



TOWN OF ERIN
Regular Council Meeting
AGENDA

November 3, 2015

1:00 PM

Municipal Council Chamber

Pages

1. **Call to Order**
 - 1.1 Service Award Presentations
2. **Approval of Agenda**
3. **Public Question Period**
4. **Declaration Pecuniary Interest**
5. **Community Announcements**
6. **Adoption of Minutes** 1 - 12
October 20, 2015 Regular Meeting
October 21, 2015 Special Meeting
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8. **Accounts**
9. **Delegations/Petitions/Presentations**
 - 9.1 Jamie Cheyne, Phil Gravelle, Paul Pengelly - Erin Trails/Heritage Committee - Introducing Council to downtown Erin heritage walking trail brochure 15
10. **Reports**
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 - 10.1.2 Kyle Davis, Wellington County Risk Management Official - Source Water RMO RMI Appointments Erin Oct 2015 26 - 29
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13.	Closed Session	

Matters under the following exemptions in the Municipal Act S. 239 (2) :

- labour relations or employee negotiations (Director of Infrastructure and Operations)
- personal matters about an identifiable individual (service provider)

14. Return from Closed Session

14.1 Motion to Reconvene

14.2 Report Out

15. By-Laws

180

Appoint Drinking Water Source Protection Risk Management Inspector and Risk Management Official

16. Notice of Motion

17. Adjournment



Minutes of the Regular Town of Erin Council Meeting

October 20, 2015

6:30 pm

Municipal Council Chamber

PRESENT

Allan Aills

Matt Sammut

Rob Smith

Jeff Duncan

Mayor

Councillor

Councillor

Councillor

ABSENT:

John Brennan

Councillor

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy

Sharon Marshall

Larry Wheeler

Andrew Hartholt

Bob Cheetham

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

Chief Building Official

Economic Development

Coordinator

1. Call to Order

Mayor Aills called the meeting to order.

2. Approval of Agenda

Resolution # 15-391

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the agenda be approved as circulated.

Carried

3. Public Question Period

October 20, 2015 Regular Council Meeting

Pauline Follet: When will the next public meeting for the SSMP occur?
Discussions are taking place with staff and consultants about when the next meeting will occur.

Anna Spiteri: Would Council consider establishing key committees and/or look at monthly standing committees?

The CAO and Economic Development Officer will be reviewing committees and will look at structure at that time.

Anna Spiteri: Would Council consider videotaping meetings?

There is cost associated with this, we will look into it.

4. Declaration Pecuniary Interest

Councillor Smith declared a pecuniary interest on item 10.1.3 due to financial dealings with the applicant.

5. Community Announcements

Oct 27 EWCS Fashion Show at David's Restaurant

Oct 29 TEHC WWI Open House at Town Hall 6:30pm

County Not for profit grant applications due by the end of November

For community events, please visit <http://www.erin.ca/whats-on/>

6. Adoption of Minutes

Resolution # 15-392

Moved By Councillor Duncan

Seconded By Councillor Smith

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

October 6, 2015 Regular Meeting

October 13, 2015 Special Meeting

Carried

7. Business Arising from the Minutes

None.

8. Accounts**Resolution # 15-393****Moved By** Councillor Smith**Seconded By** Councillor Duncan**Be it resolved that** the accounts in the amount of \$325,459.91 be paid.**Carried****9. Delegations/Petitions/Presentations****9.1 Michele Harris, Headwaters Tourism - Presentation, 2016-2019
Municipal Services Agreement**

Michele Harris gave an overview of the roles and functions in tourism, including the role of Headwaters Tourism as a Destination Marketing Organization (DMO). Ms. Harris went on to explain the benefits to the Headwaters region and the Town of Erin, and the marketing strategies that are used to attract tourism to the area. The municipal services agreement was then presented to Council for consideration.

Resolution # 15-394**Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** Council receives the presentation of Michele Harris, Executive Director of Headwaters Tourism;

And that Council approves the Municipal Services Agreement from January 1, 2016 to December 31, 2019 with Headwaters Tourism;

And further that Council authorizes the Mayor and CAO to sign said agreement.

Carried**10. Reports****10.1 Building/Planning/By-Law****10.1.1 Gary Cousins, Director Of Planning - Angelstone Farms
2015 Review**

Resolution # 15-395**Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council receives the Angelstone Farms 2015 Review report from Gary Cousins, Director of Planning for the County of Wellington.**Carried****10.1.2 Chief Building Official - Third Quarter Report– July 2015 - September 2015****Resolution # 15-396****Moved By** Councillor Duncan**Seconded By** Mayor Alls**Be it resolved that** Council receives the 2015 Third Quarter Report – Building Permit Activity for information.**Carried****10.1.4 Chief Building Official - Building Permit Activity Report****Resolution # 15-397****Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** Council hereby receives Building Department Building Activity Report dated October 20, 2015 for information.**Carried****10.1.3 Chief Building Official - Conditional Site Plan Approval, D15-SP03-15 32 Pioneer Drive**

Councillor Smith left Council Chambers.

Resolution # 15-398**Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Be it resolved that** Council approves the site plan submitted by James Contouris as it relates to development of 32 Pioneer Drive subject to conditions of Appendix 1.**Carried**

Councillor Smith returned.

10.2 Roads

10.2.1 Interim Road Superintendent - 2015-16 Winter Snow Plowing and Removal Contracts

Resolution # 15-399

Moved By Councillor Duncan

Seconded By Councillor Smith

Be it resolved that Council award contracts for snow plowing at various municipal facilities as follows:

Part 1a (Centre 2000) to Pro Landscaping for \$193.00 per event

Part 2a (Erin Firehall) to Pro Landscaping for \$82.00 per event

Part 2b (Hillsburgh Firehall) to Pro Landscaping for \$73.00 per event

Part 3a (Glendevon Pumphouse) to Mr. Markus for \$ 38.00 per event

Part 3b (Hillsburgh Heights Pumphouse) to Mr. Markus for \$43.00 per event

Part 3c (Well #7) to Mr. Markus for \$43.00 per event

Part 3d (Well #8) to Mr. Markus for \$34.00 per event

Part 3e (Water Tower Road) to Mr. Markus for \$165.00 per event

Part 3f (former Erin Hydro Building) to Pro Landscaping \$78.00 per event

Part 4a (Hillsburgh Medical Clinic) to for Pro Landscaping for \$48.00 per event

Part 5a (MacMillan Park parking lot) to Pro Landscaping for \$90.00 per event

Part 5b (Young Street) to Pro Landscaping for \$34.00 per event

Part 5c (Charles Street) to Pro Landscaping for \$68.00 per event

Part 5d (William Street) to Pro Landscaping for \$78.00 per event

Part 5e (March Street) to Pro Landscaping for \$ 58.00 per event

And Further that Council hereby awards the contract for snow removal to the lowest qualified bidder Snow Brothers Contracting at their quoted price of \$8853.66 per clearing event (this includes both Erin and Hillsburgh villages) and any additional work if required at a quoted price of \$382.00 per hour.

Carried

10.3 Finance**10.3.1 Director of Finance - Revised Community Support Grant Policy****Resolution # 15-400****Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** Council supports the recommendations of the Ad Hoc Grant Committee and adopts the revised "Community Grants Policy" as attached.**Carried****10.3.2 Director of Finance - 2015 Third Quarter Financial Report****Resolution # 15-401****Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** Council receives the 3rd Quarter Financial Report for information.**Carried****10.4 Administration****10.4.1 Clerk - Flag Policy Review and Research****Resolution # 15-402****Moved By** Councillor Smith**Seconded By** Councillor Sammut**Be it resolved that** Council receives the report on flag policy review and research for information.**Carried****10.4.2 Councillor Duncan - Motion regarding flying sports flags****Resolution # 15-403****Moved By** Councillor Duncan**Seconded By** Councillor Smith

Be it resolved that under the discretion of the Mayor may from time to time fly a sports flag and/or community sports recreation symbol under the Town of Erin flag at the Town municipal building. This is to promote sport participation, build community esprit de corps and reward local/international sport accomplishments. Specifically is for sports and does not allow for political, religious and other social 'causes' to be flown.

Defeated

11. Correspondence

Resolution # 15-404

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives correspondence items 11.1 to 11.3 for information.

Carried

11.1 Activity List

Add to list:

- Circulation of BMA study
- Review of possible users for the former Erin Public School

12. Closed Session

Resolution # 15-405

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 8:26 pm to discuss the matter(s) pertaining to:

- personal matters about an identifiable individual, including municipal or local board employees (Director of Operations, EDO);
- labour relations or employee negotiations (HR)
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (conflict of interest act, lease)

Carried

October 20, 2015 Regular Council Meeting

13. Return from Closed Session

13.1 Motion to Reconvene

Resolution # 15-406

Moved By Councillor Smith

Seconded By Councillor Duncan

Be it resolved that the meeting be reconvened at the hour of 10:07 pm.

Carried

13.2 Report Out

None.

10. Reports

10.3 Finance

10.3.3 Financial Analyst - FIT 4 Solar – Centre 2000

Resolution # 15-407

Moved By Councillor Duncan

Seconded By Councillor Sammut

Be It Resolved that Council of the Town of Erin hereby receives Report 2015- 12 'FIT 4 Solar – Centre 2000, Risk Review' as information;

And that Council supports the proposed rooftop lease agreement subject to solicitor recommendations and adjustments.

Carried

14. By-Laws

Resolution # 15-408

Moved By Councillor Sammut

Seconded By Councillor Duncan

Be it resolved that By-Law numbers 15 – 41 to 15 - 43 inclusive, are hereby passed.

Carried

15. Notice of Motion**15.1 Councillor Sammut - Finance Report**

The following motion will be moved by Councillor Sammut at the next meeting:

Be it resolved that Council hereby requests the Treasury department provide a 5 year report to Council on a range of possible tax implications to residents based on current operational costs increasing by CPI and our current asset management plan.

15.2 Councillor Sammut - Meeting with EDO

The following motion will be moved by Councillor Sammut at the next meeting:

Be it resolved that Council hereby requests a meeting be set up to review strategies to address current economic challenges in Erin including store closures; vacant commercial properties, truck traffic, parking and cross-walk; buy-local programs; and vacant properties.

16. Adjournment

Resolution # 15-409

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that the meeting be adjourned at the hour of 10:13pm

Carried

Mayor Allan Alls

Clerk Dina Lundy



Minutes of the Town of Erin Special Council Meeting

October 21, 2015

12:00 p.m.

Municipal Council Chamber

PRESENT:	Allan Ails	Mayor
	John Brennan	Councillor
	Matt Sammut	Councillor
	Jeff Duncan	Councillor
ABSENT:	Rob Smith	Councillor
STAFF PRESENT:	Kathryn Ironmonger	CAO/Deputy Clerk
	Sharon Marshall	Director of Finance
	Larry Wheeler	Financial Analyst
	Connie Cox	Executive Assistant
	Bob Cheetham	Economic Development Coordinator

1. Call to Order

Mayor Ails called the meeting to order.

2. Declaration of Pecuniary Interest

None.

3. Topics for Discussion

3.1 Joanne Russell-Haas - Town of Erin Corporate Strategic Plan - Council Educational Session

Ms. Russell-Haas thanked Council for this opportunity. She noted that she had presented the Corporate Strategic Plan (CSP) to the former council members. The document was received and adopted at that time. Nothing

has been changed in the plan. This is simply an orientation with an opportunity for input.

Ms. Russell-Haas showed her Powerpoint Presentation to Council. She gave a short review of her company, the Human Factor as well as her experience in the industry. In compiling the CSP, her guiding principle was for the municipality to provide quality municipal services to our people while working within legislated and financial guidelines. The CSP is a one team approach so that all players - council, staff and our people have a shared common understanding of our responsibilities using timely, appropriate and clear access to information. Joanne noted the tag line "Working together to bring quality to life in Erin". The "one team" approach will look at all resources, build a more positive environment to "plan the work - then work the plan". Innovation is also really important so that we walk then run.

The Official Plan is very different from the Corporate Strategic Plan. The CSP is a living document which is the business plan that affects the proper support and implementation of the Official Plan. It is the tool that describes how we are going to do the work we have decided to do in the Official Plan and the CSP can be changed due to changing circumstances.

Ms. Russell-Haas was very impressed with the groundwork that has already been accomplished by staff. The background studies have been well done, in depth and in good stead, which is a very good base. This will give a valuable sense of the volume, quality of work done and future work required. Once all of the data has been compiled, it can be put into categories to develop the actual work plan using our vision and mission statements. The information can be categorized in the "pillars of priority" which are as follows:

1. Organizational effectiveness
2. Resource management
3. Community capacity building

Council should review the guiding principles of the vision and mission statements. Although they are lengthy, the intent is correct. Mr. Cheetham noted that the vision and mission statements should not be confused with our tag line, "Working to bring Quality to Life, in Erin".

Ultimately the Corporate Strategic Plan states how business is to be done to support the Town's Official Plan. These are two very different documents.

There will be Official Plan discussions in the future to determine the Town's needs. The Corporate Strategic Plan partners will work to meet the needs, to determine how the work is to be achieved.

Resolution # 15-410 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 1:40 PM to discuss the matter pertaining to an educational session for Council (Corporate Strategic Plan).

Carried

The closed meeting adjourned.

Resolution # 15-411 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that the meeting reconvened at the hour of 2:55 PM.

Carried

There was no report out from the closed session meeting.

4. Adjournment

The meeting was adjourned at 3:00 PM.

Mayor Allan Alls

Deputy Clerk Kathryn Ironmonger

Notice of Motion
(Request a Report from Treasury Department on Future Tax Scenarios)

RESOLUTION

Resolution #

Moved By Councillor Matt Sammut

Seconded By

Be it resolved that Council hereby requests the Treasury department provide a 5 year report to Council on a range of possible tax implications to residents based on current operational costs increasing by CPI and our current asset management plan.



Matt Sammut
Councillor
Corporation of the Town of Erin

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www.erin.ca

Notice of Motion
(Set Up Meeting With EDO to Discuss Immediate Economic Challenges)

RESOLUTION

Resolution #

Moved By Councillor Matt Sammut

Seconded By

Be it resolved that Council hereby requests a meeting be set up to review strategies to address current economic challenges in Erin including store closures; vacant commercial properties, truck traffic, parking and cross-walk; buy-local programs; and vacant properties.



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REQUEST TO BE A DELEGATION BEFORE COUNCIL



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

MEETING DATE BEING REQUESTED:

NOV 03 2015

1st Choice

JAMIE CHEYNE
PAUL GRAVELLE, PAUL PENGELLY
Name of delegate(s) or group representative

2nd Choice

ERIN TRAILS / ERIN HERITAGE
COMMITTEE
Group Delegation Represents

PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

TO INTRODUCE DOWNTOWN ERIN HERITAGE WALKING TRAIL BROCHURE

DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

INFO PACKAGE SURROUNDING THE CREATION OF
HERITAGE WALKING BROCHURE.

CONTACT INFORMATION:

Name: JAMIE CHEYNE
 Address: Box 111, Hillsburgh ONT NOB-1Z0
 Phone: 519-855-6310 (H) 939-7204 Cell E-Mail: Jamiecheyne01@gmail.com

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

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

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

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

Jamie Cheyne
Signature of Applicant

Oct 27/15
Date

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



PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

DATE: November 3, 2015
TO: Kathryn Ironmonger, CAO
 Town of Erin
FROM: Sarah Wilhelm, Senior Planner
 County of Wellington
SUBJECT: **September 21, 2015 Town of Erin Heritage Committee (TEHC) Resolution
 Historic Nodwell Main Farmhouse
 63A Trafalgar Road, Hillsburgh, Town of Erin**
ATTACHMENTS: 1 September 21, 2015 TEHC Resolution
 2 September 23, 2015 TEHC Proposed Nodwell Lot Key Plan

SUMMARY

At Council's request we have reviewed the initiatives put forth by the Town of Erin Heritage Committee (TEHC) to preserve the historic Nodwell farmhouse in Hillsburgh. Provided that TEHC is satisfied that the building is structurally sound, initiatives to support protection, maintenance, restoration and enhancement of the Nodwell farmhouse would be in keeping with provincial and local policies for significant heritage resources. An important part of which includes designation of the farmhouse.

Dedication of a portion of the future subdivision roadway for access to the new lot would be preferred to access by an easement. Future connection to municipal services would be required when, and if, these services become available. A development agreement with the Town could specify requirements concerning servicing and conditions of use/maintenance associated with the road dedication (until it becomes a public road). Rezoning would be necessary to address matters of zoning compliance resulting from the severance and additional uses proposed for the farmhouse.

INTRODUCTION

This report deals with the preservation of a historic farmhouse within proposed subdivision 23T-05001 (Tavares/Dominion Meats). This dwelling, known as the "historic Nodwell main farmhouse", sits within the first phase of the subdivision (which has not received draft plan approval). Phase 1 is 30.8 ha (76 ac) in size, including 77 residential lots (for single detached dwellings), storm water management facilities, a park and streets. Figure 1 identifies the farmhouse within the subdivision lands.

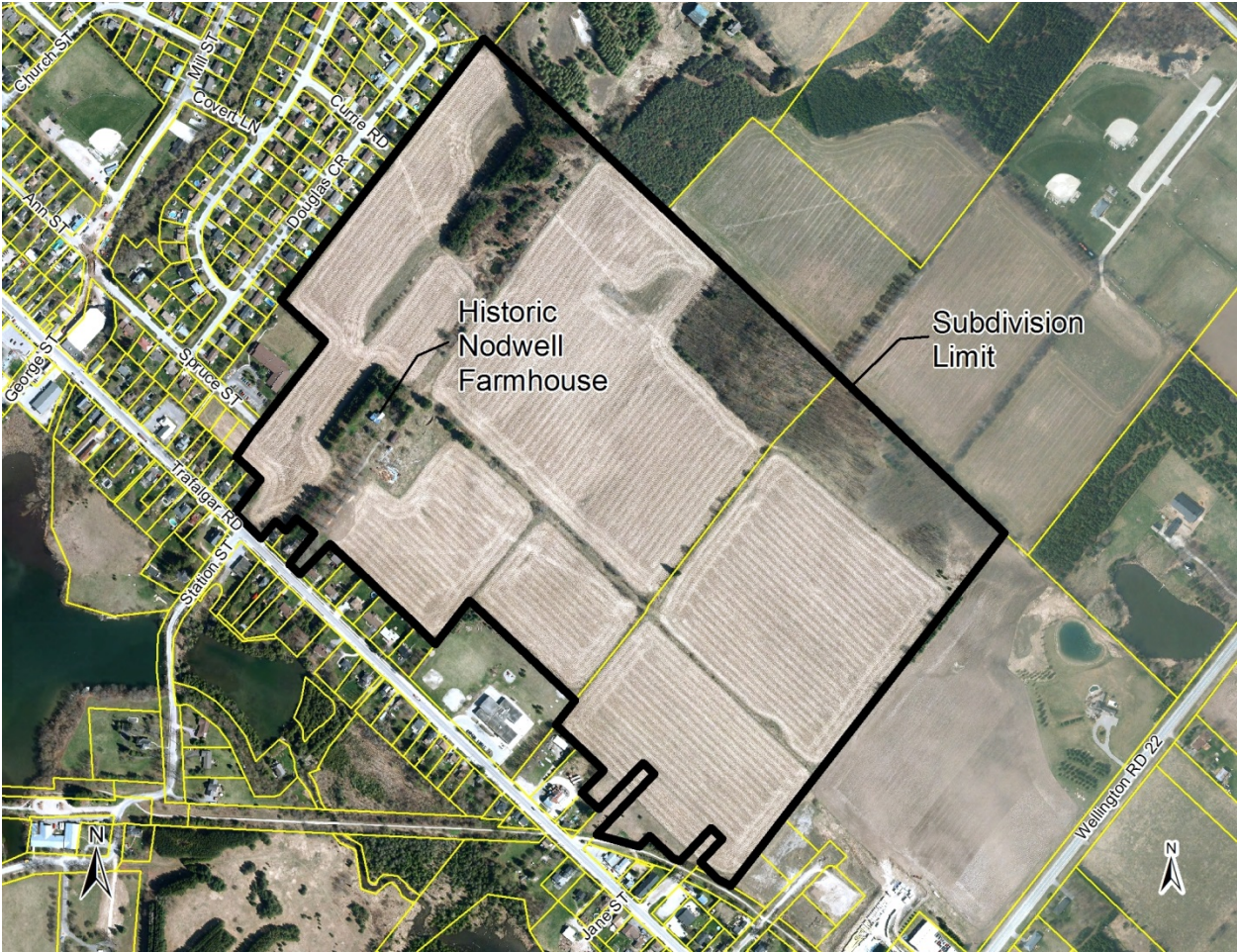
PURPOSE

The purpose of this report is to review the September 21, 2015 resolution of the Town of Erin Heritage Committee (TEHC) which includes 11 initiatives to preserve the historic farmhouse. The resolution and associated key plan are attached. We have been asked to provide a planning report regarding the Heritage Committee resolution. Our comments focus on planning matters related to:

1. heritage;
2. the proposed severance of the historic farmhouse; and
3. zoning compliance (Future Development Zone provisions, additional uses proposed and lack of frontage on a public road).

We have been advised that a demolition permit was filed for the farmhouse August 27, 2015. The property is on the Town’s heritage inventory, but is not designated. The Heritage Act requires the owner to give Council at least 60 days’ notice in writing of their intent to demolish or to permit the demolition or removal of the building.

Figure 1 Context - Historic Nodwell Farmhouse



HERITAGE

The Provincial Policy Statement provides strong policy direction to conserve significant built heritage resources. Both the Town and County Official Plans also recognize the value of heritage resources for communities. In conjunction with the Ontario Heritage Act, these Plans provide a framework for the protection and enhancement of important heritage buildings, like the Nodwell farmhouse.

The Town’s objectives for heritage resources are outlined in Section 3.3.2 of the Official Plan. Two of which are particularly relevant:

- To encourage the protection of those heritage resources which contribute in a significant way, to the identity and character of the Town;

To encourage the maintenance, restoration and enhancement of buildings, structures, areas or sites in Erin which are considered to be of significant architectural, historical or archaeological value.

Similarly, Section 4.1.5(f) of the County Official Plan states:

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

It is clear from the TEHC resolution, that the Committee places a high priority on preserving the Nodwell farmhouse. Initiatives identified to help protect the dwelling include the following:

- Control of illegal access to the property (enhanced OPP patrol, posting of no trespassing signs and closure of access to property at Spruce Street);
- Improvement of visibility of farmhouse (vegetation removal); and,
- Encouragement of ongoing maintenance of the building (public acknowledgement).

The Committee resolution facilitates restoration and enhancement of the building by supporting the following:

- severance of the farmhouse;
- allowance of a broader range of uses; and,
- designation of the property.

We also note that the Committee endorses waiving the cash-in-lieu of parkland dedication fee. We have been advised by Town staff that this type of fee reduction is not normally considered and Council approval would be required.

The Heritage Assessment submitted in support of the subdivision notes that “lack of maintenance over many years gives the building a deteriorated appearance. In fact, the Nodwell farmhouse appears remarkably sound despite its appearance – a tribute to the quality of its original construction.” Although this conclusion was reached by heritage specialists (architect and planner), we are not aware of any structural assessments of the dwelling by a professional engineer.

Heritage Conclusions

Provided that TEHC is satisfied that the building is structurally sound, initiatives to support protection, maintenance, restoration and enhancement of the Nodwell farmhouse would be in keeping with provincial and local policies for significant heritage resources.

PROPOSED SEVERANCE

The proposed severance laid out in the TEHC Key Plan would separate the farmhouse from the balance of the property (and from the proposed subdivision). Access to the farmhouse is currently from an existing driveway from Trafalgar Road. The existing dwelling is approximately 205 m (673 ft) from Trafalgar Road.

For access, the TEHC Key Plan identifies a temporary access easement over the driveway in lieu of direct access and frontage onto a municipal road. Once the subdivision is registered, the access easement is proposed to be lifted so that access for the farmhouse would be from an internal subdivision street.

County of Wellington Official Plan

The subject property is designated URBAN CENTRE and GREENLANDS. Section 10.1.3 of the County Official Plan lays out the general matters to be considered when new lots are created. Our related discussion follows.

County Official Plan Excerpt		Comments
10.1.3(b)	That all lots can be adequately serviced with water, sewage disposal....to accepted municipal standards and without undue financial burden on the municipality	<ul style="list-style-type: none"> • Servicing by a private well and private septic system would be supported by the Town's Engineer (Christine Furlong of Triton Engineering), provided that the lot is required to connect to municipal services when and if these services are installed in the area at some point in the future • This requirement should be included in a development agreement with the Town for the severance
10.1.3(d)	That all lots will have safe driveway access to an all-season maintained public road...	<ul style="list-style-type: none"> • New lots are expected to have direct frontage on an open and maintained public road • We would not normally support access to a new lot by an easement • We note Land Division Committee has approved a severance in Centre Wellington (B80/14 Giles) with access across municipally owned land set aside for a future public highway • We would prefer that the portion of the future roadway (Street No. 2 on 23T-05001) up to the proposed lot be conveyed to the Town for access rather than an easement for the existing driveway
10.1.3(l)	That the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses	<ul style="list-style-type: none"> • The proposed new uses would need to be evaluated in terms of compatibility with surrounding future residential uses
10.1.3(m)	That all new lots shall have logical lot lines given existing lot patterns in the area, natural and human-made features and other appropriate considerations	<ul style="list-style-type: none"> • While the proposed lot would be isolated within a subdivision that has not progressed to draft plan approval, consideration of the heritage attributes and preservation of the dwelling is an appropriate consideration
10.1.3(p)	That provincial legislation and policies are met	<ul style="list-style-type: none"> • Section 2.6.1 of the Provincial Policy Statement requires conservation of significant built heritage resources and cultural heritage landscapes (significant means those resources determined to have cultural heritage value or interest for the important contribution to our understanding of the history of a place, an event, or a people)

Town of Erin Official Plan

The subject property is designated RESIDENTIAL, RECREATIONAL and GREENLANDS. There is a proposed Minor Collector Road identified in the Plan which runs through the property near the farmhouse, with final alignment to be determined. Section 5.15.2 provides criteria by which consent applications are to be evaluated. Our related discussion follows.

Town Official Plan Excerpt		Comments
5.15.2(a)	The undue extension of any major service is not required	<ul style="list-style-type: none"> • Taking into account the remote location of the farmhouse, a severance should be conditional upon a development agreement with the Town that the severed property be connected to the proposed municipal services when, and if, these services are installed in the area at some point in the future
5.15.2(b)	The land fronts on an existing public road which is of a reasonable standard of construction	<ul style="list-style-type: none"> • Proposed lots are normally expected to have direct frontage on an open and maintained public road, not by easement • We note Land Division Committee has approved a severance in Erin (B141/13 Tavares) with vehicular access over an unopened road allowance to Erinwood Drive • We would prefer that the portion of the future roadway (Street No. 2 on 23T-05001) up to the proposed lot be conveyed to the Town for access rather than an easement for the existing driveway
5.15.2(g)	The availability of water and sewage services to accommodate the proposed use	<ul style="list-style-type: none"> • Servicing by a private well and private septic system would be supported by the Town's Engineer provided that the lot is required to connect to municipal services when, and if, these services are installed in the area at some point in the future • This requirement should be included in a development agreement with the Town for the severance

The preferred option showing dedication of a portion of the future subdivision up to the proposed lot is shown in Figure 2. The Town's Engineer (Paul Ziegler, Triton Engineering) has looked at the proposed dedication and the alignment with Station Street. His only concern is with the maintenance and/or use of the property until it becomes a public road. This matter could be addressed as part of a development agreement with the Town.

Severance Conclusions

Dedication of a portion of the future roadway (Street No. 2 of 23T-05001) for access to the new lot would be preferred to access by an easement. The land owner should be aware that the severance may be serviced by an individual well and septic system, provided that a requirement to connect to municipal services is included as part of a development agreement with the Town. Such an agreement could also address maintenance and/or use of the future roadway lands.

Figure 2 Proposed Lot and Road Dedication



ZONING COMPLIANCE

The subject property is zoned Future Development (FD) which only permits:

- Agricultural uses
- A single detached dwelling on an existing lot
- Uses, buildings and structures existing on a lot zoned FD on the date of passing of the By-law

A zoning by-law amendment would be necessary to allow for the existing dwelling to be on a new lot and to consider the additional uses proposed:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Bed and breakfast • Antique shop • Craft shop • Personal service shop • Studio | <ul style="list-style-type: none"> • Mixed use residential/professional offices • Day care/nursery • Multi-residential (maximum 2 units) |
|--|---|

Section 4.7.3 of the Town of Erin Official Plan provides for the following uses in addition to low density housing forms:

“Townhouses and apartments, bed and breakfast establishments, group homes and nursing homes, may also be allowed subject to the requirements of the Zoning By-law and the applicable policies of this Plan. In addition, non-residential uses such as schools, churches, clinics, local convenience stores, home occupations, neighbourhood parks and other public facilities may also be permitted within the Residential designation subject to the appropriate Zoning By-law regulations and the policies of the Official Plan.”

The proposed lot would also need zoning relief from the requirement for a lot to have frontage on a public road. This could be dealt with as part of the rezoning application.

Zoning Conclusions

Rezoning would be necessary to address matters of zoning compliance. The need for a zoning by-law amendment could be addressed as a condition of approval of the severance application.

Respectfully submitted
County of Wellington Planning and Development Department



Sarah Wilhelm, BES, MCIP, RPP
Senior Planner

**TOWN OF ERIN HERITAGE COMMITTEE (TEHC)
(Nodwell Main Farmhouse (63A Trafalgar Road) Hillsburgh Resolution)**

RESOLUTION

Resolution #

Moved By: Bob Wilson

Seconded By: Donna Revell

Be it resolved that the Town of Erin Heritage Committee recommends and requests the Council of the Town of Erin endorse the following initiatives to permanently preserve the historic Nodwell main farmhouse for the short and long term. These initiatives are supported by the owners (Mr. M. Tavares) of the subject lands and the Heritage Committee and include the following:

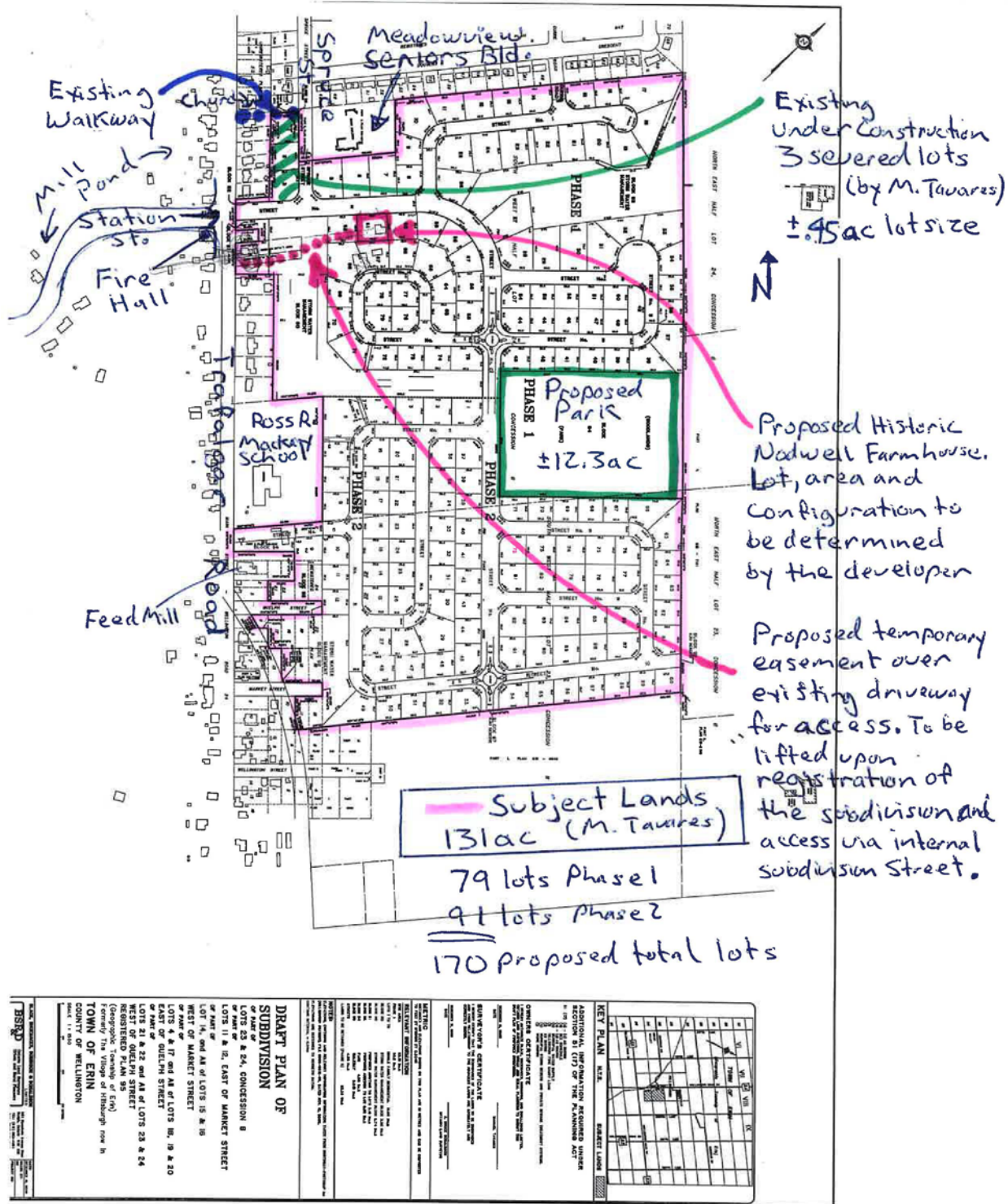
- 1) Publicly acknowledge the work of Mr. Tavares in the upkeep and securing of the historic farmhouse to date (since 2003) including a new metal roof, window and door bricking up and ongoing insurance costs.
- 2) Supporting the owner's intent of giving their permission to the OPP to travel on their private lands for routine patrols of the building when the OPP are on patrol in the area.
- 3) Supporting the owners in the posting of the property with no trespassing signs and allowing Town fencing to secure such signs.
- 4) Supporting the owners in their commitment to increase the visibility from the public by removal of the significant amount small vegetation that has grown up over time and blocks the view of the historic farmhouse from Trafalgar Road.
- 5) The Town would close off the open gateway in the fencing at the south end of Spruce Street that leads directly to the subject lands. (The pathway that was developed in part with the owners lands from a nearby severance on the south side of the Presbyterian Church provides a direct link to Trafalgar Road for the existing local subdivision residents).
- 6) The Town would support in a letter to the Wellington County Land Division Committee the severance application by the owners to create a new lot for the existing historic farmhouse. This new lot would have its driveway and access via a temporary easement over the existing driveway (out to Trafalgar Road) till such time as the subdivision application for the surrounding development lands (owned by Mr. M. Tavares) is registered and then the driveway and access would be via an internal subdivision road and the easement lifted.
- 7) Representative(s) from the Town of Erin Heritage Committee would attend the Wellington County Land Division Committee meeting to speak in support of the application and give any historical context if questions arise about the application.
- 8) If the severance is approved at the County it would be subject to a condition requiring a Town of Erin Minor Variance for a Zoning By-Law provision to allow the lot to be created with no technical "frontage" on a public road. The lot will have "frontage" on a *future* public road once the surrounding development lands proceed but to create the lot it will need this Minor Variance.

