016

Appendix B – Public Sector Digest Grant Review Services

#	Year	Project Name	Description	Grant Agency	Project Timeline	Submission Deadline	Amount Requested	Amount Received	Success Y/N	Response Date	Feedback from Agency
1	2014	Erin BIA Tourism Enhancement	Marketing Plan; Experience the Charm	Central Counties Regional Tourism	Sept - Dec, 2014	Aug-14	\$ 10,000.00	\$ 10,000.00	Y	19-Sep-14	
2	2014	Ontario Ice Storm Assistance	Ontario Disaster Relief Assistance Program	Ministry of Municipal Affairs & Housing	Dec 2013 - Aug 2014	31-Dec-14	\$ 447,720.50	\$ 441,571.98	Y	26-Oct-15	
3	2014	Small Communities Fund SCF	Station St Rehabilitation project	Ministry of Infrastructure, via OMAFRA	2016 - 2017	Sep-14	\$ 795,469.03		N	10-Nov-14	Economic conditions & fiscal situations X 4
4	2014	Daniel St Infrastructure Renewal Project	Ontario Community Infrastructure Fund	OMAFRA	2015	Sep-14	\$ 1,815,470.43		N	10-Nov-14	Economic conditions & fiscal situations X 4
5	2015	2015 Seasonal Tourism Initiate	Brand building, unique events, build website, etc.	Central Counties Regional Tourism, Zone 6	Apr - Oct, 2015	Mar-15	\$ 10,000.00	\$ 7,500.00	Y	15-May-15	
6	2015	Victoria Park Playground Equip	Canada 150 Community Infrastructure Program	Federal Economic Development Agency	Jul-17	Jun-15	\$ 50,000.00	\$ 50,000.00	Y	Aug-15	
7	2015	Economic Development Action Plan	Business Retention & Expansion - Municipal Implementation	County of Wellington	Jan - Dec, 2015		\$ 25,000.00	\$ 25,000.00	Y	Nov-14	
8	2015	Green Municipal Fund	Urban Centre Wastewater Servicing Class EA - Feasibility Study	Federation of Canadian Municipalities	2015 - 2017	Sep-15	\$ 175,000.00	\$ 175,000.00	Y		Triton assisted with grant application
9	2015	Accessibility Funding	Sledge hockey boards at Hillsburgh Community Centre	County of Wellington	Summer 2015	21-Jul-15	\$ 10,500.00	\$ 10,000.00	Y	13-Aug-15	
10	2015	Church St, Erin - rehabilitation project	Ontario Community Infrastructure Fund	OMAFRA	2016	Sep-15	\$ 73,000.00		N	05-Nov-15	Economic conditions & fiscal situations X 4
11	2015	Rural Economic Development Program	Equine Hub capacity building project	OMAFRA	2015 - 2018	Dec-15	\$ 105,000.00		N		Based on 'merit' in comparison with other applications
12	2015	OTS Community Renewal Fund	Lion's Park, Village of Erin - playground equipment	Ontario Tire Stewardship Foundation	2016	Sep-15	\$ 8,705.00	\$ 8,705.00	Y	16-Nov-15	
13	2016	Wellhead Delineation and Threat Asses	Threat assessments for two new wells	CTC Source Water Protection Office	Apr 2016 - Mar 2017	Jan-16	\$ 80,000.00	\$ 80,000.00	Y	05-Apr-16	
14	2016	Erin Rotary Riverwalk Feasibility Study	Hire a Consultant	Ontario Trillium Foundation	Feb - July, 2016	Feb-16	\$ 66,300.00		N	30-Nov-15	Weakness: Demonstrating how the people undertaking the project would learn and grow, how learning aligns, and how learning would best suit needs of community.
15	2016	Work Readiness Program	Summer Student	Government of Canada's Opportunities Fund	May - Aug, 2016	10-May-16	\$ 3,240.00	\$ 4,050.00	Y	May-16	

\$ 811,826.98

**Upcoming**

16	2016	Ontario 150 Community Capital Program	Improving existing community facilities	Ontario Trillium Foundation	Jan 2017 - Mar 2018	14-Sep-16	Max \$500,000				
17	2016	Ontario 150 Community Celebration Program	Assist communities celebrate Ontario's 150th anniversary	Ontario Ministry of Tourism, Culture, and Sport	Jan 2017 - Dec 2017	02-Sep-16	Max \$70,000				
18	2016	Ontario 150 Partnership Program	New partnerships supporting youth	Ontario Ministry of Tourism, Culture, and Sport	Jan 2017 - Dec 2018	30-Sep-16	Max \$100,000				
19	2016	Ontario Community Infrastructure Fund	Core infrastructure addressing health and safety	Ministry of Agriculture, Food, and Rural Affairs	43465	21-Oct-16	Max \$1,880,000				
20	2016	Connecting Links	Connect a municipal road or bridge to a provincial highway	Ontario Ministry of Transportation	Multi year	21-Oct-16	Max \$3,000,000				
21	2016	Hydro One - Safe Community Grants	Enhancing safe access to community facilities	Hydro One	Ongoing	Ongoing	Max \$25,000				



# PSD

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## Municipal Grant Funding Applications PSD Application Review and Completion

### Grant Funding

With limited capacity to complete applications for every provincial and federal grant funding program available, municipalities across Canada are missing out on significant opportunities to supplement their existing sources of revenue. From funding to support community celebrations for Canada's 150<sup>th</sup> birthday, to programs introduced to advance asset management capacity at the local level, there are numerous grants available to assist municipalities with meeting their strategic objectives and improving service delivery. In an era of fiscal prudence and heightened accountability, most funding programs require the submission of an application.

### Application Review and Completion

PSD's team of research analysts is well versed in the trends, requirements, eligibility, and assessment criteria for municipal grant funding programs. Trained in public policy and administration, with years of experience working with municipal governments, our research analysts are well equipped to assist with the completion of municipal grant funding applications. PSD can provide your municipality with an assessment of the success factors for previous recipients of the grant in question, then assist with the completion or review of your application ensuring alignment with program requirements and application assessment criteria.

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**"PSD's review of our Small Communities Fund (SCF) application ensured that we were meeting the requirements of the grant program, helping us secure funding for our infrastructure project."**

GORDON DUFF,  
TREASURER/DEPUTY CAO  
TOWN OF MINTO

# PSD

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## Ontario Municipal Grant Funding – Sample List

*Ontario Community Infrastructure Fund (OCIF)* – Top-up funding applications due Oct 21 2016

- ➔ Fund your priority core infrastructure project that addresses a health or safety concern in your community

*Small Communities Fund (SCF)* - Expression of Interest due fall 2016 (**TBD**)

- ➔ Fund your priority infrastructure project (across multiple categories) – funding is matched by the province and feds

*Connecting Links* – Applications due Oct 21 2016

- ➔ Fund an infrastructure project that connects a municipal road/bridge to a provincial highway or border crossing

*Local Poverty Reduction Fund* – Applications open in spring 2017

- ➔ Funding to support and evaluate poverty reduction initiatives in your community

*Ontario Sport and Recreation Communities Fund* – Applications open in winter 2017

- ➔ Funding to support short-term sports and rec projects that have the potential for long-term sustainability

*The Canada 150 Fund* - Still accepting applications for projects under \$50,000

- ➔ Funding to support local celebrations for Canada’s 150<sup>th</sup> birthday



## Staff Report

**Report #:** 2016-13F

**Date:** August-9-16

**Submitted By:** **Ursula D'Angelo, Director of Finance**

**Subject:** Grant Funding Economic Indicators

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### Recommendations:

**Be it resolved that** Council receives the Grant Funding Economic Indicators” report 2016-13F.

### Background:

This report is in response to Council’s request to explore the possibility to send a letter to the Provincial government and research economic indicators used to award grant applications.

There were efforts in 2014 from the Town to inform government officials over the Town’s disappointment over the selection process for grants. In March 2014, former Mayor Lou Maieron, sent an email to the Premier commenting on the merits of the Town’s 2013 application for a similar grant called “Small, Rural and Northern Municipal Infrastructure Fund”. On November 12, 2014, former Director of Finance, Sharon Marshall, sent an email to Mr. Ted Arnott, MPP Wellington-Halton Hills, asking for clarification for the assessment criteria used for the two applications for the top-up Ontario Community Infrastructure Fund (OCIF) and Small Communities Fund (SCF). Also, as per correspondence from the MAFRA denial letters in a staff report called “OCIF & SCF Grants Denied” (November 25, 2014), the following were economic conditions assessment criteria used during the selection process.

1. # of households
2. Total weighted property assessment per household
3. Median household income
4. Average of net financial assets less total liabilities per household
5. Average total residential property taxes, user fees and service charges per household as a percentage of median household income

Further, Mr. Arnott sent a letter to the Minister of Agriculture, Food and Rural Affairs (OMAFRA) at the time Mr. Jeff Leal, responded with acknowledgement of concerns and

provided contact information to speak to a Project Analyst but no further information (Appendix A).

Most recently, the Town contacted OMAFRA and received information on the new criteria for the next OCIF applications for 2017/18 projects. It seems that greater weight is given to projects that are of health and safety concerns instead of affordability criteria as previous processes. The following is an excerpt from the email:

*This application process under the new top-up component includes targeted eligibility, a greater focus on the health and safety aspects of projects as well as updates to the technical schedules used to assess projects to provide more guidance to applicants.*

*Specifically, for the top-up component under the expanded OCIF:*

- *Eligibility for the 2016 intake is being targeted to communities whose formula-based grants in 2017 and 2018 add up to less than \$2 million. Eligible communities with critical infrastructure projects may submit proposals to the new top-up component to bring their total OCIF funding up to \$2 million over two years.*
- *Applicants that received funding under the second intake of the previous application-based component of OCIF are not eligible to apply for funding under the 2016 intake of the new top-up component. In addition, applications that receive funding under the 2016 intake of the new top-up component of OCIF will not be eligible to apply for funding under the 2017 intake of the top-up component of OCIF.*
- *A one-stage application process will be used to assess projects.*
- *Projects will be assessed primarily in relation to the project's critical health and safety aspects. The comprehensiveness of the applicant's asset management plan and the affordability of the specific project will be secondary factors.*

For reference purposes, Appendix B includes a table that shows a list of successful grants applications.

**Financial Impact:**

No financial impact.

**Consultation:**

n/a



**Communications Plan:**

For information purposes only.

**Conclusion:**

Based on the new criteria and information provided by the Ministry of Agriculture, Food and Rural Affairs, there may be higher chances in the near future to receive the OCIF grant.

**Appendices:**

Appendix A – OMAFRA letter December 19, 2014

Appendix B – Ontario Community Infrastructure Fund Intake 2 – Successful Applicants

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

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



Office of the Minister

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Toronto, Ontario M7A 1B3  
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Fax: (416) 326-3083

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : (416) 326-3074  
Télééc. : (416) 326-3083

December 19, 2014

Ms. Sharon Marshall  
Director of Finance  
Town of Erin  
[Sharon.Marshall@erin.ca](mailto:Sharon.Marshall@erin.ca)

Dear Ms. Marshall:

I received a copy of your letter to Mr. Ted Arnott, MPP for Wellington–Halton Hills, regarding the Ontario Community Infrastructure Fund (OCIF) and Small Communities Fund (SCF) programs. I am pleased to respond to you directly.

I appreciate your concern that the Town of Erin was not invited to submit a full application under the OCIF and SCF programs. I have instructed ministry staff to contact you to set up an interministerial telephone call to discuss the town's projects.

Ms. Barbara Maknoni, Project Analyst in the ministry's Rural Programs Branch, will be in contact with you in the near future. Should you prefer to contact her directly, she can be reached at 519-826-6604 or by email at [barbara.maknoni@ontario.ca](mailto:barbara.maknoni@ontario.ca).

In the meantime, I would like to take this opportunity to confirm that the Town of Erin will have guaranteed provincial funding of \$59,729 annually over the next three years for a total of \$179,187 under the OCIF formula-based component of the program.

Thank you for bringing this matter forward to your MPP. Please accept my best wishes.

