



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

**December 6, 2016**

**1:00 PM**

**Municipal Council Chamber**

Pages

- 1. Call to Order**
  - 1.1 Presentation of Long Service Awards
- 2. Approval of Agenda**
- 3. Declaration Pecuniary Interest**
- 4. Community Announcements**
- 5. Adoption of Minutes** 1 - 23
  - November 15, 2016 - Regular Meeting
  - November 23, 2016 - Special Council Meeting - Budget 2
- 6. Business Arising from the Minutes**
- 7. Closed Session**

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

(b) personal matters about an identifiable individual, including municipal or local board employees (2 HR Matters);

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Hillsburgh Bridge and Dam, Developer)
- 8. Return from Closed Session**
  - 8.1 Motion to Reconvene
  - 8.2 Report Out
- 9. Delegations/Petitions/Presentations**
  - 9.1 Headwaters Tourism - Annual Delegation 24 - 44
  - 9.2 Triton Engineering - Hillsburgh Dam and Bridge Class EA 45 - 50
- 10. Reports**
  - 10.1 Fire and Emergency Services

10.1.1	Linda Dickson - CEMC - Emergency Management Reports	51 - 88
10.2	Finance	
10.2.1	Approval of Accounts	89 - 90
10.3	Administration	
10.3.1	Appointment of Alternates for the Mayor for 2017	91 - 92
10.4	Mayor	
10.4.1	Mayor's Report	
10.5	Committees	
10.5.1	Town of Erin Heritage Committee - TEHC - Minutes from October 17, 2016	93 - 94
10.5.2	Let's Get Hillsburgh Growing Committee - LGHG - Minutes from October 20, 2016	95 - 96
<b>11.</b>	<b>New Business</b>	
11.1	Appointment of alternate for the Mayor's Office for December 2016	
<b>12.</b>	<b>Correspondence</b>	
12.1	Activity List	97
12.2	Conservation Authorities Agendas and Minutes Grand River Conservation Authority: <a href="http://www.grandriver.ca/index/document.cfm?Sec=13&amp; Sub1=71">http://www.grandriver.ca/index/document.cfm?Sec=13&amp; Sub1=71</a>  Credit Valley Conservation Authority: <a href="http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/">http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/</a>	
12.3	Ainley - Class EA Phases 3 and 4 - Monthly Report - October 2016	98 - 99
12.4	Ministry of Finance - Ontario Municipal Partnership Fund - OMPF - Municipal Allocations 2017	100 - 102
12.5	Hillsburgh Library - Resident Comment	103
12.6	Association of Municipalities Ontario (AMO) - Federal Infrastructure Phase 2 Incrementality Resolution	104 - 106
<b>13.</b>	<b>By-Laws</b>	107
	Confirming	
<b>14.</b>	<b>Notice of Motion</b>	
<b>15.</b>	<b>Adjournment</b>	



## Minutes of the Regular Town of Erin Council Meeting

November 15, 2016

6:30 PM

Municipal Council Chamber

<b>Present:</b>	<b>Allan Aills</b>	<b>Mayor</b>
	<b>John Brennan</b>	<b>Councillor</b>
	<b>Matt Sammut</b>	<b>Councillor</b>
	<b>Jeff Duncan</b>	<b>Councillor</b>
<b>Members Absent:</b>	<b>Rob Smith</b>	<b>Councillor</b>
<b>Staff Present:</b>	<b>Derek McCaughan</b>	<b>Interim CAO</b>
	<b>Dina Lundy</b>	<b>Clerk</b>
	<b>Trish Crawford</b>	<b>Clerk's Assistant</b>
	<b>Ursula D'Angelo</b>	<b>Director of Finance</b>
	<b>Larry Wheeler</b>	<b>Financial Analyst</b>
	<b>Greg Delfosse</b>	<b>Roads Superintendent</b>
	<b>Jessica Wilton</b>	<b>Building and Planning Assistant</b>
	<b>Dan Callaghan</b>	<b>Fire Chief</b>

- 1. Call to Order**  
Mayor Aills called the meeting to order.

- 2. Approval of Agenda**

**Resolution # 16-430**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** the agenda be approved as amended to add report from Building and Planning Assistant - *"Conditional Site Plan Approval, D15-SP06-16 9 Station Street, Part 1, Plan 61R-521, Lots 39-52 - Hillsburgh Library"* of November 15, 2016 as Item 9.2.2.

**Carried**

### **3. Declaration Pecuniary Interest**

Councillor Duncan declared a conflict of interest on Item 9.2.2 - "Building and Planning Assistant - Conditional Site Plan Approval - Hillsburgh Library" due to the fact that his principal residence is in close proximity to the subject lands.

Councillor Duncan declared a conflict of interest on Item 11.4 - "Lou Maieron - questions to Council" due to the fact that his principal residence is in close proximity to the subject lands.

Councillor Sammut declared a conflict of interest on Item 6.1 - "November 1, 2016 - Special Council Meeting - Public Information Meeting - Halton Crushed Stone - Erin Pit" due to the fact that his principal residence is in close proximity to the subject lands.

Councillor Sammut declared a conflict of interest on item 10.1 - "Council questions regarding the Halton Crushed Stone application" due to the fact that his principal residence is in close proximity to the subject lands.

### **4. Public Meetings**

Mayor Alls called the meeting to order.

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

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

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

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

Mayor Alls advised those who wish to speak are to address Council, and all comments and questions should be put to the Chair. Speakers should give their names and address for the record. Personal opinions and comments made by the public attending this meeting may be collected and recorded in the meeting minutes.

Mayor Alls introduced Gary Cousins, Director of Planning and Development for County of Wellington.

Mr. Cousins started his presentation to Council.

The purpose of this application is to permit the property to be used for equestrian competitions, camping for staff necessary for the care and security of horses and the sale of related equestrian merchandise, food and beverages at 8720 Wellington Road 50.

The property is designated Prime Agricultural and Greenlands in the County and Town of Erin Official Plans and is zoned Agricultural (A) and Rural Environmental Protection (EP2) in the Town of Erin Zoning By-law.

The GRCA (Grand River Conservation Authority) did have some issues earlier on, but the proponents addressed them to their satisfaction, and GRCA has withdrawn any further concerns.

Equestrian events have taken place at this location prior to 2014, but due to complaints, the Town required zoning compliance in 2014. Two more Temporary Use By-Laws were approved in 2015 and 2016.

The Town also put a Major Events By-Law in place to regulate large events and required monitors to evaluate compliance to the permits in 2015 and 2016.

The proponents have complied with the changes and recommendations stemming from those findings.

They are proposing 5 events for 2017, and have provided a summary report to Council as required. The Major Event Permit will still have significant control over the events.

Mayor Alls thanked Mr. Cousins for his presentation and invited members of the audience to address Council.

**Nancy Gilbert - 5129 Eramosa-Erin Townline**

- moved to Erin to experience the country and the peace and quiet and that has been taken away to the point they can no longer enjoy their own property
- this process has been very costly and they feel they have lost their home
- submitted letter prior to Council meeting with two attachments from specialists she hired to review operations at Angelstone
- implores Council to take the professional opinions into consideration when making decision
- over the years have experienced great discomfort from the events being held so close to their home
- Angelstone operates with a 'Better to ask for forgiveness than permission' attitude
- they have done the bare minimum to comply with Town requirements
- neighbors are not given fair warning of upcoming events
- the whole process is filled with inconsistencies (outlined in the letter on the Agenda)
- Angelstone's primary operation is the Show Jumping centre

**Anna Spiteri - on behalf of Neighbourhood Connections**

- aim of the group is to protect the quality of life for all residents
- they support residents in issues that threaten this - pits, fill etc.
- residents have been in front of Council year after year to express their concerns
- the size of the lot is not appropriate for 800 horses and all the workers, competitors and spectators
- Angelstone plans to expand their business - how is this feasible?
- the number of campsites has increased in the past three years from 10 to 50, what will stop that from continuing to grow?
- in 2013 there was an issue with a rowdy rock band - if the permanent zoning goes through, how will it be guaranteed not to happen again?
- this is a commercial business 2-3 months per year that causes major disruptions
- concerned with the transient nature of the business

- how do they contribute to jobs in Erin - they bring their own workers up from Florida each year
- it appears that Acton, Fergus , Guelph and other outlying areas benefit more than Hillsburgh or Erin with increased consumerism
- would they consider moving their evening celebration events to Hillsburgh or Erin to support our local economy?
- they don't respect neighbours enough to inform them of the events
- they have an attitude of entitlement
- they have never indicated or made voluntary adjustments to be a good neighbour
- they were already advertising events before they achieved approval from the Town
- need to find a balance, take residents' issues and wishes into account
- request 2 more years of temporary zoning to prove that this can be better
- need to employ full time by-law officer to enforce conformance
- how does a Major Event Permit regulate certain problems in the future?
- if they want to make a change in their business, what is the process of negotiation with the Town?
- approving the permanent zoning will set a dangerous precedent for upcoming wannabe Angelstones

**John Cox - JL Cox Planning Consultants - Consulting on behalf of Angelstone**

- camping is limited to people who take care of the horses
- limitations could be placed into the permanent zoning agreement

**Gary Cousins, Director of Planning and Development for County of Wellington**

- will report back to Council
- will be giving careful consideration to expert opinions
- 800 horses are registered for the events, but not all are on site at the same time

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

Mayor Alls declared the meeting adjourned at the hour of 7:24 PM.

## 5. **Community Announcements**

It's Flu season - get your free shot at any Rexall Pharma Plus or Shoppers Drug Mart

Murray McCabe, Chief Librarian for Wellington County Library is featured in an article in Municipal World magazine

Nov 18 - Village of Erin's Window Wonderland 6 PM

Nov 18 - East Wellington Family Health Team - Walk Fit

Nov 18 - Dec 23 - Shop the Village - Extended Christmas Hours

Nov 19 - St. Andrews Presbyterian Church Annual Christmas Bazaar and Bake Sale

Nov 19-20 - Erin Firefighter' Annual Christmas Food Drive - Marc's Valu-Mart  
Erin, Foodland Hillsburgh 10 AM to 3 PM

Nov 23 - East Wellington Family Health Team - Relaxation and Stress Management

Nov 26 - Annual Lion's Club Santa Claus Parade 1:30 PM

Nov 26 - Hillsburgh Christmas Tree Lighting 5:30 PM

Nov 27 - Erin Community Blue 7th Annual Christmas Service 7 PM

Nov 30 - Brisbane Public School - 6:30 PM to 8:00 PM -Changes to Registration Process for French Immersion for Junior Kindergarten

Dec 17 - Orangeville Community Band presents "A Community Christmas"  
Concert at Erin Centre 2000

Dec 26 - Erin Canadian Legion Blood Donor Clinic 2 - 7 PM

Jan 1 - Mayor's New Year's Day Levee 2017

Apr 22 - Celebrate Erin 2017

Jul 30-Jul 2 - Erin's Canada 150 Celebration Weekend

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

## 6. **Adoption of Minutes**

**Resolution # 16-431**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut



**Be it resolved that** Council hereby adopts the following meeting minutes;  
 October 18, 2016 - Regular Council Meeting  
 October 26, 2016 - Special Council Meeting - 2017 Budget Draft 1  
 November 8, 2016 - Special Council Meeting - Wastewater EA update

**Carried**

Councillor Sammut moved away from the table.

**Resolution # 16-432**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby adopts the following meeting minutes:  
 November 1, 2016 - Special Council Meeting - Public Information Meeting -  
 Halton Crushed Stone - Erin Pit Expansion

**Carried**

Councillor Sammut returned.

**7. Business Arising from the Minutes**

Councillor Duncan – *From Meeting Minutes November 8, 2016*

3.1 Would like to know whether CVC (Credit Valley Conservation) has had ongoing involvement in determining assimilative capacity numbers, and if they agree to the findings.

They have been part of the Control Management Team from the beginning and have expressed agreement with the Assimilative Capacity figures.

**8. Delegations/Petitions/Presentations**

**8.1 Anton Lamers - Guelph Solar**

Anton Lamers from Guelph Solar began his by giving a history of the company and projects that they are working on . Some of the points he touched on were:

- busy developing the 5th solar project
- working with Hydro One on details and will present to Council when complete
- Hillsburgh Arena is also a good solar asset - 240kw
- FIT-5 is open until November 25
- work locally with construction contractors
- adds a layer of protection to the roof

- asset will produce enough power after the lease to provide energy to the arena
- same terms - 20 year lease, 25 year warranty, 35 year life
- training to Town staff will be provided

**Resolution # 16-433**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council hereby receives the presentation from Anton Lamers regarding the potential implications of the Hillsburgh Arena Solar Project

**Carried**

**9. Reports**

**9.1 Finance**

**9.1.1 Financial Analyst - Guelph Solar Proposal (FIT-5) for Hillsburgh Arena Solar Project**

**Resolution # 16-434**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the *Guelph Solar Proposal (FIT-5) for Hillsburgh Community Centre (HCC)* report of November 15, 2016;

**And that** Council directs staff to negotiate and execute a Lease Agreement with Guelph Solar (or their nominee) for a minimum annual rental revenue of \$6,000 per annum, based strictly on the terms of the Centre 2000 Solar Lease Agreement (with the exception of the inflation guarantee).

**Carried**

**Resolution # 16-435**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Whereas** capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 5.0.

**And whereas** the Province's FIT Program encourages the construction and operation of Rooftop Solar generation projects (the "Projects");

**And whereas** one or more Projects may be constructed and operated in Town of Erin;

**And whereas**, pursuant to the FIT Rules, Version 5.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

**Now therefore be it resolved that** the Council of the Town of Erin supports, in principle, the construction and operation of the Projects anywhere in Town of Erin;

**And that** this resolution's sole purpose is to enable the participants in the FIT Program to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Projects, or for any other purpose.

**And that** this resolution shall expire twelve (12) months after its adoption by Council.

**Carried**

#### **9.1.2 Deputy Treasurer - Approval of Accounts**

**Resolution # 16-436**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the *Deputy Treasurer's Report #2016-11A on "Approval of Accounts"* on November 15th, 2016 .

**Carried**

### **10. New Business**

Councillor Sammut left the Council Chambers.

#### **10.1 Council questions regarding the Halton Crushed Stone application**

Council had some questions to direct to Halton Crushed Stone. These questions will be made available for public viewing on the Town Website.

Councillor Sammut returned to the Council Chambers.

## 9. Reports

### 9.2 Building/Planning/By-Law

#### 9.2.1 Building and Planning Assistant - Building Permit Activity Report - October 2016

**Resolution # 16-437**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council hereby receives Building Department Building Activity Report of November 15, 2016 for information.

**Carried**

#### 9.2.2 Building and Planning Assistant - Conditional Site Plan Approval - Hillsburgh Library

Councillor Duncan left the Council Chambers.

**Resolution # 16-438**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** Council approves the Site Plan submitted by the Corporation of the County of Wellington as it relates to development of 9 Station Street subject to the conditions of Appendix I.

**Carried**

Councillor Duncan returned to the Council Chambers.

### 9.3 Roads

#### 9.3.1 Road Superintendent - 2016-2017 Winter Plowing and Winter Snow Removal Contracts

**Resolution # 16-439**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the 2016-17 Winter Contract Plowing and Winter Snow Removal Contracts report of November 15<sup>th</sup>, 2016, and;

**And that** Council accepts the bid from Willboi's Landscape for 2016-17 Winter Contract Plowing at various municipal locations as the lowest qualified bidder, and;

**And further that** Council accepts the bid from Snow Brothers Contracting for 2016-17 Winter Snow Removal to at their quoted price of \$8853.66 per clearing event with any additional work if required at a quoted price of \$382.00 per hour.

**Carried**

#### **9.4 Fire and Emergency Services**

##### **9.4.1 Fire Chief - Results - Tender 2016-01F Pumper 11**

**Resolution # 16-440 (verbal)**

**Moved By** Mayor Alls

**Seconded By** Councillor Brennan

**Be it resolved that** Council direct staff to defer awarding tender 2016-02 F and provide a full report on options available for a used fire equipment truck.

**Defeated**

**Resolution # 16-441**

**Moved By** Mayor Alls

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the results of Fire Department Tender 2016-01F report of November 15, 2016.

**And That** Council awards Tender 2016-02F to Asphodel Fire Trucks Inc. for the purchase of one 2017 Freightliner Pumper in the amount of \$427,392.00, HST non-rebate included.

**Carried**

**Resolution # 16-442 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** Council directs staff to provide options on used fire equipment and other purchasing options for future tenders in the Fire Department.

**Carried**

#### **9.5 Mayor**

##### **9.5.1 Mayor's Report**

Mayor Alls advised that he attended a meeting at County with the Administration Finance and Human Resources Committee and

there are big changes coming with respect to Development Charges.

The loss of tax revenue from gravel pits is concerning - they only pay taxes on the active portion, and MPAC assesses them as residential, industrial and farm disproportionately. Municipalities are suffering from a large loss in revenue, especially ones like Puslinch where they are highly burdened with gravel pits.

The 5-year plan, subject to approval of County Council is projected to reduce from 6.1% to 3.4%.

OMPF has been reduced by \$5000 for Erin and \$2million for the County.

## 9.6 Committees

### 9.6.1 Town of Erin Heritage Committee - TEHC - Stanley Park Gates

**Resolution # 16-443**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council hereby receives the Town of Erin Heritage Committee report, "Stanley Park Gates Heritage Designation Report - Final Draft" of November 15th for information.

**Carried**

**Resolution # 16-444 (verbal)**

**Moved By** Councillor Duncan

**Seconded By** Councillor Brennan

**Be it resolved that** Council requests County planning staff to provide Council with steps to designate Stanley Park Gates under the Heritage Act.

**Carried**

### 9.6.2 Town of Erin Heritage Committee - TEHC - Minutes from September 15, 2016

**Resolution # 16-445**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council hereby receives the Town of Erin Heritage Committee Minutes of September 19, 2016 for information.