- 9) In addition to the Minor Variance for the lot frontage a variance to allow for additional uses would be applied for, such uses would be a bed and breakfast, antique shop, craft shop, personal service shop, studio, mixed use residential /professional offices, day care/nursery, multi-residential (max. 2 units)./ This is to allow for a broader market to find a prospective buyer.
- 10) That the Town of Erin waive the Parkland Dedication condition (fee) for the severance. At present the fee is \$7500 paid for by the owner at the time of registration of a new lot. This new lot will be a part of a much larger community development that could have parkland dedicated to the municipality as part of the larger subdivision process. At present the \$7500 could still be collected on each of the remaining 169 lots out of 170 lots on the current subdivision application (this is based on private septic systems and the development could have a higher lot count dependent upon the outcome of the EA process). The waiving of the fee is to allow for the opportunity of a cost savings that can be passed on to a perspective buyer and to show good faith on behalf of the municipality. This is to recognize the costs to date by Mr. Tavares in preserving the historic farmhouse and the uncertainty of the development timing of the larger subdivision application.
- 11) That at the request of the present owners and the Heritage Committee that one of the conditions of the severance be that the Town of Erin designate the property under the Ontario Heritage Act after the lot has been created and prior to the occupancy permit being approved (similar to the Crewson Ridge development). This is to ensure anyone buying the lot and historic ' farmhouse is fully aware it is being offered for sale with the clear expectation that the preservation and renovation of the building is the main goal of the process.

We hope the Council of the Town of Erin recognizes and endorses the opportunity for the preservation of the Nodwell historic farmhouse both for the short and long term that this resolution offers to our community.

Sept 21, 2015 TEHC

Attachment 2 September 23, 2015 TEHC Proposed Nodwell Lot Key Plan



Proposed Nodwell Lot Key Plan

Sept 23/15 TEHC

To: Mayor and Members of Town of Erin Council
From: Kyle Davis, Risk Management Official

Date: October 22, 2015
Subject: Risk Management Official and Inspector Appointments

Recommendations

Be it resolved that Council hereby receives Wellington Source Water Protection Report dated October 22, 2015, regarding appointment of Risk Management Official and Inspector

And that Council approves by-law 2015-xxx

1.0 Background

The *Clean Water Act* (2006) provides the framework for the development and implementation of watershed-based Source Protection Plans. The Source Protection Plans identify the risks to municipal drinking water sources and establishes actions and policies to protect current and future sources of drinking water. The policies apply within Wellhead Protection Areas (WHPA) and Intake Protection Zones (IPZ) established around municipal wells or intakes.

There are 14 municipal drinking water systems within Wellington County in the following communities:

- Erin, Bel-Erin and Hillsburgh (Erin);
- Clifford, Palmerston, Minto Pines, and Harriston (Minto);
- Arthur and Mount Forest (Wellington North);
- Rockwood, Hamilton Drive (Guelph-Eramosa);
- Drayton and Moorefield (Mapleton); and
- Elora/Fergus (Centre Wellington).

The Wellhead Protection Areas (WHPA) from adjoining municipalities also enter into Wellington County and require protection by the Townships and Towns:

- City of Guelph
- Cambridge (Regional Municipality of Waterloo); and
- Acton and Georgetown (Halton Region)

1.1 Status of the Source Protection Plans

The County of Wellington is part of five Source Protection Regions (based on watershed or conservation authority boundaries). Four of the County Source Protection Plans have been approved by the Ontario Minister of the Environment and Climate Change: Ausable Bayfield Bayfield Maitland Valley (ABMV – Maitland Valley) Plan, the Credit Valley, Toronto and Region and Central Lake Ontario (CTC) Plan, the Halton-Hamilton Plan and the Saugeen, Grey Sauble, Northern Bruce Peninsula Plan. The ABMV – Maitland Valley Plan came into legal effect on April 1, 2015 while the CTC and Halton-Hamilton Plans come into legal effect on December 31, 2015. The Saugeen Plan comes into legal effect on July 1, 2016. The Grand River Plan has been submitted to the Minister and is awaiting approval.

With Source Protection Plans being approved and coming into legal effect, a number of requirements for a municipality are triggered either at or before the effective date including:

- Appointment of Risk Management Official (RMO) and Risk Management Inspector (RMI) prior to effective date
- Commencement of development application screening and issuing of notices under the *Clean Water Act* to applicants.
- Annual reporting requirements begin with appointment of RMO / RMI
- Timelines begin for updating of Official Plan, Zoning Bylaws, negotiating Risk Management Plans and mandatory education

1.2 Properties Potentially Requiring Risk Management Plans / Prohibitions

Approximately 20 commercial / industrial properties and 20 agricultural properties have been identified as potentially requiring a risk management plan or being subject to a prohibition. The activities on these properties relate generally to handling or storage of dense non-aqueous phase liquids or agricultural activities such as spreading or storage of manure or commercial fertilizer or application and storage of pesticide. As reported previously to Council, commercial / industrial threat activity verification work is currently underway. Additional work is also underway to further refine the agricultural and residential fuel oil threat activity numbers, followed by outreach to those properties. This refinement includes analysis of recently obtained data from the Province on nutrient management approvals and from Union Gas on natural gas connections.

2.0 Appointment of Risk Management Official and Risk Management Inspector

Part IV Section 47 (6) of the *Clean Water Act, 2006*, states that the Council of a municipality that is responsible for the enforcement of this Part shall appoint a risk management official and such risk management inspectors as are necessary for that purpose. The Town of Erin is a municipality that is responsible for the enforcement of Part IV of the *Clean Water Act, 2006* per Section 47 (1) (b):

“the council of an upper-tier municipality or lower-tier municipality that has authority to pass by-laws respecting water production, treatment and storage under the *Municipal Act, 2001* is responsible for the enforcement of this Part in the municipality. 2006, c. 22, s. 47 (1).”

It is recommended that the Town of Erin appoint Kyle Davis as Risk Management Official and Risk Management Inspector and Andrew Hartholt as alternate Risk Management Official and Risk Management Inspector. Kyle Davis is the County wide, shared Risk Management Official responsible for coordination of source protection implementation for all the municipalities within Wellington County. This is a shared position serving all seven, local Wellington County municipalities and the County and funded by the County through the Planning Budget. Andrew Hartholt is the Town of Erin’s Chief Building Official and a member of the Wellington Source Protection Working Group, an internal working group comprised of staff from all 8 municipalities (primarily Water, Building or Planning staff) and chaired by Mr. Davis. The Wellington Source Protection working group meets monthly to organize and guide source protection implementation activities County wide. Both Mr. Davis and Mr. Hartholt have completed the mandatory training required by the *Clean Water Act*.

Given existing work load in the Building Department, further staffing of the risk management inspector may be necessary in the future. This is dependent on the work load generated by the source protection program in terms of risk management plans / prohibitions, education and outreach and development review. Further analysis is currently underway to determine needs and options for further staffing of risk management inspectors within Wellington County including feasibility of a shared inspector / coordinator position between municipalities, shared between departments within a municipality, status quo and other options. Overall, the refinement of the threat activity numbers discussed above plus the experience gained in implementing development reviews, education and outreach, inspections

and risk management plans will allow more accurate work load estimates in 2016 to support future recommendations for risk management inspector staffing if needed.

To date, only the Town of Minto has decided on their permanent staffing for the risk management inspector, establishing their Risk Management Inspector position as a new position that is shared with other job duties in the Building Department. The shared RMO has also been appointed in the Town of Minto. Given the pending effective date for the CTC Plan, the recommendation is to appoint the shared RMO along with the Town Chief Building Official as risk management inspector for interim purposes until a permanent decision can be made regarding risk management inspector for the Town of Erin.

3.0 Financial Impact

Funding for the Wellington County municipalities' source protection program has been allocated from a number of sources. Since 2013, the shared RMO position, office and operating budget has been funded by the County of Wellington Planning Department budget. In-kind support for source protection implementation including participation on the Wellington County Source Protection working group has been provided by all eight Wellington County municipalities for various staff members. The provincial Source Protection Municipal Implementation Fund (SPMIF) has provided for additional implementation support since December 2013.

The recommendation in front of Council utilizes staff funded either by the County or through existing Town of Erin budget (Building Department).

4.0 Consultation

Council, CAO, CBO

5.0 Communications Plan

Through regular Council meeting.

August 25, 2015

Memorandum

To: Wellington County Municipal Source Water Working Group

RE: Analysis of Agricultural Policies Related to Application of Nutrients within Well Head Protection Area – A (100 metres from municipal well)

Background

The *Clean Water Act* (2006) provides the framework for the development and implementation of watershed-based Assessment Reports and Source Protection Plans. The Assessment Reports identify the risks to municipal drinking water sources and the Source Protection Plans establish actions and policies to protect current and future sources of drinking water. The policies apply within Wellhead Protection Areas (WHPA), Intake Protection Zones (IPZ) and Issues Contributing Areas (ICAs) established around municipal wells or intakes. The County of Wellington is subject to five Source Protection Plans (based on watershed or conservation authority boundaries).

Policies, and therefore implementation, vary between Source Protection Plans leading to differences in requirements across Wellington County and in some circumstances within area municipalities. Additionally, differences exist in the landscape surrounding Wellington County municipal wells also leading to differences in source protection requirements. Examples of these landscape differences include geological setting (i.e. presence or absence of bedrock close to surface), groundwater vulnerability scores, intensity of agricultural production and transport pathways (i.e. density of wells). The differences in intensity of agricultural production has a direct effect on the implementation of the Source Protection Plans specifically as it relates to prohibition of nutrient application within 100 metres of municipal wells. As part of the Wellington County municipalities' preparations for source protection implementation, an analysis has been completed of agricultural policies related to application of nutrients within 100 metres of municipal wells.

WHPA – A Policies – Nutrient Application

Generally, within Wellington County, the Source Protection Plans prohibit existing and future spreading of agricultural source material (i.e. manure), commercial fertilizer and non-agricultural source material (i.e. biosolids and other materials) within 100 metres of a municipal well (Well Head Protection Area A or WHPA A).

The exceptions are the Saugeen Source Protection Plan that provides an exemption to allow existing spreading of agricultural source material and commercial fertilizer within WHPA A and the Maitland Valley Source Protection Plan that allows existing and future application of commercial fertilizer within the WHPA - A. Table 1 provides a comparison of the policies for the four Source Protection Plans within the County for nutrient application within WHPA - A. As outlined in the *Clean Water Act*, a prohibition policy becomes effective 180 days after the effective date of the Source Protection Plan. Note the Halton-Hamilton Source Protection Plan has been excluded from the table as there are no WHPA – A present in Wellington County subject to that plan.

Table 1: Comparison of Source Protection Plan Policies within 100 Metres of a Municipal Well (WHPA – A) for Agricultural Application of Nutrients with Wellington County.

Source Protection Plan	ASM		Fertilizer		NASM	
	Existing	Future	Existing	Future	Existing	Future
Credit Valley	Prohibit	Prohibit	Prohibit	Prohibit	Prohibit	Prohibit
Grand River	Prohibit	Prohibit	Prohibit	Prohibit	Prohibit	Prohibit
Maitland Valley	Prohibit	Prohibit	RMP	RMP	Prohibit	Prohibit
Saugeen Valley	RMP	Prohibit	RMP	Prohibit	Prohibit	Prohibit

Notes:

RMP – Risk Management Plan

ASM – Agricultural Source Material

NASM – Non-Agricultural Source Material

For the prohibition or risk management plan to apply, certain thresholds must be met. For commercial fertilizer, prohibition or risk management only applies if the intensity of agricultural activity in the wellhead protection area meets thresholds established by the Ontario Ministry of the Environment and Climate Change's (MOECC) document *Table of Drinking Water Threats* (November 2009) and the groundwater vulnerability score equals 10. The indicators of agricultural activity intensity prescribed by the MOECC are managed lands percentage and livestock density. Therefore, commercial fertilizer application is only prohibited or requires

risk management if the land within the wellhead meets prescribed managed land and livestock density thresholds and has a groundwater vulnerability score equal to 10. For agricultural source material application, no managed land or livestock density thresholds apply, however, the groundwater vulnerability score must equal 10.

Agricultural Source Material Application

Once the prohibition policies become effective, future agricultural source material (i.e. manure) application will be prohibited within 100 metres of the municipal wells on all agricultural properties. Existing agricultural source material (i.e. manure) application will also be prohibited within 100 metres of the municipal wells on all of properties except within the Saugeen Source Protection Plan area where existing application would be subject to regulation by the Risk Management Official through a risk management plan. Data from the Saugeen Valley Conservation Authority indicates no existing agricultural source material application activities for Wellington County properties within the Saugeen Source Protection Area. Wellington Source Water Protection will confirm this data through field verification.

Commercial Fertilizer Application

In addition to the prohibition on agricultural source material (i.e. manure), agricultural properties within three (3) well head protection areas (WHPA –A) will also be prohibited from spreading commercial fertilizer. The majority of the agricultural properties within WHPA –A in Wellington County will be able to apply commercial fertilizer despite the prohibition policies. The reason for the difference is related to the managed lands percentage and livestock density data for the well head protection areas. The WHPA - A for Arthur Well 8 A and B, Elora E4 and Hillsburgh H2 meet the managed lands and livestock density thresholds established by the MOECC. Table 2 outlines the number of properties subject to both agricultural source material and commercial fertilizer application prohibitions and the managed lands and livestock density data.

Table 2: Agricultural Properties Subject to Prohibition of All Nutrient Application within WHPA – A, Wellington County

Municipality	Well	Managed Lands (%)	Livestock Density (Nutrient Units Per Acre)	Number of Agricultural Properties
Centre Wellington	Elora E4	87	0	2
Erin	Hillsburgh H2	99.5	0	2
Wellington North	Arthur Well 8A / 8 B	79	2.59	2

Six (6) agricultural properties are present within these three WHPA – A, two properties in each WHPA – A. As outlined in the table, the managed lands percentage is the key factor in the determination of whether the WHPAs meet the MOECC thresholds. As outlined in the *Table of Drinking Water Threats* (November 2009), a managed lands percentage of > 80% and a livestock density of < 0.5 nutrient units per acre results in commercial fertilizer application being considered a significant drinking water threat. All three WHPAs meet these thresholds. Of the six (6) properties affected, five (5) are held in private ownership while one property is owned by the Township of Centre Wellington.

The prohibition becomes effective 180 days after the effective date of the Source Protection Plan. Hillsburgh well H2 is subject to the CTC Source Protection Plan which becomes effective on December 31, 2015. The prohibition policies will be in effect on June 28, 2016. Arthur Wells 8A / B and Elora Well E4 are subject to the Grand River Source Protection Plan. The Grand River Source Protection Plan has not yet been approved by the Ontario Minister of the Environment and therefore its effective date is unknown. It is anticipated that the Grand River Source Protection Plan will become effective at some point in early to mid-2016 and that prohibition policies would be effective 180 days after that (late 2016 to early 2017).

It should be noted that managed lands percentage maps and livestock density maps are published in the Assessment Reports for each Source Protection Region. The maps, therefore, represent a point in time and may be subject to change due to updated land use data or methodologies. For instance, air photos have been recently updated for the County of Wellington (spring 2015) and once released will provide more recent land use. For managed lands percentage and livestock density to be updated, however, the MOECC requires that the map be prepared in accordance with their Technical Rules and contained in the most recent version of the Assessment Report. The Source Protection Authorities (Conservation

Authorities) are responsible for the updating of the Assessment Reports with municipal input.

Conclusion

Six (6) agricultural properties within Wellington County will be prohibited from spreading both agricultural source material (i.e. manure) and commercial fertilizer 180 days after the Source Protection Plans become effective. For the two properties in Hillsburgh, this prohibition will take effect on June 28, 2016. For the four properties in Arthur and Elora, the exact date the prohibition will take effect is unknown, however, it will likely be late 2016 or early 2017. Of the six (6) properties affected, five (5) are held in private ownership while one property is owned by the Township of Centre Wellington.

It is recommended that, following discussion with each municipality, Wellington Source Water Protection contact the six (6) affected property owners and / or tenants to discuss the pending prohibition and to provide written notification to the owners / tenants. This contact / notification does not need to occur until after the respective Source Protection Plan is effective and prior to the prohibition effective date (i.e. early 2016 for Hillsburgh and late 2016 for Arthur and Elora). It is anticipated that some owners / tenants may ask about compensation or property purchase due to the prohibition regarding nutrient application within the WHPA – A. Prior to notification, further direction would be beneficial on this topic to ensure a clear stance and ideally a consistent stance between the area municipalities.

It is further recommended that Wellington Source Water Protection continue participation in working groups with the Source Protection Authorities (Conservation Authorities) to provide input on any reassessment of managed lands and livestock density data.

If you require further information, please contact the undersigned.

Regards,



Digitally signed by
kdavis@centrewellington.ca
DN: cn=kdavis@centrewellington.ca
Date: 2015.08.25 15:03:42 -04'00'

Kyle Davis, Risk Management Official
519-846-9691 ext 362
kdavis@centrewellington.ca



Staff Report

Report #: BD2015-17

Date: November-3-15

Submitted By: Andrew Hartholt

Subject: Demolition Report – 5554 First Line

Recommendations:

Be it resolved that Council hereby receives Building Department Demolition Report, dated November 3, 2015, regarding the application for demolition permit for a single residential dwelling located at 5554 First Line, Town of Erin, Assessment Roll No. 23 16 000 005 01404 0000

Background:

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

Proposed Demolition:

The Building Department has received an application to construct a replacement house on the property after the fire burnt down the original house.

Information:

The permit application was received on October 1st to construct a 2 storey house to replace the house demolished from the fire.

Property Information:

Owner: Michael Kosziwka
 Legal Description: Concession 1 Part Lot 17
 Assessment Roll No.: 23 16 000 005 01404 0000
 Zoned: A & EP2

Financial Impact:

None

Consultation:

Council

Communications Plan:

Through regular council meeting

Conclusion:

The Building Department has no objection to the demolition application.

Appendices:

Appendix I – Site plan showing house that is demolished



Staff Report

Report #: 2015- 12 CAO

Date: November-3-15

Submitted By: Kathryn Ironmonger, CMO, CMMIII

Subject: Completion of the Organizational and Compensation Review

Recommendations:

Be it resolved that Council receives the CAO's Organizational and Compensation Review Report dated November 3, 2015;

And that Council directs the CAO to engage the services of Gallagher McDowall to complete the project.

Background:

The Town engaged the services of StrategyCorps to conduct an Operational Review. The operational review assessed how well we are delivering a service and how that delivery can be improved or streamlined report. In order to implement the recommendation staffing responsibilities have been realigned and new positions created. The next step in the process is to undertake the Organizational and Compensation Review, as directed by Council in the 2015 Budget Process.

The Organizational and Compensation Project process would undertake a market study to ensure that the Town is competitive and to adjust the Town's salary grid to align with the external pay market and ensure that the pay equity plain is maintained. In the past pay equity compliance was the major factor relating to the Town's compensation program. The Town has maintained pay equity and job evaluation by evaluating new and changed positions using the systems and tools that generated the Amended Pay Equity Plan and therefore it is my intent to engage the services of Gallagher McDowall because they have been our service provider on record since 2004, once Council receives this report.

Financial Impact:

Quotation submitted is within the 2015 budget allocation and is compliant with the Town's procurement by-law, however I prefer Council endorsement before I proceed.

Consultation:

N/A

Communications Plan:

Report will be prepared for Council.

Conclusion:

It is anticipated that the market study and a revised salary grid can be completed by the end of the year. It is anticipated that the study may flag some positions that may require further review to ensure appropriate band placement based on job value and an amended pay equity plan would then be prepared in the new year. A quotation would be secured for the later to be included in the 2016 budget.

Appendices:

Quotation Attachment



October 30, 2015

Ms. Kathryn Ironmonger
Town Manager, CAO
5684 Trafalgar Road
Hillsburgh, ON
N0B 1Z0

Re: Updating the Management/Non-union Compensation Program

Dear Kathryn,

Further to our discussions, this will confirm that the Town of Erin is interested in retaining HR/Compensation advisory services to conduct a market review of Town positions to ensure that pay systems at the Town remain competitive to the external market.

Background

The Town of Erin finalized a pay equity review for Town positions in 2011. This review spanned a number of years, and culminated in a revised salary grid with pay equity compliant job rates. The Town has maintained pay equity and job evaluation by evaluating new and changed positions using the systems and tools that generated the Amended Pay Equity Plan. The salary grid has been adjusted annually having regard to general market adjustments for the sector and CPI increases (September). The Town has not conducted a comprehensive market review for upwards of 10 years.

Recommended Approach

In recent years, pay equity compliance has been the major focus of the Town's compensation program. While it is important to check the external pay market to ensure that the Town pays competitively, it is equally important to ensure that any adjustments made to the Town's salary grid to align with the external pay market are compliant with legislation. This work plan has been prepared with a focus on market competitiveness. The market results may flag some positions for review for internal equity (i.e., to ensure appropriate band placement based on job value); the organization review and revised job descriptions may also trigger a change in job value. An amended pay equity plan should also be prepared for file. These activities would be the subject of a separate work plan.

Following is a summary of recommendations in the form of a work plan for your consideration:

1. **Perform a market study** ensuring defensible market matches using 8 to 10 municipal comparators selected based on defined criteria relating to size, scope and geographic

placement; review and confirm or recommend a revised pay policy having regard to compliance, competitiveness, fairness and ability to pay.

- Comparator data will be collected; the Analyst will perform job matches for identified Town positions and prepare various percentile market analyses. The Consultant will review and validate the matches and assess the percentile market analyses. This approach will mitigate project fees. A comparative statistical analysis will be prepared based on the 50th percentile and perhaps other percentile measures. The Consultant will recommend the pay policy based on the market results and recommended market placement. General reference can be made to the private market for select positions based on published survey data, if required.
 - Estimated 1½ analyst days for job matching, preparing tabular analysis and market summary report
 - Estimated 1 consultant day to review/revise market matches and market summary results

- 2. **Prepare a revised salary grid** that is pay equity compliant, internally equitable and market competitive. The Consultant will prepare a recommended 2016 salary grid for implementation having regard to the published survey data for the sector, the average budgeted increase for the identified comparator group and ability to pay.
 - Determine appropriate modifications to the current salary structure system; that is, changes to range spread, steps, differentials and methods of adjusting the grid to incorporate internal equity, pay equity, market competitiveness and adjustments for compression.
 - Estimated ½ analyst day to prepare revised salary grid
 - Estimated ½ consultant day to prepare revised salary grid

- 3. **Prepare report for Council and attendance at Council**
 - Estimated 1 consultant day

The work can be performed together with Town staff to ensure best use of resources, a transfer of knowledge and to mitigate fees. Deliverables include the following components:

- A report which will document reference to the defined pay market, wage/salary information, compensation practices, statistical analysis, recommended pay philosophy and proposed job rates/pay structure;
- Implementation options, if required; including observations regarding current trends in performance management and pay for performance in the municipal sector; and
- Communication materials for Council and employees.

Re: Updating the Management/Non-union Compensation Program
October 30, 2015
Page 3

Consultants and Fee Estimate:

Marianne Love will be the consultant that performs job evaluation and oversees preparation of the salary grid.

Susan Fong will perform the analysis, market matching and grid development.

CVs are attached as Appendix A. Client references can be provided on request.

Hourly rates/daily rates: M. Love; \$300 per hour/\$2,250 per day plus HST; S. Fong; \$250 per hour/\$1,875 per day plus 7% administrative fee plus HST.

It is estimated that the work outlined can be performed using 2½ Consultant days and 2 Analyst days; totalling \$10,000 in fees plus HST. Additional work can be performed, as directed, and will be invoiced at the hourly rates described.

Travel expenses will be invoiced at \$0.53/km; and it is anticipated that 1 to 2 trips would be required. Invoices will be submitted monthly outlining work performed.

We are available to commence work in November 2015.

Please advise as to whether you require anything further for presentation to Council.

Regards,



Marianne Love, LLB
Senior Consultant
(416) 562-1934

Enclosures: Résumés of Marianne Love and Susan Fong

Marianne Love, BA, LLB, CMC

Background

Marianne Love is a Senior Consultant at McDowall Associates. With more than 30 years in the human resources field, Marianne brings her clients a unique perspective with her collective experience as a consultant, human resources practitioner, and legal counsel. Prior to joining McDowall Associates, Marianne held a number of senior management positions including Legal Counsel for the City of Toronto and Township of Metropolitan Toronto, as well as the positions of Commissioner of Corporate Services, Corporation Counsel, and Director of Human Resources for the City of Brampton.

Job Evaluation, Pay Equity and Compensation Expert

Marianne has developed, implemented, and defended job evaluation, pay equity and compensation systems in a variety of unionized and non-unionized environments. Specifically, she has conducted salary administration studies, benefits surveys, and competitive compensation analysis. Marianne has also helped clients determine the most appropriate pay methods to meet organizational goals as well as develop job competencies to support competency-based pay and performance appraisal systems. Marianne has prepared and defended pay equity plans covering jobs in a wide spectrum of work environments in the public and private sector; and has prepared expert reports and analyses on various job classifications for arbitration and pay equity purposes.

Human Resources Generalist

Marianne has performed organizational studies and operational reviews, developed and led bargaining mandates, and mediated employment disputes. She has sat as employer nominee on a number of arbitration panels. Her previous management consulting experience also includes executive coaching, executive search, business planning, and project management. She has extensive experience in team facilitation and dispute resolution for clients in a broad range of industries, including municipalities, healthcare, public education and financial services.

Board Governance

In addition to her current role at McDowall Associates, Marianne provides labour and pension advice to the Association of Municipalities of Ontario and serves as Co-Chair on the OMERS Sponsors Corporation representing municipal employer interests. Marianne regularly speaks at a variety of pension and stakeholder conferences on pension and governance practices.

Credentials

Marianne has a Law Degree from Osgoode Hall Law School, York University, and a Bachelor of Arts Degree from the University of Windsor. She is a Certified Management Consultant and holds a Certificate in Public Pension Plan Policy from DePaul University in Chicago, a Certificate in Trustee Management from the University of California, Berkeley, a Certificate in Executive Compensation from the Harvard Business School and a Certificate in Public Pension Plan Administration from Humber College. She has earned the designation of Chartered Director from the Degroote School of Business, McMaster University and is Human Resources and Compensation Committee Certified.



Susan Fong, Hons BSc, CCP

Background

Susan Fong is a Senior Compensation Analyst at McDowall Associates. With over ten years in the human resources consulting industry, Susan has developed a specialized knowledge of compensation to successfully assist in the development and implementation of compensation management systems.

In her role as a Senior Compensation Analyst, she has closely worked with Senior Consultants and Analysts on various compensation assignments for both private and public sector clients.

Compensation Specialist

Susan has developed a strong foundation of analytical and technical skill through work performed on job evaluation design, pay equity assignments, market survey design and analyses, and pay structure development.

With Susan's expertise in data management and analysis, she has developed compensation structures that are both internally and externally competitive. She has reviewed and analyzed complex pay equity compliance files and has an in-depth knowledge of legislative requirements and pay systems.

Credentials

Susan holds an Honours Bachelor of Science degree in Actuarial Science and Statistics from the University of Toronto; and has the Certified Compensation Professional (CCP) designation with the WorldatWork Association.



Staff Report

Report #: 003-15

Date: November-3-15

Submitted By: **Bob Cheetham, Economic Development Coordinator**

Subject: Town of Erin Advisory Committees – Draft Terms of Reference

Recommendations:

Be it resolved that Council receive the Town of Erin Advisory Committees Draft Terms of Reference Report.

Background:

Council has requested that staff prepare the terms of reference for all Town of Erin Advisory Committees. The new terms of reference focus on a group of members who will assist, advise and support staff through the office of the Chief Administrative Officer (CAO) in the preparation and implementation of their committee activities and other projects as they arise. The membership of the committees is intended to be representative of a cross-section of the socio-economic demographic of the community.

Financial Impact:

Advisory Committee budgets will be driven by the Town of Erin annual budget process and the final budget approval of Town Council.

Consultation:

Staff reviewed the terms of references of other communities.

Communications Plan:

Staff will advertise for volunteers for vacancies on the committees through the local and area newspapers and the Town's Website. The proposed Terms of Reference will provide a structure that will support and assist Council through the office of the Chief Administrative

Officer (CAO) and/or designated staff to develop and implement the proposed goals of the various committees.

Appropriate advertising will be conducted for any vacant positions and Staff will be reporting to Council on the names received and those recommended to take positions on Council appointed Committee.

Conclusion:

That Council receive this report for information.

Appendices:

1. Town of Erin Environment & Sustainability Advisory Committee
2. Let's Get Hillsburgh Growing Advisory Committee
3. Town of Erin Heritage & Culture Advisory Committee
4. Town of Erin Recreation Advisory Committee
5. Town of Erin Trails Advisory Committee
6. Town of Erin Community Oriented Policing Advisory Committee



**TOWN OF ERIN ENVIRONMENT & SUSTAINABILITY ADVISORY COMMITTEE
(EESAC)**

DRAFT TERMS OF REFERENCE

(September 22, 2015)

1.0 GOAL

To provide advice and assist the Chief Administrative Officer (CAO) and the citizens of the Town of Erin on matters associated with the environment and sustainability within the community.