Sincerely,

Jeff Leal  
Minister of Agriculture, Food and Rural Affairs

c: Mr. Ted Arnott, MPP  
Wellington–Halton Hills

**Ontario Community Infrastructure Fund Intake 2 - Successful Applicants**

County/ District	Municipality	Project Description	Provincial Contribution
Algoma District	City of Elliot Lake	The City of Elliot Lake will receive funding to help improve water supply along Westview Crescent.	\$388,689
Algoma District	Township of Hornepayne	The Township of Hornepayne will receive funding to continue rehabilitation of the Hornepayne sewage collection and treatment system.	\$1,876,440
Algoma District	Town of Spanish	The Town of Spanish will receive funding for the rehabilitation of the Spanish Lagoon Lift Stations to help improve wastewater collection.	\$401,138
Algoma District	Municipality of Wawa	The Municipality of Wawa will receive funding for the rehabilitation of the Wawa Sewage Treatment Plant.	\$1,138,348
Chatham-Kent County	Municipality of Chatham-Kent	The Municipality of Chatham-Kent will receive funding for the rehabilitation of the Fifth Street Bridge.	\$2,000,000
Cochrane District	Town of Kapuskasing	The Town of Kapuskasing will receive funding to help upgrade water and sewer systems, as well as road rehabilitation on Ottawa Street and Nipigon Street.	\$2,000,000
Cochrane District	Town of Moosonee	The Town of Moosonee will receive funding for the replacement of sanitary sewer mains and water mains, as well as road rehabilitation along Ferguson Road.	\$1,494,043
Elgin County	Town of Aylmer	The Town of Aylmer will receive funding to improve wastewater collection and water distribution along segments of Cedar Street and Walnut Street.	\$1,773,000
Elgin County	Municipality of Central Elgin	The Municipality of Central Elgin will receive funding to upgrade the Port Stanley Wastewater Treatment Facility.	\$2,000,000
Elgin County	County of Elgin and the Municipality of Dutton-Dunwich	The County of Elgin and the Municipality of Dutton-Dunwich will receive funding for the reconstruction of Miller Road, including installation of a new watermain, a new gravity sanitary sewer, new storm sewer, as well as new curbs, sidewalks and road base reconstruction and widening.	\$2,353,314
Elgin County	Township of Malahide	The Township of Malahide will receive funding for the replacement of the Broadway Street Bridge.	\$410,000
Essex County	Town of Amherstburg	The Town of Amherstburg will receive funding for the reconstruction of Meloche Road.	\$2,000,000
Essex County	Municipality of Leamington	The Municipality of Leamington will receive funding for road reconstruction and sewer separation along segments of Marlborough, Fox and Chestnut streets.	\$1,000,000
Frontenac County	Township of North Frontenac	The Township of North Frontenac will receive funding for the rehabilitation of Head Road Bridge.	\$301,500
Grey County	Township of Southgate	The Township of Southgate will receive funding for the replacement of bridge S57, and rehabilitation of Southgate Sideroad 07 between Southgate Road 24 and Southgate Road 26.	\$936,000
Haliburton County	Municipality of Highlands East	The Municipality of Highlands East will receive funding to improve water supply in the Town of Cardiff.	\$567,945
Hastings County	Town of Bancroft	The Town of Bancroft will receive funding to improve water supply along Snow Road to Hastings Street North.	\$2,000,000
Hastings County	Municipality of Centre Hastings	The Municipality of Centre Hastings will receive funding for the drilling and construction of a new well and water treatment facility.	\$891,570
Hastings County	Township of Limerick	The Township of Limerick will receive funding for the rehabilitation of Steenburg Lake North Road.	\$1,524,874
Hastings County	Municipality of Marmora and Lake	The Municipality of Marmora and Lake will receive funding for the rehabilitation of Don Shannon's Bridge.	\$677,722
Hastings County	Municipality of Tweed	The Municipality of Tweed will receive funding for the rehabilitation of Crookston Road, from the municipal boundary eastward for more than five kilometres.	\$1,437,396
Hastings County	Township of Wollaston	The Township of Wollaston will receive funding for the rehabilitation of The Ridge Road, from Highway 620 to North Steenburg Lake Road, and North Steenburg Lake Road from The Ridge Road to beyond Henderson Road.	\$1,132,436
Kenora District	Municipality of Sioux Lookout	The Municipality of Sioux Lookout will receive funding for the replacement of watermains along Wellington Street, from west of Fifth Avenue to Front Street.	\$2,000,000
Lambton County	Town of Petrolia	The Town of Petrolia will receive funding for the Mandaumin Reservoir Replacement and Capacity Expansion.	\$2,000,000
Lambton County	Township of Warwick	The Township of Warwick will receive funding for the replacement of Warwick Bridge No. 6 on Hickory Creek Line.	\$205,861
Lanark County	Town of Perth	The Town of Perth will receive funding to help improve wastewater treatment to address water discharge quality.	\$2,000,000
Lanark County	Town of Smiths Falls	The Town of Smiths Falls will receive funding for the rehabilitation of the Stone Arch Bridge.	\$2,000,000
Leeds & Grenville County	Town of Prescott	The Town of Prescott will receive funding for the replacement of watermains, storm sewers and road reconstruction along St. Lawrence Street, from King Street to Jessup Street.	\$2,000,000
Leeds & Grenville County	City of Brockville	The City of Brockville will receive funding to help improve water supply and wastewater collection along with the reconstruction of Victoria Avenue, from Pine Street West to Pearl Street.	\$734,040
Lennox & Addington County	Township of Loyalist	Loyalist Township will receive funding to help improve water supply in the Fairfield-Sherwood-Morden area.	\$1,346,760
Manitoulin District	Town of Gore Bay	The Town of Gore Bay will receive funding for the replacement of the existing water main along Phipps Street.	\$1,512,967
Middlesex County	Municipality of Southwest Middlesex	The Municipality of Southwest Middlesex will receive funding for the replacement of the Irish Drive Bridge.	\$214,400
Middlesex County	Municipality of Strathroy-Caradoc	The Municipality of Strathroy-Caradoc will receive funding for the separation of combined sewers, watermain replacement, and road reconstruction on Princess Street, Keefer Street, Burns Street and High Street West.	\$1,931,783
Niagara Region	City of Port Colborne	The City of Port Colborne will receive funding for the replacement of storm sewers with the installation of a complete storm sewer system in the Nickel area.	\$2,000,000
Nipissing District	Local Services Board of Thorne	The Local Services Board of Thorne will receive funding for the rehabilitation of the Thorne Wastewater Treatment Plant.	\$727,530
Nipissing District	Municipality of West Nipissing	The Municipality of West Nipissing will receive funding for the separation of combined sewers along Michaud Street from John Street to Bourgault Street.	\$2,000,000
Norfolk County	Norfolk County	Norfolk County will receive funding to upgrade the Waterford Wastewater Treatment Facility.	\$2,000,000
Northumberland County	Municipality of Port Hope	The Municipality of Port Hope will receive funding for the replacement of the Barrett Street Bailey Bridge.	\$921,946
Perth County	Municipality of North Perth	The Municipality of North Perth will receive funding for the reconstruction of North Perth Road 165, from Perth Line 86 north to Line 87.	\$679,285
Perth County	Town of St. Marys	The Town of St. Marys will receive funding for the rehabilitation of the Water Street Bridge.	\$198,450
Peterborough County	Township of Asphodel-Norwood	The Township of Asphodel-Norwood will receive funding for the replacement of the watermain, sanitary and storm sewers, and reconstruction of Flora Street.	\$720,800
Peterborough County	Township of Havelock-Belmont-Methuen	The Township of Havelock-Belmont-Methuen will receive funding for the removal of the Keating Road Bridge.	\$210,643
Peterborough County	City of Peterborough	The City of Peterborough will receive funding for the installation of a high-capacity relief sewer along Marina Boulevard from Hilliard Street to Bears Creek.	\$2,000,000

County/ District	Municipality	Project Description	Provincial Contribution
United Counties of Prescott & Russell	Village of Casselman	The Village of Casselman will receive funding to help extend the sanitary sewer network north of the South Nation River.	\$2,000,000
Rainy River District	Town of Rainy River	The Town of Rainy River will receive funding for the replacement of the water distribution line along Sixth Street, from River Avenue to Atwood Avenue.	\$1,575,000
Renfrew County	Township of Bonnechere Valley	The Township of Bonnechere Valley will receive funding for the removal and replacement of the Bridge Street trunk watermain.	\$559,230
Simcoe County	Town of Collingwood	The Town of Collingwood will receive funding for the replacement of sanitary sewers and watermains, as well as road reconstruction along East Street, West Street, Niagara Street, Seventh Street, Eighth Street and Napier Street.	\$2,000,000
Simcoe County	Town of New Tecumseth	The Town of New Tecumseth will receive funding for the rehabilitation of Deadman Bridge.	\$758,590
Simcoe County	City of Orillia	The City of Orillia will receive funding for roadway improvements in west Orillia.	\$2,000,000
Simcoe County	Town of Penetanguishene	The Town of Penetanguishene will receive funding for the rehabilitation and upgrade of Champlain Road.	\$1,075,000
Sudbury District	Municipality of Markstay-Warren	The Municipality of Markstay-Warren will receive funding for the rehabilitation of the Main Street Bridge.	\$593,189
Thunder Bay District	Municipality of Greenstone	The Municipality of Greenstone will receive funding for upgrades to the Picnic Point Pumping Station.	\$990,000
Thunder Bay District	Township of Schreiber	The Township of Schreiber will receive funding to help increase water storage capacity at the Schreiber Water Treatment Plant.	\$1,961,722
Thunder Bay District	City of Thunder Bay	The City of Thunder Bay will receive funding for the first phase of the reconstruction of Balmoral Street, from Hewitson Street to the Neebing River Floodway.	\$2,000,000
Timiskaming District	Township of McGarry	The Township of McGarry will receive funding for the rehabilitation of water and sanitary sewer infrastructure in Virginiatown and Kearns.	\$921,253
Timiskaming District	Town of Englehart	The Town of Englehart will receive funding for the replacement of several sections along its water and sanitary sewer mains.	\$2,000,000
Timiskaming District	City of Temiskaming Shores	The City of Temiskaming Shores will receive funding to help improve water supply on Niven Street South in Haileybury.	\$1,599,919
Timiskaming District	Town of Kirkland Lake	The Town of Kirkland Lake will receive funding for the replacement/upgrade to components of the water, sanitary and storm systems.	\$1,968,910
Wellington County	Town of Minto	The Town of Minto will receive funding for the reconstruction of Jane and Inkerman Streets, including watermain and sanitary sewer line replacement, as well as road rehabilitation.	\$1,295,896 \$454,149





## Staff Report

**Report #:** 2016-14F

**Date:** August-9-16

**Submitted By:** Ursula D'Angelo, Director of Finance

**Subject:** Second Quarter Financial Report - 2016

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### Recommendations:

**Be it resolved that** Council receives the Second Quarter Financial Report 2016-14F.

### Background:

This report is to provide Council the first six months of financial results up to June 30, 2016 (Appendix A). Results are a comparison between actual transactions and percentage of budget used for 2016. It is expected that departments would have used at least 50% of budget. Variance explanations will be provided for departments that were less than 40% or greater than 60% of budget.

The overall financial results for the Town of Erin, is a surplus of \$255k for the first six months of 2016. Non departmental revenues were slightly lower at 49.7% of budget at \$3.3m as a result of supplementary taxes that realize later on in the year. Net department operations are slightly lower at 45.8.7% of budget at \$3.0m caused by variances in several departments. Variance explanations for departments that had less than 40% or greater than 60% of budget will be provided below.

#### ***Fire Department – Net Operations Results \$493,252 or 68.3% of Budget***

The net operations results for the department are higher at 76.2% of budget mainly as a result of timing of debt servicing costs and capital expenses and that were earlier than anticipated. Capital expenditures were purchased in the first six months such as breathing apparatus (2015 capital reserve), Hillsburgh Firehall generator and radio systems upgrade. The Erin Fire Pumper Truck and Firehall expansion remain to be expended before the end of the year.

#### ***Animal Control – Surplus \$8,556 or -61.9% of Budget***

Expenses were lower than expected mainly in Livestock Evaluator, animal control supplies and dog wolf claims due to timing. It is expected that expenses meet budget by the end of the year but it is hard to predict. Also, revenues from dog tags and licenses were almost at

90% of budget and are expected to slightly surpass budget before the end of the year. This is as a result of the newly negotiated contract with the Orangeville SPCA.

***Roads – Net Operations Results \$1,095,666 Spent or 38.6% of Budget***

The Roads Department net operation results were at 38.6% of budget mainly due to delay of capital projects triggered by changes in management of the department. Large projects such as paving of 17 Sideroad \$1m, Winston Churchill joint project with the Town of Caledon, George Street and Sidewalk CR124 will be tendered and completed in the fall. However, planned capital projects such as Culvert 10<sup>th</sup> line, hard surface 5<sup>th</sup> line (22<sup>nd</sup> to Cedar Valley) and pulverize and resurface 2<sup>nd</sup> line will need to be re-evaluated in 2017 and will not be completed in 2016.

***Streetlights – Net Operations Results Surplus of \$24,200 instead of 0***

There was a surplus of \$24k for Streetlight net operations mainly due to timing of reserve transfers of \$18k which will be completed before the end of the year.

***Water – Net Operations Results Surplus of \$159,157 instead of 0***

Water expenses were at 38.2% or \$695k as a result of delayed capital projects. Revenues were lower than expected as a result of rate reduction approved by Council. The net operations resulted in a surplus of \$159k which will be expended upon completion of capital projects or transferred to reserve for future projects. However, streetlight maintenance budget of \$185k will not be completed due to opportunity to take advantage of economies of scale and generate potential savings. This project is deferred until 2017.

***Environmental Services - Net Operations Results \$96,783 or 414.1%***

Net results for the first six months of operations had greater spending by \$73k due to timing difference of transfers from reserves to offset to date spending on environmental assessment studies for Water and Wastewater. It is expected to meet net operations budget of \$23k before the end of the year.

***Cemetery - Net Operations Results \$10,066 or 27.8%***

Net operations results to maintain the cemeteries were at 27.8% of budget due to timing of maintenance which is completed during the spring, summer and fall seasons and is expected to meet budget.

***Town Rental Facilities - Net Operations Results Surplus \$6,866 or 212.6%***

Net operations results for the second quarter for facilities rentals of Erin Water Shop front office space was mainly due to lower expenses for the period and timing of reserve transfers.

***Planning - Net Operations Results \$7,120 or 16%***

Expenditures for Committee of Adjustment Remuneration and OMB costs were lower than last year as a result of fewer activities which resulted in lower than net operations at 16% of budget. For the 2017 Budget process, expenses and revenues will be reviewed and based on historical trends.

***Economic Community Development - Net Operations Results \$177,215 or 79.6%***

Expenditures for Economic Development were at 53.9% but revenues were at 2.1% mainly due to timing of transfer from reserves that were not completed and timing differences for receiving grant funding. In addition to expenditures related to the Erin Rotary River Walk Feasibility Study.

***BIA - Net Operations Results Surplus \$18,873 instead of 0***

Net operations results for BIA were a combination of grant funding revenues transferred for the entire year and expenses at 38.1% instead of the anticipated 50% of budget. Timing of expenditures and revenues are expected to match before the end of the year which will result in break even.

**Financial Impact:**

No financial impact.

**Consultation:**

n/a

**Communications Plan:**

For information purposes only.

**Conclusion:**

This report provides Council and the public accountability and transparency of financial activity for the Town of Erin for the second quarter. The Second Quarter Financial Report provides Council with a synopsis of actuals for revenues and net operations as a percentage of budget spent for all departments. In addition, it provides explanations for any significant variances that may be of concern.

**Appendices:**

Appendix A – 2016 Budget to Actuals Report – June 30, 2016

Appendix B – Departments Budget to Actuals Report – June 30, 2016

Appendix C – 2016 Capital Projects Update



TOWN OF ERIN  
2016 BUDGET TO ACTUALS  
REPORT  
APPENDIX A

1-Jun-30

	2015 BUDGET	2015 ACTUALS to JUNE 30 2015	% Budget Used		2016 BUDGET	ACTUALS to JUNE 30 2016	% Budget Used	
<b>NON-DEPARTMENTAL REVENUES</b>								
<b>Taxation - Own Purposes</b>	5,762,577	2,881,289	50.0%		5,985,655	2,992,828	50.0%	
Grants in Lieu - Federal	27,260		0.0%		27,785		0.0%	
Ontario Management Board	760	624	82.1%		762	632	83.0%	
L.C.B.O. Payment in Lieu	2,540		0.0%		2,784		0.0%	
Ontario Hydro Payment in Lieu	23,110		0.0%		23,280	7,125	30.6%	
Halton Hills Payment in Lieu	2,450		0.0%		2,575		0.0%	
County of Wellington PILs- garbage sites			0.0%				0.0%	
Town of Erin PIL's- water systems	8,130		0.0%		8,323		0.0%	
OMPF Allocation	588,000	294,000	50.0%		595,300	297,650	50.0%	
Tax Write/Offs & Reductions	(90,000)	(6,022)	6.7%		(90,000)	(6,022)	6.7%	
Supplementary Taxes	55,000	0	0.0%		57,000	0	0.0%	
From Working Capital Reserves			0.0%		10,132		0.0%	
General Surplus (Deficit)		156,625	#DIV/0!			0	0.0%	
<b>TOTAL NON DEPARTMENTAL REVENUES:</b>	<b>6,379,827</b>	<b>3,326,516</b>	<b>52.1%</b>		<b>6,623,596</b>	<b>3,292,213</b>	<b>49.7%</b>	
<b>NET OPERATIONS</b>								
Council	150,190	63,547	42.3%		144,280	67,865	47.0%	
Administration	948,446	400,523	42.2%		1,145,482	593,519	51.8%	
Building	(696)	(32,339)	4646.4%		0	0	0.0%	
Bylaw/Crossing Guards	75,538	33,466	44.3%		69,549	29,358	42.2%	
Conservation Authorities	145,520	71,172	48.9%		154,853	88,112	56.9%	
Fire	707,482	366,432	51.8%		722,542	493,252	68.3%	
Emergency Planning	1,500	0	0.0%		1,500	0	0.0%	
Animal Control	18,280	7,123	39.0%		13,816	(8,556)	-61.9%	
Roads	2,651,071	1,304,026	49.2%		2,840,298	1,095,666	38.6%	
Streetlights	0	425	#DIV/0!		0	(24,200)	#DIV/0!	
Water	(1,718)	130,667	-7605.7%		0	(159,157)	#DIV/0!	
Environmental Services	327,815	24,913	7.6%		23,370	96,783	414.1%	
Recreation & Culture	812,132	399,433	49.2%		985,004	484,099	49.1%	
Cemetery	36,570	6,360	17.4%		36,190	10,066	27.8%	
Town Rental Facilities	(3,230)	(6,554)	202.9%		(3,230)	(6,866)	212.6%	
Planning	114,705	51,716	45.1%		44,407	7,120	16.0%	
Economic & Community Development	177,693	167,517	94.3%		222,639	177,215	79.6%	
BIA	0	1,328	#DIV/0!		0	(18,873)	#DIV/0!	
Infrastructure Renewal Reserves	218,525	109,263	50.0%		222,896	111,448	50.0%	
Tax Stabilization Reserves	0	156,625	#DIV/0!				0.0%	
<b>TOTAL NET OPERATIONS:</b>	<b>6,379,823</b>	<b>3,255,642</b>	<b>51.0%</b>		<b>6,623,596</b>	<b>3,036,851</b>	<b>45.8%</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>4</b>	<b>70,874</b>			<b>(0)</b>	<b>255,362</b>		