**Carried**

**9.6.3 Let's Get Hillsburgh Growing - LGHG - Minutes from September 15, 2016**

**Resolution # 16-446**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council hereby receives the Let's Get Hillsburgh Growing Committee minutes of September 15, 2016 for information.

**Carried**

**9.6.4 Ballinafad Community Center - BCC - Minutes from September 15, 2016 and October 19, 2016**

**Resolution # 16-447**

**Moved By** Councillor Brennan

**Seconded By** Councillor Duncan

**Be it resolved that** Council hereby receives the Ballinafad Community Centre minutes of September 15, 2016 and October 19, 2016 for information.

**Carried**

**9.6.5 Wastewater Public Liaison Committee - Appoint new member**

**Resolution # 16-448**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council hereby appoints Deanna MacKay to the Wastewater Public Liaison Committee as a representative of the CEC - Concerned Erin Citizens group.

**Carried**

**11. Correspondence**

**Resolution # 16-449****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** Council receives correspondence items 11.1 to 11.9 for information.**Carried****11.4 Lou Maieron - questions to Council**

Councillor Duncan moved away from the table.

**Resolution # 16-450****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** Council receives the correspondence from Lou Maieron, and directs staff to forward the letter to Triton Engineering for inclusion into their submission to the MOECC.**Carried**

Councillor Duncan returned to the table.

**11.7 Municipality of Grey Highlands - Resolution****Resolution # 16-451****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** Council hereby supports Resolution 16-692 as submitted by the Municipality of Grey Highlands on November 15, 2016.**Defeated****12. Closed Session****Resolution # 16-452****Moved By** Councillor Sammut**Seconded By** Councillor Duncan**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 9:29 PM to discuss the matter(s) under the following exemptions in the Municipal Act S.239 (2) pertaining to:

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



**Carried****13. Return from Closed Session****13.1 Motion to Reconvene****Resolution # 16-453****Moved By** Councillor Brennan**Seconded By** Councillor Duncan**Be it resolved that** the meeting be reconvened at the hour of 9:40 PM.**Carried****13.2 Report Out**

None

**14. By-Laws****Resolution # 16-454****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** By-Law number 16–62 is hereby passed.**Carried****15. Notice of Motion**

None

**16. Adjournment****Resolution # 16-455****Moved By** Councillor Sammut**Seconded By** Councillor Brennan**Be it resolved that** the meeting be adjourned at the hour of 9:44 PM.**Carried**


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 Mayor Allan Alls

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 Clerk Dina Lundy



## Minutes of the Town of Erin Special Council Meeting

November 23, 2016

6:30 PM

Municipal Council Chamber

<b>PRESENT:</b>	<b>Allan Alls</b>	<b>Mayor</b>
	<b>John Brennan</b>	<b>Councillor</b>
	<b>Matt Sammut</b>	<b>Councillor</b>
	<b>Rob Smith</b>	<b>Councillor</b>
	<b>Jeff Duncan</b>	<b>Councillor</b>
<b>STAFF PRESENT:</b>	<b>Derek McCaughan</b>	<b>Interim CAO</b>
	<b>Dina Lundy</b>	<b>Clerk</b>
	<b>Ursula D'Angelo</b>	<b>Director of Finance</b>
	<b>Larry Wheeler</b>	<b>Financial Analyst</b>
	<b>Greg Delfosse</b>	<b>Roads Superintendent</b>
	<b>Robyn Mulder</b>	<b>Economic Development Officer</b>
	<b>Graham Smith</b>	<b>Facility Manager</b>
	<b>Joe Babin</b>	<b>Water Superintendent</b>

### 1. Call to Order

Mayor Alls called the meeting to order.

### 2. Declaration of Pecuniary Interest

Councillor Duncan declared a pecuniary interest on any budget items regarding the Station Road Bridge and Dam project due to the close proximity of his principle residence.

### 3. Draft 2017 Budget Presentation - to be circulated at the meeting

The Director of Finance began by outlining the agenda for the meeting. The first part of the presentation included the budget process, financial data and comparisons, and a summary of changes from the October 26th budget meeting.

#### 4. Draft 2017 Budget Report Updated as of November 23, 2017

##### Resolution # 16-456

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receive the staff report Draft 2017 Budget Updated on November 23, 2016.

**Carried**

#### 5. Public Input Session

##### 5.1 Public Comments

###### Paul Whitehead:

- Would like to know the reason behind adding \$20,000 to install repeaters for the fire department radio system and who's suggestion that was.
- The provider of the system should be responsible to fix the issues.

###### Roy Val:

- will the issue of overtime be explored in the near future and can that show as a line item on the budget?
- can the report on dams in need of repair be updated and costs added in the 5/10 year capital budgets?
- would like to see videotaping of Council meetings
- does Council agree with the statement in the operational review that reports the Town is recreationally over-serviced?
- the Financial Information Return publishes benchmarks on efficiencies - will Council embrace this tool?
- would like to see the Town look at out-sourcing certain functions to other municipalities
- would like to see signage at different areas around the Town

###### Phil Gravelle:

- tanker shuttle accreditation has been lost in 2014, increasing insurance rates by an average of \$150-\$200 per year
- this penalty is far greater than the penalty that an increase in taxes would be

- would like to see 1/2 the cost of a tanker added to the budget in 2017 and the other half in 2018

**Pauline Follett:**

- would like to see slide showing reserve and reserve fund actuals for 2015/16/17
- would like to know why the Hillsburgh Medical Centre continues to receive the benefit of snow plowing and grass cutting at the taxpayer's expense when the building isn't being used for its intended purpose
- would like to know the full accessibility costs for the Hillsburgh Community Centre, and how much longer the arena in Hillsburgh will be used
- if the arena is deemed to be surplus to requirements in the near future, are we liable for Fit-5 Solar costs?
- did the Town follow up on the recommendation that a cost analysis be undertaken for the recommendations identified in the Operational Review?

**Anna Spiteri:**

- concerns with accessibility of information - would like to see signage, video-taping of Council meetings, waiving of fees for agenda and minutes printing, and projecting the agenda on screen at each meeting.
- would like Council to revisit and discuss the value of the operational review - would like to know if Council / staff have adopted the recommendation for a 3% productivity improvement?
- regarding the need for repair and replacement of roads and bridges which are continually deferred - how will Council deal with this issue?
- would like to see an organizational review as a follow up to the operational review.
- would like to know if the recommendation under the operational review to combine the activities of roads, water and recreation has been investigated and what the impact of that would be.
- has serious considerations been given to reducing recreation programs?
- would like to see a salary vs hourly discussion by Council and efficient tracking of overtime
- would like to see a full time dedicated By-law enforcement officer

- there is a need for a strategic growth and development management plan to keep the Town sustainable
- there needs to be public disclosure on the Town's yearly insurance costs, legal costs and efficient tracking over time on these costs.

**Dr. M Weavers:**

- would like to know the impacts of assessment growth on the budget and whether the Town will appeal assessment decisions regarding gravel pits

**David Dautovich:**

- regarding growth and the wastewater environmental assessment - what would the contributions of developers be?
- would like to see a focus on development charges and what contractors will contribute

**Lynn Brenegan:**

- have heard some fantastic comments - would like to know the process on how responses will be shared and what happens next

**6. Closed Session**

**Resolution # 16-457**

**Moved By** Councillor Smith

**Seconded By** Councillor Duncan

**Be it resolved that** Council adjourns the meeting to proceed into a closed session at the hour of 7:39 PM to discuss matters under the following exemptions in the Municipal Act S. 239 (2) :

- (a) the security of property of the municipality or local board (Capital Budget Request);
- (b) personal matters about an identifiable individual, including municipal or local board employees (HR Matters);
- (d) labour relations or employee negotiations (HR Matters).

**Carried**

**7. Return from Closed Session**

**7.1 Motion to Reconvene**

**Resolution # 16-458**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the meeting be reconvened at the hour of 9:09 PM.

**Carried**

**7.2 Report Out**

Council has approved the addition of \$15,000 in the 2017 budget for the security upgrade project.

Michael Tapp has been hired as the Town's full time System Administrator, effective January 1, 2017. The position has been moved from a one year contract position to a permanent full time position.

**8. Consideration of Base Budget**

**Resolution # 16-459**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council approves the Base Budget as circulated.

**Carried**

**9. Consideration of Resource Requests and Capital Requests**

**Resolution # 16-460 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Councillor Sammut

**Be it resolved that** the video recording of Council meetings be added to the 2017 budget.

**Defeated**

**Resolution # 16-461 (verbal)**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** \$7,000 be added to the 2017 administration budget to investigate the feasibility of video recording Council meetings acceptable to municipal requirements.

**Carried**

**Resolution # 16-462 (verbal)****Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** \$6,000 be added to the 2017 fire department budget for fire fighter uniforms.**Carried****Resolution # 16-463 (verbal)****Moved By** Councillor Duncan**Seconded By** Councillor Smith**Be it resolved that** \$16,500 be added to the 2017 fire department budget to purchase one set of hydraulic shears for auto extrication.**Defeated****Resolution # 16-464 (verbal)****Moved By** Councillor Duncan**Seconded By** Councillor Smith**Be it resolved that** Council approves a \$75,000 transfer to the Fire Vehicle reserve from the Tax Stabilization reserve.**Carried****Resolution # 16-465 (verbal)****Moved By** Councillor Sammut**Seconded By** Councillor Smith**Be it resolved that** the \$5,000 increase to the Recreation Operations budget for parks and playground maintenance be removed from the budget.**Defeated****Resolution # 16-466 (verbal)****Moved By** Mayor Alls**Seconded By** Councillor Duncan**Be it resolved that** Council approves a transfer of \$50,000 from Working Capital reserves to a new reserve to fund a generator for the emergency response plan.**Carried**

**Resolution # 16-467 (verbal)****Moved By** Councillor Duncan**Seconded By** Councillor Brennan**Be it resolved that** Council approves an additional \$2,250 in the Economic Development budget for the community improvement plan, to be funded from taxes.**Defeated****Resolution # 16-468 (verbal)****Moved By** Councillor Brennan**Seconded By** Councillor Sammut**Be it resolved that** Council waives the rules pertaining to the curfew provision.**Carried****Resolution # 16-469 (verbal)****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** \$3,000 be added to the Erin Tennis Club 2017 budget for the purchase of a storage shed.**Carried****Resolution # 16-470 (verbal)****Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** the following items be added to the Ballinafad Community Centre operating budget for 2017 funded from Cash-In-Lieu of Parkland reserves:

\$2,500 for maintenance of playground equipment

\$10,000 for a play surface an border

**Carried****Resolution # 16-471 (verbal)****Moved By** Mayor Alls**Seconded By** Councillor Brennan**Be it resolved that** staff report on a sign strategy in 2017.**Carried**



**Resolution # 16-472**

**Moved By** Councillor Sammut

**Seconded By** Councillor Brennan

**Be it resolved that** Council approves the Resource Requests and Capital Requests as circulated and amended with specific resolutions during this meeting, other than the Roads capital project - Station Street Rehabilitation; **And that** Council directs staff to prepare the 2017 Budget By-law for adoption at the next budget meeting on December 7, 2016.

**Carried**

Councillor Duncan moved away from the table.

**Resolution # 16-473 (verbal)**

**Moved By** Councillor Brennan

**Seconded By** Mayor Alls

**Be it resolved that** Council approves the Roads capital project - Station Street Rehabilitation, to be added to the 2017 budget and included in the preparation of the 2017 Budget By-law.

**Carried**

Councillor Duncan returned.

**10. Adjournment**

**Resolution # 16-474**

**Moved By** Councillor Brennan

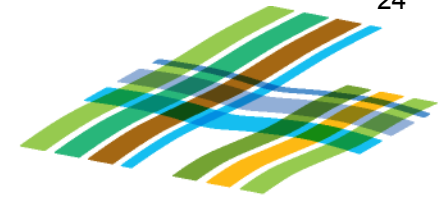
**Seconded By** Councillor Smith

**Be it resolved that** Council adjourns the meeting at the hour of 10:40 PM.

**Carried**

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

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



**HEADWATERS**

# TOWN OF ERIN ANNUAL DELEGATION

Investing in regional tourism - November 2016

Prepared by:  
Michele Harris | Executive Director



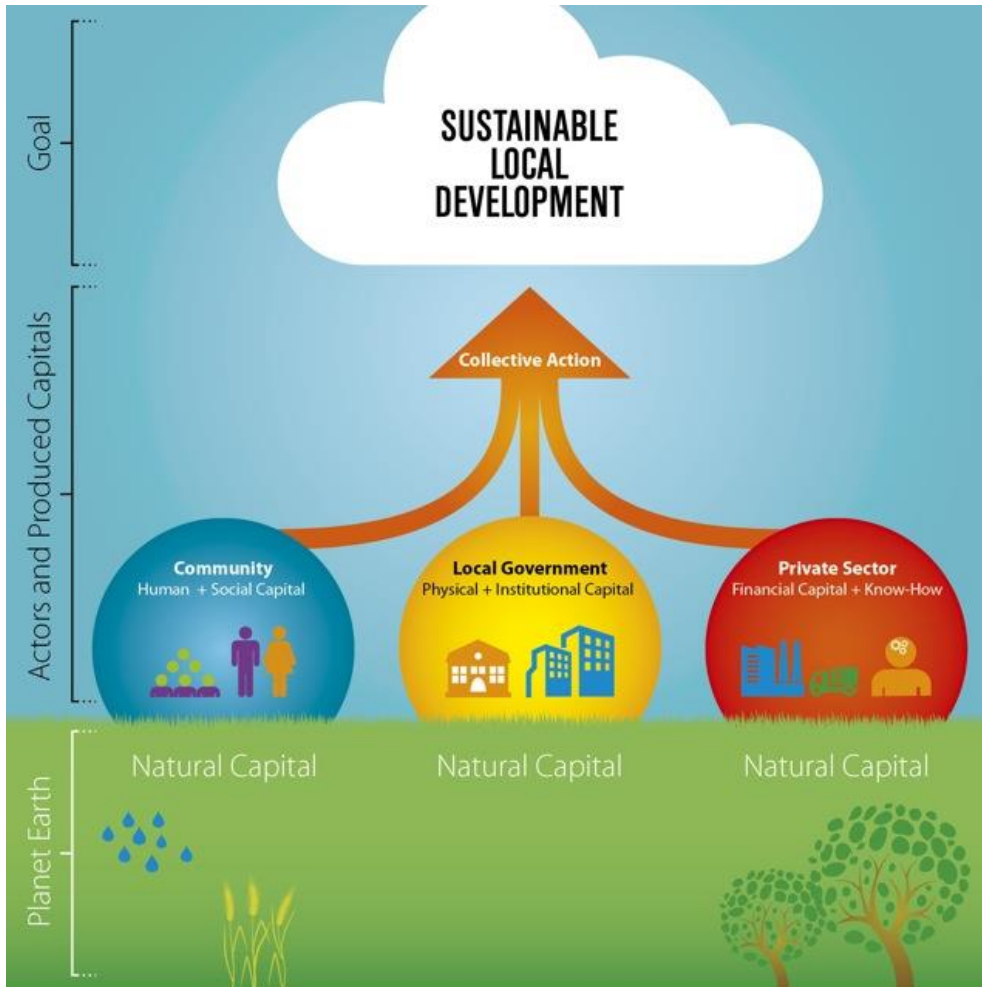
# HEADWATERS

**VISION:** to position Headwaters as Ontario's premier rural tourism destination.

**MISSION:** To integrate tourism into the regional economic development strategies of our partner municipalities, helping to build a robust and thriving tourism industry by working directly with tourism stakeholders across the region.



# WHY INVEST IN HEADWATERS TOURISM?



**Headwaters Tourism plays a critical role in sustainable local economic development.**

- Facilitative resource linking private sector businesses, municipal governments in a shared collective vision for tourism development.
- Industry expertise
- Collective impact
- Return on investment
- Credibility & profile

# THE TOURISM LANDSCAPE

*The tourism landscape has many players. Headwaters Tourism plays a facilitative role in this framework: working to develop our local/regional tourism marketplace & monitoring and liaising with provincial & federal agencies to leverage additional tourism opportunities for the Headwaters tourism product.*



## Tourism businesses & sector groups

- Recognize business as a tourism business
- Ensure business is ready to receive guests ; consider seasonality, hours of operation, signage, customer service, etc
- Work with other businesses in your locale to create a critical mass of “visitor friendly” sites
- Develop partnerships & packages to encourage “destination” visitation
- Identify opportunities for engagement and partnerships with local & regional tourism initiatives

## Local Tourism (municipalities, BIAs, EDCs)

- Identification of tourism assets
- Inventory of tourism businesses & operators
- Determining whether tourism is part of municipal economic development priorities & strategies
- Engagement of operators, businesses & local business associations
- Working with BIAs and other groups regarding streetscapes, facades, wayfinding signage, parking, public washrooms & other tourism infrastructure
- Tourism business retention & expansion
- Investment attraction

## DMOs (Headwaters)

- Identification of regional demand generators
- Identification of significant product clusters/experiences
- Build capacity for premier ranked market-readiness with operators & local agencies
- Facilitate industry partnerships to support package development
- Regional branding & positioning
- Regional marketing & communication strategy to support local initiatives & regional product clusters
- Regional tourism portal
- Identification of funding & partnership opportunities to support regional & local initiatives.