2.0 PRINCIPLES

Principles that guide the Erin Environment & Sustainability Advisory Committee (EESAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to fostering a greater appreciation for the environment and sustainability within the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Erin Environment and Sustainability Advisory Committee (EESAC) is to provide advice to the CAO on a range of environmental and sustainability issues including but not limited to:

- To initiate and provide the CAO with advice with respect to Town properties best suited for multi-faceted environmental conservation practices within the Town of Erin;
- To provide advice as to how sustainable environmental practices may be achieved through the adoption of appropriate municipal policies such as zoning by-laws and Official Plan policies under the Planning Act;
- To establish criteria for the evaluation of public facilities being considered for environmental upgrades;
- To promote the awareness of the Town of Erin's practices, policies and procedures and activity, through publications, events, public speaking, displays, signage and plaques;

- To be circulated on all relevant development, applications and funding opportunities that may be available for undertaking environmental upgrades and fostering greater appreciation for sustainable development within the Town;
- To liaise between the Town and the Wellington County Planning Department and other interested organizations, as desirable, to implement the objectives of the Town of Erin;
- To provide advice to property owners with respect to potential environmental conservation and long-term sustainability;
- To report to Council through the office of the CAO/Town Manager on environmental project opportunities and long-term sustainable practices;
- Communicating, and collaborating where appropriate, with other Town of Erin staff and committees (Ballinafad Hall Committee, Erin Heritage & Culture Advisory Committee (EHCAC), Village of Erin BIA, Erin Trails Advisory Committee (ETAC), Erin Recreation Advisory Committee (ERAC) and the Erin Economic Development Committee (EEDC), etc.)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin Environment & Sustainability Advisory Committee (EESAC) shall consist of 7-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, Vice-Chair and recording secretary for EESAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of four consecutive years. The Chair and Vice-Chair will be expected to be available to make presentations at the on EESAC Reports 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.
- 4.4 In the absence of both the Chair and the Vice-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, EESAC may recommend to the Town's CAO, 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 seven (7) members, the CAO shall request that Council 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 EESAC appointment periods. Council may also wish to advertise from 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, may request of the Chief Administrative Officer (CAO) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 EESAC is an advisory committee to the Chief Administrative Officer (CAO/Town Manager) and established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to the CAO.
- 5.2 EESAC reports directly to the CAO, under the signature of the Chair or designate. EESAC reports and communicates will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when EESAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, EESAC shall prepare an annual Status Report and Work Plan, which shall be submitted to the CAO in January of each year. The Report shall among other things:
- a) Summarize the activities and achievements of EESAC over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and

- c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

5.4 The Committee shall keep proper minutes and records of every meeting and provide the CAO with a copy of same.

6.0 OPERATING BUDGETS

6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, for consideration by the CAO may submit additional, special project funding requests

6.2 Committee members will receive no remuneration for their involvement in EESAC Committee activities. An exception to this clause may be granted by resolution of Council is so requested by EESAC through the Office of the CAO.

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: the coordination of EESAC related communications and correspondence; ensuring EESAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).

8.2 Technical support to be provided by the Town will include: advice and consultation with Staff department heads of Town owned facilities.

8.3 The Director of Finance/Treasurer will administer the EESAC budget.

9.0 MEETINGS

9.1 All committee meeting shall be open to the public.

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

- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include EESAC members, with the approval of the Chair, provided an EESAC member chairs the sub-committee. Sub-committees shall report to the EESAC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.
- 9.5 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 the CAO 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 Council.
- 10.2 EESAC may wish to review the Terms of Reference, from time to time, and make recommendations to the CAO regarding amendments.



LET'S GET HILLSBURGH GROWING ADVISORY COMMITTEE

(LGHGAC)

DRAFT TERMS OF REFERENCE

(September 22, 2015)

1.0 GOAL

To provide advice and assist the Chief Administrative Officer (CAO) and the citizens of the Town of Erin on matters associated with the specific needs of the Village of Hillsburgh.

2.0 PRINCIPLES

Principles that guide the Let's Get Hillsburgh Growing Advisory Committee (LGHGAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to promoting a greater appreciation for the needs of the Village of Hillsburgh
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Let's Get Hillsburgh Growing Advisory Committee (LGHGAC) is to provide advice to the CAO on a range of community issues including but not limited to:

- To ensure that hanging baskets and planters adorn Trafalgar Road during the summer;
- Replacing hanging baskets in the winter with wreaths;
- To continue to replace pole signs with colourful laser-cut steel signs on the Hydro poles on Trafalgar Road;
- To plan, coordinate and undertake "Spirit of the Hills", Hillsburgh's Family Fun Day on the main street of Hillsburgh the third Saturday of August each year;
- To replace the entrance signs at both entries to the Village of Hillsburgh;
- To initiate and provide the CAO with advice with respect to potential growth opportunities within the Village of Hillsburgh;

- To submit a responsible budget for ensuring the community of Hillsburgh is responsibly presented to visitors and residents alike as a great place to live, work and play;
- To facilitate community beautification and foster a greater sense of pride among residents of the Village of Hillsburgh;
- To promote the awareness of the Town of Erin’s practices, policies and procedures and activity, through publications, events, public speaking, displays, signage and plaques;
- To liaise between the Town and the Wellington County and other interested organizations, as desirable, to implement the objectives of the Town of Erin;
- To report to Council through the office of the CAO/Town Manager on project opportunities and ongoing beautification within the Village of Hillsburgh;
- To communicate, and collaborate where appropriate, with other Town of Erin staff and committees (Ballinafad Hall Committee, Erin Heritage & Culture Advisory Committee (EHCAC), Village of Erin BIA, Erin Trails Advisory Committee (ETAC), Erin Recreation Advisory Committee (ERAC) and the Erin Economic Development Committee (EEDC), etc.)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Let’s Get Hillsburgh Growing Advisory Committee (LGHGAC) shall consist of 7-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, Vice-Chair and recording secretary for LGGHAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of four consecutive years. The Chair and Vice-Chair will be expected to be available to make presentations at the on LGGHAC Reports 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.

- 4.4 In the absence of both the Chair and the Vice-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, LGHGAC may recommend to the Town's CAO, 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 seven (7) members, the CAO shall request that Council 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 LGHGAC appointment periods. Council may also wish to advertise from 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, may request of the Chief Administrative Officer (CAO) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 LGHGAC is an advisory committee to the Chief Administrative Officer (CAO/Town Manager) and established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to the CAO.
- 5.2 LGHGAC reports directly to the CAO, under the signature of the Chair or designate. LGHGAC reports and communicates will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when LGHGAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, LGHGAC shall prepare an annual Status Report and Work Plan, which shall be submitted to the CAO in January of each year. The Report shall among other things:

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

5.4 The Committee shall keep proper minutes and records of every meeting and provide the CAO with a copy of same.

6.0 OPERATING BUDGETS

6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, for consideration by the CAO may submit additional, special project funding requests

6.2 Committee members will receive no remuneration for their involvement in LGHGAC Committee activities. An exception to this clause may be granted by resolution of Council is so requested by LGHGAC through the Office of the CAO.

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: the coordination of LGHGAC related communications and correspondence; ensuring LGHGAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).

8.2 Technical support to be provided by the Town will include: advice and consultation with Staff department heads of Town owned facilities.

8.3 The Director of Finance/Treasurer will administer the LGHGAC budget.

9.0 MEETINGS

9.1 All committee meeting shall be open to the public.

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

9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include LGHGAC members, with the approval of the Chair, provided an LGHGAC member chairs the sub-committee. Sub-committees shall report to the LGHGAC through the sub-committee Chairperson.

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

9.5 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 the CAO 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 Council.

10.2 LGHGAC may wish to review the Terms of Reference, from time to time, and make recommendations to the CAO regarding amendments.



TOWN OF ERIN HERITAGE & CULTURE ADVISORY COMMITTEE

(EHCAC)

DRAFT TERMS OF REFERENCE

(September 22, 2015)

1.0 GOAL

To provide advice and assist the Chief Administrative Officer (CAO) and the citizens of the Town of Erin on matters associated with Heritage and Culture activities within the community.

2.0 PRINCIPLES

Principles that guide the Heritage and Culture Advisory Committee (EHCAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to fostering a greater appreciation for heritage and culture within the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Erin Heritage and Culture Advisory Committee (EHCAC) is to provide advice to the CAO on a range of Heritage and Culture activities including but not limited to:

- To initiate and provide the CAO with advice with respect to the properties and districts under parts IV and V of the Ontario Heritage Act designation;
- To provide advice as to how the conservation of heritage features may be achieved through the adoption of appropriate municipal policies such as zoning by-laws and Official Plan policies under the Planning Act;
- To establish criteria for the evaluation of properties of heritage value or interest;
- To promote the awareness of the Town of Erin's heritage and culture through publications, events, public speaking, displays, signage and plaques;
- To be circulated on all relevant development, demolition and capital project applications for the purposes of providing comments on any relevant matters;

- To liaise between the Town and the Wellington County Museum and Archives and other heritage and cultural organizations, as desirable, to implement the objectives of the Town of Erin;
- To provide advice to property owners with respect to the restoration of heritage buildings, or the making of sympathetic improvements thereto;
- To report to Council through the office of the CAO/Town Manager on Heritage and Culture in a broader sense as it relates to mandate features (e.g. altered landscapes, architecture, archaeological remains), the natural environment (e.g. cultural landscapes, forests, wildlife, geology, rivers) and culture (e.g. oral history, skills, story, dance, music);
- To advise the CAO as a means of conserving heritage properties through a variety of means, review available funding sources and advise on current heritage and culture related legislation.
- Communicating, and collaborating where appropriate, with other Town of Erin staff and committees (Ballinafad Hall Committee, Erin Trails Advisory Committee, Village of Erin BIA, Erin Environment & Sustainability Advisory Committee (EESAC) and the Erin Economic Development Committee (EEDC), etc.)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin Heritage and Culture Advisory Committee (EHCAC) shall consist of 7-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, Vice-Chair and recording secretary for EHCAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of four consecutive years. The Chair and Vice-Chair will be expected to be available to make presentations at the on EHCAC Reports 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.

- 4.4 In the absence of both the Chair and the Vice-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, EHCAC may recommend to the Town's CAO, 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 seven (7) members, the CAO shall request that Council 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 EHCAC appointment periods. Council may also wish to advertise from 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, may request of the Chief Administrative Officer (CAO) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 EHCAC is an advisory committee to the Chief Administrative Officer (CAO/Town Manager) and established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to the CAO.
- 5.2 EHCAC reports directly to the CAO, under the signature of the Chair or designate. EHCAC reports and communicates will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when EHCAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, EHCAC shall prepare an annual Status Report and Work Plan, which shall be submitted to the CAO in January of each year. The Report shall among other things:

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

5.4 The Committee shall keep proper minutes and records of every meeting and provide the CAO with a copy of same.

6.0 OPERATING BUDGETS

6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, for consideration by the CAO may submit additional, special project funding requests

6.2 Committee members will receive no remuneration for their involvement in EHCAC Committee activities. An exception to this clause may be granted by resolution of Council is so requested by EHCAC through the Office of the CAO.

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: the coordination of EHCAC related communications and correspondence; ensuring EHCAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).

8.2 Technical support to be provided by the Town will include: advice and consultation with Staff department heads of Town owned facilities.

8.3 The Director of Finance/Treasurer will administer the EHCAC budget.

9.0 MEETINGS

9.1 All committee meeting shall be open to the public.

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

9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include EHCAC members, with the approval of the Chair, provided an EHCAC member chairs the sub-committee. Sub-committees shall report to the EHCAC through the sub-committee Chairperson.

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

9.5 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 the CAO 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 Council.

10.2 EHCAC may wish to review the Terms of Reference, from time to time, and make recommendations to the CAO regarding amendments.



TOWN OF ERIN RECREATION ADVISORY COMMITTEE

(ERAC)

DRAFT TERMS OF REFERENCE

(September 15, 2015)

1.0 GOAL

To provide advice and assist the Chief Administrative Officer (CAO) and the citizens of the Town of Erin on matters associated with recreation and recreational activities within the community.

2.0 PRINCIPLES

Principles that guide the Recreation Advisory Committee (RAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to ensuring accessibility of recreation to all residents of the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Erin Recreation Advisory Committee (ERAC) is to provide advice through the Recreation Department Head to the CAO on a range of recreational activities including but not limited to:

- Supporting and enhancing communications with the residents of the Town of Erin on matters relating to recreational opportunities
- Supporting and enhancing existing recreational opportunities
- Identifying new and emerging recreational opportunities
- Ensuring broad consultation with community stakeholder groups on recreational issues and opportunities
- Working with other recreation providers (Upper Grand District School Board, Credit valley Conservation, Centre 2000 Management Committee, Minor Hockey, Baseball, Soccer, Erin Arts foundation, the Erin Trails Advisory Committee (ETAC), etc.) to enhance recreation in the Town of Erin

- Communicating, and collaborating where appropriate, with other Town of Erin committees (Ballinacorney Hall Committee, Village of Erin BIA, Erin Environment & Sustainability Advisory Committee (EESAC), Erin Heritage & Culture Advisory Committee (EHCAC) and the Erin Economic Development Committee (EEDC), etc.)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin Recreation Advisory Committee (ERAC) shall consist of 7-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and include representation from the following stakeholder groups:

- Minor sports organizations (Hockey, Soccer, Baseball, Figure Skating, etc.)
- Other sports organizations (Adult sport groups, etc.)
- Other recreational organizations (Elora cataract Trailway, Equine groups etc.)
- Community representatives (members at large.)

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: student representatives, non-resident “experts”, or to fill out a premature vacancy.
- 4.2 A Chair, Vice-Chair and recording secretary for ERAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of four consecutive years. The Chair and Vice-Chair will be expected to be available to make presentations at the on ERAC Reports 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.
- 4.4 In the absence of both the Chair and the Vice-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, ERAC may recommend to the Town’s CAO, 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 seven (7) members, the CAO shall request that Council 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 ERAC appointment periods. Council may also wish to advertise from 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, may request of the Chief Administrative Officer (CAO) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 ERAC is an advisory committee to the Chief Administrative Officer (CAO/Town Manager) and established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to the CAO.
- 5.2 ERAC reports directly to the CAO, under the signature of the Chair or designate. ERAC reports and communicates will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair, may be present at Council meetings when ERAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, ERAC shall prepare an annual Status Report and Work Plan, which shall be submitted to the CAO in January of each year. The Report shall among other things:
 - a) Summarize the activities and achievements of ERAC over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and
 - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

- 5.4 The Committee shall keep proper minutes and records of every meeting and provide the CAO with a copy of same.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, for consideration by the CAO may submit additional, special project funding requests
- 6.2 Committee members will receive no remuneration for their involvement in ERAC Committee activities. An exception to this clause may be granted by resolution of Council is so requested by ERAC through the Office of the CAO.

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: the coordination of ERAC related communications and correspondence; ensuring ERAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff department heads of Town owned and operated recreational facilities.
- 8.3 The Director of Finance/Treasurer will administer the ERAC budget.

9.0 MEETINGS

- 9.1 All committee meeting shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include ERAC members, with the approval of the

Chair, provided an ERAC member chairs the sub-committee. Sub-committees shall report to the ERAC through the sub-committee Chairperson.

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

9.5 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 the CAO 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 Council.

10.2 ERAC may wish to review the Terms of Reference, from time to time, and make recommendations to the CAO regarding amendments.



TOWN OF ERIN TRAILS ADVISORY COMMITTEE

(ETAC)

DRAFT TERMS OF REFERENCE

(September 22, 2015)

1.0 GOAL

To provide advice and assist the Chief Administrative Officer (CAO) and the citizens of the Town of Erin on matters associated with Trails and Trail development within the community.

2.0 PRINCIPLES

Principles that guide the Erin Trails Advisory Committee (ETAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to fostering a greater appreciation for trail development and utilization within the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Erin Trails Advisory Committee (ETAC) is to provide advice to the CAO on a range of multi-disciplined trail development including but not limited to:

- To initiate and provide the CAO with advice with respect to the properties best suited for multi-disciplined trails use within the Town of Erin;
- To provide advice as to how trail development features may be achieved through the adoption of appropriate municipal policies such as zoning by-laws and Official Plan policies under the Planning Act;
- To establish criteria for the evaluation of public and/or private properties of interest;
- To promote the awareness of the Town of Erin's existing network of trails and those proposed through publications, events, public speaking, displays, signage and plaques;
- To be circulated on all relevant development, applications and funding opportunities that may be available for trail development in the Town;

- To liaise between the Town and the Wellington County Planning Department and other interested organizations, as desirable, to implement the objectives of the Town of Erin;
- To provide advice to property owners with respect to potential trail development on private lands;
- To report to Council through the office of the CAO/Town Manager on multi-disciplined trail development opportunities in a broader sense as it relates to mandate features and utilization;
- Communicating, and collaborating where appropriate, with other Town of Erin staff and committees (Ballinafad Hall Committee, Erin Heritage & Culture Advisory Committee, Village of Erin BIA, Erin Environment & Sustainability Advisory Committee (EESAC) and the Erin Economic Development Committee (EEDC), etc.)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin Trails Advisory Committee (ETAC) shall consist of 7-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, Vice-Chair and recording secretary for ETAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of four consecutive years. The Chair and Vice-Chair will be expected to be available to make presentations at the on ETAC Reports 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.
- 4.4 In the absence of both the Chair and the Vice-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, ETAC may recommend to the Town’s CAO, 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 seven (7) members, the CAO shall request that Council 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 ETAC appointment periods. Council may also wish to advertise from 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, may request of the Chief Administrative Officer (CAO) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 ETAC is an advisory committee to the Chief Administrative Officer (CAO/Town Manager) and established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to the CAO.
- 5.2 ETAC reports directly to the CAO, under the signature of the Chair or designate. ETAC reports and communicates will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when ETAC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, ETAC shall prepare an annual Status Report and Work Plan, which shall be submitted to the CAO in January of each year. The Report shall among other things:
 - a) Summarize the activities and achievements of ETAC over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and
 - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

- 5.4 The Committee shall keep proper minutes and records of every meeting and provide the CAO with a copy of same.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, for consideration by the CAO may submit additional, special project funding requests
- 6.2 Committee members will receive no remuneration for their involvement in ETAC Committee activities. An exception to this clause may be granted by resolution of Council is so requested by ETAC through the Office of the CAO.

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: the coordination of ETAC related communications and correspondence; ensuring ETAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff department heads of Town owned facilities.
- 8.3 The Director of Finance/Treasurer will administer the ETAC budget.

9.0 MEETINGS

- 9.1 All committee meeting shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include ETAC members, with the approval of the

Chair, provided an ETAC member chairs the sub-committee. Sub-committees shall report to the ETAC through the sub-committee Chairperson.

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

9.5 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 the CAO 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 Council.

10.2 ETAC may wish to review the Terms of Reference, from time to time, and make recommendations to the CAO regarding amendments.



**TOWN OF ERIN COMMUNITY ORIENTED POLICING COMMITTEE
(ECOPC)**

DRAFT TERMS OF REFERENCE

(October 29, 2015)

1.0 GOAL

To advise and assist the Council and the citizens of the Town of Erin on matters associated with protection of persons and property.

2.0 PRINCIPLES

The Guiding principles for the Erin Community Oriented Policing Committee (ECOPC) include:

- Believe effective action is based on knowledge, research and experience.
- Prevent crime through addressing its root causes.
- Build on the strengths and capacities of our communities.
- Collaborate with our communities on solutions and actions.
- Include a diversity of voices.
- Value respect and compassion in our attitudes and actions.
- Believe everyone has responsibility for making the Town safe and welcoming.
- A commitment to enhancing the quality of life for all residents.
- A commitment to fostering a greater appreciation for community oriented policing practices and activity within the Town of Erin.
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Erin Community Oriented Policing Committee (ECOPC) is to provide advice to the CAO on all aspects of community oriented policing including but not limited to:

- To initiate and provide the CAO with advice with respect to the implementation and delivery of community oriented policing practices within the Town of Erin.

- Incorporate consultation with the broader community and organizations and agencies involved in community safety and crime prevention.
- Develop a comprehensive and inclusive Community Safety and Crime Prevention Plan to be implemented with the citizens of the Town of Erin.
- Develop the plan through grass-roots government and goal-oriented planning partnerships.
- Assist in and monitor implementation of the plan.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin Community Oriented Policing Committee (ECOPC) shall consist of 7-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the demographic make-up of the community.

- 4.1 Members shall be appointed for a four-year term to run consistent with the term of Council. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, Vice-Chair and recording secretary for EHCAC will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of four consecutive years. The Chair and Vice-Chair will be expected to be available to make presentations on the ECOPC Reports 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.
- 4.4 In the absence of both the Chair and the Vice-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, ECOPC may recommend to the Town’s CAO, 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 seven (7) members, the CAO shall request that Council 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 ECOPC appointment periods. Council may also wish to advertise from 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, may request of the Chief Administrative Officer (CAO) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 ECOPC is an advisory committee to the Chief Administrative Officer (CAO/Town Manager) and established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to the CAO.
- 5.2 ECOPC reports directly to the CAO, under the signature of the Chair or designate. ECOPC reports and communicates will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when ECOPC Reports are being considered.
- 5.3 As part of its ongoing reporting requirements, ECOPC shall prepare an annual Status Report and Work Plan, which shall be submitted to the CAO in January of each year. The Report shall among other things:
- a) Summarize the activities and achievements of ECOPC over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and
 - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 The Committee shall keep proper minutes and records of every meeting and provide the CAO with a copy of same.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, for consideration by the CAO may submit additional, special project funding requests
- 6.2 Committee members will receive no remuneration for their involvement in ECOP Committee activities. An exception to this clause may be granted by resolution of Council is so requested by ECOPC through the Office of the CAO.

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: the coordination of ECOPC related communications and correspondence; ensuring ECOPC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff department heads of Town owned facilities.
- 8.3 The Director of Finance/Treasurer will administer the ECOPC budget.

9.0 MEETINGS

- 9.1 All committee meeting shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include ECOPC members, with the approval of the Chair, provided an ECOPC member chairs the sub-committee. Sub-committees shall report to the ECOPC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

- 9.5 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 the CAO 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 Council.
- 10.2 ECOPC may wish to review the Terms of Reference, from time to time, and make recommendations to the CAO regarding amendments.



Staff Report

Report #: #005-15
Date: November-3-15
Submitted By: **Bob Cheetham**
Subject: Momentum: Town of Erin 2015-2018 Economic Development Action Plan

Recommendations:

Be it resolved that Council of the Town of Erin receives the report and adopts the Momentum: Town of Erin 2015-2018 Economic Development Action Plan.

Background:

In November 2014 the Town of Erin contracted the services of The Granpreneurs Mentor Inc. (Bob Cheetham) as their economic Development Coordinator. The Coordinator was mandated to establish an Erin Economic Development Committee (EEDC) and work with the appointed EEDC members to develop an Economic Development Action Plan for the period 2015-2018. The EEDC was struck in February 2015 and worked over the course of the following nine (9) months to bring the Action Plan to full completion. The Coordinator was charged with the task of writing a DRAFT of the proposed plan which was presented to Council on August 8, 2015 for information only.

Following review of the draft plan by the public (August 8-October 1, 2015) and receipt of nineteen submissions by citizens and the Village of Erin BIA and East Wellington Chamber of Commerce, the EEDC members reviewed all submissions and held a full day technical planning session (Saturday October 17th, 2015) to decide on the final content of the Momentum Action Plan.

The technical session was facilitated by Mr. Bruce Withrow of Meeting Facilitators International and the Coordinator was tasked to write the final Momentum Economic development Action Plan for delivery to Council.

Financial Impact:

Meeting Facilitators International was paid \$1,500.00 to undertake the meeting facilitation process, which included advance meeting preparedness. The costs were budgeted as part of the 2015 economic development budget process.

Consultation:

Consultation included:

- 1) SWOT Assessment – EEDC Membership (March 2015)
- 2) Four (4) Public Focus Groups (July 13, 14, 15,16, 2015)
- 3) Advertised Public Input of the Draft Action Plan (August 8-October 1, 2015)
- 4) EEDC Technical Planning Session (October 17, 2015)

Communications Plan:

Communications involved promotion via, local Erin Advocate, Erin Radio 88.1, Town of Erin website and through direct telephone contact with focus group participants.

Conclusion:

The Momentum: Town of Erin 2015-2018 Economic Development Action Plan establishes a roadmap, not otherwise available, for promoting increased collaboration in the community and across the region and a variety of projects designed to strengthen the Town as a great place to live, work, play and run a business. Future growth within the community both residential and industrial will depend significantly upon decisions before Council on wastewater servicing in the community and where growth will be established. In the interim period, the Town of Erin has an opportunity to establish itself as a great tourism and lifestyle destination, which if implemented properly will increase business in the community and maximize exposure to the massive population just next door in the GTA.

Appendices:

Momentum: Town of Erin 2015-2018 Economic Development Action Plan

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1.0 EXECUTIVE SUMMARY

"*MOMENTUM: Town of Erin 2015-2018 Economic Development Action Plan*" is a four year economic development action plan that was developed by the Erin Economic Development Committee (EEDC) with input from the public, the Village of Erin Business Improvement Association (BIA) and the East Wellington Chamber of Commerce (EWCC) to provide a roadmap to a prosperous future.

MOMENTUM: The impetus and driving force gained by the development of a process or course of events



1.1 PRIMARY GOALS

Based on the overall input received, the EEDC has established seven (7) primary goals that together will position the Town of Erin with a momentum and a sound footing for economic renewal in the coming years. The goals are:

- Support the Retention, Growth and Expansion of existing businesses.
- Balanced growth in industrial, commercial and residential development.
- Build a positive business climate.
- Work cooperatively and strengthen links with all partners at all levels.
- Establish the Town of Erin as a Premier location for Equine Enthusiasts.
- Promote and market the Town of Erin as a Four Seasons Tourism Destination.
- Develop a Sustainable Economy.

The document is an Action Plan for Economic Development to be approved by Town of Erin Council for implementation for the years of 2015 to 2018.



2.0 BACKGROUND

2.1 Process: The Town of Erin engaged the services of a qualified economic development coordinator in November 2014 for one year to establish the Erin Economic Development Committee (EEDC) and facilitate the development of a four-year economic development action plan. The EEDC was established in February 2015 and mandated to provide advice to the office of the Chief Administrative Officer (CAO) on economic development in the community.

The EEDC conducted four (4) focus groups in July 2015 to get a clear understanding of sector priorities and suggested initiatives that could be explored by the community over the next four years. The four sector focus areas were:

- Agriculture and Equine Industry
- Tourism
- Downtown Revitalization
- Business Investment Attraction

The Economic Development Coordinator authored the DRAFT “Momentum” Action Plan for Council and public review and presented the draft plan to Council on August 3, 2015 for review by the public until August 25, 2015. In total, fifteen (15) submissions were received from the general public with many concerns about time constraints and summer vacation impediments. At its September 2nd meeting of Council, permission was sought and approved to extend the deadline for public comment until October 1st, 2015. All eighteen submissions were forwarded to EEDC members as they were received. Submissions were also received from the East Wellington Chamber of Commerce (EWCC) and the Village of Erin BIA.

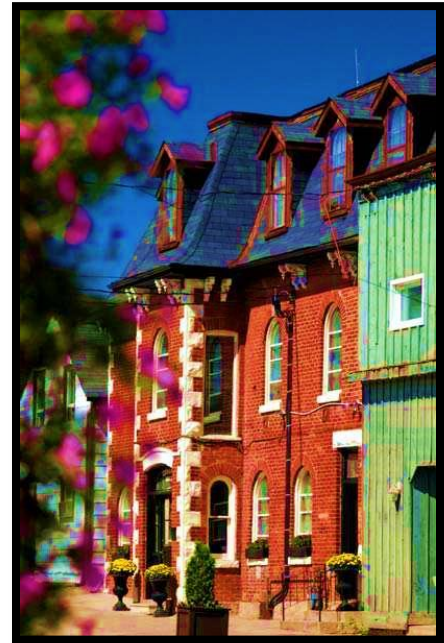
The Town of Erin engaged the services of *Meeting Facilitators International* to facilitate a day long planning session in mid-October 2015 where members of the Erin Economic Development Committee (EEDC), the Mayor and CAO /Town Manager reviewed over 230 comments and suggestions and provided advice on the content and final direction for the Momentum Action Plan.



2.2 Town of Erin: It is an exciting time for economic development in the Town of Erin. The community is on the threshold of experiencing growth in housing and is considering key investments for improving municipal infrastructure and services to enhance the quality of life experience and aid appropriate development. The Town is strategically located a short distance from the Greater Toronto Area (GTA) and a population in excess of 6.5 million people generating year-round visitors exploring small time rural living and taking advantage of riding, golfing, hiking, cycling, festivals, fairs, events and an array of other leisure activities. The Town of Erin is committed towards strengthening and diversifying the economic base, and building a resilient local business economy. Erin was rated 76th out of the top 100 places to Live

in Canada by Money Sense Magazine in 2015. (See Town of Erin Demographics – Appendix #6 Page 55)

3.0 VISION and MISSION: To achieve the mission and vision statements, a series of goals and action objectives have been established, all of which aim to provide direction to inform decision making over the term of Council. Although the Town presently works with a total of three suggested vision and mission statements, the Erin Economic Development Committee (EEDC) wishes to present the following for Council’s consideration during its update of the Town’s Official Plan (OP):



VISION

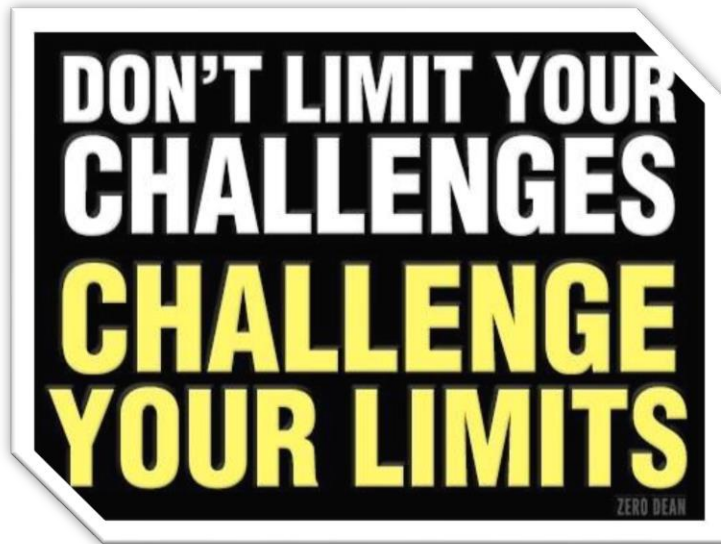
“A Town of innovation and sustainability where nature, community, and business thrive”

MISSION

“Erin will foster sustainable growth through infrastructure and public service development to enhance quality of life”

4.0 ECONOMIC DEVELOPMENT GOALS

The strategic goals in the action plan represent key areas that are intended to build



upon the unique strengths in order to foster economic development in the Town of Erin and across the region. The community has many strengths and opportunities that, if managed effectively, will result in future economic prosperity for the Town and its residents. The goals set out in this plan establish a strong framework for success and with strong leadership and a desire to seize opportunity as it presents itself, the future offers great promise.

Goal #4.1: *Support the Retention, Growth and Expansion of Existing Businesses*

In today's competitive environment, providing good business climate is crucial. Promotion of business friendly regulations, flexibility, as well as a quick response to business needs is vital. Business is driven by the bottom line, but other factors such as availability of labour, housing costs, quality of life, accessibility to markets, and many others do play important roles. Building a more positive business climate, while streamlining policy and regulatory processes is important to retaining and encouraging business growth and expansion in the Town of Erin. The Economic Development Officer will work with the Village of Erin BIA and the East Wellington Chamber of Commerce and colleagues at Wellington County Economic Development to strengthen the Town's capacity to support the business community.

Goal #4.2: *Balanced Growth in Industrial, Commercial and Residential Development*

As the Town of Erin moves forward with development of services in the community, it must maintain a balance in the growth of its industrial, commercial and residential development to ensure appropriate services are in place, land availability meets demand and residential growth meets the needs of families considering the Town of Erin as a great place to live, work and retire. The Town is presently undergoing the wastewater environmental assessments needed to determine where the future development should be located. Ultimately, decisions will need to be made during the amendments to the Town's Official Plan (OP) and further public consultation will be undertaken during that process.