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - GENERAL GOVERNMENT

SUBDEPARTMENT - COUNCIL

2016 Budget to Actuals

	2015 BUDGET	ACTUALS to JUNE 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to JUNE 30 2016	% BUDGET USED
<b>Revenue</b>							
Grants and Subsidies	0	0	0.00%		0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%
Municipal Recoveries	0	0	0.00%		0	0	0.00%
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%
Fines and Penalties	0	0	0.00%		0	0	0.00%
User Fees and Charges	0	0	0.00%		0	0	0.00%
Sales revenue	0	0	0.00%		0	0	0.00%
Other revenue	0	0	0.00%		0	0	0.00%
Internal Recoveries	0	0	0.00%		0	0	0.00%
Capital Project Recovery	0	0	0.00%		0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%
Debt Proceeds	0	0	0.00%		0	0	0.00%
Transfer from Reserves	0	0	0.00%		0	0	0.00%
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>							
Salaries, Wages and Benefits	128,190	52,690	41.10%		119,780	58,492	48.83%
Supplies, Materials and Equipment	22,000	10,857	49.35%		24,500	9,373	38.26%
Purchased Services	0	0	0.00%		0	0	0.00%
Minor Capital Expenses	0	0	0.00%		0	0	0.00%
Debt Charges	0	0	0.00%		0	0	0.00%
Insurance and Financial	0	0	0.00%		0	0	0.00%
Internal Charges	0	0	0.00%		0	0	0.00%
Transfer to Reserves	0	0	0.00%		0	0	0.00%
<b>Total Expenditures</b>	<b>150,190</b>	<b>63,547</b>	<b>42.31%</b>		<b>144,280</b>	<b>67,865</b>	<b>47.04%</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>150,190</b>	<b>63,547</b>	<b>42.31%</b>		<b>144,280</b>	<b>67,865</b>	<b>47.04%</b>
<b>Revenue - Capital Funding</b>							
Grants and Subsidies	0	0	0.00%		0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%
Municipal Recoveries	0	0	0.00%		0	0	0.00%
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%
Fines and Penalties	0	0	0.00%		0	0	0.00%
User Fees and Charges	0	0	0.00%		0	0	0.00%
Sales revenue	0	0	0.00%		0	0	0.00%
Other revenue	0	0	0.00%		0	0	0.00%
Internal Recoveries	0	0	0.00%		0	0	0.00%
Capital Project Recovery	0	0	0.00%		0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%
Debt Proceeds	0	0	0.00%		0	0	0.00%
Transfer from Reserves	0	0	0.00%		0	0	0.00%
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Capital</b>							
Expenditures	0	0	0.00%		0	0	0.00%
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>150,190</b>	<b>63,547</b>	<b>42.31%</b>		<b>144,280</b>	<b>67,865</b>	<b>47.04%</b>

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

**DEPARTMENT - GENERAL GOVERNMENT**  
**SUBDEPARTMENT - ADMINISTRATION**  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to JUNE 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to JUNE 30 2016	% BUDGET USED
<b>Revenue</b>							
Grants and Subsidies	0	0	0.00%		0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%
Municipal Recoveries	0	0	0.00%		0	0	0.00%
Licences, Permits and Rents	350	368	105.14%		650	2,814	432.92%
Fines and Penalties	414,781	189,127	45.60%		390,718	156,627	40.09%
User Fees and Charges	4,000	305	7.63%		6,000	1,325	22.08%
Sales revenue	0	0	0.00%		0	0	0.00%
Other revenue	39,000	15,034	38.55%		38,064	19,933	52.37%
Internal Recoveries	15,000	52,024	346.83%		15,000	37,141	247.61%
Capital Project Recovery	0	0	0.00%		0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%
Debt Proceeds	0	0	0.00%		0	0	0.00%
Transfer from Reserves	0	0	0.00%		0	0	0.00%
<b>Total Revenue</b>	<b>473,131</b>	<b>256,858</b>	<b>54.29%</b>		<b>450,432</b>	<b>217,840</b>	<b>48.36%</b>
<b>Expenditures</b>							
Salaries, Wages and Benefits	935,565	412,344	44.07%		1,048,273	520,107	49.62%
Supplies, Materials and Equipment	142,231	73,718	51.83%		165,389	91,591	55.38%
Purchased Services	113,061	99,569	88.07%		104,656	89,299	85.33%
Minor Capital Expenses	0	0	0.00%		0	0	0.00%
Debt Charges	0	0	0.00%		0	0	0.00%
Insurance and Financial	96,581	55,141	57.09%		103,596	67,165	64.83%
Internal Charges	0	0	0.00%		0	0	0.00%
Transfer to Reserves	40,000	0	0.00%		30,000	0	0.00%
<b>Total Expenditures</b>	<b>1,327,437</b>	<b>640,772</b>	<b>48.27%</b>		<b>1,451,914</b>	<b>768,162</b>	<b>52.91%</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>854,306</b>	<b>383,914</b>	<b>44.94%</b>		<b>1,001,482</b>	<b>550,322</b>	<b>54.95%</b>
<b>Revenue - Capital Funding</b>							
Grants and Subsidies			0.00%				0.00%
Unconditional Grants (ie. OMPF)			0.00%				0.00%
Municipal Recoveries			0.00%				0.00%
Licences, Permits and Rents			0.00%				0.00%
Fines and Penalties			0.00%				0.00%
User Fees and Charges			0.00%				0.00%
Sales revenue			0.00%				0.00%
Other revenue			0.00%				0.00%
Internal Recoveries			0.00%				0.00%
Capital Project Recovery			0.00%				0.00%
PILS and Supplementary Taxes			0.00%				0.00%
Debt Proceeds			0.00%				0.00%
Transfer from Reserves	46,810	0	0.00%		0	0	0.00%
<b>Total Capital Funding</b>	<b>46,810</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Capital</b>							
Expenditures	140,950	16,609	11.78%		144,000	43,197	30.00%
<b>NET CAPITAL COSTS</b>	<b>94,140</b>	<b>16,609</b>	<b>17.64%</b>		<b>144,000</b>	<b>43,197</b>	<b>30.00%</b>
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>948,446</b>	<b>400,523</b>	<b>42.23%</b>		<b>1,145,482</b>	<b>593,519</b>	<b>51.81%</b>



TOWN OF ERIN  
2016 BUDGET

TOWN OF ERIN

DEPARTMENT - PROTECTION
SUBDEPARTMENT - BUILDING
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	268,500	144,168	53.69%		319,500	132,408	41.44%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>268,500</b>	<b>144,168</b>	<b>53.69%</b>		<b>319,500</b>	<b>132,408</b>	<b>41.44%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	203,477	92,856	45.63%		259,944	109,721	42.21%	
Supplies, Materials and Equipment	37,450	12,437	33.21%		33,670	12,600	37.42%	
Purchased Services	6,000	1,015	16.92%		5,000	175	3.51%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	4,000	5,521	138.03%		4,000	648	16.21%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	16,877	0	0.00%		16,886	9,263	54.86%	
<b>Total Expenditures</b>	<b>267,804</b>	<b>111,829</b>	<b>41.76%</b>		<b>319,500</b>	<b>132,408</b>	<b>41.44%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>(696)</b>	<b>(32,339)</b>	<b>4646.41%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%				0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue			0.00%				0.00%	
Other revenue			0.00%				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PILS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds			0.00%				0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>(696)</b>	<b>(32,339)</b>			<b>0</b>	<b>0</b>		

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - PROTECTION  
SUBDEPARTMENT - BYLAW/CROSSING GUARDS  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	1,500	1,775	118.33%		2,200	250	11.36%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>1,500</b>	<b>1,775</b>	<b>118.33%</b>		<b>2,200</b>	<b>250</b>	<b>11.36%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	64,338	31,352	48.73%		25,949	23,665	91.20%	
Supplies, Materials and Equipment	7,700	3,100	40.26%		7,200	2,341	32.51%	
Purchased Services	0	0	0.00%		33,600	0	0.00%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	5,000	789	15.78%		5,000	3,602	72.05%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>77,038</b>	<b>35,241</b>	<b>45.74%</b>		<b>71,749</b>	<b>29,608</b>	<b>41.27%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>75,538</b>	<b>33,466</b>	<b>44.30%</b>		<b>69,549</b>	<b>29,358</b>	<b>42.21%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%				0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue			0.00%				0.00%	
Other revenue			0.00%				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PILS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds			0.00%				0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>75,538</b>	<b>33,466</b>	<b>44.30%</b>		<b>69,549</b>	<b>29,358</b>	<b>42.21%</b>	

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - PROTECTION
SUBDEPARTMENT - CONSERVATION

2016 Budget to Actuals

	<b>2015 BUDGET</b>	<b>ACTUALS to June 30 2015</b>	<b>% BUDGET USED</b>		<b>2016 BUDGET</b>	<b>ACTUALS to June 30 2016</b>	<b>% BUDGET USED</b>	
<b>Revenue</b>								
Grants and Subsidies	67,500	15,000	22.22%		49,932	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>67,500</b>	<b>15,000</b>	<b>22.22%</b>		<b>49,932</b>	<b>0</b>	<b>0.00%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	0	0	0.00%		0	0	0.00%	
Supplies, Materials and Equipment	213,020	86,172	40.45%		204,785	88,112	43.03%	
Purchased Services	0	0	0.00%		0	0	0.00%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>213,020</b>	<b>86,172</b>	<b>40.45%</b>		<b>204,785</b>	<b>88,112</b>	<b>43.03%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>145,520</b>	<b>71,172</b>	<b>52.41%</b>		<b>154,853</b>	<b>88,112</b>	<b>123.80%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%				0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue			0.00%				0.00%	
Other revenue			0.00%				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PILS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds			0.00%				0.00%	
Transfer from Reserves			0.00%				0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>145,520</b>	<b>71,172</b>	<b>48.91%</b>		<b>154,853</b>	<b>88,112</b>	<b>56.90%</b>	



**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - PROTECTION  
SUBDEPARTMENT - FIRE & EMERGENCY  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	30,000	17,775	59.25%		35,000	9,875	28.21%	
Licences, Permits and Rents	25,000	20,629	82.52%		26,000	23,666	91.02%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	20,000	12,093	60.47%		35,000	9,015	25.76%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	2,500	0.00%		1,000	500	50.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PLS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	41,000	0	0.00%		41,000	0	0.00%	
<b>Total Revenue</b>	<b>116,000</b>	<b>52,997</b>	<b>45.69%</b>		<b>138,000</b>	<b>43,056</b>	<b>31.20%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	405,340	182,786	45.09%		424,610	198,670	46.79%	
Supplies, Materials and Equipment	188,710	62,046	32.88%		160,230	110,587	69.02%	
Purchased Services	25,800	14,803	57.38%		26,600	13,610	51.17%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	167,135	140,071	83.81%		166,987	83,494	50.00%	
Insurance and Financial	16,097	16,617	103.23%		17,115	29,370	171.60%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>803,082</b>	<b>416,323</b>	<b>51.84%</b>		<b>795,542</b>	<b>435,730</b>	<b>54.77%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>687,082</b>	<b>363,326</b>	<b>52.88%</b>		<b>657,542</b>	<b>392,675</b>	<b>59.72%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%				0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue	4,000		#DIV/0!				0.00%	
Other revenue	4,700		#DIV/0!				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PLS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds	500,000		0.00%		257,000	257,000	100.00%	
Transfer from Reserves	95,300	23,231	24.38%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>604,000</b>	<b>23,231</b>	<b>3.85%</b>		<b>257,000</b>	<b>257,000</b>	<b>100.00%</b>	
<b>Capital</b>								
Expenditures	624,400	26,337	2370.81%		322,000	357,577	90.05%	
<b>NET CAPITAL COSTS</b>	<b>20,400</b>	<b>3,106</b>	<b>656.79%</b>		<b>65,000</b>	<b>100,577</b>	<b>64.63%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>707,482</b>	<b>366,432</b>	<b>51.79%</b>		<b>722,542</b>	<b>493,252</b>	<b>68.27%</b>	

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - PROTECTION  
SUBDEPARTMENT - EMERGENCY PLAN  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	0	0	0.00%		0	0	0.00%	
Supplies, Materials and Equipment	1,500	0	0.00%		1,500	0	0.00%	
Purchased Services	0	0	0.00%		0	0	0.00%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>1,500</b>	<b>0</b>	<b>0.00%</b>		<b>1,500</b>	<b>0</b>	<b>0.00%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>1,500</b>	<b>0</b>	<b>0.00%</b>		<b>1,500</b>	<b>0</b>	<b>0.00%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>1,500</b>	<b>0</b>	<b>0.00%</b>		<b>1,500</b>	<b>0</b>	<b>0.00%</b>	

TOWN OF ERIN  
2016 BUDGET

## TOWN OF ERIN

DEPARTMENT - PROTECTION  
SUBDEPARTMENT - ANIMAL CONTROL  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	6,000	940	15.67%		7,000	1,897	27.09%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	30,920	3,630	11.74%		33,030	27,150	82.20%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	60	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>36,920</b>	<b>4,570</b>	<b>12.38%</b>		<b>40,030</b>	<b>29,107</b>	<b>72.71%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	3,000	120	4.00%		3,000	120	4.00%	
Supplies, Materials and Equipment	8,200	2,311	28.18%		19,850	2,126	10.71%	
Purchased Services	44,000	9,262	21.05%		30,996	18,304	59.05%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>55,200</b>	<b>11,693</b>	<b>21.18%</b>		<b>53,846</b>	<b>20,550</b>	<b>38.16%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>18,280</b>	<b>7,123</b>	<b>38.97%</b>		<b>13,816</b>	<b>(8,556)</b>	<b>-61.93%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%				0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue			0.00%				0.00%	
Other revenue			0.00%				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PILS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds			0.00%				0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>18,280</b>	<b>7,123</b>	<b>38.97%</b>		<b>13,816</b>	<b>(8,556)</b>	<b>-61.93%</b>	



TOWN OF ERIN

DEPARTMENT - PUBLIC WORKS
SUBDEPARTMENT - ROADS

2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	60,000	0	0.00%		63,000	104	0.17%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	15,000	5,400	36.00%		15,000	5,677	37.85%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	2,500	5,939	237.56%		8,200	14,590	177.93%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	56,825	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>134,325</b>	<b>11,339</b>	<b>8.44%</b>		<b>86,200</b>	<b>20,371</b>	<b>23.63%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	882,235	450,522	51.07%		1,079,787	508,319	47.08%	
Supplies, Materials and Equipment	1,255,125	672,696	53.60%		1,273,940	440,849	34.61%	
Purchased Services	221,500	56,401	25.46%		195,970	31,110	15.87%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	25,765	0	0.00%		25,765	0	0.00%	
Insurance and Financial	57,500	51,739	89.98%		56,036	40,853	72.90%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	70,000	35,000	50.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>2,512,125</b>	<b>1,266,358</b>	<b>50.41%</b>		<b>2,631,498</b>	<b>1,021,131</b>	<b>38.80%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>2,377,800</b>	<b>1,255,019</b>	<b>52.78%</b>		<b>2,545,298</b>	<b>1,000,760</b>	<b>39.32%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies	371,579	59,729	16.07%		387,171	223,450		
Unconditional Grants (ie. OMPF)								
Municipal Recoveries								
Licences, Permits and Rents								
Fines and Penalties								
User Fees and Charges								
Sales revenue	5,000		0.00%		80,000			
Other revenue								
Internal Recoveries								
Capital Project Recovery								
PILS and Supplementary Taxes								
Debt Proceeds	522,130				995,044	0		
Transfer from Reserves	1,034,207	0			613,773	0		
<b>Total Capital Funding</b>	<b>1,932,916</b>	<b>59,729</b>	<b>3.09%</b>		<b>2,075,988</b>	<b>223,450</b>	<b>10.76%</b>	
<b>Capital</b>								
Expenditures	2,206,187	108,736	4.93%		2,370,988	318,357	13.43%	
<b>NET CAPITAL COSTS</b>	<b>273,271</b>	<b>49,007</b>	<b>17.93%</b>		<b>295,000</b>	<b>94,907</b>	<b>32.17%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>2,651,071</b>	<b>1,304,026</b>	<b>49.19%</b>		<b>2,840,298</b>	<b>1,095,666</b>	<b>38.58%</b>	