## Provincial Tourism (Ontario Ministry of Tourism & Culture, Ontario Tourism Marketing Partnership & Regional Tourism Organizations)

- Research & data support
- Funding opportunities
- Partner programs for marketing
- Integration of regional tourism into provincial strategies
- Provincial-wide marketing initiatives
- Integration of provincial experiences into national & international marketing
- Workforce development support
- Investment attraction support

## National Tourism (Canadian Tourism Commission)

- Research & data
- Innovation & entrepreneurial development for tourism operators
- Development of Canadian Signature Experience Collection
- Branding & positioning of Canada
- International marketing
- Public & private partnership development
- Integration of provincial tourism experiences into national strategy

# ECONOMIC IMPACT OF TOURISM IN ERIN

*This is why we do what we do – tourism is about driving and supporting the economic vitality of our region.*



- Headwaters # visitors annually – 876,000**
- Erin - 74,460 visitors annually



- Annual visitor spending in Headwaters - \$65,773,000**
- Erin - \$5,590,705 annual visitor spending
    - 34,839% return on municipal funding invested



- Contribution to municipal tax revenues in Headwaters - \$1,752,000**
- Erin - \$148,920 municipal tax revenue
    - 928% return on municipal funding invested

# TOURISM: AN ENGINE OF ECONOMIC DEVELOPMENT



The dividends of regional destination development extend far beyond the benefits that accrue to the visitor-related industries:

- Raises the destination profile (and as a result the profile of the communities & businesses within that region)
- Supports infrastructure development (transportation, roads, signage etc)
- Provides value-added revenue streams for business operators
- Raises the quality of life for residents
- Increases residential & business investment attraction potential for communities/municipalities
- Provides additional & seasonal employment opportunities for residents

# VISITOR ECONOMY FOCUS



Seeing the world  
through  
the eyes of the  
customer

vs.



Seeing the world  
through  
the perspective  
of the company

- **Shift from supply side to demand side thinking** – consumers aren't looking for lists & inventories (supply), but rather experiential ways to engage.
- Not all towns are visitor destinations (ie don't necessarily provide significant experiential tourism offerings) but rather provide ancillary support (and derive ancillary benefit from tourism visitation).
- Demand side tourism development, changes focus to a **visitor economy**.



## REGIONAL APPROACH TO TOURISM



*The whole is greater  
than the sum of the parts*

- The fundamental motivation driving a visit is not usually the offerings of a single business, community or municipality.....instead it is a DESTINATION
- The scale of collaborative destination management and marketing is more effective than what individual businesses or municipalities could achieve on their own
- Destination management & promotion pools resources to provide the economies of scale, marketing and development infrastructure required to generate impact
- Regional approaches are garnering success; partnerships & collaboration are critical

## REGIONAL BRAND FOCUS



HEADWATERS  
-ERIN-

- Geography & political borders are not the key factors for visitation, unless you are an iconic geographic destination.
- Visitors do not realize when they are crossing municipal boundaries.
- Rural communities may not have sufficient tourism experiences on their own to warrant meaningful visitor spending (need support of neighbouring jurisdictions)
- It is critical that destinations define their brand by experience, and position their brand promise into the marketplace as a point-of-differentiation.
- Travellers are looking for personalized, unique, authentic experiences. Building & protecting the destination brand around experiential tourism is key.



*Headwaters has created an award-winning brand that focuses on our people and their connection to place. As we've rolled out the brand we've become storytellers.*

*We've told our stories through interviews, in photography, in video and on the airwaves. Our "faces" are our brand and it is these people that bring our brand to life our better than we ever could.*

WELCOME TO  
HEADWATERS

CALEDON ♦ DUFFERIN ♦ ERIN ♦ MONO ♦ SHELBURNE

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WHERE ONTARIO GETS REAL.



*New highway signage, reflecting the region's new brand,  
greet visitors at three major gateways to the region.*



WHERE DINNER IS  
PICKED AT LUNCH.

HEADWATERS.CA



HEADWATERS  
Where Ontario gets real.

*Storytelling continues over a variety of digital channels  
– consistent branding across all mediums is evident and reinforces the Headwaters messaging.*

## A FALL MUST: ART & STUDIO TOURS

### Hills of Erin Studio Tour

September 19 - 20 & 26 - 27, 2015

### Headwaters Art Festival

September 19 - October 4, 2015

### Silver Creek Arts Show

September 19 - October 4, 2015 (select dates)

### North of 89 Studio Tour

September 25 - 27, 2015

### OAG Harvest of Colour Festival

October 16 - 18, 2015



WHERE ARTISTS GROW  
LIKE WILDFLOWERS.

HEADWATERS.CA



**SUE POWELL**  
ARTIST & ECONOMIC DEVELOPMENT  
CONSULTANT



*Understanding our target market, our messaging focuses on “trip motivators”  
to increase consumer visitation.*

WHERE WE STILL PLAY  
WITH OUR FOOD.

HEADWATERS.CA



**PAM FANJOY**  
THE FRIENDLY CHEF ADVENTURES INC. &  
THE MILL RUN EATERY



SHOP, SEE & STAY



LOCAL LIKE

“Back in the 1800s, it was called Land of the Pines up here. Some of the fallen trees, they have little knobs and stuff and they almost look like a tree talking to you. You can make out all kinds of different animals, and you start to see what we call Tree Spirits. That’s where my work comes from.”

**Halley Livingstone** // Furniture Maker // **Snoopers Furniture** // Hillsburgh  
Learn more about Halley and other real people of Headwaters at [headwaters.ca/QandA](http://headwaters.ca/QandA)



FUN & FESTIVE

Have Old-Fashioned Fun with these

## FRESH FINDS



*"As much as I'd like to go to the Air Canada Centre for a show, it's a totally different experience here, where you can walk right up and talk to the person you just saw playing."*

*Larry Kurts, Founder, Orangeville Blues & Jazz Festival*



**- 1 -**  
**Snowberry Botanicals**

Passionate about sustainability, Snowberry's idea of fun is spending a day foraging for wild florals. This Erin shop will also teach you to make Easter and holiday creations like the one here. [snowberrybotanicals.com](http://snowberrybotanicals.com)

**- 2 -**

**Brighten Up**

Owned by educators Stephanie and Chris Bailey, Erin's Brighten Up is a busy non-stop centre of learning and discovery. Brain-tickling games, puzzles and books, camps, tutoring, events... [brightenuperin.ca](http://brightenuperin.ca)

**- 3 -**

**Orangeville Roller Girls Flat Track Roller Derby League**

With names like Mae-Hem and Eleanor Rigamortis, these ladies mean business. They also mean friendship, empowerment, and classic old-time entertainment. [orangevillerollergirls.com](http://orangevillerollergirls.com)

**- 4 -**

**Grand Spirits Inc.**

Jamie Stam moved to Grand Valley and discovered a rollicking history of Prohibition-era bootlegging, inspiring a (not-so) secret club where members create infused gins & whiskeys. [grandspirits.com](http://grandspirits.com)

**- 5 -**

**Founder's Cup National Jr. B Lacrosse Championship**

Orangeville's Northernmen put on a fierce, fast show. Lacrosse has a deep history here, and more history will be made when the town hosts the nationals this summer.

## MAIN STREET LIVES HERE.

Headwaters' proudly preserved towns, villages and hamlets are alive and weller than ever. And while there are eight distinctive destinations below, there are almost 40 on our map and double that in total. You never know which one will have a waterfall, a café, or a history that will strike a chord with you, so use these as points on a map of real. And when the road in-between them reveals somewhere new, follow it. Because you just never know.



### Village of Erin

Founded: 1820  
Population: 2,674  
Km from Toronto: 81

Charm epitomized, Erin is a postcard: rolling hills, meandering rivers, cozy hamlets and villages. Its bustling downtown is a medley of adorable shops and lovingly preserved buildings. Must-see: the epic Erin Fall Fair, October 7-10, 2016; the Erin Town Crier, who announces big news; lovely, strollable trails like the Elora Cataract Trailway.

**IMPORTANT:**  
No crocodiles allowed (bylaw 13-34).

### Alton

Founded: 1855  
Population: 895  
Km from Toronto: 77

What seems like a quiet, historic village on rolling water is full of surprises. Like the Alton Mill, Ontario's most beautiful arts centre filled with open-to-the-public artist's studios; Osprey Valley Golf, Canada's best three course facility; and unassuming Ray's 3rd Generation Bakery. Goodies, yes, but also raved-about gourmet meals.

**IMPORTANT:**  
If you need to replace your marriage license here, it's \$50.00.

### Cheltenham

Founded: 1822  
Population: 479  
Km from Toronto: 60

Cozy, picturesque and historic, with many designated heritage properties. The 1887-built General Store overlooks the Credit River and sits on the Bruce Trail; after your hike, drive three minutes to refresh at the stunning Spirit Tree Estate Cider; four more minutes and you're in the hot-tub at the 180-year-old Top of the Hill B&B.

**IMPORTANT:**  
While many municipalities forbid annoying yelling and shouting, Cheltenham also forbids hooting.

### Grand Valley

Founded: 1855  
Population: 2,726  
Km from Toronto: 101

Grab a lunch (don't forget the fries & gravy) from classic diner Kelly's Korner, then picnic along the gentle Grand River which snakes through a town that hasn't changed in a century. The ecologically important, bird-paradise wetlands of Luther Marsh are also a must-see.

**IMPORTANT:**  
The schnitzel at The Grand River Chop House is bigger than your head.



# LEVERAGING MEDIA INVESTMENT



**Headwaters 2015/16:**  
**5,162,672 media impressions**

**Net cash investment: \$5,600**  
**Media value: \$282,895**  
**5,051% return on investment**

*The power of the collective: creative use of media & PR has significantly extended our reach. This was an important year to tell our story – the world came to Headwaters (and Ontario) for the TO2015 Pan Am Games.*

# HEADWATERS HORSE COUNTRY

## 2013-2015 Report Card

### Financial Resources



### Industry Engagement



### Media & Promotion



Total project value - \$445,000

502% return on investment for the Town of Erin

*Of particular note is how \$119K of OTF funding was leveraged to attract an additional \$101K in cash sponsorships; \$139K in in-kind contributions & \$86K in other government funding.*

# TORONTO 2015 PAN AM GAMES



*An amazing legacy project for the equestrian events of the TO2015 Pan Am Games that took place in the Headwaters region. What started as an equine project became a collaborative art project. 26 life size horses, transformed through whimsical design by over 45 Headwaters area artists and then permanently displayed throughout the region.*



TWO THOUSAND **SIXTEEN**  
**ONTARIO**  
**TOURISM**  
**AWARDS**  
OF EXCELLENCE  
**WINNER**



- **WINNER** - Economic Developers Council of Ontario – 2015 Best Publication in Ontario
- Canadian Tourism Award **Finalist** 2016 – **Marketing Campaign of the Year**
- **WINNER** - Canadian Tourism Award 2016 – **Tourism Innovator of the Year**
- **WINNER** - Ontario Tourism Award 2016 – **Best Marketing Campaign Under \$25K**
- **WINNER** - Ontario Tourism Award 2016 – **Best Tourism Print Collateral**
- **WINNER** - Ontario Tourism Award 2016 – **Tourism Innovator of the Year**
- Ontario Tourism Award **Finalist** 2016 – **Travel Media Photography Award**
- Canadian Regional Design Awards **Finalist** 2016 – **Best Logo Design**
- Canadian Regional Design Awards **Honourable Mention** 2016 – **Best Editorial**
- **WINNER** - Dufferin Board of Trade 2015 – **Community Service Excellence Award Winner**
- **WINNER** - Town of Orangeville Arts & Culture Award 2015 – **Cultural Event of the Year**
- Economic Developers Council of Ontario **finalist** 2016 – (Print Publication) - **Headwaters 2016 Visitor Guide**
- Economic Developers Council of Ontario **finalist** 2016 – (Regional/Cross-Border Collaboration) – **Evolution of a Centre of Equine Excellence**
- Economic Developers Council of Ontario **finalist** 2016 – (Public-Private Partnership) – **Headwaters Parade of Horses**

# BOARD OF DIRECTORS

As of September 2016

## MUNICIPAL REPS

**Laura Ryan**  
(Dufferin County)

**Rob Mezzapelli**  
(Town of Caledon)

**John Brennan**  
(Town Erin)

**Sharon Martin**  
(Town of Mono)

**John Telfer**  
(Town of Shelburne)

## INDUSTRY REPS

**Ross Millar**  
(RMG Productions)  
**Horse Country**

**Bill Lidster**  
(Credit Valley Conserv.)  
**Nature & leisure**

**Alison Scheel**  
(OrangevilleBIA)  
**Festivals/Events**

**Adriana Roche**  
(Gourmandissimo)  
**Food/culinary**

## INDUSTRY AT LARGE

**Maria Britto**  
(Maria Britto Real Estate)

**Elaine Capes**  
(Little Creek Ranch)

**Stacey Coupland**  
(Best Western Orangeville)

**Lisa Johnson**  
(BDO)

## EX-OFFICIO

**Michele Harris**  
(HT ED)

**Sandra Dolson**  
(Town of Caledon)

**Sonya Pritchard**  
(Dufferin County)

**Robyn Mulder**  
(Town of Erin)

## EXECUTIVE COMMITTEE

**Stacey Coupland**  
(Chair)

**Elaine Capes**  
(Vice-Chair)

**Lisa Johnson**  
(Secretary/ Treasurer)

**Michele Harris**  
(Executive Director)

## QUESTIONS/COMMENTS/FEEDBACK

**Michele Harris | Executive Director**

**519-942-0314, ext 201**

**[michele@headwaters.ca](mailto:michele@headwaters.ca)**

**Stacey Coupland | Chair, Board of Directors**

**[chair@headwaters.ca](mailto:chair@headwaters.ca)**

*It is our honour and privilege to work with all our tourism stakeholders throughout the region to help position Headwaters as Ontario's premier rural tourism destination.*

*We also want to acknowledge the generous support we receive from our partner municipalities: Dufferin County, the Town of Caledon, Town of Erin, Town of Shelburne & Town of Mono.*

*Without their support and commitment none of this would be possible.*



# **Hillsburgh Dam and Bridge Class EA**

# Class EA Problem Statement

The Hillsburgh Dam, its pond and associated bridge (Structure 2064) are historical landmarks in the community of Hillsburgh. In 2011, the pond's outlet pipe, within the earthen dam structure, failed. Structural and hydrotechnical reviews concluded that the dam structure does not meet minimum safety criteria and therefore, it is at an unacceptably high likelihood of failure. In the event of a dam failure, there is a potential for loss of life and appreciable downstream property damage. In 2012, emergency repairs were completed to mitigate the outlet pipe failure. The **regulatory approval**, under the **Lakes and Rivers Improvement Act (LRIA)**, for the emergency repairs **requires the Town of Erin to develop and implement a permanent solution for the dam**. In addition, the bridge is nearing the end of its design life and is in need of upgrades to reduce the risk to traffic using the structure. Due to their close proximity and interdependence, the dam and bridge structure will both be evaluated under this Class EA. This project is being undertaken to ensure the long term safety of the dam and bridge with due consideration for the natural environment and the interests of various stakeholders within the community.



# Work Completed To-Date

- *CMT Engineering Structural Investigation - June 2012*
- *Dam Emergency Repairs Completed - December 2012*
- *Collection of Class EA Background Information - June 2014*
- *Terms of Reference and Work Plan to CVC and MNRF for Review - Nov 2014*
- *Meeting #1 – CVC, MNRF, Aboud, Triton and Town – Sept 2014*
- *Determine Study Area and List of Stakeholders – Oct 2014*
- *Complete Bridge Cultural Heritage and Archaeological Reports – Nov 2014*
- *Issue Notice of Study Commencement – Dec 2014*
- *Release Letter of Consent for Property Access to Perform Field Work – Feb 2015*
- *Commence Natural Heritage Field Studies – March 2015 to Feb 2016*

# Work Completed To-Date

- *Complete Dam Cultural Heritage Report – Apr 2015*
- *Review of Legal Opinion – May 2015*
- *Commence Compilation of Class EA Project File Report – Jan 2016*
- *Draft Natural Heritage Report to MNRF and CVC – March 2016*
- *Public Information Meeting – May 2016*
- *Review of Public and Agency Comments – July 2016 to Present*
- *Meeting #2 – Town, County, Triton, Aboud, MNRF, CVC – July 2016*
- *Technical Meeting #3 – Town, Triton, CVC and MNRF – Aug 2016*
- *Hydrogeology Technical Memo and Natural Heritage Report Finalized – Oct 2016*
- *Finalize Evaluation of Alternatives and Address Agency Comments – Nov 2016*
- *Preparation of DRAFT Project File Report (Executive Summary) – Nov 2016*

# Recommended Preferred Alternative

## **Alternative B1 – Rehabilitate Dam – Reconstruct Bridge**

- Evaluation of Alternatives
- Weighting of Criteria
- Revised Economic Assessment
- Shortlisted Alternatives

# Next Steps

- Issue the “Notice of Completion” to Public and Agencies
- Circulate DRAFT Project File Report (PFR) to Public and Agencies posted on the Town’s website
- Minimum 30 day review period - Suggest 45-60 days due to size of report and the time of year
- Review and respond to any additional questions
- If not satisfied Public/Agencies can request a Part 2 Order from the MOECC
- If satisfied, PFR will be filed with the MOECC - Town move forward with the Class EA’s Recommended Preferred Alternative
- In the event of a Part 2 Order, MOECC can do the following;
  - Deem the request not reasonable
  - Suggest the 2 parties solve through a form of conflict resolution
  - Request additional information for MOECC review or;
  - Approve the EA with conditions which will address concerns



## TOWN OF ERIN

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### COUNCIL REPORT

**To:** Mayor Alls and Members of Council for the Town of Erin  
**From:** Linda Dickson, MCIP, RPP, Emergency Manager/CEMC  
**Date:** December 6, 2016  
**Re:** **Emergency Management Program Report for 2016**

#### **Background**

The following outlines the municipal requirements as set out in the Emergency Management and Civil Protection Act and how the municipality has fulfilled these requirements for 2016.

#### **Program Committee**

The Town's Emergency Management Program Committee met on April 7, 2016. A report establishing a revised Committee Structure was reviewed and supported by the Committee. A report and resolution on a new Emergency Management Program Committee structure for the Town was approved at the May 3, 2016 session of Council.

#### **Emergency Response Plan:**

A report on proposed changes to the Emergency Response Plan has been prepared for Council's review and consideration.

#### **Training:**

The following is a list of emergency management and related training dates that members of the Control Group and or staff attended in 2016

- i) **April 15, 2016 – CANWARN Training** – provided by Environment Canada.
- ii) **Control Group Training Workshop June 22, 2016** with presentations from MMA on the new Provincial Disaster Recovery Programs, 211, Public Health and Wellington County's Manager of Solid Waste Services regarding current Debris Management practices.
- iii) **July 28 and August 23, 2016** training was provided on the use of the emergency management **Common Operating Picture and Critical Infrastructure Mapping**.
- iv) **October 24, 2016** staff attended the Winter Weather meeting and training session.