Goal #4.3: *Build a Positive Business Climate*

The Town of Erin maintains three distinctive business areas; Village of Erin, Village of Hillsburgh and those businesses that exist within the rural areas throughout the community. These areas include home based businesses, agricultural businesses, village core business including retail, service and commercial/industrial operations. It will be imperative for the Town's new Economic Development Officer (EDO) to maintain open dialogue with all facets of the business community and their representative organizations (BIA and Chamber of Commerce). The Town of Erin entered into a collaborative relationship with both the Village of Erin BIA and the East Wellington Chamber of Commerce (EWCC) in January 2015 to work towards building a more positive business climate in the community. As the Town moves forward with many of the action items outlined in this Action Plan, there will be many opportunities for collaboration between the Town and the business community.

Goal #4.4: *Work Cooperatively and Strengthen Links with Partners at all Levels*



Inevitably, local economic development is about partnerships and cooperation, this includes partnerships with all levels of government, professional associations, social groups, and of course the business community. Communication and interaction can open doors to funding opportunities for community economic

development as well as provide ideas and partnership opportunities for more effective and efficient delivery of programs in the community.

Communication assures a degree of community buy-in and participation. Often the best chance of creating new jobs in the community comes from existing businesses within the community. Communication provides for a better understanding of local employment history, expansion needs, barriers to growth and a comprehensive approach for addressing issues. The Town of Erin will work towards enhancing future region wide partnerships and maximize every opportunity for cooperation.

Goal #4.5: *Establish the Town of Erin as a Premier Location for Equine Enthusiasts*



The Town of Erin Equine Economic Development Report outlines in great detail why the equine industry is and can be, a dominant player in the local economy. Projections indicate that there are over 400 horse farms located within the Town of Erin and over 250 equine-related businesses and services – 57% equine operations and 43% equine support services. It is estimated that there are approximately 140

equine hobby farms in the community. The Equine Project was a result of an economic development proposal developed by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to the then Economic Development Committee of Erin (EDCoE) in the fall of 2010 as a Business Retention and Expansion project.

EDCoE presented a proposal to the sitting Council which would focus specifically on the equine market sector. Erin Town Council supported the project and budget and gave approval to proceed (Resolution #10-185) in July 2011, with a mandate to:

1. Develop a list of equine related businesses and riders in the Town of Erin for potential interview selection
2. Develop a survey to determine the needs of equine businesses and riders as well as to develop a knowledgeable understanding of the strengths and weaknesses of the Equine industry in the Town of Erin
3. Conduct the survey and analyze the results
4. Develop recommendations for Council which would improve the economic outlook for the Town of Erin.

The Survey Committee compiled a listing of over 1000 names with approximately 60% being legitimate potential contacts. In all 90 person interviews were conducted, each an average of 1 ½ hours in duration. The breakdown of the group that was randomly selected included: 30 equine businesses, 30 business operators and 20 identified riders.

Gross revenues from equine in the Town of Erin are approximately \$18 million per year. The study found that 50% of equine operations derive 100% of their income from equine and that businesses average about \$72,000 per year with 66% of their gross revenue being generated within the Town of Erin. In addition the study revealed that equine operations operate an average of 2.6 enterprises.

From an employment and job creation perspective, it is estimated that the equine industry supports 750 full-time equivalent jobs in the Town of Erin; 90 full-time jobs; 235 part-time jobs employing skilled and semi-skilled workers.

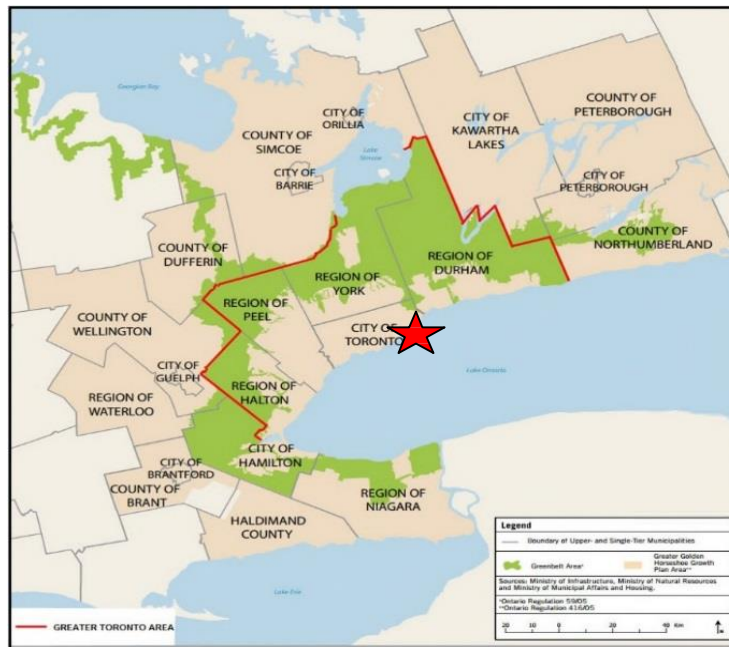


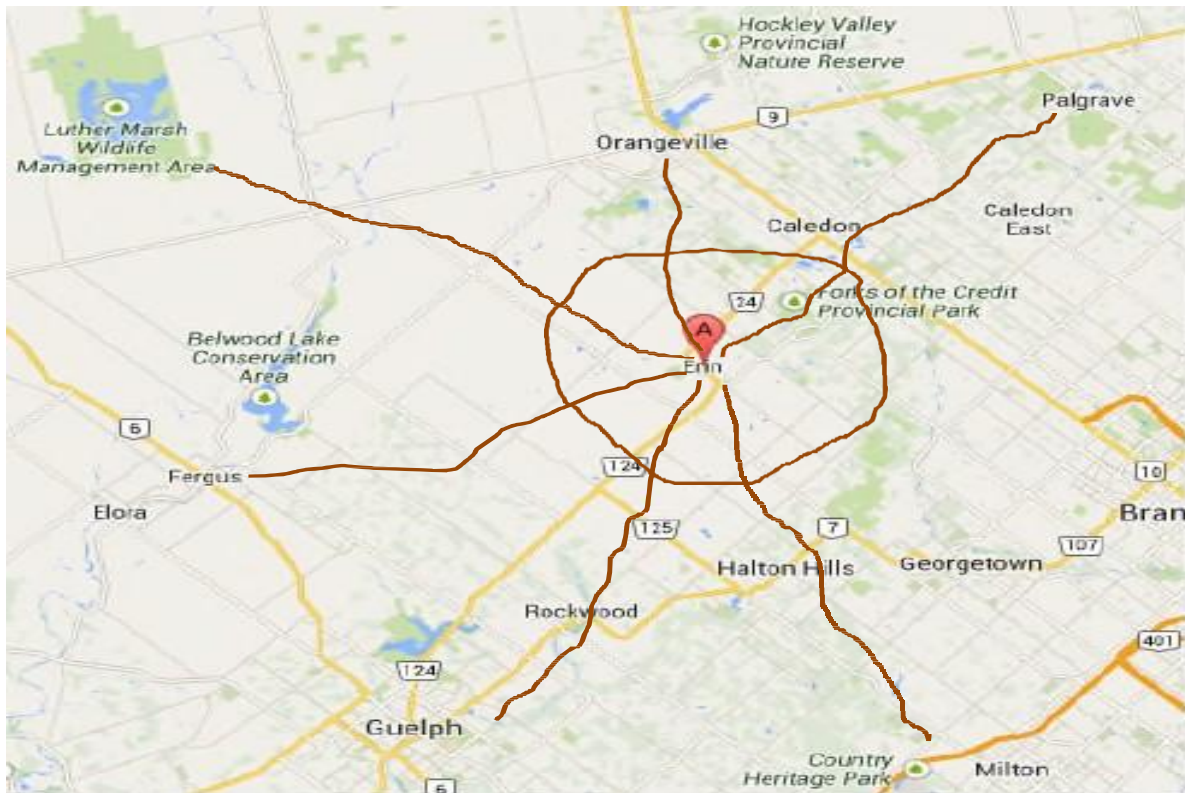
Figure 14

opportunities to the south, notably Halton, Mississauga and Brampton, are being edged out of business.

The equine report revealed that the almost 6.5 million population of the GTA provides for a huge marketing potential for the Town of Erin. Erin's proximity, appealing landscape, the resident equine infrastructure and expertise, nearby event facilities and high population of horse enthusiasts and horses provides Erin with a ready-made advantage. At the same time, riding

The Erin Equine Economic Development Report was completed in December 2013 and specific recommendations included:

- Adopt equine as the initial economic development engine
- Focus on marketing Erin as the GTA's equine playground
- Expand trail infrastructure to attract riders and leverage nearby event facilities
- Approach neighbouring jurisdictions to form a regional trail committee
- Attract equine manufacturing for maximum tax revenue growth
- Use equine to establish an economic development framework

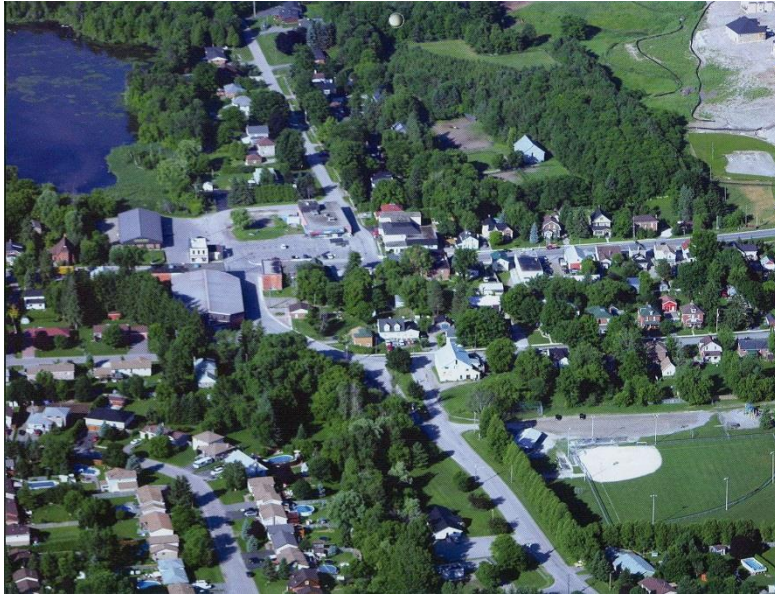


Proposed Erin Equine Trails "Hub"

The Erin Equine Economic Development Report (2013) recommended that the Town of Erin adopt equine as a major economic development engine, focusing on recreation and leveraging neighbouring facilities for competition. For maximum effectiveness, it further recommended that the Town pursue a strategy built on four components: marketing, infrastructure, equine manufacturing, and sustainability. It was suggested that together these four components would knit together a cohesive and mutually supportive industry.

The Report also supported the engagement of an economic development coordinator and a budget to pursue trail development and marketing efforts. An application was submitted to OMAFRA under the Ministry's Rural Economic Development (RED) Program for 50% funding, however, the project as proposed, was not supported. A new more comprehensive application for funding will be submitted to the Ministry's Rural Economic Development (RED) Program in November 2015.

Goal #4.6: *Promote and Market the Town of Erin as a Four Seasons Tourism Destination*



In today's economy it is important to have a positive brand, a brand that is differentiated, trusted and recognized. The Town of Erin needs a clear brand that will establish the community as a great place for investment, work, and leisure. Developing a central brand theme and working to develop tailored marketing and promotional materials for specific

audiences will help to promote the community and all the opportunities within Erin. Presently, Erin is identified for its rolling hills, quaint small town charm and rural lifestyle. The Village of Erin is a destination for many seeking a day outing and shopping opportunities. The Village of Hillsburgh is long known as a community of vibrant artists and quality home décor. Both communities are linked by the Elora Cataract Trail and visitors are often surprised by the number of active trails within the Town of Erin. Future opportunities abound for development of a "Riverwalk" trail that runs along the shoreline of the Lower West Credit River from Charles Street in the Village of Erin north to the Elora Cataract Trail and then northwest to the Village of Hillsburgh.

Additional opportunities may exist for continuing the "Riverwalk" Trail around the Mill Pond in Hillsburgh and then continuing northwest on the Elora Cataract trail to Elora. Development of a "Riverwalk" Trails network within the community has the potential to draw additional visitors to the community, expand opportunities for commerce and reinvigorate locals interested in walking or riding the trail. Such a development would

complement the Town of Erin's desire to become a "Hub" for equine enthusiasts.



The Erin Fall Fair is the Town's single greatest economic contributor to the local economy. Other opportunities may be pursued that enhance the potential for developing four season tourism activities in the Town which may include, but not be limited to; St. Patrick's Day Festival,

Summer Rodeo, Ribfest Celebration, Christmas Parade, Winter Carnival, Equine Events, etc.)

Success will depend greatly upon the collaborative efforts of all parties concerned and a willingness to approach new opportunities with enthusiasm and commitment. The Town should act as the principal facilitator for these events and work with local groups to ensure an active community and regional participation.

Goal #4.7: *Develop a Sustainable Economy*

Striving to support a high quality of life for residents, workforce, and visitors through sustainable development that carefully integrates economic, environmental as well as social and cultural interests is vital to the long term success of the community. The long term objective for the community should be to establish a local economy that would meet the needs of the present, without compromising the ability of future generations to meet their own needs. However, in the short term, environmental conservation and green energy alternatives present economic opportunities for the Town and great positive brand potential.

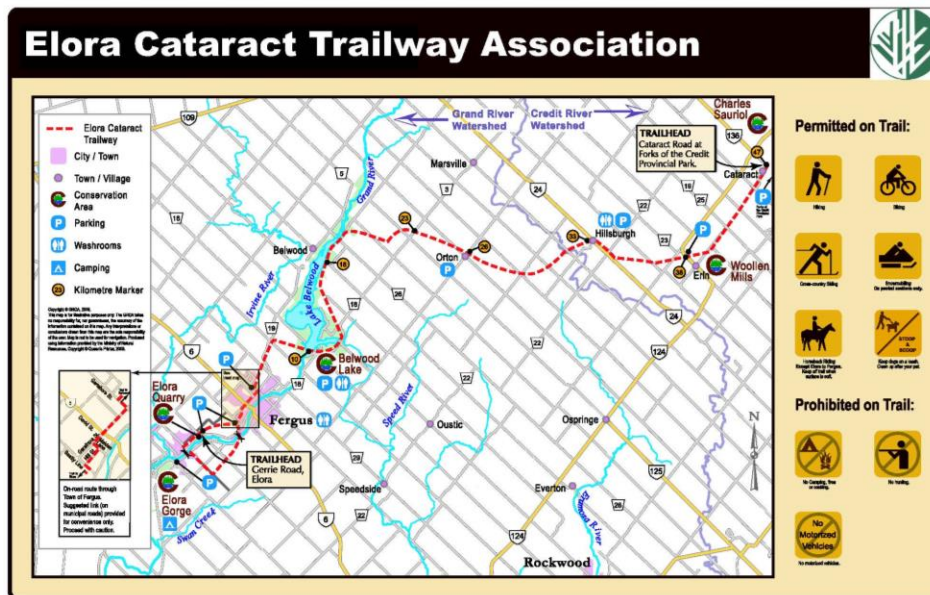
"Resilience" and "sustainability" are words used in a variety of ways. In

some interpretations, with a focus on the environmental dimension of sustainability, these ideas are seen as being at odds with economic growth. Growth certainly can have negative impacts, in terms of greenhouse gas emissions and other forms of environmental impact, consumption of resources (including land), and increased ecological footprint. At the same time, it must be acknowledged that for the foreseeable future the County of Wellington will continue to absorb growth in population and employment and a significant share of this growth will occur in the Town of Erin.

Even the communities (and there are many in North America) that explicitly strive to be “the greenest City” are also seeking to strengthen and expand their employment base and are trying to accommodate residential, commercial, and industrial expansion in ways that are greener than in the past. The key is to manage this growth so as to optimize the benefits and minimize the impacts or costs. The Town of Erin aims to retain a strong, diverse local economy. It also aims to achieve this economic strength in a responsible fashion.

This Action Plan aims to increase the resilience of Erin’s local economy, by:

- Retaining existing employers, including commercial and industrial tax base and jobs, because these support the Town’s ability to provide its residents with services and facilities.
- Maintaining the ability to accommodate a steady share of regional employment growth in the sectors in which Erin has a competitive advantage.
- Diversifying the economy, so that it is more robust in the face of major economic or environmental change



Source: Elora Cataract Trailways Association Website

Other municipal policies and initiatives, in community planning and sustainability, should be coordinated with this Action Plan, to ensure that the land use, development, and transportation changes that are associated with employment growth are managed to: reduce energy consumption, GHG emissions, and waste; increase reuse of inputs and recycling; produce healthier environments for living and working; and address the impacts of climate change on the Town of Erin.

5.0 ACTION ITEMS

The action items identified in the following sections of the Momentum Action Plan have been broken down into five distinctive areas; Downtown Core, Centerpiece, EDO, Funding and Planning. Each of these action areas are directly aligned with the seven core goals established by the Erin Economic Development Committee (EEDC) following input from the public, the Village of Erin BIA and East Wellington Chamber of Commerce.

5.1 Downtown Core

a) **Action#5.1(i) Make Application to Ontario Trillium to Undertake a Riverwalk Trail Feasibility Study**

The proposed Erin Rotary Riverwalk Project involves determining the feasibility of constructing a Riverwalk Trail along the Lower West Credit River from Charles Street north to the Elora Cataract Trail and north-west to the Village of Hillsburgh and surrounding the Hillsburgh "Millpond". The Erin Rotary Club has agreed to support the development of the proposed project as a "Rotary Legacy" project. The feasibility study will involve extensive public consultation and discussions with both the County of Wellington and Credit Valley Conservation.

Lead Responsibility: EDO

Liaison: County of Wellington, Credit Valley Conservation, Erin Rotary Club, Community Stakeholder Groups, Private Landowners

Project Timing: January –July 2016

Action	Year	Est. Cost	Budget Impact	Lead
Riverwalk Feasibility	2016	\$67,000	Nil (100% Grant)	EDO

b) **Action # 5.1(ii) Establish a Town of Erin Wide Community Improvement Plan (CIP)**

The Town of Erin presently has two defined Community Improvement Plans, both established in the early 1990's. The CIP's covered the Villages of Erin and Hillsburgh, but have not been for the most part, ever used to their full potential. The Town needs to re-visit its existing Community Improvement Plans and roll both into one CIP for the entire Town of Erin. This will enable Council to plan and respond accordingly to community improvement and economic development opportunities.

Lead Responsibility: Chief Administrative Officer (CAO)

Liaison: EEDC, County of Wellington Planning

Project Timing: September 2015-May 2016

Action	Year	Est. Cost	Budget Impact	Lead
Community Improvement Plan (CIP)	2015-2016	TBD	2015/2016	CAO

c) Action #5.1(iii): *Conduct a First Impressions Community Exchange with the Town of Mount Forest*

The "First Impressions Community Exchange" Project is supported by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and will be held in collaboration with North Wellington Economic Development, the Village of Erin BIA and Let's get Hillsburgh Growing (LGHG) Committee and East Wellington Chamber of Commerce (EWCC). The initiative will see teams of representatives from each community visiting and assessing each other's communities from a variety of perspectives and responding by written report.

Responsibility: EDO

Liaison: EEDC, OMAFRA, North Wellington EDC, EWCC, Erin BIA, LGHG

Project Timing: Summer 2016

Action	Year	Est. Cost	Budget Impact	Lead
First Impressions Exchange	Summer 2016	\$1,000.00	2016	EDO/EEDC

d) Action #5.1(iv): *Initiate Steps for Development of a Crosswalk in the Village of Erin*

For a number of years the Village of Erin BIA and others have called for a pedestrian activated light crossing on Main Street in the Village in front of the existing Canada Post office. Main Street in Erin is also WCR 124 and is a County of Wellington jurisdiction. Conduit for wiring of the crosswalk was installed, but the project has never been advanced. Discussion needs to take place with the County to further advance completion of the proposed crosswalk. The EEDC supports the need for the crosswalk in the Village of Erin.

Lead Responsibility: EDO/CAO

Liaison: EEDC, County of Wellington

Project Timing: Fall 2015

Action	Year	Est. Cost	Budget Impact	Lead
Village of Erin Crosswalk	2015-2016	TBD	2016	EDO/CAO

e) Action #5.1(v): *Establish Public Washroom Facilities in the Village of Erin*

The Town needs to investigate the cost of providing public washroom facilities in the downtown core area of the Village of Erin, either on a permanent or seasonal basis with appropriate rental facilities.

Lead Responsibility: CAO/EDO

Liaison: EEDC, Village of Erin BIA

Project Timing: Spring 2016

Action	Year	Est. Cost	Budget Impact	Lead
Public Washrooms	2016	TBD	2016-2017	CAO/EDO

f) Action #5.1(vi): *Investigate Options for Creating a Winter Skating Environment on the Lower West Credit River between Charles and Church Street in the Village of Erin*

The Town of Erin needs to explore opportunities for potentially using the Lower West Credit River as a skating atmosphere between Charles and Church Street in the Village of Erin. This activity could also complement the potential development of the proposed "Erin Rotary Riverwalk" trail.

Lead Responsibility: EDO/Manager of Recreation

Liaison: EEDC, Erin BIA,

Project Timing: Winter 2017

Action	Year	Est. Cost	Budget Impact	Lead
Winter Skating	2017	TBD	2017	EDO

g) Action #5.1(vii) *Develop an Erin Community Ambassador Program*

Work with the Village of Erin BIA, East Wellington Chamber of Commerce and Let's Get Hillsburgh Growing to initiate a Community Ambassador Program that invigorates all participants and stakeholders towards promotion of the Town of Erin as an excellent place to live, work, play and do business.

Lead Responsibility: EDO

Liaison: Erin BIA, EW CC, LGHG and Public Stakeholders

Timing: Winter 2016 – Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Ambassador Program	2016	\$2,500.00	2016	EDO

h) Action #5.1(viii): *Investigate the Potential of Extending Business Store Hours in the Community*

The present store hours in the communities do not seem to correspond to the needs of many residents who commute in and out of Erin to work or do their business. Discussions need to take place with the Village of Erin BIA and East Wellington Chamber of Commerce to determine if the business owner's would consider having their businesses open later in the evenings to accommodate greater local support and buy local interest.

Lead Responsibility: EDO

Liaison: Erin BIA, East Wellington Chamber of Commerce, Local Stakeholders

Timing: Winter 2016

5.2 Four Seasons Attraction

Action #5.2(i): *Develop a Four Seasons Attractions Strategy and Destinations Experience for the Town of Erin*

Sector Focus Group discussions identified numerous opportunities for developing a four season attractions strategy. The discussions also fostered the need for well-developed destination experiences. This initiative will require input and support from community groups, businesses and organizations that regularly initiate activities in the Town of Erin. (Fall Fair, Equine Hub, St. Patrick's Day Festival, Erin Rotary Riverwalk)

Lead Responsibility: EDO
 Liaison: EEDC, Community Groups, LGHG, Credit Valley Conservation, Erin BIA
 Project Timing: 2016-Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Four Seasons Attractions Strategy	2016/Ongoing	TBD	TBD	EDO

5.3 Wastewater

a) Action #5.3(i): Wastewater Environmental Assessment

The Town of Erin is presently undergoing environmental assessment of its water and wastewater servicing in the community. Although not directly responsible for the Wastewater EA Process, the Erin Economic Development Committee (EEDC) feels it will be extremely important to ensure that the terms of reference, for completion of the assessment review process, be comprehensive and take into consideration all avenues of potential impact on the overall assimilative capacity. The EEDC believes that waste water treatment is critical for the future development of industrial and commercial land and supports the Environmental Review Process underway by the Town of Erin.

Lead Responsibility: CAO/Triton Engineering
 Liaison: Triton, MOE, Credit Valley Conservation, County of Wellington
 Project Timing: 2015-2017

Action	Year	Est. Cost	Budget Impact	Lead
Wastewater Assessment	2015-2018	\$600,000.00	2015-2018	CAO

5.4 **Economic Development Officer (EDO) Actions**

The Town of Erin is a dynamic, growing and well planned municipality that provides an outstanding environment for business growth and expansion. The Economic Development Officer (EDO) is integral in working with the Erin Economic Development Committee (EEDC), Town Departments, Town Council and other agencies and groups working towards the Town of Erin realizing its potential. The EDO will work in a collaborative way with the East Wellington Chamber of Commerce and Village of Erin Business Improvement Association (BIA) to increase exposure to local business and a "Support Local" philosophy.

The Economic Development Officer (EDO) reports directly to the Town's Chief Administrative Officer (CAO)/Town Manager. The EDO will be the face of the department and work closely with Council and Council Committees, external agencies and groups, the planning and development community (locally, nationally and internationally), as well as other divisions/departments within the organization. The EDO is the primary promoter and sales representative for the community where a significant amount of her time will be focused on liaising with, and ultimately attracting new businesses, and retaining and helping grow existing businesses to and in the Town of Erin.

The EDO's key responsibilities are as follows:

- Promote the clear message that the Town of Erin continues to be "open for business";
- Develop and foster strategic relationships or partnerships with the development industry and other key local, regional and national partners;
- Aggressively promote and represent the community in presentations to industry, government, media, and the public, communicating the Town's attractiveness for all types of investment;
- Identify innovative and creative means to produce and market the Town of Erin, particularly to attract tourism and desired light industrial and commercial development;

-
- Work collaboratively with the County of Wellington Planning and Development and Engineering Departments to align all process and communications to synergistically support development;
 - Develop a consolidated and consistent economic development/marketing plan and process for the entire corporation, in alignment with Council's goals;
 - Prepare and act upon analytical reports on local activities and trends, including competitive analyses;
 - Provide broad leadership and direction to the employees and consultants within the Economic Development Department;
 - Serve as a strategic member on the Town's Senior Leadership Team, including directing issues of corporate importance and providing professional advice within the organization, to elected officials, and to others;
 - Directly and indirectly support the Town of Erin's improved economic sustainability and quality of life, through active business attraction;
 - Proactively consult, facilitate and support the growth, development, and retention of existing business in the Town of Erin.

5.4.1. Centerpiece Priorities

a) Four Seasons Attraction:

Action #5.4.1(i): Develop a Four Seasons Attractions Strategy and Destinations Experience for the Town of Erin

Sector Focus Group discussions identified numerous opportunities for developing a four season attractions strategy. The discussions also fostered the need for well-developed destination experiences. This initiative will require input and support from community groups, businesses and organizations that regularly initiate activities in the Town of Erin.

Lead Responsibility: EDO

Liaison: EEDC, Community Groups, LGHG, Credit Valley Conservation, Erin BIA
 Project Timing: 2016-Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Four Seasons Attractions Strategy	2016/Ongoing	TBD	TBD	EDO

b) Wastewater:***Action #5.4.1(ii): Wastewater Environmental Assessment***

The Town of Erin is presently undergoing environmental assessment of its water and wastewater servicing in the community. Although not directly responsible for the Wastewater EA Process, the Erin Economic Development Committee (EEDC) feels it will be extremely important to ensure that the terms of reference, for completion of the assessment review process, be comprehensive and take into consideration all avenues of potential impact on the overall assimilative capacity. The EEDC believes that waste water treatment is critical for the future development of industrial and commercial land and supports the Environmental Review Process underway by the Town of Erin.

Lead Responsibility: CAO/Triton Engineering

Liaison: Triton, MOE, Credit Valley Conservation, County of Wellington
 Project Timing: 2015-2017

Action	Year	Est. Cost	Budget Impact	Lead
Wastewater Assessment	2015-2018	\$600,000.00	2015-2018	CAO

c) **Business Retention and Expansion:**

Action #5.4.1 (iii): *Undertake a Follow-Up Review of BR&E Contributing Businesses*

The Town of Erin participated in an extensive Business Retention and Expansion (BR&E) review initiated by the County of Wellington (2014) and a number of the businesses that were interviewed requested future follow-up meetings. The economic development department will conduct follow-up sessions in the fall of 2015.

Lead Responsibility: EDO

Liaison: EEDC, County of Wellington, EWCC

Project Timing: Fall 2015

Action	Year	Est. Cost	Budget Impact	Lead
BR&E Review	Fall 2015	\$1,500.00	2015	EDO

d) **Equine Hub:**

Action #5.4.1(iv): *Submit New Application to the Ministry of Agriculture, Food and Rural Affairs to Develop the Equine Industry within the Town of Erin as an Equine "Hub" of Trail Infrastructure*

The Town of Erin needs to make application under the OMAFRA's Rural Economic Development Program (RED Program) for project funding to support the feasibility and future development of the community as a "Hub" for Equine Trail infrastructure development. This application is funded on a matching funds basis (50%).

Lead Responsibility: EDO

Liaison: OMAFRA, EEDC, County of Wellington EcDev, Headwaters, Equine Guelph Trails Network

Project Timing: Fall 2015- March 2017

Action	Year	Est. Cost	Budget Impact	Lead
Equine Hub OMAFRA	2016-2018	TBD (50%)	2016-2017	EDO

5.4.2 EDO - Core Functions

a) Action # 5.4.2(i) *Develop External Business Attraction Marketing and Promotion Campaign*

External business attraction is expensive but necessary if a community intends to grow its business potential. Action is required to plan and develop new marketing and promotional materials that address and influence potential business owners considering a location for their venture.

Lead Responsibility: EDO
 Liaison: EEDC, EWCC
 Project Timing: January 2016

Action	Year	Est. Cost	Budget Impact	Lead
External Business Attraction	2016	\$15,000.00	2015-2016	EDO

b) Action #5.4.2(ii): *Develop a Town of Erin Community Profile (Print and Web Based)*

Work has already been started on drafting a Town of Erin Community Profile and this task needs to be completed so that all pertinent information is available to anyone looking to relocate to the community and for site selectors searching out potential locations for commercial or

industrial development. The community profile once completed will be both printed and available on the Town's website for easy access.

Lead Responsibility: EDO

Liaison: EEDC, EWCC, Village of Erin BIA, LGHG

Project Timing: December 2015- February 2016

Action	Year	Est. Cost	Budget Impact	Lead
Community Profile	Dec.2015 - Feb.2016	\$5,000.00	2015	EDO

d) **Action #5.4.2(iii): *Support Commercial/Industrial Enquiries and Provide Coordination Role***

The Town of Erin economic development department regularly responds to a variety of commercial and industrial enquiries. There is an ongoing responsibility to ensure that response is expedient and that the information provided is timely and complete.

Lead Responsibility: EDO

Liaison: EEDC, EWCC, County of Wellington

Project Timing: Ongoing

e) **Action #5.4.2(iv) *Development of Industrial and Commercial Lands***

The Town of Erin needs to investigate options for acquisition of lands in other quadrants of the community that may offer opportunities for future serviced industrial commercial development (i.e. Crewsons Corners, etc.)

Lead Responsibility: EDO

Liaison: County of Wellington Planning, Commercial Realtors, Private Land Developers

Timing: Ongoing

5.4.3 EDO - Priorities

a) Action #5.4.3(i): *Establish a Business Visitation Plan*

The Mayor and EDO will establish a regular weekly schedule to meet with one business per week, to become better informed about the needs of the business community and help address any questions concerning municipal services and economic development support that may exist.

Lead Responsibility: EDO/Mayor

Liaison: EWCC, Erin BIA

Project Timing: Fall 2015

Action	Year	Est. Cost	Budget Impact	Lead
Business Visitation	Ongoing	N/A	N/A	EDO/Mayor

b) Action #5.4.3(ii): *Undertake an "Open for Business" Marketing and Promotional Campaign*

The Town of Erin has publically declared it is "Open for Business." Words alone are never enough to bring about results. The Town needs to develop a marketing and promotional campaign to back up its declaration and market the community's assets and rural quality of life experience.

Lead Responsibility: EDO

Liaison: EEDC, EWCC, Erin BIA, LGHG, Erin Radio 88.1, Erin Advocate

Project Timing: Fall 2015

Action	Year	Est. Cost	Budget Impact	Lead
Open for Business Campaign	2015 and Ongoing	\$3,000.00	2015 Ongoing	EDO

c) Action #5.4.3(iii): *Promotion of "Live and Work Erin" Web Portal*

The Live and Work Erin (www.liveandworkerin.com) web portal went live on the Town of Erin website in May 2015. The web portal requires proper marketing and promotion to ensure its utilization and success. The Town and three other partnering economic development departments across Wellington County will collectively share the cost of a three month advertising blitz to acquaint the public with the availability of the web portal and its access.