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - PUBLIC WORKS
SUBDEPARTMENT - STREETLIGHTS
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	123,000	61,500	50.00%		178,971	92,290	51.57%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>123,000</b>	<b>61,500</b>	<b>50.00%</b>		<b>178,971</b>	<b>92,290</b>	<b>51.57%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	0	0	0.00%		0	0	0.00%	
Supplies, Materials and Equipment	113,982	61,427	53.89%		139,953	68,090	48.65%	
Purchased Services	0	0	0.00%		0	0	0.00%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	9,018	4,509	50.00%		39,018	0	0.00%	
<b>Total Expenditures</b>	<b>123,000</b>	<b>65,936</b>	<b>53.61%</b>		<b>178,971</b>	<b>68,090</b>	<b>38.05%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>0</b>	<b>4,436</b>			<b>0</b>	<b>(24,200)</b>		
<b>Revenue - Capital Funding</b>								
Grants and Subsidies								
Unconditional Grants (ie. OMPF)								
Municipal Recoveries								
Licences, Permits and Rents								
Fines and Penalties								
User Fees and Charges								
Sales revenue								
Other revenue								
Internal Recoveries								
Capital Project Recovery								
PILS and Supplementary Taxes								
Debt Proceeds								
Transfer from Reserves	0	4,011	#DIV/0!		0	0	0.00%	
<b>Total Capital Funding</b>	<b>-</b>	<b>4,011</b>	<b>#DIV/0!</b>		<b>-</b>	<b>-</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>(4,011)</b>	<b>#DIV/0!</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>0</b>	<b>425</b>			<b>0</b>	<b>(24,200)</b>		

TOWN OF ERIN

DEPARTMENT - PUBLIC WORKS
SUBDEPARTMENT - WATER
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	3,000	1,907	63.57%		4,039	2,029	50.23%	
User Fees and Charges	1,466,570	473,318	32.27%		1,459,289	723,925	49.61%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	8,000	8,075	100.94%		12,473	86,474	693.29%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	42,155	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	21,030	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>1,498,600</b>	<b>483,300</b>	<b>32.25%</b>		<b>1,475,801</b>	<b>854,584</b>	<b>57.91%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	471,644	215,584	45.71%		491,179	242,206	49.31%	
Supplies, Materials and Equipment	301,400	108,646	36.05%		326,928	135,794	41.54%	
Purchased Services	16,600	10,437	62.87%		15,600	7,828	50.18%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	56,941	17,470	30.68%		56,941	16,970	29.80%	
Insurance and Financial	16,000	15,936	99.60%		16,800	11,978	71.30%	
Internal Charges	13,435	0	0.00%		14,066	0	0.00%	
Transfer to Reserves	620,862	189,984	30.60%		554,287	277,143	50.00%	
<b>Total Expenditures</b>	<b>1,496,882</b>	<b>558,057</b>	<b>37.28%</b>		<b>1,475,801</b>	<b>691,920</b>	<b>46.88%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>(1,718)</b>	<b>74,757</b>	<b>-4351.38%</b>		<b>0</b>	<b>(162,664)</b>	<b>0.00%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue			0.00%		0		0.00%	
Other revenue			0.00%				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PILS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds			0.00%		0	0	0.00%	
Transfer from Reserves	142,000	0	0.00%		346,500	0	0.00%	
<b>Total Capital Funding</b>	<b>142,000</b>	<b>-</b>	<b>0.00%</b>		<b>346,500</b>	<b>-</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	142,000	55,910	39.37%		346,500	3,507	1.01%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>55,910</b>	<b>0.00%</b>		<b>0</b>	<b>3,507</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>(1,718)</b>	<b>130,667</b>			<b>0</b>	<b>(159,157)</b>		



TOWN OF ERIN  
2016 BUDGET

TOWN OF ERIN

DEPARTMENT - PUBLIC WORKS  
SUBDEPARTMENT - ENVIRONMENTAL SERVICES  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED	2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED
<b>Revenue</b>						
Grants and Subsidies	0	0	0.00%	0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%	0	0	0.00%
Municipal Recoveries	0	0	0.00%	0	0	0.00%
Licences, Permits and Rents	0	0	0.00%	0	0	0.00%
Fines and Penalties	0	0	0.00%	0	0	0.00%
User Fees and Charges	0	0	0.00%	0	0	0.00%
Sales revenue	0	0	0.00%	0	0	0.00%
Other revenue	0	0	0.00%	0	0	0.00%
Internal Recoveries	0	0	0.00%	0	0	0.00%
Capital Project Recovery	0	0	0.00%	0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%	0	0	0.00%
Debt Proceeds	0	0	0.00%	0	0	0.00%
Transfer from Reserves	0	0	0.00%	0	0	0.00%
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
Salaries, Wages and Benefits	0	0	0.00%	0	0	0.00%
Supplies, Materials and Equipment	7,020	0	0.00%	5,000	9,096	181.92%
Purchased Services	3,365	0	0.00%	18,370	0	0.00%
Minor Capital Expenses	0	0	0.00%	0	0	0.00%
Debt Charges	0	0	0.00%	0	0	0.00%
Insurance and Financial	0	0	0.00%	0	0	0.00%
Internal Charges	0	0	0.00%	0	0	0.00%
Transfer to Reserves	0	0	0.00%	0	0	0.00%
<b>Total Expenditures</b>	<b>10,385</b>	<b>0</b>	<b>0.00%</b>	<b>23,370</b>	<b>9,096</b>	<b>38.92%</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>10,385</b>	<b>0</b>	<b>0.00%</b>	<b>23,370</b>	<b>9,096</b>	<b>38.92%</b>
<b>Revenue - Capital Funding</b>						
Grants and Subsidies				175,000		0.00%
Unconditional Grants (ie. OMPF)						0.00%
Municipal Recoveries						0.00%
Licences, Permits and Rents						0.00%
Fines and Penalties						0.00%
User Fees and Charges						0.00%
Sales revenue						0.00%
Other revenue						0.00%
Internal Recoveries						0.00%
Capital Project Recovery						0.00%
PILS and Supplementary Taxes						0.00%
Debt Proceeds						0.00%
Transfer from Reserves	173,160	24,913	14.39%	227,290	0	0.00%
<b>Total Capital Funding</b>	<b>173,160</b>	<b>24,913</b>	<b>14.39%</b>	<b>402,290</b>	<b>-</b>	<b>0.00%</b>
<b>Capital</b>						
Expenditures	490,590	49,825	10.16%	402,290	87,688	21.80%
<b>NET CAPITAL COSTS</b>	<b>317,430</b>	<b>24,913</b>	<b>7.85%</b>	<b>0</b>	<b>87,688</b>	<b>0.00%</b>
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>327,815</b>	<b>24,913</b>	<b>7.60%</b>	<b>23,370</b>	<b>96,783</b>	<b>414.14%</b>

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - RECREATION
<b>SUMMARY</b>
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	11,650	0	0.00%		11,632	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	666,796	216,820	32.52%		673,832	228,370	33.89%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	32,950	15,862	48.14%		26,968	4,050	15.02%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		2,800	0	0.00%	
Internal Recoveries	8,740	0	0.00%		0	0	0.00%	
Capital Project Recovery	10,000	5,215	52.15%		5,000	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	115,957	0	0.00%		10,698	0	0.00%	
<b>Total Revenue</b>	<b>846,093</b>	<b>248,047</b>	<b>29.32%</b>		<b>730,930</b>	<b>232,420</b>	<b>31.80%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	684,952	282,250	41.21%		681,779	316,456	46.42%	
Supplies, Materials and Equipment	534,575	209,474	39.19%		559,452	306,477	54.78%	
Purchased Services	32,525	12,695	39.03%		33,400	3,147	9.42%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	163,636	81,958	50.09%		28,079	14,117	50.28%	
Insurance and Financial	62,690	53,447	85.26%		67,521	34,955	51.77%	
Internal Charges	10,150	0	0.00%		10,132	10,132	100.00%	
Transfer to Reserves	31,397	0	0.00%		43,271	0	0.00%	
<b>Total Expenditures</b>	<b>1,519,925</b>	<b>639,824</b>	<b>42.10%</b>		<b>1,423,634</b>	<b>685,285</b>	<b>48.14%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>673,832</b>	<b>391,777</b>	<b>58.14%</b>		<b>692,704</b>	<b>452,865</b>	<b>65.38%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies	0	0			60,000	0		
Unconditional Grants (ie. OMPF)	0	0			0	0		
Municipal Recoveries	0	0			0	0		
Licences, Permits and Rents	0	0			0	0		
Fines and Penalties	0	0			0	0		
User Fees and Charges	0	0			0	0		
Sales revenue	0	0			0	0		
Other revenue	0	0			0	0		
Internal Recoveries	0	0			0	0		
Capital Project Recovery	0	0			20,500	0		
PILS and Supplementary Taxes	0	0			0	0		
Debt Proceeds	0	0			0	0		
Transfer from Reserves	157,210	0	0.00%		6,000	0	0.00%	
<b>Total Capital Funding</b>	<b>157,210</b>	<b>0</b>	<b>0.00%</b>		<b>86,500</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	295,510	7,656	2.59%		358,300	31,235	8.72%	
<b>NET CAPITAL COSTS</b>	<b>138,300</b>	<b>7,656</b>	<b>5.54%</b>		<b>271,800</b>	<b>31,235</b>	<b>11.49%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>812,132</b>	<b>399,433</b>	<b>49.18%</b>		<b>964,504</b>	<b>484,099</b>	<b>50.19%</b>	

TOWN OF ERIN  
2016 BUDGET

## TOWN OF ERIN

DEPARTMENT
<b>SUBDEPARTMENT - CEMETERIES</b>

2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	0	0	0.00%		0	0	0.00%	
Supplies, Materials and Equipment	36,570	6,360	17.39%		36,190	10,066	27.81%	
Purchased Services	0	0	0.00%		0	0	0.00%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>36,570</b>	<b>6,360</b>	<b>17.39%</b>		<b>36,190</b>	<b>10,066</b>	<b>27.81%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>36,570</b>	<b>6,360</b>	<b>17.39%</b>		<b>36,190</b>	<b>10,066</b>	<b>27.81%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%				0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue			0.00%				0.00%	
Other revenue			0.00%				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PILS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds			0.00%				0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>36,570</b>	<b>6,360</b>	<b>17.39%</b>		<b>36,190</b>	<b>10,066</b>	<b>27.81%</b>	



TOWN OF ERIN  
2016 BUDGET

## TOWN OF ERIN

DEPARTMENT  
SUBDEPARTMENT - RENTAL FACILITIES  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	20,150	9,000	44.67%		24,400	9,180	37.62%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>20,150</b>	<b>9,000</b>	<b>44.67%</b>		<b>24,400</b>	<b>9,180</b>	<b>37.62%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	2,920	1,704	58.36%		2,980	1,460	49.00%	
Supplies, Materials and Equipment	4,000	742	18.55%		6,890	854	12.39%	
Purchased Services	0	0	0.00%		0	0	0.00%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	10,000	0	0.00%		11,300	0	0.00%	
<b>Total Expenditures</b>	<b>16,920</b>	<b>2,446</b>	<b>14.46%</b>		<b>21,170</b>	<b>2,314</b>	<b>10.93%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>(3,230)</b>	<b>(6,554)</b>	<b>202.91%</b>		<b>(3,230)</b>	<b>(6,866)</b>	<b>212.58%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies			0.00%				0.00%	
Unconditional Grants (ie. OMPF)			0.00%				0.00%	
Municipal Recoveries			0.00%				0.00%	
Licences, Permits and Rents			0.00%				0.00%	
Fines and Penalties			0.00%				0.00%	
User Fees and Charges			0.00%				0.00%	
Sales revenue			0.00%				0.00%	
Other revenue			0.00%				0.00%	
Internal Recoveries			0.00%				0.00%	
Capital Project Recovery			0.00%				0.00%	
PILS and Supplementary Taxes			0.00%				0.00%	
Debt Proceeds			0.00%				0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>(3,230)</b>	<b>(6,554)</b>	<b>202.91%</b>		<b>(3,230)</b>	<b>(6,866)</b>	<b>212.58%</b>	

**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT - PLANNING & DEVELOPMENT

SUBDEPARTMENT - PLANNING

2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	0	0	0.00%		0	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	17,800	8,400	47.19%		17000	16600	97.65%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		5000	0	0.00%	
Internal Recoveries	11,000	0	0.00%		10000	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Revenue</b>	<b>28,800</b>	<b>8,400</b>	<b>29.17%</b>		<b>32000</b>	<b>16600</b>	<b>51.88%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	87,105	56,188	64.51%		23407	12460	53.23%	
Supplies, Materials and Equipment	35,400	3,928	11.10%		33000	11260	34.12%	
Purchased Services	21,000	0	0.00%		20000	0	0.00%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	0	0	0.00%		0	0	0.00%	
Transfer to Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Expenditures</b>	<b>143,505</b>	<b>60,116</b>	<b>41.89%</b>		<b>76407</b>	<b>23720</b>	<b>31.04%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>114,705</b>	<b>51,716</b>	<b>45.09%</b>		<b>44407</b>	<b>7120</b>	<b>16.03%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies	0	0	0.00%				0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%				0.00%	
Municipal Recoveries	0	0	0.00%				0.00%	
Licences, Permits and Rents	0	0	0.00%				0.00%	
Fines and Penalties	0	0	0.00%				0.00%	
User Fees and Charges	0	0	0.00%				0.00%	
Sales revenue	0	0	0.00%				0.00%	
Other revenue	0	0	0.00%				0.00%	
Internal Recoveries	0	0	0.00%				0.00%	
Capital Project Recovery	0	0	0.00%				0.00%	
PILS and Supplementary Taxes	0	0	0.00%				0.00%	
Debt Proceeds	0	0	0.00%				0.00%	
Transfer from Reserves	0	0	0.00%				0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	0	0	0.00%		0	0	0.00%	
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>114,705</b>	<b>51,716</b>	<b>45.09%</b>		<b>44407</b>	<b>7120</b>	<b>16.03%</b>	