#### **Annual Emergency Management Exercise**

On October 31, 2016, the Township held its annual emergency management exercise. The objectives of the exercise were as follows:

- i) To review and test the recovery policies of the Emergency Response Plan and the integration of those policies with recovery response partners.



## TOWN OF ERIN

### COUNCIL REPORT

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- ii) To test the use and functionality of the Common Operating Picture mapping for a recovery situation.

The following are some of the recommendations from the exercise based upon the objectives of the exercise. With respect to the recovery policies of the Emergency Response Plan the following lessons learned and recommendations were discussed

The Road Superintendent is going to review and bring forward options for a by-pass around the urban centre of Erin and have approved and available in the ERP in case key emergency management personnel are not available to respond.

We need to consider financial impacts of this type of disaster. Suggest that we put guidelines in place now for the Town of Erin. Emergency Management staff will assist Town staff with the development of guidelines.

The need to consider Business Continuity for downtown businesses affected so that they many continue operating and re-establish their businesses in the downtown core.

There needs to be consideration and planning for Debris Management.

We need to consider and conserve the heritage aspects of the downtown affected by the event during recovery and re-development.

We need to consider wellness for everyone, victims, families, first responders, EOC.

With respect to the Common Operating Picture, we need to establish formal procedures for updating the COP during a community emergency; and GIS staff noted that the online business directory is complete by location but does not align very well with the parcel mapping. This can be done but may take some time.

A copy of the After Action Report is attached.

#### **Public Education**

A number of public education events were held this year. The following is a list of the main initiatives undertaken.

1. Winter weather and driving information materials are being provided to all libraries in the County and to specific garages/tire businesses during November and December.
2. Public Education information was made available at the Wellington County Libraries during Emergency Preparedness Week and Safe Kids Week.
3. Public Education information was made available to the Municipal Office during Emergency Preparedness Week and for the Erin Fall Fair.



## TOWN OF ERIN

### COUNCIL REPORT

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4. A number of information pieces were provided throughout the year on the County page of the Wellington Advertiser including flood preparedness, tornado preparedness, and information on how to create an Emergency Plan, how to be better prepared for extreme heat conditions.
5. Pushing public education messaging through social media began in November.

#### **Further Enhancements:**

##### **Strategic Planning:**

The 2015 Emergency Management Report to Council identified a number of recommendations from a Focused Discussion session that was held in March of 2015. Attached is a report for Council's review and consideration regarding the key recommendations and the feasibility of implementing each of the recommendations.

##### **ODRAP Review**

The Province has issued guidelines with respect to the new Provincial Disaster Recovery Assistance programs. These Programs were tested this spring with the Easter weekend Ice Storm and Flood events in the Province.

##### **EM Software**

Currently the Emergency Measures Budget contains a figure for the purchase of Emergency Management Software in 2017 that would complement the Common Operating Picture mapping that has been implemented. Training and exercises in 2016 included the testing of the Common Operating.

##### **Debris Management:**

Emergency Manager/CEMC will be establishing a Committee with the purpose of developing a debris management plan for all municipalities in Wellington.

#### **Recommendation:**

**THAT** Council for the Town of Erin accepts the annual emergency management report, and further **THAT** this report serves as the annual review of the Municipality's Emergency Management Program for 2016.

Respectfully submitted

Linda Dickson, MCIP, RPP, CMMIII Emergency Management Professional  
Emergency Manager/CEMC

**THE CORPORATION OF THE TOWNSHIP OF TOWN OF ERIN**

**BY-LAW NUMBER \_\_\_\_\_.**

**Being a by-law to amend the Emergency Response Plan for the County of Wellington and Member Municipalities**

**WHEREAS**, the Town of Erin passed by-law 10-31 being a by-law to adopt an Emergency Response Plan for the County and member municipalities;

**AND WHEREAS**, Section 3 (6) of the Emergency Management and Civil Protection Act, R.S.O. 1990 as amended states that “every municipality shall review and, if necessary, revise its emergency plan every year”;

**AND WHEREAS**, the Emergency Response Plan has been reviewed and it has been deemed necessary to revise certain sections of the plan in accordance with the Emergency Management and Civil Protection Act;

**NOW THEREFORE**, the Council of the Corporation of the Town of Erin enacts as follows:

- 1. THAT the Amendment No. 3 to the Emergency Response Plan as set out in Schedule “A” attached, is hereby adopted.
- 2. THAT this by-law shall come into force and effect on the day of final passing thereof.

**READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.**

**READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.**

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

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



## SCHEDULE "A"

To By-law \_\_\_\_\_ .

### Amendment No. 3 to the Emergency Response Plan for Wellington County and Member Municipalities

1. Change definition for Hazard in Section 1.1 the Emergency Response Plan from **"an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss "** to **"A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these (Glossary of Terms, 2011)"**
  
2. Under Section 1.1 Hazards bullet seven Water Emergencies add the following paragraph to identify the risks associated with defined Source Water Protection Areas:
 

**"Water Emergencies include risks from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs).**
  
3. Section 1.1 sixth bullet **"Energy emergencies"** is changed to from **"such as electricity, natural gas, oil and fuel"** and will now read **"energy emergencies such as electricity, natural gas, oil and fuel"**.
  
4. The end of Section 2 - Aim is amended by adding the words **"future resiliency and reduce the vulnerabilities"** and will now read
 

**"The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those considered most vulnerable; to safe guard critical infrastructure; to protect the environment; and to ensure future economic vitality, future resiliency and reduce the vulnerabilities.**
  
5. Section 4.3 is re-titled from **"Declaring Emergencies"** to **"Declaring Municipal Emergencies"**.

6. In Section 5 – Requests for Assistance, add a new subsection 5.5 to include the 211 Notification and Communication Protocols for assistance as follows:

### **5.5 211 Notification and Communication Protocols**

**2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211’s Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario’s community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.**

**211 also maintains an extensive database of community, social, health and government services at [www.211ontario.ca](http://www.211ontario.ca).**

#### **5.5.1 Responsibilities:**

- i) Municipality, city, town or county:**
  - **Prior to an emergency event which may be declared or undeclared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211. [Form provided.]**
  - **Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211 contact centre in your region. [211 contact list provided.]**
  - **Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.**

- **Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.**
  - **Inform 211 when the emergency event ends.**
- ii) **211 (service in Ontario):**
- **The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.**
  - **Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.**
  - **Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.**
  - **Prepare an After Action Report and submit it to the municipality.**
7. Under Section 6.1.3 Fire Chief or Alternate delete item x), replace it with the following and renumber remaining items in Section 6.1.3 accordingly:
- x) **“Liaise with Ministry of the Environment and Climate Change and in particular the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules A through G of this plan, ensure that the municipal staff responsible for drinking water supply are notified;**
- xi) **Liaise with the Fire Marshall’s Office and other related fire department response partners;”**
8. In Section 6.1.10 Administration and Finance section change references for **ODRAP** to **Provincial Disaster Recovery Programs**. In addition, all other references to ODRAP in the Emergency Response Plan will be changed accordingly.
9. Add a new subsection 6.2.15.5 Conservation Authorities Source Water Protection Plans as follows:

#### **6.2.15.5 Conservation Authorities Source Water Protection Plans**

**Under the Clean Water Act, 2006, Source Water Protection Plans were developed by multi-stakeholder committees with the support from local source protection authorities. Many of the Source Water Protection Plans include policies that recommend municipalities update their Emergency Response Plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and ensure that policies and procedures are in place to be able to respond to emergencies to these vulnerable areas.**

**The County of Wellington’s Official Plan has been updated to include policies for the protection of vulnerable drinking water resources at-source from land use activities which may pose a drinking water threat to municipal water supplies. Development within these areas will be reviewed and assessed to ensure they do not pose a risk or threat to drinking water supplies or alternatively are properly mitigated to reduce any threat or risk to drinking water. These activities are defined by the Clean Water Act, 2006 and Prescribed by Ontario Regulation 287/07.**

**The location of these vulnerable areas as shown on Schedule A through G of the Emergency Response Plan include areas within 100 metres of a source, 2 year and 5 year travel times. Alternatively the County of Wellington’s Explore Wellington mapping contains additional information for twenty-five year time of travel. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.**

**The training programmes for all municipalities in Wellington will be updated and reviewed annually with each municipal Emergency Management Program Committee to ensure first responders and municipal staffs responsible for emergency management receive appropriate awareness training of drinking water source protection and local Source Protection Plans policies. The training may also be provided to appropriate responding emergency management partners.**

##### **6.2.15.5.1 Risk Management Official (RMO) and/or alternate**

**If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and or Public Works**

Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Waste Water agencies/departments have developed policies to respond to emergency situations. The Water and Waste Water municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and waste water situations and to assist each other in such situations.

10. Section 8 is amended by adding the words **“and relevant”** after **“in order to ensure timely”** in the first paragraph so it will now read as follows:

**“A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and Incident Command. This essential communication requires a reliable and secure means of relaying information between the two emergency command locations, in order to ensure timely and relevant information for the benefit of the decision-making process”.**

11. Section 8.2.2.1 Emergency Information Officer is amending by adding **“Communications Coordinator for the Township of Centre Wellington”** after **Communications Manager for the County of Wellington** in the first sentence so that the it now reads as follows:

**“The Emergency Information Officer(s) (EIO) are the Wellington OPP Media officers, Communications Manager for the County of Wellington, Communications Coordinator for the Township of Centre Wellington or designated alternate(s).** During the activation of this plan, the EIO will report to the Head of Council and CAO or Chief of Operations. The EIO has the following responsibilities.”

12. Section 8.2.3.2 Joint Emergency Information Centre will be changed by deleting the second sentence and replacing with **“The joint Information Centre would act as the main source of local emergency information”** so that it now reads as follows:

During certain types of emergencies, such as large scale, widespread emergencies, it may be beneficial to establish a joint emergency information centre comprised of representatives from all agencies/organizations that may be involved in the emergency response. **The Joint Information Centre would act as the main source of local emergency information.** All groups participating in the Joint Information Centre assign resources and staff to the JIC to work as a team. The assignment of staff to a Joint Information Centre can be done in advance of the emergency. Examples of emergencies that may benefit from a Joint Information Centre include a Health Emergency such as a pandemic, a Foreign Animal Disease Outbreak, or widespread natural disaster.

13. That section 11.4 Financial Sub-Committee item v) is amended by changing the word “**building**” at the end of the sentence to “**funding**”.
14. Section 11.4 ii) will be deleted in its entirety and the remaining items in Section 11.4 will be renumbered accordingly.
15. Section 11.4.1 will be deleted in its entirety and replaced with the following to reflect the new Provincial Disaster Recovery Programs.

#### **15.11.4.1 Provincial Disaster Recovery Programs**

**The Province of Ontario administers two Disaster Recovery Programs. The Programs are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance. The following is a brief description of the two programs and how they are administered through the Province. Detailed information about program eligibility, eligible expenses and program application guidelines are available on the Ministry of Municipal Affairs website.**

##### **i) Disaster Recovery for Ontarians Program**

**The DISASTER RECOVERY ASSISTANCE FOR ONTARIANS Program is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The program is administered by the Province may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A municipality**

does not have to declare an emergency in order for the program to be activated but should advise the Ministry of the situation.

Disaster Recovery Assistance for Ontarians provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories: Emergency Evacuation/Relocation and Living Expenses; Emergency Measures, Cleanup, Disinfection and Disposal Expenses; Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the program has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

ii) **Municipal Disaster Recovery Assistance**

Municipal Disaster Recovery Assistance Program helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services. Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred. Mitigating risks and preparing for disasters are first and foremost local responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this program is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for

covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three per cent of Own Purpose Taxation.

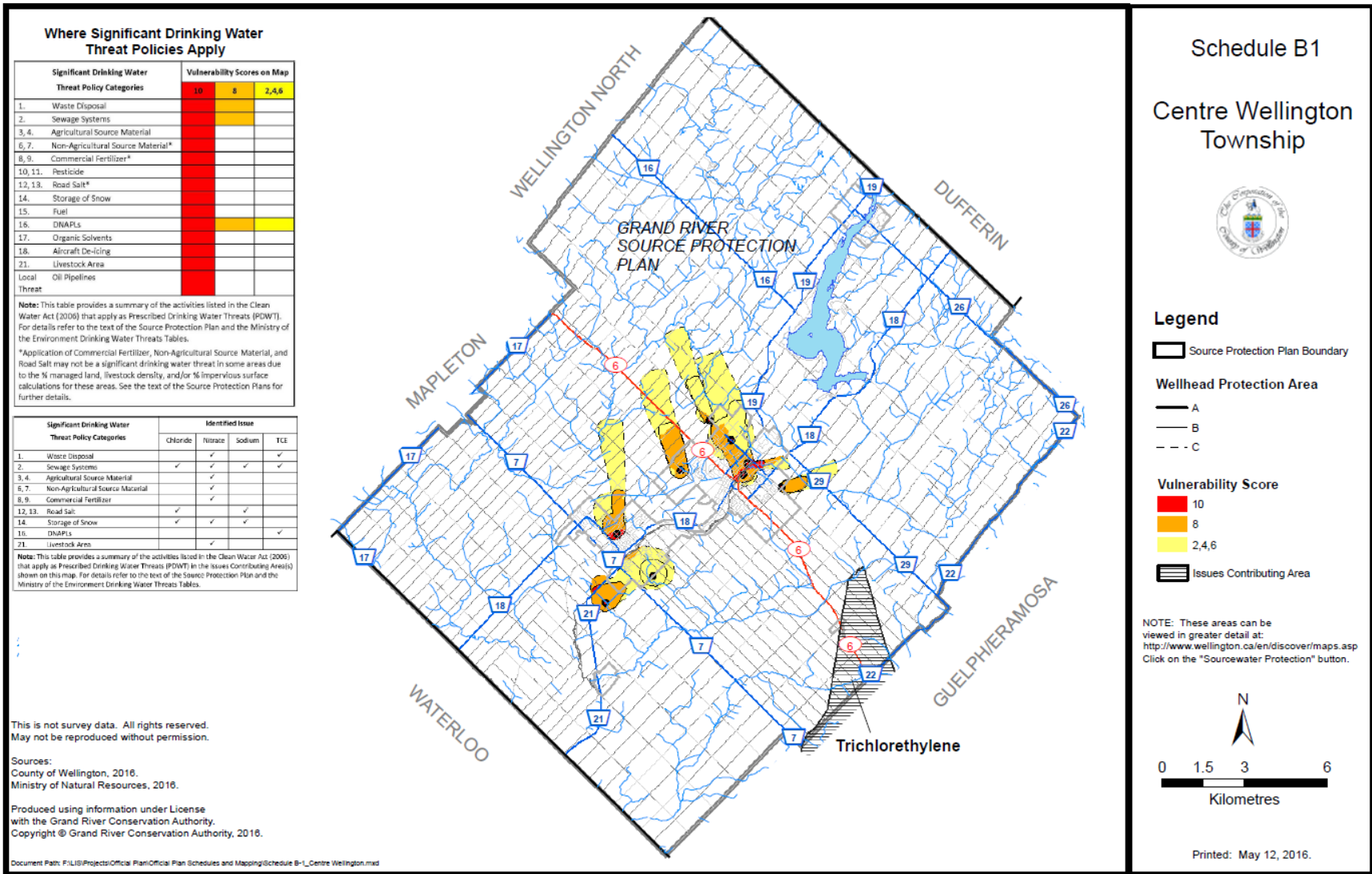
Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the program Council must pass a resolution requesting consideration under the program and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this program is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.

Provincial and Municipal Cost-Sharing		
Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the program is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

16. Change all references in the document to **Emergency Management Ontario or EMO** to **Office of the Fire Marshall and Emergency Management or OFMEM**.
17. Rename "**Emergency Response Plan Glossary of Terms and Acronym's**" as Appendix A – Emergency Response Plan Glossary of Terms and Acronyms and add **Vulnerable Areas Schedules B1 through to B7** attached to and forming part of this amendment.





**Where Significant Drinking Water Threat Policies Apply**

Significant Drinking Water Threat Policy Categories	Vulnerability Scores on Map		
	10	8	2,4,6
1. Waste Disposal	■	■	■
2. Sewage Systems	■	■	
3,4. Agricultural Source Material	■	■	
6,7. Non-Agricultural Source Material*	■	■	
8,9. Commercial Fertilizer*	■	■	
10,11. Pesticide	■	■	
12,13. Road Salt*	■	■	
14. Storage of Snow	■	■	
15. Fuel	■	■	
16. DNAPLs	■	■	■
17. Organic Solvents	■	■	
18. Aircraft De-icing	■	■	
21. Livestock Area	■	■	
Local Oil Pipelines	■	■	

Water Quantity Threats	Q1 / Q2
19. An activity that takes water from an aquifer or a surface water body without returning the water taken to the same aquifer or surface water body.	✓
20. An activity that reduces the recharge of an aquifer.	✓

**Note:** This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT). For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.

\*Application of Commercial Fertilizer, Non-Agricultural Source Material, and Road Salt may not be a significant drinking water threat in some areas due to the % managed land, livestock density, and/or % impervious surface calculations for these areas. See the text of the Source Protection Plans for further details.