Lead Responsibility: EDO

Liaison: County of Wellington, Minto, Centre Wellington, North Wellington

Project Timing: Fall 2015

Action	Year	Est. Cost	Budget Impact	Lead
Live and Work Erin Portal	2015	\$3,500.00	2015	EDO

d) Action #5.4.3(iv): *Attract Equine Manufacturing and Equine Service Business to the Town of Erin*

The Town of Erin is estimated to be home to over 400 horse farms and approximately 250 horse related business enterprises. The Town needs initiate measures to attract equine manufacturing and service related businesses to the community. The appropriate marketing and promotional initiatives need to be identified and implemented in the future.

Lead Responsibility: EDO

Liaison: EEDC, County of Wellington OMAFRA

Project Timing: 2016/Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Attract Equine Manufacturing /Service	2016	\$5,000.00	2016	EDO

e) Action #5.4.3(v): *Produce a Trails Network Plan and Promotional Brochure*

Work in conjunction with the Town of Erin Trails Network Committee to further develop an Erin Trails Network and appropriate promotional materials.

Lead Responsibility: EDO/CAO
 Liaison: EEDC, Trail Committee
 Project Timing: March 2016

Action	Year	Est. Cost	Budget Impact	Lead
Trails Brochure	2016	\$1,000.00	2016	EDO

f) Action #5.4.3(vi): *Explore the Potential for Attracting a Post-Secondary Educational Facility*

The Town of Erin presently has excellent elementary and secondary educational facilities. Opportunities may exist for use of the upper floor area of the Erin Public School. The Town needs to explore potential options with the Upper Grand District School Board for influencing the interest of a college to locate a satellite facility in the Town of Erin.



Lead Responsibility: EDO
 Liaison: EEDC, Sheridan College, County of Wellington, Upper Grand District School Board
 Project Timing: 2015

Action	Year	Est. Cost	Budget Impact	Lead
Attract Post- Secondary	2015	\$1,000.00	2015	EDO

g) Action #5.4.3(vii): *Initiate Photometric Analysis of Village of Erin Downtown Core Lighting Upgrades*

Lighting standards within the Village of Erin are old and in need of replacement. The Town needs to conduct a photometric analysis of the downtown core area and determine its options for replacement of more energy efficient lighting.

Lead Responsibility: EDO/Roads Superintendent

Liaison: Erin BIA, Town Public Works

Project Timing: Spring 2016

Action	Year	Est. Cost	Budget Impact	Lead
Photometric Analysis	2016	\$1,500.00	2016	EDO/Roads Superintendent

h) Action #5.4.3(viii) *Semi-Annual Mayor's Business Breakfast*

Undertake a Semi-Annual Mayor's Business Breakfast to update the business community on the activities of the Town of Erin and engage the business community and other stakeholder groups in a discussion about community priorities.

Lead Responsibility: EDO/Mayor

Liaison: Erin BIA, East Wellington Chamber of Commerce, County of Wellington

Timing: May 2016-October 2016 (Ongoing)

Action	Year	Est. Cost	Budget Impact	Lead
Mayor's Breakfasts	2016	\$1,500.00	Ongoing	EDO/Mayor

i) Action #5.4.3(ix): *Establish an Erin Equine Marketing Alliance*

Discussions with members of the equine industry indicate that there is no coordinated voice within the equine sector in the Town of Erin. Further research shows that the industry lacks a coordinated voice when it relates to marketing initiatives and that an alliance of industry representatives is warranted.

Lead Responsibility: EDO

Liaison: EEDC, OMAFRA, Equine Canada, Local Equine Operators, Headwaters Equine Leadership Group (HELG)

Project Timing: 2016/Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Equine Marketing Alliance	2016 Ongoing	\$2,500.00	2016	EDO

j) Action #5.4.3(x): *Create a Web Based Erin Equine Business Directory*

The Town of Erin is a well-known host to over 400 horse farms and a variety of equine related service operators. The availability of a well administered Erin Equine Business Directory would further accentuate the community as the centre of horse country.

Lead Responsibility: EDO/Equine Representation

Liaison: EEDC, Equine Canada, OMAFRA, Erin Ag Society, Guelph Equine Network

Project Timing: Winter 2016

Action	Year	Est. Cost	Budget Impact	Lead
Equine Business Directory	2016	\$2,500.00	2016	EDO

k) Action #5.4.3(xi): *Investigate Ways to Leverage Headwaters "Horse Country" Marketing*

The Town is presently a member of Headwaters Tourism and it needs to investigate how it can further, better leverage the Headwaters "Horse Country" branding and promotion to its advantage.

Lead Responsibility: EDO

Liaison: EEDC, Headwaters, Headwaters Equine Leadership Group (HELG)

Project Timing: January 2016

l) Action #5.4.3(xii): *Develop a Corporate Sponsorship and Advertising Policy*

The Town needs to develop a formal policy for how it sponsors public initiatives and how it administers publically advertised services.

Lead Responsibility: EDO/CAO

Liaison: EEDC, Headwaters, EWCC

Project Timing: May 2016

m) Action #5.4.3(xiii): *Investigate Opportunities for an Additional Transfer Station, Recycling Program and Composting Facility*

Enter into a dialogue with the County of Wellington to determine available options for an additional waste transfer station, recycling program and composting facilities within the Town of Erin to mitigate existing travel distance and eco-sensitivity interests in the community.

Lead Responsibility: EDO

Liaison: County of Wellington,

Project Timing: January 2015

5.4.4 Funding

a) Action #5.4.4(i): *Apply for County of Wellington 2015 Economic Development Funding*

The County of Wellington economic development department Business Retention and Expansion Municipal Support Program offers \$25,000 in financial grant funding to County wide municipalities pursuing business and retention efforts in their community. The Town of Erin received funding in 2014 and will apply for like funding in 2015.

Lead Responsibility: CAO/EDO

Liaison: EEDC, County of Wellington

Project Timing: Completed and Approved- October 2015

b) Action #5.4.4(ii): *Apply to County of Wellington Planning for 50% Funding to Undertake a Trail Development*

The County of Wellington Planning Department offers a grant to undertake trail development within Wellington County. The Town will submit an application for funding in the amount of \$20,000 and the 2016 budget for trail development allocates \$10,000 towards matching funds. The community is eligible for up to \$50,000 in matching funding for walking trail development.

Lead Responsibility: EDO

Liaison: EEDC, County of Wellington, Erin Trails Committee, Public Land Owners

Project Timing: Spring 2016

Action	Year	Est. Cost	Budget Impact	Lead
Walking Trails Development	2016	\$10,000.00	2015/2016	EDO

c) Action #5.4.4 (iii) *Apply to OMAFRA "RED Program" for funding to develop an Equine Trail Hub in the Town of Erin and seek out other opportunities for expanding the Equine industry within the Town. This application is for matching funding (50%).*

Lead Responsibility: EDO

Liaison: Equine Guelph, OMAFRA, Headwaters Tourism Village of Erin BIA, Erin Ag Society, Private Landowners

Timing: 2015-2018

Action	Year	Est. Cost	Budget Impact	Lead
Equine Trails Hub	2015-2018	TBD	TBD	EDO

5.4.5 Collaboration

a) **Action #5.4.5(i):** *Host a Business Showcase Networking Event/Economic Development Forum*

The Economic Development Department in collaboration with the East Wellington Chamber of Commerce (EWCC) and the Village of Erin BIA will be hosting a Business Showcase of an estimated 70 businesses in the community in conjunction with the annual Home and Lifestyle Show to better inform the general public of what business brings to a community and what it has to offer. The Showcase will be held at Centre 2000 in April 2016 and admittance for the public is free.

Lead Responsibility: EDO

Liaison: EWCC, Erin BIA, LGHG

Project Timing: April 2016

Action	Year	Est. Cost	Budget Impact	Lead
Business Showcase	April 2016	\$5,000.00 (Breakeven)	2016	EDO/BIA/ Chamber

b) **Action #5.4.5(ii):** *Explore the Potential for Developing a "Business Development Centre" in the Town of Erin*

At present there are a number of facilities available in the community to meet the needs of new business enterprises in their infancy stages of growth. There are a variety of support programs available through the County of Wellington, the Guelph-Wellington Business Enterprise

Centre, the local Business Improvement Association (BIA) and East Wellington Chamber of Commerce (EWCC) to assist the needs of business in the community. The development of an “incubation” type business development centre in the community in collaboration with the private sector should be explored.

Lead Responsibility: EDO

Liaison: EEDC, EWCC, County of Wellington, Village of Erin BIA

Project Timing: Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Business Development Centre	2015-2016	TBD	nil	EDO

c) Action #5.4.5(iii): *Support Regional Collaboration and Association Events Related to Economic Development*

The Town of Erin commits to working collaboratively, locally and across the region with community groups and organizations in support of efforts that make the community a better place to live, work, play and do business.

Lead Responsibility: EDO/CAO

Liaison: EEDC, EDCO, County of Wellington EcDev, Headwaters Tourism, Regional Tourism RTO#4

Project Timing: Ongoing

d) Action #5.4.5(iv): *Enhance Working Relationships with Adjoining Community Economic Development Departments*

The Town of Erin meets monthly with representatives of all economic development departments within the County of Wellington. Additional relationships need to exist between the Town and neighbouring communities to the east, west, north and south.

Lead Responsibility: EDO

Liaison: County of Wellington, Centre Wellington,
Guelph Eramosa, Caledon, Halton Hills

Project Timing: Ongoing

e) Action #5.4.5(v): *Collaborative Promotion with Erin BIA in the "In the Hills" Publication*

The Town of Erin participates with the Village of Erin BIA to promote and market the downtown core businesses in a quarterly publication of "In the Hills."

Lead Responsibility: EDO

Liaison: Village of Erin BIA, In the Hills

Project Timing: Fall 2015

Action	Year	Est. Cost	Budget Impact	Lead
"In the Hills" Promotion	2015	\$1,200.00	2015	CAO

f) Action #5.4.5(vi): *Develop and Maintain Relationships with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)*

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) play a significant part in the lives of local residents and it also is the lead Ministry for rural economic development in Ontario. As the Town of Erin moves forward with its economic development objectives, consistent liaison with representatives of OMAFRA will be very important.

Lead Responsibility: EDO/CAO

Liaison: Guelph Office of OMAFRA, EEDC, County of Wellington

Project Timing: Ongoing

g) Action #5.4.(vii): *Support Regional Collaboration and Association Events Related to Economic Development*

The Town of Erin commits to working collaboratively, locally and across the region with community groups and organizations in support of efforts that make the community a better place to live, work, play and do business.

Lead Responsibility: EDO

Liaison: EEDC, EDCO, County of Wellington EcDev, Headwaters Tourism

Project Timing: Ongoing

5.4.6 Planning Related Activities

a) Action #5.4.6(i): *Proceed with the Town of Erin Official Plan Amendment Process and Identify Growth Areas*

The Town's Official Plan (OP) requires updating every five years and the Town of Erin's OP is scheduled for updating commencing in the fall of 2015. The town's planning is now undertaken by the County of Wellington Planning Department.

Lead Responsibility: CAO

Liaison: EEDC, County of Wellington Planning

Project Timing: September 2015-June 2016

Action	Year	Est. Cost	Budget Impact	Lead
Official Plan Amendment	2015-2016	TBD	2015-2016	CA

b) Action #5.4.6(ii) *Develop a Four Seasons Attractions Strategy and Destinations Experience for the Town of Erin*

Sector Focus Group discussions identified numerous opportunities for developing a four season attractions strategy. The discussions also fostered the need for well-developed destination experiences. This initiative will require input and support from community groups, businesses and organizations that regularly initiate activities in the Town of Erin.

Lead Responsibility: EDO

Liaison: EEDC, Community Groups, LGHG, Credit Valley Conservation, Erin BIA

Project Timing: 2016-Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Four Seasons Attractions Strategy	2016/Ongoing	TBD	TBD	EDO

c) Action #5.4.6(iii): *Work with the County of Wellington EcDev Department to Upgrade Regional Road Signage*

The County of Wellington has initiated a review and study of signage throughout the County. The Town of Erin will work collaboratively with the County to complete the study and provide recommendations for enhancing signage in the community and across the region.

Lead Responsibility: EDO

Liaison: EEDC, County of Wellington, EWCC

Project Timing: August 2015-December 2016

d) Action# 5.4.6(iv): *Develop System Upgrades to the Town's Social Media Platform*

The Town of Erin website presently offers a variety of information about the Town and Council activities. At present, aside from Twitter feeds the Town has no additional social media platforms. The Town needs to investigate and develop new avenues via social media for keeping its residents posted on activities in a timely manner.

Lead Responsibility: CAO/EDO

Liaison: EEDC,

Project Timing: Ongoing

Action	Year	Est. Cost	Budget Impact	Lead
Social Media Upgrades	2016/Ongoing	\$1,000.00	2016	EDO/CAO

e) Action #5.4.6(v): *Investigate Opportunities for Expanding the Trail Infrastructure within the Town of Erin and Opportunities for Leveraging nearby Event Facilities*

Efforts must be undertaken to expand the existing trail infrastructure within the Town of Erin and discussions need to be held with owners of horse event facilities to potentially develop opportunities for mutual leverage.

Responsibility: EDO
Liaison: EEDC, Halton, Angelstone Farms, Palgrave, Orangeville, Caledon, Inglewood, Cheltenham, Fergus, Elora and Local Arena establishments
Project Timing: Spring 2016

f) Action #5.4.6(vi): *Undertake a Town of Erin Recreation Masterplan*

The Town of Erin has no Recreation Department and facilities within the community are independently supervised. There is a need for undertaking a Recreation Master Plan to better facilitate recreation in the community. The completion of a Master plan was a recommendation by Strategy Corp, the consulting service undertaking the Town of Erin Operational Review.

Lead Responsibility: CAO/Recreation Manager
Liaison: EEDC, Erin Staff, Community
Project Timing: January 2016

Action	Year	Est. Cost	Budget Impact	Lead
Recreation Masterplan	2016	T BD	2016	CAO/Rec Manager

g) Action #5.4.6(vii): *Undertake a Transportation and Parking Plan for the Urban Centres of Hillsburgh and Village of Erin.*

The Town should undertake transportation and parking study to determine the needs of both Hillsburgh and the Village of Erin.

Lead Responsibility: CAO/ Roads Department

Liaison: Erin BIA, EWCC, County of Wellington

Project Timeline: June 2016

h) Action #5.4.6 (viii): *Explore Green Energy Opportunities within the Town of Erin*

The Town needs to further explore opportunities for using green energy systems to reduce its existing demand on the environment.

Lead Responsibility: CAO

Liaison: Industry, Recreation Department, Public Works

Project Timing: Ongoing

i) Action #5.4.6(ix): *Establish a Town of Erin Wide Community Improvement Plan (CIP)*

The Town of Erin presently has two defined Community Improvement Plans, both established in the early 1980's-1990's. The CIP's relate to the Villages of Erin and Hillsburgh, but have not been utilized to their full potential. The Town needs to re-visit its existing Community Improvement Plans and roll both into one CIP for the entire Town of Erin. This will enable Council to plan and respond accordingly to community improvement and economic development opportunities.

Lead Responsibility: Chief Administrative Officer (CAO)

Liaison: EEDC, County of Wellington Planning

Project Timing: September 2015-May 2016

Action	Year	Est. Cost	Budget Impact	Lead
Community Improvement Plan (CIP)	2015-2016	TBD	2015/2016	CAO

j) Action #5.4.6(x): *Undertake a Review of Available Land for Industrial/Commercial Development*

The Town economic development department needs to undertake a review of present conditions and create a database of available industrial and commercial facilities and lands available for occupation and or development in the community. This will require collaboration between the Town and area realtors and developers to ensure the data is kept current and information is updated on regular intervals.

Lead Responsibility: EDO

Liaison: EEDC, EWCC

Project Timing: December 2015

6.0 MONITORING AND UPDATING

The Town of Erin Economic Development Department and the Erin Economic Development Committee (EEDC) will monitor the Town of Erin's economic trends and evaluate progress in achieving the goals and objectives of this Action Plan. Performance measurements should be based on annual inputs and outputs and the effectiveness of the Economic Development Officer in formulating and sustaining

collaborative relationships at all levels.

The Economic Development office will produce an annual report summarizing:

- Key statistical indicators that track progress in achieving the aim of this Action Plan, particularly data on land availability, employment, commercial and industrial space, and business enquiries.
- Annual measurement of economic development activity based on inputs and outputs
- Actions that have been initiated or completed in the year.
- Plans for the coming year.

The Action Plan should be reviewed by Council in 2018 and updated in 2019.

7.0 NEXT STEPS

Next steps will include, but not be limited to:

- Receipt of the Momentum: Action Plan by Town of Erin Council (November 3, 2015);
- Commencement of the fulltime Economic Development Officer (November 9, 2015);
- Meeting of new Economic Development Officer and Erin Economic Development Committee (EEDC) – November 11, 2015;
- Mentorship between existing contract Economic Development Coordinator and new Economic Development Officer (November 9-27, 2015);

-
- Economic Development Officer to begin work in collaboration with community partners (Village of Erin BIA, East Wellington Chamber of Commerce, Headwaters Tourism, Erin Agriculture Society, County of Wellington and neighbouring economic development departments);
 - Economic Development Officer to initiate funding application to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Rural Economic Development (RED) Program for Equine Hub Development (November 2015)
 - Ongoing activities of the Erin Economic Development Committee (EEDC) to oversee implementation of the action plan and provide advice to the EDO and Town's CAO/Town Manager where appropriate.
 - Development of the 2016 Economic Development Annual Budget

NOTE: Advancing with proposed projects may be conditional upon the Town of Erin receiving funding from other senior levels of government.

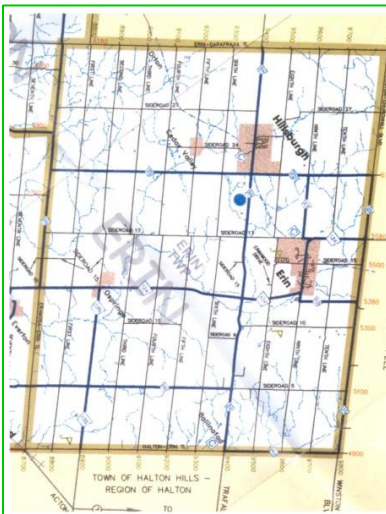
8.0 GLOSSARY OF TERMS and DEFINITIONS

The following glossary is provided recognizing that not all citizens are as familiar with terms and acronyms used in the fields of economic development and municipal government:

- 1) **“RED Program”** – The Ontario Ministry of Agriculture, Food and Rural Affairs , Rural Economic Development Program
- 2) **EEDC** – Erin Economic Development Committee
- 3) **CAO** – Chief Administrative Officer
- 4) **HELG** – Headwaters Equine Leadership Group
- 5) **BIA** – Business Improvement Association
- 6) **EWCC** – East Wellington Chamber of Commerce
- 7) **OMAFRA** - Ontario Ministry of Agriculture, Food & Rural Affairs
- 8) **HEADWEATERS** – Headwaters Tourism Association
- 9) **RTO 4** – Regional Tourism Organization Region #4
- 10) **CVC** – Credit Valley Conservation
- 11) **LGHG** – Let’s Get Hillsburgh Growing Committee
- 12) **EDO** – Economic Development Officer
- 13) **EDCO** – Economic Development Council of Ontario
- 14) **EDAC** – Economic Developers Association of Canada
- 15) **EDCoE** – Economic Development Committee of Erin
- 16) **GTA** – Greater Toronto Area
- 17) **Trillium** – Ontario Trillium Foundation
- 18) **WCR** – Wellington County Road

9.0 APPENDICES

1) BACKGROUND: The Town of Erin was incorporated following amalgamation in 1998 and is governed by an elected Council made up of four Councillors and a Mayor. The municipal administration is headed by a Chief Administrative Officer (CAO). The Town's previously elected Council engaged the services of an independent economic development practitioner just prior to ending its elected term in November 2014. Prior to this, economic development initiatives were undertaken and administered on a project specific basis by the office of the Chief Administrative Officer. The Economic Development Coordinator was engaged under contract for a period of twelve months commencing November 18, 2014.



In previous years, Council looked to the advice of an appointed Economic Development Advisory Committee, however, over time membership on the Committee dissipated until the Committee no longer remained active. With the creation of the new economic development function in November 2014, the Town of Erin called for expressions of interest from members of the public interested in sitting on a newly established Erin Economic Development Committee (EEDC). In early February 2015, Council appointed the new fourteen member EEDC to work with the Economic Development Coordinator and provide guidance and advice through the office of the CAO to Council. Part of the new Coordinator's responsibilities was to work with the EEDC membership to

formulate and economic development action plan that would form the framework and a roadmap for economic development within the Town of Erin over the next four years.

MOMENTUM: The impetus and driving force gained by the development of a process or course of events



"MOMENTUM: Town of Erin 2015-2018 Economic Development Action Plan" will set the vision and direction for the economic development function during the existing Council's four year mandate. A total of fifty-one (51) action initiatives have been identified within the action plan of which eighteen (18) have either been completed or are presently underway.

The Economic Development Action Plan is not to be confused with the Town's previously undertaken Corporate Strategic Plan. The Town of Erin completed its draft Corporate Strategic Plan in 2013 and in doing so it identified objectives that it prescribed to for *Building, Branding*

and Maintaining Strong Local Economies. The plan stated that the viability of the Town of Erin was dependent upon a strong local economy and that it considered the following:

- Services and businesses are located throughout the Town of Erin and all require supports and services to sustain local economies
- Strong local economies sustain strong property values and in turn enable our neighbourhoods to prosper and thrive with a variety of local services and amenities.
- We are committed to working in partnership with local business groups, e.g. LGHG, Erin BIA, East Wellington Chamber of Commerce to ensure supports are available to enable ongoing business success and a diversity of services.
- We are committed to supporting industries that are mutually beneficial to our local economy and reflect our heritage and values including agriculture, ranching and the equine industry.
- We will support economic development activities to sustain our local economy and thereby our investments and infrastructure.
- The Town of Erin has recently approved the hiring of an Economic Development Officer. The individual will work with local businesses, tourism officials and Town staff to develop support and market strategic activities as part of the Town's Strategic Plan to enhance Economic Development and Tourism. This individual will support the Town's Economic Development Committee to develop a framework for funding and training support.

2) The Erin Equine Economic Development Report

(<http://www.erin.ca/uploads/userfiles/files/1%20equine%20ask%20force%20report%20-%20report%20finalx.pdf>)

3) The Town of Erin Official Plan (<http://www.erin.ca/file.ashx?id=53624332-4f09-45be-9d0b-a9298cc446d7>)

As in any municipality in the Province of Ontario, it is the Town's Official Plan (OP) which establishes the parameters for development within a community. The Town of Erin's Official Plan is scheduled for review commencing in September 2015, however the following statements make up part of the existing OP concerning economic development in the community (Official Plan, Section 2.2.4 Economic Development).

- a) That the Town will be "open for business" by encouraging additional commercial and industrial opportunities to provide greater employment opportunities to complement the Town's residential development. In particular clean, technologically smart industry and business is encouraged
- b) That the Town encourage rural tourism as an economic development opportunity.
- c) That the Town continue to support home based businesses and cottage industries, enabled through technology, as an alternative form of economic development.

Section 2.3 of the OP addresses the Town of Erin's Growth Strategy and outlines the County of Wellington's forecasts for growth to the year 2031.

1.2 Relationship to the Growth Strategy (OP Section 2.3.1)

The County of Wellington Official Plan sets out an overall growth strategy for Wellington County based on the Provincial Growth Plan for the Greater Golden Horseshoe in a manner that is in keeping with appropriate and sustainable growth in small towns and rural areas. The decisions of the Town will conform to the overall growth strategy.

Growth in the Town of Erin and urban communities of Erin and Hillsburgh is forecasted as follows:

Town of Erin

Years	2006	2011	2016	2021	2026	2031
Total Population	11,680	11,930	12,490	13,510	14,530	15,530
Households	3810	3960	4160	4510	4850	5180
Total Employment	3550	3590	3780	4600	5020	5460

Urban Centres

Years	2006	2011	2016	2021	2026	2031
Erin Village						
Total Population	3020	3000	3100	3540	3980	4400
Households	1030	1050	1090	1240	1390	1530
Hillsburgh						
Total Population	1240	1280	1380	1610	1850	2080
Households	410	430	460	540	610	690

The Official Plan also outlines Community Improvement Policies in Section 3.4 which provide a variety of tools for Council's consideration and enactment to assist in the economic development function. Section 3.15 of the Official Plan specifically addresses Economic Development. The section reads as follows:

3.15.1 Overview

The Town's economy is mostly dependent on agriculture, aggregate operations, existing industry and commerce, home based business, tourism and recreation.

The Official Plan will address economic sustainability for the Town of Erin through creation of fiscal and economic policies. Economic development policies are intended to provide a cohesive platform to provide support services for the existing businesses in the Town of Erin as well as create new mechanisms to encourage new businesses to establish themselves in the Town.

3.15.2 Objectives

- a) To encourage industrial, commercial and other assessable non-residential growth in the Town, in particular, through economic development in areas of competitive advantage.
- b) To protect the economic viability of the Town, while providing adequate levels of municipal services.
- c) To ensure that new economic development is compatible with the existing form of development in the Town by encouraging "clean, green" types of industry.
- d) To create additional jobs in the community to enable a greater proportion of the population to live and work in the Town of Erin.

3.15.3 Economic Development Policies

- a) Recognizing the potential financial benefits of additional industrial/commercial development, the Town shall endeavour to:
 - i) commit an effective level of financial resources and staff effort to providing information and developing promotional strategies that will attract such development;
 - ii) streamline any necessary approval process associated with industrial or commercial development proposals;
 - iii) ensure all times, the availability of adequate supply of appropriately located designated and serviced land for industrial or commercial purposes;
 - iv) review its parking standards, building setback, landscaping and site plan standards, from time to time, considering market trends, to ensure that appropriate standards for industrial or commercial uses are maintained;

-
- vi) consider the use of available financial mechanisms, such as the provisions of the Development Charges Act to encourage economic development and ensure that growth related capital costs are met by development.
 - b) In order to generate additional industrial and commercial growth, the Town shall develop policies to facilitate economic development in key areas of competitive advantage such as:
 - i) tourism and recreation opportunities;
 - ii) home based occupations, small business, and agricultural related business;
 - iii) knowledge based business;
 - iv) storage and transportation opportunities.
 - c) Encourage the retention and expansion of the existing base of industry, identifying and meeting the needs of existing businesses and exemplifying a proactive and anticipatory attitude towards business investment and development;
 - d) New commercial and industrial development may be required to complete fiscal impact analysis in accordance with Section 15.15.5 of this Plan to ensure that the proposal will not have an adverse financial impact on the municipality.

Section 3.15.4 of the Town's Official Plan goes on to guide the Town with the establishment of and Economic Development Committee (EEDC) which was established and commenced its responsibilities in February 2015. These areas of the existing Official Plan are important as they highlight Council's mandate for economic development and reinforce the Town of Erin's existing policy concerning the delivery of economic development services in the community.

4) METHODOLOGY

"MOMENTUM: Town of Erin 2015-2018 Economic Development Action Plan" was developed with significant input from EEDC members and strategic sector focus groups in addition to the observations and experience of the Town's existing Economic Development Coordinator over the past eight months. The Action Plan will be available for written public comment until August 25th, 2015. Four focus group sessions were held in order to get a clear understanding of sector priorities and suggested initiatives that could be explored over the next four years.

The four sector focus groups discussed matters relating to:

- Equine and Agricultural Industry
- Tourism
- Downtown Revitalization
- Business Attraction

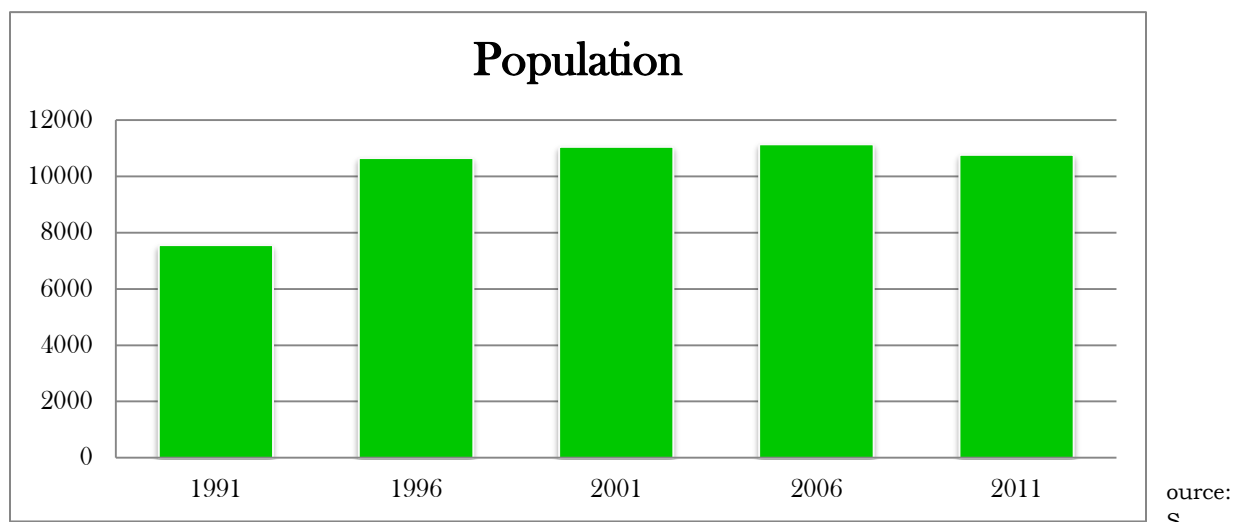
5) PURPOSE OF THE ECONOMIC DEVELOPMENT ACTION PLAN

This Economic Development Action Plan is a comprehensive but practical strategic document that outlines and prioritizes the community economic development policy tools. The purpose of the plan is to provide the guiding principles for positive community development, and direct actionable items to assist the newly formed Economic Development Committee (EEDC) and the Town of Erin's staff in attracting and retaining businesses and labour force that will secure a strong municipal economic future. This document is a strategic action plan for building capacity to foster the local economy.

6) DEMOGRAPHICS

The Town of Erin has grown continuously until 2006. Since 2007 the population has dropped minimally, a trend the town looks to reverse into its previous sustained growth. The Town's 2006 population was 11,148 compared to 10,770 in 2011, a decrease of 378 net citizens since the latest census. This represents a 3.4% decrease in population since 2006. Growth is affected by factors such as migration levels, housing costs, work opportunities and the economy in other parts of the country.

Figure 1 shows that Erin's population has been increasing at an even pace from 1996 - 2011. The population rose quickly from 1991 to 1996 due to an adjusted boundary line. Since then, the population increased steadily until the first population decrease was reported in 2011. The growth witnessed from 1991 until 2011 saw the population increase by 3,209 individuals from 7,561 in 1991, to 10,770 in 2011. In spite of the recent decrease in population of only 378 individuals, Erin is in prime position to continue the steady growth it has experienced over the last two decades.

