



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

**May 19, 2015**  
**7:30 PM**

**Municipal Council Chamber**

	Pages
<b>1. Call to Order</b>	
<b>2. Approval of Agenda</b>	
<b>3. Declaration Pecuniary Interest</b>	
<b>4. Community Announcements</b>	
<b>5. Adoption of Minutes</b>	
5.1 April 28, 2015 - Special Meeting - Wastewater Presentations	1 - 3
5.2 May 5, 2015 - Regular Meeting	4 - 12
<b>6. Business Arising from the Minutes</b>	
<b>7. Accounts</b>	
<b>8. Delegations/Petitions/Presentations</b>	
8.1 Steve Rohacek, Infrastructure Ontario - AFP/P3 project delivery model	13 - 25
8.2 Tracey Wallace - Canada Day Festival - requesting Council designate the event as municipally significant	26 - 28
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9.6.1	Hillsburgh Library Update	
<b>10.</b>	<b>Correspondence</b>	
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10.9	Dave Hemmingway, Huron Perth Landowners Association - Press release regarding K2 Wind Ontario	175 - 178

10.10	Association of Municipalities Ontario (AMO) - Memorandum regarding delate requests at upcoming conference	179
10.11	Municipality of Trent Lakes - Request for Support Resolution re: Demonstrated Need for Aggregates	180 - 181
10.12	Mark Paoli, Manager of Policy Planning, County of Wellington - Comments on Provincial Planning Initiatives	182 - 186
10.13	Mark Paoli, Manager of Policy Planning, County of Wellington - Minimum Distance Separation Review	187 - 188
<b>11.</b>	<b>New Business</b>	
11.1	Set meeting date	
<b>12.</b>	<b>Closed Session</b>	
	Matters under the following exemptions in the Municipal Act S. 239 (2) :	
	(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose	
<b>13.</b>	<b>Return from Closed Session</b>	
13.1	Motion to Reconvene	
13.2	Report Out	
<b>14.</b>	<b>By-Laws</b>	189 - 200
	Temporary Rezoning - Angelstone Farms	
	Tax Rates	
	Recreation User Fees	
<b>15.</b>	<b>Notice of Motion</b>	
<b>16.</b>	<b>Adjournment</b>	



## Minutes of the Town of Erin Special Council Meeting

April 28, 2015

7:00 p.m.

Municipal Council Chamber

<b>PRESENT:</b>	<b>Allan Ails</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>Kathryn Ironmonger</b>	<b>CAO/Deputy Clerk</b>
	<b>Andrew Hartholt</b>	<b>Chief Building Official</b>
	<b>Connie Cox</b>	<b>Scribe</b>
	<b>Bob Cheetham</b>	<b>Economic Development Coordinator</b>

### 1. Call to Order

Mayor Ails called the meeting to order, and announced that this meeting is for educational purposes only, and there are no obligations on any party.

### 2. Declaration of Pecuniary Interest

None.

### 3. Educational Session - Wastewater Technology Presenters

Each of the representatives from the companies listed on the agenda were given 15 minutes to present, with 10 minutes for questions from Council.

The presentations represented various wastewater solutions which gave Council an informative overview of different technologies and systems available to treat wastewater. Various topics were explored including environmental impacts, efficiency, odour, industry experience, funding options, the science of wastewater treatment, engineering, and maintenance. The companies who presented were:

#### ACG Envirocan

- Membrane Bioreactor
- Smaller footprint, physical barrier – membrane/protection
- Dig in or on grade
- Pre-packaged plant

#### Busch Vacuum Technics Inc.

- Valve Pit
- Sawtooth design for vacuum main pipes – easy to configure/change
- No outside water infiltration
- Shallow installation – ease of field changes, less surface restoration

#### Clearford Water Systems Inc.

- Pay for performance
- Sealed pipe system – smart digester
- Directional drilling installation
- Modular membrane bioreactor wastewater treatment plant

#### Koester Canada

- Custom approach treatment plant
- Uses Clearford collection system

#### Greenland International Consulting

- Canadian watershed evaluation tool (CANWET)
- Watershed monitoring
- Partnerships with science community
- Integrated science and watershed management system

#### H2Flow Equipment Inc.

- Different technologies – partnerships
- Water treatment, wastewater treatment, biosolids and residual management, odour control and biogas treatment
- Fluidyne system

#### Interpump Supply Ltd.

- Low-pressure sewer system
- Liberty pumps – type and size based on needs
- Pumps in individual properties

John Brooks Company Limited

- e-one sewer system
- Grinder pumps
- Indoor and outdoor models
- Low pressure sewer system

Orengo Systems Inc.

- Decentralized effluent sewers – small diameter pipes, shallow excavations, build as you grow
- Home owners play important role - Homeowners manual
- Lifetime support

Veolia

- Largest in world
- Use different types of systems suited to community – best fit for the job
- Treatment selection – control infiltration, keep solids out of effluent, have a good engineer and trust them, involve operator in design to control lifecycle cost

Mayor Alls thanked all for attending a very informative evening.

**4. Adjournment**

The meeting was adjourned at 10:55 pm.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## Minutes of the Regular Town of Erin Council Meeting

May 5, 2015

1:00 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>Kathryn Ironmonger</b>	<b>CAO/Town Manager</b>
	<b>Dina Lundy</b>	<b>Clerk</b>
	<b>Sharon Marshall</b>	<b>Director of Finance</b>
	<b>Larry Wheeler</b>	<b>Financial Analyst</b>
	<b>Larry Van Wyck</b>	<b>Road Superintendent</b>
	<b>Bob Cheetham</b>	<b>Economic Development Coordinator</b>
	<b>Joe Babin</b>	<b>Interim Water Superintendent</b>

### 1. Call to Order

Mayor Alls called the meeting to order, and began by announcing that this year is the 70th anniversary of the Second World War liberation of Holland. Canadians were instrumental in freeing the Dutch from Nazi occupation, and it is important to remember those who served and that many lost their lives in battle, fighting for the freedoms that we have today.

Mayor Alls presented Council members with 70th anniversary pins commemorating the significance of these events in Canadian history.

### 2. Approval of Agenda

#### **Resolution # 15-159**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the agenda be approved as circulated.

**Carried**

May 6, 2015 Regular Meeting

**3. Declaration Pecuniary Interest**

None.

**4. Community Announcements**

May 7 - 6:30 Erin Public School "Equations for Success" + Family Math Game Night, featuring keynote speaker: Heather Moyse, Olympic Gold Medalist

May 16 - 8am to 1pm, Hillsburgh Garden Club Annual Plant Sale, St. Andrews Presbyterian Church parking lot

Century Church Theater pamphlets now available for the 2015-2016 season

Erin Community Tree Planting - Successful day, 250 trees planted, great turnout of volunteers who did a wonderful job.

**5. Adoption of Minutes**

**Resolution # 15-160**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

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

April 21, 2015 Special Meeting - 2015 Budget

April 21, 2015 Regular Meeting

**Carried**

**6. Accounts**

**Resolution # 15-161**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the accounts in the amount of \$134, 593.50 be paid.

**Carried**

**7. Delegations/Petitions/Presentations**

**7.1. Presentation - Roy Singh, Canadian Premier League T20 - Stadium Proposal**

The Economic Development Coordinator introduced Roy Singh, Founder and Chairman of CINRO Sports & Entertainment, who is here to present a



May 6, 2015 Regular Meeting

significant development opportunity.

Mr. Singh presented his proposal to construct an international cricket stadium in the Town. The Canadian Premier League T20 cricket games are a shortened version of the sport, lasting only 3 1/2 hours, rather than 3 days. The proposed stadium is a state of the art facility that could possibly be adaptable to soccer as well. If the proposal was to move forward, it would take 2 1/2 years to complete. There would be increased economic activity, including the creation of employment and tourism opportunities. Mr. Singh will continue to work with staff and Council, and is pleased to bring this opportunity forward.

**Resolution # 15-162**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the presentation by Roy Singh, Canadian Premier League T20, regarding a stadium proposal.

**Carried**

**7.2. Presentation - Rakesh Sharma, GSS Engineering - Erin Water System Financial Plan**

Mr. Sharma presented the Water System Financial Plan to Council. A Financial Plan is required under the Safe Drinking Water Act as a condition of the municipal drinking water license. It also must be made available to the public, and as such will be posted on the Town website, and a public meeting held. Four different funding models were examined in the presentation, each with a different long term effect on the Town's financial position for water servicing.

**Resolution # 15-163**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the presentation from Rakesh Sharma, GSS Engineering regarding the Water System Financial Plan;

**And that** a public information meeting be scheduled for May 19, 2015 at 6:30 pm.

**Carried**

**8. Reports**

May 6, 2015 Regular Meeting

**8.1. Building/Planning/By-Law**

**8.1.1. Planning - Gary Cousins - Angelstone Farms Zoning Amendment**

**Resolution # 15-164**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** Council receives the report from Gary Cousins, County of Wellington Planning Department, regarding the Angelstone Farms Zoning Amendment.

**Carried**

**8.2. Fire and Emergency Services**

**8.2.1. Fire Chief - Scott Breathing Apparatus**

**Resolution # 15-165**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

Be it resolved that Council authorizes Erin Fire & Emergency Services to sole source the purchase of NFPA 2013 Compliant Breathing Apparatus from the manufacturer Scott Safety and associated dealers in Ontario.

**Carried**

**8.2.2. Fire Chief - Monthly Fire Report, March 2015**

**Resolution # 15-166**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the Fire Chief's Monthly Fire Report for March 2015.

**Carried**

**8.3. Roads**

**8.3.1. Road Superintendent - Petroleum Products Tender #2015-01 Results**

May 6, 2015 Regular Meeting

**Resolution # 15-167**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the Petroleum Products Tender #2015-01 Results report;

**And that** Council accepts the tender of the lowest bidder, Bryan's Fuel for the supply of petroleum products for a period from June 1, 2015 to May 30, 2019 estimated price of \$169,011.90.

**Carried**

**8.3.2. Road Superintendent - Three Quarter Ton Pickup Truck Tender #2015-02 Results**

**Resolution # 15-168**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** council receives the Pickup Truck Contract 2015-02 Tender Results report;

**And That** the Town of Erin accepts the tender submitted by Howes and Reeves Limited for the supply of one 2015 ¾ Ton Pickup Truck (Dodge 2500) for a purchase price of \$ 36,317.07 including HST.

**Carried**

**8.3.3. Road Superintendent - Load, Haul and Apply Maintenance Gravel Quote 2015-03 Results**

**Resolution # 15-169**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

**Be it resolved that** Council receives the Load, Haul and Apply Maintenance Gravel Quote results report;

**And Further That** Council accepts the quote of Cox Construction to Load, Haul and Apply Maintenance Gravel for a price of \$109,480.00 including HST.

**Carried**

**8.3.4. Road Superintendent - Dust Suppressant Tender #2015-04 Results**

May 6, 2015 Regular Meeting

**Resolution # 15-170**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Dust Suppressant Tender #2015-04 Results report;

**And that** Council defers the acceptance of the bid received from 552976 Ontario Ltd. (Holland Transport), the lowest bidder, for the supply and application of Dust Control and Road Stabilization Materials for a price of \$ 0.640 per litre for an estimated total of \$73,113.60 including HST until such time as:

- a) Satisfactory laboratory analysis confirming that the concentration of chlorides meets the requirements of the contract specifications and the actual the equivalency rating of the solution being proposed is also obtained.
- b) It is confirmed that the contractor has sufficient equipment to meet the delivery requirements of the Town of Erin.
- c) It has been demonstrated that it has both the application equipment and distribution network including storage sites necessary to meet the demands of the Town of Erin (as per the contract specifications).

**And further that** if the above conditions are not met, that Council authorizes the Road Superintendent to accept the next lowest bid.

**Carried**

**8.3.5. Road Superintendent - Asphalt Paving Tender 2015-05 Results**

**Resolution # 15-171**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives the Asphalt Paving Contract 15-05 Tender Results report;

**And Further That** Council accepts the bid of **Cox Construction Limited** (the lowest bidder) for the supply and application of Hot Mix Asphalt for a price of \$183,683.76 including HST.

**Carried**

May 6, 2015 Regular Meeting

**8.3.6. Road Superintendent - Pavement Marking Quote #2015-06  
Results**

**Resolution # 15-172**

**Moved By** Councillor Sammut

**Seconded By** Councillor Duncan

Be it resolved that Council receives the Pavement Marking Quote Results report;

And That Council accepts the quote of Midwest Line Striping (the lowest bidder) for the supply and application of Pavement Markings for a price of \$16,712.87 including HST.

**Carried**

**8.3.7. Road Superintendent - Water Street, Waterford Drive Circle**

**Resolution # 15-173**

**Moved By** Councillor Smith

**Seconded By** Councillor Sammut

**Be it resolved that** Council receive the report of the Road Superintendent regarding the area of the circle on Water Street/Waterford Drive;

**And that** Council endorses retaining the revised No Parking area to include the circle on Water Street/Waterford Drive.

**Carried**

**8.4. Committees**

**8.4.1. Let's Get Hillsburgh Growing - March 19, 2015 Minutes**

**Resolution # 15-174**

**Moved By** Councillor Sammut

**Seconded By** Councillor Smith

**Be it resolved that** Council receives the LGHG March 19, 2015 meeting minutes.

**Carried**

**9. Correspondence**

May 6, 2015 Regular Meeting

**Resolution # 15-175**

**Moved By** Councillor Duncan

**Seconded By** Councillor Sammut

**Be it resolved that** Council receives correspondence items 9.1 to 9.8 for information.

**Carried**

**10. New Business**

**10.1. Councillor Duncan - Process of releasing Bids/Quotes to the public - discussion**

The process of releasing bids/tenders was clarified by the CAO. It is standard practice to release this information in agenda packages, however there are sometimes circumstances that prevent the specific information from being released, as in the recent grass cutting tender. The bid process involved individual pieces of land, but did not include the amount of cuts per season, therefore the bid information is proprietary and total bid amounts could not be provided for this season. The process will be undertaken again this fall for the following year, to allow total overall bid numbers to be provided.

**10.2. Councillor Sammut - Wastewater next steps - discussion**

Council discussed next steps involved to move forward with the wastewater class environmental assessment (EA). A representative from Infrastructure Ontario has been invited to speak to Council on June 2, after which Council will consider the decision as to whether to move forward with the process.

**11. Closed Session**

**Resolution # 15-176**

**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 3:56 pm to discuss the matter(s) pertaining to:

(d) labour relations or employee negotiations

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

**Carried**

May 6, 2015 Regular Meeting

**12. Return from Closed Session**

**12.1. Motion to Reconvene**

**Resolution # 15-177**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the meeting be reconvened at the hour of 4:40 pm.

**Carried**

**12.2. Report Out**

None.

**13. By-Laws**

**Resolution # 15-178**

**Moved By** Councillor Brennan

**Seconded By** Councillor Smith

**Be it resolved that** By-Law number 15 – 17 to 15 - 19, inclusive are hereby passed.

**Carried**

**14. Notice of Motion**

None.

**15. Adjournment**

**Resolution # 15-179**

**Moved By** Councillor Smith

**Seconded By** Councillor Brennan

**Be it resolved that** the meeting be adjourned at the hour of 4:45 pm.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

### REQUEST TO BE A DELEGATION BEFORE COUNCIL



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

**MEETING DATE BEING REQUESTED:**

May 19, 2015

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

Steve Rohacek

Name of delegate(s) or group representative

Group Delegation Represents

**PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):**

Presentation of the AFP/P3 project delivery model.

**DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:**

Information only.

**CONTACT INFORMATION:**

Name: Steve Rohacek  
Address: 1 Dundas St W, 22nd Floor, Toronto, ON M5G 2L5  
Phone: 416-325-4678 E-Mail: steve.rohacek@infrastructureontario.ca

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

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

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

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

*[Handwritten Signature]*  
Signature of Applicant

May 12/15  
Date

Your name, address, comments, and any other personal information is collected and maintained for the purpose of creating a record available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended. Questions about this collection should be directed to the Clerk, The Corporation of the Town of Erin, 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0. Call: (519) 855-4407 Ext 233 or Toll Free 1-877-818-2888 Fax: (519) 855-4821 E-mail [dina.lundy@erin.ca](mailto:dina.lundy@erin.ca) Website: [www.erin.ca](http://www.erin.ca)





## Infrastructure Ontario

*Leveraging the strengths of both the public and private sector to help expand public infrastructure across the province*

### IO's Core Mandate

- **Infrastructure Development**
  - Manages planning, design, and delivery of major public infrastructure projects
- **Real Estate and Land Management**
  - Manages the Ontario government's real estate portfolio, the second largest and one of the oldest real estate portfolios in Canada
- **Lending**
  - Dedicated to providing financing solutions to help public sector clients renew infrastructure across Ontario
- **Commercial Projects**
  - Acts as an internal advisor to government clients to help generate revenue, reduce costs, and create efficiencies in how public services are delivered



## AFP Project Delivery

*80+ AFP projects worth more than \$38 billion brought to market since 2005*

## Alternative Financing & Procurement

- The AFP model is an alternative to the traditional project delivery model (Design-Bid-Build)
- Utilizes private expertise and financing to strategically rebuild vital infrastructure, on time and on budget, while ensuring appropriate public control and ownership
- Integrates key project components using output specifications, encouraging design excellence and minimizing scope changes
- Provides appropriate risk sharing through the Project Agreement
- Ensures on time and on budget project delivery
  - Payment only occurs only after construction is completed
- The AFP model ensures value for money



## AFP Delivery Model Focuses on:

- Appropriate project risk allocation
- On-time, On-budget delivery
- Flexibility to innovate
- Compensates the private sector based on performance

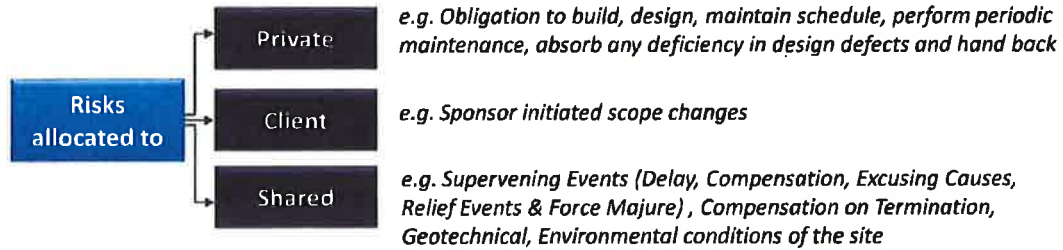
## Traditional Approach to Capital Projects

- The municipality enters into individual contracts at each stage of implementation (potentially up to five) and retains much of the risk for the Project and each contract



## AFP Risk Allocation

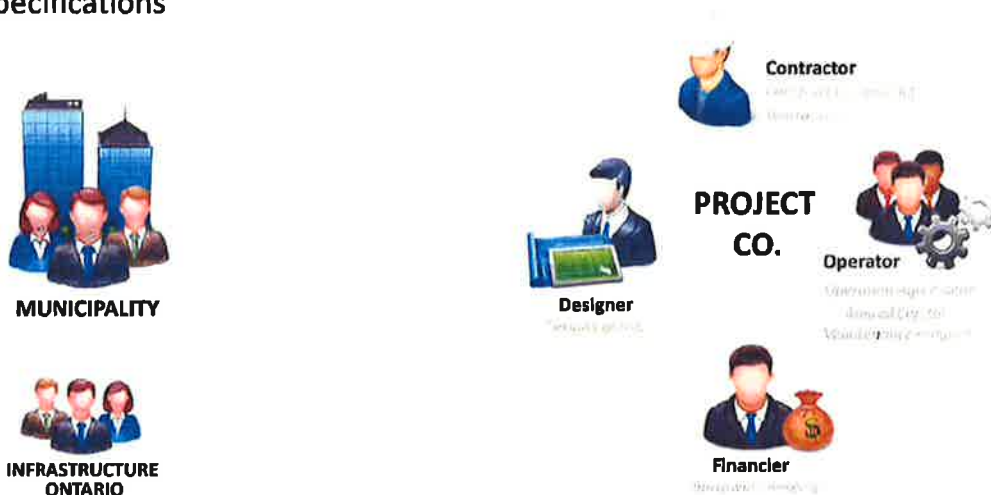
- Risk is allocated to the party best able to manage and/or mitigate the risk



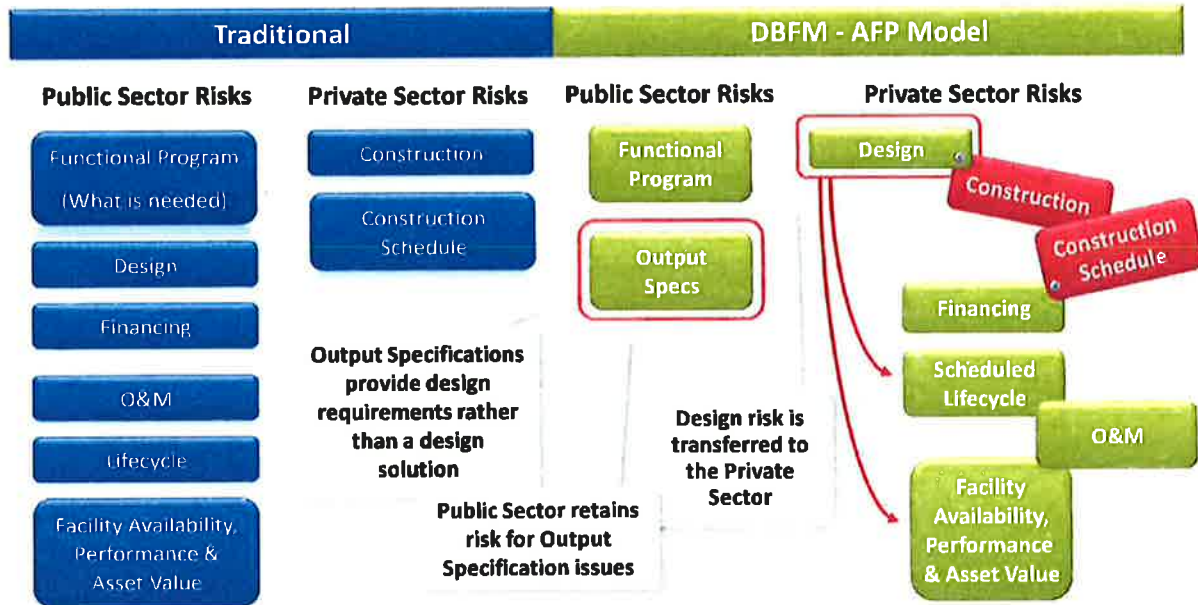
- All risk allocation between the private sector and the public sector is specified & captured in the Project Agreement and Schedules

## AFP Approach to Capital Projects

- The Municipality enters into one contract with Project Co.
- Project Co. is composed of the required disciplines to deliver the project and manage the risk on a turn-key basis in accordance with the City's specifications



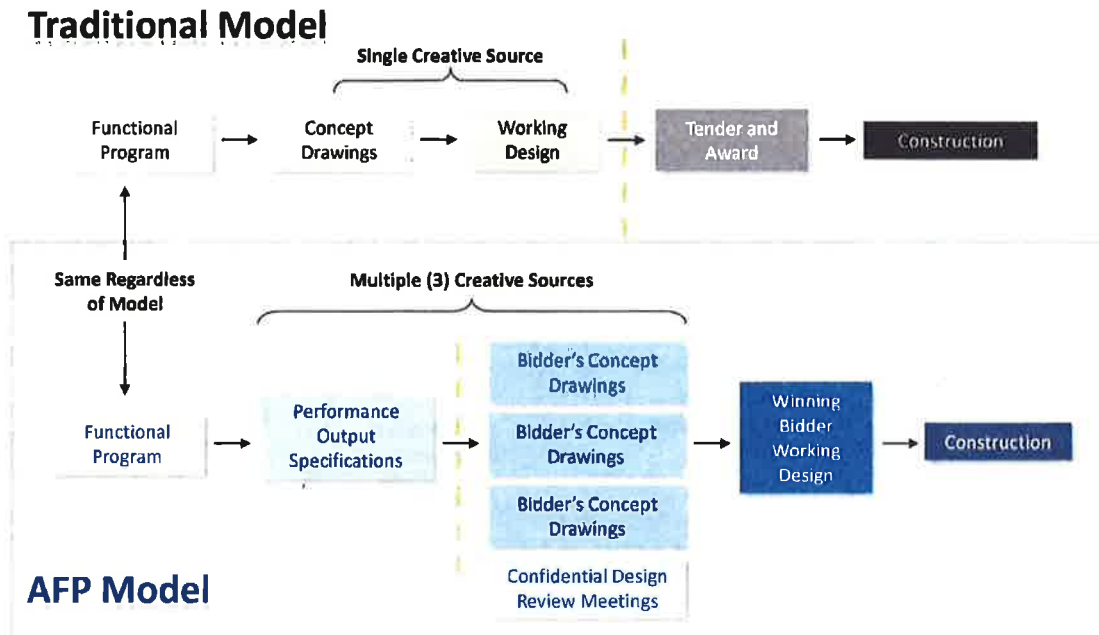
## Risk Transfer Under the DBFM Model



## Complex Projects Have Large Risks

- **Risks during project planning and procurement**
  - Project budgeting
  - Project requirements and specifications
  - Lack of standard procurement documents
- **Risks during construction**
  - Design errors
  - Unforeseen geotechnical conditions
  - Delays in obtaining permits
- **Risks during the operating phase**
  - Increases in cost of labour, materials, and equipment
  - Weather
  - General contractor performance
  - Subcontractor performance
- **Risks during the operating phase**
  - Latent defects
  - Unforeseen maintenance costs
  - Unforeseen life cycle costs
  - Diminished residual value

## Traditional vs. AFP Delivery



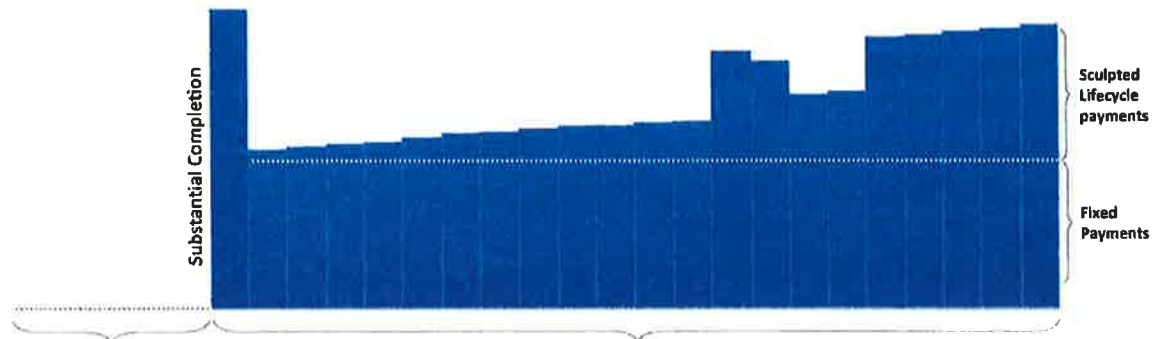
## Lifecycle Approach

- Project Companies take a 20-30 year DBFOM project view and assume the risk associated with their decisions.
  - Equipment selection
  - Materials of construction
  - Plant configuration
  - All routine and capital maintenance
  - Level of automation
- DBFOM decisions are to be compliant with all relevant regulations and owners technical and output specifications



## DBFOM Payment Structure (Generic)

### Monthly Service Payments (MSP)



#### Construction Phase (~ 3 years):

- No payments during construction
- Design and construction by Project Co
- Construction Financing

#### Concession Term (30 years):

- Maintenance/Services by Project Co. according to output specifications
- Payments to Project Co. covering:
  - Debt service
  - Equity Distributions
  - Maintenance/Service\*
  - Lifecycle Payments\*

\* Components of the MSP that would be inflation indexed

## AFP Payment Mechanism

- Payment to Project Co. occurs in two stages
  1. At substantial completion (50-75% of the capital cost)
  2. Remainder over the 20-30 year operating concession – paid as a monthly service payment
- During construction municipality does not make any progress payments
- Winning bidder provides their financial model for the construction and entire concession period

## Value of AFP Model to the Public Sector

- Transfers design, build, operation and maintenance risk to the private sector – no change orders
- Payment not required until substantial completion
- SPV structure ensures there is capital at-risk that incents compliant operations
- Incents consortia to save through innovation
- Requires consortia to include the entire concession lifecycle costs upfront (under a DBFOM)
  - No annual capital budget requests
  - Helps provide financially sustainable asset
- Includes provision in the Project Agreement that allows for sharing of future innovations and costs
- Allows deductions for poor performance against key performance indicators in monthly payment mechanism (under a DBFOM)



## Town of Erin Considerations



## Municipal Class Environmental Assessment

- Traditionally required prescriptive and detailed design solutions as part of the ESR
  - In an AFP delivery, this approach would not allow design innovation by the Project Companies unless they chose to open up the ESR which is time consuming and risky
- IO, MOE and MEA worked together to review the MCEA process to determine if an output, performance based design could be employed for municipalities considering a future AFP delivery.
- In June 2013, MOE agreed to a three year pilot whereby a municipality could employ a performance outcome design without any changes to the current MECA process.



## MECA – What is Different?

- Instead of selecting a preferred design which would include details of the preferred wastewater collection and treatment system, performance outcomes would be developed that document how the system is to perform.
  - Effluent criteria: BOD, TSS, P, etc.
  - Treatment flows: min, average, max, seasonal restrictions/variations
  - Site location, restrictions (height, noise, traffic, biosolids storage, setbacks)
  - Disinfection: UV or chlorination
- Details of the design of the collection and treatment system are not defined. Why?
  - You want to leave the design open to allow the private sector to innovate given they are responsible for the process performance.

## MECA – Planning and Design Process

- In Phase 3, Section 6-Select Preferred Design: Opt for a performance based design that keeps the design open. May have to select an “example” or indicative design but include wording that allows the detailed design to change in the future without having to reopen the ESR
- Performance based design can accommodate a traditional or AFP delivery method.
- A prescriptive design as part of the ESR will only allow a traditional delivery.
  - Sensitive or critical parts of the design can be prescribed i.e. UV disinfection
- For an AFP/P3 project, project design only needs to be taken to the 30% level.

## Other Considerations

- Project affordability
- Grant funding options: P3 Canada Fund, New Build Canada Fund-Small Communities Fund
- Internal capacity to manage/operate the project directly or indirectly
- Bundling of other existing services with the project
- Project Timing: Construction starts 2-3 years after ESR completed

## The AFP Model Will:

- **Transfer design, build and operation risk to Project Co.**
- **Require no payment until substantial completion**
  - If late, at Project Co's cost
- **Incent consortia to save through innovation**
- **Require consortia to include the entire concession lifecycle costs upfront (under a DBFOM)**
  - No annual capital budget requests of the municipality
- **Include provision in the project agreement that allows for sharing of future innovations and costs**
- **Allow deductions for poor performance against KPIs in monthly payment mechanism (under a DBFOM)**



## Benefits to a Municipal Client

- **Municipality sets all operating policies and retains control of the capital asset**
- **A true fixed price on-time, on-budget project delivery model – no change orders**
- **Known operating costs for entire concession period**
  - Helps provide financially sustainable asset
- **AFP process enhances project competition and drives innovation**
- **SPV structure ensures there is capital at-risk that incents compliant operations**
- **In the event of a poor performance, payment mechanism allows for monetary deductions to the monthly service payment**



## How IO Can Help?

- **Pre-transaction assessment, advice and analysis**
  - MECA review
  - P3 Canada business case
- **Confirm project cost estimates**
- **Oversee preparation of Performance Output Specifications**
- **Drive scope detail**
- **Project costing prior to RFP release**
- **Manage procurement process:**
  - Market Sounding
  - RFQ and RFP
  - Preferred bidder selection (Project Co.)
  - Project Agreement
  - Commercial and Financial Close
- **Construction oversight**



## Contact IO



## REQUEST TO BE A DELEGATION BEFORE COUNCIL

26



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

### MEETING DATE BEING REQUESTED:

May 19, 2015

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

Tracey Wallace

Name of delegate(s) or group representative

Group Delegation Represents

### PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):

Canada Day Festival

### DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:

Designation as an event of municipal significance in order to obtain Special Occasion Permit from the AGCO

### CONTACT INFORMATION:

Name: Tracey Wallace

Address: 157 Daniel St, Erin

Phone: 519-216-5379

E-Mail: [aaaevents@hotmail.com](mailto:aaaevents@hotmail.com)

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

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

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

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

*Tracey Wallace*

Signature of Applicant

May 7, 2015

Date

Your name, address, comments, and any other personal information is collected and maintained for the purpose of creating a record available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended. Questions about this collection should be directed to the Clerk, The Corporation of the Town of Erin, 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0. Call: (519) 855-4407 Ext 233 or Toll Free 1-877-818-2888  
Fax: (519) 855-4821 E-mail [dina.lundy@erin.ca](mailto:dina.lundy@erin.ca) Website: [www.erin.ca](http://www.erin.ca)



## Canada Day Festival

Date: Wednesday July 1<sup>st</sup>, 2015

Time: 10 am – 7 pm

### Proposed event components (but not limited to)

Barbeque provided and executed by The Bistro Riviere (Caterer)

Bouncy castle (additional insurance coverage through AAA Events)

Vendor booths

Community relevant and non-profit vendors – no charge

Vendor's for profit - \$50 each – 50% discount if they provide a children's activity

Local Musicians (paid by AAA Events)

Local Businesses showcased in the pavilion throughout the day

Beer Garden

licensed open air beer garden (see attached diagram for location) with special occasion permit from AGCO and Major Event Permit from Town of Erin

- *Taken From INFORMATION BULLETIN – No. 22 Highlights of Amendments to Regulation 389/91 of the Liquor Licence Act (Special Occasion Permits) Effective June 1, 2011 and August 2, 2011*  
 “Public Event” Special Occasion Permit A new type of special occasion – “Public Event” – replaces three types of special occasions (Fundraisers, Significant Event, Community Event) for which a Special Occasion Permit may be issued. A Public Event is one which is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national or international significance. In order to be eligible for an SOP, Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the municipality in which the event is to take place.

TAG security if requested by the Town of Erin

Children's craft & activity area

Best decorated bike contest for children sponsored by local businesses

MP Michael Chong will be addressing the attendees at 2:30 pm

Allan Alls has accepted a request to address the attendees

2 portable toilets and 1 hand washing station

Sponsorship in the form of foods for sale, craft items for children or funding to pay entertainment will be accepted from local businesses in exchange for marketing and signage at the event, and

### Advertising & Marketing

Social Media marketing (ie. Facebook, Twitter, event listed on AAA Events website – [www.aaaevents.webs.com](http://www.aaaevents.webs.com))

Local community event listing 3 weeks prior and leading up to the event

Signage posted in local businesses

Town of Erin website upon approval

Other forms of digital marketing (ie. Kijiji, What's On.ca etc.)



### **Licensing & Insurances**

AAA Event has \$5 000 000 umbrella insurance that covers employees and volunteers of events coordinated and executed by their business

Additional Special Events Liability insurance that names the Town of Erin as an additional insured upon event approval

Special Event Organiser application has been filed and approved by Public health for Barbecue

Letter to OPP to inform them of the event

Erin Fire Chief has been contacted and informed of event and asked to sign off on SOP when attained

Promotional materials have been requested from the Ontario government to give out to attendees

Special Occasion Permit to be filed with the AGO upon receipt of municipal resolution or letter from a delegated municipal official designating the event as "municipally significant"

All letters and applications are available to the Town of Erin upon request.

**REQUEST TO BE A DELEGATION BEFORE COUNCIL**



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**MEETING DATE BEING REQUESTED:**

May 19, 2015  
1<sup>st</sup> Choice

2<sup>nd</sup> Choice

John Cox  
Name of delegate(s) or group representative

Angelstone Farms Inc.  
Group Delegation Represents

**PURPOSE OF DELEGATION (PLEASE ATTACH FULL PRESENTATION):**

In support of County Planning Report

**DESIRED ACTION OF COUNCIL THAT YOU ARE SEEKING:**

Approval of temporary zoning for property

**CONTACT INFORMATION:**

Name: John Cox of JH Cox Planning Consultants Inc

Address: 17 Spencer Cres, Guelph, ON, N1A 1W1

Phone: 519-836-5622 E-Mail: jcox@coxplan.ca

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

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

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John Cox  
Signature of Applicant

May 13, 2015  
Date

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## ANGELSTONE FARMS INC

### ZONING AMENDMENT APPLICATION

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#### 1. PURPOSE

Angelstone Farms Inc own a 25.9 hectare property at 8720 Wellington Road 50 at the Eramosa-Erin Townline. The property has 390m of frontage and 604m of depth. There is a 3.5 hectare woodlot in the northwest corner of the property leaving 22.4 hectares of cleared land (55 acres).

On January 29, 2015, Angelstone Farms Inc. requested the Town of Erin “to permit the property to be used for special equestrian events up to and including sale of related merchandize and food and holding LLBO licensed events and camping for participants.

#### 2. CURRENT PLANNING STATUS

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

#### 3. RECENT HISTORY

Angelstone Farms Inc. acquired the property in 2007. In 2011 they began to host equestrian events. The events drew complaints from neighbours who were concerned about noise, traffic, late evening entertainment and other matters. After what has been reported by neighbours as a very disturbing 2013 season, the Town of Erin advised Angelstone that they did not comply with the Town Zoning bylaw. Angelstone made an application to amend the zoning bylaw in December 2013 which was the same as the current request. The Town requested studies such as a Planning Justification Study, a Traffic Impact Study, a noise study, a drainage report and an emergency plan. These studies apparently could not be completed prior to the 2014 season so the Town of Erin passed:

- a) a temporary use bylaw to allow the requested uses from May 20, 2014 until November 1, 2014.
- b) a bylaw to regulate major events which requires permits to be granted by the Town to allow events such as those proposed by Angelstone.

During the public discussions leading to the passing of the two bylaws, significant public opposition was expressed about the Angelstone equine events and entertainment activities including whether they were appropriate uses in an agricultural area and a variety of public nuisance issues.

The 2014 season was allowed to proceed. There were 6 events listed in the temporary use bylaw beginning May 31 and ending October 5, 2014 extending over a 4 month period. Each event, except the first, was 5 days in duration and attracted over 500 horses.

While the public response to the 2014 season suggested that there was some improvement, there remained serious concerns related to all the issues raised at the public meetings earlier in the year.

After the season, Angelstone completed the reports requested by the Town including a site plan and on January 29, 2015 again applied for permanent zoning to authorize their activities.

#### 4. **PUBLIC INPUT**

There has been a substantial amount of public input on the Angelstone application both at the March public meeting and through letters and emails before and after. The specific comments will be available through the public meeting record and the Town's file.

In general public comments focused on the following areas:

- a) significant concerns with late night activities including entertainment, drinking and camping
- b) significant concerns with day noise from the PA systems at the rings and in the stable area and constant announcements
- c) concerns about road improvements, parking, drainage and trespass
- d) questions about whether the Angelstone operation was a valid agricultural activity and other agricultural issues
- e) concerns with the scale of the Angelstone operation

It should be noted that most of the individuals did not take issue with the holding of equine events but there was an almost universal view that it was too disruptive to neighbours. There was also a general agreement that the 2014 year was significantly better than 2013 but this was often coupled with skepticism that this would continue in the future.



## 5. THE MAIN ISSUES

There have been a number of issues raised during the public process but the key issues are:

- a) Are Equine Events Allowed in Prime Agricultural Areas?
- b) Do the Studies Prepared for Angelstone Address Concerns?
- c) Are the Proposed Uses Compatible with Neighbouring Uses?