Significant Drinking Water Threat Policy Categories	Identified Issue			
	Chloride	Nitrate	Sodium	TCE
1. Waste Disposal	✓	✓	✓	✓
2. Sewage Systems	✓	✓	✓	✓
3,4. Agricultural Source Material	✓	✓	✓	✓
6,7. Non-Agricultural Source Material	✓	✓	✓	✓
8,9. Commercial Fertilizer	✓	✓	✓	✓
12,13. Road Salt	✓	✓	✓	✓
14. Storage of Snow	✓	✓	✓	✓
15. DNAPLs	✓	✓	✓	✓
21. Livestock Area	✓	✓	✓	✓

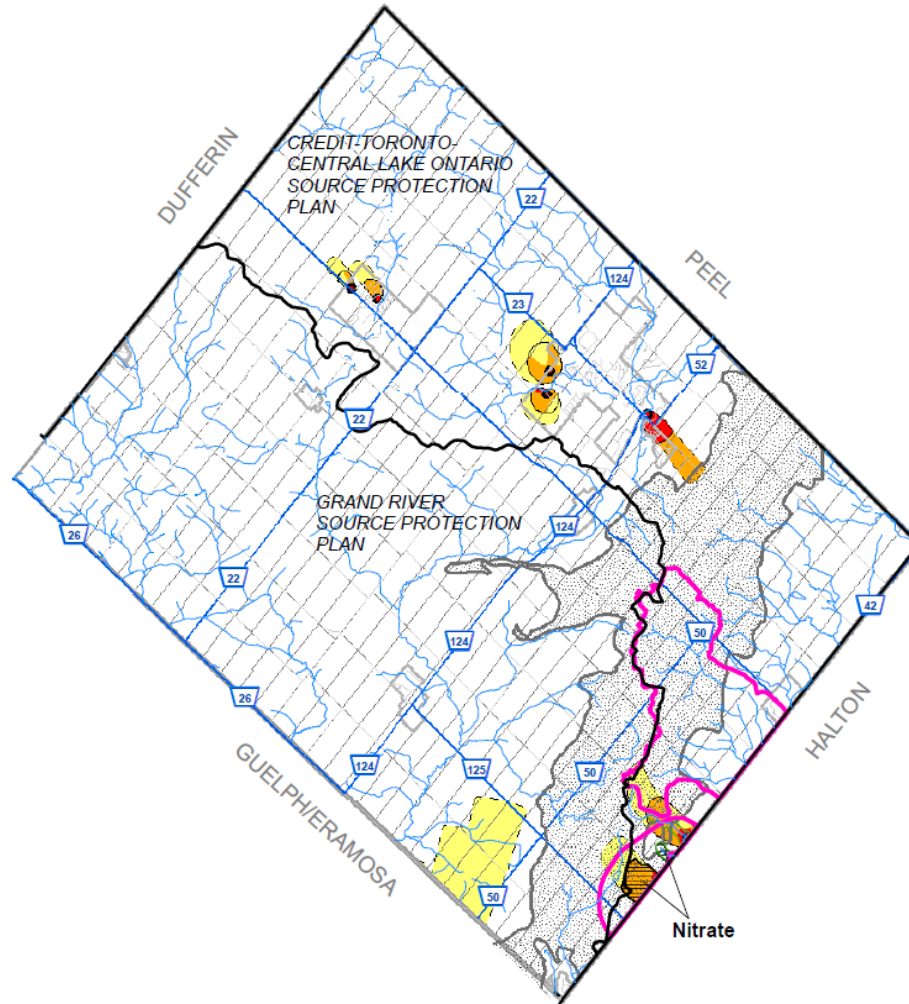
**Note:** This table provides a summary of the activities listed in the Clean Water Act (2006) that apply as Prescribed Drinking Water Threats (PDWT) in the Issues Contributing Area(s) shown on this map. For details refer to the text of the Source Protection Plan and the Ministry of the Environment Drinking Water Threats Tables.

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Sources:  
County of Wellington, 2016.  
Ministry of Natural Resources, 2016.

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Document Path: F:\GIS\Projects\Official Plan\Official Plan Schedules and Mapping\Schedule B-2\_Erin.mxd



Schedule B2

Town of Erin



**Legend**

Source Protection Plan Boundary

Paris Galt Moraine Policy Area

**Wellhead Protection Area**

A

B

C

E

Q1 & Q2

**Vulnerability Score**

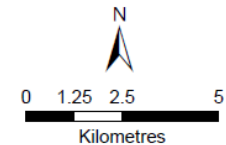
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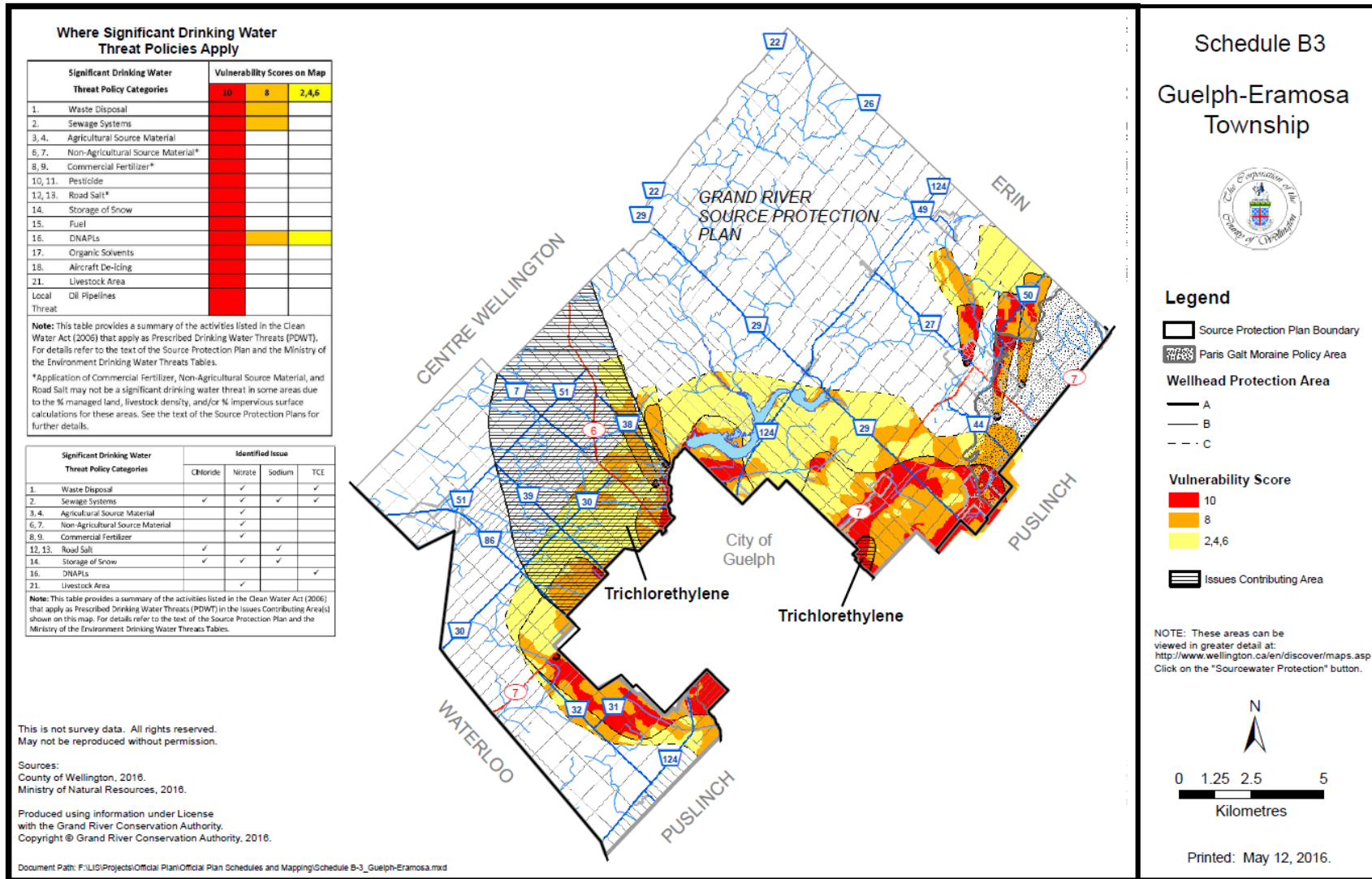
2,4,6

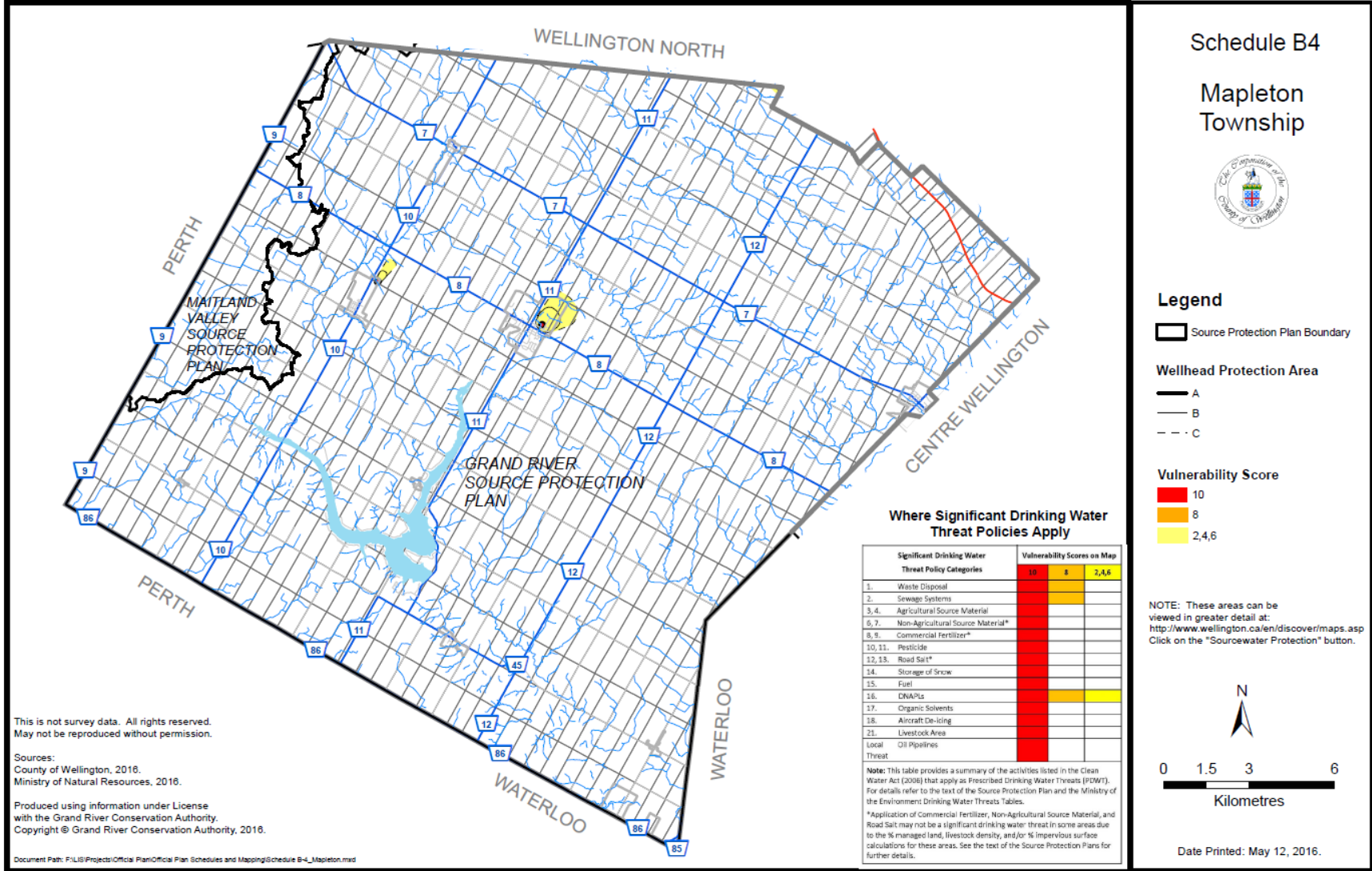
Issues Contributing Area

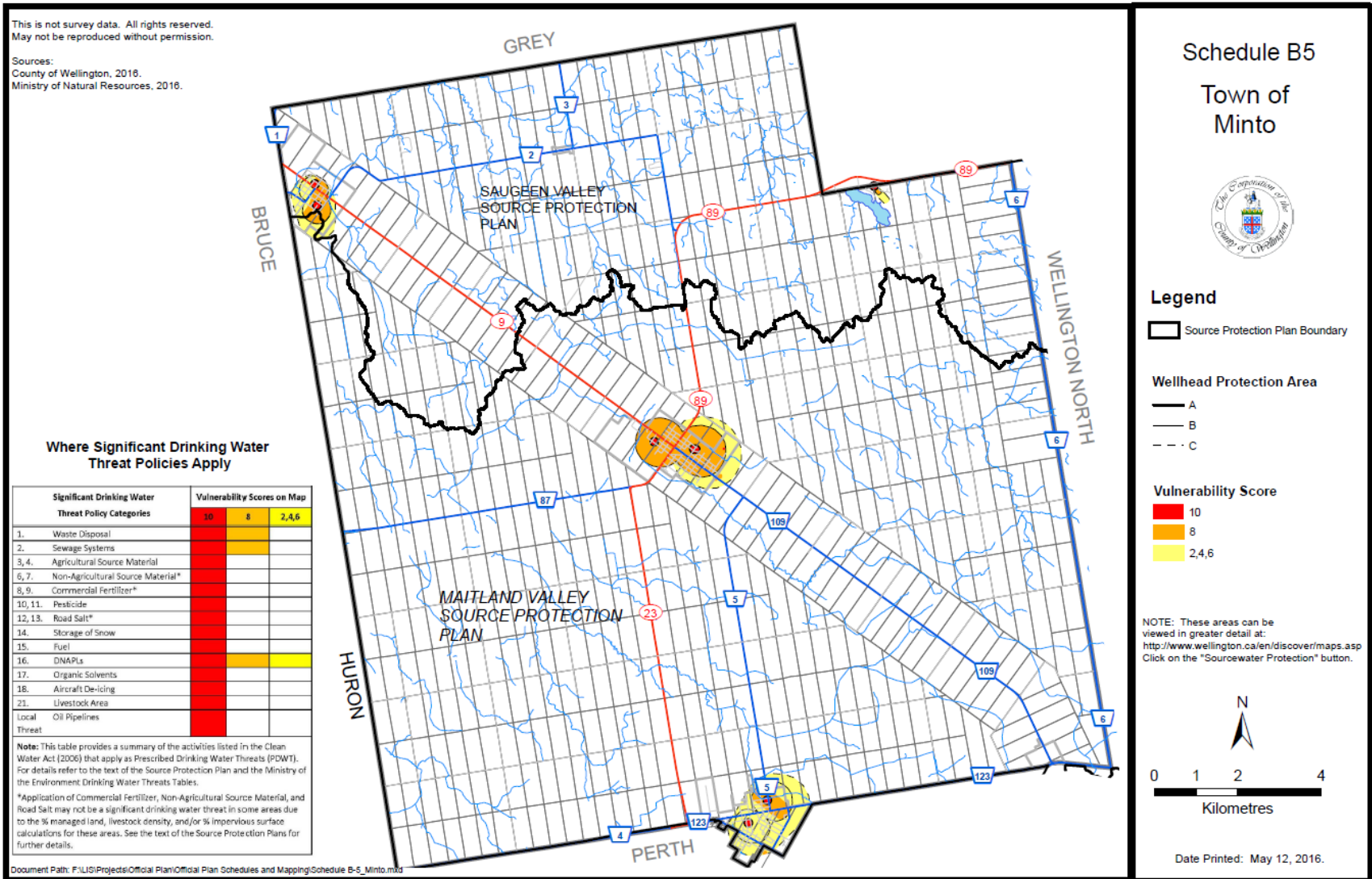
NOTE: These areas can be viewed in greater detail at: <http://www.wellington.ca/en/discover/maps.asp>  
Click on the "Sourcewater Protection" button.