TOWN OF ERIN

DEPARTMENT - PLANNING & DEVELOPMENT  
SUBDEPARTMENT - ECONOMIC DEVELOPMENT  
2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED	
<b>Revenue</b>								
Grants and Subsidies	30,000	1,936	6.45%		25,000	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	15,500	3,840	24.77%		28,400	2,315	8.15%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PLS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	59,039	17,237	29.20%		47,107	0	0.00%	
<b>Total Revenue</b>	<b>104,539</b>	<b>23,013</b>	<b>22.01%</b>		<b>100,507</b>	<b>2,315</b>	<b>2.30%</b>	
<b>Expenditures</b>								
Salaries, Wages and Benefits	62,582	69,267	110.68%		97,396	60,247	61.86%	
Supplies, Materials and Equipment	175,150	83,614	47.74%		146,700	71,301	48.60%	
Purchased Services	20,000	19,580	97.90%		21,050	16,047	76.23%	
Minor Capital Expenses	0	0	0.00%		0	0	0.00%	
Debt Charges	0	0	0.00%		0	0	0.00%	
Insurance and Financial	0	0	0.00%		0	0	0.00%	
Internal Charges	19,500	18,069	92.66%		18,000	16,360	90.89%	
Transfer to Reserves	0	0	0.00%		0	707	#DIV/0!	
<b>Total Expenditures</b>	<b>277,232</b>	<b>190,530</b>	<b>68.73%</b>		<b>283,146</b>	<b>164,663</b>	<b>58.15%</b>	
<b>NET OPERATING COST / (REVENUE)</b>	<b>172,693</b>	<b>167,517</b>	<b>97.00%</b>		<b>182,639</b>	<b>162,348</b>	<b>88.89%</b>	
<b>Revenue - Capital Funding</b>								
Grants and Subsidies	0	0	0.00%		10,000	0	0.00%	
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%	
Municipal Recoveries	0	0	0.00%		0	0	0.00%	
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%	
Fines and Penalties	0	0	0.00%		0	0	0.00%	
User Fees and Charges	0	0	0.00%		0	0	0.00%	
Sales revenue	0	0	0.00%		0	0	0.00%	
Other revenue	0	0	0.00%		0	0	0.00%	
Internal Recoveries	0	0	0.00%		0	0	0.00%	
Capital Project Recovery	0	0	0.00%		0	0	0.00%	
PLS and Supplementary Taxes	0	0	0.00%		0	0	0.00%	
Debt Proceeds	0	0	0.00%		0	0	0.00%	
Transfer from Reserves	0	0	0.00%		0	0	0.00%	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>10,000</b>	<b>0</b>	<b>0.00%</b>	
<b>Capital</b>								
Expenditures	5,000	14,867	297.33%		50,000	14,867	29.73%	
<b>NET CAPITAL COSTS</b>	<b>5,000</b>	<b>14,867</b>	<b>297.33%</b>		<b>40,000</b>	<b>14,867</b>	<b>37.17%</b>	
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>177,693</b>	<b>182,384</b>	<b>102.64%</b>		<b>222,639</b>	<b>177,215</b>	<b>79.60%</b>	



**TOWN OF ERIN  
2016 BUDGET**

**TOWN OF ERIN**

DEPARTMENT
<b>SUBDEPARTMENT - BIA</b>

2016 Budget to Actuals

	2015 BUDGET	ACTUALS to June 30 2015	% BUDGET USED		2016 BUDGET	ACTUALS to June 30 2016	% BUDGET USED
<b>Revenue</b>							
Grants and Subsidies	0	0	0.00%		0	0	0.00%
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0.00%
Municipal Recoveries	0	0	0.00%		0	0	0.00%
Licences, Permits and Rents	0	0	0.00%		0	0	0.00%
Fines and Penalties	0	0	0.00%		0	0	0.00%
User Fees and Charges	18845	9100	48.29%		17700	16400	92.66%
Sales revenue	0	0	0.00%		0	0	0.00%
Other revenue	15960	8596	53.86%		18600	9540	51.29%
Internal Recoveries	6176	6176	100.00%		13750	12000	87.27%
Capital Project Recovery	0	0	0.00%		0	0	0.00%
PILS and Supplementary Taxes	0	0	0.00%		0	0	0.00%
Debt Proceeds	0	0	0.00%		0	0	0.00%
Transfer from Reserves	0	0	0.00%		0	0	0.00%
<b>Total Revenue</b>	<b>40981</b>	<b>23872</b>	<b>58.25%</b>		<b>50050</b>	<b>37940</b>	<b>75.80%</b>
<b>Expenditures</b>							
Salaries, Wages and Benefits	0	0	0.00%		0	0	0.00%
Supplies, Materials and Equipment	40981	25200	61.49%		48300	19067	39.48%
Purchased Services	0	0	0.00%		0	0	0.00%
Minor Capital Expenses	0	0	0.00%		0	0	0.00%
Debt Charges	0	0	0.00%		0	0	0.00%
Insurance and Financial	0	0	0.00%		0	0	0.00%
Internal Charges	0	0	0.00%		0	0	0.00%
Transfer to Reserves	0	0	0.00%		1750	0	0.00%
<b>Total Expenditures</b>	<b>40981</b>	<b>25200</b>	<b>61.49%</b>		<b>50050</b>	<b>19067</b>	<b>38.10%</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>0</b>	<b>1328</b>			<b>0</b>	<b>(18873)</b>	
<b>Revenue - Capital Funding</b>							
Grants and Subsidies	0	0	0.00%		0	0	0
Unconditional Grants (ie. OMPF)	0	0	0.00%		0	0	0
Municipal Recoveries	0	0	0.00%		0	0	0
Licences, Permits and Rents	0	0	0.00%		0	0	0
Fines and Penalties	0	0	0.00%		0	0	0
User Fees and Charges	0	0	0.00%		0	0	0
Sales revenue	0	0	0.00%		0	0	0
Other revenue	0	0	0.00%		0	0	0
Internal Recoveries	0	0	0.00%		0	0	0
Capital Project Recovery	0	0	0.00%		0	0	0
PILS and Supplementary Taxes	0	0	0.00%		0	0	0
Debt Proceeds	0	0	0.00%		0	0	0
Transfer from Reserves	0	0	0.00%		0	0	0
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital</b>							
Expenditures	0	0	0.00%		0	0	0
<b>NET CAPITAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>NET FUNDING NEEDED (GENERATED)</b>	<b>0</b>	<b>1,328</b>			<b>0</b>	<b>(18873)</b>	

## 2016 Capital Project Updates

### Status

*Project stopped or in jeopardy of not being completed*

*Project complications/delays being encountered*

*Project complete or progressing accordingly*



### General Government

Project Title	Description	Status	Status Description	Risks	2016 Budget	Amount Spent as of June 30, 2016
Records Management and Storage Project – Phase 1	This project is a multi-year project – ending with implementation of an electronic records management system		<b>Completed</b>		10,000	
Organizational & Compensation Review – Mayor Study	N/A		These studies are stalled given the absence of the CAO	Expectations by staff have been established. Failing to demonstrate corporate resolve to implement recommendations may impact morale.	26,313	\$ 26,622.98
Municipal Office – Entrance Sign	To place a new municipal sign in front of Town Hall		Project has been assigned to the Economic Development Officer. Design work is currently underway.	Funding level may be insufficient. County Sign Bylaw must be complied with.	10,800	\$ 131.18
Municipal Office – Renovations (CAO)	Address numerous deficiencies within Town Hall, especially AODA requirements		Staff absence and lack of clear direction have stalled this project. Effort has recommenced with a focus on determining exactly what is required and what can be funded.	A lack of a fully accessible work place is a concern. Current design does not make best use of space available. Absence of a meeting room for confidential discussions by staff and members of Council is an on-going concern.	54,053	
I.T. Systems Enhancements	Including New Server Solution, New Back Up and Disaster Recovery (BDR) Solution, Replacement Battery Back Ups		New SAN Server Solution has been deployed in the lower level location, and is fully implemented. BDR appliance has been implemented. Replacement battery back- ups have been installed and deployed.		42,147	\$ 16,442.34
Financial Systems Upgrade Project	System to increase reporting capability and efficiencies across departments		The Director of Finance has chosen software and has asked I.T. to manage the project. Currently obtaining quote, and expecting to provide report to Council for contract approval August 9, 2016. Go live date will be January 1, 2017.	<ul style="list-style-type: none"> <li>New processes (change management) may result in short-term inefficiencies</li> <li>Possible complications during implementation/ integration across all departments</li> </ul>	30,000	

**Status***Project stopped or in jeopardy of not being completed**Project complications/delays being encountered**Project complete or progressing accordingly***Fire & Emergency Services Department**

Project Title	Project Description	Status	Status Description	Risks	2016 Budget	Amount Spent as of June 30, 2016
Station 50 Generator	New 50 kv stand-alone diesel generator	Completed	Completed			\$ 37,762.58
Breathing Apparatus	Replacement of Breathing Apparatus and bottles	Completed	98% Completed. Negotiation completion of contract with supplier.			\$ 258,778.84
Erin Station 10 - Pumper 11 Replacement	2015-16 Project	Complications	Build Design process more complex than anticipated, however now completed, and accepted, going to Tender August 2016. Delivery expected in late 2017.			
Radio System Upgrade	Changeover to the Wellington County Fire Radio system	Completed	Completed			\$ 61,035.89
Erin Station 10 Expansion	This is Phase One of an ongoing project to provide storage and a bunker gear room.	Completed	Survey completed, talks to be held with property owners to acquire property from Car Quest			



**Status**

Project stopped or in jeopardy of not being completed

Project complications/delays being encountered

Project complete or progressing accordingly

**Roads Department**

Project Title	Project Description	Status	Status Description	Risks	2016 Budget	Amount Spent as of June 30, 2016
Roads Shop Repairs-Variou	Garage ventilation and Salt/Sand dome repairs		Receiving various quotes for repairs/upgrades. To commence during 3 <sup>rd</sup> quarter	May be subject to availability of contractors	95,000	\$ 8,006.86
Wheel Loader replacement			<b>Completed</b>	N/A	210,000	\$ 143,379.90
Trackless Sidewalk machine replacement			<b>Completed</b>	N/A	148,000	\$ 91,075.24
Radio System Upgrade	Find out		With Fire Dept.	N/A	45,000	\$ 20,025.29
Replace Bridge 2045 -4 <sup>th</sup> line (EA/Design)			Structure to be chosen and EIS (Environmental Impact study) to be completed, likely in 4 <sup>th</sup> quarter.	N/A	31,500	
Station St. Bridge EA	Get clarification from Triton		Awaiting correspondence from County before being finalized and advertised	N/A	97,544	\$ 45,494.65
Culvert rehab 10 <sup>th</sup> line S. of 15 SR	Intent was to line the culvert		Intent of project lost with staff transition. Needs to be re-evaluated. No expenditures/action anticipated during 2016.		12,000	
Winston Churchill Bridge	Town of Caledon project. To replace bridge.		Delayed but is expected to finish in 2016	Caledon having challenges with general contractor performance.	700,000	
Hard surface for 5 <sup>th</sup> line (22 to Cedar Valley)	Apply chip and tar surface.		Staff transition has delayed the mobilization of this project. Unable to treat roadway before Labour Day, which is the latest the treatment can be applied.	N/A	60,000	
17 Side Road - Paving	Convert gravel roadway to asphalt surface		Preparing for tender in August	Late tender may prompt high bids exceeding approved funding level.	1,018,788	\$ 6,058.95
Urban Reconstruct George St.	Installing curbs, sewers and asphalt.		Preparing to tender in August. Commencement likely in October.	Late tender may prompt high bids exceeding funding level.	376,863	
Urban Reconstruct Daniel St.	Preliminary drainage investigation		<b>Completed</b>	N/A	81,585	
2 <sup>nd</sup> Line	Pulverize & Resurface		Staff transition has delayed the mobilization of this project. Unable to treat roadway before Labour Day, which is the latest the treatment can be applied. Project will be reassessed as part of the 2017 budget process.	N/A	111,178	\$ 372.60
Sidewalk CR124 Ross to Tim Hortons			Awarding contract at Council meeting August 9 <sup>th</sup> . Completion date of September 30 <sup>th</sup> .	Contractor availability may influence project timing.	250,000	

**Status**

Project stopped or in jeopardy of not being completed

Project complications/delays being encountered

Project complete or progressing accordingly

**Water Department**

Project Title	Project Description	Status	Status Description	Risks	2016 Budget	Amount Spent as of June 30, 2016
Mobile generator 100kW	Replacement generator from insurance claim	Completed	Completed	N/A		
Fixed generator 100kW	Installation at Erin Well 7	Completed	should be completed by 3 <sup>rd</sup> Quarter	none		
Radio Reading Device	Purchase new reading device	Completed	Completed	N/A		
Water hydrants	Installation in Hillsburgh Water Distribution System	Completed	should be completed for 3 <sup>rd</sup> Quarter	Will require Property owners' co-operation	8,500	
Plow equipment	For truck 26	Completed	Installation should be completed for 3 <sup>rd</sup> Quarter	none	12,000	
Scada Hillsburgh + Erin Enhancement	Establish communication with Town Hall	Completed	Pending communication tower decommission from Xplornet.	Availability of Xplornet to compete task.	10,000	
Meter replacement program	On-going Program	Completed	Staff is investigating potential savings if this on-going project was pursued on an accelerated basis to achieve economies of scale. Deferred until 2017	none	185,000	
New water supply	Establishing a new well.	Completed	Hillsburgh Fire Hall Pumping Test is completed, Erin New well Pumping test timetable not confirmed yet	Subject to EA process timetable	11,000	
Radio Upgrades		Completed			120,000	\$ 3,506.65
Green Energy Fund	Convert fixed operation of a pump to variable operation – energy efficiency	Completed	Pending report from Triton Engineering	Triton availability given their involvement in current EA	16,000	

**Status**

Project stopped or in jeopardy of not being completed

Project complications/delays being encountered

Project complete or progressing accordingly

**Recreation**

Project Title	Project Description	Status	Status Description	Risks	2016 Budget	Amount Spent as of June 30, 2016
HCC –Evaporative Condenser			Installation is completed. Project included a water treatment system to assist with hard water issues.  There is a system evacuation and some pre-start up checks that must be done prior to starting the ice making process. Fully expended in July		48,500	4,831.50
HCC – Millwork – Lobby and Concession	Revamp the concession area at the HCC to add more vending machines.		On hold. Snack bar has been leased for 2016/17 session and is work is not required at the time.		10,600	-
HCC – Paint Exterior Cladding	Painting of the exterior metal cladding around the outside of the HCC.		Project is scheduled to be start the week of August 2 <sup>nd</sup> 2016.	Cost may exceed the total approved budget because of extra painting of exterior doors and garage doors if required	11,500	-
HCC- Accessibility Renovations	Accessibility renovations in for dressing room benches in 2 dressing rooms and sledge accessible flooring from dressing rooms to ice surface.		Work is expected to be completed before the start of the ice season There is a \$10,000 grant from the county that needs to be applied for by the finance department once the project has been invoiced		11,200	-
ECC – Paint Exterior Cladding	Painting of the interior and exterior metal cladding around the outside of the ECC arena.		Project is completed. Expended in July.		10,400	-
ECC-Hall-Chairs	Replace banquet chairs for Shamrock room and theatre use.		Project is completed. Expended in July.		15,600	
ECC – Desuperheater	To install a Desuperheater/heat exchanger to recoup costs from hot water for ice making.		This project is on hold and is part of the Energy Conservation & Demand Management Committee and a recommendation from Burnside.	The quotes received for this project exceeded budget amount. The projected payback for the Desuperheater/heat exchanger was not in an acceptable range that we could justify moving forward with this project. the Energy Conservation & Demand Management Committee will be meeting to discuss other options	25,000	

**Status***Project stopped or in jeopardy of not being completed**Project complications/delays being encountered**Project complete or progressing accordingly***Recreation (cont'd)**

Project Title	Project Description	Status	Status Description	Risks	2016 Budget	Amount Spent as of June 30, 2016
Centre 2000 – New Sewage Agreement	The UGDSB replaced the Sewage treatment plant at Centre 2000		Town has agreed to pay \$20,000 as part of their commitment to the Capital project until 2020		20,000	
Victoria Park Playground	Lions Park upgrades - new playground		The Town has applied for and received a grant as part of the Canada 150 celebration.  Donation from Erin Lions Club \$2,442.50 An Ontario Tire Stewardship grant was applied for and approved in 2015 for the play surface of this project.  Work is expected to commence and be completed August 2016.	There are a few issues with the land grades and the playground has had to be redesigned and there may be extra material required for wood border, play surface and the relocation of the fence around the playground	160,000	26,403
Barbour Field – upgrade Septic system (to reserve)	\$25,000 allocation to a a reserve for the future replacement of the Septic System at Barbour Field. There was direction from Council to assist using added port-a-potties during very busy events at Barbour Field and a report back to Council after the season as to the results of this direction.		Currently there have been no issues to report with the septic at Barbour Field in 2016		25,000	-
Recreation – New Pickup ¾ Ton 4x4	Pick up truck to travel between community centres, fields and be able to load equipment		Completed.	Spent in July	30,000	-
Gazebo – Historic Park Hillsburgh	Council approved an amount no greater than \$15,000 from Cash in lieu parkland reserve to remove and replace the Gazebo at Historic		This project is a partnership with the Town of Erin Recreation Department and the Hillsburgh Lions club	Waiting for drawings for the gazebo Waiting for building permit from town and CVC.	15,500	-



**Status**

*Project stopped or in jeopardy of not being completed*

*Project complications/delays being encountered*

*Project complete or progressing accordingly*



**Economic Development Department**

Project Title	Project Description	Status	Status Description	Risks	2016 Budget	Amount Spent as of June 30, 2016
Walking Trails	On-going project (term of Council) Reviewing and addressing physical deficiencies in the Town Trails		Reviewed Water Tower Trail, clean up <b>completed</b> , new and updated signage is on order.  Reviewed Elora Cataract Trailway (ECT) between Hillsburgh and Erin. Clean up <b>completed</b> , signage boards and kiosks need extensive updating. Currently in dialogue with ECT and Credit Valley Conservation staff in regards to upgrades and time lines.	Progress dependent on level of volunteer participation and availability of the Economic Development Officer.	20,000	
Erin Rotary River Walk-Feasibility Study	Community focused trail system development		Study is <b>completed</b> . Council presentation being prepared for September.		30,000	\$ <b>14,866.73</b>

Let's Get Hillsburgh Growing Committee  
**Minutes**  
**July 14, 2016**

Present: Jeff Duncan, Lloyd Turbitt, Ruth Maddock, Jackie Turbitt, Elizabeth MacInnis, Grace Lush (electronically).