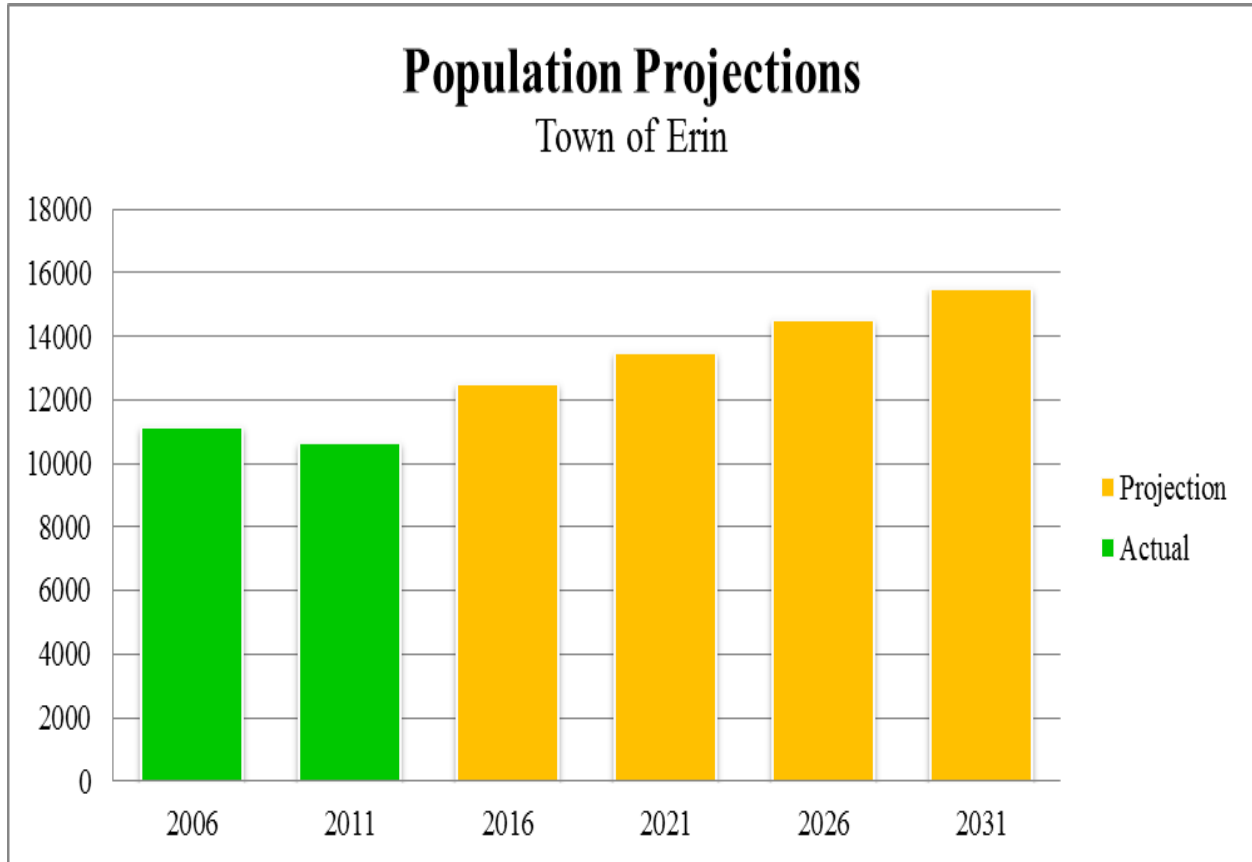


Statistics Canada, 2011 Census of Population, 2006 Census of Population, 2001 Census of Population, 1996 Source: Stats Canada, 2011 Census of Population.

Figure 2 shows that the population of the Town of Erin is projected to grow steadily from 2011 onwards. From the 2011 total of 10,657, the population is project to grow to 13,510 a decade later in 2021, and 15,530 another decade later in 2031. These statistics highlight the fact that despite the continued small

town charm Erin will always possess there is room for growth and statistics project a steadily growing population in Erin. This sustained growth bodes well for sustainable development in the town.

Figure 2



Population and Employment Estimates

Wellington County 2014 Population & Employment Estimates

Location	2011						2014					
	Population (excluding undercount)	Population (including undercount)	Households	PPU	Employment (including No Fixed Place of Work)	Activity Rate (including No Fixed Place of Work)	Population (excluding undercount)	Population (including undercount)	Households	PPU	Employment (including No Fixed Place of Work)	Activity Rate (including No Fixed Place of Work)
Centre Wellington	26,893	27,785	9,945	2.79	10,970	0.41	27,760	28,900	10,408	2.78	11,480	0.41
Fergus	13,260	13,805	5,115	2.70			13,650	14,210	5,330	2.67		
Elora/Salem	6,415	6,680	2,425	2.75			7,050	7,340	2,656	2.76		
Centre Wellington Rural	7,018	7,305	2,405	3.04			7,050	7,340	2,422	3.03		
Erin	11,420	11,890	3,955	3.01	3,340	0.29	11,740	12,220	4,046	3.02	3,550	0.30
Erin Village	4,190	4,360	1,105	3.95			4,220	4,390	1,115	3.94		
Hillsburgh	1,325	1,380	400	3.45			1,330	1,380	402	3.43		
Erin Rural	5,905	6,145	2,450	2.51			6,190	6,440	2,529	2.55		
Guelph/Eramosa	12,380	12,890	4,220	3.05	4,500	0.36	12,520	13,030	4,280	3.04	4,740	0.38
Rockwood	4,355	4,535	1,595	2.84			4,460	4,640	1,636	2.84		
Guelph/Eramosa Rural	8,025	8,355	2,625	3.18			8,060	8,390	2,644	3.17		
Mapleton	9,989	10,400	2,930	3.55	4,090	0.41	10,280	10,700	3,028	3.53	4,250	0.41
Drayton	1,880	1,955	675	2.90			2,120	2,210	754	2.93		
Moorefield	415	430	155	2.77			420	440	156	2.82		
Mapleton Rural	7,694	8,010	2,100	3.81			7,740	8,060	2,118	3.81		
Minto	8,334	8,675	3,140	2.76	3,730	0.45	8,530	8,880	3,221	2.76	3,790	0.44
Clifford	790	820	335	2.45			800	830	341	2.43		
Harriston	1,960	2,040	775	2.63			1,980	2,060	785	2.62		
Palmerston	2,610	2,715	1,025	2.65			2,670	2,780	1,055	2.64		
Minto Rural	2,974	3,095	1,005	3.08			3,070	3,200	1,040	3.08		
Puslinch	7,029	7,315	2,535	2.89	3,550	0.51	7,320	7,620	2,622	2.91	3,850	0.53
Aberfoyle	310	325	120	2.71			310	320	120	2.67		
Morrison	445	465	180	2.58			450	470	182	2.58		
Puslinch Rural	6,274	6,530	2,235	2.92			6,560	6,830	2,320	2.94		
Wellington North	11,447	11,915	4,450	2.68	6,020	0.53	11,780	12,260	4,575	2.68	6,620	0.56
Arthur	2,450	2,550	940	2.71			2,570	2,680	982	2.73		
Mount Forest	4,755	4,950	2,075	2.39			4,870	5,070	2,121	2.39		
Wellington North Rural	4,242	4,415	1,435	3.08			4,340	4,520	1,472	3.07		
Wellington County	87,292	90,870	31,175	2.91	36,200	0.41	89,930	93,620	32,180	2.91	38,280	0.43

Source: Watson & Associates Economists Ltd.

Note: Figures have been rounded.

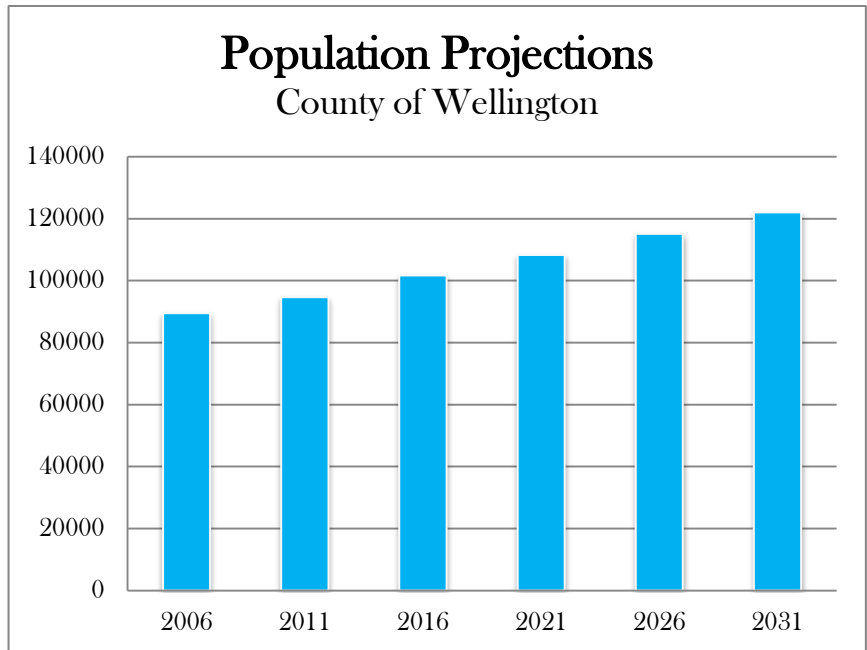
Undercount estimated at 4.1%

H:\Wellington County\Growth Tracking 2015\2014 Base

Growth Rate

Figure 4 expresses the population projections for the County of Wellington. The County of Wellington’s population is expected to grow from 94,660 in 2011 to 108,300 in 2021, and finally 122,000 in 2031. The projections for the County of Wellington as stated in their Official Plan last updated in February 2012. Despite this growth, it will be quite sustainable as no runaway population explosions are expected and as such development can meet the infrastructure needs required.

Source: County of Wellington Official Plan

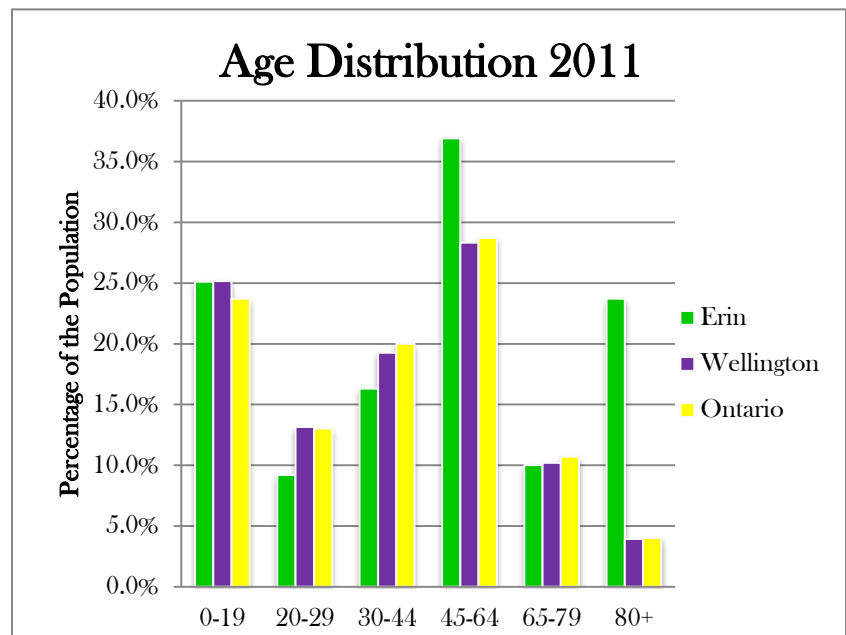


Age Distribution

Figure 5

The median age for the Town of Erin is 44.6 years old. As depicted in Figure 4, the mature population indicates a level of stability. The population age range has progressed steadily as could be projected by an aging population. The impact of the high percentage of the 80+ age range supplies the need for Erin’s well developed health care system. This figure also indicates a strong retirement age based community and one that boasts both a strong source of tax revenue and a great wealth of experience. These are all obvious indicators of the town’s charming family culture and tight knit community feel.

2011 Census of Population



Source: Statistics Canada,

Family Structure

Table 1 shows a table comparing the Town of Erin, the County of Wellington, the Province of Ontario, and Canada's family structures. The evidence shows what one comes to expect and identify with the charm of Erin, a close-knit community thriving on the wonderful families which call it home. In comparison to the averages of the County of Wellington, Ontario, and Canada, the Town of Erin has the highest amount of married individuals at 76.9%. The town also has the highest amount of families with no children at home at 33.5%, as well as families with children at home at 43.4%. The town has a higher percentage of families with 3 or more children than Ontario and Canada but not within Wellington. However, the Town also ranks highest in families with 2 children at home at 20.3%. Lone parent families make up only 10.3% of the town which ranked the lowest of all 4 comparative areas.

Table 1

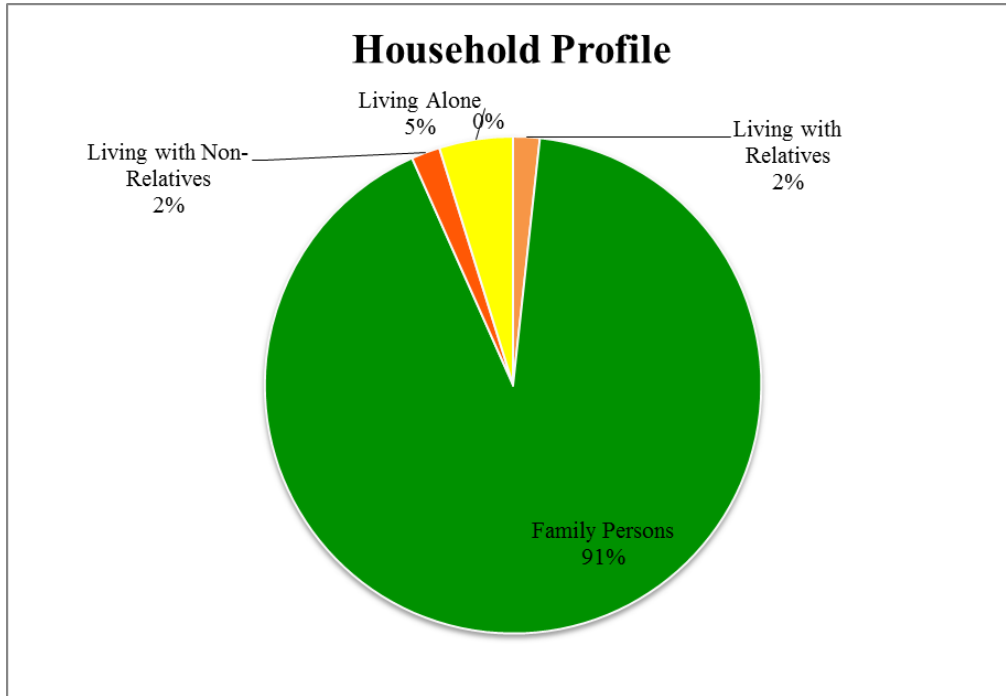
	Town of Erin		County of Wellington		Ontario		Canada	
	#	% of Total	#	% of Total	#	% of Total	#	% of Total
Total Families	3295	-	59135	-	3612205	-	9389700	-
Married Couples	2535	76.9%	43900	74.2%	2612895	72.3%	6293950	67.0%
No children at home	1105	33.5%	19220	32.5%	1090740	30.2%	2891215	30.8%
With children at home	1425	43.4%	24680	41.7%	1522150	42.1%	3402735	36.2%
1 child at home	480	14.5%	8500	14.4%	559155	15.5%	1288775	13.7%
2 children at home	670	20.3%	10975	18.6%	676880	18.7%	1475220	15.7%
3+ children at home	285	8.6%	5205	8.8%	286110	7.9%	638740	6.8%
Common-Law Couples	420	12.7%	7270	12.3%	394670	10.9%	1567910	16.7%
No children at home	250	7.6%	4370	7.4%	236010	6.5%	861350	9.2%
With children at home	170	5.1%	2905	4.9%	158660	4.4%	706555	7.5%
1 child at home	80	2.4%	1380	2.3%	77160	2.1%	321865	3.4%
2 children at home	60	1.8%	1055	1.8%	55605	1.6%	273620	2.9%
3+ children at home	30	0.9%	465	0.8%	25890	0.7%	111075	1.2%
Lone Parent Families	340	10.3%	7965	13.4%	604645	16.7%	1527845	16.3%
Male Parent	105	3.1%	1750	2.9%	118175	3.3%	327545	3.5%
1 child at home	70	2.1%	1160	2.0%	77820	2.1%	216910	2.3%
2 children at home	25	0.8%	455	0.7%	31265	0.8%	85770	0.9%
3+ children at home	5	0.2%	140	0.2%	9085	0.3%	24860	0.3%

Source: Statistics Canada, 2011 Census of Population

Household Profile

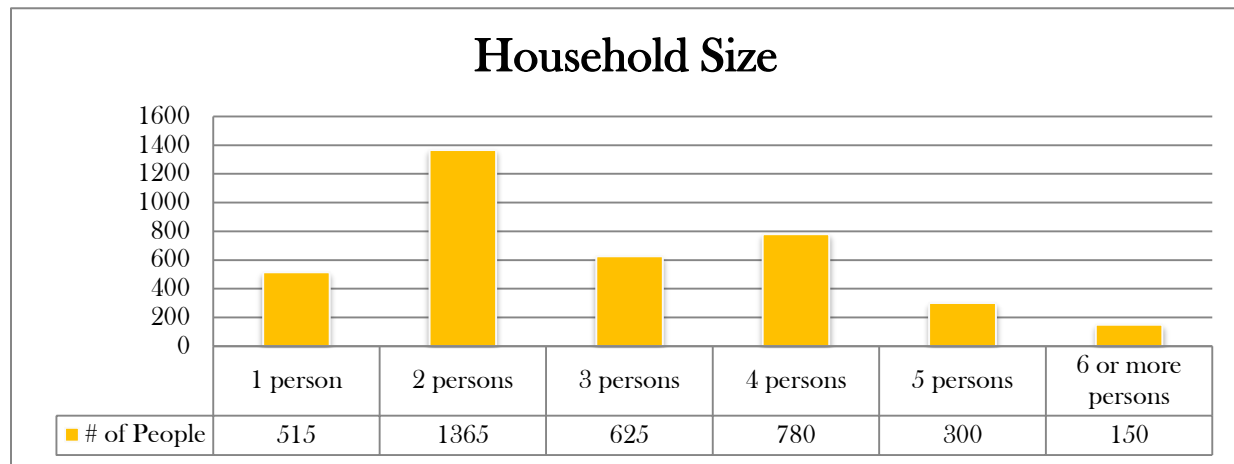
As seen in Figure 6 representing Erin’s household profiles and household sizes, Erin has an extremely high percentage of its population in family households. The close-knit community nature cannot be overlooked as a desirable destination for weekend get-a-ways from the city as well as a great place to settle and raise a family.

Figure 6



Source: Statistics Canada, 2011 Census of Population

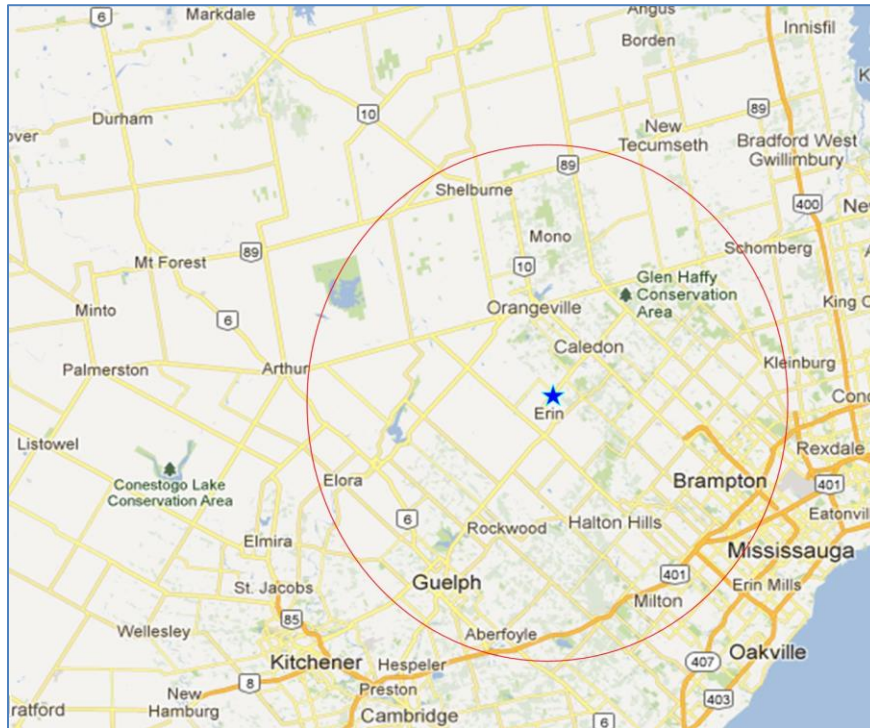
Figure 7



Canada, 2011 Census of Population

Business

Figure 8 illustrates how the Town of Erin is within a prime location in terms of attracting business and industry. The figure exposes Erin's immediate trade area and helps depict where most of Erin's visitors come from. The town's close proximity to Canada's largest market, Toronto (6.5 million people), the



transportation infrastructure in South Central Ontario, as well as the region's easy access to major American markets such as New York City, Chicago, and Detroit via major highways such as the 401 makes the town a desirable destination for any business or industry seeking competitive development costs and lower priced development sites.

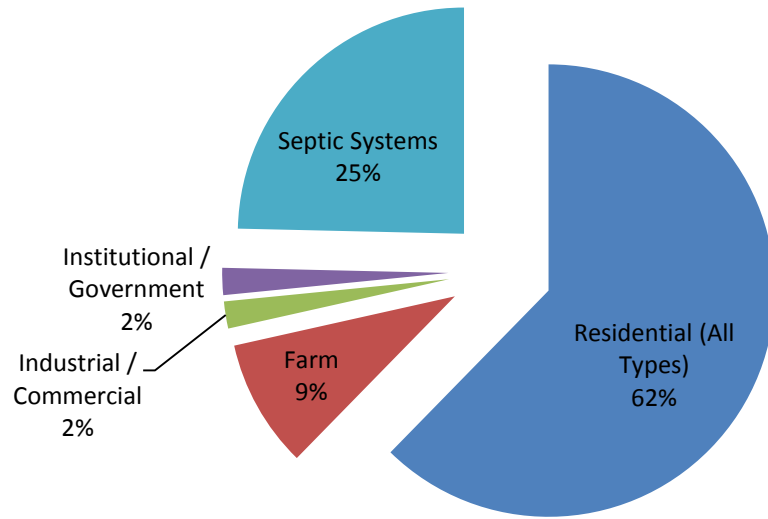
7) Town of Erin Building Department Data

Overall 2014 building permits numbers in the Town of Erin were up when compared to 2013. Some interesting points from 2014 are as follows:

- 1119 inspections were conducted.
- A total of 231 permits were processed, compared to 204 in 2013.
- 26 permits were new housing starts, up from 24 in 2013.
- 51 permits were septic related.
- Total construction value was \$21,648,231, down from \$22,079,231 in 2013.

The pie chart in Figure 8 illustrates the full breakdown by major types (%) of permits that were issued within the Town in 2014.

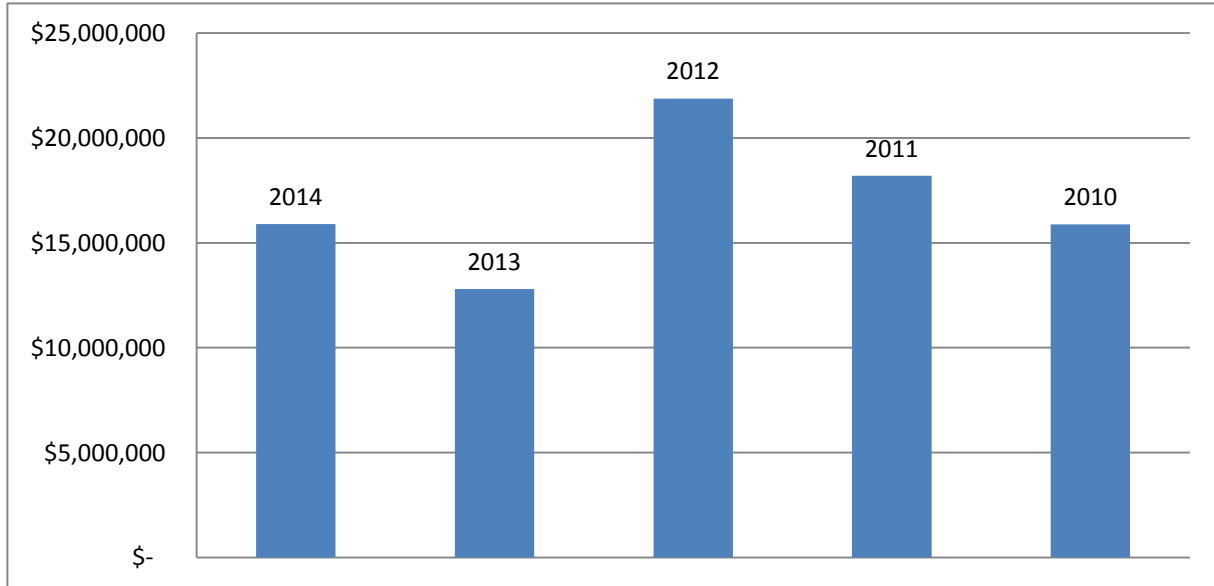
Figure 8



Source: Town of Erin Building Department

Figure 9

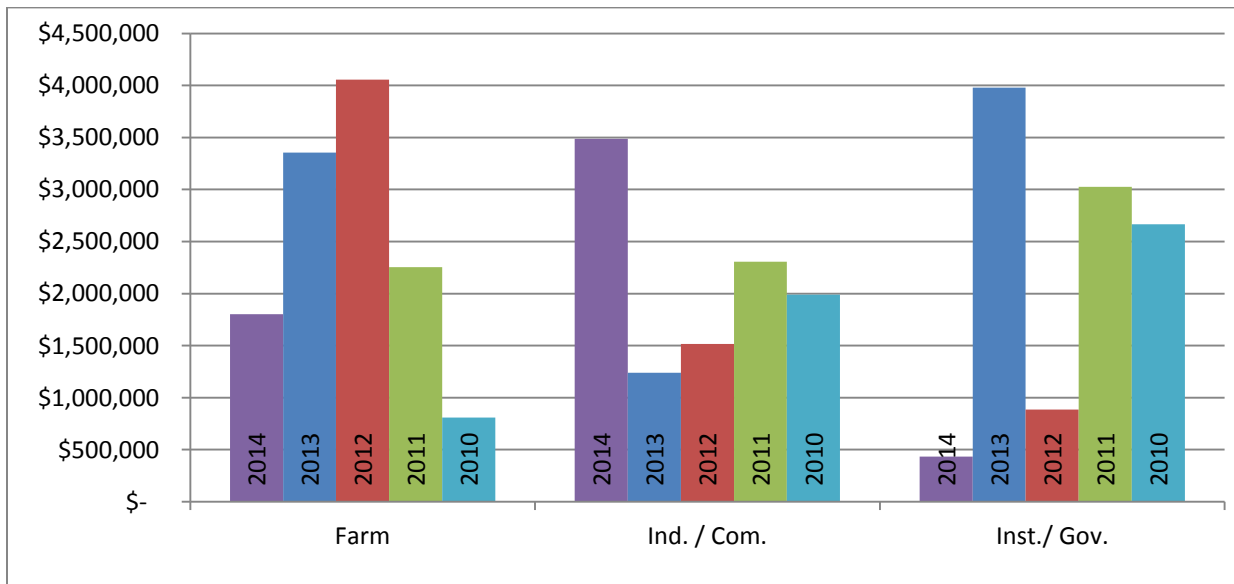
**Year-End Construction Value Comparison: 2010-2014
Residential only**



Source: Town of Erin Building Department

Figure 10

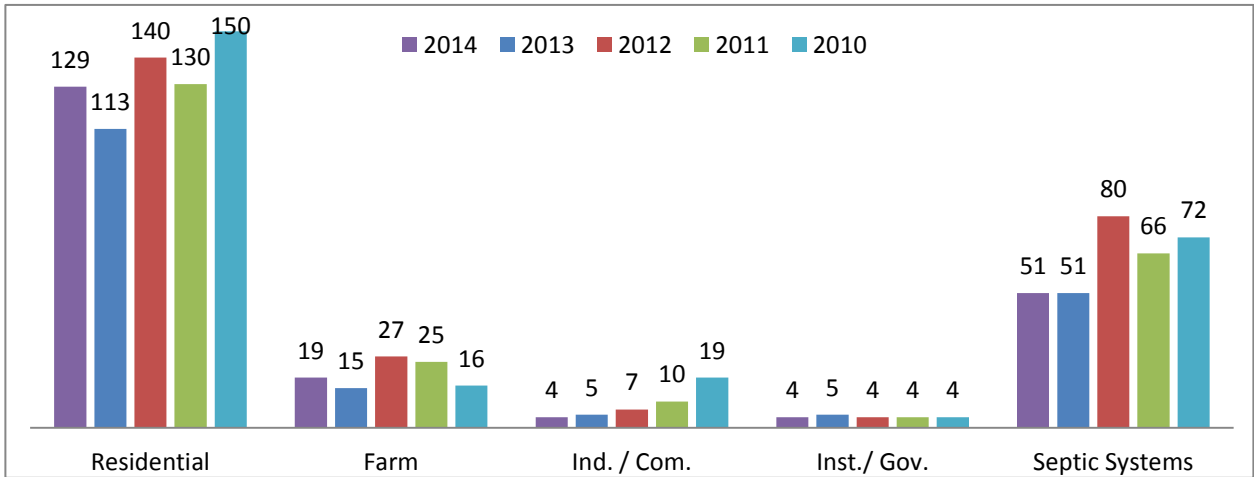
**Year-End Construction Value Comparison: 2010-2014
Other permits**



Source: Town of Erin Building Department

Figure 11

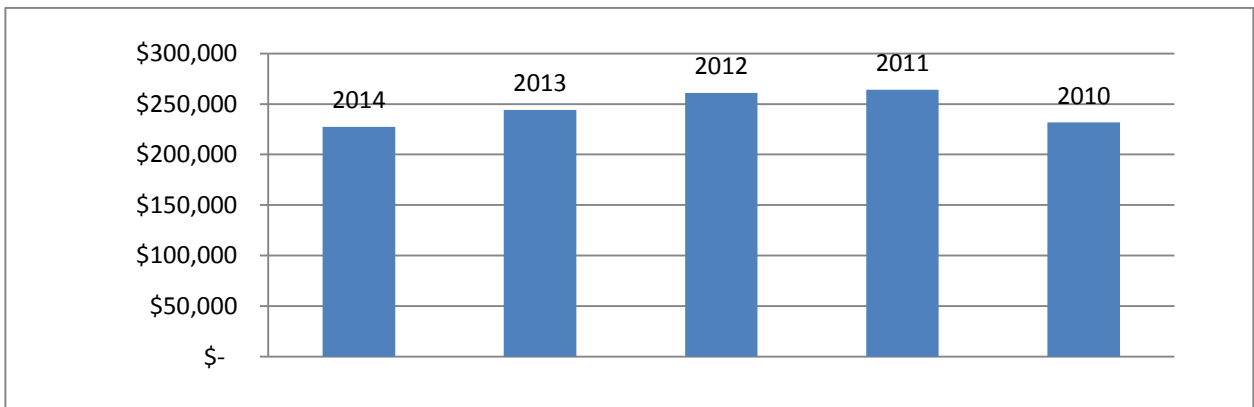
Number of Permit By Building Type: 2010-2014



Source: Town of Erin Building Department

Figure 12

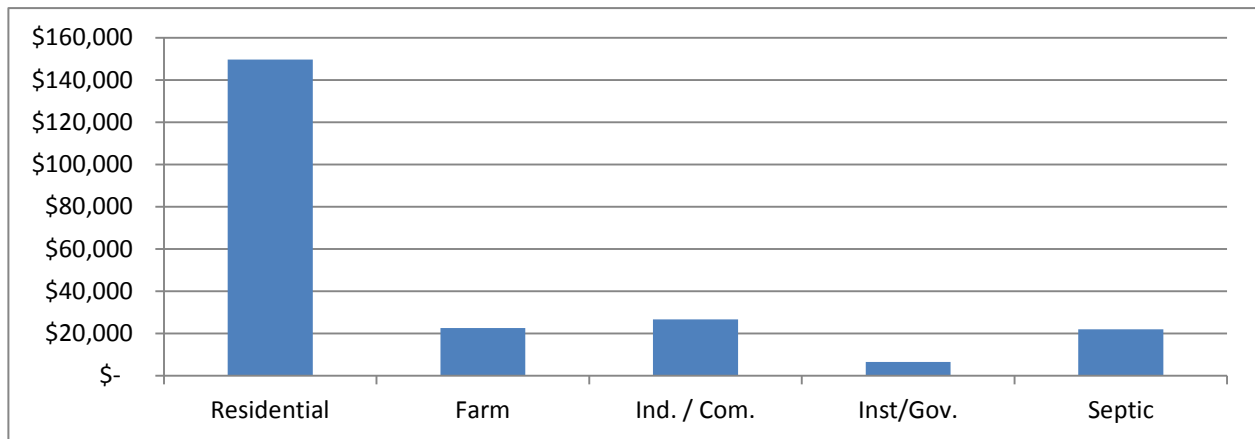
Permit Fee Revenue Comparison: 2010-2014



Source: Town of Erin Building Department

Figure 13

2014 Permit Fee Revenue By Type



Source: Town of Erin Building Department

1.9 Concluding Remarks

The Town of Erin is strategically located close to Canada's largest population center and with careful planning and with much foresight the community is well positioned to take advantage of the significant economic potential that the market could offer. Community Economic Development (CED) can be challenging for small rural municipalities. There is a considerable body of work on rural development, much of the most recent of which has been done out of the University of Guelph by and under Professor David Douglas.