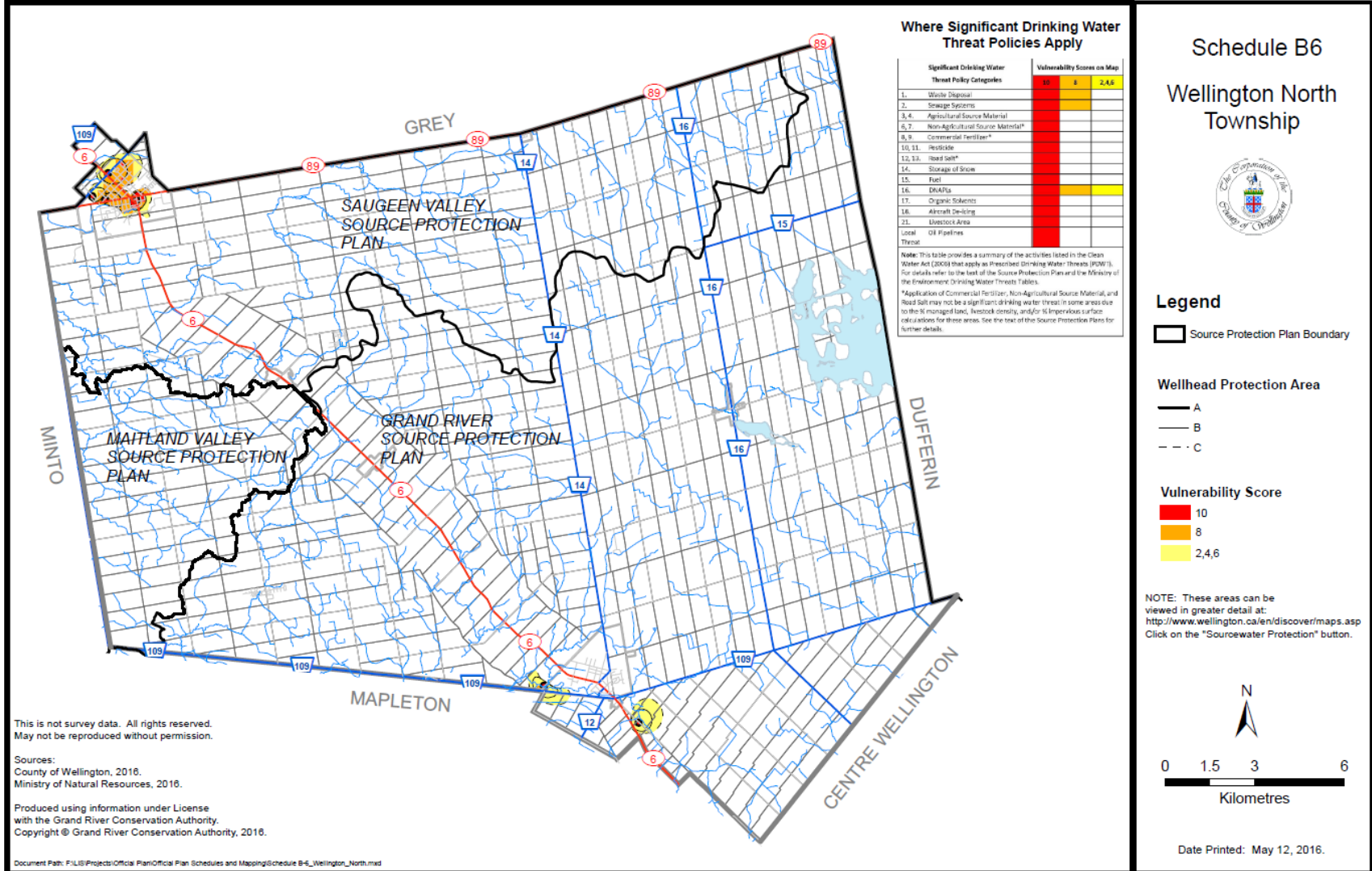


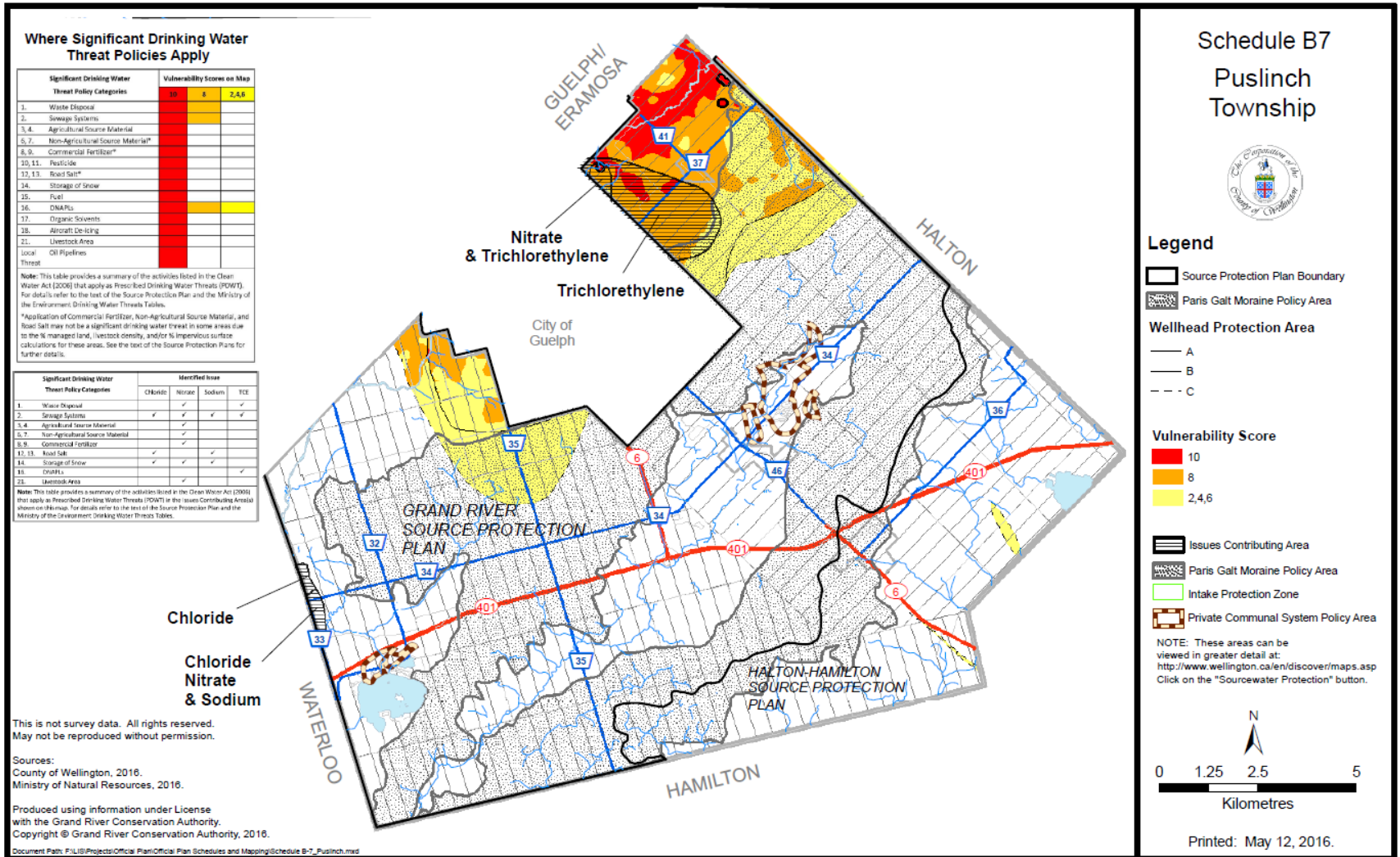
Printed: May 12, 2016.













## TOWN OF ERIN

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### Report to Council

**To:** Mayor Aills and members of Council for the Town of Erin  
**From:** Linda Dickson, Emergency Manager/CEMC  
**Date:** December 6, 2016  
**Subject:** Emergency Response Plan Amendment Number 3.

#### Background:

Under the Emergency Management and Civil Protection Act, R.S.O., 1990, every municipality is required to have an Emergency Response Plan outlining policies and procedures for responding to large scale emergencies/disasters in their municipality. In 2010, the County of Wellington and the Member Municipalities adopted the current Emergency Response Plan. Attached to this report is an amending document to the Emergency Response Plan. The draft amendment was circulated and reviewed with each municipality's Emergency Management Program Committee. The following is a summary of the changes being proposed.

- i) There are a number of "housekeeping" changes to the wording in the Plan including items 3, 4, 5, 10, 12, 13, and 16.
- ii) In item 1 update the Hazard Definition with Emergency Management Ontario's current definition.
- iii) Items 2, 7, 9 and 17 include new policies for Source Water Protection. The approved Source Water Protection Plans of the various Conservation Authorities in Wellington contain specific policies to add information to the local Emergency Response Plans. The Risk Management Official and Emergency Manager/CEMC have reviewed the Source Water Protection Plans and support the inclusion of the policies identified in the amendment to be in keeping with the requirements of the Source Water Protection Plan. Item 17 incorporates the Vulnerable Areas mapping to the Emergency Response Plan.
- iv) The changes to incorporate Source Water Protection policies include wording in the Hazard section of the Plan to define what is considered a Water Emergency for the purposes of the Emergency Response Plan. Also, amend the roles and responsibilities of the Fire Chief to include wording that recognizes the need to ensure additional response steps are taken in vulnerable drinking water supply areas. Add a specific section on Conservation Authorities Source Water Protection Plans and roles for the Risk Management Official during water emergencies in areas of Source Water Protection. Finally add the vulnerable areas mapping from the County Official Plan into to the Emergency Response Plan.





## TOWN OF ERIN

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### Report to Council

- v) Under item 6, add policies to identify roles and responsibilities for the municipality and 211 during emergencies. We have been providing public education information to residents about the existence of 211 and what it can be used for but, with the addition of these policies to the plan, we will focus and direct our public education efforts in 2017 to the use of 211 during emergencies or abnormal municipal situations.
- vi) Items 8, 14 and 15 replace the Ontario Disaster Relief Assistance Program policies with policies to recognize the new Provincial Disaster Recovery Assistance Programs for Ontarians and for Municipalities.

#### **Attachments:**

Amendment Number 3 to the Emergency Response Plan is attached.

#### **Recommendation:**

That Council supports the adoption of the Amendment Number 3 to the Emergency Response Plan for the County of Wellington and the Member Municipalities, and further that Council authorizes the passing of a by-law adopting the amendment to the Emergency Response Plan.

Respectfully submitted,

Linda Dickson, MCIP, RRP, CMMIII Emergency Management Professional  
Emergency Manager/CEMC



# TOWN OF ERIN

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## Report to Council

### SCHEDULE "A"

To By-law \_\_\_\_\_ .

#### Amendment No. 3 to the Emergency Response Plan

1. Change definition for Hazard in Section 1.1 the Emergency Response Plan from **"an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss "** to **"A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these (Glossary of Terms, 2011)"**
2. Under Section 1.1 Hazards bullet seven Water Emergencies add the following paragraph to identify the risks associated with defined Source Water Protection Areas:  
  
**"Water Emergencies include risks from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs).**
3. Section 1.1 sixth bullet **"Energy emergencies"** is changed to from **"such as electricity, natural gas, oil and fuel"** and will now read **"energy emergencies such as electricity, natural gas, oil and fuel"**.
4. The end of Section 2 - Aim is amended by adding the words **"future resiliency and reduce the vulnerabilities"** and will now read  
  
**"The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those considered most vulnerable; to safe guard critical infrastructure; to protect the environment; and to ensure future economic vitality, future resiliency and reduce the vulnerabilities.**
5. Section 4.3 is re-titled from **"Declaring Emergencies"** to **"Declaring Municipal Emergencies"**.



## TOWN OF ERIN

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### Report to Council

6. In Section 5 – Requests for Assistance, add a new subsection 5.5 to include the 211 Notification and Communication Protocols for assistance as follows:

#### 5.5 211 Notification and Communication Protocols

**2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.**

**211 also maintains an extensive database of community, social, health and government services at [www.211ontario.ca](http://www.211ontario.ca).**

##### 5.5.1 Responsibilities:

- i) Municipality, city, town or county:**
  - **Prior to an emergency event which may be declared or undeclared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211. [Form provided.]**
  - **Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211 contact centre in your region. [211 contact list provided.]**



## TOWN OF ERIN

---

### Report to Council

- **Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.**
  - **Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.**
  - **Inform 211 when the emergency event ends.**
- ii) **211 (service in Ontario):**
- **The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.**
  - **Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.**
  - **Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.**
  - **Prepare an After Action Report and submit it to the municipality.**
7. Under Section 6.1.3 Fire Chief or Alternate delete item x), replace it with the following and renumber remaining items in Section 6.1.3 accordingly:
- x) **“Liaise with Ministry of the Environment and Climate Change and in particular the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules A through G of this plan, ensure that the municipal staff responsible for drinking water supply are notified;**
- xi) **Liaise with the Fire Marshall’s Office and other related fire department response partners;”**



## TOWN OF ERIN

---

### Report to Council

8. In Section 6.1.10 Administration and Finance section change references for **ODRAP** to **Provincial Disaster Recovery Programs**. In addition, all other references to ODRAP in the Emergency Response Plan will be changed accordingly.
9. Add a new subsection 6.2.15.5 Conservation Authorities Source Water Protection Plans as follows:

#### **6.2.15.5 Conservation Authorities Source Water Protection Plans**

**Under the Clean Water Act, 2006, Source Water Protection Plans were developed by multi-stakeholder committees with the support from local source protection authorities. Many of the Source Water Protection Plans include policies that recommend municipalities update their Emergency Response Plans to identify vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and ensure that policies and procedures are in place to be able to respond to emergencies to these vulnerable areas.**

**The County of Wellington's Official Plan has been updated to include policies for the protection of vulnerable drinking water resources at-source from land use activities which may pose a drinking water threat to municipal water supplies. Development within these areas will be reviewed and assessed to ensure they do not pose a risk or threat to drinking water supplies or alternatively are properly mitigated to reduce any threat or risk to drinking water. These activities are defined by the Clean Water Act, 2006 and Prescribed by Ontario Regulation 287/07.**

**The location of these vulnerable areas as shown on Schedule A through G of the Emergency Response Plan include areas within 100 metres of a source, 2 year and 5 year travel times. Alternatively the County of Wellington's Explore Wellington mapping contains additional information for twenty-five year time of travel. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.**

**The training programmes for all municipalities in Wellington will be updated and reviewed annually with each municipal Emergency Management Program Committee to ensure first responders and municipal staffs responsible for emergency management receive appropriate awareness training of drinking water source**



## TOWN OF ERIN

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### Report to Council

protection and local Source Protection Plans policies. The training may also be provided to appropriate responding emergency management partners.

#### 6.2.15.5.1 Risk Management Official (RMO) and/or alternate

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and or Public Works Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Waste Water agencies/departments have developed policies to respond to emergency situations. The Water and Waste Water municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistence procedures for responding to unprecedented water and waste water situations and to assist each other in such situations.

10. Section 8 is amended by adding the words **“and relevant”** after **“in order to ensure timely”** in the first paragraph so it will now read as follows:

**“A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and Incident Command. This essential communication requires a reliable and secure means of relaying information between the two emergency command locations, in order to ensure timely and relevant information for the benefit of the decision-making process”.**

11. Section 8.2.2.1 Emergency Information Officer is amending by adding **“Communications Coordinator for the Township of Centre Wellington”** after **Communications Manager for the County of Wellington** in the first sentence so that the it now reads as follows:



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**“The Emergency Information Officer(s) (EIO) are the Wellington OPP Media officers, Communications Manager for the County of Wellington, Communications Coordinator for the Township of Centre Wellington or designated alternate(s). During the activation of this plan, the EIO will report to the Head of Council and CAO or Chief of Operations. The EIO has the following responsibilities.”**

12. Section 8.2.3.2 Joint Emergency Information Centre will be changed by deleting the second sentence and replacing with **“The joint Information Centre would act as the main source of local emergency information”** so that it now reads as follows:

During certain types of emergencies, such as large scale, widespread emergencies, it may be beneficial to establish a joint emergency information centre comprised of representatives from all agencies/organizations that may be involved in the emergency response. **The Joint Information Centre would act as the main source of local emergency information.** All groups participating in the Joint Information Centre assign resources and staff to the JIC to work as a team. The assignment of staff to a Joint Information Centre can be done in advance of the emergency. Examples of emergencies that may benefit from a Joint Information Centre include a Health Emergency such as a pandemic, a Foreign Animal Disease Outbreak, or widespread natural disaster.

13. That section 11.4 Financial Sub-Committee item v) is amended by changing the word **“building”** at the end of the sentence to **“funding”**.
14. Section 11.4 ii) will be deleted in its entirety and the remaining items in Section 11.4 will be renumbered accordingly.
15. Section 11.4.1 will be deleted in its entirety and replaced with the following to reflect the new Provincial Disaster Recovery Programs.

#### **15.11.4.1 Provincial Disaster Recovery Programs**

**The Province of Ontario administers two Disaster Recovery Programs. The Programs are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance. The following is a brief description of the two programs and how they are administered through the Province. Detailed information about**



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### Report to Council

program eligibility, eligible expenses and program application guidelines are available on the Ministry of Municipal Affairs website.

#### i) Disaster Recovery for Ontarians Program

The DISASTER RECOVERY ASSISTANCE FOR ONTARIANS Program is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The program is administered by the Province may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A municipality does not have to declare an emergency in order for the program to be activated but should advise the Ministry of the situation.

Disaster Recovery Assistance for Ontarians provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories: Emergency Evacuation/Relocation and Living Expenses; Emergency Measures, Cleanup, Disinfection and Disposal Expenses; Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the program has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

#### ii) Municipal Disaster Recovery Assistance

Municipal Disaster Recovery Assistance Program helps municipalities that have incurred significant extraordinary costs because of a sudden,





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### Report to Council

unexpected and extraordinary natural disaster. Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services. Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred. Mitigating risks and preparing for disasters are first and foremost local responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this program is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three percent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the program Council must pass a resolution requesting consideration under the program and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this program is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.



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### Report to Council

#### Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the program is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

16. Change all references in the document to **Emergency Management Ontario or EMO** to **Office of the Fire Marshall and Emergency Management or OFMEM**.
17. Rename "**Emergency Response Plan Glossary of Terms and Acronym's**" as Appendix A – Emergency Response Plan Glossary of Terms and Acronyms and add **Vulnerable Areas Schedules B1 through to B7** attached to and forming part of this amendment.

In accordance with the Emergency Management and Civil Protection Act, R.S.O., 1990, the Town of Erin Municipal Emergency Control Group and supporting Emergency Operation Centre staff conducted an emergency management exercise as required by Regulation 380/04 Section 12 (6) of the Emergency Management and Civil Protection Act. The following report summarizes the details of the exercise, outcomes and recommendations of the exercise.

**1. DATE:**

October 31, 2016

**2. TIME:**

0930 hrs to 1230 hrs

**3. LOCATION:**

Primary Emergency Operation Centre – Town of Erin Municipal Office

**4. EXERCISE PARTICIPANTS**

Allan Ails, Mayor

Derek McCaughan, CAO

Dina Lundy, Clerk

Ursula D-Angelo, Director of Finance

Connie Cox, Duty Officer

Dave Knight, Road Foreman

Greg Delfosse, Road Superintendent

Joe Babin, Water Superintendent

Harold Knox, Building Official

Michael Tapp, Systems Administrator

Shelley Ballantyne, Scribe for Fire Chief

Dan Callaghan, Fire Chief

Sarah Wilhelm, Planning

Mark Paoli, Planning

Joe Carbone, Planning/GIS – Common Operating Picture

Paul Pengelly, Planning/GIS – Common Operating Picture

John Brennan, Councillor

Scott Lawson, Inspector Wellington OPP

Kari Simpson – EWAG

Jagjit Singh Bajwa – Public Health

Bridgette Francis, Emergency Management Alternate CEMC

Heather Lawson, Emergency Management Assistant

**Facilitator:** Linda Dickson, Emergency Manager

**5. AIM/PURPOSE:**

In 2015, the Town of Erin conducted an emergency management exercise “Exercise Mayhem”. This year’s annual emergency management exercise continued on from the 2015 exercise and extend into the clean-up and recovery phase of the simulated event. The scenario involved transitioning from the response phase of the emergency into and including the recovery phase.

#### 6. **Exercise Objectives:**

The aim of the exercise was

- i) To review and test the recovery policies of the Emergency Response Plan and the integration of those policies with recovery response partners.
- ii) To test the use and functionality of the Common Operating Picture mapping for a recovery situation.