Regrets: Raissa Sauve, Donna Revell, Karen Campbell, Liz Ewasick, Jamie Cheyne

Guest: Jeanette Galbraith (Hillsburgh Lions)

**1) Minutes: June 16, 2016**

**Motion 1-07-2016: Minutes**

Moved by Ruth Maddock and seconded by Jeff Duncan: Be it resolved that the minutes of the LGHG

Committee meeting of June 16, 2016 be adopted as amended (amendment to change date of our next meeting to read July 14 and 28<sup>th</sup>). Carried.

**2) Accounts:**

**Motion 2-07-2016: Accounts**

Moved by Ruth and seconded by Elizabeth: Be it resolved that accounts in the amount of \$2161.19 (list attached) be paid (these items charged by Jeff to the Town credit card to be paid by the Town). Carried.

The last day to have a cheque request to the Town in time for August 20<sup>th</sup> is July 25<sup>th</sup>, and since we have no other meeting before then, we had to ask for the Spirit of the Hills cheques now.

**3) Historical Park:**

Jeanette Galbraith from the Hillsburgh Lions Club made an appeal for financial aid to help pay for the gazebo in the parkette. The Lions are purchasing a unit at Timbr Mart rather than building one as they don't have enough volunteers to build it themselves. The Town has given them \$15000.00 (\$12000 for the structure and \$3000 for electrical updates) toward the purchase. There will be costs for footings and labour. Lloyd suggested that if they bought one not yet made, they could use the old footings and it wouldn't cost as much labour to have the other one taken down, transported and then re-assembled. They are looking for \$1000.00 from us.

They haven't been doing a lot of fund raising lately, but that is changing. They will be a vendor at the Spirit of the Hills Day. They have some new members and are hopeful they'll be able to do more activities.

Since we are missing many of our members, we accepted her report and will put in on the agenda for our September meeting when everyone has had a chance to think about it.

**4) Entrance Signs:**

Lloyd picked up the mesh from DK Custom Welding in Salem on Monday. This will be used to mount the service club signs under the Hillsburgh signs. Lloyd and Jeff will put them up when the weather cools enough to let them work outside.

### 5) Baskets and Planters

We still haven't received Nestle's contribution, though it was sent some time ago. Jackie phoned, emailed or spoke to the businesses we hadn't heard back from after our donation request. She hasn't done the thank you for the Advocate yet, but will wait for Donna to return and do it.

**Action needed:** Lloyd will continue to contact Nestle's, and ask the Town to see if it's gone there.

### 6) Arena Banners:

Jeff needed better copies than the ones we had chosen for the banners at the last meeting. Two of those chosen were just copies themselves. The ones we'll use now are one of the train station, the one showing the bank corner, and one of a men's baseball team. We all agreed on the choices. Lloyd will get a copy of these three for the minutes. Jeff gave us a letter from the County regarding the baseball team picture. AL Hale, who is doing the banners will be back July 25<sup>th</sup> and the banners should be up for the Spirit of the Hills Day.

### 7. RCMP Musical Ride: September 10, 2016

Jeff informed us that a committee to oversee this event has been formed. There are two large banners to go up, one in Hillsburgh and one in Erin Village. They had hoped to have the banners strung across the road, but the banners had to be strong enough to weather the winds, and there was no suitable place in Hillsburgh to have it across the street. So the banner in Hillsburgh will go on the North Side of the Arena. Either Lloyd or Jeff will talk to Terry.

### 8. Photo contest:

The flyers are out, printed by Jeff and distributed via Canada Post and the information is on the Town website. There was a sign advertising this contest on the large board at the Fire Hall for two weeks, until the space was needed regarding the fire ban. There are flyers in the Library also and some submissions have already been received.

### 9. Spirit of the Hills, Hillsburgh's Family Fun Day – Saturday August 20 10am -2pm

Sadly, our usual emcee, Kent Tocher passed away.

Poster: Raissa is will have to make some changes to the poster.

What's booked: We need an emcee and musical entertainment. It was suggested that Erin Radio may do it, they have been contacted, but no reply. Other possibilities are Ted Forrest or Phil Gravelle, or someone they may recommend.

Spiderman bouncy castle

Tai Chi

Guelph Storm Shoot-out tent

Pinky the Clown

Creature Quest

Jackie phoned Duane at Creature Quest, he has the date booked for us, and will give us a price of \$325, which is much lower than his normal charge. He was emailed and promised he would

reply with an invoice. We'd like to know how the act should appear on the poster, what animals he might be bringing and if he'll have food available for people to feed them. He'll be on the Library lawn as it's shady, has access to water and the grass is better for the animals than being on a hard surface.

Fire Truck: Lloyd is attending the next fire hall meeting to talk about their participation in our event, and he will ask about the fire truck too.

Vendors: Jackie is still contacting vendors, she'll have a list for the next meeting. Robyn Mulder wants at least one booth for the Town.

Hillsburgh Lions Club emailed that they will participate, selling hot dogs etc.

Ruth contacted Ivan Grey about a silent auction donation. She wants Lloyd to get the details.

Car Show: Lloyd, Jeff, Ron and George have all been handing out car show flyers. Lloyd has extras printed as needed. Ron and George took some to Oakville, Jeff took some to Hamilton.

Silent Auction: We divided up the remaining people who have not yet been contacted, and also urged members to contact anyone else they think may wish to make a donation.

Donna Revell: Wellington County, Royal Bank, Erin Advocate (and EWCS)

Liz and Jamie: Chantlers, Dr Maqueira, McKinnon's Tim-Br Mart.

Jeff Duncan: Canada Post, Town of Erin (?)

Lloyd: Butcher Furniture

Lloyd and Jackie have already contacted: Barb Ballentyne (basket of goods), Erin Agriculture Society (passes to Fair), Sue Veek (basket of hair products), Michael Chong-pending reply, Ted Arnott-pending reply, Grace Lush (chocolate and coffee), Tai Chi (gift certificate).

Ruth spoke to Ivan Grey about golf as already noted. She will also speak to Helen Myers about a donation and Laura-Lynn Fulford about something from the quilt shop.

Jackie will ask vendors who were at the Arts and Crafts show to see if they'd like to make a donation.

We'll put one of our new unpainted metal leaf signs in the auction, with a reserve bid of \$125. Any ones too damaged to be put back up on the posts again despite our best efforts, will be offered with a reserve of \$50.

Detour signs: Lloyd will talk to Greg at the Town about the signs needed for the event. They have already talked about the file with the information from prior years.

Water: Jeff is asking Nestle to donate 15 cases of water for the volunteers.

Contest for those dressed as Superheroes: We'll have a line added to the Spirit of the Hills posters about having a contest for those young and young at heart to come dressed as their favourite superhero. We'll ask Donna to see if we can put up a large poster in the Library. We'll pick a time to announce the contest winner and as the audience to vote via applause. Prize yet to be determined.

## **10. Canada 150 celebration: July 1 2017**

The first meeting of the Canada 150 celebration committee was held last Monday, the next is July 25<sup>th</sup>. This committee will be an umbrella organization for all events. The plan is to spread



celebrations on that day among different communities in the Town, so as many as possible are involved. Each community will be in charge of their own event, under the umbrella of the 150 Committee. There will be a shuttle service provided by EWCS. Jeff asked the LGHG to move the Fun Day in some format to Victoria Park on the first of July 2017, rather than have two large events within weeks of one another.

The opening of Victoria Park will be held the same day.

**Motion 3-07-2106 Canada 150 Celebration**

Moved by Jackie, seconded by Ruth. That the LGHG committee supports the Canada 150 committee and for 2017 we'll organize a Family Fun Day on July 1, 2017 in Victoria Park instead of having our regular date of the third Saturday in August for Spirit of the Hills. Carried.

**11) Metal laser-cut Signs:**

Signs are ready but Brodie Ltd. will store them for us until we are ready for them.

**Action needed:** Jeff purchased Trem Clad paint at McKinnon's. It takes two people to paint one sign, as Jeff discovered, and works best with a brush. He and Lloyd will start to paint as soon as the weather allows.

**12) Other Business & Round Table:**

Karen Campbell has been appointed to the LGHG committee.

Lloyd spoke to John McKinnon who will supply the corn for the decorating kits.

Next Meeting: Primarily for Spirit of the Hills

Thursday July 28, 2016

7pm

Town of Erin Municipal Office

5684 Trafalgar Road

**Let's Get Hillsburgh Growing Committee**  
**Minutes**  
**June 16<sup>th</sup> 2016**

Present: Lloyd Turbitt, Jackie Turbitt, Ruth Maddock, Jeff Duncan, Liz Ewasick, Elizabeth MacInnis, Raissa Sauve

Regrets: Jaime Cheyne, Donna Revell, Karen Campbell

1. Minutes: May 26<sup>th</sup> 2016

Motion 1-06-2016: Minutes

Moved by Liz Ewasick and seconded by Ruth Maddock: Be it resolved that the minutes of the LGHG Committee meeting of May 26<sup>th</sup>, 2016 be adopted as circulated.

2. Accounts:

Motion 2-06-2016: Accounts

Moved by Ruth Maddock and seconded by Jeff Duncan: Be resolved that the accounts in the amount of \$267.51 be paid to Liz Ewasick and Jackie Turbitt.

These expenses are for supplies and advertising from the Arts Crafts and Desserts Fundraiser.

3. Flower Baskets and Planters:

Still receiving donations from local businesses. Amount is around \$5500.

Foodland purchased two baskets. Nestle has purchased one basket.

4. Historical Park:

Graham Smith did a report- Council approved \$1500 for park from the cash in lieu park fund for this summer.

5. Fundraiser events and projects:

**A) Arts Crafts & Desserts:** Took place June 11<sup>th</sup>, 10am-4pm

Vendors feedback- were very happy with their day. Enjoyed the space. Had good sales

Committee feedback- Space much better than last year. Happy to have community together. Loved the vendors. Clean up was easy. Great outdoor space. Time was good between 10-4.

Committee suggestions (if we continue next year):

- Sandwich board letting public know that there was more inside
- Have a specific project where the money will go towards
- People want an income tax receipt
- Liz distribute work to others on the committee to lessen her work load.
- Have tables and chairs for people to sit at
- Make coffee and tea more obvious
- Have other business' donate desserts
- Have a BBQ outside
- Live Music
- Scale down on the amount of desserts
- Vendors donate an item for auction
- Have a volunteer roster. Split up the shifts
- Whole cakes or loafs rather than pieces

**Actions Needed:**

- Must decide if we want to do this event again.
- Jeff will inquire whether we can give a tax receipt to donors.
- Liz will contact all the vendors for their feedback

**B) Spirit of the Hills, Family Fun Day – Saturday August 20<sup>th</sup>, 10am-2pm**

Certain vendors from the Arts, Crafts and Desserts Sale would like to participate in the Family Fun Day. Liz is waiting on response from Creature Quest- has given them until the end of the month.

Smiles First (from Erin) would like to be a vendor and hand out goodie bags.

Raissa contacted comic book store in Orangeville- no reply

**Action needed:** Liz will contact comic book store in Guelph

Robyn Mulder confirmed that there will be a town booth

Lions club will vote at their next meeting whether or not they will be attending the event

**Action needed:** Lloyd will approach the Friendly Chef to tell them about the event.

Ruth has contacted fire department regarding bringing their fire truck- has not received a response yet.

**Action needed:** Ruth will contact Jim or Dan regarding the Fire Truck

Lloyd will be attending a fire fighters meeting in July to explain to them what we do on our committee

Jackie has contacted Donna to see if library has any superhero supplies for us to use for the Family Fun Day

Liz has beverages left over from the Arts, Crafts and Desserts Sale to sell at the family fun day

Raissa has 2 kids bikes for silent auction (or prizes)

**Action needed:** Start contacting people for donations for our silent auction

We have approval from the church to use their parking lot for overflow.

Jackie has received permit from the Town of Erin to close off street. Sent application to OPP

**Action needed:** Elizabeth will attend car show in Caledon on July 1<sup>st</sup>

### C) Photo Contest

Jeff will print flyers to see if they need to be resized.

**Action needed:** Jeff will bring flyer to the library and the school

#### 6. Publicity:

Donna wrote the article for the Advocate from the LGHG

#### 7. Historical Banners on the arena:

The 3 pictures that we had previously chosen were poor resolution and could not be used.

Jeff found and printed photos from the archives. Committee voted on 3 new images. Chosen were a photo of the bank, a horse and the train station.

Hope to have them up before Family Fun Day.

**Action needed:** Jeff will have photos printed from the county.

#### 8. Signs:

Lloyd has received the sign from the Lions Club.

Horticultural society must refurbish their sign.

Lloyd anticipated that the screens will arrive within the week

Lloyd is getting our sign made

**Action needed:** Raissa must send logo to Lloyd

#### 9. Metal Laser Signs:

**Action needed:** Jeff to get paint for signs (waiting for a sale)

**Action needed:** Liz will inquire if we can use the shop on her property to paint signs

#### 10. Summer Student:

Nathan Savoy is working out well. Stores the tools at his home.

#### 11. Other business and round table:

Jackie: Must have costs for Family Fun day ready for next meeting

Lloyd has received email from Graham Smith deeming the park benches unsafe

**Action needed:** Lloyd will contact Terry to see what we can do with the benches



Notes from Donna:

- Chris is booked to take photos again from Family Fun Day
- Has contacted Andrea Ravensdale, Communications Manager for the County, and asked to advertise the family fun day on the county's page in the Wellington Advertiser
- Pat Kelly (Izaak Watson Fly Fishing) is unable to join us this year due to medical problems.
- Suggested raising prices for fall decorating kits by \$5.