## 6. ARE EQUINE EVENTS ALLOWED IN PRIME AGRICULTURAL AREAS

### a) Provincial Policy

In April 2014 a new Provincial Policy Statement was approved for use in Ontario. The new policy had a number of changes to agricultural policy. The new policies are generally a little more supportive of rural economic development including diversifying the economic base and employment opportunities and providing opportunities for tourism.

In Prime Agricultural Areas the permitted uses are:

- i) **agricultural uses:** means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture, apiaries; agro-forestry; maple syrup production; and associated on farm buildings and structures; including, but not limited to livestock facilities, manure storages, value retaining facilities and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.
- ii) **Agri-tourism uses:** means those farm-related tourism uses, including limited accommodation such as bed and breakfast, that promote enjoyment, education or activities related to the farm operation.
- iii) **Agriculture-related uses:** means those farm related commercial and farm related industrial uses that are directly related to the farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products or services to farm operations as a primary activity.
- iv) **On-farm diversified uses:** means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products.

These changes tend to broaden uses allowed, recognize rural tourism and, in the case of farm related commercial and industrial uses remove the previous “small scale” limitation. The policy also recognizes that these uses may be based on a number of farm operations in an area rather than on a single farm operation.

Equine is clearly an allowed agricultural use and equine shows could fit both agriculture-related use or a farm diversified use.

In February 2015 the Ministry of Agriculture, Food and Rural Affairs released Draft document for discussion entitled “Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas” which is intended to provide additional clarity about provincial agricultural policy. The document is not approved but eventually will be important guidance document. It needs to be considered for any assistance it can provide in understanding policy.

On page 15, the Guideline clearly indicates that a “horse farm (breeding, raising, boarding, maintenance, training) including stables and indoor or outdoor riding arena/tracks is an agricultural use.

In the discussion on agricultural – related uses, equine events is neither specifically used as an example or rejected as not agriculture-related. Campgrounds are listed as not agriculture-related but I believe they are referring to permanent campgrounds not temporary overnight camping which has been an accepted component of events like the International Plowing Match which

Wellington County is hosting in 2016. Under agriculture-related uses; however, examples include both livestock assembly yards, auction yards and farmer's markets all of which represent central commercial venues serving many farms where the commercial activity could be the main use and take up significant land area.

On-farm diversified uses must be located on an agricultural property that is actively farmed. These uses are to be limited in area. Typically these uses have included home occupations and home industries which can be accommodated in a relatively small area.

The Ministry staff seem to favour equine events as an on farm diversified use despite the desire to limit size. They accept that intermittent uses may require a greater area. They specifically mention equine events as an agri-tourism use and also recognize café/small restaurant as an on farm diversified use.

In dealing with agriculture-related uses and on-farm diversified uses the draft Guideline recognizes that temporary use bylaws, site plan control and Municipal Act bylaws (like Erin's) for nuisance issue may be useful.

Finally the draft Guideline recognizes that some events unrelated to agricultural such as a festival could be allowed through temporary use bylaws but they should not be large scale repeated hosting of these events.

b) **County and Erin Official Plans**

The new Provincial Policy Statement took effect on passing in 2014 and the policies take precedence over existing municipal official plans to the extent of any conflict.

The County and Erin Official Plans clearly allow equine uses and would not prohibit equine shows.

c) **Erin Zoning Bylaw**

The Angelstone property is zoned Agricultural (A) and Environmental Protection (EP2) and would allow equine uses but would not allow an equine event, the sale of equine products, the sale of food and beverages or camping. An amendment would be required to authorize these latter uses for Angelstone Farms. Camping is not clearly allowed and zoning bylaws do not authorize LLBO events. This could potentially be a matter for the Town's Major Events Bylaw.

d) **Angelstone as an Agricultural Use**

In discussions with Mr. Randy White and Mr. John Cox the following is a general overview of the Angelstone Farms Inc. business.

Angelstone Farms Inc. indicates that it is in the business of breeding and purchasing young horses, training them to reach top levels of sports, and selling them.

8720 Wellington Road 50 is a training facility that is used for Angelstone's business from April to November. During the rest of the year the horse stock is

relocated to Florida and other warm weather locations so that little activity occurs on the Erin site.

Angelstone runs equine events at 8720 Wellington Road 50 to showcase the horses they currently have for sale as well as the horses of other people in the equine business. Angelstone estimates that 75% of the horses are local.

To attract buyers Angelstone believes it is necessary to develop excellent facilities – the most important being the rings that are used for equine competitions. The rings are a significant investment to protect the safety of valuable horses. It is also desirable to provide an entertaining equine event and some social opportunities after the show. The evening entertainment on Thursdays and Saturdays are part of the horse show experience in Angelstone Inc.'s view.

On site, the horses need to be safeguarded during the evenings as well as fed and watered. The stable hands, grooms need to camp on site to provide care for the horses.

All of the uses, including horse breeding, purchasing, training, selling and the horse shows and entertainment are considered to be an integrated equine business.

The maximum number of horses on site during a 5 day event is 800. Not all horses are on site the entire time. Angelstone estimates that at most 250 horses are shown on any given day and that at most 400 – 500 horses are on site at any time – often a lot less.

e) **Conclusions**

In my view both equine and equine events may be allowed by provincial policy in prime agricultural areas. The sale of equine related products and food and beverages may also be allowed. Overnight camping is not clearly authorized but may, in certain cases, be considered on a temporary basis provided it is appropriate to the site and locale. It may be more appropriate if clearly related to the agricultural activity.

The zoning bylaw is an appropriate means of permitting equine events including the sale of equine related products and food and beverages. It is also the appropriate vehicle to consider overnight camping. A site plan would also be an appropriate means of setting out where various activities may take place.

The Town's Major Events bylaw is the appropriate means to consider issues such as hours of operation, entertainment, noise issues including electronically amplification and licensed events.

It is worth noting that the comments received by nearby residents generally are supportive of equine events of an appropriate scale and impact. They tend to believe that Angelstone's events are too large and cause too much disturbance but they do not reject equine events out of hand.

## 7. DO THE STUDIES ADDRESS CONCERNS?:

At Erin Council's request a number of studies were undertaken by Angelstone Farms to support their zoning application:

a) **Traffic Impact: Paradigm Transportation Solutions Limited – April 2014**

To respond to concerns from the County of Wellington, a traffic impact assessment focusing on entrance locations and the need for improvements. The study focused on peak Saturday times.

The study determined that the main entrance was in an acceptable location and some improvements were needed including the removal of a tree and paving with hot mix asphalt at the entrance into the site. A left turning lane was not required. There is a need for on-site flag personnel during peak inbound conditions and for one busy week off duty police are required (in 2014) during in-bound times.

b) **Environmental Noise Study: HGC Engineering – July 2014**

A sound study was undertaken during the June 2 to 10, 2014 period under the operating conditions at that time. Sound levels were monitored at four (4) nearby residences and at one (1) on-site location. Two consulting staff monitored sound levels and conducted listening tests.

The consultant's general findings was that "The data shows that changes in sound levels due to noises from Angelstone's events are generally un-differentiable from other sources such as road traffic or the ambient sounds of nature or other rural activities." However, they also indicate that "this result does not confirm that the sounds from Angelstone Tournaments are not audible or disturbing the neighbouring properties at some times" and that "the human auditory system is often able to extract vocal sounds with fine acuity from the typical mixture of natural sounds in the environment, and for this reason, vocalizations may be particularly intrusive if audible, even if not measurably louder than other intermittent background sounds."

The consultant also suggests that certain other improvements could be considered to further reduce noise, including:

- better designed sound systems could improve on-site audibility while reducing noise on neighbouring properties. Angelstone could hire an audio system engineer to assist in the design
- the use of solid acoustical barriers near major sound sources where topography allows could reduce noise
- the use of more permanent buildings with walls and a roof for entertainment events instead of canopy tents

The neighbours have expressed concerns that the noise study was conducted at one of the smaller equine events and that the larger events produced more noise. They have also indicated that at least part of the issue is the persistent nature of the noise all day and into the evening.

- c) **Drainage Report - Burnside – January 2015**  
Burnside reviewed the drainage for the site and responded to a complaint about runoff being directed onto a neighbouring property near the stable area. This was the only problem identified.

To resolve the concern an overflow pipe from an on-site pond will direct runoff in a different direction onto another neighbour's land.

This work has not been completed to date.

- d) **Emergency Plan**  
An emergency plan has been prepared and reviewed by the Erin Fire Department.

- e) **Planning Justification Report - J. L. Cox, January 2015**  
This study reviews provincial policy (now updated by new policies) and the County Official Plan policies and concludes that the Angelstone proposal is compliant with these policies.

It also reviews other studies prepared for the applicant such as Traffic Impact, Noise Impact, Drainage and a Site Plan and an Emergency Plan to demonstrate that Angelstone was complying with Erin Council's request for these studies.

Mr. Cox concluded that impacts on residents have been addressed through changes to the operating activities and other mitigation measures.

- f) **Detailed Site Plan**  
A site plan setting out key features of the property and locations for major activities has been prepared and submitted.

The plan does not show any details of surrounding uses and does not illustrate some features such as manure storage areas.

- g) **Conclusions**  
Angelstone Farm Inc. has provided the studies previously requested by Erin Council. I agree with the Planning Justification study that provincial and county planning policies allow equine and equine events in an agricultural area and many of the studies address issues appropriately. There remains some unfinished work including:

- completing the entrance improvements as set out in the Traffic study
- completing the drainage improvements as set out in the Drainage Report
- more fully addressing noise abatement measures as set out in the noise study

The noise study is of particular interest because, while it concludes that noise levels in the June 2 – 10 period were not excessive, they nevertheless could be disturbing to neighbours. This corresponds well with the observation of neighbours who agree that 2014 was an improvement but that the persistent day time noise and the night time entertainment continued to be troubling.



Angelstone has made progress but more improvements may be needed.

## 8. **ARE THE PROPOSED USES COMPATIBLE WITH NEIGHBOURING USES**

It is a fundamental principle of land use planning that new uses seeking to establish must demonstrate that they will be compatible with existing uses. Compatible does not mean “the same” nor does it mean that there will be no impacts but impacts must be reasonable.

### a) **The 2013 Year**

It is very clear that the 2013 events held by Angelstone created a significant disturbance to neighbours and also to people living some distance from the event site and these impacts were not reasonable. Angelstone seems to have accepted this view.

### b) **The 2014 Year**

The 2014 season with some improvements to the public address system, the elimination of late night rock concerts and some restrictions on hours of operation represented a clear improvement. Residents near the event site still felt that the day time noise and night time noise and activities were disturbing and not in keeping with the rural setting of their neighbourhood. In the residents view, the impacts of the event still were not reasonable.

### c) **The Proposed 2015 Year**

While the 2014 events were spread out over 4 months the 2015 season of 7 events and 35 days is spread over July and August or 61 days. This compressed season in the prime summer months to coincide with the Pan Am Games creates the potential for greater impacts for neighbours. There was no consultation with the Town or the neighbours in establishing the schedule.

Angelstone; however, is proposing a number of improvements to reduce both day time and night time impacts.

Angelstone is moving to an online application to give live show information to competitors. This will eliminate the need for a PA system at the stables nearest the Gilbert, Mance and Woodley properties.

They will also be replacing some bins in the barn area which were disturbing residents due to loud banging of the lids. This reduction in announcements and removal of noise generators close to the nearest neighbours combined with improvement to the PA system near the rings made in 2014 should be an improvement.

Angelstone is also reducing its night time entertainment activities:

- there will be no on site parties such as the ones that caused significant concerns in 2013. They will be moved off site likely to Guelph

- a full schedule of entertainment and social events in the evenings from Angelstone is attached and seems to lessen the live entertainment component

There are other impacts such as trespass and camping that will need to be addressed.

d) **Conclusion**

Both 2013 and 2014 event seasons created significant disturbances to neighbours although 2014 was an improved season.

The 2015 season is of concern because of the compressed time frame of the event season but improvements proposed for both day time and night time noise levels could ease impacts on neighbours.

It is not clear to what extent impacts will be reduced.

Neighbours are generally skeptical that Angelstone will follow through with improvements. The Town will likely have to take a fairly strong role in setting out operating conditions if the 2015 season is to go forward.

9. **RECOMMENDATIONS**

- a) **THAT** a permanent zoning for Angelstone Farms Inc. as set out in their zoning amendment application not be approved.
- b) **THAT** another one (1) year temporary use zoning bylaw be approved for Angelstone Farms Inc. for 2015 to allow equine events, including the sale of related merchandize and food and beverages and for temporary camping for stable hands and grooms provided that:
- the required improvements are made to the entrance to the County's satisfaction
  - the required drainage improvements are completed and confirmed by Burnside
  - an online system for Angelstone shows be put in place to allow participants to see the status of each ring
  - no public address system be allowed in the stable area
  - completing the wood fence along the entire rear lot line of the Gilbert property
  - providing fencing for the Woodley property sufficient to prevent trespass
- c) **THAT** the Town Solicitor work with Angelstone and the solicitor for the Gilberts to develop conditions for permits under the Major Event Bylaw related to:
- LLBO events
  - hours of operation
  - any allowed late evening entertainment including amplified sound
  - restrictions on camping activities for staff needed for the security of the horses on site.

- either through fees or a deposit provided funds to allow the Town to monitor noise and other impacts
  - a site plan setting out relocation for various activities on the Angelstone Farm for event activities
  - other matters deemed necessary by the Town Solicitor or Council.
- d) **THAT** immediately after the 2015 season is complete, the Town:
- review the season with both Angelstone and immediate neighbours to determine the need for future improvements
  - develop some guidance related to the number and timing of future events to assist Angelstone in scheduling any future seasons.
- e) **THAT** Angelstone Farms and neighbours be given two weeks to consider this report.

## **Peggy McLaren-Villeneuve**

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**From:** Gary Cousins  
**Sent:** Thursday, April 30, 2015 11:45 AM  
**To:** Peggy McLaren-Villeneuve  
**Subject:** FW: Hours

-----Original Message-----

**From:** Kean White [mailto:[keean.white@yahoo.com](mailto:keean.white@yahoo.com)]  
**Sent:** Thursday, April 30, 2015 11:28 AM  
**To:** Gary Cousins; John Cox; Randy White C.A.  
**Subject:** Hours

Week 1 - July 1-5

Horse show is over around 5:00 PM Wednesday, Friday and Sunday

On Thursday and Saturday the main event starts at 6:00 and is over around 8:00

We will have the cocktail lounge open until 11:00pm these two nights, however there is no live entertainment. There is an off site party Saturday night.

July 8-12

Same schedule as above. We have dueling pianos playing from 5:00PM to the conclusion of the class (8:00pm). The cocktail lounge is again open Saturday and Thursday till 11:00. We host an off site party Sunday evening this week.

July 15-19

Exactly same as July 8-12 week

July 29-August 2

Wednesday, Friday, Sunday we wrap around 5:00PM

Thursday the main event is over around 8:00, with cocktail lounge open till 11:00, but no live entertainment

Saturday evening we have the main event 8:00pm to 10:00pm. Dueling pianos play from 6:30 to 9:00. The cocktail lounge is open until 11:00. We have an offsite party Sunday night.

August 5-9 - Same as July 29 week

August 19-23 - Same as July 29 week

August 26-30 - again same as July 29 week





## **PLANNING REPORT for the TOWN OF ERIN**

Prepared by the County of Wellington Planning and Development Department

**DATE:** May 11, 2015  
**TO:** Kathryn Ironmonger, CAO  
 Town of Erin  
**FROM:** Sarah Wilhelm, Senior Planner  
 County of Wellington  
**SUBJECT:** **D14, Z15-01 Loupen Investments Ltd.  
 5885 Eighth Line  
 Zoning By-law Amendment Application**  
**APPENDIX:** Aerial location map of 5885 Eighth Line

### **RECOMMENDATIONS**

It is recommended that the Town of Erin:

1. Deem the zoning by-law amendment application complete which was submitted by Loupen Investments Ltd. (5885 Eighth Line) dated May 1, 2015; and
2. Direct staff to hold a Public Meeting on June 16, 2015.

### **BACKGROUND**

Loupen Investments Ltd. has applied to amend the Zoning By-law to facilitate severance of a surplus farm dwelling. Section 2.3.4.1c) of the Provincial Policy Statement requires that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by this type of severance. The rezoning application would apply a residential prohibition to a portion of the property which would also satisfy a condition of provisional consent for severance application B101/14.

### **PUBLIC MEETING DATE**

A notice period of 20 days is required for the public meeting which can be provided for June 16, 2015 at 7:00 pm prior to the regular council meeting.

### **CONCLUSION**

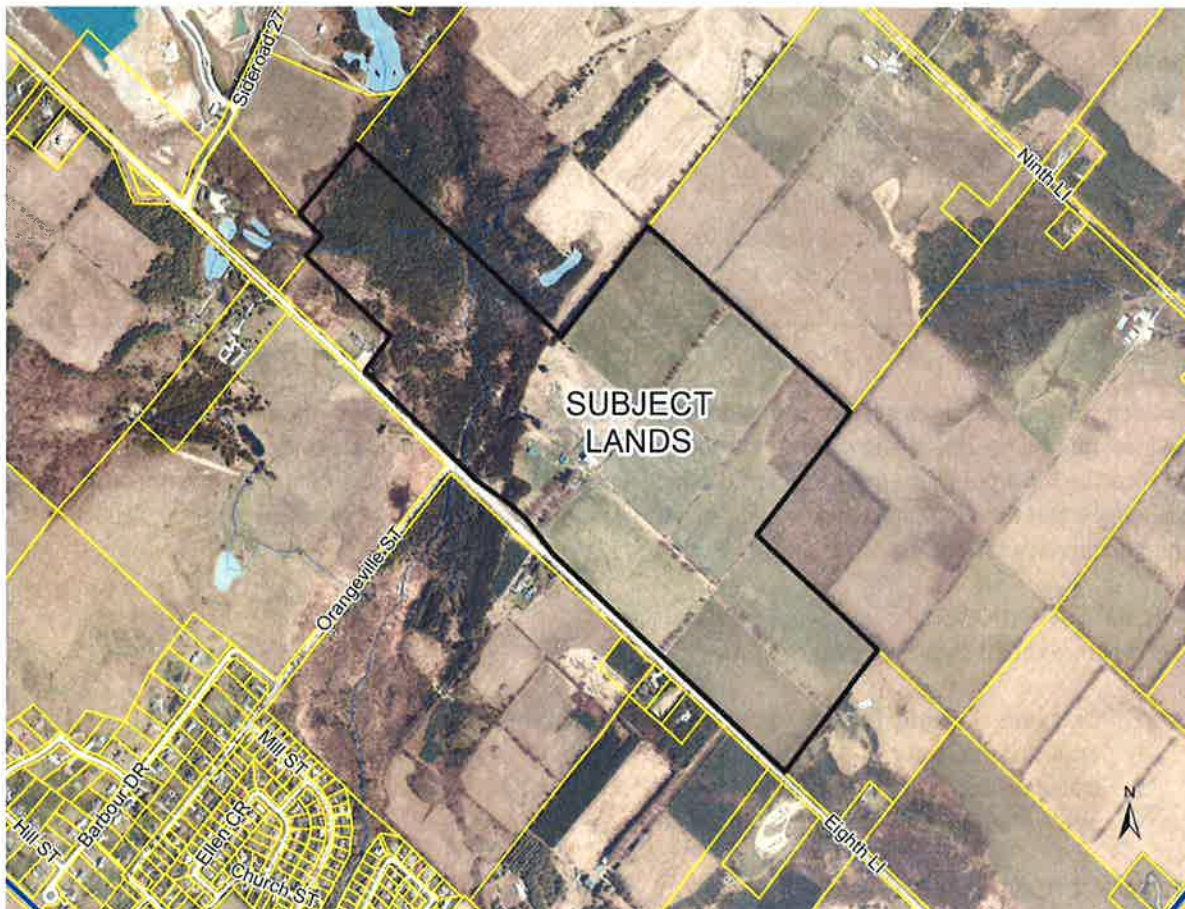
The Town of Erin Planning Department received an application form, surveyors sketch and payment of \$3,000 for application fees and deposit for zoning by-law amendment D14 Z15-01. This meets the *Planning Act* requirements for deeming an application complete.

Respectfully submitted  
 County of Wellington Planning and Development Department

Sarah Wilhelm, BES, MCIP, RPP  
 Senior Planner

**Appendix 1 to Report D14 Z15-01**

Loupen Investments Ltd.  
5885 Eighth Line





## PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

**DATE:** May 11, 2015  
**TO:** Kathryn Ironmonger, CAO  
 Town of Erin  
**FROM:** Sarah Wilhelm, Senior Planner  
 County of Wellington  
**SUBJECT:** **A Streamlined Process for Deeming a Zoning By-law Amendment Application Complete**

### SUMMARY

Council currently decides when a zoning by-law amendment application is complete. This process could be streamlined by delegating this responsibility to staff. Staff could circulate and schedule the application for a public meeting sooner. Council would still be made aware of the application and public meeting when it is circulated and would have the opportunity to review a detailed planning report at the appropriate time.

### RECOMMENDATIONS

It is recommended that the Town of Erin:

1. Delegate authority to staff to determine completeness for zoning by-law amendment applications; and
2. Delegate authority to staff to set a public meeting date for zoning by-law amendment applications which are deemed complete.

### INTRODUCTION

The County of Wellington was recently selected to provide local planning services to the Town. While familiarizing ourselves with current Town practices, we have identified an area which could be streamlined: the **response regarding a complete application** during the processing of zoning by-law amendments.

### DISCUSSION

The process for administering zoning by-law amendments is laid out in the *Planning Act*. When a zoning by-law amendment application is received by a municipality it must be screened for completeness. The *Planning Act* requires that the applicant be notified whether or not the application has been deemed complete by Council **within 30 days of the submission**. This includes the fee and required material (application form and sketch of the property), the specifics of which are laid out in the *Planning Act*. While other information may be required at that time, the Town's Official Plan does not contain related policies to do so.

The Town's current process involves review of rezoning applications by the planner for completeness, followed by a report to Council with a recommendation to deem the application complete and to set the



public meeting date. The additional time needed to take a report to Council makes it difficult to meet the required 30 day turnaround, particularly during summer months. Under the *Act*, after the 30 days have elapsed the applicant is entitled to make a motion for directions to the Ontario Municipal Board (OMB) regarding completeness of the application.

Under the proposed process, staff would determine completeness, set a public meeting date and circulate the rezoning application. This office can assist your staff in assessing the completeness of these planning applications.

We surveyed local municipalities within the County to compare the Town’s approach (Figure 1).

**Figure 1** Method of Determining Application Completeness for Zoning By-law Amendments in Wellington County

	Council Resolution	Delegated to Staff
Town of Erin	X	
Township of Centre Wellington		X
Township of Guelph/Eramosa	X	
Township of Mapleton		X
Town of Minto		X
Township of Puslinch		X
Township of Wellington North		X

As noted above, five of the six other municipalities have delegated the responsibility to staff. Guelph/Eramosa is the only other municipality which takes a report to Council for their determination. We also note County planning applications are screened for completeness at the staff level.

**CONCLUSION**

A streamlined process for determining completeness of zoning by-law amendment applications would reduce processing times. The Town would also be able to better meet the 30 day timeframe required under the *Planning Act*.

We may report back in the future concerning other streamlining measures with planning applications.

Respectfully submitted  
 County of Wellington Planning and Development Department



Sarah Wilhelm, BES, MCIP, RPP  
 Senior Planner



## Staff Report

**Report #:** BD2015-03

**Date:** May-19-15

**Submitted By:** Andrew Hartholt, CBO

**Subject:** Septic Maintenance Inspections – Outreach Letter and Septic Social

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### Recommendations:

**Be it resolved that** council accept this report for information

### Background:

In Appendix I is an Outreach Letter that will be delivered to the 127 property owners that are affected by the mandatory septic maintenance inspection program that is being rolled out across Wellington County. This maintenance program is mandatory under the Ontario Building code, which is tied to the Clean Water Act and Source Water Protection. A significant amount of time has been spent up to this point by the Source Water Protection Group to coordinate our efforts so that a consistent approach towards these inspections is taken across Wellington County.

The main objective of the outreach letter is to notify the affected property owners of this new program. Furthermore, it's to educate them well as inform them of the Septic Social that is being offered for them to learn more about this program. Finally, it provides contact information should they have any questions.

Through the Ontario Rural Wastewater Centre we are offering a Septic Social on septic systems and their maintenance, and information about the mandatory maintenance inspection program. The Septic Social is being offered on **June 4, 2015 from 7pm-9pm at the Centre 2000 Theatre**. Anyone is welcome to attend, as the education component on septic systems is applicable to anyone who owns a septic system. If people are unable to attend, additional open houses are being provided in the Township of Guelph-Eramosa, and in the Township of Puslinch.

Included in Appendix II of this report are some illustrations of the Well Head Protection Areas (WHPA's) to help outline the scope of the program.

**Financial Impact:**

TBD – Grant Eligible

This expenditure is included in the 2015 Operating Budget.

**Consultation:**

Source Water Protection Group (represents 7 municipalities, Wellington County). ORWC, CAO, Director of Finance, MOECC

**Communications Plan:**

Through regular council meetings, outreach letters, website, bulletin postings at community centres and social media.

**Conclusion:**

None

**Appendices:**

Appendix I – Sample Outreach letter.

Appendix II - WHPA maps

...



May xx, 2015

**RE: Septic Maintenance and Inspection Program**

Dear Sir / Madam,

**You are receiving this letter because your property requires a mandatory septic system inspection.**

### **Why is a Septic Inspection Required?**

Streams, lakes and groundwater supply private and municipal wells with drinking water. After the Ecoli breakout in Walkerton, Ontario, the Province of Ontario passed the *Clean Water Act, 2006* in order to protect these sources of drinking water. Preventing contamination at the source helps to ensure that there is enough safe, clean drinking water for all.

Wellington Source Water Protection is a partnership of the municipalities in Wellington County formed to protect our drinking water sources.

One potential source of contamination of source water is septic systems. All properties with septic systems located within highly vulnerable municipal well head protection areas or intake protection zones are required to have their septic systems inspected every five years. This is mandated under the Ontario Building Code, the *Clean Water Act* and the watershed based Source Protection Plan.

### **What is a Septic System Inspection?**

The inspection involves looking at the inside of your septic tank and taking a sludge measurement in the tank. The remainder of the inspection is looking at the septic bed for wet areas, odours and trees or structures on the bed. To complete the inspection, the lid of your septic tank will need to be open before we visit. This may involve digging the lid up if you do not have a riser on your tank. The inspection should take approximately one hour. A representative will contact you to set up an appointment. There must be a person representing the owner over the age of eighteen on site during the inspection.

The purpose of the inspection is make sure your septic system is working properly. It is anticipated that most properties will not have any follow up required from the inspection. For the properties that do require follow up, septic inspection programs

Wellington Source Water Protection is a municipal partnership between Township of Centre Wellington | Town of Erin | Guelph / Eramosa Township | Township of Mapleton | Town of Minto | Township of Puslinch | Township of Wellington North | County of Wellington. The purpose of the *Clean Water Act* is to protect existing and future sources of drinking water.

Wellington Source Water Protection  
Risk Management Office  
7444 Wellington Road 21  
Elora, ON, N0B 1S0  
1-844-383-9800  
[sourcewater@centrewellington.ca](mailto:sourcewater@centrewellington.ca)  
[wellingtonwater.ca](http://wellingtonwater.ca)



in other parts of the province indicate that most of the required work involved pumping out of the tank or minor maintenance. In some cases, septic tanks or systems may need replacement; in these situations the Chief Building Official would discuss the work needed with the property owner.

### Septic Social Events

Wellington Source Water Protection is holding five (5) Septic Social Events to provide information, answer questions and educate owners on proper septic maintenance, the septic inspection program and source water protection. These events are being run with the Ontario Rural Wastewater Centre.

The Septic Social Events are free of charge and open to residents of the County of Wellington. Please see below for time, date and locations.

Wellington Source Water Protection  
Risk Management Office  
7444 Wellington Road 21  
Elora, ON, N0B 1S0  
1-844-383-9800  
[sourcewater@centrewellington.ca](mailto:sourcewater@centrewellington.ca)  
[www.wellingtonwater.ca](http://www.wellingtonwater.ca)

- **June 4, 2015, 7:00 to 9:00 pm** - Erin Centre 2000 theatre, 14 Boland Drive, **Erin**
- **June 8, 7 to 9 pm** (or Saturday, June 6 if that works better for you) - Optimist Recreation Centre, 23 Brock Road South, **Puslinch**
- **June 27, 2015 2:00 to 4:00 pm**, (June 20, 21, 28 are also open if they work better for you) Eden Mills Community Hall, 108 York Street, **Eden Mills**
- July 9, 2015, 7:00 to 9:00 pm – Marden Community Centre, 7368 Wellington Road 30, **Marden**
- Date to be determined, **Minto**

### For Further Information:

If you have questions, we would be pleased to answer them. Please contact the Town of Erin Building Department for questions about the septic inspection program at 519-855-4407.

For questions about source water protection, please contact Wellington Source Water Protection at 1-844-383-9800. Please find attached a fact sheet for further information or go online at [www.wellingtonwater.ca](http://www.wellingtonwater.ca)

# Hillsburgh Wellhead Protection Areas

**Map Legend**

- Municipal Boundary
- Wellhead Protection Area
- WVWA A
- WVWA B
- WVWA C
- Groundwater Vulnerability Score

Groundwater Vulnerability Score Legend:

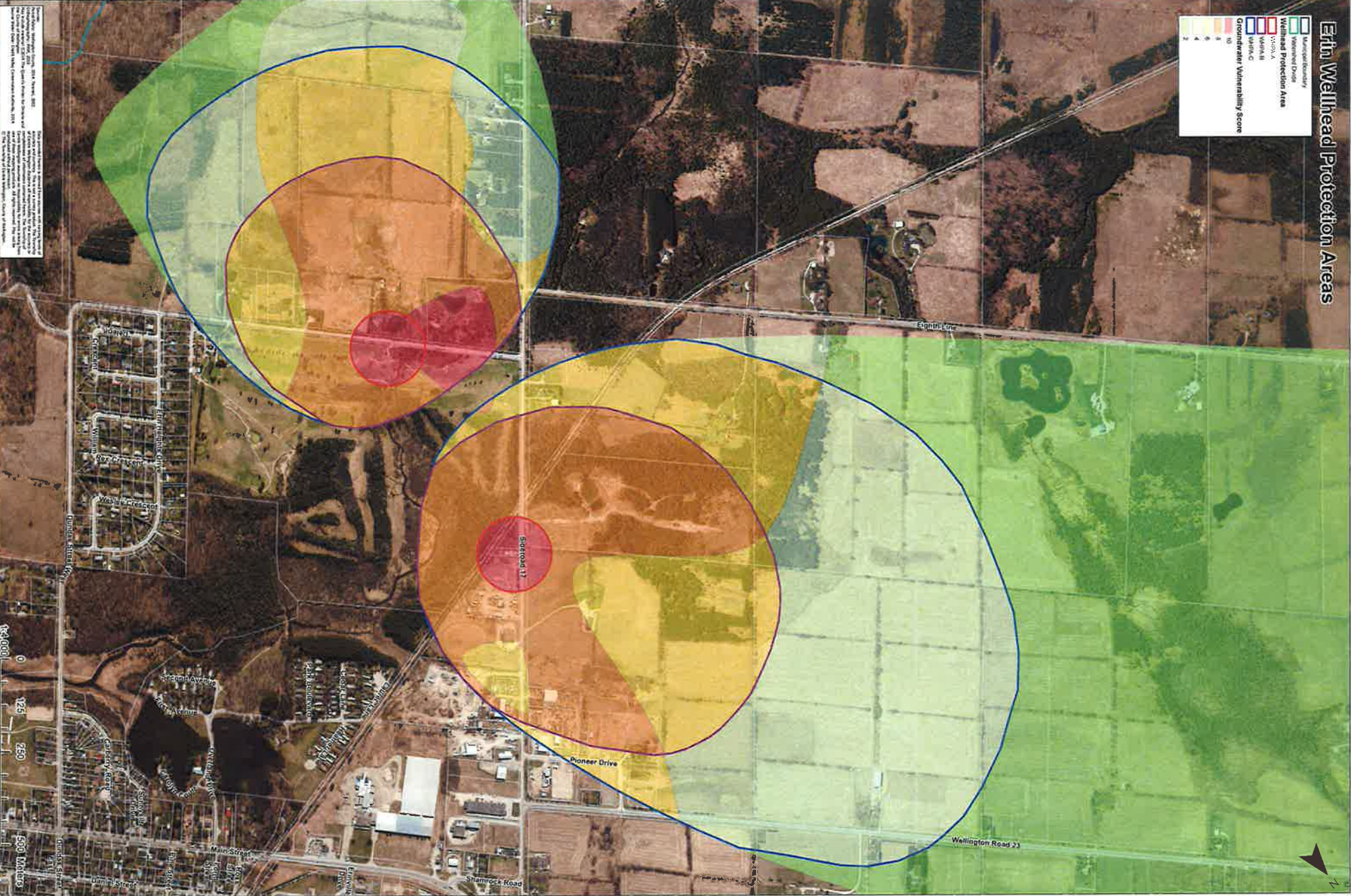
10
8
6
4
2



Map prepared by: [unreadable]  
 Date: [unreadable]  
 Scale: 1:4,000  
 Source: [unreadable]

# Etn Wellhead Protection Areas

	Municipal Boundary
	Wellhead Protection Area
	Vulnerability Class A
	Vulnerability Class B
	Vulnerability Class C
	Vulnerability Class D
	Groundwater Vulnerability Score
	10
	9
	8
	7
	6
	5
	4
	3
	2

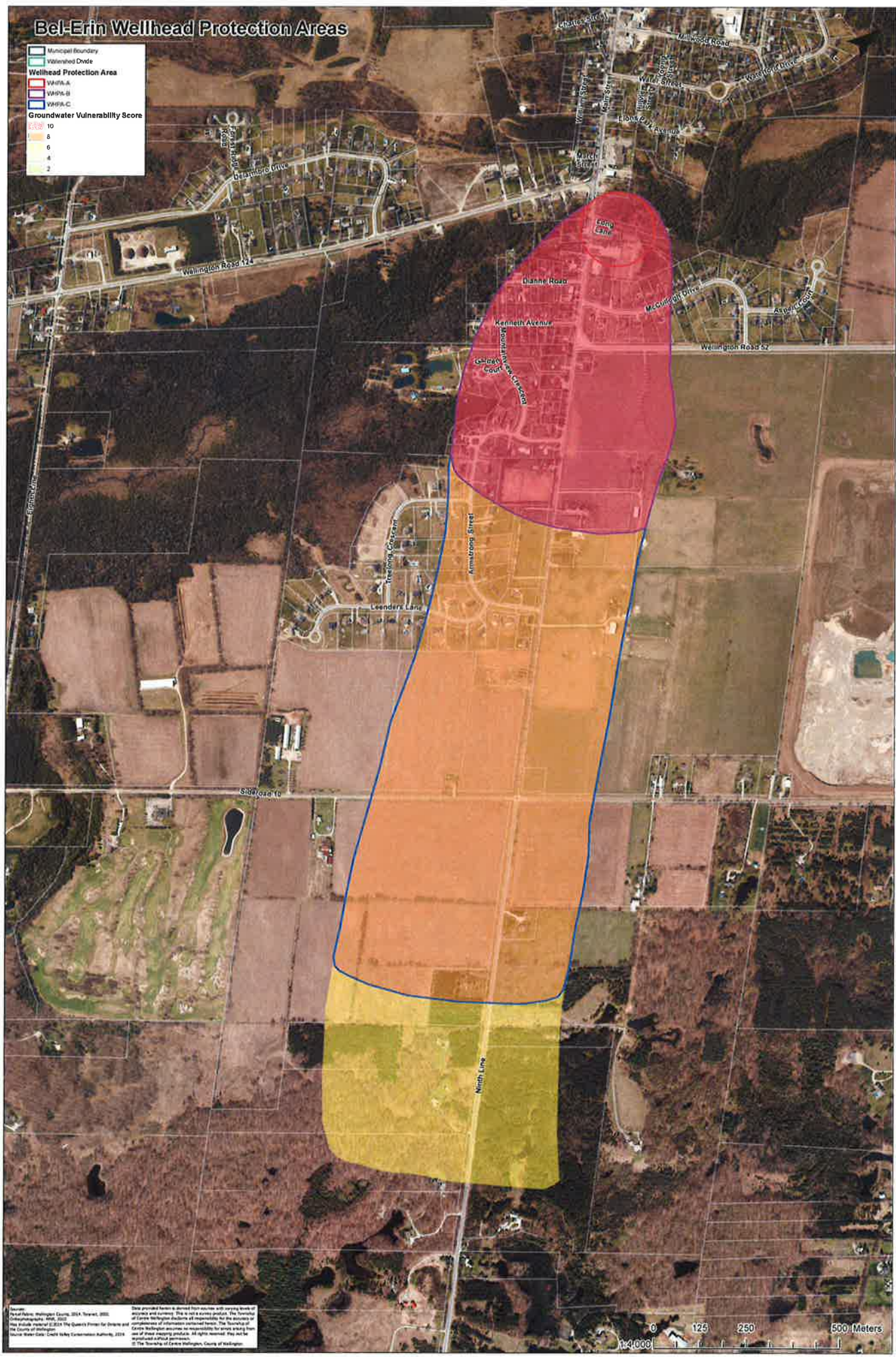


Map prepared by the Environmental Services Department, City of Etn, 2011. All rights reserved. This map is for informational purposes only and does not constitute a warranty of any kind. The City of Etn is not responsible for any errors or omissions on this map. The City of Etn is not responsible for any damages or losses resulting from the use of this map. The City of Etn is not responsible for any claims or liabilities arising from the use of this map. The City of Etn is not responsible for any claims or liabilities arising from the use of this map.

# Bel-Erin Wellhead Protection Areas

**Legend**

- Municipal Boundary
- Wellhead Divide
- Wellhead Protection Area**
  - WHPA-A
  - WHPA-B
  - WHPA-C
- Groundwater Vulnerability Score**
  - 10
  - 8
  - 6
  - 4
  - 2



Source: © The Township of Centre Wellington, 2014. Townet, 2010. © David Harris, Wellington County, 2014. Townet, 2010. All rights reserved. This is not a survey product. The Township of Centre Wellington disclaims all responsibility for errors arising from the use of these mapping products. All rights reserved. This may be used for personal or non-commercial purposes only. © The Township of Centre Wellington, County of Wellington.