#### 7. **EXERCISE OBSERVATIONS/RECOMMENDATIONS:**

##### i) **Recovery Considerations**

- Road Superintendent is going to review and bring forward options for a by-pass around the urban centre of Erin and have approved and available in the ERP in case key emergency management personnel are not available to respond.
- Need to consider financial impacts of this type of disaster. Suggest that we put guidelines in place now for the Town of Erin. Emergency Management staff will assist Town with the development of guidelines.
- Need to consider logistics for mid-term recovery after emergency services have left the scene.
- Business Continuity for downtown businesses affected so that they many continue operating and re-establish their businesses in the downtown core.
- There needs to be consideration and planning for Debris Management.
- Need to consider and conserve the heritage aspects of the downtown affected by the event during recovery and re-development.
- Consider location and elements for a victim centre
- Consider wellness for everyone, victims, families, first responders, EOC.
- Public Health will have a large role in the recovery phase including inspections with the Building Officials, evacuation centre inspections, etc.

##### ii) **Common Operating Picture**

- **Need to establish formal procedures for updating the COP during a community emergency** – for example who is responsible for doing the updates/changes during an event.
- GIS staff noted that the online business directory is complete by location but does not align very well with the parcel mapping. This can be done but may take some time.

**iii) Other considerations.**

- Need to continue to have scribe training and to train additional scribes in the case of a large event. Also, Town could implement mutual assistance agreement with other municipalities to have scribes brought in to assist.
- Update Upper Credit Humane Society to SPCA for Erin.
- Need to ensure collaboration and consist messaging among all partners during response and recovery phases
- Add OPP CMHC resources to the Contact and Resource list



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### COUNCIL REPORT

**To:** Mayor Ails and Members of Council for the Town of Erin  
**From:** Linda Dickson, MCIP, RPP, Emergency Manager/CEMC  
**Date:** December 6, 2016  
**Re:** Report on the Strategic Direction for Emergency Management Programs

#### **Purpose/Background:**

The After Action Reports from both the April 2013 and December 2013 Ice Storms provided good lessons learned and recommendations to improve our municipal emergency management programs and where applicable coordinating these recommendations across the County. In order to develop a more appropriate and consistent framework to County wide emergency events, in March of 2015, a focus discussion group session was undertaken with representation from all eight municipal Emergency Management Program Committees in Wellington County. The lessons learned and recommendations from the Ice Storm After Action Reports were used to define discussion points for this session.

The group discussion included the following topic areas

1. Sheltering/Warming and Cooling Centres
2. Generators and Funding
3. Time Frames
4. Crisis Communications

The results of the discussion provided some additional categories for consideration including Public Education and Hazard Specific Emergency Response Plans.

During the Emergency Management Program Committee meetings in 2016, the results were presented and discussed. The following sections outline five key emergency management directives for the future; Shelters and Evacuation Centres, Generators, Public Education, Preparedness Plan and Communications including Crisis Communications. The report also identifies whether or not the specific recommendations can be achieved, and if so how they will be implemented.

#### **SHELTERS/EVACUATION CENTRES**

1. **Recommendation:** To pre-identify shelters/evacuation centres and promote the location to residents as part of our public education program, but these sites should be provided with back-up power to be identified and promoted in preparedness campaigns.

It was there are only a few sites with back-up power that meet the Health Canada requirements for overnight accommodations within the County of Wellington.



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### COUNCIL REPORT

Emergency Management and Social Services will continue to work with Red Cross to identify appropriate sites in the County suitable for overnight accommodations. Most public facilities can accommodate temporary emergency uses such as places to cool down or warm up.

**Action/Directive:** The identification, equipping and promotion of these facilities is a Council decision and may require agreements between the municipality and some pre-identified sites.

2. **Recommendation:** Consensus that if any part of the community is in need, reception centres/shelters should be opened and where possible we should avoid using fire stations for reception centres/shelters.

**Action/Directive:** This should be a municipal program Committee decision and if Fire Stations are to be used it should be based upon the advice and direction of the municipal Fire Chief.

3. **Recommendation:** Shelters should be opened within **72** hours. The CEMCs in Wellington County agreed that this should be 72 hours and not 48 hours of a situation (power outage) and it should be the decision of the EOC (Incident Command) when to open and what sites to open.

**Action/Directive:** Emergency Management staff will look at creating a policy for this.

4. **Recommendation:** Make a list of all potential shelter sites, identify if they have back-up power and what facilities in the site are available with or without back-up power.

**Action/Directive:** These lists have been prepared and EM staff is in the process of including the location and specific site information into the Common Operating Picture.

5. **Recommendation:** Where and if possible promote a staged evacuation process such as Stage 1 – elderly, those with very young children and those with medical need; Stage 2- would be the rest of the community.

**Action/Directive:** CEMCs agreed that we should not take on this approach.



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### COUNCIL REPORT

#### GENERATORS

1. **Recommendation:** Have a pool of municipal generators that could be moved around the county. It was suggested/agreed to that this could be funded through the County; or County staff could assist with bulk buying of generators. It should be noted that generators will need to be sized appropriately for the facility that they will run. Facilities will have to be wired appropriately with an approved disconnect that will be the responsibility of the individual municipalities. General consensus is that some municipalities are adequately prepared with generators to operate their critical infrastructure including potential shelters/places to get cool and warm.

**Action/Directive:** The purchase and installation of generators should remain a municipal decision and responsibility. Emergency Management staff will compile and maintain a list of potential mobile generator resources and include information in the Contact and Resource Guide. Facilities being used as shelters/places to get cool or warm will be identified in the Common Operating Picture and the attribute list will identify if the facility has a generator.

2. **Recommendation:** Municipalities should maintain 72 hour fuel supply for generators and municipalities should incorporate this into their emergency fuel plan calculations.

**Action/Directive:** Municipalities should be including a fuel amount for generators in their fuel purchasing plans. There is an option with some fuel suppliers to pre-order and pre-purchase fuel. EM will create a list of appropriate fuel depots with stand-alone back-up power and where an option of gases (regular, diesel and coloured diesel) may be acquired. This information may also be included in the Common Operating Picture.

#### PUBLIC EDUCATION

1. **Recommendation:** Continue to promote 72 hour “Be Better Prepared” in our public education campaigns across the County.

**Action/Recommendation:** Our annual public education/awareness campaigns will continue to focus on the “Be Better Prepared” messaging including 72 hour personal preparedness and more targeted 72 hour preparedness for specific types of incidents such as Ice Storms, Power Outages, Tornados and Floods.

2. **Recommendation:** Public Education should be provided to residents about the location, the use of and hours of operation for municipal public facilities where residents can go to cool down in the summer or warm up in the winter particularly during prolonged power outage events.





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**Action/Directive:** This will be the responsibility of each municipality to identify. Emergency Management will assist/work with each municipality and coordinate consistent education information where practical.

#### PREPAREDNESS PLAN

1. **Recommendation:** Create a standardized extreme heat and cold weather policy. Social Services, Public Health, Communications and EM Staff have been working on this.

**Action/Directive:** Draft policies are being reviewed by partner agencies. Public Health has a Cold Alert Protocol and Heat Alert Protocol which has been provided to the alternate CEMCs. Wellington County and City of Guelph EM staff, Social Services staff and County and City Communications staff are reviewing a draft Municipal Cold Alert Plan. Once completed a copy of the Plan will be provided to alternate CEMCs and partner agencies. EM staff will finalize the municipal Heat Alert Plan.

#### COMMUNICATIONS

1. **Recommendation:** Ensure we make appropriate use of all forms of technology available to communicate emergency information to our residents and business. Different demographics use different technologies. Consensus was to have ready to use communication media templates and where appropriate social media messaging.

**Action/Directive:** The Communication staff throughout the County have, as a result of past weather response situations, worked together and shared best practices particularly during large scale municipal emergencies. Communication staff will continue to work with EM and other communication departments to create a list of emergency information messaging.

2. **Recommendation:** There needs to be ongoing training for communication officers and spokespersons. A Crisis Communication Workshop was held in 2015 primarily for Heads of Council and their alternates. A similar workshop was provided in 2016.

**Action/Directive:** Each municipality's five year training program has been updated to include a crisis communication course every year for the next five years and this will be included in the Emergency Measures budget for the County.

3. **Recommendation:** For single municipal events, local staff may be able to deal with the communication needs of an emergency but for larger county wide events, municipalities



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### COUNCIL REPORT

may need and wish to access the resources of the County Communications Division and the Wellington OPP media officers.

**Action/Directive:** The Emergency Response Plan contains policies to provide for this resource in a large scale emergency. Coordination of this assistance/resource may be provided through the Emergency Manager/CEMC or alternate. Similar process may be followed for other County Departments such as Social Services.

#### SUMMARY:

It is recognized that in certain situations and depending upon local circumstances, there are some decisions that will have to be made locally that differ from the recognized response standards suggested in this report and, further, that may not be consistent with bordering municipal decisions. However, the consensus and desire of the eight municipal emergency management program committees is, where feasible and practicable in County wide emergencies, to ensure a coordinated response so that all residents and business are provided with similar response and recovery efforts to emergency/abnormal situations as they arise. Having Emergency Management staff assist with coordination within and amongst municipalities during abnormal events and emergencies has become an emergency management standard within the County that Municipal Staff/Municipal Control Groups expect and appreciate.

#### RECOMMENDATION:

**That** Council receives this report and supports the recommendations and identified implementation of the recommendations **and further that** Council endorses the efforts of the Township's Emergency Management Program Committee with the assistance of the Emergency Management staff to undertake the completion of the recommendations in a timely manner.

Respectfully submitted

Linda Dickson, MCIP, RPP, CMMIII Emergency Management Professional  
Emergency Manager/CEMC



## Staff Report

**Report #:** 2016-12A  
**Date:** December-6-16  
**Submitted By:** Gail Broadfield, Deputy Treasurer  
**Subject:** Approval of Accounts

### Recommendations:

**Be it resolved that** Council receives the *Deputy Treasurer's Report #2016-12A on "Approval of Accounts"* on December 6th, 2016 .

### Background:

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

Cheque Listing	#1142	\$	794,054.28
	#1143	\$	1,143.76
	#1144	\$	536.60
	#1145	\$	150,740.47
	#1146	\$	569,264.58
 TOTAL		\$	<u>1,515,739.69</u>

### LARGER PAYMENTS

Cheque #50811 \$ 758,395.95 – Cox Construction – Paving 17<sup>th</sup> Sideroad  
 Cheque #50879 \$ 10,021.54 – Triton Engineering – Station St. Dam Assessment  
 Cheque #50875 \$ 25,000.00 – Stewarts New Holland Equip. – Release of Security Dep.

### Financial Impact:

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

**Consultation:**

Department Heads and CAO.

**Communications Plan:**

Regular report to Council.

**Conclusion:**

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

**Appendices:**

N/A



## Staff Report

**Report #:** 2016-07C

**Date:** December-6-16

**Submitted By:** Dina Lundy, Clerk

**Subject:** Appointment of Alternates for the Mayor for 2017

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### Recommendations:

**Be it resolved that** Council receives the report *Appointment of Alternates for the Mayor for 2017* of December 6, 2016;

**And that** Council directs the Clerk to work with Council Members to develop a schedule of alternates for the Mayor position for the 2017 calendar year.

### Background:

Previously, it has been the practice that a Presiding Officer is appointed by Council during planned absences of the Mayor. While this may address the need for a chair for Council meetings, it does not address Mayoral duties outside of the Council Chamber; such as attending meetings and/or special events, responding to public concerns, duties during emergency situations etc.

A more wholesome approach should be taken to provide for coverage of the Mayor's position during both planned and unplanned absences, or simply when the Mayor is not available to execute the duties of his office. This benefits the community, as well as gives each Council member the opportunity to become more familiar with the responsibilities of the Mayor's office.

I would recommend that Council members indicate which months they may be able to commit to, and a schedule be developed to be adopted by Council, with the understanding that it is a fluid document that can be changed should a scheduled Councillor become suddenly unavailable. It is important that Council members have that flexibility as other commitments surface, to be able to adjust the schedule as necessary.

### Financial Impact:

N/A

**Consultation:**

Mayor Alls, and Interim CAO Derek McCaughan

**Communications Plan:**

Council report, and the schedule will be provided on the website.

**Conclusion:**

That Council direct the Clerk to develop a schedule for alternate Mayors in the absence of Mayor Alls for the 2017 calendar year to be brought back to Council for adoption.

**Appendices:**

N/A

Town of Erin Heritage Committee (T.E.H.C.)

Minutes of Meeting

Monday, October 17, 2016 at 7:05 p.m.

Council Chambers

1. Meeting called to order by Chairperson Jamie Cheyne. Present: Margaret Barnstaple, Jean Denison, Jeff Duncan, Paul Lewis, Donna Revell and Bob Wilson. Regrets: John Gainor.
2. Declaration of Pecuniary Interest. None.
3. Delegation: Demolition request of 9121 Erin-Garafraxa Townline. Etienne Heid purchased the 93 acre property last year. There are two houses on the property, an old red brick house which had been used for storage for the past 30 years and a newer house which is being renovated. He provided a few photos of the outside and inside of the old house, but it has a metal roof which had protected the building from a lot of deterioration. He was asked to defer his request for a month and have the contractor for the newer house evaluate the condition of the older house. It may be possible to have the Town permit two buildings on the property. He may come back to our Committee in November.
4. Approval of Minutes of September 19, 2016. Corrections: Item 6.7 Lloyd Turbitt helped Jeff remove brush. Item 7: Karen Wagner's name corrected. Moved by Paul and seconded by Jeff to accept after amendments. Carried.
5. Business Arising from Minutes.
  - 5.1 The Erin Advocate Inserts. Jamie has done a recap of the 8 properties and asked for information from readers in the Advocate in October. Jean is working on Cedarvale. If/when you volunteer, please submit to The Advocate about 250 words digitally and a photo if possible by the second Friday of the month. The Advocate had an article and photos on the Pioneer Cemetery in Hillsburgh!
  - 5.2 Stanley Park Gate. Jeff and Jamie received University of Guelph student Michael Laszczuk's final report for the background heritage proposal. They are quite pleased with the 32 page report and it will be on the Council's agenda next week. Then it goes to the Town planners and will have a public meeting. Designation could follow. Jeff will copy the report for us. The University of Guelph report supports designation and recommends maintenance. If approved, the section 'Statement of Interest' would be put in a by-law by the Town. Now that the report is done, the project may qualify for funding from some source.
  - 5.3 The Bernardo girl in Coningsby manuscript brought to our attention by Jean Denison, has been read twice by Donna. They will send their feedback to Carol Newall. If Ken Graham can be contacted, he may have some suggestions too.
  - 5.4 October 27th will be the presentation of local archives with a story behind each by WCMA's Susan Dunlop in the Council Chambers. We will also have a 'show and tell' from the public. Jeff made a poster that can be handed out to quite a few long-time residents individually as an invitation. Jamie will get tables. Refreshments will consist of cider, cookies (Margaret) and water (Jamie). We should arrive at 6 p.m. for the 7 p.m. start.
6. New Business
  - 6.1 Canada 150. Preliminary pamphlets were made up and given out in green Erin bags at the Erin Fall Fair by the Council members. Jamie and Donna are both on the Canada 150 Committee. The

Rotary Club is building and unveiling a new picnic shelter in Hillsburgh. Lions Club is planning a parade. Bob Wilson will investigate getting his Dad's 1915 Sawyer Massey steam tractor certified to take to Victoria Park. Many other suggestions will be forthcoming.

6.2 Pioneer project in Hillsburgh. Jeff and Lloyd Turbitt took out 19 loads of brush from the overgrown cemetery. A beautiful sign has been made sponsored by the generosity of Frank and Ivan Gray families. It has been installed. Next project is Erin Pioneer Cemetery.

6.3 Hillsburgh dam and bridge. Jeff said the engineering report will be submitted to Council on Tuesday, October 18 for class EA. Keep tuned for more information.

7. Show and Tell. Jamie brought in an old milk bottle from Gilbrea Dairy in Oakville. He even had a bottle top to fit. He also brought the book "Meet Me At The Station" with a photo and write-up of the tiny Hillsburgh 'flagstop' station.

8. The next meeting is scheduled for Monday, November 21st, 2016 at 7:00 p.m. in the Council Chambers. Our meetings are the third Monday of the month.

9. Adjourned at 8:35 p.m.

*Adapted. Nov. 21, 2016*



Let's Get Hillsburgh Growing Committee  
Meeting Minutes  
October 20, 2016

Present: Donna Revell, Jeff Duncan, Elizabeth MacInnis, Jackie Turbitt, Lloyd Turbitt, Raissa Sauve, Ruth Maddock,  
Regrets: Liz Ewasick, Jamie Cheyne, Karen Campbell

1) Minutes: September 15, 2016

**Motion 01-10-2016:** Minutes

Moved by Ruth Maddock and seconded by Raissa Sauve: Be it resolved that the minutes of the Let's Get Hillsburgh Growing Committee meeting of September 15, 2016 be adopted as circulated. Carried.

2) Accounts:

**Motion 02-10-2016:** Accounts

Moved by Raissa Sauve and seconded by Ruth Maddock: Be it resolved that accounts in the amount of \$1621.06 (list attached) be paid.

These expenses are for Fun Day Thank You advertisement in the Erin Advocate; OPP invoice for Fun Day; prize money for Scarecrow Contest and purchase of trees from Sheridan Nurseries that Jeff, Heidi & Lloyd planted at the curb in front of Foodland replacing dead trees.

3) Family Fun Day:

Finances: Two more invoices have been received.

**Action:** When Jackie has received all the invoices for Family Fun Day, she will present a final financial statement.

OPP: Jackie contacted Marilyn Koch at the OPP Headquarters requesting clarification as to when the OPP charge an organization/community to have OPP officers perform traffic control at an community event.