**Action needed:** Jackie will run ad in advocate to thank supporters

**Action needed:** Jackie will contact Barb Ballantyne for donation

**Action needed:** Raissa will contact Bob about straw prices

**Action needed:** Liz will contact Karen about pumpkins (donate or pricing)

**Action needed:** Jeff will contact CVCA- to see if they'll be a vendor at the Family Fun Day

Next Meetings:

Thursday July 14<sup>th</sup> and July 28<sup>th</sup>, 2016

7pm

Town of Erin Municipal Office

5684 Trafalgar Road

June 22, 2016

7:00pm

Town of Erin Root Cellar

# Trails Committee Meeting

**Meeting called by:** Robyn Mulder

**Type of meeting:** Monthly

**Chair:** Robyn Mulder

**Secretary:** Mélodie Rose

**Co-Chair:** Martin Rudd

**Attendees:** Robyn Mulder, Martin Rudd, Rob Smith, Bart Brusse, Ted Forrest, Debbie Wickham, Phil Gravelle, Don Chambers, Mélodie Rose

## Minutes

**Agenda item:** **SIGNAGE & WORK-DAY CLEANUPS**

**Presenter:**

### Discussion:

1. Create a new map for the sign at Bailey's, with a better angle and updated trail information.
2. Add another sign around the bend (Cenotaph) to get people/visitors to look down the river.
3. Improve the sign at the foot of the Water Tower Road by adding a third sign, so it is visible from three directions. The sign could simply say Water Tower Trail, with an arrow.
4. At Millwood Road and Main Street, next to East Wellington Community Services, install a sign saying that the Woollen Mills Trail is down the road and to the left.
5. Sign at intersection of Rotary Trail & Water Tower Trail has been spray-painted.
6. Remove or replace the sign near the Water Tower where private property starts. Wording to be discussed. It could say something like, "The Water Tower trail continues on private property. Please show respect – cause no damage and leave no garbage." We may need legal advice or Town approval on this.
7. At the corner of March Street and Main Street, beside Tin Roof Café, the Town Works Department needs to replace the missing street sign (unless it's already been done). Then we can replace the sign saying that the Water Tower Trail is up the road.
8. We may need larger signs in some areas, for example at the west end of the Rotary Trail, after walkers exit the sidewalk coming out of the Delarmbro subdivision.
9. Clean up branches along the rail by Bailey's and trim tree branches and weeds around all signs.

### Conclusions:

All signs should have identical maps. We should add **red/yellow/green** colouring for the level of difficulty and distance of each segment of the trail.

1. We can keep this Bailey's sign OR replace it with an arrow pointing to another (new) sign at the other end by the Cenotaph.
2. Use the revised Bailey's sign (with larger map) or add a new sign near the Cenotaph.
3. 3-way sign to be remade to show access from all 3 directions.
4. We need to add signs to let people know about the Woollen Mills Trail.
5. Replace the sign at intersection of Rotary Trail & Water Tower Trail.
6. We need to reword the 'End of Trail' sign next to the Water Tower to make it less of a show-stopper.
7. Have the Road Department replace the missing sign.
8. When redesigning the signs, several should be larger.
9. We'll go out on the next work day to trim tree branches and weeds around all signs.

### Action items

	Person	Deadline
✓ Bigger map to show more of downtown and the Heritage Trail: <ul style="list-style-type: none"> <li>○ Bracket off the bridge, tipped away with a large sign with more details</li> </ul>	Phil (design)	Next meeting
✓ Sign at Cenotaph with trail arrow	Phil (design)	Next meeting
✓ Directional sign near Bailey's & bigger sign near Cenotaph	Phil (design)	Next meeting
✓ Revise 3-way sign at the base of the Water Tower Road	Phil (design)	Next meeting
✓ Install 3-way sign at the base of the Water Tower Road	Trails committee	Subsequent work day

✓ Replace sign at intersection of Rotary Trail & Water Tower Trail.	Phil (design)	Next meeting
✓ Add distance & red/yellow/green colouring to each map revision	Phil (design)	Next meeting
✓ All invoices for signs are to be sent to Robyn & the town will pay the supplier	Phil/Rob/Robyn	As required
✓ At the EWCS building, we will add a sign for "Woollen Mills Trail" and another sign at the intersection of Woollen Mills & Millwood.	Phil (design)	Next meeting
✓ Once we speak to landowners, we can reword the End of Trail sign next to the Water Tower.	Trails committee	TBA
✓ Replace the missing street sign at March Street, next to the Tin Roof Café	Robyn	Next meeting
✓ Add Rotary Trail/Water Tower Trail signage on newly replaced street sign	Trails committee	TBA
✓ Determine which signs need to be larger signs	Phil & Trails committee	Next meeting
✓ Bart Brusse is chainsaw certified and could cut the weed branch covering Bailey's sign	Bart / Martin / Rob / Phil	Work day July 6 <sup>th</sup> @ 6pm – meet at Bailey's
✓ Cleanup days for steps & Rotary Trail – Get Rotary Involved	Mélo	Next meeting / subsequent work day

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**Agenda item:**      **COST FOR SIGNS**

**Presenter:**

**Discussion:** The cost for signs is about 21 cents per square inch, based on 2014 prices, when we supply the computer artwork ready to print. They are printed on vinyl, protected with a glossy lamination and UV protection, and they adhere to an aluminum base. Two previous batches were done at Cosmic Signs in Brampton, which seems to offer good prices and quick service.

There may be a minimum charge for very small signs. The smallest we ever ordered is 23" wide by 2.75" high, and that cost \$15. Other examples: 21" x 14" - \$55, and 21" x 32" - \$135.

**Conclusions:** Rob Smith has a friend in the sign business – he will ask for quotes once we have the signage size & templates complete.

**Action items**

	<b>Person responsible</b>	<b>Deadline</b>
✓ Design signs	Phil	Next meeting
✓ Obtain quotes	Rob	TBA

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**Agenda item:**      **STORYBOARDS AT DIFFERENT POINTS**

**Presenter:**

**Discussion:** We should add storyboards at different points along the trail.

View of Brisbane / Guelph this way, etc.

The best views now are on private property.

**Conclusions:** We need to have a group of our members & AI visit landowners to see if they would be willing to allow foot traffic & storyboard signage & possibly a viewing platform. Legal easements; donate the section of land to the Town.

**Action items**

	<b>Person responsible</b>	<b>Deadline</b>
✓ Verify land ownership	Robyn	Next meeting
✓ Create team to visit landowners	Trails committee	Next meeting
✓ Get agreement from landowners to access land	Trails committee	T.B.A.
✓ If we do get permission for an observation spot/platform, we should have benches for people to sit.	Trails committee	T.B.A.

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**Agenda item: SHAMROCK BLAZE MARKERS****Presenter:**

**Discussion:** Our shamrock blaze markers have not weathered well. They either need to be repainted, or replaced with small metal signs that can be mounted to plywood.

**Conclusions:** We'll redo the blazes on metal. We need to know the number of blazes required & where to install them. 15 blazes & 10 arrows.

**Action items**

✓ Shamrocks on metal – we'll order a few extra

**Person responsible**

Rob Smith

**Deadline**

Next meeting

✓ Install blazes and arrows

Trails Committee

Subsequent work day

✓

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**Agenda item: GREENBELT MICROGRANTS****Presenter:**

**Discussion:** Can we get Greenbelt Micro-grants? Should we be seeking other financial sponsors?

**Conclusions:** These micro-grants must be for physical products and have lots of strings attached.

**Action items**

✓ We'll go ahead and order signs without waiting for grants.

**Person responsible**

Phil/Rob

**Deadline**

T.B.A.

✓ Contact the Greenbelt regarding Micro-grants

Robyn

Next meeting

✓

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**Agenda item: CVC MEMORIAL BENCH****Presenter:**

**Discussion:** The CVC has ordered and received the Memorial Bench for the entrance to the Woollen Mills Trail but they haven't received the funds they expected.

**Conclusions:** The CVC want to raise more money. Where it's being 'advertised', people didn't know the people for whom the Memorial Bench is dedicated to. We should add it to OUR website/social media.

**Action items**

✓ Add Tribute Ceremony & the link to raise money for this Memorial Bench to the Town's website & Social Media

**Person responsible**

Robyn

**Deadline**

Next meeting

✓ Find out how much money they need

Robyn

Next meeting

✓ Add Elora-Cataract Trailway link

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**Agenda item: OBSERVATION SPOT NEAR VALUMART****Presenter:**

**Discussion:** Should we be planning the Observation Point next to the ValuMart parking lot, overlooking the lower pond? Tim Inkster has offered \$2,000 towards this, but I don't know if it is conditional on a trail not going through his back yard. We need to make sure our plan fits with the Rotary Riverwalk Feasibility Study.

**Conclusions:** We will wait until the Rotary Riverwalk Feasibility Study is complete, as they may already have addressed this as part of the Riverwalk.

**Action items**

✓

**Person responsible****Deadline**



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**Agenda item: WEBSITES & TRAILS VIDEO****Presenter:**

**Discussion:** Redo the video using a drone & get the Town of Erin to update the Town website with a link to the trails section and

**Conclusions:** Redo the video using a drone & get the Town of Erin to update the Town website with a link to the trails section. Erin Trails should be on the Headwaters Trails listing. The HCIA was last updated in 2012.

Action items	Person responsible	Deadline
✓ Get quote for video using drone	Mélo	Next meeting
✓ Get Town to update Town website with new video	Rob	TBA
✓ Our Town's website should have Hills of Headwaters web link	Robyn	Next meeting
✓ Town website - add all trails links from 'Visiting Here" to Living Here"	Robyn	Next meeting
✓ Add Elora-Cataract Trailway link to Town website	Robyn	Next meeting

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**Agenda item: SOCIAL MEDIA****Presenter:**

**Discussion:** No Social Media sites have been created yet.

**Conclusions:** We would want an Instagram account, Facebook & Twitter.

Action items	Person responsible	Deadline
✓ Send out specific info on the Town's Facebook page.	Robyn	As required
✓ Discuss administrator for creation, updates, etc	Trails committee	Next meeting

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**Agenda item: CREATE A LOOP TO COMPLETE THE TRAIL?****Presenter:**

**Discussion:** Do we create a loop to complete the trail down to Charles Street?

**Conclusions:** We will wait until the Riverwalk Feasibility Study is complete, as they may already have addressed this as part of the Riverwalk.

Action items	Person responsible	Deadline
✓		

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***Next Meetings***

**Work Day** to clear tree branches & weeds → July 6, 2016 @ 6pm at Bailey's

**Trails Committee Meeting** → July 20, 2016 @ 6pm at the Town of Erin Root Cellar

## Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
<b>Open Items</b>				
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	
<b>Completed Items</b>				
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	01-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		05-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 Aills, Councillor Sammut	22-Mar-16	5-Apr-16	meeting took place, discussion item on agenda
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

## Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Report on Community Safety Zones in both Villages, Crosswalk on the Main Street of Erin, and Truck Bypass 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	complete May 17
Invite Ontario Clean Water Agency to do a presentation to Council on water/wastewater issues	CAO	5-Apr-16	Q2 2016	Complete June 7



Ainley & Associates Limited  
 280 Pretty River Parkway, Collingwood, ON L9Y 4J5  
 Tel: (705) 445-3451 • Fax: (705) 445-0968  
 collingwood@ainleygroup.com

July 20, 2016

File No. 115157

Triton Engineering Services Limited  
 Unit 14, 105 Queen Street West  
 Fergus, Ontario  
 N1M 1S6

Attention: Christine Furlong, P.Eng.

Subject: Town of Erin Urban Centre Wastewater Servicing  
 Class Environmental Assessment Phases 3 and 4 – Progress Report June 2016

We are pleased to report progress on the above-noted study during the month of June 2016.

Work continued on all planned work activities during June as follows:

### **PUBLIC CONSULTATION**

During this phase the following was undertaken:

- The first PLC meeting was held on June 7, 2016.
- Our team began to receive communications through the established email link on the Town website and responses will be issued on an ongoing basis

### **TECHNICAL WORK**

During this phase the following was undertaken:

- The topographical survey was completed and data received on June 3, 2016.
- Analysis of septic system data has concluded. The existing septic systems report is pending final internal reviews. A field survey will still be required using the data and base drawings to delineate servicing alternatives and refine costs
- Collection system alternatives have been developed and a comparison report is being prepared.
- With updated survey data, the development of preliminary plan and profile drawings for the existing serviced area collection network has commenced.

### **ENVIRONMENTAL WORK**

During this phase the following was undertaken:

- Following the May 30, 2016 meeting with MOECC and CVC; the work plan for the ACS was generally agreed. The plan will be implemented in the coming months, however, clarification is still required from MOECC on specific issues after which the ACS work plan will be finalized and presented to Council, CMT and the PLC.
- A 7Q20 memo was received from CVC and is being peer reviewed by our team.



## PROJECT SCHEDULE

At the present time, the project remains slightly ahead of schedule due to the availability of existing data on septic systems as well as the adoption of Lidar technology which resulted in the survey being completed ahead of schedule.

Please do not hesitate to contact us if you have questions or require clarification.

Sincerely,

**AINLEY & ASSOCIATES LIMITED**



Joe Mullan, P.Eng.  
Project Manager

Encl.



Ainley & Associates Limited  
 280 Pretty River Parkway, Collingwood, ON L9Y 4J5  
 Tel: (705) 445-3451 • Fax: (705) 445-0968  
 collingwood@ainleygroup.com

August 2, 2016

File No. 115157

Triton Engineering Services Limited  
 Unit 14, 105 Queen Street West  
 Fergus, Ontario  
 N1M 1S6

Attention: Christine Furlong, P.Eng.

Subject: Town of Erin Urban Centre Wastewater Servicing  
 Class Environmental Assessment Phases 3 and 4 – Progress Report July 2016

We are pleased to report progress on the above-noted study during the month of July 2016.

Work continued on all planned work activities during July as follows:

### **PUBLIC CONSULTATION**

During this phase the following was undertaken:

- Our team continues to receive communications through the established email link on the Town website and responses are being issued on an ongoing basis
- A media release and form letter have been developed to inform the public about the dye testing in the West Credit River to take place in August.

### **TECHNICAL WORK**

During this phase the following was undertaken:

- Analysis of septic system data was concluded in June. The existing septic systems report is will be finalised in conjunction with a collection systems alternative report. A field survey is scheduled in August to delineate servicing alternatives and refine costs
- The collection system alternatives report is reaching draft completion. The report outlines the benefits and drawbacks of the alternative collection systems
- With updated survey data, preliminary sewer profiles for a gravity system have been developed for internal use in cost assessment. Survey data was also used to develop other alternatives including low pressure sewers etc.
- The team has identified areas in the Town which are problematic for gravity sewer systems and have identified solutions including potential future pumping station sites.

### **ENVIRONMENTAL WORK**

During this phase the following was undertaken:

- Dye testing of the West Credit River has been scheduled as a component of the Assimilative Capacity Study (ACS) update. The testing is tentatively scheduled to take place on August 17, 2016
- Additional consultation with MOECC is on-going to resolve some outstanding issues with the ACS work plan. As noted last month, the majority of the components for the

proposed ACS update work plan have been agreed to by the approval agencies and the assessment is underway.

## **PROJECT SCHEDULE**

At the present time, the project remains slightly ahead of schedule due to the availability of existing data on septic systems as well as the adoption of Lidar technology which resulted in the survey being completed ahead of schedule. It is anticipated that our team will be delivering technical memoranda for review by Triton late August followed by presentation to the Core Management team.

Please do not hesitate to contact us if you have questions or require clarification.

Sincerely,

**AINLEY & ASSOCIATES LIMITED**



Joe Mullan, P.Eng.  
Project Manager

Encl.



## Memorandum

DATE: July 12, 2016

TO: Dina Lundy, Clerk  
Town of Erin

FROM: Christine Furlong, P. Eng.

RE: Urban Centre Water and  
Wastewater Class EA's  
A4674B and C

Project Status update as of July 12, 2016:

A. Urban Centre Water Servicing Class EA

1. Test pumping of the firehall well in Hillsburgh began on July 4, 2016. The test includes pumping the well at various rates to determine a sustainable capacity and then pumping the well at a proposed sustainable rate.
2. Monitoring includes flow rate and water level in the firehall well and water level monitoring in private wells and piezometers installed in the river.
3. Water quality samples are being collected.
4. Pump testing is set to end this week at this site.