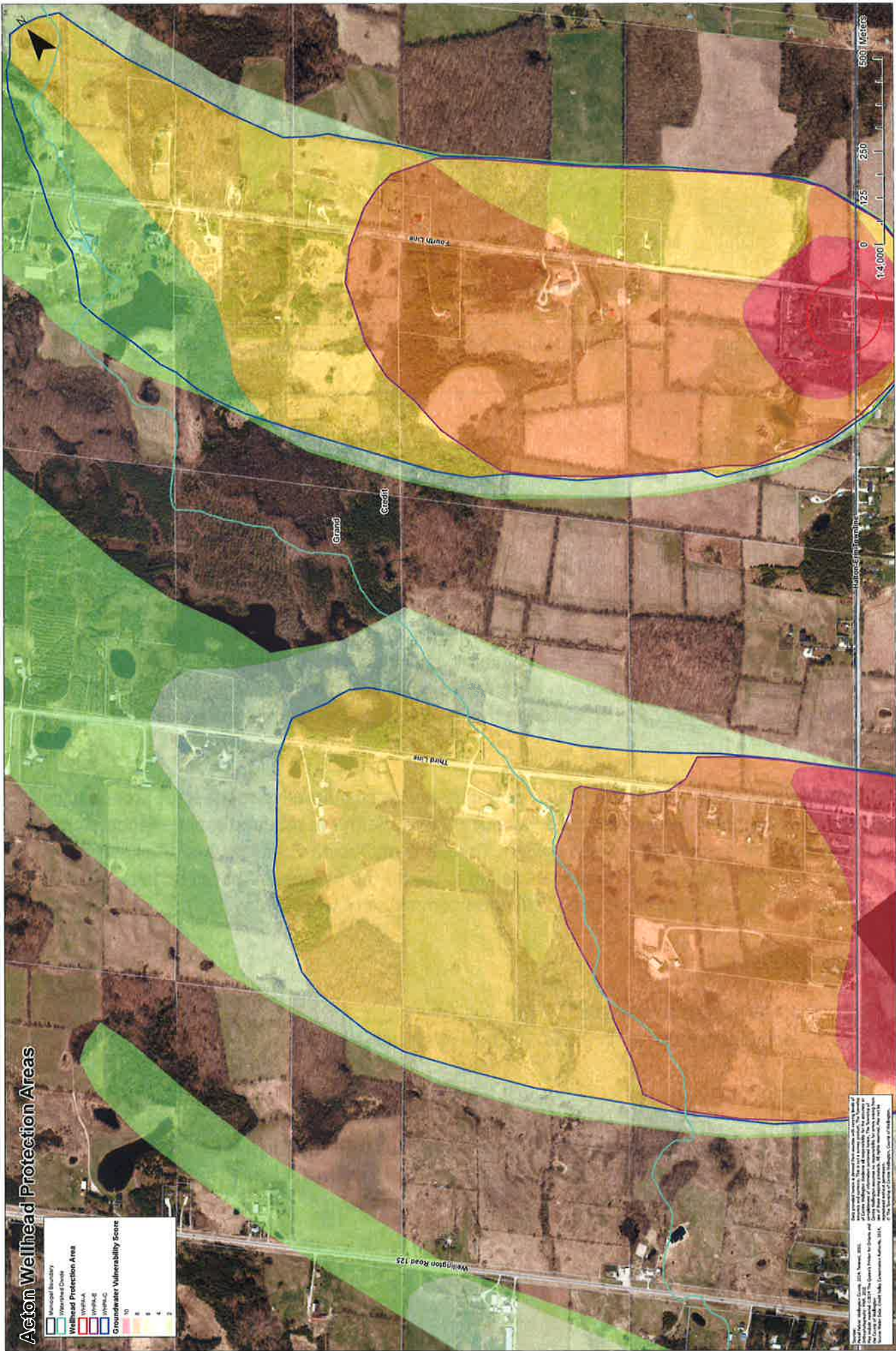


# Acton Wellhead Protection Areas

**Municipal Boundary**  
 Westford Choice

**Wellhead Protection Area**  
 WPA-A  
 WPA-B  
 WPA-C

**Groundwater Vulnerability Score**  
 10  
 9  
 8  
 7  
 6  
 5



This project was a result of funding provided by the State of Massachusetts, Department of Environmental Protection, Office of Water Resources, under the Acton Wellhead Protection Area Study. The map is a preliminary draft and is not intended for use in any legal proceeding. The map is the property of the State of Massachusetts and is loaned to the user. All rights reserved. © 2014. State of Massachusetts, Department of Environmental Protection, Office of Water Resources, Acton Wellhead Protection Area Study. All rights reserved.



## Staff Report

**Report #:** BD2015-04

**Date:** May-19-15

**Submitted By:** Andrew Hartholt, CBO

**Subject:** Septic Maintenance inspections - Request for Proposal

---

### Recommendations:

**Be it resolved** that council accept this report for information

### Background:

Through the source water protection assessment reports, it was identified early on that three of the municipalities within Wellington County (Erin, Guelph-Eramosa and Puslinch) were going to be challenged on the number of septic systems that were required to be inspected. Current staffing levels restrictions in each municipality and the grant eligibility deadline approaching (December 2015), were the major factors that warranted the consultant approach.

Through the Centre Wellington Procurement By-law, a collaborative request for proposal was executed to employ the services of a consultant to perform the required maintenance inspections on behalf of the Town of Erin, Township of Guelph-Eramosa and Puslinch. Appendix 1 has copy of the recommendation to award the proposal that will be presented at the upcoming Township of Centre Wellington committee of whole (May 19<sup>th</sup>).

### Financial Impact:

See PROP-05-15 – Grant Eligible  
This expenditure is included in the 2015 Operating Budget.

### Consultation:

Source Water Protection Group (represents 7 municipalities, Wellington County, RMO).  
Town of Erin CAO and Director of Finance, Centre Wellington Treasury Department and CAO, Town of Puslinch CAO/Clerk, Guelph-Eramosa CAO.

**Communications Plan:**

Through regular council meeting and Centre Wellington's procurement By-law

**Conclusion:**

None

**Appendices:**

1. RECOMMENDATION FOR AWARD OF PROPOSAL PROP-05-15. As prepared by Wes Snarr, Managing Director of Corporate Services (Treasurer), Centre Wellington.



**THE TOWNSHIP OF CENTRE WELLINGTON**

**REPORT TO COMMITTEE OF THE WHOLE**

**TO:** Mayor Kelly Linton and Members of Council

**DATE:** May 19, 2015

**SUBJECT:** **RECOMMENDATION FOR AWARD OF PROPOSAL PROP-05-15 FOR A PROFESSIONAL CONSULTANT FOR A SPETIC MAINTENANCE INSPECTION PROGRAM**

**RECOMMENDATION:**

THAT the Council of the Township of Centre Wellington award proposal PROP-05-15 for a Professional Consultant for a Septic Maintenance Inspection Program to the respondent having achieved the highest score; WSP Canada Inc. of Cambridge in the amount of \$112,850.00, excluding HST.

**SUMMARY:**

N/A

**REPORT:**

The Scope of Work is for a qualified and experienced service provider to undertake a Phase 1, nonintrusive inspection of septic sewage systems located on private properties within the municipal boundaries of Wellington County municipalities, working in partnership as Wellington Source Water Protection. Those septic systems identified by the Clean Water Act, Source Water Protection Act, Source Water Protection Authorities and local Conservation Authorities as 'significant drinking water threats', and which pose a potential threat to water supplies comprise the scope of septic systems to be inspected. Most are located in the following three (3) municipalities: Guelph Eramosa Township, Town of Erin, and the Township of Puslinch. The Scope of Work includes the ability for all Wellington County municipalities, including the Township of Centre Wellington, to use the services of the successful vendor and is for a period of up to three (3) years.

The Township's purchasing policy requires:

- Council approval of any proposal having an expected value of more than \$10,000;
- Proposal unit values or contents not be disclosed and held in confidence;
- A selection committee is to be identified and will be responsible for weighing vendor responses using established scores identified in the proposal call, and;
- Only the final contract awarded price of the successful proponent will be available upon award.

The proposal was advertised on the Township's Web Site ([www.centrewellington.ca](http://www.centrewellington.ca)) and the approved Web Site [www.opba.ca](http://www.opba.ca).

Direct invitations were sent to Twenty-three (23) firms. Twenty-two (22) entities registered as bid takers on the Township's e-procurement web site, and the following Four (4) firms submitted a response:

1. B.M. Ross and Associates Limited (Goderich)
2. WSP Canada Inc. (Aurora)
3. Van Harten Surveying Inc. (Gueph)
4. R.J. Burnside & Associates Limited (Guelph)

The bids were scored by a selection committee comprised of Risk Management Official Kyle Davis, Town of Erin Chief Building Official Andrew Hartholt and Guelph / Eramosa Township Chief Building Official Dan Sharina. Also attended by Purchasing & Risk Management Coordinator Joan Palmer and the writer. Evaluation criteria identified in the proposal were as follows:

Evaluation criteria identified in the proposal were as follows:

	Description of Evaluation Criteria	Evaluation Points
1	Quality and completeness of proposal submitted with emphasis on work approaches, project efficiencies, value-added services, reporting/record keeping, demonstrated customer service quality and schedule.	25
2	Qualifications of the Project staff and/or subcontractors with reference to administration and performance of septic maintenance inspections including experience with similar projects and demonstrated customer service quality.	25
3	Proven experience and performance with similar projects including demonstrated innovative approaches/process automation..	15
4	Detailed work plan and allocation of staff hours.	15
5	Total project Costs and Unit Cost Schedules.	20
6	Total Evaluation Points	100

It is the committee's recommendation to award this proposal to WSP Canada Inc. of Cambridge, having achieved the highest score and lowest cost of \$112,850.00, excluding the HST.

**BUDGET/FINANCIAL IMPLICATIONS:**

The cost to the Township of Centre Wellington is minimal, and is funded from the Ontario Source Protection Municipal Implementation Fund.

**CONSULTATION:**

The preparation of this report was done in consultation with the selection committee.

**ATTACHMENTS:**

Schedule "D" Procedure for Request for Proposals from the Township's purchasing by-law #2013-093.

**PREPARED BY:** *Wes Snarr, Managing Director of Corporate Services*

**APPROVED BY:** *Andy Goldie, Chief Administrative Officer*

**SCHEDULE "D" to By-Law #2013-093**

**PROCEDURE FOR REQUEST FOR PROPOSALS**

1. Request for Proposals documents would follow formal tender procedures and processes, Schedule B and will focus on the following unique components:
  - (a) Requests for Proposals having expected values of **\$10,000** or more annually will follow the formal tender processes and procedures in schedule "B" as applicable.
  - (b) Requests for Proposals will clearly establish required project outcome or requirements and contain existing conditions if applicable.
  - (c) Requests for Proposals will specifically outline response requirements at time of proposal receipt.
  - (d) Requests for Proposals will clearly outline "the evaluation criteria" complete with score values for each criteria that will form the basis of contract award.
  - (e) Requests for Proposals having expected values of **\$10,000** or more annually, will follow the formal Tender processes and procedure in Schedule "B" as applicable. A two envelope system is to be used to isolate cost from material content. A selection committee is to be identified and will be responsible for weighing vendor responses using established scores identified in the proposal call.
  - (f) Proposal unit values or contents of vendor proposal Responses will not be disclosed and will be held in confidence. Scoring activities of the selection committee will also be held in strict confidence until after the award. Only the final contract awarded price of the successful proponent will be available upon award.
  - (g) Specific contract documents may be required such as architectural, engineering or construction related standard documents.
  
2. **The following approval process will be required:**
  - (a) **Projects valued \$10,000 or more per project or annually:**

<b>Report filed by:</b>	<b>-Department head</b>
<b>Approved by:</b>	<b>-Treasurer</b>
	<b>-Chief Administrative Officer</b>
	<b>-Council</b>

**Staff Report:** Report # W6-2015  
**Date:** May 19 2015  
**From:** Joe Babin, Interim Water Superintendent  
**Subject:** **Water Department Staffing**

**Recommendations:**

1. **Be It Resolved That** Council receives the report of the Interim Water Superintendent regarding current staffing levels in the Water Department.
2. **And That Council** authorizes the hiring of a summer student for the period starting June 15, 2015 and extending until September 4, 2015 at Grade 3, Base rate on the Town's Part Time Wage Grid.

**Background:**

In the past, a summer student has been hired to perform labourer duties for the water department. Due to the fact that the operational review is not yet complete and hiring for the department is on hold, I request council's authorization to hire a summer student from June 15, 2015 until September 4, 2015. Hiring a summer student will allow the department to be more efficient with the ever increasing workload.

**Financial Impact:**

The cost of this additional labour has been included in the 2015 operating budget.

**Consultation:**

Town Manager  
Treasurer  
Water Foreman

**Communications Plan:**

Upon council's approval, the job posting will be advertised on the "employment" and "live and work Erin" section of the Town's website.

**Conclusion:**

Council authorizes the hiring of a summer student for the period extending from June 15, 2015 until September 4, 2015 at Grade 3, Base rate on the Town's Part Time Wage Grid.

**Appendix:**

N/A





## Staff Report

**Report #:** #2015-04  
**Date:** May-19-15  
**Submitted By:** Sharon Marshall, Director of Finance  
**Subject:** **2015 TAX RATE AND LEVYING BY-LAW**

---

### Recommendations:

**Be it resolved that** Council receives the 2015 Tax Rate and Levying By-law Report for information.

### Background:

On April 21, 2015 Council adopted the Town's Budget By-law #15-15 thereby identifying and authorizing the amounts the Town requires to be raised through taxation. The County of Wellington adopted the By-laws to set the County tax rates, and the tax ratios and discounts, on April 30<sup>th</sup>. The 2015 education tax rates were set by the Province and filed as Ontario Regulation 75/15 on April 7, 2015. I have calculated the 2015 Town of Erin tax rates and drafted the levying By-law to incorporate all tax requirements and provide for the collection thereof.

The 2015 final tax bills will be mailed to all ratepayers during the last week of July. The final installment "Due Dates" are set as follows:

<u>Tax Classes</u>	<u>Final Installment # 1</u>	<u>Installment #2</u>
Residential & Farm Tax Bills	AUGUST 31, 2015	OCTOBER 30, 2015
Commercial & Industrial Bills	SEPTEMBER 30, 2015	NOVEMBER 30, 2015

**Financial Impact:**

The Town will levy and collect these amounts:

For:		2015 Tax \$'s	2014 Tax \$'s
TOWN OF ERIN	General	\$ 5,544,052	\$ 5,319,516
	Infrastructure	\$ 218,525	\$ 214,240
	Total	<b>\$ 5,762,577</b>	\$ 5,533,756
COUNTY OF WELLINGTON		<b>\$13,013,053</b>	\$12,508,268
EDUCATION	All Boards	<b>\$ 4,686,893</b>	\$ 4,631,302
TOTAL ALL TAXES		<b><u>\$23,462,523</u></b>	<u>\$22,673,326</u>

The Town will also levy and collect \$16,400 for the Village of Erin BIA. In addition, a special services levy will be applied to each benefitting unit within the specific areas serviced by streetlights in the amount of \$68.30, for total revenue of \$123,000.

The 2015 residential **tax rate for Town purposes increased +2.86% over the 2014 rate.** Overall, the "blended" tax rates, including Town, County, and Education purposes, increased 2.22 % over last year.

The **tax impact on each \$100,000 of residential assessment adds \$7.98 for Town purposes**, +\$16.57 for County, and \$0 for Education purposes. The total change for each \$100,000 CVA is +\$24.55 over 2014.

**Consultation:**

Tax calculations were based on the tax requirements as set out in the following documents:

- Town of Erin Budget By-law #15-15
- County of Wellington Budget By-law #5419-15
- Ministry of Education Ontario Regulation #75/15

**Communications Plan:**

Upon adoption, the Town of Erin Tax Rate By-law will be posted on the Town's website. The 2015 Tax Information Pamphlet will be mailed with the final bills to provide the details of each tax rate by assessment class and purpose.

A certified copy of the Tax By-law will be forwarded to the Ministry of Municipal Affairs as also required.

**Conclusion:**

That the 2015 Tax Rate and Levying By-law be adopted as drafted.

**Appendices:**

- A. 2015 Tax Comparisons
- B. 2015 Blended Tax Dollar Graphs

## APPENDIX "A"

May 19, 2015

**TOWN OF ERIN  
Annual Tax Comparisons  
2015**

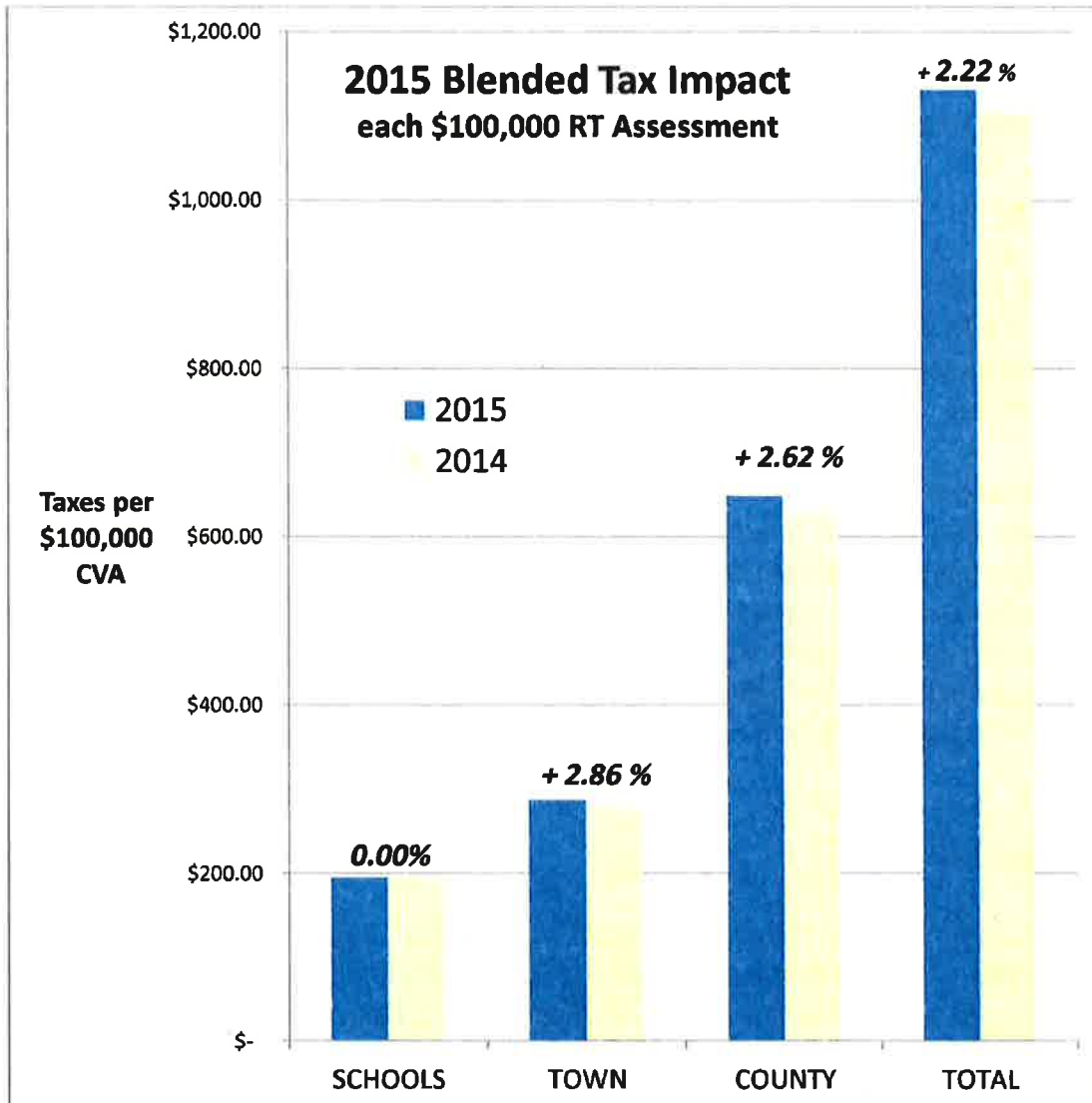
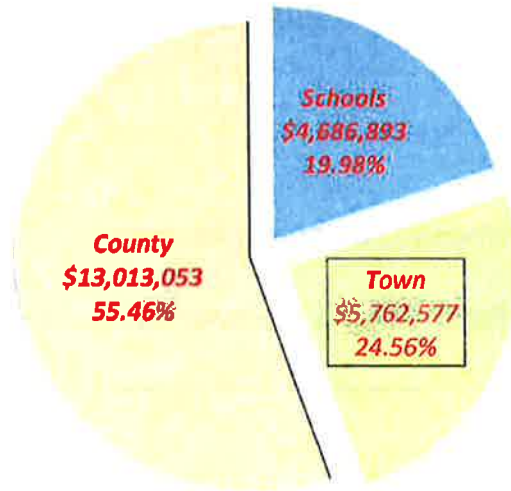
Tax Dollars Levied - 3 Tiers			
FOR:	BUDGET YEAR		
	2015	2014	2013
Tax \$ - Town Purposes	\$ 5,762,577	\$ 5,533,756	\$ 5,303,268
Tax \$ - County Purposes	\$ 13,013,053	\$ 12,508,268	\$ 12,100,968
Tax \$ - Education Purposes	\$ 4,686,893	\$ 4,631,302	\$ 4,611,407
	<u>\$ 23,462,523</u>	<u>\$ 22,673,326</u>	<u>\$ 22,015,643</u>

Total Tax Levy Shared -			
TAX \$'S KEPT BY EACH:	2014	2014	2013
TOWN OF ERIN	24.56%	24.41%	24.09%
COUNTY OF WELLINGTON	55.46%	55.17%	54.96%
BOARDS OF EDUCATION	19.98%	20.43%	20.95%
	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

Residential Tax Rate Comparisons- 3 Tiers			
Residential Tax Rate	2015	2014	2013
Town of Erin	0.00287395	0.00289059	0.00290791
County	0.00648995	0.00653377	0.00663526
Education	0.00195000	0.00203000	0.00212000
Total	<u>0.01131390</u>	<u>0.01145436</u>	<u>0.01166317</u>

BLENDED TAX RATE 2015					
2015 TAX IMPACT ON EACH \$100,000 RESIDENTIAL ASSESSMENT					
RNTR					
For:	2015 CVA	2015 Taxes	2014 Taxes	\$ Difference	% Tax Change
TOWN	\$100,000 RT	\$287.39	\$279.41	\$7.98	2.86%
COUNTY		\$649.00	\$632.43	\$16.57	2.62%
EDUC		\$195.00	\$195.00	\$0.00	0.00%
TOTAL		<u>\$1,131.39</u>	<u>\$1,106.84</u>	<u>\$24.55</u>	<u>2.22%</u>

### YOUR 2015 RESIDENTIAL TAX DOLLAR SHARED





## Staff Report

**Report #:** 2015- 02

**Date:** May-19-15

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

**Subject:** Water Rates Study & Financial Plan – Adoption

---

### Recommendations:

**Be it resolved that Council** receives the Financial Analyst's report with regard to the adoption of the 2015 Water Rate Study & Financial Plan.

**And That** Council directs the Financial Analyst to bring forth a resolution at its June 2<sup>nd</sup> 2015 Council Meeting which fulfills the requirements set out in Ontario Regulation 453/07 'Financial Plans', and the Safe Drinking Water Act, 2002.

### Background:

Town of Erin Council have contracted GSS Engineering of Owen Sound to complete a Five Year Water Rates Study, and Ten Year Financial Plan. There are numerous requirements under the legislation which must be complied with; one of which is the public consultation process which we have undergone tonight. Further requirements, as per Ontario Reg. 453/07 are:

*"A person who makes an application under the Act for the renewal of a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed."*

*"The financial plans must be approved by a resolution that is passed by (i) the council of the municipality, if the owner of the drinking water system is a municipality."*

*"The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing."*

### Financial Impact:

Contained within the Water Rates Study and Financial Plan, which has been completed in Draft form and is available to the public on our Town website and in hard copy here tonight, are four pricing models of which Council has the liberty to select from, or Council may choose to set a five year pricing structure of its own design and volition.

The financial impact of any of the four pricing models is clearly demonstrated within the Appendix of the plan, with the major difference being in the amount of money directed to Lifecycle Reserves over the five year period from 2016 to 2020.

### **Consultation:**

GSS Engineering has consulted extensively with Town staff during the study process. Also, GSS attended, made a presentation of the Water Rates Study, and answered Councillor's questions at the Town of Erin Council Meeting held on May 5, 2015.

### **Communications Plan:**

Ontario legislation is quite specific in regard to the availability of the financial plans which encompasses:

- i) Making the plans available to customers of the drinking water system,
- ii) Making the plans available to the public without charge on our website,
- iii) Providing notice advising the public and water system users of the availability of the financial plans,
- iv) Giving a copy of the financial plans to the Ministry of Municipal Affairs & Housing.

### **Conclusion:**

Staff recommends that Council considers input from the public and water users tonight. Further, staff recommends that Council debate the alternative pricing structures tonight with the objective of reaching consensus, and allowing staff to direct GSS Engineering to advance the financial plan from 'Draft' form to 'Final' form.

### **Appendices:**

1. Town of Erin Drinking Water System - Financial Plan 'DRAFT'.



**ENGINEERING**  
CONSULTANTS LTD

**Jeff Graham** P.Eng  
**Rakesh Sharma** M.A.Sc. P.Eng  
**Ross Slaughter** P.Eng

---

**TOWN OF ERIN**

**DRINKING WATER SYSTEM**

**FINANCIAL PLAN**



• GSS Engineering Consultants Ltd. •

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Unit 104D • 1010 9<sup>th</sup> Avenue West • Owen Sound • ON • N4K 5R7 • 519.372.4828



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**APPENDIX A – PROJECTED FINANCIAL STATEMENTS**

**APPENDIX B – CAPITAL PROJECTIONS**

**The Corporation of the Town of Erin**  
**Drinking Water System**  
**Financial Plan**

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## **EXECUTIVE SUMMARY**

In 2007, the Ministry of Environment released Regulation 453/07 requiring all municipalities to complete a Financial Plan for their drinking water system. This report outlines the Town of Erin's Drinking Water System Financial Report. It has been prepared in accordance with the MOE Financial Plans Regulation (O Reg. 453/07).

In preparing this Financial Plan, the financial impacts of the drinking water system have been considered. Based on the Projected Financial Statements and the assumptions herein, the Water System will be financially viable to provide safe drinking water for the short and long terms.

### **Anticipated Achievements**

By way of the process of developing this Financial Plan, the Water System sets out to achieve the following goals:

- ★ Financial viability of the water system,
- ★ Limit overall water costs and ensure affordability,
- ★ Provide safe drinking water in short and long terms, and
- ★ Ensure that sufficient resources are available to replace and rehabilitate the capital infrastructure as required.

### **Operating Plan**

The operating plan includes: the cost related to day to day operations, maintenance and administration of the drinking water system, capital investments to renew and replace its existing capital infrastructure, and debt management by way of debt repayments and interest charges. Key highlights from the operating plan include:

- ★ Commencing in the year 2016, all expenses have been indexed by 2% annually to reflect anticipated inflation,
- ★ Total capital infrastructure investment for the drinking water system up to 2024 is expected to be approximately \$10.1 million,
- ★ In order to keep water rates increases affordable, debt will be secured to finance a portion of the capital infrastructure renewals in a manner that ensures lifecycle reserve funds do not fall under \$400,000.

**Funding Plan**

The funding plan was developed in consultation with town staff. A total of four (4) funding models were considered to determine the most appropriate balance of operating revenues, developer's contribution and development charges, government funding and new debt financing. The achievements of the funding plan include:

- ★ The water rates which increased sharply over the previous 5 years or more will stabilize and will be affordable over the long term,
- ★ This plan does not rely on the use of municipal tax dollars to operate the Water System,
- ★ The existing water customers do not carry the burden of any new capital projects related to new development,
- ★ Additional debt of \$0.5 million will be required over ten (10) years to prevent sharp increases in water rates or depletion of reserve funds,
- ★ Through a combination of operating revenues and new debt, it is projected that the Water System will achieve sufficient cash receipts to cover its annual cash expenditures and future capital expenditures.

**Final Plan**

**Appendix A** of this Financial Plan Report includes projected financial statement(s) for the Water System. These statements include a Statement of Financial Position, Statement of Operations, and Statement of Cash Flow – annually for the period from 2015 to 2024.

As required, these statements are in accordance with the new Public Sector Accounting Standards. Actual results will vary from the projections herein and the town staff is advised to review the plan projections with actual financial position on an annual basis.

## 1.0 INTRODUCTION

The financial plan for the Erin Drinking Water System (the "Water System") has been prepared in accordance with Regulation 453/07 as approved by the Ontario Ministry of Environment on August 14, 2007. The plan development has focused on achieving a balance between managing water rate increases while ensuring that the water system will continue to provide safe drinking water in the long term.

Considering historic results and future needs, ten (10) year financial projections to the year 2024 have been prepared. The projections anticipate that the Water System will achieve financial viability, while providing safe drinking water over the short and long term.

### 1.1 Ministry of Environment Financial Plans Regulation 453/07

Drinking water system owners are required to prepare a financial plan for their drinking water system as part of the new Municipal Drinking Water Licensing Program as set out in Part V of the Safe Drinking Water Act (SDWA). The financial plan must be prepared in accordance with the Ministry of Environment Financial Plans Regulation 453/07.

Regulation 453/07 requires the following:

- ★ The financial plan be approved by resolution of Council that specifies that the drinking water system is financially sustainable,
- ★ Full-cost accounting be utilized to determine the true cost of the drinking water system, and
- ★ Projections be at least for a six (6) year duration, but recommends a long term plan.

There are numerous recommendations and other guidelines that have been prepared by the province to assist municipalities in the development of their financial plan.

### 1.2 Financial Plan Guidelines

To assist municipalities in preparing the Financial Plan under O. Reg. 453/07, the Ministry of Environment released a document titled "Toward Financially Sustainable Drinking-Water and Wastewater Systems" (August, 2007). This document applies to stormwater and wastewater systems as well. However, a Financial Plan for stormwater and wastewater system is only encouraged and not mandatory.

These guidelines set out the following nine principles to help develop this Financial Plan:

1. Ongoing public engagement and transparency can build support for, and confidence in Financial Plans and their corresponding system(s).
2. An integrated approach to planning among water, wastewater, and stormwater systems is encouraged considering the inherent relationship among these systems.

3. Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
4. Life-cycle planning with mid-course corrections is preferable to short-term planning or no planning at all.
5. An asset management plan is a key input to the development of a Financial Plan.
6. A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while ensuring sufficient resources for future rehabilitation and replacement needs.
7. Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
8. Financial Plans are documents that require continuous updates and improvements. Improved planning for the future can be achieved by comparing the accuracy of financial projections with actual results.
9. Financial Plans can benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

### **1.3 Public Sector Account Board (PSAB) Requirements**

The Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA) approved new municipal financial accounting and reporting standards in June 2006. The new standards require full accrual accounting for 2009 and future years, as well as accounting of tangible capital assets in the financial statements.

The accrual accounting method recognizes revenues and expenses in the same period as the activities that give rise to them regardless of when the payment was actually made. Since the exchange of cash is not necessary to report a financial transaction, the accrual method provides a more accurate picture of the municipality's financial position. Tangible capital assets will be capitalized so as to create an inventory of the assets owned and to account for their ability to provide future benefits.

### **1.4 Approach**

The Financial Plan guidelines were used to select the approach for preparing the Erin Drinking Water System Financial Plan.

The following steps summarize the general approach:

- ★ Determine current period expenses and forecast future period expenses.
- ★ Determine and forecast capital expenditure needs.

- ★ Identify all sources of current revenues and forecast revenues by adopting four (4) different funding models.
- ★ Prepare the following statements based on the required (new) revenues:
  - Statement of Operations
  - Statement of Cash Flow
  - Statement of Financial Position

### 1.5 Erin Drinking Water System

The Water System's top priority is to provide an affordable, safe and sustainable supply of water. The Erin Water System essentially comprises four (4) water systems as follows:

- The **Erin Municipal Water System** is a ground water supply system serving a population of approximately 2500 residential and commercial customers in the former Village of Erin, now part of the Corporation of the Town of Erin. There are 872 residential and 108 non-residential properties connected. The Erin Water System also supplies water to Stanley Park which contains 97 mobile homes and 11 cottages. The Bel-Erin Subdivision Well Supply was taken out of service and connected to the Erin Well Supply System on November 12th, 2003. The Mountainview Subdivision Well Supply was taken out of service and connected to the Erin Well Supply System on October 30th, 2003. The Erin distribution system has 26 km of watermain.

The water is supplied from two wells drilled into the fractured limestone bedrock, with a total rated capacity of 4,128 m<sup>3</sup>/d. The pressure in most of the **Erin Municipal Water System** is maintained by a 1,700-m<sup>3</sup> water tower; however sixty-five residences in the Erin Heights subdivision require a booster pump to maintain adequate pressure.

- The **Hillsburgh Municipal Water System** is a ground water supply system serving a population of approximately 810 in the Village of Hillsburgh, now part of the Corporation of the Town of Erin. There are 275 residential and 4 non-residential properties connected. The Hillsburgh system consists of: two groundwater wells namely well # H2 and H3 drilled into the fractured limestone bedrock, two pumphouses, two in-ground reservoirs, and the distribution system. Pressure is maintained by the pump operation. The Hillsburgh distribution system has 7.1 km of watermain.
- **Belerin & Mountainview Water Distribution Systems** respectively have 45 and 90 water customers.

## 2.0 OPERATING PLAN

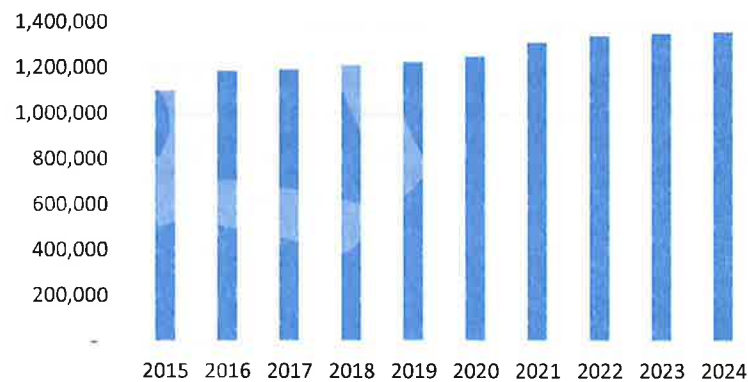
The Water System is required to have an operating plan that will ensure provision of safe drinking water in the short and long term. The Water System's operating plan accounts for expenses for its day to day operations for maintenance and administration of the drinking water system, the capital investments that it will incur to renew and replace its existing capital infrastructure, and debt management by way of debt repayments and interest charges that are incurred to achieve the above.

### 2.1 Operations

The Water System has components dating back to the 1950's. While the town has been operating the water system without incident for many years, the system is aging and requiring capital infrastructure replacement in the future.

Some of the Water System's key operating expenses include personnel costs, utilities, materials and supplies, plus repairs and maintenance. Annual operating expenses are projected to be approximately \$1.19 million including amortization in 2016. Of these costs, wages, benefits and other manpower related costs comprise approximately 47%.

**Figure 2.1: Operating Expenses Summary  
(2015-2024)**



#### Key Assumptions in Projections

The detailed operating expenses are outlined in the projected statement of operations (**Appendix A**). In these projections, it is assumed that operating expenses will increase by 2% in the projection period 2015-2024.

### 2.2 Capital Costs

To provide safe drinking water to all customers, the Erin water system(s) hold significant assets, including: four (4) water pumphouses and associated wells, approximately 34km of watermains, with associated watermain appurtenances, 170 m<sup>3</sup> capacity water tower, booster pumping station, 1305 service connections. In the financial statements, the water treatment plant, pumphouses

and reservoirs, the watermains, hydrants and service connections and the valves, SCADA system and other equipment are referred to as buildings, linear assets and machinery and equipment respectively. These assets are referred to as capital.

In determining the future capital costs, the renewal and rehabilitation of the Town's water system has been considered in accordance with the ten (10) year capital plan prepared by town staff. The prioritization of the capital infrastructure replacement was based on safety, cost and operational efficiencies. While some capital assets have reached their useful life, these assets can continue to provide value to the Water System but may require additional maintenance until they are replaced.

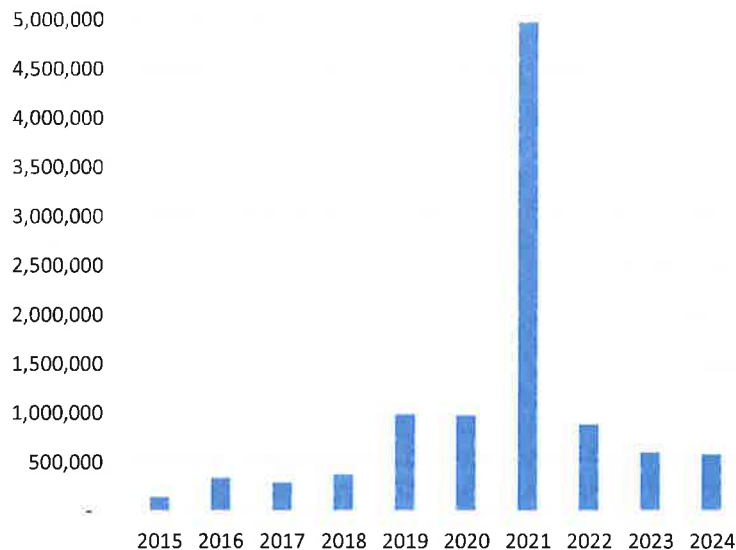
As the Town's Water System ages, there will be significant capital costs required to upgrade and maintain it. From 2015 to 2024, it is projected that on average, approximately \$554,000 will be spent each year on capital expenditures, to a total of about \$6 million (excluding development projects). These expenditures will ensure the delivery of safe and viable drinking water to residents over the long term, and will be performed in a cost-effective manner through priority planning and integration with other town department upgrades.

In addition to the above, a development project with an anticipated project cost of \$5 million approximately is forecasted in 2021. This project will be funded entirely by the developer by way of upfront contribution in the amount of \$2.5 million approximately for capital construction. The developer will also contribute other capital in the approximate amount of \$1.6 million, which will be paid back to the developer from development charges that will be collected by the town. \$426,328 will be paid from Lifecycle Reserves as part of the existing user's contribution as per the 2014 Development Charges Study.

### Future Significant Capital Costs

Looking beyond ten (10) years from now, this plan, will be updated continuously over time and it is anticipated to allow the Water System to have a good portion of its own funds available to pay for significant capital investments, such as new watermains, treatment plant and pumphouse upgrades. Future loans may become necessary, if funding from provincial/federal government is unavailable.

**Figure 2.2: 10 year Capital Plan**





### **Key Assumptions in Capital Projects**

Capital costs will be incurred as set out on the ten (10) year Capital Projects (**Appendix B**). The capital costs have been projected based on existing plans or management estimates, and adjusted for inflation to the year in which the costs will be incurred. It is assumed that all projects will be completed in the year in which they were started.

### **2.3 Debt Management**

Debt management is the ability to repay debt over time, including both principal payments and interest charges. Currently the Water Systems existing debts are for OSTAR upgrades and OSTAR improvements. Both debts are scheduled to be fully paid off by 2016. However, as the Water System is required to replace its capital infrastructure, it will require debt in order to finance the completion of the capital projects.

To accomplish the capital plan, it is projected that the Town will require approximately \$0.5 million in debt to be paid over the ten (10) year period. Debt will be taken in 2021. Principal payments and interest costs on the debt will be paid by way of an annual payment of \$50,000.