Marilyn's response (Wednesday September 21, 2016):

"Santa Claus Parades, as well as fall fair, Remembrance Day, etc., are a different type of event. Events such as yours the officers are used are off duty who are working only at a specific event. Parades are for a shorter duration and on duty officers perform traffic control as long as calls for service allow. In the case of Fun Day if you deem officers aren't necessary you could send us notification of a special event and on duty officers would drop by as time allows but there would be no one specifically assigned to be there all day. Unfortunately we don't have the man power to assign officers to attend day/night events and that is where the Paid duty officers come in."

4) Decorating Kits: Overall the fundraiser was a great success.

Financial statement: Still some outstanding invoices including Lloyd's mileage for two trips to Bolton to pick up the chrysanthemums.

**Action:** Jackie will present a complete financial statement at the next meeting.

5) Banners & Metal signs:

Banners are mounted on the front of the arena/community centre last Friday.

They look amazing!

All of the metal signs and the brackets are in Lloyd's garage.

**Action:** Paint the metal signs as temperature allows.

**Action:** As weather and availability of equipment allows, the downtown signs will be moved higher up the hydro poles to prevent trucks from hitting them.

**Action:** Continue to refurbish damaged signs as necessary.

7) Scarecrow Contest: Some wonderful entries again.

Many entrants did not realize that they had to take a photo and email it to the LGHG Committee. Jackie &

Lloyd left flyers in the doors of residences with scarecrows in their front yards if they were unable to speak to them.

Raissa suggested that next year the LGHG Committee place some scarecrows around town to spark interest in entering the contest.

- 8) Photo contest and calendar: The entries were reviewed on Donna's laptop.

**Action:** Sub-committee formed (Raissa, Elizabeth & Donna) to work on the calendar.

**Action:** Calendar will be printed and ready for distribution by the next meeting.

- 9) Canada Day 2017/Family Fun Day:

**Motion 03-10-2016:** Canada Day 2017/Family Fun Day

Moved by Donna Revell and seconded by Jackie Turbitt: Be it resolved that the LGHG Committee support the Erin 150 Committee with their events on July 1, 2017 and will still have our annual Family Fun Day in August.

- 10) 2017 Budget: On September 22, the Town of Erin requested that our 2017 budget be in by October 5<sup>th</sup>. As the Committee did not have a meeting until October 20, Lloyd, as the Committee Chair, responded by requesting \$4500 as in previous years.

Jackie submitted an Operations Plan as requested.

**Action:** The November Committee meeting will be devoted to our 2017 budget.

**Action:** LGHG Committee members are asked to arrive at the next meeting with suggestions/ideas for projects, events and activities for 2017.

- 11) Lions Request for financial support: The Hillsburgh Lions Club requested financial support from the LGHG Committee to have new electrical outlets and lighting installed in the Hillsburgh Historical Park.

After much discussion, a review of our 2016 budget was made. Electrical work and new lighting in the Park was on our list of projects for 2016.

**Motion 04-10-2016:** Funding for Electrical Work in the Hillsburgh Historical Park

Moved by Elizabeth MacInnis and seconded by Jackie Turbitt: Be it resolved that the Let's Get Hillsburgh Growing Committee give \$1000 to assist with putting electricity in the Hillsburgh Historical Park.

- 12) Tents: Discussion deferred to next meeting.

- 13) Writing Grant Proposals: Deferred to January meeting.

- 14) Other Business & Round Table:

At the last Town Council meeting, Jeff reported to council on all of the things that have been done in Hillsburgh over the last few months including new banners on the arena, more metal signs on poles, clean up and new sign at Hillsburgh Pioneer Cemetery, new playground in Victoria Park ...

Ted Arnott mentioned Family Fun Day (with a photo) in his Fall 2016 Newsletter.

Donna reminded Committee members that we will need to find new storage space for all of the LGHG Committee items at the Hillsburgh Library in 2017.

The Town of Erin Heritage Committee is holding an event next Thursday evening (October 27<sup>th</sup>) at 7 pm at the Town Office. Karen Wagner from the Wellington County Museum and Archives will bring and talk about some items from the Museum's collection that relate to the history of the Town of Erin. Those attending are encouraged to bring anything that relates to the Town's history for a "show and tell" session.

### Next Meeting:

Budget Meeting  
Thursday November 17 at 7pm  
Town of Erin Municipal Office

## Activity List 2016

	Description of Request	Responsibility	Date Directed	Suggested Completion	Status
<b>Open Items</b>					
1	Centre 2000 Shared Use Agreement	CAO		Q4 2016	updates included in qtlly report
2	Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	nearing completion
3	Determine the best option for updating the Official Plan	CAO/Planning	13-Jul-15	Q1 2017	
4	Operational Plan - Finalizing 4 year objectives	CAO		Q1 2017	
5	Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	Q1 presented April 5, Q2 to be presented in July
6	Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	Q4 2016	
7	Report on procedures, policies and options re: Demolition Permit	CBO/Planning staff	1-Dec-15	TBD	
8	moving forward with necessary processes to add the creation of secondary dwelling units within accessory buildings as a permitted use	CBO/Planning staff	16-Feb-16	TBD	
9	Implement a reward/incentive program for staff finding efficiencies/cost savings	CAO	5-Apr-16	Q4 2016	
10	Report on how new fill by-law is working, and if any amendments would be needed	CBO/Planning staff	4-May-16	Q1 2017	
11	Erin - Main St. Crosswalk	Road Superintendent	9-Aug-16	Q4 2016	
12	Report on the implementation of the 2015-2020 Corporate Strategic Plan	CAO	13-Sep-16	Q1 2017	
14	Report on an accessibility assessment on municipal buildings	Interim CBO	13-Sep-16	TBD	
16	Report regarding transitioning to LED streetlighting	Road Superintendent	13-Sep-16	Q4 2016	
18	2017 Work Plans	CAO	N/A	Q1 2017	
19	Review Pits and Quarries by-law and take into consideration suggestions from resident	CAO	4-Oct-16	TBD	
20	Review Procurement by-law and report back to Council on means of introducing local purchasing preference	Director of Finance	4-Oct-16	Q1 2017	
21	Report on steps to designate Stanley Park Gates under the Heritage Act	County Planning			



Ainley & Associates Limited  
 2 County Court Blvd, 4<sup>th</sup> Floor, Brampton, ON L6W 3W8  
 Tel: (905) 595-6862 ▪ Fax: (905) 595-6701  
 E-mail [brampton@ainleygroup.com](mailto:brampton@ainleygroup.com)

November 17, 2016

File No. 115157

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

Attention: Christine Furlong, P.Eng.  
 Subject: Town of Erin Urban Centre Wastewater Servicing  
 Class Environmental Assessment Phases 3 and 4 – Progress Report October  
 2016

We are pleased to report progress on the above-noted study during October 2016.  
 Work continued on all planned work activities during October as follows:

### Public Consultation

During this period the following was undertaken:

- The project communications plan was updated
- An additional member was added to the Public Liaison Committee
- Our team continued to receive communications through the established email link on the Town website and directly from individuals and responses continue to be issued on an ongoing basis

### Technical Work

During this period the following was undertaken:

- The draft Septic Survey and Sewage Flows and System Capacity, Technical Memorandums were presented to the CMT on October 3, 2016 and subsequently revised to incorporate comments and again presented for discussion at the October 31, 2016 CMT meeting
- A meeting was held with Wellington County on October 12, 2016 to coordinate planned growth outlined in the Town Official Plan and the results incorporated into the draft Sewage Flows and System Capacity Technical Memorandum.
- At the CMT meeting on October 31, 2016 it was agreed that these two technical memorandums would be presented to Council and the PLC
- Preliminary results on evaluation of alternative collection systems, was presented to the CMT on October 31, 2016.

### Environmental Work

During this period the following was undertaken:

- Preliminary results from the Assimilative Capacity Study (ACS) were presented to the CMT at the October 3, 2016 meeting
- A memorandum on downstream phosphorus levels in the West Credit River was completed in support of the system capacity analysis
- ACS results continued to be analysed through October and updated results were presented to the CMT on October 31, 2016

### Project Schedule

The project is approximately one month behind schedule based on scheduled completion of Phase 2 by the end of 2016. Due to the change in the wastewater system capacity recommendation it is suggested more time be provided for this key project aspect and that the Public Information Centre for Phase 2, be delayed to mid-January 2017. It is not expected that this decision will delay the planned completion date and a revised schedule will be provided in the coming month to demonstrate that the planned completion date can be met.

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

Sincerely,

**AINLEY & ASSOCIATES LIMITED**



Joe Mullan, P.Eng.  
Project Manager

Encl.

**Ministry of Finance**

Office of the Minister  
7<sup>th</sup> Floor  
Frost Building South  
7 Queen's Park Cr  
Toronto ON M7A 1Y7  
Tel (416) 325-0400  
Fax (416) 325-0374  
www.fin.gov.on.ca

**Ministry of  
Municipal Affairs**

Office of the Minister  
17<sup>th</sup> Floor  
777 Bay Street  
Toronto, ON M5G 2E5  
Tel (416) 585-7000  
Fax (416) 585-6470  
www.mah.gov.on.ca



November 10, 2016

Dear Head of Council:

We are writing to announce the release of the Ontario Municipal Partnership Fund (OMPF) municipal allocations for 2017.

In 2017, the province will maintain OMPF funding at \$505 million, which will provide unconditional support to 388 municipalities across the province. The province will continue to provide unconditional funding in 2017 and beyond.

When the OMPF is combined with the provincial uploads, the municipal benefit will total more than \$2.4 billion in 2017. This is nearly four times the level of funding provided in 2004, and is the equivalent of 13 per cent of municipal property tax revenue.

As you know, the OMPF was redesigned in 2014 following consultations with municipalities from across the province. Consultations with municipalities and the Association of Municipalities of Ontario (AMO) have continued over the past year and have focused on refining the program to ensure it meets the long-term priorities of municipalities.

The 2017 OMPF reflects the core objectives of the redesigned program, while balancing the range of views expressed by municipalities through this year's consultations.

The 2017 program will further target support to municipalities with more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant to \$82 million from \$67 million in 2016. This is an increase of over 20 per cent to this grant component and means that municipalities with more challenging fiscal circumstances will see their funding through this grant component increase in 2017.

Through the consultation process, we heard positive feedback on the funding enhancement introduced last year that is targeted to municipalities with the highest levels of farm land, in recognition of their unique challenges. In 2017, the Rural Communities Grant will be increased to \$148 million from \$143 million in 2016 to further target funding to municipalities across the province with the highest levels of farm land.

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Finally, in order to help municipalities as they adjust to the redesigned program, municipalities will continue to receive a guaranteed minimum level of funding. The 2017 minimum funding guarantee for municipalities in southern Ontario will be at least 85 per cent of their 2016 OMPF allocations and for municipalities in northern Ontario will be at least 90 per cent of their 2016 OMPF allocations.

Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding maintained at 100 per cent of the prior year's allocation.

The Ministry of Finance's (MOF) Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2017 OMPF. This information and other supporting materials will be posted in both English and French on the MOF website: <http://www.fin.gov.on.ca/en/budget/ompf/2017>

Our government has a very strong record of supporting and working with municipalities. As outlined in the 2016 Ontario Budget, we are pleased to fulfil our commitment to the upload of social assistance benefit programs, as well as court security and prisoner transportation costs, off the local property tax base. These uploads will be fully implemented by 2018. As a result of the uploads, municipalities will benefit from more than \$1.9 billion in reduced costs in 2017 alone.

Our commitment to the provincial uploads means that overall support to municipalities will continue to increase. In 2017, municipalities will benefit from more than \$4 billion in ongoing support through the OMPF, provincial uploads, and other provincial initiatives – an increase of \$2.9 billion from the level provided in 2003.

Going forward, the government's focus will be on investing in the infrastructure that is vital to the health, prosperity and quality of life of Ontarians. In partnership with communities, Ontario is making significant infrastructure investments to create jobs and help the province grow and prosper.

The province's infrastructure commitments include transit, transportation and other priority infrastructure through Moving Ontario Forward that is supported by \$31.5 billion in dedicated funds. As part of Moving Ontario Forward, the Ontario Community Infrastructure Fund (OCIF) is being expanded to \$300 million per year by 2018-19, which will provide ongoing support for critical local infrastructure priorities. The expanded fund was launched in July of 2016.

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In addition, the 2016 Budget announced that the government is introducing a new Connecting Links program that will provide \$20 million in 2016-17 to help municipalities pay for construction and repair costs for municipal roads that connect two ends of a provincial highway through a community or to a border crossing. Funding for this program will increase to \$30 million per year by 2018-19.

In September, the province signed a bilateral agreement with the federal government to make funding available under the federal Clean Water and Wastewater Fund (CWWF). The Province will contribute about \$270 million in funding through the program to support immediate improvements to water distribution and treatment infrastructure, starting in 2016-17. This is in addition to a federal contribution of about \$570 million.

We remain committed to consulting with our municipal partners to ensure the design of the OMPF reflects municipal priorities. We look forward to continuing the strong partnership we have with communities across Ontario.

Sincerely,

*Information Copy*  
*Original Signed By*

Charles Sousa  
Minister of Finance

*Information Copy*  
*Original Signed By*

Bill Mauro  
Minister of Municipal Affairs



December 1, 2016

Good Morning Mayor Alls,

I wanted to write to you to express Everdale's full support for the new Hillsburgh Library location and project. From what I have read in the paper recently, I understand that there is an impending vote about the EA assessment and an interconnectedness to the library plan - so I wanted to take a moment to clearly express some thoughts about the project.

The reason why I feel the need to reach out to you is because what I hear in the community, on the ground, in our farm store, at the market, in local shops and restaurants isn't congruent with what I read in papers. The tone of the conversations I have with folks around the project is of big excitement and hopeful anticipation, people are excited about the new potential and full of pride that 'little Hillsburgh' will have such an incredible asset in our community. The request for ideas and inclusiveness of the planning process allowed community members to dream about a vision that dovetails the library with greenspace, food growing, arts and culture and, youth projects, new technology and more. The new library has the ability to bring a healthy transformation to the social fabric of Hillsburgh.

New projects never happen without pushback, after managing a non-profit for 20 years I have come to understand that open questioning is as valuable to the planning process as active listening. The key to success is keeping the altering viewpoints in perspective and not allowing the louder direct the project – simply because it is louder. Please accept this email as a note of enthusiastic support for the new library and know that Everdale has resources and commitment behind these words and are prepared to 'roll up our sleeves' to help see this new amazing resource materializes.

Thanks for your time, I am happy to talk more if you wish and please don't hesitate to share these thoughts further if that is helpful.

Warmly,  
Karen

**Karen**  
General Manager



December 1, 2016

Dear AMO Member:

**RE: Federal Infrastructure Phase 2 Incrementality Resolution**

As you know, the federal government announced additional infrastructure funding over the next 12 years in the Fall Economic Statement as part of its Phase 2 programming. It is consulting on design aspects for Phase 2 in order for it to be known before the funding programs begin in 2018.

AMO has endorsed a number of principles for the funding design – that it should maximize municipal flexibility; respect the breadth of municipal infrastructure assets and priorities; and provide stable, predictable, formula-based funding to municipal governments.

The role of incrementality and the funding formula (i.e., the share by each order of government) are important aspects. In communicating our principles to the federal government, we have noted the impacts of different formula approaches. The ideal position for municipal governments would be a 50% federal, 33% provincial, and a 17% municipal portion. This would mean a smaller share of municipal capital costs would recognize ongoing municipal operating costs which are generally not eligible for funding purposes. In reality, very few provinces agreed to fund 33% of Phase 1 programs, and some didn't put up new funds where they agreed to it. In Ontario, the provincial government did add new funding, in the amount of \$250 million (25%) for the recent Clean Water and Wastewater Fund (CWWF). This was in addition to its existing multi-billion long term infrastructure plan. No provincial funding was added for the federal public transit agreement.

Generally, incrementality has been a feature of prior federal programs. It requires that municipal and provincial governments spend new additional funds for each infrastructure project in order to meet the eligibility rules. This requirement may have had some merit before municipal governments had comprehensive asset management plans and related multi-year capital plans. Going forward, it will confuse the principles and practice of asset management not to mention municipal financial planning because it would influence municipal priorities. Where there are multi-year capital plans, based on asset replacement and maintenance priorities of an asset management plan, the federal funding should be aligned with these municipal plans. Phase 2 should align with municipal long-term planned spending, not the other way around.

We hope that you agree. If so, please adopt the attached resolution and add your voice to AMO's. AMO continues to believe that good asset management is the foundation of appropriate municipal infrastructure and financial management. Funding approaches must support it to further advance the culture of municipal asset management in Ontario.

Sincerely,

A handwritten signature in cursive script, appearing to read "L. Dollin".

Lynn Dollin  
AMO President

**FEDERAL INFRASTRUCTURE PHASE 2 INCREMENTALITY RESOLUTION**

**WHEREAS** municipal governments' infrastructure is critical to our collective economic health;

**WHEREAS** stable, predictable and formula- based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure;

**WHEREAS** Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and

**WHEREAS** a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;

**NOW, THEREFORE BE IT RESOLVED** that the (name of municipality) calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

**BE IT ALSO RESOLVED** that the (name of municipality) calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government' asset management plan meets a municipal incremental infrastructure requirement.

Please forward your resolution to:  
AMO President Lynn Dollin [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)

**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law # 16 -**

**A By-law to confirm the proceedings of Council at its  
Regular Meeting held on December 6, 2016 and at its Special Meeting (Budget 2)  
held on November 23, 2016.**

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

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

**AND WHEREAS**, it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Erin at its meeting held **December 6, 2016** and at its Special Meeting (Budget 2) held on **November 23, 2016** be confirmed and adopted by By-Law;

The Council of the Corporation of the Town of Erin **ENACTS AS FOLLOWS:**

1. That the action of the Council at its Meetings held on **November 23, 2016** and **December 6, 2016** in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Town to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter of thing referred to in subsection 65 (1) of the **Ontario Municipal Board Act**, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with **Environmental Assessment Act**, R.S.O. 1990, Chapter E.18.

Passed in open Council on **December 6, 2016.**

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**Mayor**

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**Clerk**