In the March 2003 report titled "Towards More Effective Rural Economic Development in Ontario- A Report on "Best Practice" in Local Economic Development in Rural Ontario," the Douglas team zeroed in on five common characteristics of exemplary practice:¹

Those ingredients most recognized for success and the three general strategic directions are summarized as follows:

1. **Political Commitment.** Which includes providing both adequate resources and 'operating freedom.
2. **Investment in CED.** Which includes a) having an Economic Development Officer or equivalent, b) multiple funding sources and c) a dedication to research and analysis
3. **Plan or Strategy.** CED is not random exercise. A vision for the future is needed for community commitment.
4. **Participation.** Broad participation is recommended from Council, business, community groups and the general public.
5. **Collaboration.** Partnering with community groups, business groups, institutions, service clubs, other municipalities and other levels of government has proven to be efficient and effective

Capacity Building requires improvement to community infrastructure and is characterized by:

- Expanding citizenship participation
- Expanding leadership base
- Strengthened individual skills
- Widely shared vision
- Strategic community agenda
- Progress toward goals
- Effective community organizations and institutions
- Efficient resource utilization.

Building on Strengths: Business Retention and Expansion

- A close working relationship allows local government to respond to industry needs more effectively;
- Strong business relations create the reputation of a good place to do business, (a community's best advertisement);
- Working closely with business adds significantly to the municipality's knowledge base;
- Such relationships offer early warning of problems and/or reduce the potential for conflict.

Skills Development – Local Entrepreneurship

The literature in Canada shows that programs to help business startups have been most effective. The job looking forward may be twofold:

- 1) Continue to facilitate business start-ups and
- 2) Focus on the retention and possible expansion of small business enterprises.

The Municipal Challenge

Various initiatives are underway within the Town of Erin that fit within these three strategic approaches. Evidence suggests that by applying the five ingredients for success and by focusing on community economic development strategies that the work for rural areas, municipalities like the Town of Erin can take a stronger role, and elevate their current level of effort and success.

¹ David J. A. Douglas, Towards More Effective Rural Economic Development in Ontario – A Report on 'Best Practice' in Local Economic Development in Rural Ontario, March 2003

8) PROJECT PARTICIPATION

This Town of Erin Economic Development Action Plan incorporates input from many participants.

The **Town of Erin's Economic Development Department** initiated and managed the project, coordinated the participation of the Erin Economic Development Committee (EEDC), and directed the work of the four sector focus groups.

Bob Cheetham, Economic Development Coordinator

The **Erin Economic Development Committee (EEDC)** is appointed by the Town of Erin Council with a mandate to provide feedback and advice on strategic economic development initiatives through the Town's Chief Administrative Officer to Council. The Committee participated by providing insight into the structure and trajectory of the Town of Erin's economy, commenting on draft materials, and helping select priorities for municipal action. The members are:

Maria Britto	Chairperson
Susan Powell	
Chris Bailey	Erin Business Improvement Association (BIA)
Mary Shields	East Wellington Chamber of Commerce
Keith McKinnon	
Mary Venneman	
Jo Fillery	
Wayne Stickle	
Chris Naraysingh	
Jamie Cheney	
John Gainor	
Vanessa Parker	
David Spencer	
Rob Smith	Councillor, Town of Erin Council
Bruce Withrow	Meeting Facilitators International

The following **sector focus groups** were conducted between July 13th and 16th, 2015 and attendees provided valued input on matters relating to the future potential of the following sectors and their economic prospects and challenges:

- Equine/Agriculture
- Tourism
- Downtown Revitalization
- Business Attraction

The County of Wellington provided financial support to the Town of Erin through its Business Retention and Expansion Municipal Support Program

9) Public Consultation:

During the public consultation period August 8-October 1st, 2015 the Town received a total of nineteen submissions from interested citizens and the Village of Erin BIA and East Wellington Chamber of Commerce. The Town wishes to thank all citizens and the business organizations for taking the time to add value to our economic development process in the Town of Erin. All submissions received were reviewed by all members of the Erin Economic Development Committee (EEDC) and your suggestions and/or concerns were taken into account as the EEDC worked through the final content of the Momentum Action Report.



Staff Report

Report #: 2015- 13

Date: November-3-15

Submitted By: Larry Wheeler / Financial Analyst

Subject: Five Year Capital Plan 2016 – 2020, Draft: Nov 3, 2015

Recommendations:

Be It Resolved that Council of the Town of Erin hereby receives Report 2015- 13 ‘Five Year Capital Plan 2016 – 2020, Draft: Nov 3, 2015’ as information.

Background:

Town of Erin Council begins the process tonight of building and adopting a ‘Five Year Capital Plan’ for the years 2016 to 2020.

While the discussion and debate towards shaping the future Plan will begin in earnest at the Special Meeting on November 10th, the Financial Analyst has compiled the attached list of potential capital projects with the intention that Councillors may benefit from the opportunity to request information and justification for specific projects, in advance of that meeting.

The attached document covers a period of 10 years, beginning with the 2015 Capital Budget which has been included to give perspective to future years.

Also, supplementary years 2021 to 2024 have been included for several reasons, mainly:

- i) To accurately place projects which are deferred by Council beyond the current Five Year Plan, and avoid the inclination for them to land exclusively in 2021.
- ii) To fully capture and illustrate projects (especially equipment) that has a life cycle of six to ten years.
- iii) To provide an opportunity to Council to bring projects forward into the current Plan; projects that otherwise wouldn’t have been visible beyond 2020.

Financial Impact:

The most immediate concern to tax payers and perhaps half the content of the Plan is the methods of financing available to be utilized to fund the proposed initiatives.

Traditionally capital projects are paid for by: same year tax payer dollars, government programs (i.e. Federal Gas Tax), government grants (i.e. Trillium), used equipment trade-ins, special levies, reserves & reserve funds (i.e. Development Charges), debt, etc.

Much like the proposed options Council debated when setting the five year water rates recently, the Finance Dept will be providing a set of broad alternatives in order to focus debate on specific courses of action.

The Provincial government, through its insistence on the use of Asset Management Plans, is emphasising the concept that all municipality's first priority must be 'maintaining existing infrastructure' as opposed to building new infrastructure. With that concept in mind, the Finance Dept has been determined to put the brakes on new service level ideas being added to the Plan. There have been two exceptions to this restriction:

- i) Economic Development initiatives which are Council directed.
- ii) Development Charges Study programs which are growth focussed.

Council will find some hefty projects which in the past have been quickly deferred, such as rural road construction. Also, Council will note that 2016 and 2017 are very top heavy, mostly because of deferrals from past years, and because of the Station St rehabilitation project.

The expectation is that once the Five Year Capital Plan is adopted by Council, that the first year of the Plan will become the 2016 Capital Budget (with some refinement).

Please note that the proposed projects are for 'tax funded departments' only. The Water Dept is specifically excluded, however a Capital Plan is available upon request.

Consultation:

Information with regard to project costing and timing has been collected in consultation with Department Heads. Major Studies completed in the last two years have been utilized to extract financial data. The accuracy of monetary amounts is necessarily higher in year 2016 of the Plan than in later years.

Communications Plan:

It is anticipated that in the lead up to the November 10th Special Meeting, that Councillors will direct enquires by email through the Financial Analyst, to avoid duplication and to ensure responses are distributed to all Council members inclusively.

Conclusion:

Council will have the opportunity to judge the worthiness of all projects, and to determine their priority and appropriate timing. Council will at their prerogative decline projects, defer projects, bring projects forward, but also introduce new projects significant to them. It's important to remember that we are attempting to build consensus on a Plan, not a budget. Very quickly new fires and emergencies will rise to the top, and we will need to adapt our plan to respond.

Appendices:

Master List of Potential Capital Projects – a Ten Year Finance Department Document.



**TOWN OF ERIN
2016 - 2020 CAPITAL PLAN**

Master List of Potential Capital Projects

Draft: Nov 3, 2015

Data extracted from the following major studies:

- 1) Development Charges Study 2014 - Watson & Assoc
- 2) Asset Management Plan 2013 - Watson & Assoc
- 3) State of the Infrastructure - Roads 2013 - 4 Roads Mgmt
- 4) Ontario Structures Inspections Summary 2015 - AECOM
- 5) Operational Review 2015 - Strategy Corp

Orange = project from Asset Management Plan	Illustration Only	5 YEAR CAPITAL PLAN					Supplementary Years			
Red = project from Development Charges Study	2015 Capital BUDGET									
Project Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024

89	Urban Reconstruct - George St, section 01422	\$ 267,130	\$ 131,000									
90	Urban Reconstruct - Church St		\$ 290,000									
91	Pulverize & Resurface - 2nd Line, section 00720	\$ 350,000										
92	Pulverize & Resurface - 2nd Line, section 00710			\$ 197,500								
93	Rural Reconstruct - 00160 -27 Sideroad (4th - 5th Line)			\$ 472,466								
94	Urban Reconstruct - 5th Line (CR22 - Cedar Valley)			\$ 137,816								
95	Urban Reconstruct - 5th Line (Cedar Valley - .4km North)			\$ 106,864								
96	Pulverize & Resurface - 10000 - Dundas St W				\$ 182,287							
97	Rural Reconstruct - 00240 - Station St (EC Trail- 6th Line)				\$ 302,686							
98	Rural Reconstruct - 00410 - 10 SR (3rd - 4th Line)				\$ 237,874							
99	Rural Reconstruct - 00412 - 10 SR (4th - 5th Line)				\$ 237,874							
100	Rural Reconstruct - 00440 - 10 SR (9th - 10th Line)					\$ 341,240						
101	Urban Reconstruct - Daniel St (Ross to south of Church)	\$ 50,000				\$ 1,151,100						
102	Rural Reconstruct - 00632 - 1st Line (1-2km N of Halton)					\$ 93,261						
103	Rural Reconstruct - 00640 - 1st Line (5SR - CR 124)					\$ 1,068,355						
104	Rural Reconstruct - 00670 - 1st Line (17SR - CR 22)					\$ 540,713						
105	Rural Reconstruct - 00650 - 1st Line (CR 124 - 15SR)						\$ 243,659					
106	Rural Reconstruct - 00660 - 1st Line (15SR - 17SR)						\$ 226,254					
107	Urban Reconstruct - Orangeville St (Mill - Queen)						\$ 530,781					
108	Urban Reconstruct - Barker St (Church - Queen)						\$ 149,709					
109	Rural Reconstruct - 00790 - 3rd Line (CR 124 - 17SR)						\$ 596,053					
110	Rural Reconstruct - 00800 - 3rd Line (17SR - CR 22)							\$ 708,386				
111	Rural Reconstruct +Surface - 8th Line - (CR 124 - 15SR)						\$ 1,347,300					
112	Rural Reconstruct - 00880 - 4th Line (CR 124 - 10SR)						\$ 412,652					
113	Rural Reconstruct - 00830 - 4th Line (E.Gara - 27SR)							\$ 467,490				
114	Rural Reconstruct - 00870 - 4th Line (17SR - CR 124)							\$ 484,011				
115	Rural Reconstruct - 00890 - 4th Line (10SR - CR 50)							\$ 778,280				
116	Rural Reconstruct - 00390 - 15 SR (CR 126 - 1st Line)							\$ 590,047				
117	Rural Reconstruct - 00910 - 5th Line (Halton TL - CR 50)							\$ 729,638				
118	Rural Reconstruct - 00920 - 5th Line (CR 50 - 10SR)								\$ 751,527			
119	Rural Reconstruct - 01020 - 6th Line (24SR - CR 22)							\$ 240,033				
120	Rural Reconstruct - 01010 - 6th Line (27SR - 24SR)								\$ 725,339			
121	Rural Reconstruct - 01040 - 6th Line (17SR - CR 124)								\$ 726,476			
122	Rural Reconstruct - 01070 - 6th Line (5SR - Halton TL)									\$ 1,472,139		
123	Rural Reconstruct - 01310 - Caledon TL (E.Gara - 27SR)									\$ 752,406		
124	Road Construction - Totals by Year	\$ 1,351,130	\$ 781,523	\$ 1,329,111	\$ 960,721	\$ 3,194,669	\$ 3,506,408	\$ 1,659,887	\$ 2,337,998	\$ 2,203,342	\$ 2,224,545	\$ 19,549,335

ROADS - Bridges & Culverts												
127	Culvert 2061 - Replace (24SR Cedar Valley) <input checked="" type="checkbox"/> BCI:50.07	\$ 500,000										
128	Station St Rehabilitation, includes Bridge 2064 (E.A.)	\$ 145,057	\$ 2,492,308									
129	Culvert 2045 - Replace (4th L sth of 17SR) <input checked="" type="checkbox"/> BCI:55.65	\$ 35,000	\$ 628,671									
130	Bridge 1 - Replace (Winston Chch, 1 Lane) <input checked="" type="checkbox"/> BCI:59.21		\$ 700,000									
131	Bridge 2 - Rehab (10th L south of 15SR) <input checked="" type="checkbox"/> BCI:65.29			\$ 70,200								
132	Bridge 3 - Rehab (1st L south of CR124) <input checked="" type="checkbox"/> BCI:70.44		\$ 129,500									
133	Bridge 5 - Rehab or Replace (2nd L Orton) <input checked="" type="checkbox"/> BCI:62.74			\$ 81,500					\$ 576,973			
134	Bridge 6 - Rehab (3rd L north of CR124) <input checked="" type="checkbox"/> BCI:74.47						\$ 73,000					
135	Bridge 7 - Rehab or Replace (3rd L Orton) <input checked="" type="checkbox"/> BCI:68.44			\$ 134,000								
136	Bridge 9 - Rehab or Replace (8th L 17SR) <input checked="" type="checkbox"/> BCI:68.87					\$ 139,500						
137	Culvert 10 - Rehab or Replace (17SR, 8L) <input checked="" type="checkbox"/> BCI:66.53			\$ 62,000								
138	Bridge 11 - Rehab (8th L north of 17SR) <input checked="" type="checkbox"/> BCI:79.48						\$ 53,500					
139	Bridge 12 - Rehab (17SR east of 3rd L) <input checked="" type="checkbox"/> BCI:95.13						\$ 56,500					
140	Culvert 13 - Rehab (Dundas west of Main) <input checked="" type="checkbox"/> BCI:74.72						\$ 91,000					
141	Culvert 14 - Rehab (Church west of Main) <input checked="" type="checkbox"/> BCI:69.11			\$ 19,800								
142	Culvert 2011 - Rehab (10th L sth of 15SR) <input checked="" type="checkbox"/> BCI:73.90		\$ 12,000									
143	Culvert 2018 - Rehab (1st L north of WR50) <input checked="" type="checkbox"/> BCI:63.57			\$ 112,000								
144	Culvert 2019 - Rehab (3rd L sth of WR124) <input checked="" type="checkbox"/> BCI:72.28					\$ 120,000						
145	Culvert 2027 - Rehab (HH TL west of 6th L) <input checked="" type="checkbox"/> BCI:58.02		\$ 148,000									
146	Culvert 2033 - Rehab (1st L south of 17SR) <input checked="" type="checkbox"/> BCI:68.06				\$ 58,000							
147	Culvert 2048 - Rehab (5th L Cedar Valley) <input checked="" type="checkbox"/> BCI:72.36					\$ 117,000						
148	Culvert 2051 - Rehab or Replace (8th Line) <input checked="" type="checkbox"/> BCI:54.61				\$ 138,000			\$ 525,355				
149	Culvert 2052 - Rehab (8th L Garafraxa TL) <input checked="" type="checkbox"/> BCI:70.33				\$ 136,000							
150	Culvert 2053 - Rehab (27SR east of 9th L) <input checked="" type="checkbox"/> BCI:68.62				\$ 119,500							
151	Culvert 2057 - Rehab (17SR east of 1st L) <input checked="" type="checkbox"/> BCI:62.14		\$ 125,000									
152	Culvert 2059 - Rehab (24SR west of 5th L) <input checked="" type="checkbox"/> BCI:66.85			\$ 118,000								
153	Culvert 2060 - Rehab (24SR Cedar Valley) <input checked="" type="checkbox"/> BCI:68.34				\$ 143,000							
154	Culvert 2066 - Rehab (East Gara TL 8th L) <input checked="" type="checkbox"/> BCI:69.72		\$ 48,500									
155	Culvert 2068 - Rehab (East Gara TL 1st L) <input checked="" type="checkbox"/> BCI:68.50					\$ 118,000						
156	Culvert 2072 - Rehab (East Gara TL Orton) <input checked="" type="checkbox"/> BCI:69.68					\$ 81,000						
157	Bridges & Culverts - Totals by Year	\$ 680,057	\$ 4,283,979	\$ 597,500	\$ 594,500	\$ 575,500	\$ 274,000	\$ 525,355	\$ -	\$ 576,973	\$ -	\$ 8,107,864
158	ROADS DEPT- Totals by Year	\$ 2,206,187	\$ 5,823,502	\$ 3,365,511	\$ 1,729,641	\$ 4,340,169	\$ 3,895,408	\$ 2,850,242	\$ 3,074,998	\$ 2,780,315	\$ 2,224,545	\$ 32,290,519

ENVIRONMENTAL												
162	Prepare Terms of Reference - Drinking Water EA	\$ 52,800										
163	Prepare Terms of Reference - Waste Water EA	\$ 35,500										
164	SSMP Environmental Assess. - Drinking Water	\$ 202,290	\$ 202,290									
165	SSMP Environmental Assess. - Waste Water	\$ 200,000	\$ 200,000	\$ 200,000								
166	Environmental - Totals by Year	\$ 490,590	\$ 402,290	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,092,880

RECREATION											
Hillsburgh Community Centre											
170	Replace boards at ice surface	\$ 113,510									
171	Water bottle filling station	\$ 3,000									
172	Millwork - Lobby & concessions		\$ 10,600								
173	Paint exterior cladding		\$ 11,500								
174	Accessibility renovations		\$ 11,200	\$ 11,200							
175	Evaporative Condenser		\$ 48,500								
176	Olympia - ice resurfacer			\$ 87,000							
177	Lighting				\$ 19,000						



**TOWN OF ERIN
2016 - 2020 CAPITAL PLAN**

Master List of Potential Capital Projects

Draft: Nov 3, 2015

Data extracted from the following major studies:

- 1) Development Charges Study 2014 - Watson & Assoc
- 2) Asset Management Plan 2013 - Watson & Assoc
- 3) State of the Infrastructure - Roads 2013 - 4 Roads Mgmt
- 4) Ontario Structures Inspections Summary 2015 - AECOM
- 5) Operational Review 2015 - Strategy Corp

Project Description	2015 Capital BUDGET										2015	
	5 YEAR CAPITAL PLAN											
	2016					Supplementary Years						
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
178 Score clock replacement						\$ 13,000						
179 HVAC - rooftop units							\$ 19,000					
180 Overhead doors - insulated								\$ 13,000				
181 Hall - Tables									\$ 14,000			
182 Hall - Vinyl tile flooring										\$ 25,700		
183 Hillsburgh Community Centre - Totals by Year	\$ 116,510	\$ 81,800	\$ 11,200	\$ 87,000	\$ 19,000	\$ 13,000	\$ 19,000	\$ 13,000	\$ 14,000	\$ 25,700	\$ 400,210	
Erin Community Centre												
186 Desuperheater - Burnside report	\$ 25,000											
187 Water bottle filling station	\$ 3,000											
188 Paint exterior cladding		\$ 10,400										
189 Hall - Chairs		\$ 15,600										
190 HVAC - rooftop units			\$ 19,000									
191 Compressor and 50 HP motor, no control panel			\$ 56,000									
192 Brine pump and motor				\$ 18,000								
193 Accessibility renovations				\$ 10,000								
194 Flat roofing - original Community Centre					\$ 60,000							
195 Floor scrubbers (1x ride, 1x push)					\$ 13,000							
196 Arena floor slab, refrigeration piping						\$ 850,000						
197 Score clock replacement							\$ 14,000					
198 Plumbing fixtures								\$ 15,000				
199 Hollow metal doors - ECC									\$ 86,000			
200 Life Safety Systems - Fire alarm, emergency lighting									\$ 46,000			
201 Zamboni - ice resurfacers								\$ 109,000				
202 Erin Community Centre - Totals by Year	\$ 28,000	\$ 26,000	\$ 75,000	\$ 28,000	\$ 73,000	\$ 850,000	\$ 14,000	\$ 124,000	\$ 132,000	\$ -	\$ 1,350,000	
Centre 2000												
205 Centre 2000 Sewage Agreement	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000							
206 Theatre - Replace roof		\$ 120,000										
207 Expansion of Parking Lot									\$ 75,500			
208 Centre 2000 - Totals by Year	\$ 20,000	\$ 140,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 75,500	\$ -	\$ 295,500	
Outdoor Recreation Fields												
211 Barbour Fields building roof	\$ 15,000											
212 Playground equipment program	\$ 30,000	\$ 160,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
213 Pickup Truck - 3/4 ton, 4x4		\$ 59,000										
214 Barbour Field - upgrade septic system		\$ 95,000										
215 Sports Bleachers program			\$ 11,000	\$ 11,000		\$ 11,000		\$ 11,000		\$ 11,000		
216 Rehabilitate garage - Victoria Park			\$ 25,000									
217 Tractor compact - with loader & mower			\$ 24,750									
218 Tractor sub-compact - with loader & mower				\$ 18,350								
219 Sports Fencing program					\$ 27,000		\$ 27,000				\$ 27,000	
220 Concrete pad for pavilion - Barbour Field								\$ 20,000				
221 Irrigation - soccer pitch - Barbour									\$ 20,000			
222 Add lighting - 2nd soccer pitch - Barbour									\$ 91,600			
223 Outdoor Recreation Fields - Totals by Year	\$ 45,000	\$ 314,000	\$ 70,750	\$ 39,350	\$ 37,000	\$ 21,000	\$ 37,000	\$ 41,000	\$ 121,600	\$ 48,000	\$ 774,700	
Public Parks												
226 Parks and Recreation Master Plan			\$ 55,000								\$ 55,000	
Ballinafad Community Centre												
229 Floor - main hall	\$ 11,000											
230 Furnaces x 2		\$ 15,500										
231 Air conditioning		\$ 9,500										
232 Replace lawn tractor and mower			\$ 18,350									
233 Ballinafad Community Centre - Totals by Year	\$ 11,000	\$ 25,000	\$ 18,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,350	
Tennis												
236 Resurface five courts (include substrate issues)	\$ 75,000								\$ 207,000			
237 Pergola - shade structure			\$ 10,000									
238 Court lighting						\$ 10,000						
239 Ballinafad Community Centre - Totals by Year	\$ 75,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 207,000	\$ -	\$ 302,000	
RECREATION DEPT- Totals by Year												
241	\$ 295,510	\$ 586,800	\$ 260,300	\$ 174,350	\$ 149,000	\$ 894,000	\$ 70,000	\$ 178,000	\$ 550,100	\$ 73,700	\$ 3,231,760	
PLANNING												
244 Official Plan update		\$ 18,000										
245 Zoning By-law update		\$ 18,000										
246 Traffic Study			\$ 25,000									
247 Planning - Totals by Year	\$ -	\$ 36,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,000	
ECONOMIC DEVELOPMENT												
250 Crosswalk for the Village of Erin			\$ 40,000									
251 Development of Equine Trail Hub				\$ 210,000								
252 Walking Trail		\$ 20,000	\$ 40,000	\$ 40,000								
253 Green Energy Program												
254 Erin Rotary River Walk		\$ 66,300	\$ 250,000	\$ 250,000	\$ 250,000							
255 Public Washrooms			\$ 565,000									
256 Economic Development - Totals by Year	\$ -	\$ 86,300	\$ 895,000	\$ 500,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,731,300	
GRAND TOTAL PER YEAR >												
258	\$ 3,757,637	\$ 7,972,592	\$ 5,706,411	\$ 2,746,291	\$ 4,950,947	\$ 5,062,825	\$ 2,950,242	\$ 3,339,093	\$ 3,400,415	\$ 2,395,514	\$ 42,281,968	
Avg per Annum												
261 Total for 2015 >	\$ 3,757,637	\$ 3,757,637	✓									
262 Total for 2016 - 2020 >	\$ 26,439,067	\$ 5,287,813	✓									
263 Total for 2021 - 2024 >	\$ 12,085,264	\$ 3,021,316	✓									
264	\$ 42,281,968											



Staff Report

Report #: 2015- 14

Date: November-3-15

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

Subject: Ontario Ice Storm Assistance Program – Final Award Decision

Recommendations:

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

- 1) Receives Report 2015- 14 'Ontario Ice Storm Assistance Program – Final Award Decision' as information.

Background:

The Ontario Ministry of Municipal Affairs and Housing (MAH) advised that all Municipalities wishing to pursue the Ice Storm Assistance Program were required to submit an Expression of Interest (EOI) by June 16, 2014.

Claimants that were successful in their EOI submission and had clearly demonstrated that they suffered damages as a result of the December 2013 ice storm were invited to make a full claim submission by New Year's Eve, 2014.

Financial Impact:

The Town of Erin's total claimed amount was \$447,720.50

The Town of Erin's final eligible amount was deemed to be \$441,571.98 - (98.6%)

Consultation:

Town staff worked closely with 'Submission Analysts' from Landlink Consulting Ltd (Ontario Government appointed Auditors). The Town underwent approximately nine audit phases, the last of which was received by the Town on September 16th and responded to September 18th. Additionally, Staff has collaborated with Shawn Parry, Ice Storm Assistance Program Manager to achieve the best outcome possible.

Communications Plan:

A summary letter from the Ministry of Municipal Affairs and Housing (MAH) acknowledging the audit completion, and the 'final eligible amount' is attached as an appendix.

Conclusion:

The ice storm which greatly injured the Town of Erin and Southern Ontario occurred in December 2013. We are expecting our cheque from the Ministry next week – November 2015. While the process has been long and onerous, we are fortunate to be receiving a fair and equitable settlement.

Appendices:

Ministry of Municipal Affairs & Housing – Letter acknowledging the audit completion and final eligible amount (Oct 26, 2015).

Ministry of
Municipal Affairs
and Housing

Municipal Programs and Education
Branch

777 Bay Street, 16th Floor
Toronto ON M5G 2E5
Tel. 416-585-7057
Fax 416-585-7292

Ministère des
Affaires municipales
et du Logement

Direction des programmes municipaux
et de la formation du personnel

777, rue Bay, 16^e étage
Toronto ON M5G 2E5
Tél. 416-585-7057
Télééc. 416-585-7292



October 26, 2015

Mr. Larry Wheeler
Financial Analyst
Town of Erin
5684 Trafalgar Road
Hillsburgh ON N0B 1Z0

Dear Mr. Wheeler:

I am writing to acknowledge that the review of the Town of Erin's claim submission to the Ontario Ice Storm Assistance Program is now complete. At this time, your municipality has already executed a grant agreement with the Ministry and received an interim payment.

Please be advised that a remainder payment will be issued in the amount of \$284,869.80. This payment represents the difference between the final eligible amount and the interim payment amount. You will also find enclosed with this letter a summary of eligible costs under the program. The electronic transfer of the remaining funds is currently underway and should be complete in approximately 10 business days.

If you have any questions or concerns regarding the payment process, please do not hesitate to contact me by e-mail at icestorm.program@ontario.ca or phone at 416-585-7057.

Sincerely,

Shawn Parry
Manager, Ice Storm Assistance Program

Enclosure

Summary of Eligible Costs - Town of Erin

Total Claimed Amount: \$447,720.50

	Eligible Amounts
Goods and Services Emergency Response Costs	\$66,020.83
Goods and Services Recovery Costs	\$231,671.08
Employee Emergency Response Costs	\$32,446.56
Employee Recovery Costs	\$61,430.71
Claimant-Owned Equipment Emergency Response Costs	\$10,196.48
Claimant-Owned Equipment Recovery Costs	\$39,806.32

Total Eligible Amount: \$441,571.98
Interim Payment Amount: \$156,702.18

Remainder Payment Amount: \$284,869.80

370-2015

LGHG NOTICE OF MOTION

SUBJECT: LGHG Membership

BE IT RESOLVED THAT Raissa Sawe be added
to the LGGH committee + Donna
Muir's name be removed.

MOVED BY: Jo Ruth

SECONDED BY: Jackie

ACTION:

CARRIED: NOT CARRIED:

DATE: Oct 15/15



**Let's Get Hillsburgh Growing Committee
Meeting
Thursday September 17, 2015**

Members Present: Liz Ewasick, Jackie Turbitt, Lloyd Turbitt, Donna Revell, Jeff Duncan, Elizabeth MacInnis

Regrets: Ruth Maddock

Guest: Raissa Sauve

1) Minutes:

Motion: 1-9-2015: LGHG Minutes

Moved by Jackie Turbitt and seconded by Jeff Duncan: That the minutes of the LGHG Committee meeting of August 13, 2015 be adopted as revised. Carried

2) Accounts

Motion: 2-9-2015: Accounts

Moved by Liz Ewasick and seconded by Elizabeth MacInnis: That accounts in the amount of \$1625.08 (list attached) be paid. Carried.

These are Family Fun Day expenses (OPP invoice, miscellaneous expenses and Erin Advocate advertisement) and materials (posts & cement) for installing the new Hillsburgh entrance signs.

3) Financial Report:

Jackie presented a preliminary financial statement. Accounts from tonight's meeting are not included. Will present a more up-to-date report at October meeting.

4) Spirit of the Hills, Hillsburgh's Family Fun Day 2015

Finances: Jackie will email to committee members a complete financial statement for the event after she records the accounts approved for payment at this meeting.

Vendors were happy and want come back.

The Town politicians enjoyed the game of Charades.

Raissa commented that her family had fun at the event. She was surprised by the size of the event.

Best photo coverage ever in the local papers (Advocate, Advertiser and Banner).

Car Show had 45 cars; there were 60 in 2014. Weather early in the morning was probably a factor.

Library had 140 people come through its doors. Many spent time investigating the new technology materials available at the library.

Thank you advertisement in this week's Erin Advocate.

Chapter's gift cards were purchased for Jasmine, Sarah, Robin and Nicole as a thank you for all of their artistic efforts creating photo-op boards and games for Family Fun Day.

Suggestion for next year: Reinstate the Historical Walking Tour(s).

5) Fall Decorating Kits

Materials for 52 kits were ordered.

Cornstalks: Half of them are in Lloyd's garage; other half being delivered Friday.

Flowers: Lloyd will pick up flowers from Sant Greenhouses on Friday afternoon.

Corn and straw bales will be delivered around 6 pm on Friday to the Library. Everyone is needed to help unload truck.

Saturday morning: Committee members to be at Library at 8:30.

Bringing wheelbarrows: Jeff, Lloyd & Elizabeth

Order Pick Up is 9am – 11am.

6) Scarecrow Contest

Press Release will be sent to the Advocate and the Wellington Advertiser next week.

Liz will put up the Scarecrow Contest posters around town.

Registration: Phone numbers on posters are Lloyd's and Jeff's. People/businesses are asked to register so that the committee doesn't miss viewing their entry when deciding on the winners.

Jackie & Lloyd will take photos of all of the entrants and then the whole committee will decide on the winners.

Judging Date is Saturday October 24.

Suggestion for next year's poster: Include photos of the previous year's winning scarecrows.

7) New Hillsburgh Signs

The holes for the posts are dug.

Signs are stored in Lloyd's garage. Hopefully, the signs will be installed on Friday.

Discussion occurred about a photo op with the Erin Advocate after the signs are installed.

Decision made that Jackie & Lloyd would present the LGHG and the Mayor and Martin Rudd would be invited to join them for the photo.

Service signs on the new entrance signs: Discussion occurred about this issue. We do not want the service club signs to clutter up the look of the new entrance signs.

The signs could be easily fastened to a 2' X 8' board placed below the new entrance signs. All signs would need to be new and the same size.

Action needed: Lloyd will contact Myron Lasko for advice about a suitable size for the service club signs.

Action needed: Jackie & Lloyd will draft a letter to be sent to the service groups in the community offering them the opportunity to have their sign placed on the new entrance signs and advising them of our requirements regarding their signs.

8) Historical banners on the Tack Shop & the Arena

These banners are very badly faded. The committee will consider replacing them at a future date.

Action needed: Jeff will contact the owner of the Tack Shop requesting that the banner be taken down.

Action needed: Lloyd will talk to Terry at the Arena about taking down the banners on the outside of the building.

9) Historical Park

Plant inventory: Heidi Duncan has created a list of the plants in the park.

Action needed: A meeting with Heidi to review the plant list and discuss an action plan for the park's gardens.