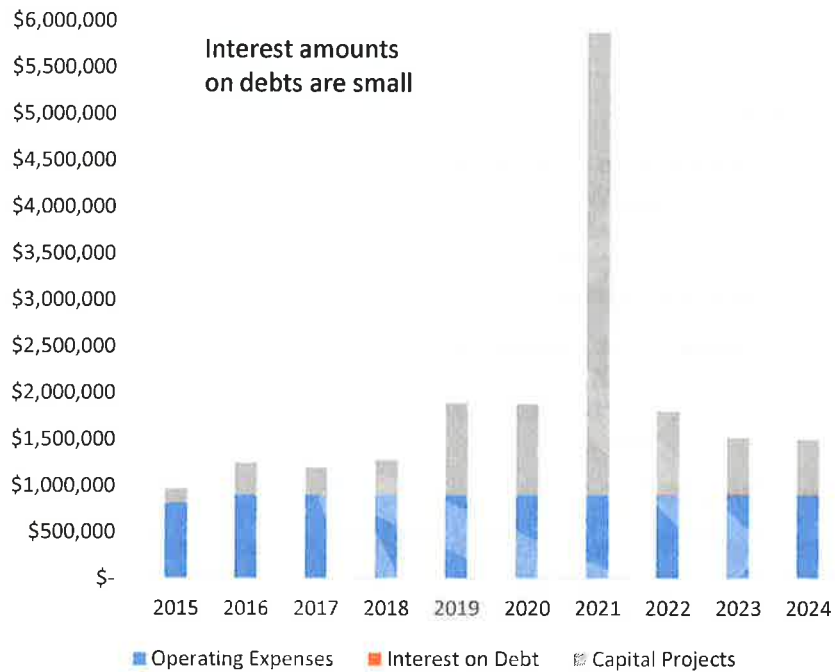
### **Key Assumption in Projections**

The projected statement of Financial Position (liabilities and accumulated surplus) included as part of **Appendix A**, provides the outstanding debt levels. It is assumed that debt will be repaid over ten (10) years, interest charged at a rate of 3% annually. Should interest rates increase, the cash expenditures would also increase.

### **2.4 Total Cash Expenditures**

Erin's Drinking Water System has increasing operating cash expenditures, including operating expenses, debt repayments and interest charges, and capital costs. From 2015 to 2024, average cash expenditures have been assumed to increase by 2% per year. In 2015, total operating expenses (excluding amortization) is approximately \$0.82 million which is anticipated to increase to \$0.91 million in 2024.

**Figure 3: Total Cash Expenditures Summary  
(2015-2024)**



Note that the aggregate cash expenditures cannot be found on any of the projected financial statements attached in Appendix A. Rather, these cash expenditures are gathered from the various statements to illustrate the cash required to operate a safe drinking water system.

### 3.0 FUNDING PLAN

As discussed in the previous section, operating cash expenditures (excluding amortization and capital expense) are projected to be over \$0.8 million per year from 2015 to 2024. To fund these expenditures, the Water System needs to rely on a blend of operating revenues, Life cycle reserve contribution, development charge funds, developer's contributions, and new debt financing.

#### 3.1 Funding Models

During a preliminary investigation, it became obvious that, to fund the planned capital projects, Erin can adopt two (2) approaches as follows:

Approach One: Raise sufficient revenue by way of water charges to pay for all planned capital upgrades without incurring a debt. This approach will require continual significant increase in water rates and will be found unfavourable by water customers.

Approach Two: Raise sufficient revenue by way of a combination of revenue collection by modest increases in water rates in combination with long term debt to pay for planned capital upgrades.

Due to a significant increase in water rates in the past five years, it was felt necessary to utilize Approach Two. Consequently a total of four (4) funding models were developed, as follows:

- 1) **Depreciation Model:** This model utilizes an average annual depreciation expense for the nine (9) year period 2016-2024 and uses this average amount plus 15% to determine the annual contribution target to Lifecycle Reserves. It utilizes a 2% increase in operating expenses over the same period and utilizes a constant average price for the next nine (9) years.

Current reserves and reserve funds balances are used towards capital expenditures, but the Lifecycle Reserve balance is not allowed to drop below \$400,000. Any shortfall in capital is financed with loans amortized over ten (10) years at 3% interest per annum.

- 2) **Capital Plan Model:** This model utilizes an average capital expenditures for the nine (9) year period 2016 to 2024 and uses this average amount for the annual contribution to Lifecycle Reserves. It utilizes a 2% increase in operating expenses over the same period and utilizes a constant average price for the next nine (9) years.

Current reserves and reserve funds balance is used towards capital expenditures, but lifecycle Reserve balance is not allowed to drop below \$400,000. Any shortfall in capital is financed with loans amortized over ten (10) years at 3% interest per annum.

- 3) **Roll Back Price Model:** This model utilizes a Roll back (reduce) water rates by 5% back to the 2014 level. The water rates are held steady at that rate for the next ten (10) year period 2015 to 2024. It utilizes a 2% increase in operating expenses over the same nine (9) year period and directs all annual surpluses to the Lifecycle Reserve.

Current reserves and reserve funds balances are used towards capital expenditures, but the Lifecycle Reserve balance is not allowed to drop below \$400,000. Any shortfall in capital is financed with loans amortized over ten (10) years at 3% interest per annum.

- 4) **CPI Model:** According to the Bank of Canada website "The CPI is the most relevant estimate of the cost of living for most Canadians". In the past five (5) year period, Bank of Canada's

inflation control target was 2%. This model assumes an increase in water rates from their present level by 2% per annum for the nine (9) period 2016 to 2024. It further assumes 2% increase in operating expenses over the same nine (9) year period. All annual surpluses are directed to the Lifecycle Reserve.

Current reserves and reserve fund balances are used towards capital expenditures, but the Lifecycle Reserve balance is not allowed to drop below \$400,000. A shortfall in capital is financed with loans amortized over ten (10) years at 3% interest per annum.

### 3.2 Operating Revenues

Operating revenues are composed of three (3) charges as follows:

- Base Charge: A fixed monthly charge to recover the fixed operating expenses to operate and maintain the water system(s).
- Water Consumption Charge: It is charged based on actual water consumption recorded by the water meter. For non-metered customers, a flat rate is charged to the customer.
- Lifecycle Reserve Charge: It is charged based on actual water consumption recorded by the water meter.

For the projected period, cash generation requirements for the four (4) funding models are depicted in the **Figures 3.5-1, 3.5-2, 3.5-3 and 3.5-4** beginning on page 12.

### 3.3 Government Funding

No new government funding has been utilized for development of the financial plan, as a worst case funding scenario.

### 3.4 New Debt

While the plan is to increase operating revenues, money is still required to cover a portion of mid-term capital expenditures. Even though the previous financial plan, through careful consideration increased charges to customers in the past five (5) years, it is projected that some new debt will be required. The Town will forecast approximately \$0.5 million in debt in 2021 for a ten (10) year period at an interest rate of 3% per year.

#### Key Assumption in Projects

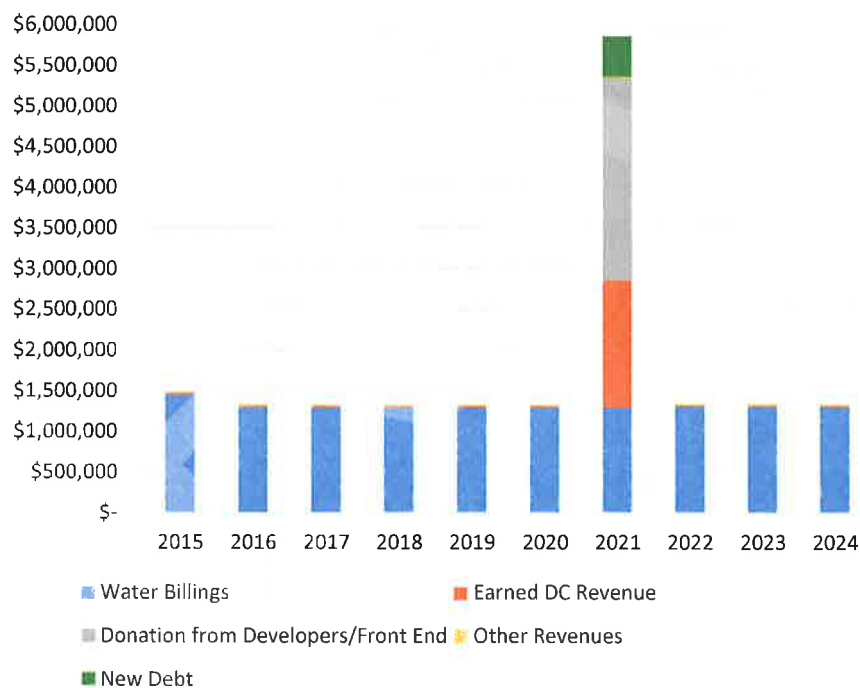
The existing and forecast new debt is illustrated as Long Term debt in **Appendix A**. It is assumed that new debt of \$0.5 million will be incurred in 2021 and the debt will be repaid annually over ten (10) years at 3% interest annually.

### 3.5 Cash Requirements Summary

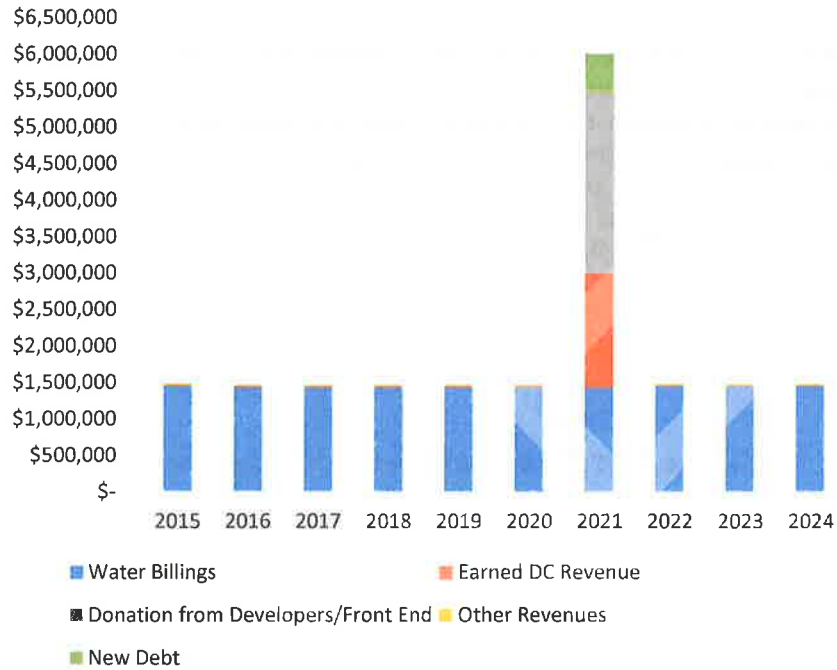
The funds required to pay for the Water System’s total cash expenditures will be derived from operating revenues, Lifecycle Reserve revenue, development charges and developer’s contribution, and new debt incurred, as shown below. Further, the Town will utilize its capital reserves that it builds up over time as a result of prudent and responsible planning.

In the **Figures 3.5-1, 3.5-2, 3.5-3 and 3.5-4** below, funding to meet cash required for each funding model is provided. Funding is broken into water billings, earned DC revenue, donation from Developer/Front end contribution by developer, new debt and other revenues (includes small system cost recovery). A comparison of funding required for all four (4) funding models is provided in **Figure 3.5-5**. It may be noted that other than water billings, all other revenues are similar. A comparison of “Water Billings Revenue ONLY” for all four (4) funding models is provided in a separate **Figure 3.5-6**. Water billing revenue is highest for the CPI Model and lowest for the Depreciation Model.

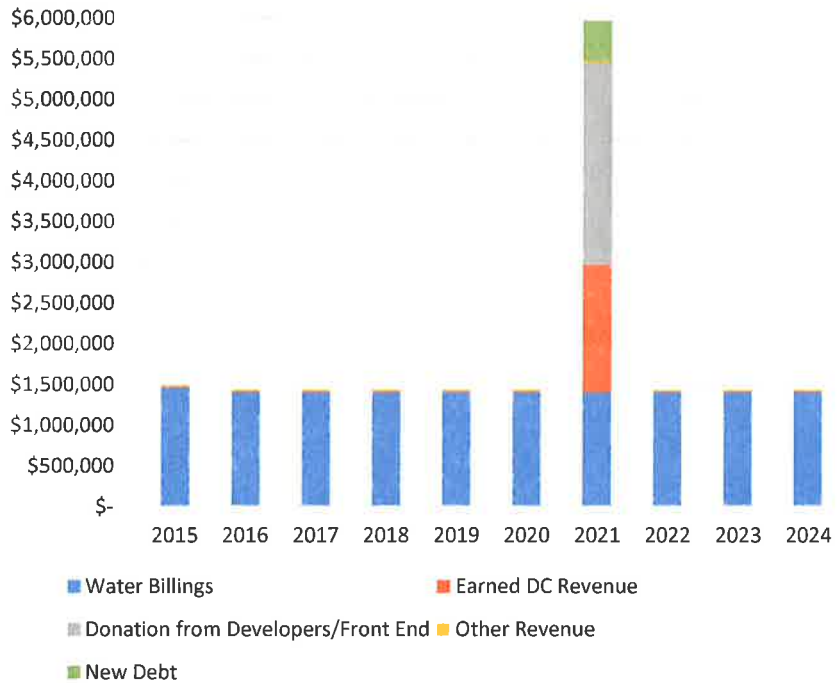
**Figure 3.5-1: Funding to Meet Cash Requirements:  
 Depreciation Model**



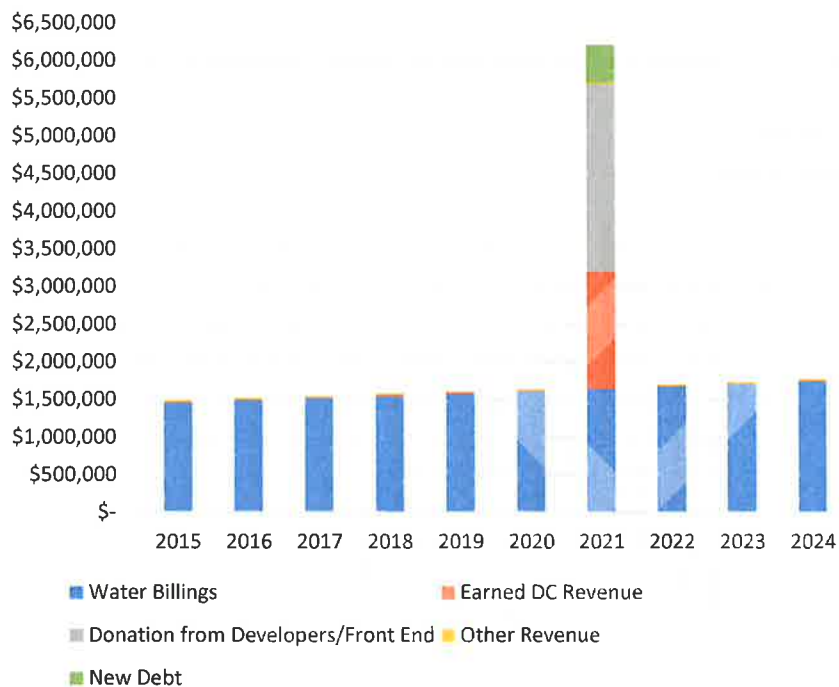
**Figure 3.5-2 Funding to Meet Cash Requirements:  
Capital Plan Model**



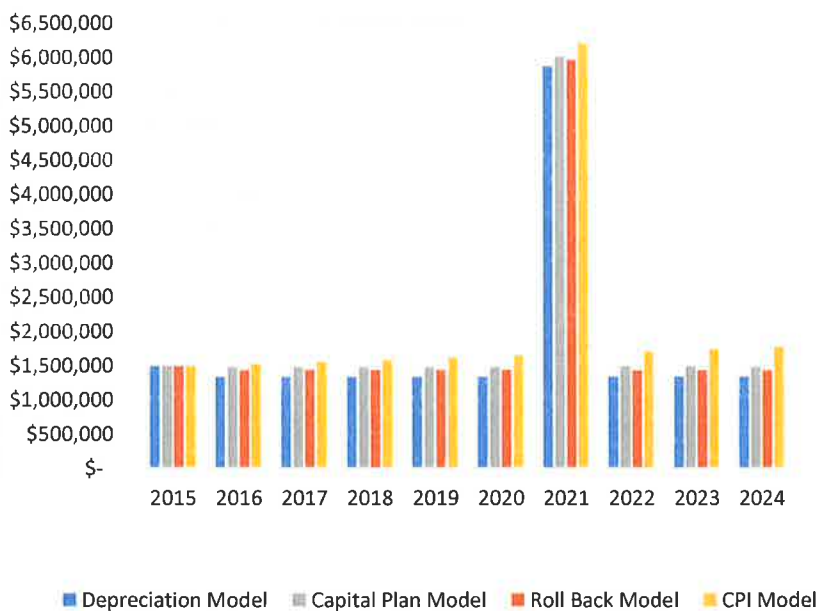
**Figure 3.5-3: Funding to Meet Cash Requirements:  
Roll Back Price Model**



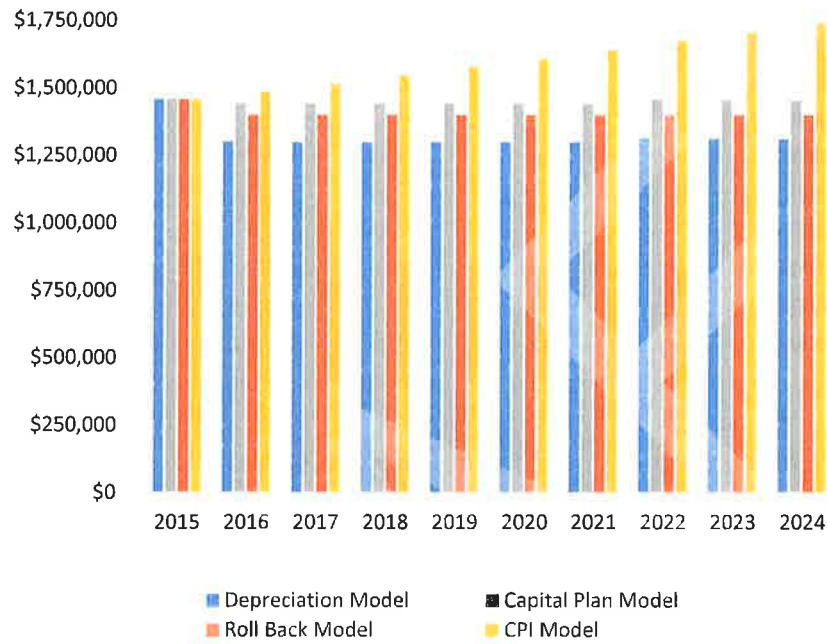
**Figure 3.5-4: Funding to Meet Cash Requirements:  
CPI Model**



**Figure 3.5-5: Comparison of "Funding to Meet  
Cash Requirements": All Models**



**Figure 3.5-6: Comparison of "Water Billings Collection ONLY" : All Models**

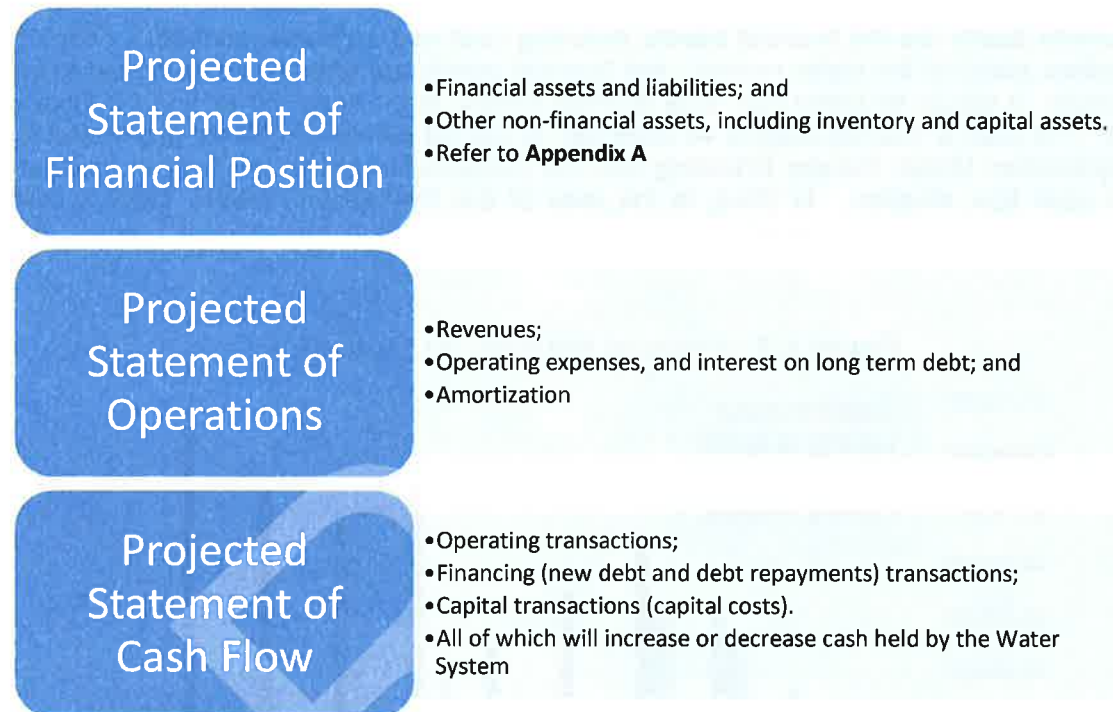




#### 4.0 FINANCIAL PLAN

The financial impacts of the drinking water system have been considered through the projected financial statements for years ending December 31, 2015 to 2024 (**Appendix A**), and summarized below. The financial statements are required by the Financial Plans Regulation to include a full-cost accounting, meaning that all of the costs, whether operating, financial or capital, related to operating the drinking water system, must be included.

The projected financial statements include the following:



The projected financial statements are prepared to conform to new Public Sector Accounting Board (PSAB) Standards. These statements reflect the Town of Erin's accounting policies, along with estimates and assumptions related to the operations of the Water System, and are based on 2014 actual results, as derived from the Water System's internal financial statements of the Town.

Actual results will vary from these projections and the differences may be significant. Any future changes to accounting policies or key assumptions will impact these projected financial statements, and should be updated to reflect such changes.

#### 4.1 New Public Sector Accounting Board Standards

In 2006, the Canadian Institute of Chartered Accountants' Public Sector Accounting Board approved that municipalities will prepare annual financial statements, utilizing full accrual

accounting. In simple terms, full accrual accounting means that all municipalities will be required to include tangible capital assets and amortization in their financial statements.

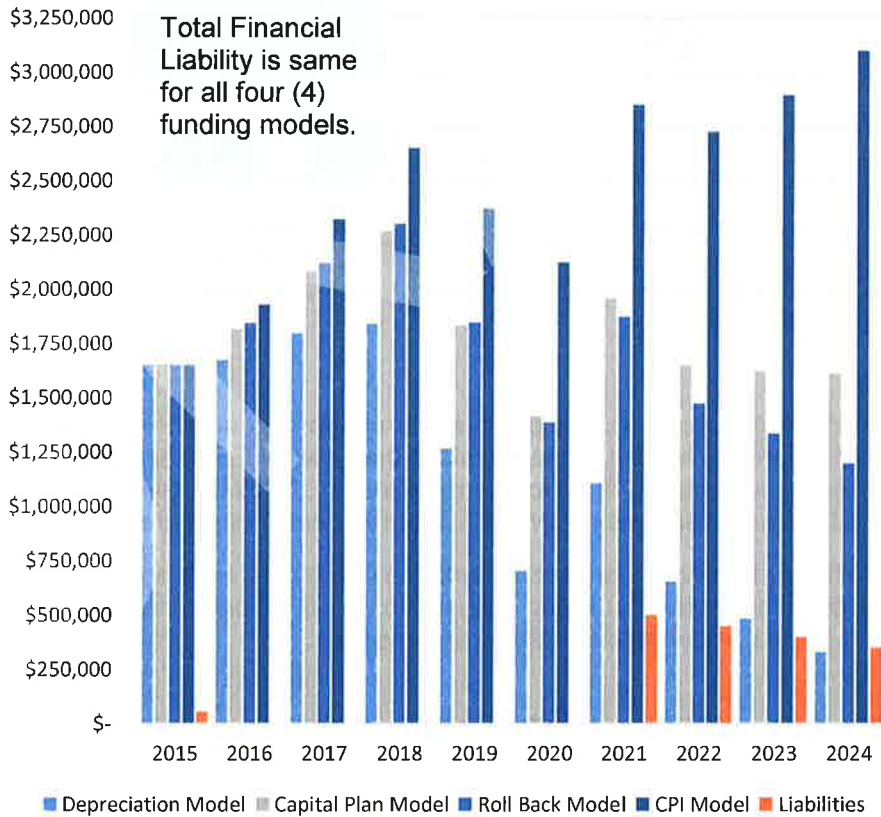
**4.2 Statement of Financial Position**

The statement of financial position reflects both the financial and non-financial assets of the water system. The projected statement based on all four (4) funding models is provided in **Appendix A**.

**Net Financial Assets**

Net financial assets are the financial assets, including cash and accounts receivable, offset by the liabilities (debt) of the water system. Net financial assets are forecast as illustrated in the chart below. It should be noted that “total financial liability” is the same for all four (4) funding models. The cash & cash equivalent, as expected, is highest for the CPI Model and lowest for the Depreciation Model, thereby indicating that the Depreciation Model will lead to the least healthy cash flow situation. In 2024, in the case of the Depreciation Model, cash & cash equivalent will be \$329,315 vs. a liability of \$350,000.

**Figure 4.2 : Financial Position: All Models**



Over the projected period, the cash levels fluctuate as the lifecycle reserve fund builds until a significant capital expenditure is incurred. Note the debt level is marginal when compared to the increase in capital assets.

### **Accumulated Surplus**

The accumulated surplus is essentially the accumulation of the Water System's excess of revenues exceeding expenses over time.

## **4.3 Projected Statement of Operations**

The projected statement of operations includes the revenue less the expenses, arriving at the excess or net revenues over expenses. The projected statement based on all four (4) funding models is provided in **Appendix A**.

### **Revenues**

Total revenues include operating revenues and government grants received, small system cost recovery, plus development charges and developer's contributions. A chart illustrating the total revenues earned over time for all four funding models is included in Section 3.5.

### **Expenses**

Expenses include a list of detailed projected expenses, including operating expenses, interest on long term debt and amortization. Amortization is the depreciation of the capital assets or the water system infrastructure over their estimated useful life. It does not represent a cash expenditure.

## **4.4 Projected Statement of Cash Flow**

The projected statement of cash flow is very useful in providing an indication of sufficient cash availability for the Water System. The projected statement of cash flow summarizes the key transactions that either increase or decrease the town's water system's cash balance. It is presented in three (3) sections: operating transactions, capital transactions, and financing transactions.

Projected operating transactions section is a summary of the projected net revenues over expenses, adjusted for any non-cash items. Projected capital transactions show the capital additions and sale of assets (if any) while the projected financing transactions outlines any new debt that will be incurred and the amount of debt that will be repaid.

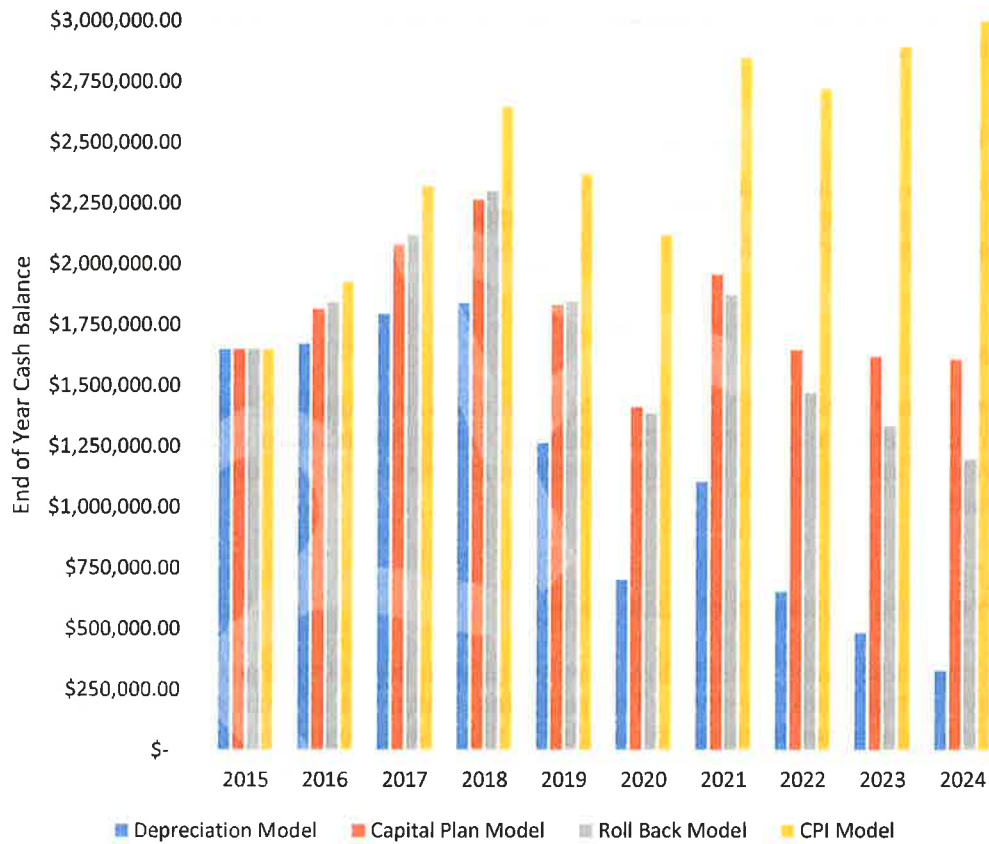
In the Operating Plan section of the financial plan, the cash expenditures, such as operating expenses, debt repayment and capital costs, were identified. In the Funding Plan section of the financial plan, the cash receipts, or funds required to cover the cash expenditures were presented. These funds include operating revenues, funding and new debt.

The chart in **Figure 4.4** below is a summary "End of the Year cash & cash Equivalent" for all four (4) Funding Models scenarios.

It may be noted that the Depreciation Model provides the lowest year end cash balances, whereas the CPI Model provides the highest year end cash balances.

Over the ten (10) year period, it is projected that the Water System will have several capital upgrade projects which will be funded through Lifecycle Reserves, debt, development charges, and developer’s contributions. However, only in 2024 will Lifecycle Reserves fall briefly below the \$400,000 lower threshold.

**Figure 4.4: Cash Flow: All Models**



## 5.0 EVALUATION OF WATER RATES

The Town of Erin currently generates water revenue by using a combination of base rate, \$/m<sup>3</sup> contribution to lifecycle reserves and \$/m<sup>3</sup> contribution to Water Revenue. The base rate varies for different sized water meters. The properties which don't have water meters pay the flat monthly charges.

The statement of Operations provides information pertaining to the revenue that must be generated to maintain a positive cash flow for each funding model.

An evaluation was undertaken by adopting a combination of different base charge, water charge per cubic metre for life cycle reserve and water revenue. The evaluation was completed for all four (4) funding models. The findings of the evaluation are provided in **Table 5.1**.

The required contribution to life cycle reserve per m<sup>3</sup> is highest for the CPI model and the Roll Back model. Consequently, the total per m<sup>3</sup> charge is highest for the CPI model and lowest for the Depreciation model. The water 'revenue' charge is slightly higher for the CPI model, and essentially similar for the other models.

**Table 5.1**  
**Summary of Revenues & Water Rates for 2016**  
**Municipality of Erin**

Scenario	Base Rate		Contribution to Life Cycle Reserve		Water Revenue		Total Water Revenue Collection (A+B+C)	Lifecycle Reserve + Water Revenue (D+E)
	% increase over 2014 rate	Revenue (\$) (A)	\$/m <sup>3</sup> (D)	Revenue* (\$) (B)	\$/m <sup>3</sup> (E)	Revenue* (\$) (C)		
2014	-	\$252,942	\$2.03	\$581,905	\$2.05	\$587,635	\$1,422,482	\$4.08
2015	-	-	\$2.24	-	\$2.05	-	-	\$4.29
Depreciation Model (2016)	Same as 2015	\$301,785	\$1.44	\$413,623	\$2.05	\$587,800	\$1,303,208	\$3.49
Capital Plan Model (2016)	Same as 2015	\$301,785	\$1.93	\$554,287	\$2.06	\$578,205	\$1,445,289	\$3.99
Roll Back Model (2016)	Same as 2014	\$252,942	\$2.03	\$581,551	\$2.05	\$587,635	\$1,422,482	\$4.08
CPI Model (2016)	Same as 2015	\$301,785	\$2.29	\$656,179	\$2.09	\$598,871	\$1,556,835	\$4.38

- Revenue collection projection is based on 2014 water meter recorded consumption

## **6.0 DISCUSSION ON FUNDING MODELS**

From the information presented in the preceding sections, it is obvious that the Depreciation Model meets the objective of providing funds to finance operating expenses, capital expenditures and other expenses, however, it provides the least healthy cash flow and financial position. The Capital Plan and Roll Back Models generate similar results in terms of cash flow and financial position. The CPI Model generates the highest year end cash and cash equivalents as well as the most desirable financial position. .

It is therefore recommended that the CPI Funding Model be adopted by Council.

## **7.0 SUMMARY**

This Financial Plan has been prepared in accordance with the Provincial Regulation O. Reg 453/07. The process in developing this plan has focused on the achievement of a balance between managing water rate increases while ensuring that the water system will continue to provide safe drinking water in the long term.

This financial plan must be approved by a Town Council resolution, indicating that as a result of this plan, Erin's Drinking Water System is financially viable.

## **FEEDBACK AND CONTINUOUS IMPROVEMENT**

The Financial Plan must be updated every five (5) years but it is recommended to be updated more frequently to reflect changes in operations, economic climate, financing costs, consumption and pricing.

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Rakesh Sharma, MAsc. Eng., P. Eng.,  
Designated Consulting Engineer, Secretary-Treasurer  
GSS Engineering Consultants Ltd.



**APPENDIX A**

**PROJECTED FINANCIAL STATEMENTS**

8-1 Statement of Operations: Depreciation model											
Town of Erlin - Water Treatment System											
Table 8-1	Unaudited	5.0%	-12.0%	-0.1%	0.0%	0.0%	0.0%	0.0%	1.1%	-0.1%	-0.1%
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Revenues</b>											
Water Billings	1,402,354	1,459,570	1,303,209	1,301,479	1,301,399	1,301,318	1,301,234	1,301,149	1,316,062	1,314,475	1,312,885
Small System Cost Recovery	6,882	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585
Special Area Levy	45,874										
Earned DC Revenue	-	13,825	14,015	14,092	14,170	14,290	14,470	1,566,286	9,498	9,516	9,537
Donation from Developers/Front End Government Grant Funding	576,514	-	-	-	-	-	-	2,481,336	-	-	-
Other Revenues	13,566	16,399	16,416	16,434	16,452	16,470	16,488	16,507	16,526	16,545	16,564
<b>Total Revenue</b>	<b>\$ 2,045,190</b>	<b>\$ 1,492,793</b>	<b>\$ 1,336,700</b>	<b>\$ 1,335,126</b>	<b>\$ 1,335,204</b>	<b>\$ 1,335,325</b>	<b>\$ 1,335,504</b>	<b>\$ 5,368,656</b>	<b>\$ 1,345,532</b>	<b>\$ 1,344,051</b>	<b>\$ 1,342,571</b>
<b>Expenses</b>											
Payroll & Benefits	438,565	473,362	523,313	523,313	523,313	523,313	523,313	523,313	523,313	523,313	523,313
Administration	18,110	17,500	19,347	19,347	19,347	19,347	19,347	19,347	19,347	19,347	19,347
Training & Memberships	6,210	6,500	7,186	7,186	7,186	7,186	7,186	7,186	7,186	7,186	7,186
Uniforms & Small Tools	8,017	11,500	12,714	12,714	12,714	12,714	12,714	12,714	12,714	12,714	12,714
Building Overhead, Ins & Utilities	115,553	111,500	123,266	123,266	123,266	123,266	123,266	123,266	123,266	123,266	123,266
Property Tax Payment In Lieu	13,108	13,435	14,853	14,853	14,853	14,853	14,853	14,853	14,853	14,853	14,853
Treatment & Distribution Costs	116,657	147,000	162,512	162,512	162,512	162,512	162,512	162,512	162,512	162,512	162,512
Telephone Costs	9,115	11,000	12,161	12,161	12,161	12,161	12,161	12,161	12,161	12,161	12,161
Vehicle & Equipment Costs	12,221	18,000	19,899	19,899	19,899	19,899	19,899	19,899	19,899	19,899	19,899
Engineering & Consultant Costs	6,969	10,000	11,055	11,055	11,055	11,055	11,055	11,055	11,055	11,055	11,055
Source Water Protection	794	1,000	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106
Non TCA Capital Expenditures	297,524										
Interest on Debt	5,125	3,425	1,650	0	0	0	0	0	15,000	13,500	12,000
Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935
<b>Total Expenses</b>	<b>1,301,614</b>	<b>1,101,212</b>	<b>1,188,691</b>	<b>1,195,081</b>	<b>1,212,999</b>	<b>1,228,296</b>	<b>1,251,422</b>	<b>1,314,188</b>	<b>1,342,113</b>	<b>1,352,762</b>	<b>1,360,346</b>
<b>Annual Surplus / Deficit</b>	<b>743,576</b>	<b>391,581</b>	<b>148,009</b>	<b>140,044</b>	<b>122,205</b>	<b>107,029</b>	<b>84,083</b>	<b>4,054,467</b>	<b>3,419</b>	<b>[8,711]</b>	<b>[17,775]</b>
<b>Accumulated surplus, Beginning of Period</b>	<b>10,499,639</b>	<b>11,249,214</b>	<b>11,634,796</b>	<b>11,782,805</b>	<b>11,922,849</b>	<b>12,045,055</b>	<b>12,152,084</b>	<b>12,236,166</b>	<b>16,290,634</b>	<b>16,294,053</b>	<b>16,285,342</b>
<b>Accumulated surplus, End of Period</b>	<b>\$11,243,214</b>	<b>\$11,634,796</b>	<b>\$11,782,805</b>	<b>\$11,922,849</b>	<b>\$12,045,055</b>	<b>\$12,152,084</b>	<b>\$12,236,166</b>	<b>\$16,290,634</b>	<b>\$16,294,053</b>	<b>\$16,285,342</b>	<b>\$16,267,567</b>
<b>Transfers</b>											
Transfer to Lifecycle Reserves	\$997,222	\$654,747	\$413,623	\$413,623	\$413,623	\$413,623	\$413,623	\$2,894,959	\$413,623	\$413,623	\$413,623
Transfer to Development Chg Reserve Fund		\$13,825	\$14,015	\$14,092	\$14,170	\$14,290	\$14,470	\$1,566,286	\$9,498	\$9,516	\$9,537
<b>Total Transfers</b>	<b>\$997,222</b>	<b>\$668,571</b>	<b>\$427,639</b>	<b>\$427,714</b>	<b>\$427,793</b>	<b>\$427,914</b>	<b>\$428,093</b>	<b>\$4,461,244</b>	<b>\$423,121</b>	<b>\$423,139</b>	<b>\$423,160</b>
<b>Capital Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total Capital Project Costs</b>	<b>\$664,328</b>	<b>\$142,000</b>	<b>\$395,516</b>	<b>\$290,742</b>	<b>\$370,089</b>	<b>\$988,273</b>	<b>\$975,718</b>	<b>\$4,973,672</b>	<b>\$865,982</b>	<b>\$584,072</b>	<b>\$67,191</b>
Existing/New Capital Debt Pmt	51,761	53,517	55,290						565,000	563,500	562,000
DC Credits Pmt to Developer	0	0	0	0	0	0	0	1,561,000	0	0	0
<b>Sub-Total Capital Costs</b>	<b>\$716,089</b>	<b>\$195,517</b>	<b>\$390,806</b>	<b>\$290,742</b>	<b>\$370,089</b>	<b>\$988,273</b>	<b>\$975,718</b>	<b>\$6,534,672</b>	<b>\$930,982</b>	<b>\$647,572</b>	<b>\$629,191</b>
Special Area Levy- Capital Levy	\$0										
Developer - Asset Donation								\$2,481,336			
Transfer from D/C Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,481,336	\$65,000	\$63,500	\$62,000
Developer Front-end DC Credits								\$1,561,000			
Transfer from Reserves	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$67,191
<b>Unfunded Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Water Lifecycle Reserve Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Opening Balance</b>	<b>\$ 798,494</b>	<b>\$ 1,079,627</b>	<b>\$ 1,537,458</b>	<b>\$ 1,558,859</b>	<b>\$ 1,680,306</b>	<b>\$ 1,722,389</b>	<b>\$ 1,146,270</b>	<b>\$ 582,687</b>	<b>\$ 983,803</b>	<b>\$ 529,918</b>	<b>\$ 357,924</b>
Transfer from Operating Surplus plus Amortization	\$997,222	\$653,348	\$412,207	\$412,189	\$412,171	\$412,154	\$412,135	\$2,893,452	\$412,097	\$412,079	\$412,059
Transfer to Capital	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$67,191
Developer Contribution Transf to Capital Reserve Fund Balance	\$ 1,079,627	\$ 1,537,458	\$ 1,558,859	\$ 1,680,306	\$ 1,722,389	\$ 1,146,270	\$ 582,687	\$ 983,803	\$ 529,918	\$ 357,924	\$ 202,792
<b>Dollars in Current Value</b>	<b>\$ 1,079,627</b>	<b>\$ 1,537,458</b>	<b>\$ 1,513,456</b>	<b>\$ 1,583,850</b>	<b>\$ 1,576,230</b>	<b>\$ 1,018,446</b>	<b>\$ 502,631</b>	<b>\$ 823,919</b>	<b>\$ 430,872</b>	<b>\$ 282,549</b>	<b>\$ 155,423</b>
<b>Town Water Reserve Fund Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Opening Balance</b>	<b>\$ 111,891</b>	<b>\$ 111,891</b>	<b>\$ 113,290</b>	<b>\$ 114,706</b>	<b>\$ 116,140</b>	<b>\$ 117,591</b>	<b>\$ 119,061</b>	<b>\$ 120,549</b>	<b>\$ 122,056</b>	<b>\$ 123,582</b>	<b>\$ 125,127</b>
Transfer from Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earned @ 1.25%		\$1,399	\$1,416	\$1,434	\$1,452	\$1,470	\$1,488	\$1,507	\$1,526	\$1,545	\$1,564
<b>Reserve Fund Balance</b>	<b>\$ 111,891</b>	<b>\$ 113,290</b>	<b>\$ 114,706</b>	<b>\$ 116,140</b>	<b>\$ 117,591</b>	<b>\$ 119,061</b>	<b>\$ 120,549</b>	<b>\$ 122,056</b>	<b>\$ 123,582</b>	<b>\$ 125,127</b>	<b>\$ 126,691</b>
<b>Water D/C Reserve Fund Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Opening Balance</b>	<b>\$ 356,689</b>	<b>\$ 356,689</b>	<b>\$ 370,514</b>	<b>\$ 384,529</b>	<b>\$ 398,621</b>	<b>\$ 412,791</b>	<b>\$ 427,156</b>	<b>\$ 441,719</b>	<b>\$ 26,668</b>	<b>\$ (28,834)</b>	<b>\$ (82,818)</b>
DC Revenues from Growth	\$0	\$9,366	\$9,384	\$9,402	\$9,423	\$9,441	\$9,459	\$1,561,000	\$9,498	\$9,516	\$9,537
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,981,336	\$65,000	\$63,500	\$62,000
DC Debenture Pmts @ 3% over 20 yrs		\$4,459	\$4,631	\$4,690	\$4,747	\$4,924	\$5,104	\$5,286	\$0	\$0	\$0
Interest Earned @ 1.25%											
<b>Reserve Fund Balance</b>	<b>\$ 356,689</b>	<b>\$ 370,514</b>	<b>\$ 384,529</b>	<b>\$ 398,621</b>	<b>\$ 412,791</b>	<b>\$ 427,156</b>	<b>\$ 441,719</b>	<b>\$ 26,668</b>	<b>\$ (28,834)</b>	<b>\$ (82,818)</b>	<b>\$ (135,281)</b>