B. Urban Centre Wastewater Servicing Class EA

1. The Ainley Group is providing monthly updates on the wastewater Class EA.

*Christine Furlong*

Christine M. Furlong, P.Eng.  
Project Engineer



56 Alexandra Ave., Waterloo, Ontario N2L 1L5  
Telephone 519-884-5549  
Email: blackport\_hydrogeology@rogers.com

**Blackport  
Hydrogeology Inc.**

# Memo

**To:** Joe Babin, Derek McCaughan, Ursula D'Angelo, Dina Lundy  
**From:** Ray Blackport  
**CC:** Christine Furlong  
**Date:** July 26, 2016  
**Re:** Water Component Class EA – Water Supply Assessment Update

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Water EA update:

The primary water new source for a municipal water supply in Hillsburgh was previously determined to be the existing well at the Hillsburgh Fire Station. The well was originally drilled and tested in 1989 as a potential new municipal well for Hillsburgh; however a new well was drilled in a newly developed area of Hillsburgh. Given that the previous testing showed a substantial water yield from the well and given the proximity to the existing distribution system, an application was made to the Ministry of Environment and Climate Change (MOECC) to obtain a temporary Permit to Take Water (PTTW) to conduct a pumping test on the well. A 6-day pumping test was recently completed.

The main tasks conducted during last month were primarily related to the pumping test, being:

- Continued pre-test monitoring of water levels in shallow drive point wells installed to assess potential impact from pumping the 60 m deep well, on the shallow groundwater system and surface water.
- Installed water level monitoring devices in private wells (11 locations) where owners have requested monitoring and monitored water levels prior to, during, and after the pumping of the well.
- Installed a larger pump and conducted the pumping test on the existing fire station well.
- Initially conducted “step” tests on the well at increasing pumping rates to determine the optimum rate to pump the well for an extended time.

- Conducted a longer test (5 days) at a fixed pumping rate (approximately 270 Imperial gallons per minute) and monitored water level responses in the pumping well, private wells and shallow monitoring wells.
- Collected water samples during the test to assess water quality and any potential trends in water quality during pumping.
- Shutdown the pumping well and monitored water level recoveries until water levels recovered to their pre-pumping water level.
- Began plotting and analyzing water level responses at all monitoring locations as well as pumping data to determine potential impacts and potential well yield.

### Budget Update

Overall, the project is within the general budget constraints for the work conducted to date. A number of budget items are considerably over budget, given the additional requirements to establish monitoring locations along the West Credit River and the shallow groundwater zone. As well, there were a large number of private wells within a 500 m radius of the Fire Hall well, adding to the time to conduct a well survey and monitoring. There were additional costs related to conducting the pumping test on the Fire Hall well, given the logistics of the location of the well and the use of the well as a water supply. However, a test well did not have to be drilled so should the Fire Station well prove to be acceptable as an additional water supply well, there would be considerable savings in not having to drill a new test well in Hillsburgh.

### Next Steps

The data from the pumping test will be analyzed related to: sustainable well yield, potential well interference with existing water users, potential for hydraulic connection to the shallow groundwater zone or surface water under long-term pumping. As well an assessment of drinking water quality will be undertaken. Preliminary findings showed that during the pumping, some sediment entered the well from a bedrock zone, increasing the turbidity of the water, beyond what would be acceptable for a municipal water supply. The water “cleared up” after further pumping. The well also increased in efficiency, as the water levels actually rose after the sediment was removed. Other than turbidity, the preliminary water quality results are generally good. If other factors indicate the well is suitable for a municipal supply, further testing and re-development of the well may be conducted.

With respect to drilling a test well in Erin, a tender contract is being prepared and there are ongoing discussions with the MOECC to obtain a temporary Permit to Take Water prior to drilling the well.

Mr Mayor and Councillors,

I am writing to convey residents' concerns regarding the changes that have occurred in the last year and our dire need for strategic planning and actions by you, our elected leaders.

Financial sustainability is a major concern for your constituents and we look to Council to provide leadership.

An EA for Waste Water System has been undertaken at great expense. We need this Council to act responsibly and flush out a Plan with concrete options and action steps and costs for the remainder of the process for the benefit of Town of Erin residents and future Councils.

Residents are also concerned that our senior staffing is in a major flux. Our key Department heads are new to their positions here. They face steep learning curves and major adjustments to their new work culture environment.

It is time for a discussion on the future of the Town of Erin: what we want to be, how much we want to grow, where we want to see growth and or can have growth. **We request Council undertake a Sustainability exercise, with public input and come up with a Growth and Development Master Plan** which will map out for the Town of Erin a carefully thought-out course of action for our future. In this exercise, Council must determine its commitment to resolving specific on-going issues. These include the impact of Fill activities and the equine Centres (as highlighted by the Angelstone and Meadowlarke North Centre controversie) on Economic Development in the Town of Erin. The Master Plan will also be a valuable tool, providing direction for EDO.

We want more input into the County Strategic Growth Plan as a municipality member, since County determines where growth happens in Wellington County.

Will Council undertake the development of a Strategic Growth and Development Masterplan process as quickly as possible? We hope the needs and wants will be identified by Council, staff and public. Yearly priorities should be identified and pursued. For example, what would Council identify as the top 3 needs and focus for 2017, 2018?

I would appreciate each Councillor's thought on this. Thank you.

Anna Spiteri, Neighbourhood Connections

July 29, 2016  
Ms. Dina Lundy  
Clerk, Town of Erin

Dear Dina,

As you may be aware, on July 26, the Ontario Government announced that it is partnering with the Government of Canada to expand access to broadband internet in southwestern Ontario, by delivering fibre-optic coverage to over 300 communities. Both the Ontario and the Federal Governments have promised to provide \$90 million toward the project, which is part of the Southwestern Integrated Fibre Technology (SWIFT) project.

I know that the County of Wellington and Warden George Bridge have been very supportive of this initiative, through the Western Warden's Caucus. I want to thank them for their leadership.

We have been advocating for the expansion of access to high-speed internet for some time. During the 2014 election campaign, several people in our Riding raised concern about the lack of affordable access to high-speed internet. On July 3, the very first day it was possible to do so following the election, I tabled a resolution in the Ontario Legislature calling on the Government to develop a strategy to ensure that all Ontarians have access to affordable, reliable, high-speed internet. My resolution reads as follows:

That, in the opinion of this House, the Government should develop a strategy to ensure that all Ontarians have access to affordable, reliable, high speed internet; and work collaboratively with the Western Ontario Warden's Caucus and the Federal Government to achieve this goal through the development of public/private partnerships.

It is still one of the first items on the Legislature's Order Paper.

While I am hopeful that this announcement is a positive step forward, they did not provide a complete list of communities which would benefit or give a firm timeframe for the commencement of improved high-speed internet. According to one published source, it may be "a couple years" before it is available to our residents. I intend to follow up with the Government when the House resumes in the fall and seek answers.

I would appreciate if you could bring this email to Town Council's attention.

Sincerely,

Ted Arnott, MPP

Wellington-Halton Hills





**Lion Jim Rohrbach, PDG**  
**P.O. Box 174**  
**Cayuga, ON**  
**NOA 1E0**

July 20<sup>th</sup>, 2016

Dear Mayor:

As you may or may not know, the International Association of Lions Clubs is celebrating its 100<sup>th</sup> Anniversary of Service to Humanity in 2017. The theme for the Anniversary Celebration is "Where There's A Need, There's A Lion". Truer words have not been spoken. In the history of our great Association, Lions Clubs around the world have done great things in and for their communities. I ask you to take a minute and think of what the Lions Clubs in your Municipality have done for their community. I also ask you to take a minute and think of what would have happened if there were no Lions Clubs in your Community.

At our recent provincial Lions Convention, I was asked by the Governor's Council to ask all Municipalities across Ontario to designate one day to fly the Lions Clubs International flag at the Municipal Building/City Hall. We are asking for one day for the citizens of your community to be able to see the pride that exists in Lionism by flying our flag for one day.

Please advise me whether your council approves this request so we can act on it. I am copying this letter to the District Governor of this District and to the District Centennial Chair so they can contact your

office to set up a date for this flag raising to occur. We are hoping to have this event take place in the spring of 2017 to commemorate our 100<sup>th</sup> Anniversary.

Thank you for your time in this matter and I look forward to hearing from your office in the near future.

Yours truly,

*Lion Jim Rohrbach, PDG*

Lion Jim Rohrbach, PDG  
MD "A" Centennial Coordinator

Cc: Lion Wayne Still, District Governor, District A-15  
[dq@a15lions.org](mailto:dq@a15lions.org)

Cc: Dan Iyam, PDG, Centennial Coordinator, District A-15  
[dayim@rogers.com](mailto:dayim@rogers.com)

# 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 – 9 Station Street, Part 1, Plan 61R-521, Lots 39-52 and Worts Street (Closed) Registered Plan 290, Town of Erin (former Village of Hillsburgh) – County of Wellington.

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 1, Plan 61R-521, Lots 39-52 and Worts Street (Closed) Registered Plan 290, Town of Erin (former Village of Hillsburgh), from the current Residential 'R1' Zone to the **INSTITUTIONAL 'I' Zone**, as more specifically illustrated on Schedule "A" of this By-law.
2. 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.
3. 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 August 9, 2016.

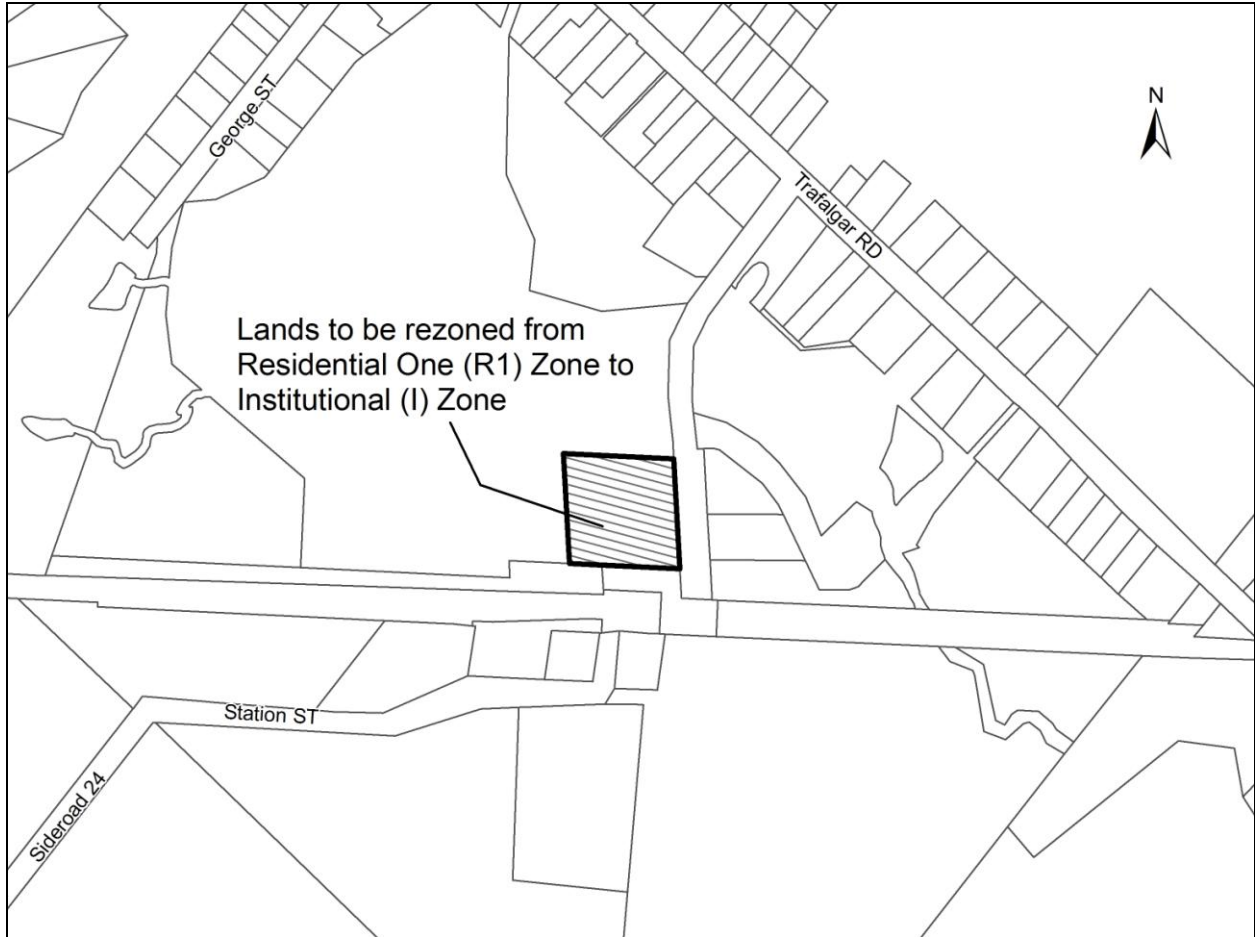
\_\_\_\_\_  
Mayor, Allan Alls

\_\_\_\_\_  
Clerk, Dina Lundy

The Corporation of the Town of Erin

BY-LAW NO. 16 -

SCHEDULE " A "





## 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 1, Plan 61R-521, Lots 39-52 and Worts Street (Closed) Registered Plan 290, Town of Erin (former Village of Hillsburgh), from the current Residential 'R1' Zone to the INSTITUTIONAL 'I' Zone, as shown on Schedule "A" of this By-law.

The purpose of this Zoning By-law amendment is to permit a new library on the property. This amendment is a map change only. The library development will be subject to Site Plan approval.

**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law 16 –**

**Being a By-Law to provide for the  
appointment and duties of  
Interim Chief Administrative Officer**

**Whereas** Section 229 of the Municipal Act, 2001, S.O. 2001, as amended, provides a Municipality with the authority to appoint a Chief Administrative Officer;

**Now therefore** the Corporation of the Town of Erin hereby enacts as follows:

- 1. That Derek McCaughan is be appointed to the contract position of Interim Chief Administrative Officer to August 31, 2016;
- 2. That the purpose and responsibilities of the contract position shall be in accordance with the job description attached and marked as Schedule A;
- 3. That this By-law repeals By-law number 16-44.
- 4. That this By-law shall come into force and effect on the date of its passing.

**Passed in Open Council on August 9, 2016.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Schedule A  
Corporation of the Town of Erin  
Job Description

**Department:** Administration

**Title:** Chief Administrative Officer/ Town Manager

**Classification:** Permanent Full Time

**Position Summary:** Responsible for providing vision and leadership and for administering, planning, organizing, directing and controlling all Municipal operations and services in accordance with Municipality policies and relevant legislation. Responsible for the management and stewardship of assets, business and financial health of the Municipality. Attends council meetings and manages the relationship between the elected officials and staff. Provides high level representation to government, media, community and public organizations. Directs planning processes to ensure the ongoing development of the community.

**Principle Duties:**

- Undertake research and provide advice to Council on policies and programs pertaining to all aspects of the operation of the Municipality.
- Develop and administer policies and procedures required to implement decisions of Council.
- Perform duties related to and associated with the role of the human resources officer for the municipality.
- Perform duties related to and associated with the role of a municipal economic development officer.
- Perform duties related to and associated with the role of Recreation Director
- Provide direction to and supervise department heads as required.
- Perform duties related to and associated with the role of the municipal planning director including development and administration of subdivision agreements, zoning by-law administration, and matters pertaining to development and interpretation Official Plan documents and policies.
- Act as the Municipality's Emergency Measures Coordinator.
- Perform duties of municipal clerk in his/her absence.
- Represent the municipality and its interests at the most senior level in dealings with other levels of government and any other business interests.
- Public Relations representative of the Town at all times.
- Commissioner for Oaths and Affidavits.
- Related duties as assigned.

**Education Requirements**

University Degree or Diploma in municipal administration or related relevant program. Certified Municipal Officer Designation