Wooden structure in the park: Discussion occurred about how to proceed with repairs to the structure.

Action needed: Lloyd will contact the Hillsburgh Lions Club asking them to come to the October meeting to discuss what should be done with the structure.

10) Canada Day 2017 – Town of Erin Canada Day Committee

Lloyd read a letter from Mayor Alan Alls soliciting ideas, interest and support for special Canada Day celebrations in 2017.

Action needed: Lloyd will write a letter in reply to the Mayor stating that we support the idea to hold special events in 2017 and that the committee will send a member to be part of the planning committee.

11) Other Business & Round Table

A) Metal laser-cut signs:

Two municipalities have inquired about the signs and we have given them the contact information for Brodie Ltd.

The yellow signs have faded badly. Steve Robson at Brodie Ltd. will look at them to see if there is a problem with the paint.

Brodie Ltd. is replacing one red sign which has been badly damaged.

Action needed: We need to take a walk down the street to see how many poles need metal signs.

B) New Branch Supervisor at Hillsburgh Library:

Emily Lamond will take over duties as the Branch Supervisor on Monday, October 5. She is currently the Branch Supervisor at the Clifford Branch Library.

Donna has discussed with Emily the library's involvement in the LGHG Committee. Emily has agreed to continue the library's support of the LGHG Committee. However, she feels learning her new position at the Hillsburgh Branch and the future building of a new library will be quite time consuming. So for the present, she will not be joining the committee.

C) Jeff reported on the activities of the Town of Erin Heritage Committee:

- working with Manuel Tavares to find a way to preserve the Nodwell house rather than demolishing it
- production of a pamphlet detailing a walking tour of the downtown area of the Village of Erin. Eventually, the TEHC would like to create a walking tour of Hillsburgh.
- Thursday October 29 the TEHC is holding a WWI presentation. At 6:30, people are invited to bring and share memorabilia from that time period. At 7:30pm, Phil Gravelle will give a short presentation about what life was like in Erin during WWI.

**Next Meeting:
Thursday October 15
7pm
Town of Erin Municipal Office
5684 Trafalgar Rd.**

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Fill By-law	CAO	2014	19-May-15	70%
Set dates for Special Meetings - strategic initiatives	Council	3-Feb-15	ongoing	as scheduled
Centre 2000 Shared Use Agreement	CAO		31-Dec-15	mtg Oct 28
Alcohol Risk Policy - update	CAO/Facility Manager	19-May-15	2016	
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	75%
Station 50 - Update Emergency Plan	Fire Chief/County Emergency Manager	2-Jun-15	Q4	
Wastewater EA Terms of Reference	Triton Engineering	2-Jun-15	Fall 2015	LOI sent
GMF Application for wastewater class EA feasibility study - submission and results	Triton Engineering	2-Jun-15	n/a	50% (application submitted)
Determine the best option for updating the Official Plan	Council	13-Jul-15	Fall 2015	
Operational Review Recommendations - Implementation	CAO	June	Fall 2015	
Outstanding Operational Review Item - Fire Department Review	CAO	1-Sep-15	Q4	
Organizational and Compensation Review	CAO		Q4	consultant selected
Corporate Strategic Plan - Finalizing 4 year objectives	CAO		Q4	
Report on actions/options required to implement a Community Safety Zone By-law	New Director of Operations/County	1-Sep-15	Q1 2016	
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	
Research on status of field inspections -examination of dams	Emergency Manager - Linda Dickson	16-Jun-15		awaiting response from Ministry
List of types of desired businesses	New EDO	15-Sep-15		
Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	31-Dec-15	
Full time By-law Officer Report	CBO	6-Oct-15		
Circulate County BMA study	Director of Finance	20-Oct-15	when available	
Review possible user options for old public school property	New EDO	20-Oct-15		
Completed Items				
Report on cost and practicality of implementing a ban on the sale of bottled water in Town owned Facilities	Facilities Manager	16-Dec-14	3-Feb-15	100%

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Economic Development Committee	Economic Development Coordinator	16-Dec-14	3-Feb	100%
Establish Ad Hoc Committee - Grant Requests	Director of Finance/CAO	3-Feb-15	17-Feb	100%
Report - Procedural By-law changes	Clerk	3-Feb-15	3-Mar	100%
Provide comments to Halton Region regarding 4th Line Well Field Expansion by March 9	Water Superintendent	17-Feb-15	9-Mar	100%
Provide comments to the Ministry of Transportation, Ontario Good Roads Association and Association of Municipalities of Ontario opposing any amendment to default speed limits.	Roads Superintendent	17-Feb-15	27-Feb	100%
Integrity Commissioner - implications of rescinding Code of Ethics	CAO/Integrity Commissioner	3-Feb-15	7-Apr-15	100%
Celebrate Erin	Committee	16-Dec-14	18-Apr-15	100%
Procedural By-law change	Clerk	21-Apr-15	5-May-15	100%
Ice Storm Assistance Grant Agreement By-law	Clerk	21-Apr-15	5-May-15	100%
Report on Waterford Drive with recommendations	Road Superintendent	21-Apr-15	5-May-15	100%
Victoria Park - Concession booth work/rent	Facilities Manager	7-Apr-15	19-May-15	100%
Operational Review Report to Council	Consultant		23-Jun-15	100%
Glendevon Reservoir - Report - Update on status and cost of repairs	Interim Water Superintendent	2-Jun-15	16-Jun	100%
Sideroad 10 unopened road allowance - possible closure of portion	CAO	20-Jan-15	n/a	100%
Stanley Park Arch - ownership	CAO/Heritage Committee	20-Jan-15	31-Dec-15	100%
Technical Meeting to discuss issues related to how the land use planning and EA should proceed	Triton Engineering	13-Jul-15	22-Sep-15	100%
Community Support Policy and Application - Report	Director of Finance	n/a	20-Oct	100%
Report on flying sports flags	Clerk	6-Oct-15	20-Oct	100%
Solar - Leasing option report	Financial Analyst	6-Oct-15	20-Oct	100%
Review property options with Suncor	New EDO	15-Sep-15	business operating at location	n/a
Delivery of Final Momentum:Town of Erin 2015-2018 Economic Development Action Plan to Council	Economic Development Coordinator	1-Dec-14	3-Nov	100%

Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Planning Report - 63A Trafalgar/TEHC Resolution	Planning Department	6-Oct-15	3-Nov	100%
Review of Committees of Council	CAO/Economic Development Coordinator	3-Feb-15	31-Dec-15	100%



CBM St Marys Cement
55 Industrial St
Toronto, ON
M4G 3W9

Town of Erin
5684 Trafalgar Rd
Hillsburgh, ON

October 19, 2015

RE: Objection Response – OPA Amendment for Expansion of the CBM Hillsburgh Pit

Dear Mayor Alls

Following the Public Meeting held on September 8, 2015 concerning the Application for a Zoning Bylaw amendment and Amendments to the Town and County Official Plans the following response to questions raised is provided below. This response reflects the written submissions and comments made at the meeting, but may not necessarily be in the order of delivery as there were several common themes that were grouped together for ease of review. If you have further questions or would like clarifications regarding the information provided below do not hesitate to contact me at the address below.

We would be pleased to share this response with participants at the meeting. Feel free to forward this letter as appropriate. CBM can also provide this response to individuals who left addresses at the meeting. We are also comfortable with this information being posted on the Town's web site.

Kind regards,

Stephen May
Lands Manager – Western Region CBM Aggregates

cc.
Mark Van Patter – County of Wellington
Dina Lundy – Town of Erin
Jeff Duncan – Councilor, Town of Erin
Matt Sammut - Councilor, Town of Erin
John Brennan - Councilor, Town of Erin
Rob Smith- Councilor, Town of Erin
Pierre Brianceau - Councilor, Town of Erin
Seana Richardson – Ministry of Natural Resources and Forestry

RE: Objection Response – OPA Amendment for Expansion of the CBM Hillsburgh Pit

The following is a response to the concerns delivered to Council between August 27 and September 1, 2015 and from questions received at the Public Meeting on September 8, 2015.

Destruction of 123 acres of prime agricultural land with little hope for full site rehabilitation potentially leaving a hole 90 feet deep.

The rehabilitation plan has been designed to improve the landscape after extraction is completed. A variety of uses have been considered in this opportunity. Much of the site will be returned to productive farm land. The remainder will be returned to natural environment enhancing features. The woods, pond and wetlands to be created will improve wildlife corridors, diversity and habitats that will integrate well into the landscape. CBM is experienced with quality rehabilitation and are working with the farm landowner who is very interested in working with our operations staff to ensure that valuable crop lands are progressively established after the aggregate operation is complete.

Last year, CBM received several awards for rehabilitation from the Ontario Stone, Sand and Gravel Association (OSSGA) including:

1. OSSGA Bronze plaque, the most prestigious award given by OSSGA, for Outstanding Achievement in Progressive Rehabilitation for our Sugarbush Pit (Township of West Missouri – near London)
2. Progressive Rehabilitation for 4 of its pits: Clarington Pit (Twp of Darlington), McNally East Pit (Twp. of Puslinch), Sunderland Pit (Twp. of Brock) and our Westwood Pit (Twp. of Westwood).
3. OSSGA Community Relations Awards for the CBM Sunderland Pit and CBM Aberfoyle Complex.

We have also been sharing information from our experience documenting agricultural rehabilitation effectiveness at a trial site with industry, government and researchers. We are seeing comparable results from side by side fields where one site was extracted and rehabilitated and the other in continual agricultural production. CBM intends to uphold the same standard of rehabilitation at this site.

In order to initiate final rehabilitation, extraction needs to be completed in one area and reach the outer perimeter of the site. We are close in the south west corner of the existing license. With the removal of the woodlot area, the east boundary is also available for progressive rehabilitation. Interim rehabilitation did take place under the berm along Trafalgar Road in 2012, but the planting on the slope was not as successful as anticipated and requires repair/reseeding and final rehabilitation in that area is not possible until the berm along Trafalgar Road is no longer required.

Elimination of 13.34 acres of Significant Woodland areas that provide sanctuary for a number of significant plants and animals.

After careful consideration, we are withdrawing the woodland area in Phase 2 and the associated 15 metre buffer around the feature from the proposed extraction area in this application. We trust that this will address several of the comments and concerns associated with this feature. Our rehabilitation plan for this site provides for increased forest cover and additional critical linkages with other wildlife habitat in the area that will result in enhanced wildlife habitat and travel corridors.

Increase in Dangerous Truck Traffic through the area for 13+ hours a day.

We have decided to withdraw the request to increase the maximum annual tonnage limit from 750,000 to 1,000,000 and will maintain the current maximum annual tonnage limit of 750,000 tonnes.

The traffic study completed as part of this application (based on a 1,000,000 maximum annual tonnage limit) indicated that the truck traffic associated with the operation was within the safe capacity for the current haul route. CBM is also currently working towards an agreement with the County of Wellington to improve the safety of the entrance at CBM's expense.

It should also be noted that several operations use this as a haul route. Truck traffic associated with the CBM Hillsburgh Pit contributes about 10% of the total truck related traffic travelling through Hillsburgh on Trafalgar Road.

In order to address the concern of safety and trucks passing through communities such as Hillsburgh, CBM has a trucker policy that applies to all CBM operations. This policy identifies that CBM will exclude problem truck operators from our

sites if they are not acting responsibly and at a safety standard that CBM demands. CBM is supportive of local enforcement and traffic calming initiatives to continue to help monitor and address this community concern.

Heavy Equipment Use – fumes, dust, noise etc...

The operational plan of the pit requires that the maximum disturbed area of the site will not increase and we are withdrawing the request for increasing the maximum annual tonnage limit at the site. With tonnage limits and the Maximum Disturbed Area not increasing than what exists today, it is expected that there will also be no increase in emissions from the operations.

Noise control has been one of the basic parameters in planning the operations in the proposed pit extension. A detailed report entitled “An Assessment of the Potential Noise Associated with Aggregate Extraction & Processing at the Proposed Hillsburgh Pit Extension” was prepared by Aercoustics Engineering Limited. Recommended noise control measures from that report were incorporated into the design and notes on the site plan, including:

- Restrictions on the number and types of extraction and processing equipment, the noise emissions of the equipment and the areas of operation;
- Berming and local shielding requirements;
- Restrictions on the hours of operation for certain activities.

With these measures in place, the aggregate extraction, processing and shipping operations in the proposed pit will comply with the MOECC standards for noise.

Property Value

The site is in a rural area on a Regional road and the pit will operate at comparable levels to the past 30 years at this established operation. The expansion will extend the life of the operation, but tonnage levels and the amount of disturbed area in the pit at any one time will be generally unchanged. Additional areas of the existing pit will be rehabilitated and additional berms will be established before new areas are extracted. With little change in tonnage and with enhanced rehabilitation plans and berming in place, it is anticipated that there will be no effect on local property value.

Drinking Water Risk

The below water table amendment for this operation was approved by MNRF in 2013 after careful review by the MNRF, MOECC, CVC hydrogeological experts and peer reviewers for the Township and County of Wellington. The majority of aggregate extraction is above the water table and no threat to groundwater resources is anticipated. With that said, an extensive monitoring program will be in place around the perimeter of the site to ensure that groundwater levels do not fluctuate significantly and ensure that there will be no negative impact on groundwater resources.

Heritage Building Question

In consultation with the Chair of the Town of Erin Heritage Committee (Jamie Cheyne) it was indicated that The Town of Erin Heritage Committee did pass a resolution to allow the demolition of the house and barn.

There was also an inquiry of the Committee to allow the original Huxley family to be informed when the buildings become vacant and prior to demolition. This would give the Huxley family an opportunity to visit and possibly acquire selected artifacts from the structures of significance to the family. CBM is willing to work with the Huxley family in this regard.

8th Line Haul Route

Generally, County roads are preferred haul routes for aggregate. Trafalgar Road (Wellington 124) is a County road designed for trucks transporting goods to market. CBM feels that this existing haul route is suitable to transport aggregate materials safely and efficiently to market.

CBM Economic Contributions

CBM supports increases to the TOARC rate and additional funds being provided to Municipalities through this avenue. However, this increase needs to be applied to all producers equally. CBM is also supportive of community projects in the communities in which it operates and would be happy to support quality community based projects and programs as appropriate opportunities arise.

Need for Aggregate from Hillsburgh

CBM operates in a wide variety of markets throughout southern Ontario. To support this market in an effective manner, aggregate sites in a variety of locations is required. Having aggregate material close to market is beneficial to all Ontarians as it reduces shipping costs and the associated truck volumes on our roadways. Quality aggregate is also localized. Hillsburgh is a key site in the CBM distribution network that supplies local and regional markets near Hillsburgh as it contains a variety of quality aggregate products close to where they are consumed.

We trust that the information above addresses the comments and concerns identified through the Public Meeting held on September 8, 2015 in the Town of Erin. Much of the background information is enclosed in the Application Package for this Aggregate pit expansion application and Zoning By-law Amendment application. If you have further questions or would like additional information please do not hesitate to Stephen May, CBM Aggregates -Lands Manager West.

**Ministry of Economic
Development, Employment
and Infrastructure**

Office of the Minister

8th Floor, Hearst Block
900 Bay Street
Toronto ON M7A 2E1
Telephone: 416-325-6900
Facsimile: 416-325-6918

**Ministère du Développement
économique, de l'Emploi
et de l'Infrastructure**

Bureau du ministre

Édifice Hearst, 8e étage
900, rue Bay
Toronto ON M7A 2E1
Téléphone: 416-325-6900
Télécopieur: 416-325-6918



RECEIVED

TOWN OF ERIN

October 14, 2015

Dear Friends:

I am pleased to invite nominations for the 2016 **David C. Onley Award for Leadership in Accessibility**. This award recognizes Ontarians who have gone above and beyond to improve accessibility for people with disabilities.

Recipients can include individual volunteers or organizations that have made outstanding contributions and have demonstrated outstanding leadership and commitment in the advocacy and promotion of accessibility and disability issues.

Here is what you need to do to submit a nomination for this award:

- a) visit www.ontario.ca/honoursandawards;
- b) click on the David C. Onley Award for Leadership in Accessibility Award icon;
- c) download the appropriate PDF form; and
- d) fill out the form and submit it no later than **December 3, 2015**.

Please review the eligibility criteria and instructions carefully. Detailed instructions on submitting your package can be found on the website.

If you have any questions, contact the Ontario Honours and Awards Secretariat:

Email: ontariohonoursandawards@ontario.ca
Phone: 416 314-7526
Toll-free: 1 877-832-8622
TTY: 416 327-2391

Thank you for supporting this program and for your interest in promoting accessibility for Ontarians with disabilities.

Sincerely,

Brad Duguid
Minister



Randy Pettapiece, MPP
Perth-Wellington

RECEIVED
OCT 28 2015
TOWN OF ERIN

Queen's Park
Toronto, Ontario

October 23, 2015

Dina Lundy
Clerk
Town of Erin
5684 Trafalgar Rd
RR 2
Hillsburgh, ON N0B 1Z0

Dear Ms. Lundy:

Re: Resolution for Fairness in Provincial Infrastructure Funds

On October 8, my private member's resolution on fairness in provincial infrastructure funds was debated in the Ontario legislature. I am pleased that the resolution received all party support, and every MPP who participated in the debate spoke in favour of it.

I want to sincerely thank the council of the Town of Erin for its support of my resolution. Prior to the debate, 115 municipalities submitted written resolutions of support. I am grateful for all of the feedback that I received.

It is now up to the government to review the feedback it has received and take action by ensuring that all ridings are treated fairly when it comes to funding decisions.

Again, I would like to thank the Town of Erin for its support in this endeavour.

Sincerely,

Randy Pettapiece, MPP
Perth-Wellington

Enclosure





RECEIVED

OCT 28 2015

TOWN OF ERIN

FOR IMMEDIATE RELEASE
October 9, 2015

MPPs pass Pettapiece motion on fairness in infrastructure funding

(Perth-Wellington) – “No riding, no municipality, and no taxpayer should ever be punished for their voting history or the political stripe of their MPP,” Perth-Wellington MPP Randy Pettapiece stated during a debate he initiated this week in the Ontario legislature.

MPPs from all parties agreed. On Thursday they endorsed Pettapiece’s resolution, which states that the government should guarantee that government-held and opposition-held ridings be given equal and transparent consideration on infrastructure funding.

“Too often, it appears that politics trumps fairness when it comes to infrastructure funding decisions,” Pettapiece explained after the debate. “It’s regrettable that this debate was even necessary.”

During the debate, Pettapiece covered several examples of what he referred to as “partisan games.” He blasted Deputy Premier Deb Matthews for comments she made in March in Perth-Wellington, which seemed to suggest she would listen to the former Liberal MPP, while ignoring Pettapiece because he sits in opposition.

Liberal infrastructure priorities have, Pettapiece believes, repeatedly short-changed rural and small-town Ontario, where the party holds few seats.

He pointed to their decision to scrap the Connecting Link program, which area municipalities have long relied upon to pay for upkeep of provincial highways, and the government’s decision to slash the Ontario Municipal Partnership Fund (OMPF)—the province’s main transfer payment to small municipalities.

“They do it because they think they can get away with it,” Pettapiece said during debate.

So far, 116 Ontario municipalities, including many in Perth-Wellington, have endorsed Pettapiece’s resolution; they come from PC, NDP and even Liberal ridings. The Ontario Good Roads Association also supported it.

NDP MPP Percy Hatfield strongly supported Pettapiece’s motion: “Our smaller municipalities need financial help from the senior orders of government when it comes to infrastructure. Governments shouldn’t be playing favourites,” he said.

Liberal MPP Kathryn McGarry claimed that her government is not playing favourites: “This summer, I went to many government announcements to help show our infrastructure investments in [opposition ridings].”

To Pettapiece, however, that confirmed the need for the second part of his resolution asking the government to guarantee that all MPPs, whether in government or opposition, be given fair and equal advance notice of the official announcement.

“Government funding is public money, not Liberal money,” Pettapiece stated. “It belongs to the people, not to the Liberals. To exclude opposition MPPs from funding announcements is an affront to voters’ democratic choices.”



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

105 Queen Street West, Unit 14
Fergus
Ontario N1M 1S6
Tel: (519) 843-3920
Fax: (519) 843-1943
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

October 21, 2015

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

Attention: Kathryn Ironmonger
Chief Administrative Officer

RE: TOWN OF ERIN
CREWSON RIDGE SUBDIVISION
FINAL ACCEPTANCE AND
RELEASE OF LETTER OF CREDIT
OUR FILE: A4662A

Dear Kathryn:

Further to our correspondence dated April 2, 2015, the Developer, Paul Heitshu, Thomasfield Homes Limited has requested Final Acceptance for the development known as Crewson Corners Subdivision and the release of all remaining securities.

We understand that the Municipality is currently holding a Letter of Credit for this development in the amount of \$378,247.96 for Site Servicing.

In accordance with Section 15; "Final Acceptance of Services" of the Subdivision Agreement, we would recommend final acceptance of services based on the following information:

- An onsite inspection of Subdivision Services has been performed with Municipal Staff and all noted deficiencies have been completed.
- Record Drawings have been received for the development from the Developer's Consultant.
- Attached is a copy of the signed *Statutory Declaration of Accounts Paid* dated September 2015.
- Correspondence dated September 22, 2015 from Van Harten Surveying Inc. confirming fulfillment of all conveyances and easements noted in *Schedule 'E' Confirmation 61M-145* of the Subdivision Agreement.
- Correspondence dated September 21, 2015 from the Developer's Consultant, Braun Consulting Engineers confirming that the site servicing component has been constructed in general conformance with the approved servicing plans.
- Correspondence dated July 24, 2015, *Crewson Ridge Water Supply, Homestead Drive* from



the *Town of Erin Fire and Emergency Services* noting no objections to the dry hydrant system c/w approval conditions.

- Attached is a copy of the *Surveyor's Assumption Certificate* 61M-145, Crewson Corners dated July 14, 2015 issued by Van Harten Surveying Inc.
- Correspondence dated April 27, 2015 from *Canada Post Corporation* accepting the community mail box location as provided.

Recently, forty seven (47) street trees were planted as part of the requirements of the Subdivision Agreement. For security purposes, we would recommend that the Developer provide a separate Letter of Credit or Cash in the amount of \$5,000 to ensure that these trees survive until the fall or the end of September 2016.

Further, we recommend that the current securities held by the Municipality in the amount of \$378,247.96 be released. This reduction is subject to the Town confirming that all outstanding accounts with respect to the development have been paid in full and that the Developer is not in default of its obligations pursuant to its agreement(s) with the municipality (Refer to table below).

Our recommendation is as follows:

Component Letter of Credit	Original Letter of Credit Amount as per Subdivision Agreement Schedules [D1 and D2] X 125%	Letter of Credit Reduction Jan. 17, 2008 And April 2, 2015	Remaining Works	Amount Retained as per Subdivision Agreement 25% of Completed Works plus 125% of Remaining Works up to Final Acceptance	Amount of Letter of Credit Reduction
Site Grading	\$833,069.10	\$833,069.10	\$0.00	\$0.00	\$0.00
Site Servicing	\$1,117,413.77	\$739,165.81	\$0.00	\$0.00	\$378,247.96
Totals	\$1,950,482.87	\$1,572,234.91	\$0.00	\$0.00	\$378,247.96

We trust that this information is satisfactory and should you have any questions, please contact the undersigned.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED

Paul F. Ziegler, C.E.T.

PFZ/sjp

cc: Paul Heitshu, Thomasfield Homes Limited
Dina Lundy, Clerk, Town of Erin
Sharon Marshall, Director of Finance, Town of Erin



CANADA
PROVINCE OF ONTARIO

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IN THE MATTER OF THE TITLE TO Plan 61M-145, Town of Erin, County of Wellington (the "Lands")

AND IN THE MATTER OF A SUBDIVISION AGREEMENT BETWEEN Thomasfield Homes Limited (the "Corporation") and the Town of Erin (the "Subdivision Agreement")

TO WIT:

I, Paul Heitshu, of the City of Guelph, in the Province of Ontario

DO SOLEMNLY DECLARE, that:

- 1. I am a General Manager at Thomasfield Homes Limited and, as such, have knowledge of the matters hereinafter referred to.
- 2. All accounts for labour, subcontracts, products, construction, work and materials, taxes, levies, fees, machinery and equipment and other indebtedness, save for normal guarantee holdbacks, which may have been incurred with respect to the completion of the works contemplated by the Subdivision Agreement and for which the Corporation in any way be held responsible have been paid in full.
- 3. There are no claims for liens with respect to the completion of the works contemplated by the Subdivision Agreement.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the City of Guelph in the Province of Ontario this day of September, 2015

Paul Heitshu

A COMMISSIONER ETC.



September 22, 2015
16212-05
Jamie.laws@vanharten.com

County Of Wellington
74 Woolwich Street
Guelph, ON
N1H 3T9

Dear Sir/Madam,

Re: Schedule E Confirmation 61M-145 Erin

This letter confirms that the conditions outlined in Schedule E (for Subdivision known as Crewson Corners) have been fulfilled as outlined:

LANDS TO BE CONVEYED BY THE DEVELOPER TO THE TOWN OF ERIN AT NO COST TO THE TOWN AT REGISTRATION (see attachments):

1. Block 17 in Registered Plan 61M-145 for Parkland.
2. Block 20 in Registered Plan 61M-145 for Open Space.
3. Blocks 22, 23 and 24 in Registered Plan 61M-145 for road widenings. (to be dedicated by registration of M-Plan)
4. Blocks 25, 26, 27, 28, 29 and 30 in Registered Plan 61M-145 for Reserves.

EASEMENT IN FAVOUR OF HYDRO ONE AT NO COST TO HYDRO ONE (see attachments):

1. Parts 1, 2, 3, 4, 5, and 7 in Reference Plan 61R-10712 for Hydro Transformers.
2. Part 6 in Reference Plan 61R-10712 for Hydro pole and underground Hydro line.
3. Parts 8 and 9 in Reference Plan 61R-10712 for Hydro poles and overhead Hydro Line as outlined in INST. WC191536.

11 Wellington Street, Guelph, Ontario N1H 3T9
Phone: 519-221-2611 Fax: 519-834-2102

1000 Lakeshore Road, Unit 11, Burlington, Ontario L7M 1G7
Phone: 905-241-1110 Fax: 905-335-1110

www.vanharten.com

REP: MADDAMS, S.A. I.P. BURNETT J.M. GILLY J.M. LAWS J.M. GILLY



Please do not hesitate to call me if you have any further questions or comments.

Very truly yours,
Van Harten Surveying Inc.

James Laws
Ontario Land Surveyor

File: 00.01-03

September 21, 2015

Trriton Engineering Services Limited
105 Queen Street West
Unit 14
Fergus ON N1M 1S0

Attention: Paul Ziegler

Reference: Crewson Ridge Subdivision



**Braun
Consulting
Engineers.**

David H. Braun, P.Eng.
Tanya E. Lonsdale, P.Eng.

Dear Sir:

Braun Consulting Engineers provided consulting engineering services to Thomasfield Homes for the Crewson Ridge residential subdivision project - site servicing component.

During construction, we provided general site review services. Various deficiency and warranty items were addressed in recent months.

Based on our general review of the original and remedial work, and the related testing that was carried out, we can confirm that the site servicing and roads have been constructed in general conformance with the approved site grading plan and servicing plan, within acceptable construction tolerances.

Please contact me at any time if you require additional information.

Yours very truly,

David Braun, P. Eng.

c: Thomasfield Homes – Paul Heitshu

530 Willow Road
Guelph, Ontario
N1H 7G4

Telephone
(519) 836-9892

Fax
(519) 836-9287

braunengineers.com

Municipal
Engineering

Environmental
Engineering

Water
Management

Waste
Management

Land
Development

TOWN OF ERIN

5684 Trafalgar Road, R.R. #2
 Hillsburgh, Ontario N0B 1Z0
 www.erin.ca

**Fire & Emergency Services**

TEL: (519) 855-4407 ext. 254

FAX: (519) 855-4281

EMAIL: fire@erin.ca

July 24, 2015

Tom Gmyrek, B.Sc.(Eng.)
 Brain Consulting Engineers
 530 Willow Rd
 Guelph, ON N1H 7G4

David Sherratt
 Thomasfield Homes
 Safety Coordinator and Loss Prevention
 295 Southgate Drive, Guelph, ON, N1G 3M5
 P (519) 836-4332 ext. 25 F (519) 836-2119
 davids@thomasfield.com

Re: Crewson Ridge Water Supply, Homestead Drive, Town of Erin

Dear: Mr. Gmyrek & Sherratt,

On July 6, 2015 the Town of Erin Fire and Emergency Services conducted a performance test of the dry hydrant system. The fire truck access as provided by the driveway was able to support the fire truck without undue rutting.

Based on these performance test(s), the dry hydrant engineering specification and the ability of the mobile pumping equipment as provided by the Town of Erin Fire and Emergency Services we have no objections to the dry hydrant system. The following must be provided and/or maintained and is a condition of our approval.

- 1) The dry hydrant system shall be tested at least annually with a fire department pumper. We recommend a performance test be conducted by the fire department when the pond is frozen.
- 2) Maintain a clear width of 6m to permit the entry of fire department vehicles.
- 3) Driveway reflectors are provided during the winter months.

The Ontario Building Code does not currently require that Part 9 buildings be provided with an adequate water supply for fire fighting. However, from a fire fighting perspective we appreciate the time, effort and expense that you have endured in providing a suitable fire protection water supply for the buildings located in Crewson Ridge

If you have any questions, please contact myself directly at 905-855-4407 ext. 238 or by email at len.papp@erin.ca

Approved,



Len Papp, B.Sc., C.E.T.
Chief Fire Prevention Officer
Chief Fire Official

Concur;

Dan Callaghan
Fire Chief

C.C.

Andrew Hartholt, Town of Erin, Chief Building Official



LAND SURVEYORS and ENGINEERS

Project 13863-99

**ASSUMPTION CERTIFICATE 61M-145
CREWSONS CORNERS**

The undersigned hereby certifies to the Corporation of the Town of Erin and the County of Simcoe that the main Standard Iron bars (as outlined in the requirements of the "Surveyor's Certificate" have been set as of July 10, 2015 for Registered Plan 61M-145 . (see plan attached)

This certificate is given and delivered to the Town & County in full knowledge that the Town & County relies on this certification for fulfillment of part of the Final Acceptance of Subdivision by Town & County By-law.

Dated this 14th day of July, 2015.

James Laws
Ontario Land Surveyor

423 Woolwich Street, Guelph ON N1H 3X3
Phone: (519) 821-2763 – Fax: (519) 821-2770

www.vanharten.com

660 Riddell Road, Unit 1, Orangeville, ON L9W 5G5
Phone: (519) 940-4110 – Fax: (519) 940-4113

R.P. Magahav, B.A.

J.E. Buisman, B.E.S., B.Sc., O.L.S.

R.M. Mak, B.Sc., O.L.S.

J.M. Laws, B.Sc., O.L.S.

J.M. Duffly, P.Eng.



DELIVERY PLANNING
CANADA POST CORPORATION
955 Highbury Ave N
London ON N5Y 1A3

April 27, 2015

TOM GMYREK, B.Sc. (Eng.)
ENGINEER
BRAUN CONSULTING ENGINEERS LTD.
tom@braunengineers.com

Re: Crewson Ridge, Town of Erin

Tom:

This is to inform you that the conditions regarding the locations of the CMB site in the Crewson Ridge development in the Town of Erin, has met the requirements by Canada Post.

Should you have any questions or concerns regarding this issue, I can be reached at 226-448-6876.

Regards,

Paul Barton

Paul Barton
Delivery Planning Officer
955 Highbury Ave N
London, ON N5Y 1A3
Paul.barton@canadapost.ca

The Corporation of the Town of Erin

By-law # 15-

**Being a by-law to appoint a Drinking Water Source Protection
Risk Management Inspector and Risk Management Official for the
Corporation of The Town of Erin**

WHEREAS Section 9 of the *Municipal Act, S.O., 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Part IV Section 47 (6) of the *Clean Water Act, 2006*, states that the council of a municipality that is responsible for the enforcement of this Part shall appoint a risk management official and such risk management inspectors as are necessary for that purpose;

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

1. That Kyle Davis is hereby appointed as Risk Management Inspector and Risk Management Official.
2. That this By-law shall come into force and take effect on the date of its final passing.

Passed in open Council on November 3, 2015

Mayor Allan Alls

Clerk Dina Lundy