**8-2 Statement of Cash Flow: Depreciation model**
**Town of Erin - Water Treatment System - Statement of Cash Flow**

Table 8-2	Unaudited	Forecasted									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>OPERATING ACTIVITIES</b>											
Projected Revenue over Expenses	743,576	391,581	148,009	140,044	122,205	107,029	84,083	4,054,467	3,419	(8,711)	(17,775)
Plus Non-Cash Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935
Items Not in Cash - Deferred Revenue	-	(9,366)	(9,384)	(9,402)	(9,423)	(9,441)	(9,459)	(1,561,000)	(9,498)	(9,516)	(9,537)
Proceeds from Development Charges	-	-	-	-	-	-	-	1,981,336	65,000	63,500	62,000
<b>NET CHANGE IN CASH BY OPERATING ACTIVITIES (Annual Surplus/Deficit, excluding Amortization Expense) CASH PROVIDED BY OPERATING</b>	<b>997,222</b>	<b>659,205</b>	<b>418,255</b>	<b>418,312</b>	<b>418,370</b>	<b>418,473</b>	<b>418,634</b>	<b>4,881,580</b>	<b>478,623</b>	<b>477,123</b>	<b>475,623</b>
<b>INVESTMENT ACTIVITIES</b>											
Proceeds from Investments (Reserve Fund Interest)	-	(4,459)	(4,631)	(4,690)	(4,747)	(4,924)	(5,104)	(5,286)	-	-	-
<b>CAPITAL ACTIVITIES</b>											
Proceeds from Debt Issued/Developer Front-end	-	-	-	-	-	-	-	2,061,000	-	-	-
Less Debt Repayment (principle only)/DC Pmt to Develo	(51,761)	(53,517)	(55,290)	0	0	0	0	(1,561,000)	(50,000)	(50,000)	(50,000)
<b>CASH TRANSACTIONS THROUGH FINANCING</b>	<b>(51,761)</b>	<b>(57,975)</b>	<b>(59,922)</b>	<b>(4,690)</b>	<b>(4,747)</b>	<b>(4,924)</b>	<b>(5,104)</b>	<b>494,714</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>
Cash applied to fund Capital Projects	664,328	142,000	335,516	290,742	370,089	988,273	975,718	4,973,672	880,982	597,572	579,191
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>281,133</b>	<b>459,230</b>	<b>22,817</b>	<b>122,881</b>	<b>43,534</b>	<b>(574,725)</b>	<b>(562,188)</b>	<b>402,623</b>	<b>(452,359)</b>	<b>(170,449)</b>	<b>(153,568)</b>
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<b>910,385</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,673,566</b>	<b>1,796,447</b>	<b>1,839,981</b>	<b>1,265,256</b>	<b>703,069</b>	<b>1,105,692</b>	<b>653,332</b>	<b>482,884</b>
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,673,566</b>	<b>1,796,447</b>	<b>1,839,981</b>	<b>1,265,256</b>	<b>703,069</b>	<b>1,105,692</b>	<b>653,332</b>	<b>482,884</b>	<b>329,315</b>

**8-3 Statement of Financial Position: Depreciation model**
**Town of Erin - Water Treatment System - Statement of Financial Position**

Table 8-3	Unaudited	Approved	Forecast								
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Financial Assets</b>											
Cash, Receivables and Investments	1,191,518	1,650,749	1,673,566	1,796,447	1,839,981	1,265,256	703,069	1,105,692	653,332	482,884	329,315
<b>Total Financial Assets</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,673,566</b>	<b>1,796,447</b>	<b>1,839,981</b>	<b>1,265,256</b>	<b>703,069</b>	<b>1,105,692</b>	<b>653,332</b>	<b>482,884</b>	<b>329,315</b>
<b>Financial Liabilities</b>											
Accounts Payable and Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-
Long Term Liabilities (Net Debt)	108,807	55,290	0	0	0	0	0	500,000	450,000	400,000	350,000
<b>Total Financial Liabilities</b>	<b>108,807</b>	<b>55,290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>450,000</b>	<b>400,000</b>	<b>350,000</b>
Deferred Revenue (net Chg)	356,689	370,514	384,529	398,621	412,791	427,081	441,550	26,500	(14,002)	(54,486)	(94,949)
<b>Net Financial Assets (Net Debt)</b>	<b>1,082,712</b>	<b>1,965,972</b>	<b>2,058,095</b>	<b>2,195,067</b>	<b>2,252,771</b>	<b>1,692,337</b>	<b>1,144,619</b>	<b>632,191</b>	<b>189,330</b>	<b>28,398</b>	<b>(115,634)</b>
<b>Non Financial Assets</b>											
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Tangible Capital Assets	15,130,991	15,247,385	15,573,825	15,809,293	16,159,123	17,087,333	17,865,803	22,839,475	23,618,403	24,150,669	24,638,298
Accumulated Amortization	(5,327,179)	(5,578,562)	(5,849,116)	(6,081,512)	(6,366,841)	(6,627,663)	(6,774,425)	(7,181,202)	(7,513,849)	(7,893,894)	(8,255,266)
<b>Total Non Financial Assets</b>	<b>9,803,813</b>	<b>9,668,822</b>	<b>9,724,709</b>	<b>9,727,781</b>	<b>9,792,282</b>	<b>10,459,671</b>	<b>11,091,378</b>	<b>15,658,273</b>	<b>16,104,553</b>	<b>16,256,775</b>	<b>16,383,031</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 10,886,524</b>	<b>\$ 11,634,794</b>	<b>\$ 11,782,804</b>	<b>\$ 11,922,848</b>	<b>\$ 12,045,053</b>	<b>\$ 12,152,007</b>	<b>\$ 12,235,997</b>	<b>\$ 16,290,465</b>	<b>\$ 16,293,884</b>	<b>\$ 16,285,173</b>	<b>\$ 16,267,398</b>

**8-1 Statement of Operations: Capital Plan Model**

Town of Erin - Water Treatment System											
Table 8-1	Unaudited	5.0%	-1.0%	-0.1%	0.0%	0.0%	0.0%	0.0%	1.0%	-0.1%	-0.1%
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Revenues</b>											
Water Billings	1,402,354	1,459,570	1,445,289	1,443,577	1,443,515	1,443,451	1,443,385	1,443,320	1,458,252	1,456,683	1,455,113
Small System Cost Recovery	6,882	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585
Special Area Levy	45,874										
Earned DC Revenue		13,825	14,015	14,092	14,170	14,290	14,470	1,566,286	9,498	9,516	9,537
Donation from Developers/Front End								2,481,336			
Government Grant Funding	576,534										
Other Revenues	13,566	16,399	16,416	16,434	16,452	16,470	16,488	16,507	16,526	16,545	16,564
<b>Total Revenue</b>	<b>\$ 2,045,190</b>	<b>\$ 1,492,793</b>	<b>\$ 1,478,780</b>	<b>\$ 1,477,224</b>	<b>\$ 1,477,320</b>	<b>\$ 1,477,458</b>	<b>\$ 1,477,656</b>	<b>\$ 5,510,827</b>	<b>\$ 1,487,722</b>	<b>\$ 1,486,259</b>	<b>\$ 1,484,799</b>
<b>Expenses</b>			Avg 2%	Avg 2%	Avg 2%	Avg 2%	Avg 2%	Avg 2%	Avg 2%	Avg 2%	Avg 2%
Payroll & Benefits	438,565	473,362	523,313	523,313	523,313	523,313	523,313	523,313	523,313	523,313	523,313
Administration	18,110	17,500	19,347	19,347	19,347	19,347	19,347	19,347	19,347	19,347	19,347
Training & Memberships	6,210	6,500	7,186	7,186	7,186	7,186	7,186	7,186	7,186	7,186	7,186
Uniforms & Small Tools	8,017	11,500	12,714	12,714	12,714	12,714	12,714	12,714	12,714	12,714	12,714
Building Overhead, Ins & Utilities	115,553	111,500	123,266	123,266	123,266	123,266	123,266	123,266	123,266	123,266	123,266
Property Tax Payment In Lieu	13,108	13,435	14,853	14,853	14,853	14,853	14,853	14,853	14,853	14,853	14,853
Treatment & Distribution Costs	116,657	147,000	162,512	162,512	162,512	162,512	162,512	162,512	162,512	162,512	162,512
Telephone Costs	9,115	11,000	12,161	12,161	12,161	12,161	12,161	12,161	12,161	12,161	12,161
Vehicle & Equipment Costs	12,221	18,000	19,899	19,899	19,899	19,899	19,899	19,899	19,899	19,899	19,899
Engineering & Consultant Costs	6,969	10,000	11,055	11,055	11,055	11,055	11,055	11,055	11,055	11,055	11,055
Source Water Protection	794	1,000	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106
Non TCA Capital Expenditures	297,524										
Interest on Debt	5,125	3,425	1,650	0	0	0	0	0	15,000	13,500	12,000
Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935
<b>Total Expenses</b>	<b>1,301,614</b>	<b>1,101,212</b>	<b>1,188,691</b>	<b>1,195,081</b>	<b>1,212,999</b>	<b>1,228,296</b>	<b>1,251,422</b>	<b>1,314,188</b>	<b>1,342,113</b>	<b>1,352,762</b>	<b>1,360,346</b>
<b>Annual Surplus / Deficit</b>	<b>743,576</b>	<b>391,581</b>	<b>290,089</b>	<b>282,142</b>	<b>264,321</b>	<b>249,162</b>	<b>226,235</b>	<b>4,196,638</b>	<b>145,609</b>	<b>133,497</b>	<b>124,453</b>
<b>Accumulated surplus, Beginning of Period</b>	<b>10,499,639</b>	<b>11,243,214</b>	<b>11,634,796</b>	<b>11,924,885</b>	<b>12,207,027</b>	<b>12,471,349</b>	<b>12,720,511</b>	<b>12,946,745</b>	<b>17,143,384</b>	<b>17,288,993</b>	<b>17,422,448</b>
<b>Accumulated surplus, End of Period</b>	<b>\$11,243,214</b>	<b>\$11,634,796</b>	<b>\$11,924,885</b>	<b>\$12,207,027</b>	<b>\$12,471,349</b>	<b>\$12,720,511</b>	<b>\$12,946,745</b>	<b>\$17,143,384</b>	<b>\$17,288,993</b>	<b>\$17,422,490</b>	<b>\$17,546,943</b>
<b>Transfers</b>											
Transfer to Lifecycle Reserves	\$997,222	\$653,348	\$554,287	\$554,287	\$554,287	\$554,287	\$554,287	\$3,035,623	\$554,287	\$554,287	\$554,287
Transfer to Water Reserve Fund		\$1,399	\$1,416	\$1,434	\$1,452	\$1,470	\$1,488	\$1,507	\$1,526	\$1,545	\$1,564
Transfer to Development Chg Reserve Fund		\$13,825	\$14,015	\$14,092	\$14,170	\$14,290	\$14,470	\$1,566,286	\$9,498	\$9,516	\$9,537
<b>Total Transfers</b>	<b>\$997,222</b>	<b>\$668,571</b>	<b>\$569,719</b>	<b>\$569,812</b>	<b>\$569,909</b>	<b>\$570,047</b>	<b>\$570,245</b>	<b>\$4,603,415</b>	<b>\$565,311</b>	<b>\$565,347</b>	<b>\$565,388</b>
<b>Capital Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total Capital Project Costs</b>	<b>\$664,828</b>	<b>\$142,000</b>	<b>\$395,516</b>	<b>\$290,742</b>	<b>\$370,089</b>	<b>\$988,273</b>	<b>\$975,718</b>	<b>\$4,973,672</b>	<b>\$865,982</b>	<b>\$584,072</b>	<b>\$567,191</b>
Existing/New Capital Debt Pmt	51,761	53,517	55,290						\$65,000	\$63,500	\$62,000
DC Credits Pmt to Developer	0	0	0	0	0	0	0	1,561,000	0	0	0
Sub-Total Capital Costs	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$6,534,672	\$930,982	\$647,572	\$629,191
Special Area Levy- Capital Levy	\$0										
Developer - Asset Donation								\$2,481,336			
Transfer from D/C Reserve Fund	\$0	\$0	\$0	\$0	\$0	0	0	\$2,481,336	\$65,000	\$63,500	\$62,000
Developer Front-end DC Credits								\$1,561,000			
Transfer from Reserves	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$567,191
<b>Unfunded Balance</b>											
<b>Water Lifecycle Reserve Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Opening Balance	\$ 798,494	\$ 1,079,627	\$ 1,537,458	\$ 1,700,939	\$ 1,964,484	\$ 2,148,683	\$ 1,714,697	\$ 1,293,266	\$ 1,836,553	\$ 1,524,858	\$ 1,495,072
Transfer from Operating Surplus plus Amortization	\$997,222	\$653,348	\$554,287	\$554,287	\$554,287	\$554,287	\$554,287	\$3,035,623	\$554,287	\$554,287	\$554,287
Transfer to Capital	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$567,191
Developer Contribution Transf to Capital								\$7,481,336			
Reserve Fund Balance	\$ 1,079,627	\$ 1,537,458	\$ 1,700,939	\$ 1,964,484	\$ 2,148,683	\$ 1,714,697	\$ 1,293,266	\$ 1,836,553	\$ 1,524,858	\$ 1,495,072	\$ 1,482,168
Dollars in Current Value	\$ 1,079,627	\$ 1,537,458	\$ 1,651,397	\$ 1,851,715	\$ 1,966,349	\$ 1,523,486	\$ 1,115,582	\$ 1,538,084	\$ 1,239,849	\$ 1,180,224	\$ 1,135,058
<b>Town Water Reserve Fund Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Opening Balance	\$ 111,891	\$ 111,891	\$ 113,290	\$ 114,706	\$ 116,140	\$ 117,591	\$ 119,061	\$ 120,549	\$ 122,056	\$ 123,582	\$ 125,127
Transfer from Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earned @ 1.25%		\$1,399	\$1,416	\$1,434	\$1,452	\$1,470	\$1,488	\$1,507	\$1,526	\$1,545	\$1,564
Reserve Fund Balance	\$ 111,891	\$ 113,290	\$ 114,706	\$ 116,140	\$ 117,591	\$ 119,061	\$ 120,549	\$ 122,056	\$ 123,582	\$ 125,127	\$ 126,691
<b>Water D/C Reserve Fund Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Opening Balance	\$ 356,689	\$ 356,689	\$ 370,514	\$ 384,529	\$ 398,621	\$ 412,791	\$ 427,156	\$ 441,719	\$ 26,668	\$ (28,834)	\$ (82,818)
DC Revenues from Growth	\$0	\$9,366	\$9,384	\$9,402	\$9,423	\$9,441	\$9,459	\$1,561,000	\$9,498	\$9,516	\$9,537
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,981,336	\$65,000	\$63,500	\$62,000
DC Debenture Pmts @ 3% over 20 yrs											
Interest Earned @ 1.25%		\$4,459	\$4,631	\$4,690	\$4,747	\$4,924	\$5,104	\$5,286	\$0	\$0	\$0
Reserve Fund Balance	\$ 356,689	\$ 370,514	\$ 384,529	\$ 398,621	\$ 412,791	\$ 427,156	\$ 441,719	\$ 26,668	\$ (28,834)	\$ (82,818)	\$ (135,281)

**8-2 Statement of Cash Flow: Capital Plan model**
**Town of Erin - Water Treatment System - Statement of Cash Flow**

Table B-2	Unaudited	Forecasted									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>OPERATING ACTIVITIES</b>											
Projected Revenue over Expenses	743,576	391,581	290,089	282,142	264,321	249,162	226,235	4,196,638	145,609	133,497	124,453
Plus Non-Cash Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935
Items Not in Cash - Deferred Revenue	-	(9,366)	(9,384)	(9,402)	(9,423)	(9,441)	(9,459)	(1,561,000)	(9,498)	(9,516)	(9,537)
Proceeds from Development Charges	-	-	-	-	-	-	-	1,981,336	65,000	63,500	62,000
<b>NET CHANGE IN CASH BY OPERATING ACTIVITIES (Annual Surplus/Deficit, excluding Amortization Expense) CASH PROVIDED BY OPERATING</b>	<b>997,222</b>	<b>659,205</b>	<b>560,335</b>	<b>560,410</b>	<b>560,486</b>	<b>560,606</b>	<b>560,786</b>	<b>5,023,751</b>	<b>620,813</b>	<b>619,331</b>	<b>617,851</b>
<b>INVESTMENT ACTIVITIES</b>											
Proceeds from Investments (Reserve Fund Interest)	-	(4,459)	(4,631)	(4,690)	(4,747)	(4,924)	(5,104)	(5,286)	-	-	-
<b>CAPITAL ACTIVITIES</b>											
Proceeds from Debt Issued/Developer Front-end	-	-	-	-	-	-	-	2,061,000	-	-	-
Less Debt Repayment (principle only)/DC Pmt to Develo	(51,761)	(53,517)	(55,290)	0	0	0	0	(1,561,000)	(50,000)	(50,000)	(50,000)
<b>CASH TRANSACTIONS THROUGH FINANCING</b>	<b>(51,761)</b>	<b>(57,975)</b>	<b>(59,922)</b>	<b>(4,690)</b>	<b>(4,747)</b>	<b>(4,924)</b>	<b>(5,104)</b>	<b>494,714</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>
Cash applied to fund Capital Projects	664,328	142,000	335,516	290,742	370,089	988,273	975,718	4,973,672	880,982	597,572	579,191
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>281,133</b>	<b>459,230</b>	<b>164,897</b>	<b>264,979</b>	<b>185,650</b>	<b>(432,592)</b>	<b>(420,036)</b>	<b>544,794</b>	<b>(310,169)</b>	<b>(28,241)</b>	<b>(11,340)</b>
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<b>910,385</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,815,646</b>	<b>2,080,625</b>	<b>2,266,275</b>	<b>1,833,683</b>	<b>1,413,648</b>	<b>1,958,442</b>	<b>1,648,272</b>	<b>1,620,032</b>
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,815,646</b>	<b>2,080,625</b>	<b>2,266,275</b>	<b>1,833,683</b>	<b>1,413,648</b>	<b>1,958,442</b>	<b>1,648,272</b>	<b>1,620,032</b>	<b>1,608,691</b>

**8-3 Statement of Financial Position: Capital Plan Model**
**Town of Erin - Water Treatment System - Statement of Financial Position**

Table 8-3	Unaudited	Approved	Forecast								
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Financial Assets</b>											
Cash, Receivables and Investments	1,191,518	1,650,749	1,815,646	2,080,625	2,266,275	1,833,683	1,413,648	1,958,442	1,648,272	1,620,032	1,608,691
<b>Total Financial Assets</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,815,646</b>	<b>2,080,625</b>	<b>2,266,275</b>	<b>1,833,683</b>	<b>1,413,648</b>	<b>1,958,442</b>	<b>1,648,272</b>	<b>1,620,032</b>	<b>1,608,691</b>
<b>Financial Liabilities</b>											
Accounts Payable and Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-
Long Term Liabilities (Net Debt)	108,807	55,290	0	0	0	0	0	500,000	450,000	400,000	350,000
<b>Total Financial Liabilities</b>	<b>108,807</b>	<b>55,290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>450,000</b>	<b>400,000</b>	<b>350,000</b>
<b>Deferred Revenue (net Chg)</b>	<b>356,689</b>	<b>370,514</b>	<b>384,529</b>	<b>398,621</b>	<b>412,791</b>	<b>427,081</b>	<b>441,550</b>	<b>26,500</b>	<b>(14,002)</b>	<b>(54,486)</b>	<b>(94,949)</b>
<b>Net Financial Assets (Net Debt)</b>	<b>1,082,712</b>	<b>1,965,972</b>	<b>2,200,175</b>	<b>2,479,245</b>	<b>2,679,065</b>	<b>2,260,764</b>	<b>1,855,198</b>	<b>1,484,941</b>	<b>1,184,270</b>	<b>1,165,546</b>	<b>1,163,742</b>
<b>Non Financial Assets</b>											
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Tangible Capital Assets	15,130,991	15,247,385	15,573,825	15,809,293	16,159,123	17,087,333	17,865,803	22,839,475	23,618,403	24,150,669	24,638,298
Accumulated Amortization	(5,327,179)	(5,578,562)	(5,849,116)	(6,081,512)	(6,366,841)	(6,627,663)	(6,774,425)	(7,181,202)	(7,513,849)	(7,893,894)	(8,255,266)
<b>Total Non Financial Assets</b>	<b>9,803,813</b>	<b>9,668,822</b>	<b>9,724,709</b>	<b>9,727,781</b>	<b>9,792,282</b>	<b>10,459,671</b>	<b>11,091,378</b>	<b>15,658,273</b>	<b>16,104,553</b>	<b>16,256,775</b>	<b>16,383,031</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 10,886,524</b>	<b>\$ 11,634,794</b>	<b>\$ 11,924,884</b>	<b>\$ 12,207,026</b>	<b>\$ 12,471,347</b>	<b>\$ 12,720,434</b>	<b>\$ 12,946,576</b>	<b>\$ 17,143,215</b>	<b>\$ 17,288,824</b>	<b>\$ 17,422,321</b>	<b>\$ 17,546,774</b>

8-1 Statement of Operations: Roll Back Price Model

Town of Erin - Water Treatment System - Statement of Operations

Table 8-1	Unaudited	5.0%	-5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
<b>Revenues</b>												
Water Billings	1,402,354	1,459,570	1,402,354	1,402,354	1,402,354	1,402,354	1,402,354	1,402,354	1,402,354	1,402,354	1,402,354	1,402,354
Small System Cost Recovery	6,882	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585	
Special Area Levy	45,874											
Earned DC Revenue	-	13,825	14,015	14,092	14,170	14,290	14,470	15,666	9,498	9,516	9,537	
Donation from Developers/Front End								2,481,336				
Government Grant Funding	576,514											
Other Revenues	13,566	16,399	16,416	16,434	16,452	16,470	16,488	16,507	16,526	16,545	16,564	
<b>Total Revenue</b>	<b>\$ 2,045,190</b>	<b>\$ 1,492,793</b>	<b>\$ 1,435,846</b>	<b>\$ 1,436,001</b>	<b>\$ 1,436,159</b>	<b>\$ 1,436,361</b>	<b>\$ 1,436,624</b>	<b>\$ 5,469,861</b>	<b>\$ 1,431,824</b>	<b>\$ 1,431,930</b>	<b>\$ 1,432,040</b>	
<b>Expenses</b>												
Payroll & Benefits	438,565	473,362	482,029	492,486	502,335	512,383	522,630	533,082	543,745	554,619	565,712	
Administration	18,110	17,500	17,850	18,207	18,571	18,943	19,321	19,708	20,102	20,504	20,914	
Training & Memberships	6,210	6,500	6,630	6,763	6,900	7,036	7,177	7,320	7,466	7,616	7,768	
Uniforms & Small Tools	8,017	11,500	11,730	11,965	12,204	12,448	12,697	12,951	13,210	13,474	13,744	
Building Overhead, Ins & Utilities	115,553	111,500	113,730	116,005	118,325	120,691	123,105	125,567	128,078	130,640	133,253	
Property Tax Payment in Lieu	13,108	13,435	13,704	13,978	14,257	14,542	14,833	15,130	15,433	15,741	16,056	
Treatment & Distribution Costs	116,657	147,000	149,940	152,939	155,990	159,118	162,300	165,546	168,857	172,234	175,679	
Telephone Costs	9,115	11,000	11,220	11,444	11,673	11,907	12,145	12,388	12,636	12,888	13,146	
Vehicle & Equipment Costs	12,221	18,000	18,360	18,727	19,102	19,484	19,873	20,271	20,676	21,090	21,512	
Engineering & Consultant Costs	6,969	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	
Source Water Protection	794	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	
Non TCA Capital Expenditures	297,524											
Interest on Debt	5,125	3,425	1,650	0	0	0	0	0	15,000	13,500	12,000	
Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935	
<b>Total Expenses</b>	<b>1,301,614</b>	<b>1,101,212</b>	<b>1,118,492</b>	<b>1,141,628</b>	<b>1,176,624</b>	<b>1,209,342</b>	<b>1,250,237</b>	<b>1,331,127</b>	<b>1,377,540</b>	<b>1,407,045</b>	<b>1,433,863</b>	
<b>Annual Surplus / Deficit</b>	<b>743,576</b>	<b>391,581</b>	<b>317,353</b>	<b>294,373</b>	<b>259,535</b>	<b>227,019</b>	<b>186,387</b>	<b>4,136,734</b>	<b>54,284</b>	<b>24,885</b>	<b>(1,823)</b>	
<b>Accumulated surplus, beginning of Period</b>												
<b>Accumulated surplus, End of Period</b>	<b>\$11,499,639</b>	<b>\$11,243,214</b>	<b>\$11,634,796</b>	<b>\$11,952,149</b>	<b>\$12,246,522</b>	<b>\$12,506,057</b>	<b>\$12,733,077</b>	<b>\$12,919,464</b>	<b>\$17,058,198</b>	<b>\$17,112,482</b>	<b>\$17,137,366</b>	
<b>Transfers</b>												
Transfer to Lifecycle Reserves	597,222	\$653,348	\$581,551	\$566,518	\$549,502	\$532,144	\$514,440	\$2,977,718	\$462,962	\$445,674	\$428,011	
Transfer to Water Reserve Fund		\$1,399	\$1,416	\$1,434	\$1,452	\$1,470	\$1,488	\$1,507	\$1,526	\$1,545	\$1,564	
Transfer to Development Chg Reserve Fund		\$33,825	\$14,015	\$14,092	\$14,170	\$14,290	\$14,470	\$15,666	\$9,498	\$9,516	\$9,537	
<b>Total Transfers</b>	<b>\$997,222</b>	<b>\$688,572</b>	<b>\$596,983</b>	<b>\$582,043</b>	<b>\$565,123</b>	<b>\$547,904</b>	<b>\$530,398</b>	<b>\$4,545,511</b>	<b>\$473,986</b>	<b>\$456,735</b>	<b>\$439,112</b>	
<b>Capital Continuity</b>												
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Total Capital Project Costs	\$664,328	\$142,000	\$335,516	\$290,742	\$370,089	\$988,273	\$975,718	\$4,973,672	\$865,982	\$584,072	\$567,191	
Existing/New Capital Debt Pmt	\$1,761	\$3,517	\$5,290						\$65,000	\$63,500	\$62,000	
DC Credits Pmt to Developer	0	0	0	0	0	0	0	1,561,000	0	0	0	
Sub-Total Capital Costs	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$6,534,672	\$930,982	\$647,572	\$629,191	
Special Area Levy - Capital Levy	\$0											
Developer - Asset Donation								\$2,481,336				
Transfer from D/C Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,481,336	\$65,000	\$63,500	\$62,000	
Developer Front-end DC Credits								\$1,561,000				
Transfer from Reserves	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$567,191	
Unfunded Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Water Lifecycle Reserve Continuity</b>												
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Opening Balance	\$ 798,494	\$ 1,079,627	\$ 1,537,458	\$ 1,728,203	\$ 2,003,979	\$ 2,183,392	\$ 2,727,263	\$ 1,265,984	\$ 1,751,367	\$ 1,348,346	\$ 1,209,949	
Transfer from Operating Surplus plus Amortization	\$997,222	\$653,348	\$581,551	\$566,518	\$549,502	\$532,144	\$514,440	\$2,977,718	\$462,962	\$445,674	\$428,011	
Transfer to Capital	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$567,191	
Developer Contribution Transf to Capital								\$2,481,336				
Reserve Fund Balance	\$ 1,079,627	\$ 1,537,458	\$ 1,728,203	\$ 2,003,979	\$ 2,183,392	\$ 2,727,263	\$ 1,265,984	\$ 1,751,367	\$ 1,348,346	\$ 1,209,949	\$ 1,070,768	
Dollars in Current Value	\$ 1,079,627	\$ 1,537,458	\$ 1,677,867	\$ 1,888,943	\$ 1,998,113	\$ 1,534,650	\$ 1,092,049	\$ 1,466,742	\$ 1,096,329	\$ 955,145	\$ 820,655	
<b>Town Water Reserve Fund Continuity</b>												
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Opening Balance	\$ 111,891	\$ 111,891	\$ 113,290	\$ 114,706	\$ 116,140	\$ 117,591	\$ 119,061	\$ 120,549	\$ 122,056	\$ 123,582	\$ 125,127	
Transfer from Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Interest Earned @ 1.25%		\$1,399	\$1,416	\$1,434	\$1,452	\$1,470	\$1,488	\$1,507	\$1,526	\$1,545	\$1,564	
Reserve Fund Balance	\$ 111,891	\$ 113,290	\$ 114,706	\$ 116,140	\$ 117,591	\$ 119,061	\$ 120,549	\$ 122,056	\$ 123,582	\$ 125,127	\$ 126,691	
<b>Water D/C Reserve Fund Continuity</b>												
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Opening Balance	\$ 356,689	\$ 356,689	\$ 370,514	\$ 384,529	\$ 398,621	\$ 412,791	\$ 427,156	\$ 441,719	\$ 26,668	\$ (28,834)	\$ (82,818)	
DC Revenues from Growth	\$0	\$9,366	\$9,384	\$9,402	\$9,423	\$9,441	\$9,459	\$9,478	\$9,498	\$9,516	\$9,537	
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,981,336	\$65,000	\$63,500	\$62,000	
DC Debenture Pmts @ 3% over 20 yrs												
Interest Earned @ 1.25%		\$4,459	\$4,631	\$4,800	\$4,977	\$5,162	\$5,354	\$5,554	\$5,761	\$5,974	\$6,194	
Reserve Fund Balance	\$ 356,689	\$ 370,514	\$ 384,529	\$ 398,621	\$ 412,791	\$ 427,156	\$ 441,719	\$ 26,668	\$ (28,834)	\$ (82,818)	\$ (135,281)	



**8-2 Statement of Cash Flow: Roll Back Price Model**
**Town of Erin - Water Treatment System - Statement of Cash Flow**

Table 8-2	Unaudited	Forecasted										
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
<b>OPERATING ACTIVITIES</b>												
Projected Revenue over Expenses	743,576	391,581	317,353	294,373	259,535	227,019	186,387	4,138,734	54,284	24,885	(1,823)	
Plus Non-Cash Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935	
Items Not in Cash - Deferred Revenue	-	(9,366)	(9,384)	(9,402)	(9,423)	(9,441)	(9,459)	(1,561,000)	(9,498)	(9,516)	(9,537)	
Proceeds from Development Charges	-	-	-	-	-	-	-	1,981,336	65,000	63,500	62,000	
<b>NET CHANGE IN CASH BY OPERATING ACTIVITIES (Annual Surplus/Deficit, excluding Amortization Expense) CASH PROVIDED BY OPERATING</b>	<b>997,222</b>	<b>659,205</b>	<b>587,599</b>	<b>572,641</b>	<b>555,700</b>	<b>538,463</b>	<b>520,939</b>	<b>4,965,847</b>	<b>529,488</b>	<b>510,719</b>	<b>491,575</b>	
<b>INVESTMENT ACTIVITIES</b>												
Proceeds from Investments (Reserve Fund Interest)	-	(4,459)	(4,631)	(4,690)	(4,747)	(4,924)	(5,104)	(5,286)	-	-	-	
<b>CAPITAL ACTIVITIES</b>												
Proceeds from Debt Issued/Developer Front-end	-	-	-	-	-	-	-	2,061,000	-	-	-	
Less Debt Repayment (principle only)/DC Pmt to Develo	(51,761)	(53,517)	(55,290)	0	0	0	0	(1,561,000)	(50,000)	(50,000)	(50,000)	
<b>CASH TRANSACTIONS THROUGH FINANCING</b>	<b>(51,761)</b>	<b>(57,975)</b>	<b>(59,922)</b>	<b>(4,690)</b>	<b>(4,747)</b>	<b>(4,924)</b>	<b>(5,104)</b>	<b>494,714</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>	
Cash applied to fund Capital Projects	664,328	142,000	335,516	290,742	370,089	988,273	975,718	4,973,672	880,982	597,572	579,191	
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>281,133</b>	<b>459,230</b>	<b>192,161</b>	<b>277,210</b>	<b>180,864</b>	<b>(454,734)</b>	<b>(459,883)</b>	<b>486,889</b>	<b>(401,494)</b>	<b>(136,853)</b>	<b>(137,616)</b>	
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<b>910,385</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,842,910</b>	<b>2,120,119</b>	<b>2,300,984</b>	<b>1,846,249</b>	<b>1,386,366</b>	<b>1,873,256</b>	<b>1,471,761</b>	<b>1,334,908</b>	
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,842,910</b>	<b>2,120,119</b>	<b>2,300,984</b>	<b>1,846,249</b>	<b>1,386,366</b>	<b>1,873,256</b>	<b>1,471,761</b>	<b>1,334,908</b>	<b>1,197,292</b>	

**8-3 Statement of Financial Position: Roll Back Price model**
**Town of Erin - Water Treatment System - Statement of Financial Position**

Table 8-3	Unaudited	Approved	Forecast								
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Financial Assets</b>											
Cash, Receivables and Investments	1,191,518	1,650,749	1,842,910	2,120,119	2,300,984	1,846,249	1,386,366	1,873,256	1,471,761	1,334,908	1,197,292
<b>Total Financial Assets</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,842,910</b>	<b>2,120,119</b>	<b>2,300,984</b>	<b>1,846,249</b>	<b>1,386,366</b>	<b>1,873,256</b>	<b>1,471,761</b>	<b>1,334,908</b>	<b>1,197,292</b>
<b>Financial Liabilities</b>											
Accounts Payable and Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-
Long Term Liabilities (Net Debt)	108,807	55,290	0	0	0	0	0	500,000	450,000	400,000	350,000
<b>Total Financial Liabilities</b>	<b>108,807</b>	<b>55,290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>450,000</b>	<b>400,000</b>	<b>350,000</b>
<b>Deferred Revenue (net Chg)</b>	356,689	370,514	384,529	398,621	412,791	427,081	441,551	26,500	(14,002)	(54,486)	(94,949)
<b>Net Financial Assets (Net Debt)</b>	<b>1,082,712</b>	<b>1,965,972</b>	<b>2,227,439</b>	<b>2,518,740</b>	<b>2,713,774</b>	<b>2,273,330</b>	<b>1,827,917</b>	<b>1,399,756</b>	<b>1,007,759</b>	<b>880,422</b>	<b>752,343</b>
<b>Non Financial Assets</b>											
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Tangible Capital Assets	15,130,991	15,247,385	15,573,825	15,809,293	16,159,123	17,087,333	17,865,803	22,839,475	23,618,403	24,150,669	24,638,298
Accumulated Amortization	(5,327,179)	(5,578,562)	(5,849,116)	(6,081,512)	(6,366,841)	(6,627,663)	(6,774,425)	(7,181,202)	(7,513,849)	(7,893,894)	(8,255,266)
<b>Total Non Financial Assets</b>	<b>9,803,813</b>	<b>9,668,822</b>	<b>9,724,709</b>	<b>9,727,781</b>	<b>9,792,282</b>	<b>10,459,671</b>	<b>11,091,378</b>	<b>15,658,273</b>	<b>16,104,553</b>	<b>16,256,775</b>	<b>16,383,031</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 10,886,524</b>	<b>\$ 11,634,795</b>	<b>\$ 11,952,148</b>	<b>\$ 12,246,521</b>	<b>\$ 12,506,056</b>	<b>\$ 12,733,001</b>	<b>\$ 12,919,295</b>	<b>\$ 17,058,029</b>	<b>\$ 17,112,313</b>	<b>\$ 17,137,198</b>	<b>\$ 17,135,374</b>

**8-1 Statement of Operations: CPI Model**

**Town of Erin - Water Treatment System - Statement of Operations**

Table 8-1	Unaudited	5.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Revenues</b>											
Water Billings	1,402,354	1,459,570	1,488,761	1,518,537	1,548,907	1,579,886	1,611,483	1,643,713	1,676,587	1,710,119	1,744,321
Small System Cost Recovery	6,882	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585
Special Area Levy	45,874										
Earned DC Revenue	-	13,825	14,015	14,092	14,170	14,290	14,470	1,566,286	9,498	9,516	9,537
Donation from Developers/Front End	-	-	-	-	-	-	-	2,481,336	-	-	-
Government Grant Funding	576,514										
Other Revenues	13,566	16,399	16,416	16,434	16,452	16,470	16,488	16,507	16,526	16,545	16,564
<b>Total Revenue</b>	<b>\$ 2,045,190</b>	<b>\$ 1,492,793</b>	<b>\$ 1,522,253</b>	<b>\$ 1,552,183</b>	<b>\$ 1,582,713</b>	<b>\$ 1,613,893</b>	<b>\$ 1,645,753</b>	<b>\$ 5,711,220</b>	<b>\$ 1,706,057</b>	<b>\$ 1,739,695</b>	<b>\$ 1,774,008</b>
<b>Expenses</b>											
Payroll & Benefits	438,565	473,362	482,829	492,486	502,335	512,383	522,630	533,082	543,745	554,619	565,712
Administration	18,110	17,500	17,850	18,207	18,571	18,943	19,321	19,708	20,102	20,504	20,914
Training & Memberships	6,210	6,500	6,630	6,763	6,898	7,036	7,177	7,320	7,466	7,616	7,768
Uniforms & Small Tools	8,017	11,500	11,730	11,965	12,204	12,448	12,697	12,951	13,210	13,474	13,744
Building Overhead, Ins & Utilities	115,553	111,500	113,730	116,005	118,325	120,691	123,105	125,567	128,078	130,640	133,253
Property Tax Payment in Lieu	13,108	13,435	13,704	13,978	14,257	14,542	14,833	15,130	15,433	15,741	16,056
Treatment & Distribution Costs	116,657	147,000	149,940	152,939	155,998	159,118	162,300	165,546	168,857	172,234	175,759
Telephone Costs	9,115	11,000	11,220	11,444	11,673	11,907	12,145	12,388	12,636	12,888	13,146
Vehicle & Equipment Costs	12,221	18,000	18,360	18,727	19,102	19,484	19,873	20,271	20,676	21,090	21,512
Engineering & Consultant Costs	6,969	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951
Source Water Protection	794	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
Non TCA Capital Expenditures	297,524										
Interest on Debt	5,125	3,425	1,650	0	0	0	0	0	15,000	13,500	12,000
Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935
<b>Total Expenses</b>	<b>1,801,614</b>	<b>1,101,212</b>	<b>1,118,492</b>	<b>1,141,628</b>	<b>1,176,624</b>	<b>1,209,342</b>	<b>1,250,237</b>	<b>1,331,127</b>	<b>1,377,540</b>	<b>1,407,045</b>	<b>1,433,863</b>
<b>Annual Surplus / Deficit</b>	<b>\$ 79,576</b>	<b>\$ 391,581</b>	<b>\$ 403,761</b>	<b>\$ 410,556</b>	<b>\$ 406,089</b>	<b>\$ 404,551</b>	<b>\$ 395,517</b>	<b>\$ 4,380,093</b>	<b>\$ 328,517</b>	<b>\$ 332,650</b>	<b>\$ 340,144</b>
<b>Accumulated surplus, Beginning of Period</b>	<b>10,499,639</b>	<b>11,243,214</b>	<b>11,634,796</b>	<b>12,038,557</b>	<b>12,449,112</b>	<b>12,855,201</b>	<b>13,259,752</b>	<b>13,655,268</b>	<b>18,035,361</b>	<b>18,363,878</b>	<b>18,696,528</b>
<b>Accumulated surplus, End of Period</b>	<b>\$11,243,214</b>	<b>\$11,634,796</b>	<b>\$12,038,557</b>	<b>\$12,449,112</b>	<b>\$12,855,201</b>	<b>\$13,259,752</b>	<b>\$13,655,268</b>	<b>\$18,035,361</b>	<b>\$18,363,878</b>	<b>\$18,696,528</b>	<b>\$19,036,672</b>
<b>Transfers</b>											
Transfer to Lifecycle Reserves	\$997,222	\$653,348	\$667,959	\$682,700	\$696,055	\$709,675	\$723,569	\$3,219,077	\$737,195	\$753,439	\$769,978
Transfer to Water Reserve Fund		\$1,399	\$1,416	\$1,434	\$1,452	\$1,470	\$1,488	\$1,507	\$1,526	\$1,545	\$1,564
Transfer to Development Chg Reserve Fund		\$13,825	\$14,015	\$14,092	\$14,170	\$14,290	\$14,470	\$1,566,286	\$9,498	\$9,516	\$9,537
<b>Total Transfers</b>	<b>\$997,222</b>	<b>\$668,571</b>	<b>\$683,390</b>	<b>\$698,226</b>	<b>\$711,677</b>	<b>\$725,435</b>	<b>\$739,527</b>	<b>\$4,786,870</b>	<b>\$748,219</b>	<b>\$764,500</b>	<b>\$781,079</b>
<b>Capital Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total Capital Project Costs</b>	<b>\$664,328</b>	<b>\$142,000</b>	<b>\$335,516</b>	<b>\$290,742</b>	<b>\$370,089</b>	<b>\$988,273</b>	<b>\$975,718</b>	<b>\$4,973,672</b>	<b>\$865,982</b>	<b>\$584,072</b>	<b>\$567,191</b>
Existing/New Capital Debt Pmt	51,761	53,517	55,290						\$65,000	\$63,500	\$62,000
DC Credits Pmt to Developer	0	0	0	0	0	0	0	1,561,000	0	0	0
Sub-Total Capital Costs	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$6,534,672	\$930,982	\$647,572	\$629,191
Special Area Levy- Capital Levy	\$0										
Developer - Asset Donation								\$2,481,336			
Transfer from D/C Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,481,336	\$65,000	\$63,500	\$62,000
Developer Front-end DC Credits								\$1,561,000			
Transfer from Reserves	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$567,191
<b>Unfunded Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Water Lifecycle Reserve Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Opening Balance</b>	<b>\$ 798,494</b>	<b>\$ 1,079,627</b>	<b>\$ 1,537,458</b>	<b>\$ 1,814,611</b>	<b>\$ 2,206,569</b>	<b>\$ 2,532,535</b>	<b>\$ 2,253,938</b>	<b>\$ 2,001,789</b>	<b>\$ 2,728,530</b>	<b>\$ 2,599,743</b>	<b>\$ 2,769,110</b>
Transfer from Operating Surplus plus Amortization	\$997,222	\$653,348	\$667,959	\$682,700	\$696,055	\$709,675	\$723,569	\$3,219,077	\$737,195	\$753,439	\$769,978
Transfer to Capital	\$716,089	\$195,517	\$390,806	\$290,742	\$370,089	\$988,273	\$975,718	\$11,000	\$865,982	\$584,072	\$567,191
Developer Contribution Transf to Capital								\$2,481,336			
<b>Reserve Fund Balance</b>	<b>\$ 1,079,627</b>	<b>\$ 1,537,458</b>	<b>\$ 1,814,611</b>	<b>\$ 2,206,569</b>	<b>\$ 2,532,535</b>	<b>\$ 2,253,938</b>	<b>\$ 2,001,789</b>	<b>\$ 2,728,530</b>	<b>\$ 2,599,743</b>	<b>\$ 2,769,110</b>	<b>\$ 2,971,897</b>
Dollars In Current Value	\$ 1,079,627	\$ 1,537,458	\$ 1,761,758	\$ 2,079,903	\$ 2,317,628	\$ 2,002,594	\$ 1,726,761	\$ 2,285,101	\$ 2,113,829	\$ 2,185,961	\$ 2,277,712
<b>Town Water Reserve Fund Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Opening Balance</b>	<b>\$ 111,891</b>	<b>\$ 111,891</b>	<b>\$ 113,290</b>	<b>\$ 114,706</b>	<b>\$ 116,140</b>	<b>\$ 117,591</b>	<b>\$ 119,061</b>	<b>\$ 120,549</b>	<b>\$ 122,056</b>	<b>\$ 123,582</b>	<b>\$ 125,127</b>
Transfer from Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earned @ 1.25%		\$1,399	\$1,416	\$1,434	\$1,452	\$1,470	\$1,488	\$1,507	\$1,526	\$1,545	\$1,564
<b>Reserve Fund Balance</b>	<b>\$ 111,891</b>	<b>\$ 113,290</b>	<b>\$ 114,706</b>	<b>\$ 116,140</b>	<b>\$ 117,591</b>	<b>\$ 119,061</b>	<b>\$ 120,549</b>	<b>\$ 122,056</b>	<b>\$ 123,582</b>	<b>\$ 125,127</b>	<b>\$ 126,691</b>
<b>Water D/C Reserve Fund Continuity</b>											
Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Opening Balance</b>	<b>\$ 356,689</b>	<b>\$ 356,689</b>	<b>\$ 370,514</b>	<b>\$ 384,529</b>	<b>\$ 398,621</b>	<b>\$ 412,791</b>	<b>\$ 427,156</b>	<b>\$ 441,719</b>	<b>\$ 26,668</b>	<b>\$ (28,834)</b>	<b>\$ (82,818)</b>
DC Revenues from Growth	\$0	\$9,356	\$9,384	\$9,402	\$9,423	\$9,441	\$9,459	\$1,561,000	\$9,498	\$9,516	\$9,537
Transfer to Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,981,336	\$65,000	\$63,500	\$62,000
DC Debenture Pmts @ 3% over 20 yrs											
Interest Earned @ 1.25%		\$4,459	\$4,631	\$4,690	\$4,747	\$4,924	\$5,104	\$5,286	\$0	\$0	\$0
<b>Reserve Fund Balance</b>	<b>\$ 356,689</b>	<b>\$ 370,514</b>	<b>\$ 384,529</b>	<b>\$ 398,621</b>	<b>\$ 412,791</b>	<b>\$ 427,156</b>	<b>\$ 441,719</b>	<b>\$ 26,668</b>	<b>\$ (28,834)</b>	<b>\$ (82,818)</b>	<b>\$ (135,281)</b>

**8-2 Statement of Cash Flow: CPI model**
**Town of Erin - Water Treatment System - Statement of Cash Flow**

Table 8-2	Unaudited	Forecasted									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>OPERATING ACTIVITIES</b>											
Projected Revenue over Expenses	743,576	391,581	403,761	410,556	406,089	404,551	395,517	4,380,093	328,517	332,650	340,144
Plus Non-Cash Amortization	253,646	276,990	279,629	287,670	305,588	320,885	344,010	406,777	419,702	431,850	440,935
Items Not in Cash - Deferred Revenue	-	(9,366)	(9,384)	(9,402)	(9,423)	(9,441)	(9,459)	(1,561,000)	(9,498)	(9,516)	(9,537)
Proceeds from Development Charges	-	-	-	-	-	-	-	1,981,336	65,000	63,500	62,000
<b>NET CHANGE IN CASH BY OPERATING ACTIVITIES (Annual Surplus/Deficit, excluding Amortization Expense) CASH PROVIDED BY OPERATING</b>	<b>997,222</b>	<b>659,205</b>	<b>674,006</b>	<b>688,824</b>	<b>702,254</b>	<b>715,994</b>	<b>730,068</b>	<b>5,207,206</b>	<b>803,721</b>	<b>818,484</b>	<b>833,542</b>
<b>INVESTMENT ACTIVITIES</b>											
Proceeds from Investments (Reserve Fund Interest)	-	(4,459)	(4,631)	(4,690)	(4,747)	(4,924)	(5,104)	(5,286)	-	-	-
<b>CAPITAL ACTIVITIES</b>											
Proceeds from Debt Issued/Developer Front-end	-	-	-	-	-	-	-	2,061,000	-	-	-
Less Debt Repayment (principle only)/DC Pmt to Develo	(51,761)	(53,517)	(55,290)	0	0	0	0	(1,561,000)	(50,000)	(50,000)	(50,000)
<b>CASH TRANSACTIONS THROUGH FINANCING</b>	<b>(51,761)</b>	<b>(57,975)</b>	<b>(59,922)</b>	<b>(4,690)</b>	<b>(4,747)</b>	<b>(4,924)</b>	<b>(5,104)</b>	<b>494,714</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>
Cash applied to fund Capital Projects	664,328	142,000	335,516	290,742	370,089	988,273	975,718	4,973,672	880,982	597,572	579,191
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>281,133</b>	<b>459,230</b>	<b>278,569</b>	<b>393,392</b>	<b>327,418</b>	<b>(277,203)</b>	<b>(250,754)</b>	<b>728,248</b>	<b>(127,261)</b>	<b>170,912</b>	<b>204,351</b>
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<b>910,385</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,929,317</b>	<b>2,322,709</b>	<b>2,650,127</b>	<b>2,372,924</b>	<b>2,122,171</b>	<b>2,850,419</b>	<b>2,723,158</b>	<b>2,894,070</b>
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,929,317</b>	<b>2,322,709</b>	<b>2,650,127</b>	<b>2,372,924</b>	<b>2,122,171</b>	<b>2,850,419</b>	<b>2,723,158</b>	<b>2,894,070</b>	<b>3,098,421</b>

**8-3 Statement of Financial Position: CPI Model**

**Town of Erin - Water Treatment System - Statement of Financial Position**

Table 8-3	Unaudited	Approved	Forecast								
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Financial Assets</b>											
<b>Cash, Receivables and Investments</b>	1,191,518	1,650,749	1,929,317	2,322,709	2,650,127	2,372,924	2,122,171	2,850,419	2,723,158	2,894,070	3,098,421
<b>Total Financial Assets</b>	<b>1,191,518</b>	<b>1,650,749</b>	<b>1,929,317</b>	<b>2,322,709</b>	<b>2,650,127</b>	<b>2,372,924</b>	<b>2,122,171</b>	<b>2,850,419</b>	<b>2,723,158</b>	<b>2,894,070</b>	<b>3,098,421</b>
<b>Financial Liabilities</b>											
<b>Accounts Payable and Deferred Revenue</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Long Term Liabilities (Net Debt)</b>	108,807	55,290	0	0	0	0	0	500,000	450,000	400,000	350,000
<b>Total Financial Liabilities</b>	<b>108,807</b>	<b>55,290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>450,000</b>	<b>400,000</b>	<b>350,000</b>
<b>Deferred Revenue (net Chg)</b>	356,689	370,514	384,529	398,621	412,791	427,081	441,551	26,500	(14,002)	(54,486)	(94,949)
<b>Net Financial Assets (Net Debt)</b>	<b>1,082,712</b>	<b>1,965,972</b>	<b>2,313,847</b>	<b>2,721,330</b>	<b>3,062,918</b>	<b>2,800,005</b>	<b>2,563,721</b>	<b>2,376,919</b>	<b>2,259,156</b>	<b>2,439,584</b>	<b>2,653,472</b>
<b>Non Financial Assets</b>											
<b>Prepaid Expenses</b>	-	-	-	-	-	-	-	-	-	-	-
<b>Tangible Capital Assets</b>	15,130,991	15,247,385	15,573,825	15,809,293	16,159,123	17,087,333	17,865,803	22,839,475	23,618,403	24,150,669	24,638,298
<b>Accumulated Amortization</b>	(5,327,179)	(5,578,562)	(5,849,116)	(6,081,512)	(6,366,841)	(6,627,663)	(6,774,425)	(7,181,202)	(7,513,849)	(7,893,894)	(8,255,266)
<b>Total Non Financial Assets</b>	<b>9,803,813</b>	<b>9,668,822</b>	<b>9,724,709</b>	<b>9,727,781</b>	<b>9,792,282</b>	<b>10,459,671</b>	<b>11,091,378</b>	<b>15,658,273</b>	<b>16,104,553</b>	<b>16,256,775</b>	<b>16,383,031</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 10,886,524</b>	<b>\$ 11,634,795</b>	<b>\$ 12,038,556</b>	<b>\$ 12,449,111</b>	<b>\$ 12,855,200</b>	<b>\$ 13,259,676</b>	<b>\$ 13,655,100</b>	<b>\$ 18,035,192</b>	<b>\$ 18,363,709</b>	<b>\$ 18,696,359</b>	<b>\$ 19,036,503</b>

**APPENDIX B**

**CAPITAL PROJECTIONS**

**B-6 10 Year Capital Projects**

Town of Erin - Water Treatment System- 10 Year Capital Budget Projections												
10 Year Capital Budget Projections	Useful Life	Multi-year Capital Budget	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Replace pickups(2), van	10	115,000	\$ 5,600	\$ 5,600	\$ 5,600	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 11,500	\$ 11,500
Replace trailer	15	45,000		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Hillsburgh Well #3 generator enclosure, transfer switch	30	40,000		\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333	\$ 1,333
GIS Mapping	20	50,000			\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Water Rate Study & Financial Plan	5	41,000	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200
Energy Conservation & Demand Management Plan CDM	5	16,000	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
Meter Replacement Program	15	110,000	\$ 733	\$ 1,467	\$ 2,200	\$ 2,933	\$ 3,667	\$ 4,400	\$ 5,133	\$ 5,867	\$ 6,600	\$ 7,333
Radio Meter Reading Device	15	18,500		\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 567	\$ 1,233	\$ 1,233
Water Tower, Erin; Proces instrumentation	15	20,259		\$ 1,351	\$ 1,351	\$ 1,351	\$ 1,351	\$ 1,351	\$ 1,351	\$ 1,351	\$ 1,351	\$ 1,351
Water Tower, Erin; Building services	60	20,259		\$ 338	\$ 338	\$ 338	\$ 338	\$ 338	\$ 338	\$ 338	\$ 338	\$ 338
Water Tower, Erin; Process Equipment	25	221,377						\$ 8,855	\$ 8,855	\$ 8,855	\$ 8,855	\$ 8,855
Hillsburgh Well # 2, Process instrumentation, data logger	25	10,000	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Hillsburgh Well # 2; Building Services	60	15,322		\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255
Hillsburgh Well # 2; Process equipment	25	157,814			\$ 6,313	\$ 6,313	\$ 6,313	\$ 6,313	\$ 6,313	\$ 6,313	\$ 6,313	\$ 6,313
Hillsburgh Well # 3, Building Services	60	15,322		\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255
Hillsburgh Well # 3; Process equipment	25	11,000			\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440	\$ 440
Hillsburgh Well # 3; Process electrical (Energy CDM?)	25	29,751		\$ 1,190	\$ 1,190	\$ 1,190	\$ 1,190	\$ 1,190	\$ 1,190	\$ 1,190	\$ 1,190	\$ 1,190
Hillsburgh Well # 3, Process instrumentation, data logger	25	10,000	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Hillsburgh Well # 3; Process piping	40	81,275			\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032
Erin Well # 7, Process instrumentation, data logger	25	10,000	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Erin Well # 7; Building services	60	18,844										\$ 314
Erin Well # 8, Process instrumentation, data logger	25	10,000	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Erin Well # 8; Building services	60	15,322		\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255
Erin Well # 8; Process Equipment	25	172,448									\$ 6,898	\$ 6,898
Asset Management Plan Update	10	21,000			\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
New Water Supply Erin	80	2,964,000		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 5,329	\$ 37,050	\$ 37,050	\$ 37,050	\$ 37,050
New Water Supply Hillsburgh	80	2,425,000							\$ 30,313	\$ 30,313	\$ 30,313	\$ 30,313
Development Charges Background Study	5	20,000				\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000
Water Hydro Building, Erin; Overhead doors	25	32,961					\$ 1,318	\$ 1,318	\$ 1,318	\$ 1,318	\$ 1,318	\$ 1,318
Water Hydro Building, Erin; Hollow metal doors	25	18,448					\$ 738	\$ 738	\$ 738	\$ 738	\$ 738	\$ 738
Water Hydro Building, Erin; Lighting	25	46,366						\$ 1,855	\$ 1,855	\$ 1,855	\$ 1,855	\$ 1,855
Watermain, Erin, Charles St - section 2300, iron	80	-										
Watermain, Erin, Daniel St - section 14900, iron	80	137,884				\$ 1,724	\$ 1,724	\$ 1,724	\$ 1,724	\$ 1,724	\$ 1,724	\$ 1,724
Watermain, Erin, Daniel St - section 15000, iron	80	224,644				\$ 2,808	\$ 2,808	\$ 2,808	\$ 2,808	\$ 2,808	\$ 2,808	\$ 2,808
Watermain, Erin, Daniel St - section 16000, iron	80	292,575				\$ 3,657	\$ 3,657	\$ 3,657	\$ 3,657	\$ 3,657	\$ 3,657	\$ 3,657
Watermain, Erin, Daniel St - section 17000a, iron	80	96,189				\$ 1,202	\$ 1,202	\$ 1,202	\$ 1,202	\$ 1,202	\$ 1,202	\$ 1,202
Watermain, Erin, Daniel St - section 17000b, iron	80	197,532				\$ 2,469	\$ 2,469	\$ 2,469	\$ 2,469	\$ 2,469	\$ 2,469	\$ 2,469
Watermain, Erin, Water St - section 5200, iron	80	-										
Watermain, Erin, Millwood Rd - section 5300, iron	80	139,133					\$ 1,739	\$ 1,739	\$ 1,739	\$ 1,739	\$ 1,739	\$ 1,739
Watermain, Erin, Spring St - section 6100, iron	80	97,279					\$ 1,216	\$ 1,216	\$ 1,216	\$ 1,216	\$ 1,216	\$ 1,216
Watermain, Erin, English St - section 6300, iron	80	99,274					\$ 1,241	\$ 1,241	\$ 1,241	\$ 1,241	\$ 1,241	\$ 1,241
Watermain, Erin, Dundas St E - section 12000, iron	80	98,593								\$ 1,232	\$ 1,232	\$ 1,232
Watermain, Erin, Dundas St E - section 13000a, iron	80	53,706								\$ 671	\$ 671	\$ 671
Watermain, Erin, Dundas St E - section 13000b, iron	80	45,200								\$ 565	\$ 565	\$ 565
Watermain, Erin, Dundas St E - section 13000c, iron	80	193,125								\$ 2,414	\$ 2,414	\$ 2,414
Watermain, Erin, Tower Feed Line - section 2100, iron	80	-										
Watermain, Erin, Tower Feed Line - section NR102, iron	80	-										
Watermain, Erin, Pine St - section 7000, iron	80	100,532								\$ 1,257	\$ 1,257	\$ 1,257
Watermain, Erin, Ross St - section 7200, iron	80	91,755								\$ 1,147	\$ 1,147	\$ 1,147
Watermain, Erin, Church St - section 2400, iron	80	126,266		\$ 1,578	\$ 1,578	\$ 1,578	\$ 1,578	\$ 1,578	\$ 1,578	\$ 1,578	\$ 1,578	\$ 1,578
Watermain, Erin, Church Blvd - section 2450, iron	80	22,952								\$ 287	\$ 287	\$ 287
Watermain, Erin, Church Blvd - section 2500, iron	80	90,663								\$ 1,133	\$ 1,133	\$ 1,133
Watermain, Erin, Centre St - section 2600, iron	80	148,259		\$ 1,853	\$ 1,853	\$ 1,853	\$ 1,853	\$ 1,853	\$ 1,853	\$ 1,853	\$ 1,853	\$ 1,853
Watermain, Erin, Sunnyside Dr - section 3100, iron	80	114,763							\$ 1,435	\$ 1,435	\$ 1,435	\$ 1,435
Watermain, Hillsburgh, Spruce St -section 01395a, pvc	80	-										
Watermain, Hillsburgh, Spruce St -section 01395b, pvc	80	-										
Watermain, Hillsburgh, Ellen Cr - section 01370, iron	80	465,555										\$ 5,819
Watermain, Hillsburgh, Alice Gt - section 01377, iron	80	61,792										\$ 772
Watermain, Erin, Waterford Dr - section 05620, iron	80	-										
Watermain, Hillsburgh, Mill St - section 01360, iron	80	347,888								\$ 4,349	\$ 4,349	\$ 4,349
Watermain, Hillsburgh, Mill St - section 01402, iron	80	65,428								\$ 818	\$ 818	\$ 818
<b>Capital Projections - Amortization</b>		\$ 10,093,255	\$ 14,933	\$ 21,835	\$ 29,876	\$ 47,794	\$ 63,125	\$ 88,312	\$ 151,079	\$ 164,003	\$ 177,517	\$ 187,157
<b>2014 Capital Projects</b>			\$ 142,000	\$ 335,516	\$ 290,742	\$ 370,089	\$ 988,273	\$ 975,718	\$ 4,973,672	\$ 865,982	\$ 584,072	\$ 567,191



## **Staff Report**

**Report #:** 2015-Tennis Capital-001  
**Date:** May-11-15  
**Submitted By:** **Graham Smith RRFA/CIT**  
**Subject:** Tennis Resurfacing

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### **Recommendations:**

**Be it resolved that** Council receive the report 2015-Tennis Capital-001 as information.

### **Background:**

The Tennis Club executive along with facility manager Graham Smith has met to discuss the resurfacing and repairs of the tennis courts playing surface. A decision was made to discuss the scope of the work required with 2 knowledgeable sources. We met with a representative from Triton Engineering as well as a representative from Roth Associates. Both companies are knowledgeable in tennis court surfaces and repairs.

It was decided after our meetings that we were comfortable moving forward to hire Roth Associates Landscape Architecture Inc. to provide consulting services for the Erin Tennis Club-Court Re-Surfacing Project. The Scope of the work is split into 2 phases for cost purposes and will adhere to the Town of Erin's procurement policy.

#### Scope of Work – Phase 1

1. Site visit
2. Prepare Tender Documents
3. Tender Period

#### Scope of Work – Phase 2

4. Construction Administration



**Financial Impact:**

Phase 1 - \$3,100

Phase 2 - \$2,350

This financial impact falls within the allocated budget for this project.

**Consultation:**

Consultation with Town Treasurer Sharon Marshall for budget direction and procurement policy requirements.

Consultation with Triton Engineering for technical questions and answers.

Consultation with the Ontario Tennis Association for specs and scope of work requirements.

**Communications Plan:**

Once Tenders are received and reviewed a presentation will be made to Council for a recommendation to release funding to the successful proponent.

**Conclusion:**

Please accept this document as an information update for the Erin Tennis Club court resurfacing and repair project.

**Appendices:**

Roth Associates Landscape Architecture Inc Background

## **BRIAN ROTH**

OALA, CSLA

Landscape Architect

**Brian Roth** is the principal of Roth Associates Landscape Architecture Inc. Based in Waterloo, RALA Inc. designs and administers landscape projects throughout southern Ontario and across Canada. Brian graduated from Guelph University's Bachelor of Landscape Architecture program. He has provided expertise for hundreds of projects in the role of both manager and owner of private landscape architectural consulting firms. He has developed a creative and well-crafted design sense through 30 years of extensive experience in all aspects of landscape architectural practice.

Brian's vision for RALA Inc. is to bring ecological planning, design and management principals to the cultured landscape and the natural environment. His firm has been involved with 17 LEED projects and designed over 14 green roofs in the past 10 years. A wide spectrum of work gives him a solid background in managing projects from start to finish with great confidence, and ability to find creative and innovative solutions for all projects. He is currently leading the design for a 100,000 square foot green roof to cover the Train Shed roof at Union Station in Toronto.

Brian has particular interest in ecologically sound design whether applied to natural systems or to green buildings. He has been a committee member with a number of local stewardship initiatives, particularly in the area of environmental education. These include numerous school and church projects, as well as the Rotary International Peace Park in Waterloo. He has also held an executive position with the North American Native Plant Society as a Director.

Mr. Roth has a vast portfolio of projects from urban parks in downtown Toronto, riverfront parks and recreation facilities across southern Ontario, specialized urban parks in Saskatchewan, numerous schools in southern Ontario, restoration and creation of urban natural areas, green roof design and numerous private residential gardens across Canada. This wide spectrum of projects has given him a solid background in managing projects from start to finish and has allowed him to develop a well crafted design sense. The result is confidence and ability to successfully find innovative solutions for any project.

Brian has well-developed communication skills. He continues to lecture and present at various functions. He is a Sessional Lecturer at the University of Toronto's John H. Daniels School of Architecture, Landscape and Design. As well, he is a regular speaker locally lecturing at schools, Rotary functions and at environmental workshops.

RALA Inc. believes in supporting professional education. He has been a professional mentor for six landscape architecture graduates in the OALA's Professional Development Program. His company regularly hires MLA and BLA students through internships, and is part of a local high school co-op student learning program.

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**BRIAN ROTH**

OALA, CSLA

Landscape Architect

**Career Summary**

President, Roth Associates Landscape Architecture Inc., Waterloo, ON	2008-present
Principal, Roth and Associates, Landscape Architects, Waterloo, ON	1997-2008
Landscape Architect, The Landplan Collaborative Ltd., Guelph, ON	1985-1987 + 1990-1997
Manager, Senior Designer, UMA Group Inc., Saskatoon, SK	1987-1990

**Professional Affiliations**

Full Member, Ontario Association of Landscape Architects  
 Full Member, Canadian Society of Landscape Architects  
 Committee Member, Waterloo Region Rotary Clubs International Peace Park Committee  
 Member, Tallgrass Ontario  
 Member, Waterloo-Wellington Wildflower Society  
 Member, Green Roofs for Healthy Cities

**Teaching**

Integrated Landscape Ecology course - 2010 (full time) / 2011 - 2012(part time)  
 Masters of Landscape Architecture Program  
 John H. Daniels Faculty of Architecture, Landscape and Design  
 University of Toronto

**Education**

Bachelor of Landscape Architecture, University of Guelph	1985
Plant Taxonomy, University of Guelph	1997
GRHC Green Roof Design 101 Certification	2002
GRHC Green Roof Design 301 Certification	2009
GRHC Advanced Green Roof Maintenance	2012

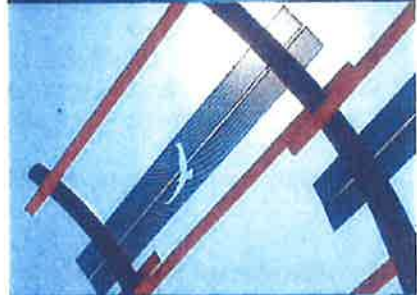
**Project Experience**

Mr. Roth's vast portfolio of projects includes sustainable design for LEED buildings and green roofs; restoration and creation of urban natural areas; urban parks and plazas throughout southern Ontario municipalities; university and office campus development site design; and riverfront parks, open space and recreation facilities across Ontario.

A more extensive list of project experience is appended in RALA Inc.'s resume.

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2A-207 King Street South Waterloo Ontario N2J 1R1 PH 519 746 5755

# PROFILE



## ECOLOGY

- Ecological Restoration
- Natural Area Creation
- Green Roofs
- Green + LEED Building
- Environmental Education

## PARKS

- Urban Parks
- Play Spaces
- Sports Facilities

## EDUCATION+HEALTHCARE

- Elementary + High Schools
- University + College Campuses
- Hospitals, Hospices + Clinics
- Church Gardens + Places of Worship

## CORPORATE

- Retail Malls + Plazas
- Office + Corporate Landscapes
- Financial Institutions
- Restaurant + Food Industry Facilities
- Large + Small Scale Industrial Developments

## GARDENS

- Subdivision + Multi-Density Developments
- Retirement + Senior Living Developments
- Private Gardens

### **Transcending the ordinary**

*We have been delivering beautiful, inspiring landscapes for public and private clients since 1997. Each site's natural environment, history and cultural context inspire new and restored living landscapes.*

### **Mission**

We strive to create beautiful, inspiring, functional, inviting places. We focus on design that meets our client's needs, conserves resources, and is socially responsible.

We are a full-service office, and evolve design concepts into well-built projects. We maintain a wide range of landscape architectural services and project types, and an environmental ethic to all aspects of the built landscape.

All steps are covered in concept development, detailed design, through to working drawings and construction supervision.

### **Teamwork**

We pride ourselves on teamwork with our business partners, and in our office. We believe great work comes through true collaboration and co-creativity.

### **Communication**

We employ the latest technologies including AutoCAD, 3D, information processing and transfer software. We communicate effectively and efficiently with our clients and other consultants on project teams.



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# PARKS AND RECREATION FACILITIES



We believe successful park design evolves out of understanding the needs, culture and use patterns of the surrounding community. In addition, we have the expertise to read each landscape to determine environmental sensitivities, physical site constraints and creative opportunities. We understand and implement CPTED principles to improve the real and perceived safety of public spaces. Parks have the ability to become meaningful and inspiring places for local communities.



## Services

- Site Inventory and Analysis
- Open Space and Park Master Planning
- Sports Field Design
- Natural Area Restoration
- Public Participation and Facilitation
- Stakeholder and User Group Workshops
- Contract Document Preparation
- Cost Estimating and Project Phasing
- Tendering and Contract Administration
- Site Supervision and Inspections
- Interpretive Signage Design

## Representative Projects

**Victoria Park and George Street Improvements**  
*City of Brantford, Ontario*

**Downtown Whitby Entrance Features**  
*Town of Whitby, Ontario*

**Wyndfield West Neighbourhood Park**  
*City of Brantford, Ontario*

**Grand Valley Trails Neighbourhood Park**  
*City of Brantford, Ontario*

**Watson Creek Trail Development**  
*City of Guelph, Ontario*

**Southside Park Inclusive Play Place**  
*Woodstock, Ontario*

**Town Hall Park**  
*Town of Tecumseh, Ontario*

**Huron Natural Area Main Access Area and Trails**  
*City of Kitchener, Ontario*

**WFCU Arena Complex Bioswale Design**  
*City of Windsor, Ontario*

**Clifford & Joan Hatch Wildflower Garden and Riverfront Park**  
*City of Windsor, Ontario*

**Six Nations Youth and Elders Centre Courtyard**  
*Oshewken, Ontario*

**Rim Park Development Options**  
*City of Waterloo, Ontario*

**Rotary International Peace Park**  
*Waterloo, Ontario*

**Kerncliff Park Tallgrass Demonstration Garden**  
*City of Burlington, Ontario*

**Maryhill Community Park + Community Centre**  
*Town of Maryhill, Ontario*

**City of Waterloo + UpTown Entrance Features**  
*City of Waterloo, Ontario*

**McCrae Sports Park**  
*City of Waterloo, Ontario*

**City of Waterloo Soccer Needs Assessment Study**  
*City of Waterloo, Ontario*

**Bronte Creek Provincial Park Amphitheatre Master Plan**  
*Oakville, Ontario*

**Odette Woodland Gardens Park**  
*Tilbury, Ontario*

**Manulife Health and Wellness Centre**  
*Rim Park, Waterloo, Ontario*

**Sandbanks Provincial Park Restoration Plan**  
*Prince Edward County, Ontario*

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# ECOLOGICAL DESIGN + SUSTAINABLE LANDSCAPES



The restoration of urban forests, the creation of prairie ecosystems, the remediation of shorelines, the planting of storm water facilities and the healthy integration of human activities within these places are some of the projects successfully undertaken by RALA Inc.

In addition to our work with natural areas, we pursue sustainable landscape approaches for the built environment. Where the built environment can function in a self sustaining, adaptive way - operations costs decrease.



## Services

- Site Planning + Analysis
- Greenspace Master Planning
- Natural Area Restoration, Design + Management
- Prairie/Grassland Restoration Design
- Stream/Riverfront Re-vegetation Plans
- Storm Water Management Planting Plans
- Woodland Edge Management Plans
- Trail Design
- Volunteer + Stewardship Group Project Planning and Supervision
- Environmental Education

## Representative Projects

**Dallan Subdivision Restoration Planting and Trails**  
*Guelph, Ontario*

**Vales of Humber Valleylands Restoration and Invasive Species Control** *City of Brampton, Ontario*

**Britannia Road Bridge Valley Slope Planting**  
*City of Oshawa, Ontario*

**Huron Natural Area Visitor Shelter, Main Access Area, Boardwalks and Trails** *City of Kitchener, Ontario*

**Clifford & Joan Hatch Wildflower Garden and Riverfront Park** *City of Windsor, Ontario*

**Rotary International Peace Park Prairie Creation**  
*Waterloo, Ontario*

**Waterloo Landfill Workshop Facility Ecological Site + SWM Design** *Region of Waterloo*

**Enemodal Office Building Ecological Site Design** *Kitchener, Ontario*

**Sheridan Creek Restoration**  
*Mississauga, Ontario*

**Summerlea Park Creek Restoration**  
*Toronto Region Conservation Authority, Etobicoke, Ontario*

**Creek Relocation + Restoration Project**  
*Keswick, Ontario*

**Victoriaview North Trail Restoration**  
*City of Guelph, Ontario*

**Watson East Community Greenspace Plan and Phases 1-3 Creek Valley Restoration Plans**  
*Guelph, Ontario*

**Watson Parkway Forest Edge Management Plan**  
*Guelph, Ontario*

**Brighton Beach Power Plant Site Design + Beach Restoration** *Windsor, Ontario*

**Kerncliff Park Tallgrass Demonstration Project Monitoring** *Burlington, Ontario*

**Natural Areas Survey and Management Guidelines**  
*City of Mississauga, Ontario*

**GT2 Woodlot Management Plan**  
*City of Mississauga, Ontario*

**Hurontario Woods Conservation Plan**  
*City of Mississauga, Ontario*

**Schnarr Street Beaver Dam Study**  
*City of Waterloo, Ontario*

**Sandbanks Provincial Park**  
*Prince Edward County, Ontario*

**Landscape Remediation Guidelines for Ivy Avenue**  
*Toronto, Ontario*

**Bronte Creek Provincial Park Amphitheatre Master Plan** *Oakville, Ontario*

**roth associates LANDSCAPE ARCHITECTURE INC.**



# SPORTS + RECREATION FACILITIES

We have designed numerous sports fields and hard surfaced court facilities throughout southern Ontario. These include private tennis courts to regulation size sports fields.

Project involvement ranges from inventory and assessments of existing facilities to the detailed design and construction administration of fields, courts and playgrounds.

Often projects involve the assembly of multiple recreation components such as playgrounds, hard-surfaced multi-play courts, trails and fields.



## Services

- Site Inventory and Analysis
- Open Space and Park Master Planning
- Sports Field Design
- Tennis, Basketball, Multi-Use Court Design
- Stakeholder and User Group Workshops
- Contract Document Preparation
- Cost Reporting and Project Phasing
- Tendering and Contract Administration
- Contract Administration and Site Review

## TENNIS

**Town of Milton Tennis Strategy**  
*Milton, Ontario*

**City of Oshawa Hard Surface Court Review**  
*Oshawa, Ontario*

**Private Residence Tennis Court**  
*Milton, Ontario*

## TRACK + FIELD

**Elmira District Secondary School Track + Field**  
*Elmira, Ontario*

**Sir John A. MacDonald High School Track and Field**  
*Waterloo, Ontario*

**Huron Heights High School Track and Field**  
*Kitchener, Ontario*

**Nawash Elementary School Track and Field**  
*Cape Croker, Ontario*

## SPORTS PARKS

**Maryhill Community Park + Community Centre**  
*Town of Maryhill, Ontario*

**McCrae Sports Park**  
*City of Waterloo, Ontario*

**RIM Park Master Plan**  
*City of Waterloo, Ontario*

**Ernest Lindner Sports Park**  
*Saskatoon, Saskatchewan*

## PLAYGROUNDS

**Point Pelee National Park Northwest Beach Playground** *Point Pelee, Ontario*

**Grand Valley Trails Neighbourhood Park Playground** *City of Brantford, Ontario*

**Wyndfield West Neighbourhood Park Playground**  
*City of Brantford, Ontario*

**Nawash Elementary School Junior + Senior Playgrounds**  
*Cape Croker, Ontario*

**Southside Park Inclusive Play Place**  
*Woodstock, Ontario*

**Green Acres Optimist Park Creative Playspace**  
*Town of Tecumseh, Ontario*

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## Staff Report

**Report #:** Rec - 2015-003

**Date:** May-12-15

**Submitted By:** Facility Manager Graham Smith RRFA/CIT

**Subject:** Hillsburgh Sports Parks Operations Update

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### Recommendations:

**Be it resolved that** Council accept this report as information for Hillsburgh Parks operations for the 2015 Sports fields season

### Background:

The Hillsburgh Sports Parks Manager Brandi McLeod is off work for 2015 on a maternity leave. We were fortunate enough in 2014 to have a great seasonal worker in Mark Van Oosten that worked and trained with Brandi. Mark was trained to be able to adequately fill Brandi's position while she is off work. Mark was a great addition to the Recreation Department in 2014 taking on work we would normally source out and his work helped the Hillsburgh Sports Fields have a successful season in 2014.

We contracted Mark to come back in 2015 to work in the Parks and assume most of Brandi's managerial duties with assistance from Facility Manager Graham Smith as required.

To assist Mark we have relocated Ryan Black (who helped the Roads Department last spring/summer) from the arenas for the summer. Ryan has been part of the recreation department for 6 years plus and has many years' experience working with the fields, diamonds and grass cutting at Centre 2000. We have also made available to Mark as needed, other members of our Recreation Department team, Mike Tyler a certified Parks Technician, Terry Wheeler and Jeff Haw.

With weekly and often daily communications between Hillsburgh parks staff, other recreation staff and management we do not foresee any disruption in our service levels in 2015

### Financial Impact:

There could be a savings in wages for the spring, summer and fall and will be monitored as the season progresses

**Consultation:**

Consultation with CAO Kathryn Ironmonger for staffing levels and staffing requirements for the season

**Communications Plan:**

Users of the Hillsburgh Sports Fields facilities have been given contact information for any issues that arise through the Soccer/Baseball sports seasons

**Conclusion:**

Please accept this report as an information update for our operations for the Hillsburgh Sports Fields for the 2015 season

**Appendices:**

N/A



## Staff Report

**Report #:** Rec – 2015 - 004

**Date:** May-12-15

**Submitted By:** **Facilities Manager Graham Smith RRFA/CIT**

**Subject:** Facility Rates for 2015/16

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### Recommendations:

**Be it resolved that** Council adopt a by-law for the proposed rates for Erin Community Centre/Centre 2000, Hillsburgh Community Centre and Hillsburgh Sports fields effective June 01<sup>st</sup> 2015 until May 31<sup>st</sup> 2016.

### Background:

Facility rates were discussed and notice was given during the 2015 budget process for our rental facilities in the recreation department. The proposed increase is 3% with the exception of the Public Skating at Centre 2000.

A rates document has been prepared and reviewed for the following recreation facilities

- 1) Erin community Centre/Centre 2000
- 2) Hillsburgh Community Centre
- 3) Hillsburgh Sports Fields

Public Skating Rates at Centre 2000 have been lowered from previous years. After some serious investigation of surrounding rinks we found the rates at Centre 2000 were quite high and have found that most surrounding municipalities have reviewed and lowered rates. Public Skating rates should be affordable especially for families with limited incomes. Public skating for some is the only time certain residents use our facilities. The lowered rate we hope will bring more people out and back to skating during the ice season.

### Financial Impact:

The financial impact is a 3% increase of rental fees until May 31<sup>st</sup> 2016

**Consultation:**

Consultation of other municipalities and private rental facilities of rates and services offered for those rates. We are confident Town of Erin Recreation rates offered to our customers and potential users are flexible and affordable compared to other surrounding municipalities and private rental facilities

**Communications Plan:**

Rates will be posted on the recreation portion of the town's website. Rate will be sent to customers through emails and rental confirmations/contracts

**Conclusion:**

We conclude by asking Council to approve the attached Recreation rates for the 2015/16 season effective June 01<sup>st</sup>, 2015 through to May 31<sup>st</sup>, 2016

**Appendices:**

Facility Rates for Erin Community Centre, Hillsburgh Community Centre and Hillsburgh Sports Fields

# ERIN COMMUNITY 2015 TO MAY 31 2016

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## E.C.C/CENTRE 2000 Room Rentals

### Shamrock Room

<b>Full Room includes Bar &amp; dancing</b>			\$ 575.00
	Friday and Saturday	9:00 am to 1:00 am.	\$ 95.00
	Extra Charge	Bar until 2 am	
<b>Full Room includes Bar &amp; dancing</b>			
	Sunday to Thurs	9:00 am to 1:00 am.	\$ 450.00
		Bar until 2 am Extra charge	\$ 95.00
<b>Upper Cafeteria Rental for Event</b>			
	With Shamrock Room rental	Flat Fee	\$ 190.00
<b>Meeting or Parties 3 hour Max</b>			
	Fri./Sat.9:00 am to 2:00 am.	Hrly Rate	\$ 95.00
<b>Meeting or Parties 3 hour mMax</b>			
	Sun. to Thurs 9am to 2am.	Hrly Rate	\$ 80.00
<b>ALL Rentals Any extra hours charged hourly</b>			\$ 95.00
<b>New Years Eve Rental</b>			
	New years 9:00 am to 2:00 am.	Flat rate	\$ 1,150.00
	Excesive Clean up	Per hour rate	\$ 95.00
<b>Kitchen Rental</b>			
	Any Day	Full Use	\$ 105.00
		Partial use	\$ 65.00
<b>Full Room Senior Groups</b>			
	Daytime per 3 hrs session	Sunday to Thurs	\$ 65.00
		Per hour rate	\$ 22.00
<b>Full Room Booster Clubs as per the discretion of the Facility</b>			
	Anytime (maximum 5 hours)	Up to 5 hours	\$ 265.00
		per hour rate	\$ 95.00
<b>Fundrasier - Non for Profit (Bar until 1 am an extra \$95 until 2 am)</b>			\$ 330.00
<b>Full Room Card Tournament (Bar until 1 am an extra \$95 until 2 am)</b>			\$ 375.00
<b>Meeting Rooms &amp; Lobby</b>			
<b>Either ½ of Shamrock Room or Upper Cafeteria or EWCS Rm and Back of Theatre</b>			
	Any Time / Meeting only	Flat Fee max3 hours	\$ 99.00
	Any Time / Meeting only	Meeting use per hour or each hour after 3 hours	\$ 44.00
<b>Lobby (registration)</b>			\$ 60.00
	Hourly Rate after 3 hr	Flat Rate	\$ 40.00
	Hourly or after each hour after 3 hrs		
<b>Additional set up fee will be charged if initial set up needs changed</b>			
		Per hour rate	\$ 95.00
<b>Clean up Fees above and beyond the accepted level</b>			
		Per hour rate	\$ 95.00

# Theatre Usage and Theatre Community Room

<b>Full Theatre Non-Resident</b>			
	Sunday to Saturday	4 hour Max	\$ 700.00
	Sunday to Saturday	8 hour Max	\$ 1,010.00
	Sunday to Saturday	12 hour Max	\$ 1,550.00
	Sunday to Saturday	Weekly	\$ 4,810.00
<b>Full Theatre Local Non-Profit</b>			
	Sunday to Saturday	4 hour Max	\$ 265.00
	Sunday to Saturday	8 hour Max	\$ 460.00
	Sunday to Saturday	12 hour Max	\$ 575.00
	Sunday to Saturday	Weekly	\$ 2,755.00
<b>Full Theatre Local</b>			
	Sunday to Saturday	4 hour Max	\$ 350.00
	Sunday to Saturday	8 hour Max	\$ 590.00
	Sunday to Saturday	12 hour Max	\$ 775.00
	Sunday to Saturday	Weekly	\$ 3,425.00
<b>Theatre Rental overtime Hourly</b>			
	Sunday to Saturday	Overtime per hour	\$ 105.00
<b>Back of Theatre</b>			
	Any day	3 hour max	\$ 99.00
		Hourly or over time per hour	\$ 44.00
<b>Centre 2000 Foyer</b>			
	Any day	Bar Purposes Flat Fee	\$ 105.00
<b>Stage/Riser Set up &amp; Take down</b>			
	Any Day	Flat fee	\$ 170.00
<b>Theatre Concession</b>			
	Any Day	Flat Fee	\$ 55.00

# Ball Diamond Rates

<b>Centre 2000 Baseball Diamond Local Adult Leagues</b>			
	Practice		\$ 31.00
	Game No Lights		\$ 40.00
	Game With Lights		\$ 65.00
	Extra Lights per hour		\$ 25.00
<b>Centre 2000 Baseball Diamond Tournament Rates</b>			
	One Day Tournament		\$ 415.00
	Two Day Tournament		\$ 557.00
	Three Day Tournament		\$ 683.00
	Lights per hours		\$ 25.00
	Clean up Fee		\$ 95.00
<b>Minor Baseball</b>			
	Practice		\$ 16.00
	Game No Lights		\$ 26.00
	Lights per hour		\$ 25.00
<b>Hillsburgh Diamonds Fastball rates based on 1.5 hr games</b>			
	Practice		\$ 31.00
	Game No Lights		\$ 52.00
	Game With Lights		\$ 95.00
<b>Hillsburgh Diamonds 3 Pitch based on 1 hour games</b>			
	Practice		\$ 31.00
	Game No Lights		\$ 52.00
	Game With Lights		\$ 68.00
<b>Barbour &amp; Vic Park Tournament Rates</b>			
<b>One Day</b>	1 Day Vic Park (lights extra \$25 per hour)		\$ 285.00
	1 Day Barbour 1 diamond (lights extra \$25 per hour)		\$ 285.00
	1 Day Barbour 2 diamonds (lights extra \$25 per hour)		\$ 490.00
	1 Day Barbour 2 diamonds and Vic Park (lights extra \$25 per hour)		\$ 620.00
<b>Two Day</b>	2 Days Vic Park (lights extra \$25 per hour)		\$ 520.00
	2 Days Barbour 1 diamondplus (lights extra \$25 per hour)		\$ 520.00
	2 Days Barbour 2 diamonds (lights extra \$25 per hour)		\$ 930.00
	2 Days Barbour 2 diamonds and Vic Park (lights extra \$25 per hour)		\$ 1,135.00
<b>Three Day</b>	3 Days Vic Park (lights extra \$25 per hour)		\$ 725.00
	3 Days Barbour 1 diamond (lights extra \$25 per hour)		\$ 725.00
	3 Days Barbour 2 diamonds (lights extra \$25 per hour)		\$ 1,135.00
	3 Days Barbour 2 diamonds and Vic Park (lights extra \$25 per hour)		\$ 1,140.00
<b>Ball Diamond Lights</b>	Ball Diamond Lights per hour		\$ 25.00

## Soccer Field Rates

<b>Heads Soccer Fields/minor local soccer groups</b>			
<b>Included Service</b>			
Included Field Cutting, painting & netting- 1-2 times per week depending on weather - all fields fertilized annually - Top dressed overseeded aerated an average of 3-4 times per season.			
<b>Extra Services</b>	Field Cutting - per field as requested		Negotiated
	Field Painting - per field as requested		\$ 80.00
<b>HEADS - per hour field rates</b>			
	Fields 1, 4 & 5 per hour		\$ 24.00
	Mini Fields 2E, 2W, 3E, 3W per hour		\$ 16.80
	Vic Park & Centre 2000 per hour		\$ 15.50
	Adult use per hour all fields		\$ 32.00
	Soccer Field Lights per hour		\$ 25.00
<b>HEADS - Soccer Tournaments</b>			
<b>Fields 1, 4 &amp; 5 ( large fields)</b>	1 fields per day rate		\$ 180.00
	2 fields per day rate		\$ 355.00
	3 fields per day rate		\$ 525.00
<b>Fields 2E, 2W, 3E, 3W (mini fields)</b>	1 field per day rate		\$ 130.00
	2 fields per day rate		\$ 255.00
	3 fields per day rate		\$ 375.00
	4 fields per day rate		\$ 490.00
	Excessive Clean up fees per hour		\$ 95.00
	Soccer Field Lights per hour		\$ 25.00
<b>Barbour &amp; Vic Park Soccer Field Rates</b>			
	In Town Rental Per Field		\$ 48.00
	In Town Rental With Lights		\$ 94.00
	Out Of Town Rental Per Field		\$ 59.00
	Out Of Town Rental With Lights		\$ 105.00
<b>Centre 2000 Soccer Field Rates</b>	Games & Practices		\$ 26.00
<b>Soccer Tournaments Adult/Lacrosse/Out of Town</b>			
<b>Fields 1, 4 &amp; 5 ( large fields)</b>	1 DAY EVENTS (no diamond or field prep) (ex. Dog shows, family		\$ 210.00
	1 field Per day rate - Adult/ Lacrosse/out of town		\$ 365.00
	2 fields per day rate		\$ 720.00
	3 fields per day rate		\$ 1,060.00
<b>Fields 2E, 2W, 3E, 3W (mini fields)</b>	1 field per day rate		\$ 255.00
	2 fields per day rate		\$ 500.00
	3 fields per day rate		\$ 735.00
	4 fields per day rate		\$ 960.00
	CLEAN-UP FEES FOR ALL TOURNAMENTS PER HOUR		\$ 95.00
<b>Baseball &amp; Soccer Field Rentals</b>			
<b>ECC Soccer Field</b>	Games & practices		\$ 25.00
<b>ECC Field rate for Heads</b>	Per hour rate		\$ 15.50



## ERIN COMMUNITY/CENTRE 2000- 2015/2016

### Ice Rentals

<b>Captial Surcharge</b>	added to each hour of	Hourly	\$ 11.30
<b>Resident Prime Time Ice rate</b>			
Weekday after 5pm & all weekends			
	September to March	Hourly	\$ 209.00
<b>Out of Town Prime Time Rate</b>			
	September to March	Hourly	\$ 249.00
<b>Non Prime Ice</b>			
Weekdays before 5:00pm.			
	1 to 4 skaters	Hourly	\$ 70.00
	4th - 8th skater each	Hourly	\$ 12.00
	over 8 skater Rate (FULL)	Hourly	\$ 130.00
<b>Minor Hockey</b>			
	September to March	Hourly	\$ 177.85
<b>Special Ice</b>			
	4:30 pm – 6:00pm Flat fee		\$ 275.00
	before 9 am & after 11 pm weekday & after 10 pm weekends and all hard to sell ice.		\$ 190.00
8am -5 pm per person	Organized shinny midweek-	\$10 per person Per hour	per/person/ per/hr
8am -5 pm per person	Organized school shinny midweek-	\$5 per person Per	
<b>Schools</b>			
	Prime Time	Hourly	\$ 177.85
	Non Prime Time	Hourly	\$ 89.00
<b>Local Hockey Leagues</b>			
	All prime time ice	Hourly	\$ 215.00
<b>EHMHA</b>			
	EHMHA -Christmas Break Tournaments/weekdays		\$ 140.75
	EHMHA Hockey Tournaments/weekends		\$ 177.85
<b>Arena Floor</b>			
	All Days	Regular Hourly Rate	\$ 80.50
	Full Day Event	Flat Fee	negotiated
	Concert	Flat Fee	negotiated
	Clean up rate for Concerts	Per hour rate	\$ 75.00

## Skating Rates

<b>Parents &amp; Tots Sticks and Pucks Welcome</b>			
Mon & Tues.'s 2-3 pm		Per skater	\$ 3.00
Wed. & Thru.'s 10:30 - 11:30am		Per skater	\$ 3.00
	Seasons pass	Sept- March	\$ 80.00
<b>Adult Skating</b>			
Mondays 10:00-11:30 am		Per skater	\$ 3.00
Fridays 1:30 to 2:30 pm		Per skater	\$ 3.00
	Seasons pass	Sept- March	\$ 60.00
<b>Public Skating (Sun, Fri., Christmas &amp; March Break)</b>			
Friday's 4-5:30 pm			
Sunday's 12-1:30pm	Children under 12	Per skater	\$ 3.00
	Teens 13 to 18	Per Skater	\$ 3.25
	Adults	Per skater	\$ 4.00
	Seniors	Per skater	\$ 3.25
	Family	Per Family of 4	\$ 13.00
	Family Membership		\$ 170.00
	Individual Membership	Adult	\$ 55.00
	Individual Membership	Child	\$ 45.00
<b>Adult Shinny</b>			
Fridays 2:30-4 pm		Per skater	\$ 5.00

## Birthday Party Packages

<b>Prime Ice Package After 5pm wkdays &amp; all Wknds</b>		
	1 hour of Ice & 3 hours of room	\$ 255.00
<b>Non Prime Ice Package Weekdays before 5 pm</b>		
	1 hour of Ice 3 hours of room	\$ 195.00
<b>Public Skating Package Frdiay nights 4-5:30 Sundays 1:00 pm to 3:30 pm</b>		
	1.5 hours of public skating & 3 hours of room	\$ 175.00
<b>Arena Floor Package</b>		
	3 hours of arena floor surface Summer hours	\$ 175.00

## Theater Birthday Packages

<b>DVD/NETFLIX Movie package</b>		
	3-4 hours of theatre, back of theatre & a movie	\$ 175.00
<b>PLAYSTATION Packages</b>		
	1 hour of gaming—\$165.00	\$ 175.00
	2 hours of gaming—\$215.00	\$ 230.00
	3 hours of gaming—\$235.00	\$ 250.00
3-4 hours of theatre and room attached to theatre. Choose from private movie viewings or PlayStation on the big Screen		

## Community Groups

<b>Nursery Schools</b>		
	Monthly	Station Road Only Sept/11 to Aug/12 \$ 1,704.50
<b>EWCS Room</b>		
	Monthly	EWCS ROOM Sept/11 to Aug/12 \$ 1,424.00
<b>Shamrock Room</b>		
	Any Day Full Program	Station Road/Day \$ 64.00
<b>Dance Groups</b>		
	Per one or two sessions per week booked up to 4 hours	All rooms or half of shamrock room \$ 89.00
	Reduced rate on third session per week booked	\$ 65.00
<b>Karate</b>		
	Per one or two sessions per week booked up to 4 hours	All rooms or half of shamrock room \$ 89.00
<b>Camps</b>		
	Camps	Weekly and Daily Rates Negotiated
<b>Fitness Class</b>		
	Per Hour	\$ 36.00
<b>Church groups</b>		
	All rooms or half of shamrock room	\$ 87.00
<b>SRNS Office</b>		
	Station Road Staff Room	Per month \$ 62.00
	Hearing Clinic	Per month \$87.00

## Advertsing, Lockers & Storage

<b>Locker</b>	Minor Hockey & Shamrocks	Per season	\$ 1,360.00
<b>Hockey Office</b>	Minor Hockey	Per month	\$ 215.00
<b>Advertising</b>	Arena Walls	Per sign/yearly	\$ 286.00
<b>Zamboni</b>	Zamboni	Yearly	\$ 431.00
<b>Advertising</b>	Arena Boards	Per sign / yearly	\$ 357.00

# Hillsburgh Community Centre 2015/2016 Price List

<b>Capital Surcharge</b>	added to each hour of ice	Hourly	\$ 11.30
<b>Prime Time Ice rate -Weekdays after 5pm &amp; all weekends</b>			
	Resident	Hourly	\$ 185.00
	Out of Town Rate	Hourly	\$ 212.00
<b>Non Prime Ice - Weekdays before 5:00pm.</b>			
	1 to 4 skaters	Hourly	\$ 70.00
	over 4 skater Rate (FULL)	Hourly	\$ 96.00
<b>Holiday Rates</b>			
	Resident	Hourly	\$ 96.00
	Out of Town	Hourly	\$ 212.00
<b>Local Adult Hockey Leagues</b>			
	All prime time ice	Hourly	\$ 195.00
<b>Tournaments</b>			
	EHMHA Hockey Tournaments		\$ 167.00
	Adult	Hourly	\$ 202.00
<b>Arena Floor</b>			
	All Days	Regular Hourly Rate	\$ 62.00
	Whole facility Full Day Event Non Profit	Flat Fee	\$ 875.00
	Whole Facility Full Day Event Profit Based	Flat Fee	\$ 1,235.00
	Arena Floor Only Full Day Non Profit	Flat Fee	\$ 700.00
	Arena Floor Only Full Day Profit Based	Flat Fee	\$ 900.00
<b>Hall Rental</b>			
	Hourly	Regular Hourly Rate	\$ 62.00
	Full Rental Friday or Saturday	Flat Fee (12 hours)	\$ 465.00
	Sundays	Flat Fee (12 hours)	\$ 250.00
	Weekday	Flat Fee (12 hours)	\$ 205.00
	1/2 Hall rental Friday/Saturday	Flat Fee (12 hours)	\$ 260.00
	New Years Eve	Flat Fee (12 hours)	\$ 640.00
	Kitchen	Flat Fee (12 hours)	\$ 25.00
	Overtime Hours	overtime Hourly	\$ 45.00
<b>Birthday Parties</b>			
	1 hour Prime Ice with Hall	Flat Fee	\$ 230.00
	1 hour Non Prime Ice with Hall	Flat Fee	\$ 155.00
<b>Prices includes HST &amp; Any Capital surcharges where applicable</b>			



## Staff Report

**Report #:** 2015 - 06  
**Date:** May-19-15  
**Submitted By:** Kathryn Ironmonger, CAO/Town Manager  
**Subject:** Centre 2000 Common (Shared) Space Report

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### Recommendations:

**Be it resolved that** Council receives the CAO/Town Manager's Centre 2000 Report for information.

### Background:

The former Council passed a resolution authorizing the CAO/Town Manager to sign the Purchasing Procedure for Common (Shared) Space dated September 4, 2014 which forms part of the Centre 2000 Maintenance Operations Manual and delegated authority to continue to negotiate and ratify the Centre 2000 Shared Use Agreement.

### Status Update

#### Outstanding Invoices

Senior Management staffs of the Town and of the Upper Grand District School Board have been meeting to resolve operational issues of the common (shared) spaces of Centre 2000. I am pleased to report that the Board and the Town have reviewed and resolved any issues relating to the outstanding invoices. The revised invoices have been forwarded for payment; however payment has not yet been received.

#### Shared Use Agreement

The group have met on several occasions to discuss the cost sharing percentages and I have attached a copy of ratified Statement of Use for Common (Shared) Space Costs agreement which will form part of the Centre 2000 Maintenance Operations Manual.

#### Utilities for Common (Shared) Space

The group is currently working on developing a costing formula to address hydro, gas, water and sewage utilities. Each utility has its own challenges – sorting out the complicated issues will be ongoing with resolution hopefully by year end.

**Financial Impact:**

N/A

**Consultation:**

School Board Staff, the Director of Finance and the Centre 2000 Facility Manager have been directly involved in the process.

**Communications Plan:**

The appropriate staff will be provided the governing procedures for them to follow.

**Conclusion:**

We have made some really positive steps to resolve the issues that have been outstanding for a significant period of time and it is hoped that by years end we should have the utilities allocation issues resolved.

**Appendices:**

1. Purchasing Procedure for Common (Shared) Space
2. Statement of Use for Common (Shared) Space Costs

## **Centre 2000 Maintenance Operations Manual**

### ***Proposed Purchasing Procedure for Common (Shared) Space***

#### **1. STATEMENT OF INTENT**

The operations of the common (shared) spaces of Centre 2000 are managed by the Management Committee. As per the Multi-Use Agreement, the Maintenance Budget of shared costs and expenditures are approved by the Town of Erin (Town) and the Upper Grand District School Board (Board) for each fiscal year before implementation.

The following procedure governs the acquisition of goods and services for the common (shared) space, excluding hydro, gas, water and sewage.

The shared areas of Centre 2000 are identified in the attached Appendix A of the Maintenance Operations Manual. (Sept. 4<sup>th</sup>, 2014)

#### **2. BUDGET PROCESS**

The Management Committee will operate on a financial cycle that is from January 1<sup>st</sup> to December 31<sup>st</sup>. The annual maintenance budget will be determined no later than the 3<sup>rd</sup> week of February. The following steps will be used in the establishment of the Committee's Budget:

- a) The Management Committee will bring forward a proposed Budget for the common (shared) space of Centre 2000 by February 1st.
- b) This budget will be reviewed, revised as necessary, and approved by the Town and the Board.
- c) Upon approval by the Town and the Board, this budget will be considered the Maintenance Operating Budget for the shared areas of Centre 2000 for the fiscal year.

#### **3. PRINCIPLES OF OPERATION IN THE PROCUREMENT OF SERVICES AND MATERIALS**

In exercising the procurement of services and materials for the common (shared) space, excluding hydro, gas, water and sewage, The Management Committee recognizes that it must meet the needs of the Purchasing Policies and Procedures of the Board and/or the Town. Furthermore, the Management Committee will make decisions with consideration for the principles of:

- a) Fair and Open Competition - all bidders that can provide the subject goods or services shall be treated with fairness and given the same opportunity to respond to quotations or tenders.
- b) Conflict of Interest - situations of conflict of interest with the business of the Committee should be declared to the Committee in accordance with the policies and procedures, which apply to the Town and the Board.
- c) Cost-effectiveness - Evaluation criteria are to be developed, reviewed and approved before the competitive process begins. These criteria are included in the competitive documents. Criteria that are considered mandatory and any technical standards that are to be met must also be included in the documents. Evaluation criteria cannot be changed or altered once the competitive process has begun.

Suppliers may be selected based on but not limited to some or all of the following:

- references
- warranty and service
- price
- payment discounts
- quality

- d) Public Accountability - the Management Committee shall be held accountable to the Town of Erin and the Upper Grand District School Board.
- e) Consensus Decision-making - purchasing decisions for the common (shared space) require consensus agreement between the Town of Erin and the Upper Grand District School Board.

**4. COST TRACKING AND RECONCILIATION**

- a) The Board and the Town will individually track costs and expenditures related to shared areas.
- b) Before the end of December there will be reconciliation of costs and expenditures by the two parties.
- c) The said report will be presented to the Management Committee.

**5. APPROVAL AND AUTHORIZATION IN THE PROCUREMENT OF GOODS OR SERVICES**

In the circumstances where formal tendering is required, the process will be as follows and developed jointly by the Town and the Board.

Value of the Materials or Services to be Procured	Procurement Process	Tender/Procurement approved by
Greater than \$ 20,000	Public Competitive Process (i.e., RFP, RFQ, RFI)	Evaluation team composed by Board and Town staff
Over \$ 5,000 to \$19, 999	3 Written Quotes	Superintendent of Education responsible for EDHS, CAO of Town of Erin
\$1,000 to \$ 5,000	3 Verbal Quotes when possible	Principal of EDHS, Facilities Manager, Centre 2000, Town of Erin
< \$ 1,000	Proceed without quote	Principal, EDHS/ Facilities Manager, Centre 2000, Erin

The parties agree that the commencement date of this agreement shall be Oct. 1<sup>st</sup>, 2014.



This agreement may be amended by mutual agreement and such amendments will be confirmed in writing.

Signed and delivered at the City of Guelph, Sept. 4<sup>th</sup>, 2014.

This agreement may be amended by mutual agreement and such amendments will be made in writing.

**Signatures**

Corporation of the Town of Erin

Signature: 

Name: Kathryn Ironmonger

Title: CAO/TOWN MANAGER

I have the authority to bind the Corporation of the Town of Erin to this agreement.

Upper Grand District School Board

Signature: 

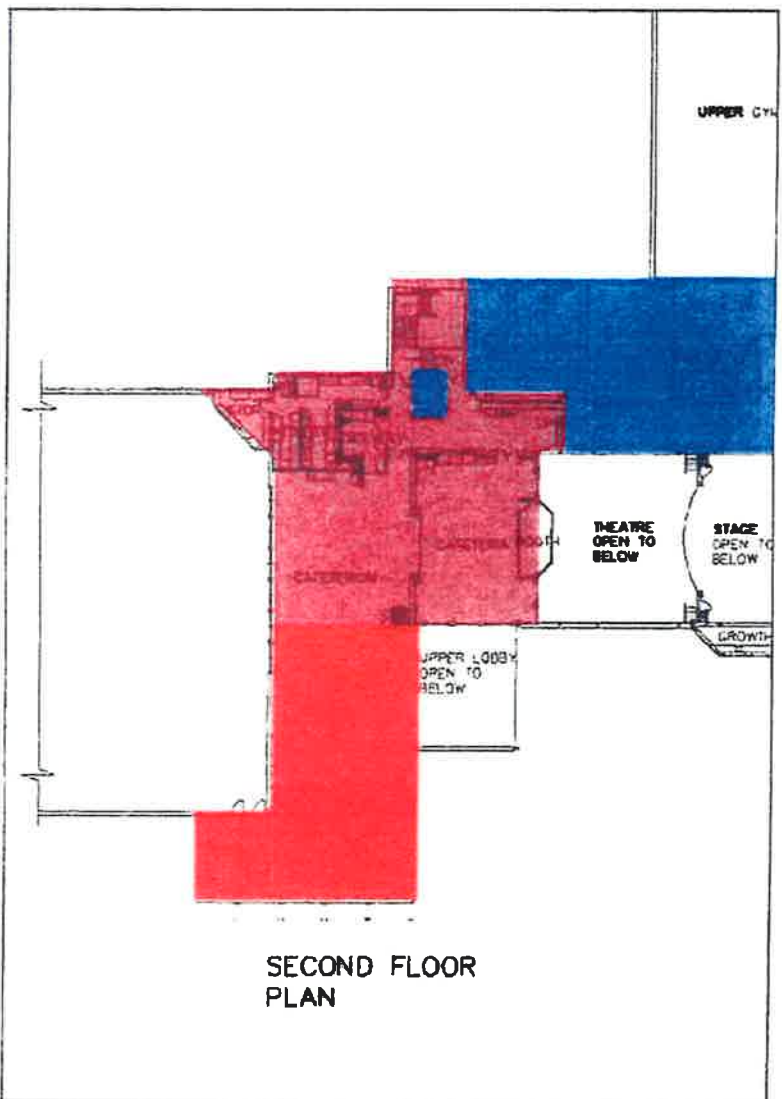
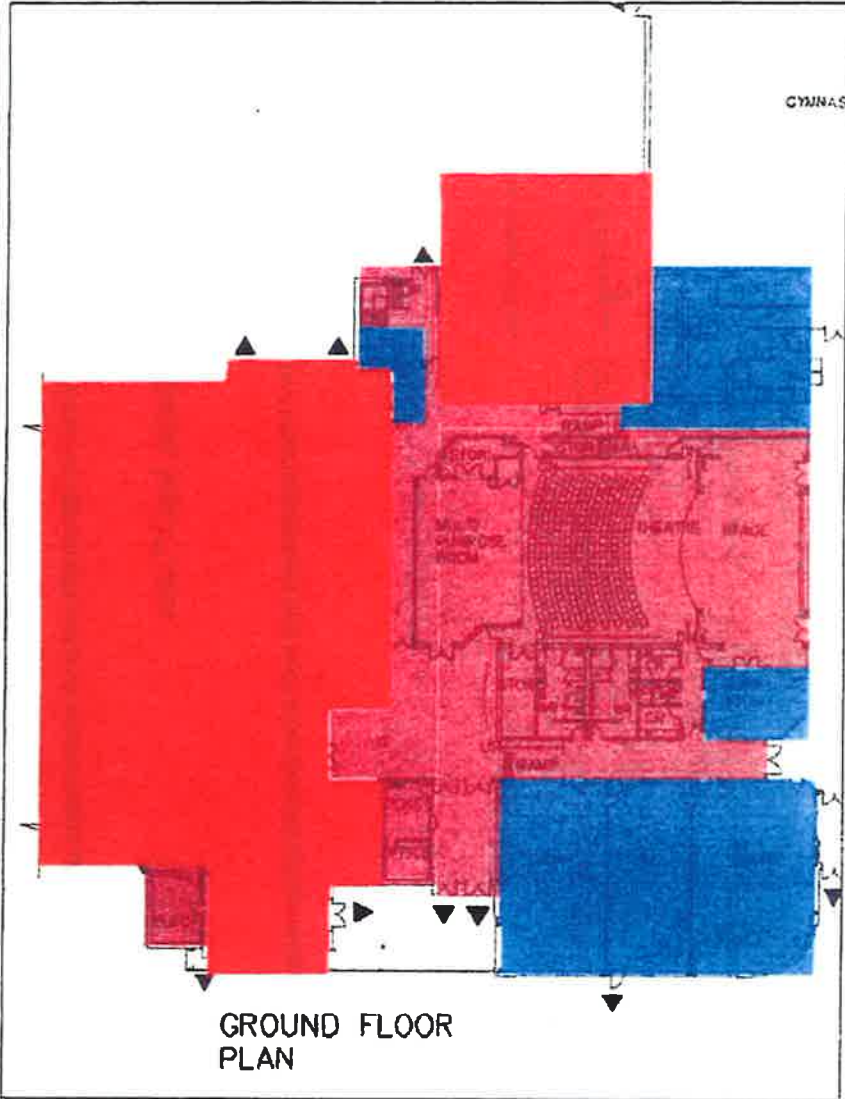
Name: Douglas Morrell

Title: Supt. of Education

I have the authority to bind the Upper Grand District School Board to this agreement.

Updated: Sept. 4<sup>th</sup>, 2014

### Appendix A - Centre 2000 Maintenance Operations Manual Erin 2000 Multiuse Facility – Area Map



TOWN AREA  SHARED AREA  BOARD AREA 

Sept 4<sup>th</sup>, 2014

## Centre 2000 Maintenance Operations Manual

Feb. 19, 15

### *Statement of Use for Common (Shared) Space Costs*

#### 1. STATEMENT OF INTENT

The Town of Erin and the Upper Grand District School Board are parties to the Multi-Use Agreement for Centre 2000, which defines among other things, the use that each party can make of the Building.

This Statement of Use clarifies and specifies how the Town of Erin and the Upper Grand District School Board will agree to share the use and costs of the Shared Spaces at Centre 2000.

The Statement of Use will be reviewed after its first year and then every 2<sup>nd</sup> year of application.

The shared areas of Centre 2000 are identified in the attached Appendix A of the Purchasing Procedures in the Maintenance Operations Manual. (Sept. 4<sup>th</sup>, 2014)

#### 2. Definitions

The definitions of the agreement shall apply to this Statement of Use;

- "Agreement" shall mean the Multi-use Agreement dated September 1<sup>st</sup>, 2000
- "Centre 2000" shall mean the Building and Lands as defined in the Multi-Use Agreement dated September 1<sup>st</sup>, 2000 (Section 1. Definitions)
- "School Day" will be defined as 7a.m. to 5 p.m.
- "School Calendar" will be defined as approved by the Ministry of Education on an annual basis

#### 3. Use of Dedicated Areas

- Each party has the right to use their dedicated area at their sole discretion
- Each party acknowledges the other party as a priority user of their Dedicated areas beyond the needs of the party

#### 4. Use of Shared Areas

- The Board shall have priority use of all Shared Areas, without fees, during School Days and School Years
- The Town shall have priority use of all Shared Areas, without fees, at all other times

#### 5. Charges for Use Dedicated Areas

Charges for the use of one party's Dedicated Areas will be charged to the other party on a cost recovery basis. Without limiting the generality of the foregoing, the parties hereto agree as follows:

- The Board will be allowed day use of the arena at the preferred rate of 38% of the residential prime time ice rate;
- The Board will contribute a total of \$1,500 annually to the Town for maintenance of the tennis court, baseball diamond and soccer field.
- The Town will be entitled to use the Gymnasium 15 days per year outside of School Days at no charge

- Each party agrees to follow established booking procedures

#### 6. Charges for Use of Shared Area

Notwithstanding the above, the parties hereto agree as follows

(A) Theatre Seating area, Stage and Multi use room:

- The Town has use of the multi-use room 15 times during the School Day/Year at no charge
- The Board will be granted 15 non-School Day uses of these areas without charge;
- Each party will supply advance notice to the other regarding the uses listed about

(B) Shamrock Room including cafeteria and Kitchen:

- Up to 10 evenings may be used by the Board for events where no admission is charged without the payment and non-School Day usages by the Town are without a sharing of revenues
- All remaining evening and non-School Day usages by the Town are without charge and without a sharing of revenues

(C) Maintenance charges for the shared space areas will be shared at the following ratios:

Area of the Building	Upper Grand DSB	Town of Erin
Back of Theatre	50%	50%
Theatre	50%	50%
Kitchen/Upper Cafeteria/Shamrock Room (B)*	100%	
Lobby	50%	50%
Upper Cafeteria/Shamrock Room (B)*	80%	20%

Note: Kitchen

- 1) UGDSB to assume full costs associated with repairs, replacement to facility and entities in the kitchen
- 2) UGDSB to assume all costs associated with utilities to operate the kitchen – methodology to be determined
- 3) Erin Lions Clubs dinner meetings would occur on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month (After 5 pm Note- Lions meet Sept to June and meet only once in December and June)
- 4) Erin Lions club would also have 3 other dates per year for other events (ie: elimination dinners) Note: Elimination dinners normally fall on Fridays and their caterers need access to the kitchen by 1 pm on these days. These events will be booked through Town of Erin

- 5) All outside caterers will have to meet with EDHS school staff for training on equipment and how the facility is to be left before having access to kitchen.
- 6) UGDSB staff to assume responsibility for all keys for the kitchen facility. The UGDSB staff will provide the Erin Facility Manager will be provided with a key for this area.
- 7) The Town of Erin will have up to 10 free uses of the kitchen yearly for Town of Erin events (which would include the 3 Lions club events)
- 8) Town of Erin, Shamrock Room renters needing full kitchen use for weddings, comedy nights ect., would be accommodated by the UGDSB, all groups will follow the UGDSB Community Use policy and procedures for rentals
- 9) On a yearly basis the UGDSB will provide the Town with their rental rates

The parties agree that the commencement date of this agreement shall be Sept. 1<sup>st</sup>, 2015.

This agreement may be amended by mutual agreement and such amendments will be confirmed in writing.

Signed and delivered at the City of Guelph, , 2014.

This agreement maybe amended by mutual agreement and such amendments will be made in writing.

Signatures

Corporation of the Town of Erin

Signature: Kathryn Ironmonger

Name: Kathryn Ironmonger

Title: CAO/TOWN MANAGER

I have the authority to bind the Corporation of the Town of Erin to this agreement.

Upper Grand District School Board

Signature: Doug MacIsaac

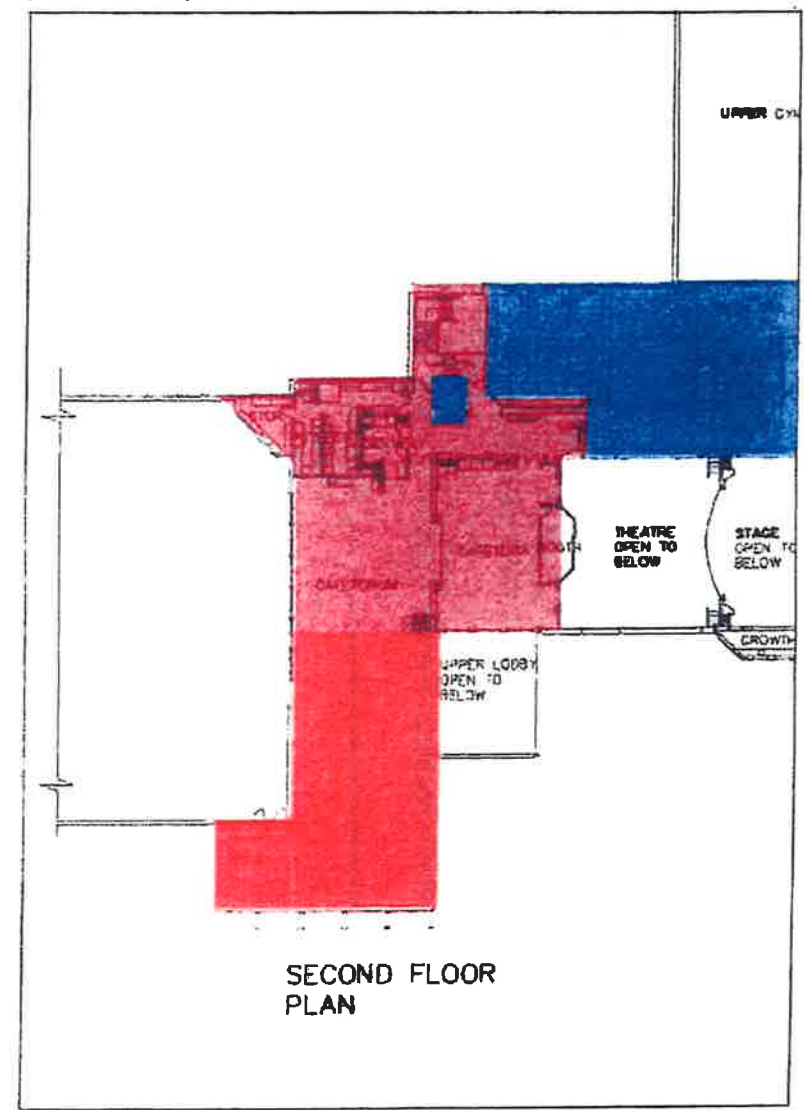
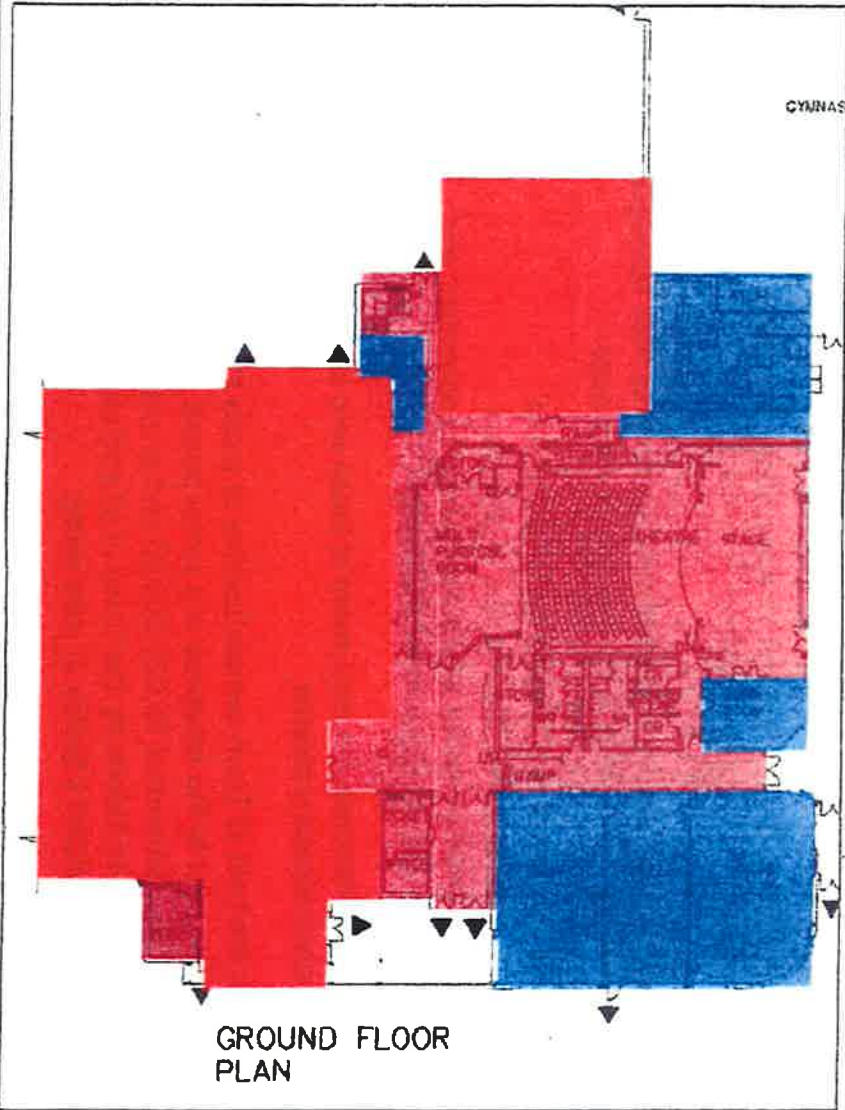
Name: Doug MacIsaac

Title: *Supt. of SD.*

I have the authority to bind the Upper Grand District School Board to this agreement.

# Appendix A - Centre 2000 Maintenance Operations Manual

## Erin 2000 Multiuse Facility – Area Map



TOWN AREA  SHARED AREA  BOARD AREA

Sept 4<sup>th</sup>, 2014



## Staff Report

**Report #:** 2015 - 07

**Date:** May-19-15

**Submitted By:** Kathryn Ironmonger, CAO/Town Manager

**Subject:** Special Occasion Permit – McMillan Park

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### Recommendations:

**Be it resolved** that Council supports the event but denies the request to pass a resolution to designate the event as a “municipally significant” event.

### Background:

AAA Events (Tracy Wallace) would like to hold a public licenced event on July 1<sup>st</sup> from 11 am to 7 pm at McMillan Park in the Village of Erin. The company is seeking Council's consideration to pass a resolution to designate the event as an event of municipal significance for them to be eligible to submit an application to obtain a Special Occasion Permit through the AGCO.

The Town of Erin passed By-Law 99-07 establishing an Alcohol Risk Management Policy (attached as Appendix 1). The policy is divided into four sections:

- Designation of facilities where alcohol use is prohibited
- Designation of facilities where alcohol use is permitted
- Specification of conditions under which alcohol use is permitted; and
- Enforcement procedure for violation of the policy.

The Policy is intended to increase the enjoyment of those who use the facilities, by reducing the potential for alcohol-related problems.

When public events are held at Town owned facilities or parks the applicant must submit specific documentation prior to the issuance of a rental permit. One of the requirements is insurance coverage in the amount of \$5,000,000.00 and to include the Town as an additionally insured party and indemnify the Town of all and any associated risks that may occur as a result of the applicant's facility or park rental.



The Town reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances.

To be eligible for a facility rental for a special occasion function, the event organizer must demonstrate sufficient event controls so that patrons will not be put in a situation that could cause harm to others. The event organizer will ensure that the physical setting is safe for both drinkers and non-drinkers. All Special Occasion Permit holders are required to adhere to the conditions as outlined in the policy.

Problems arising from alcohol consumption can affect not only the drinkers but also other people who use the facilities. Some of these problems may include:

- Vandalism and destruction of Town property;
- Police being called to municipal property;
- Injuries to drinkers or other individuals;
- Liability action arising from alcohol-related injuries or deaths;
- Increased insurance rates as a result of alcohol-related incidents;
- Loss of insurability should the insurer's risk assessment escalate;
- Charges laid against the Township or the Special Occasion Permit holder under the Liquor Licence Act;
- Suspension or loss of alcohol permit privileges by the Liquor Licence Control Board of Ontario;
- Loss of enjoyment by non-drinkers and moderate drinkers;
- Complaints lodged by offended parties;
- Withdrawal from use of facilities by people concerned about alcohol consumption;
- Loss of revenue due to reduced participation; and
- Increased public concern about alcohol consumption.

**Financial Impact:**

Wages associated with inspecting the event.

**Consultation:**

I consulted Steve Smith from Frank Cowan Company and staff at the AGCO.

**Communications Plan:**

Decision of Council will be provided to the applicant.

**Conclusion:**

The event sponsor conducting a SOP function is responsible to ensure that all requirements of the Liquor Licence Act and its' Regulations, AGCO policies and conditions of the Town of Erin Facility Rental Agreement and the Alcohol Risk Management Policy are strictly adhered to.

Rationale: The event sponsor is responsible for the behaviour of event participants and guests, Liquor Licence Act and its' Regulations, and the AGCO's policies to ensure sensible and safe use of alcohol. Town of Erin Facility Rental Regulations are in place to ensure safe, responsible use of the facility.

In order to be eligible to rent a municipal facility for a special occasion permit event, the sponsor must demonstrate to the satisfaction of the facility representative that the alcohol management policy can be fulfilled

Facility Rental Permits will not be issued by the Town of Erin for alcohol consumption at any youth focused event.

Rationale: The deciding factor for which SOPs are allowed will be determined by the focus of the events. Those events where the primary focus involves minors will not be allowed to obtain a SOP. Non-consumption by participating adults provides a positive example for young people.

It is my interpretation that the intent of the Town's Alcohol Risk Management Policy was to set the rules for community groups to be permitted to run licenced event, and that Council was not entertaining the thought that they would allow a private individual to run a licenced community event. Please refer to Section 4 "Enforcement Procedures" which specifically refers to "group members" violations.

The policy does not permit alcohol to be served in parks with the exception of Victoria Park and Jim Bailey Ball Park. Please refer to Schedule B which lists the designated areas prohibited and the permitted areas.

Moving forward:

- Council needs to designate the category for McMillan Park i.e., prohibited or permitted;
- Council should designate what events they consider to be "municipally significant" for the purpose of the applicant to receive a SOP public event liquor sales permit from the AGCO;
- Council should review the list and determine what facilities and park areas are suitable for SOP functions;
- Council needs to confirm if they require sponsors of events requiring SOPs to be a Non-profit and/or Charitable Organization.

Recommendation, that Council supports the event but denies the request to pass a resolution to designate the event as a "municipally significant" event.

If Council supports the event and liquor licence, Council needs waive the rules of the Alcohol Risk Management Policy and approve the event subject to recreation department staff member conducting an inspection of the event and that alcohol can only be served and restricted within the identified fenced in area.

**Appendices:**

1. Alcohol Risk Management Policy – By-Law 99-07
2. Frank Cowan Company

**CORPORATION OF THE TOWN OF ERIN**

**BY-LAW # 99-07**

Being a By-Law to establish an Alcohol Risk Management Policy for the Corporation of the Town of Erin.

WHEREAS, Section 102 of the Municipal Act, R.S.O. 1990, provides every Council the authority to pass such by-laws and make such regulations for the health, morality and welfare of the inhabitants of the municipality in matters not specifically provided for by this Act as may be deemed expedient and are not contrary to law.

AND WHEREAS, Council for the Corporation of the Town of Erin deems it expedient to establish regulations governing facilities owned and/or managed by the Town of Erin where alcohol consumption is not permitted and events where alcohol consumption is permitted and events where alcohol consumption is permitted under the authority of a Special Occasion Permit.

AND WHEREAS, the Town of Erin has developed an Alcohol Risk Management Policy in order to prevent alcohol related problems from arising within its facilities to promote a safe, enjoyable environment for those who use the facilities.

**NOW THEREFORE** the Council of the Corporation of the Town of Erin **ENACTS AS FOLLOWS:**

1. That the attached Alcohol Risk Management Policy for the Corporation of the Town of Erin referred to as Schedule "A" dated December 15<sup>th</sup>, 1998 hereby forms part of this By-Law.
2. Schedule "B" designated areas where alcohol use is prohibited and areas designated for conditional use of alcohol under the authority of a Special Occasion Permit hereby forms part of this By-Law.
3. That this By-Law repeals the former Village of Erin By-Law #1-19.
4. That this By-Law will take effect upon final passage thereof.

**READ a FIRST, SECOND TIME and FINALLY passed in open Council**  
this 16<sup>th</sup> day of February, 1999.

*B. A. Jocke*

Mayor

*Harbing*  
Clerk

## **PURPOSE OF THE POLICY**

The Alcohol Risk Management Policy consists of a range of measures designed to prevent alcohol-related problems and to increase the enjoyment of those who use the facilities. By reducing the potential for alcohol related problems, the Town of Erin concurrently increases users enjoyment of the facilities, reduces the risk of death and injury and reduces its risk of liability actions. In this context, policy measures introduce barriers which impede the adoption of the targeted drinking practices.

The policy is divided into four sections:

1. Designation of facilities where alcohol use is prohibited;
2. Designation of facilities where alcohol use is permitted;
3. Specification of conditions under which alcohol use is permitted; and
4. Enforcement procedures for violations of the policy.

### **SECTION 1.**

#### **AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED**

The Liquor Licence Act of Ontario prohibits the consumption of alcohol in public places unless a licence or a Special Occasion Permit has been issued. In accordance with the Liquor Licence Act, the consumption of alcoholic beverages is prohibited in the majority of parks, gardens, sports facilities and service facilities in the Town. Town Council may change the designation of any site at its discretion. The attached Schedule B lists the prohibited locations. Users who seek permission to use these facilities will be asked to sign a form agreeing that people included in the activity or event will not be intoxicated or consume alcohol (see Appendix A).

### **SECTION 2.**

#### **AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL**

These are facilities and areas currently designated for alcohol use under the authority of a Special Occasion Permit. Town Council may change the designation of any site at its discretion. The attached Schedule B lists the Designated Control locations. The facilities listed in this category must post restricted areas, i.e. dressing rooms, parking lots and sports fields. Users who seek permission to use these facilities with a Special Occasion Permit will be asked to sign a form stipulating the conditions of use (see Appendix B).

## **SECTION 3.**

### **CONDITIONS FOR SPECIAL OCCASION PERMITS**

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served (see Appendix B). In addition, the responsible person must obtain a Special Occasion Permit from the Liquor License Board of Ontario. The Special Occasion Permit holder must ensure that all the conditions of the Liquor Licence Act and this policy are adhered to at the event. The permit holder shall not consume alcohol during the event. The Town of Erin is under no legal obligation to allow licensed events to be held on its property. If the Town so chooses, it may impose on the event whatever restrictions it deems appropriate in the circumstances.

All Special Occasion Permit holders are required to adhere to the following conditions.

#### **3.1 Category: Control**

- 3.1.1 The permit holder will accept only a Proof of Age card, a military card, citizenship card, a photo drivers licence, or a passport as identification for alcohol purchase or consumption. Identification will be demanded at the door and rowdy or intoxicated individuals will be refused entrance.
- 3.1.2 The permit holder or designated staff will ask for proper identification if individuals appear to be under the age of 19. If there is any doubt, the person at the door can request approval from the person in charge designated by the permit holder or the community centre staff or its representative. Notification regarding this procedure will be posted at the entrance.
- 3.1.3 The permit holder will provide to the Town of Erin a list of the bartenders (with verified current SMART Serve certificate), servers and monitors a minimum of 24 hours before the event.
- 3.1.4 The Town reserves the right to determine and to reject at its discretion who can serve as bartenders, servers or monitors.
- 3.1.5 The permit holder will ensure that the bartenders and servers do not serve alcohol to persons deemed to be underage, intoxicated, and rowdy or to unauthorized people at the event.
- 3.1.6 There will be at least 1 monitor per 150 participants and 1 monitor for each entrance and exit at the facility or area. Monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately.
- 3.1.7 The monitors, bartenders and servers will not be under the influence of alcohol at

any time during the event while on duty.

- 3.1.8 The permit holder will require that all the bartenders serving at the Erin Community Centre, Hillsburgh Community Centre and the Ballinafad Community Centre will be trained in SMART Serve Program. In all other areas designated or conditional use of alcohol, at least 50% of the bartenders will be trained in the SMART Serve, with a minimum of 1 SMART Serve trained bartenders serving at one time.
- 3.1.9 The permit holder will be responsible for determining when assistance is needed and requesting it from the appropriate authorities including the local police and the designated staff person.

### 3.2 Category: Sale of Alcohol

- 3.2.1 When tickets are sold for alcoholic beverages, there will be a limit of 4 per person at one time. Discounts will be not offered for the volume purchase of tickets.
- 3.2.2 At a cash bar, each person will be limited to a purchase of 4 drinks at a time. Discounts will not be offered for the volume purchase of alcoholic beverages.
- 3.2.3 A sign will be posted at the bar and at the ticket counter stating the law on serving to intoxication.
- 3.3.4 The permit holder will ensure that an announcement for ticket refunds occurs thirty minutes before the bar closes. Ticket sales and ticket refunds will be handled until fifteen minutes before the end of the event.
- 3.3.5 All beverages will be served in plastic glasses.

### 3.3 Category: Low Alcohol and Non-Alcoholic Options

- 3.3.1 The permit holder will ensure that 30% of the alcoholic beverages offered consist of low alcohol options (i.e. low alcohol beer). These options will be highlighted by either displaying the bottles or by posting the options.
- 3.3.2 The permit holder will ensure that the portion of spirits served and the price will be posted at the ticket counter.
- 3.3.3 Non-alcoholic drinks will be available throughout the event. A sign will be posted identifying the low alcohol and non-alcoholic beverages are available at the event.

### 3.4 Category: Accountability

3.4.1 The Town of Erin will post a sign, stating the telephone number for the Municipal Office. If there are concerns regarding alcohol consumption during the event, they should be directed to the manager on duty or the designated person in charge.

3.4.2 The permit holder will obtain a minimum of one million dollars liability insurance, two weeks prior to the event.

### 3.5 Category: Safe Transportation

3.5.1 The permit holder will be responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:

- 1) designated drivers selected from non-drinking participants at the event;
- 2) designated drivers provided by the sponsoring group;
- 3) taxi paid either by the sponsoring group or the participant; or
- 4) buses chartered by the sponsoring group.

### 3.6 Category: Other

3.6.1 The Town of Erin reserves the right to introduce other conditions from time to time at its discretion.

## SECTION 4

### ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

#### 4.1 Areas Where Alcohol is Prohibited

4.1.1 A violation of this policy occurs when individuals consume alcohol in a facility or area where alcohol consumption is prohibited. Group members, staff and the local authorities may intervene if there is a policy violation.

4.1.2 A group member may intervene by informing the offending individual(s) that the alcohol policy prohibits alcohol consumption and asking that the violation stop. Group members should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.

4.1.3 A staff member of the Town will take steps to ensure the policy violation stops. Staff members can ask that the consumption of alcohol stop, or they can ask the individual violator or organized group to leave the facility or area, depending on the circumstances and the nature of the violation (especially if there is the potential for harm, for loss of enjoyment by non-drinkers, or for complaints). Should the individuals or group members fail to comply, the staff member can call the police for enforcement.



- 4.1.4 Where a contracted member(s) or organized group(s) have violated the policy, and have been notified of the violation, they may receive a registered letter stating the violation and indicating no further violations will be tolerated. Some violations are serious enough to warrant denial of access immediately. This decision may be made by the Liquor Licence Inspector, the police or at Council's discretion.
- 4.1.5 Should contracted members of a group violate the policy after receiving a warning, the security deposit will be forfeited and they may be required to appear before Council or its representative.
- 4.1.6 If a violation occurs after a contracted group's security deposit is forfeited, the group will be suspended from use for a minimum of one year. A registered letter will be sent and the group will be required to appear before Council or its representative for reinstatement.
- 4.1.7 If the group is a non-contracted renter, the ice-surface lights will be turned off and the police notified. Policy violators will be removed.
- 4.1.8 A member of the local police may intervene in a violation of this policy on his or her initiative or in response to a request either from any staff member or a member of the general public. The police officer will ask that the alcohol consumption stop, or can order the individuals or organized group to leave the facility or area. In addition, the officer may, at his or her discretion, lay charges against the offending individuals under the Liquor Licence Act or Ontario or any other relevant legislation. The police have the right to seize any alcohol that is used in the commission of an offence under the Liquor Licence Act.

#### 4.2 Areas Where Alcohol is Permitted

- 4.2.1 A violation of this policy occurs when the Special Occasion Permit holders fail to comply with the conditions of the Liquor Licence Act of Ontario or the Alcohol Policy. Participants, staff, local authorities and an Inspector of the Liquor Licence Board of Ontario may intervene if there is a policy violation.
- 4.2.2 A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and ask that it stop. Group members and monitors should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.
- 4.2.3 A Town of Erin staff member will take steps to ensure the policy violation stops. Depending upon the severity of the policy infraction, the organizers of the event may be asked to stop the violation or they may be closed down. Should the organizers fail to comply, the police may be called for enforcement.

- 4.2.4 Where the Special occasion Permit holders have violated the alcohol policy, and have been notified of the violation, they may receive a registered letter advising of the violation, and indicating that no further violations will be tolerated. Some violations are serious enough to warrant immediate shut down or denial of access. This decision may be made by the Liquor Licence Inspector, police or at Council's discretion.
- 4.2.5 Should members of a group violate the policy after receiving a warning, the security deposit will be forfeited and they may be required to appear before Council or its representative.
- 4.2.6 If a violation occurs after a group's security deposit is forfeited, the group will be suspended from use for a minimum of one year. A registered letter will be sent and the group will be required to appear before Council or its representative for reinstatement.
- 4.2.7 A member of the local Police or an Inspector from the Liquor Licence Board of Ontario may intervene in a violation of this policy on his or her initiative, or in response to a request from either any staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario or any other relevant legislation. The police have the right to seize any alcohol used in the commission of an offence under the Liquor Licence Act of Ontario.

**APPENDIX A**

**SPORTS ACTIVITY AGREEMENT FORM**

As contact person for:

\_\_\_\_\_  
Team Name (print)

\_\_\_\_\_  
Contact name (print)

\_\_\_\_\_  
Telephone Number

1. I have received and reviewed a copy of the Town of Erin’s Alcohol Risk management Policy.
2. I understand that alcohol cannot be consumed in Town of Erin facilities and areas in compliance with the Liquor Licence Act of Ontario and the municipal Alcohol Risk Management Policy.
3. I understand that if any member of my team is consuming alcohol in these facilities or areas, a registered letter of warning may be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the local police force and the Liquor Licence Board, at its discretion.
4. I understand that if any member of my team violates the policy within one year of receiving a warning, our group may forfeit its security deposit or may be suspended from using any Town of Erin facility or area for a minimum period of one year.
5. If a violation occurs after forfeiting the security deposit, my group will be suspended for a minimum of one year.
6. I will not allow anyone to compete if I suspect he or she is intoxicated or may otherwise be incapable of participating safely.
7. Prior to the use of these facilities, I will provide the Town of Erin with the names and addresses of the team captains so that a brochure outlining the policy can be sent to them.

\_\_\_\_\_  
Town of Erin Representative Signature

\_\_\_\_\_  
Contact Signature

Date \_\_\_\_\_

## APPENDIX B

### AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDERS

1. I have received and reviewed a copy of the Town of Erin's Alcohol Risk Management Policy.
2. I agree to adhere to the conditions of this Policy and the Liquor Licence Act of Ontario.
3. I understand that if an infraction of the Policy occurs, the Town may warn or seize the security deposit or suspend my organization from using the facilities for a minimum period of one year.
4. I understand I can be held liable for injuries and damages arising from failing to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. I understand that the local police and a Liquor Licence Board Inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation.
6. I agree to obtain the appropriate insurance at least two weeks prior to the event.

\_\_\_\_\_  
Town of Erin Representative Signature

\_\_\_\_\_  
Contact Name (print)

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

## APPENDIX C

### GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, your group can be held liable, among other things, for injuries and damages arising from failing to adhere to the Liquor Licence Act of Ontario. These conditions include serving someone to intoxication, serving someone who already is intoxicated, serving minors, failing to prevent impaired individuals from driving, failing to prevent impaired individuals from participating in potentially dangerous events, and failing to adequately manage rowdy or intoxicated patrons. The permit holder shall not consume alcohol during the event.

1. Monitor the entrance with two people, aged 19 or over. This allows staff to screen for identification and to ensure underage, intoxicated, rowdy or potentially troublesome patrons are not allowed entrance. It is easier to prevent problems if such people are not admitted to your event.
2. Cover each exit with an additional monitor, aged 19 or over. This allows you to take reasonable steps to prevent impaired people from driving. These reasonable steps can include using a designated driver either from the non-drinking participants at the event or from your group of helpers. Alternatively, it can consist of a chartered bus paid by the group for the occasion. If these efforts fail, staff may attempt to detain impaired drivers and call the police.
3. In order to reduce levels of intoxication and the rate of consumption, staff should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages.
4. In order to reduce the risk of intoxication refund unused tickets, avoid serving oversized drinks, double shots or spirits, or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices which encourage increased alcohol consumption.
5. Ensure the facility is adequately lighted, signs are visible, and stairs are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Take extra precautions in regards to stairs, balconies, elevators, swimming pools, skating rinks and other areas that pose special risks. Your group may be held liable if an accident occurs due to the physical set-up of the facility or area.
6. Prevent patrons from engaging in activities that pose potential risks of harm to themselves or others. As the organizer, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
7. Do not contravene the Liquor Licence Act by serving minors, intoxicated patrons, or be serving to intoxication. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.

8. Support serving staff in adhering to the Liquor Licenced Act by allowing them the flexibility to offer discounts on food or non-alcoholic drinks. Managers should give servers the power to deny alcohol service to any patron and management will support the servers' decision. By allowing this discretionary power, staff can defuse potentially troublesome incidents when patrons should not be served any more alcohol.
9. If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor Licence Act. Whenever the Act is violated at your event, you are at risk of being charged. Even if no charge is laid, the fact that the Liquor Licence Act has been violated can be used to undermine your defence in any civil suit.

## APPENDIX D

### RATIONALE

#### Rationale for Section 3.1: Control

The Special Occasion Permit holder and the facility owner need to be alerted to the potential liability and attendant responsibility to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

By providing the facility owner with a list of bartenders, servers and monitors, those who previously have over-served, served minors, and served intoxicated patrons can be asked not to participate in the event. A facility owner who failed to take such steps would be in a far more precarious legal position in any subsequent suit.

If injuries result from an event, the facility owner can be held liable and prosecuted under the Liquor Licence Act, regardless of any agreement with the permit holder.

#### Rational for Section 3.2: Sale of Alcohol

By limiting the number of tickets or drinks participants can purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by not selling rounds of large numbers of tickets - strips of twenty, for example.

#### Rational for Section 3.3: Low Alcohol and Non-Alcoholic Options

Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated while providing servers with a substitute drink for those nearing intoxication. A patron consuming a regular beer (at 5% alcohol) could drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, "light" beer (at 4% alcohol) represents a 20% reduction in alcohol intake.

#### Rational for Section 3.4: Accountability

While the local authorities and Liquor Licence Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event. The signs serves notice to the permit holder that while enforcement personnel may not be present the entire time, concerned participants will know where to lodge a complaint. This can facilitate early correction of potentially risky situations.

If an individual is injured, and if the Town of Erin were to be found "jointly and severally" liable, the Town could end up paying the total judgement should the Special Occasion Permit holder be uninsured or inadequately insured. In addition to costing the municipality to settle the award, a municipality might have difficulty obtaining continued insurance coverage.

#### Rational for Section 3.5: Safe Transportation

The risk of liability is high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time. Coffee provided at the end of the evening only turns a sleepy drunk into a wide awake drunk and still unable to drive.

**SCHEDULE B  
to By-Law 99-07**

**AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED**

**Carberry Park**

**Hill Street Park**

**Lions Park - Hillview Avenue**

**Village Walking Trail System**

**Athenwood Parkette**

**Mountainview Parkette**

**105 Main Street Municipal Parkette Hillsburgh**

**AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL**

**Erin Township Tennis Club**

**Erin Community Centre and Arena**

**Hillsburgh Community Centre and Arena**

**Ballinacree Community Centre**

**Victoria Park**

**Town of Erin Municipal Office**

**Town of Erin Public Works and Water Facilities**

**Former Village Municipal Office**

**Barbour Ball Field**

**Agricultural Society Ball Field**

**Jim Bailey Ball Park**

**Hillsburgh Municipal Fire Hall**

**Erin Village Municipal Fire Hall**



## Risk Management Considerations for Special Events

### Background Information

If you are renting out a facility owned by your municipality or organization for a special event, it is important to make sure you are protected. Create a special events policy and outline procedures that renters must follow when planning and executing their event. By instituting a special events policy, you can help to ensure that your organization's interests are protected and that all federal, provincial, and municipal laws are upheld.

Because so many different types of events can take place on municipal property (festivals, concerts, parades, fundraisers), it makes it difficult to come up with a standard, all encompassing special events policy. The following considerations should be included as a base, and then each individual event should be examined for unique risk issues.

### Risk Management Considerations

Some events are held year after year without incident. That, however, does not imply that the proper precautions and risk control techniques are being implemented.

The first step in managing potential risks associated with a special event is to map out the involvement of all parties. Who is involved and what is the extent of their involvement?

Next, practice appropriate liability transfer techniques by matching the risk with the party in control. For example, if your only involvement is owning the premises where the event is being held, you will want to enter into an agreement whereby the organizer is required to:

1. Maintain specific minimum controls and obtain necessary approvals from the appropriate authorities, which correspond with the nature of the event.
2. Provide a hold harmless and indemnity in your favour.
3. Guarantee the indemnity by requesting proof of sufficient limits of liability insurance including your municipality as an additional insured.

### Create a Special Events Policy

#### Contracts/Permits

##### a) Rental Agreements

All renters of municipal buildings or property should be required to sign a rental agreement. In the agreement, you should include a hold harmless and indemnification clause. Here is a sample clause, which should be reviewed by your legal counsel prior to use:

"As part of the consideration for the Municipality renting the above-noted facilities to \_\_\_\_\_, I on behalf of myself, the renting organization and its members agree to release and discharge, and to indemnify and save harmless the Municipality from and against all claims and proceedings, by whomsoever made or brought, in respect of any cost, expenses, losses, damage or injury arising by reason of my/our use of the rented facilities."

##### b) Insurance Policy

The renter should be required to obtain a general insurance policy covering the event. You should require your municipality to be added to the policy as an additional insured. Here is a sample clause, which should be reviewed by your insurance provider prior to use: "The Municipality requires the applicant to carry Commercial General Liability Insurance in an amount not less than \_\_\_ million dollars. This insurance will be carried for the rental period and will have the Municipality shown as an additional Insured." Ensure that you see proof of insurance and document it.

##### c) Special Occasion Permits

Ensure that the renter has the appropriate provincial Special Occasion Permit if alcohol is being served at the event. A Special Occasion Permit can be purchased in advance of the event.

##### Premises

The location of the event and the premises on which it is going to be held need to be suitable for the event. You must ensure that:

- The facility meets building and safety codes.
- The size of the premises is large enough to hold the expected crowd.
- Any trip and fall or other hazards are fixed or removed.
- Emergency exits are clearly marked and the pathways to them are clear.
- Ensure that there is adequate protection from the weather at outdoor venues – i.e.) protection from the sun, rain, storms, etc.
- Ensure there is safe and hazard-free access to the premises.
- Make certain that there is adequate outside night lighting for the safety of the patrons entering and exiting the premises.
- Verify that all fire alarms, extinguishers, and sprinkler systems are running properly and tested.

### Security

#### a) Security Plan

- The purpose of having a security plan is to ensure that all people and property at the event have the best possible protection.
- When creating a security plan, think about the worst case scenario and plan accordingly.
- Ensure that the organization renting out your property also has a security plan in place for their event.
- The security policy should be in writing so it can be used in defending event organizers against any conflicts over security negligence.
- Because every event is unique and will have different security needs, create a basic security plan and then customize it for each event.
- A security plan should include:
  - A schedule of all event activities.
  - A schedule of all security activities, before, during, and after the event.
  - Venue site plan, as well as a map of the surrounding area.
  - A description of the risk factors that are unique to the event, such as a large audience, sale of alcohol, violence and vandalism, no identification checking, etc.
  - A list of all key personnel, including security guards, any emergency workers, facility managers, event organizers, etc.
  - A command post should be established and its location, policies and procedures should be specified.
  - A detail of post assignments including post locations.
  - A section on security communications – two-way radios, cell phones, etc.
  - Security transportation. – how security is going to move through the event, respond to emergencies, etc.
  - A section detailing emergency procedures.
  - Security job descriptions.
- All security personnel should have specific job descriptions and responsibilities, which could include:
  - Acting as a deterrent for potential disturbances.
  - Identifying and resolving potential incidents.
  - Checking for and removing prohibited items upon entry.
  - Identifying and appropriately dealing with intoxicated patrons.
  - Providing security for patrons in parking lots.
  - Preventing theft and damage.
  - Providing crowd control.
  - Ensuring the safe use of the facilities.
  - Properly responding to and controlling emergency situations.

#### b) Private Security vs. Law Enforcement

##### Private Security

- The organization renting municipal property can make the decision between hiring a private security firm or law enforcement to undertake event security.
- Under the Private Security and Investigative Services Act, a security guard must be insured by an insurer licensed under the *Insurance Act* for liability in the proper amount.
- The *Private Security and Investigative Services Act* also states that every security guard must hold a valid licence. Proof of their licence should be a condition of employment.
- Ask for and check references.
- See a valid Certificate of Insurance from the security company.
- Have a written contract with the security firm, including an indemnification clause against liability due to any negligence from the security company.
- Check with the chambers of commerce and better business bureaus to see if there have been any complaints about the security company.

If hiring law enforcement, consider:

- What policies the City has in place regarding police security service at events.
- Charge back the cost to the organization.

### Health and Safety

#### a) First Aid

- Have a designated First Aid tent or area set up with plenty of signs indicating its location.
- Ensure it is stocked with multiple complete first aid kits, including portable kits.
- Have cots or mats in place where patrons can lay down.
- Keep equipment such as Epi-pens and Benadryl liquid, on hand for dealing with allergic reactions.
- Consider obtaining an Automatic External Defibrillator (AED) for events where paramedics are not present.

#### b) Emergency Services

For all large events, consider having paramedics and an ambulance on site. St. John's Ambulance can be contracted for services at special events.

#### c) Sanitation

- Ensure the venue has an adequate number of waste receptacles.
- Schedule for the emptying of waste receptacles to ensure that the venue stays clean and hygienic throughout the event.

## Risk Management Centre of EXCELLENCE

### Crowd Management

- Crowd management and crowd control are not the same thing. Crowd management refers to the measures taken to facilitate the movement and enjoyment of the crowd, such as seating, ushering, etc. Crowd control refers to the actions taken once a crowd is beginning to get out of control or has gotten out of control.
- It is important that these two concepts are defined and separated in the planning of the event.

### Ushering

- The job of an usher is to help people to their seats quickly and safely.
- Well prepared ushers can help to ensure that the event gets started on-time and that people are where they are supposed to be.
- Ushers help to reduce crowd confusion because they know the venue and can help people to locate areas such as washrooms and concession kiosks.
- Ushers can alert security of potential problems and also help to spot safety hazards.
- It is important to remember that ushers are in no way required to or allowed to perform security functions.

### Signage

- It is important to have clear, concise signage at the event.
- Signs should be posted throughout the venue in highly visible spots.
- Signs should be written in simple language that all patrons can understand.
- There should be signs indicating the various seating areas so that patrons can easily find their seats.
- Signs should point out things such as:
  - Location of the washrooms.
  - Location of the concession.
  - Location of the first aid area.
  - Venue rules.
  - Codes of Conduct.
- Noise Control.
  - Event organizers need to consider how noise will affect the surrounding neighbourhood.
  - Neighbours should be notified prior to the event and given an approximate schedule of events.
  - Consult your Municipal by-laws regarding specifics for noise control.
- Public Address System (P.A. system)
  - Ensure your venue has a working P.A. system.
  - The P.A. system is very important for providing safety and security information to the patrons, as well as directions in an emergency situation.

### Alcohol

The management of alcohol at events is an extremely important and complex area. Please read more about Alcohol Policies and Procedures for further information.

### Food

- There should be an adequate amount of food available for purchase at the event.
- There should be a variety of food available, including vegetarian and vegan options.
- There should be a variety of cold drinks available, including soft drinks, juices, and water.
- Food must be prepared in a sanitary manner, in accordance with local by-laws and public health guidelines.
- There must be food available for free or for purchase if alcohol is available at the event – check Special Occasion Permit rules and regulations.

### Street Closures

- If the event requires street closures, check local by-laws for appropriate procedures.
- Inform all residents and businesses on the street of the road closure well in advance of the event, giving them an approximate time frame for the closure.
- Post an event organizer or volunteer at both ends of the road to inform drivers of the reason for the closure and to direct them around it.

### Parking and Traffic

- Ensure that there is an adequate amount of parking at the venue.
- If there is not adequate parking, consider contracting out another parking lot or instruct patrons to use municipal lots.
- Ensure there is parking for the disabled as close to the venue as possible and that it is clearly marked.
- Post signs that clearly identify venue parking and lead the way from the parking lot to the venue entrance.
- Ensure there is adequate lighting in the parking areas for the safety of patrons and their vehicles.
- Consider having a member of the security team patrol the parking lot and be on hand to escort people to their cars if they wish.

### Volunteers

Volunteers are an integral part of any event. Please read Risk Management Considerations for Volunteers for more information.

**Inspections**

1. Stipulate what must be inspected (ie. tents).
2. State that the inspections must be carried out by your building inspectors. Charge the cost of these inspections to the organizer.
3. State the required inspection by your fire department. Charge the cost of the inspection to the organizer.
4. Technical standards authorities (such as the TSSA in Ontario) - amusement rides, inflatables - know what falls under their jurisdiction and require that the event organizer abide by their requirements.

Frank Cowan Company Limited regularly researches and writes about issues that could affect our clients. These documents provide an opinion on key risk management issues but are not meant to provide any form of legal opinion or official interpretation. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation. All rights reserved. ©2012 Frank Cowan Company Limited.

## Activity List 2015

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
<b>Open Items</b>				
Fill By-law	CAO	2014	19-May-15	70%
Stanley Park Arch and Gates - ownership/formal designation	CAO/Heritage Committee	20-Jan-15	31-Dec-15	50%
Sideroad 10 unopened road allowance - possible closure of portion	CAO	20-Jan-15	n/a	70%
Review of Committees of Council	CAO/Economic Development Coordinator	3-Feb-15	31-Dec-15	
Set dates for Special Meetings - strategic initiatives	Council	3-Feb-15	ongoing	as scheduled
Victoria Park - Concession booth work/rent	Facilities Manager	7-Apr-15	19-May-15	85%
Mayor and Reeves Wall of Recognition	New Council	2014	2015	
<b>Completed Items</b>				
Report on cost and practicality of implementing a ban on the sale of bottled water in Town owned Facilities	Facilities Manager	16-Dec-14	3-Feb-15	100%
Economic Development Committee	Economic Development Coordinator	16-Dec-14	3-Feb	100%
Establish Ad Hoc Committee - Grant Requests	Director of Finance/CAO	3-Feb-15	17-Feb	100%
Report - Procedural By-law changes	Clerk	3-Feb-15	3-Mar	100%
Provide comments to Halton Region regarding 4th Line Well Field Expansion by March 9	Water Superintendent	17-Feb-15	9-Mar	100%
Provide comments to the Ministry of Transportation, Ontario Good Roads Association and Association of Municipalities of Ontario opposing any amendment to default speed limits.	Roads Superintendent	17-Feb-15	27-Feb	100%
Integrity Commissioner - implications of rescinding Code of Ethics	CAO/Integrity Commissioner	3-Feb-15	7-Apr-15	100%
Celebrate Erin	Committee	16-Dec-14	18-Apr-15	100%
Procedural By-law change	Clerk	21-Apr-15	5-May-15	100%
Ice Storm Assistance Grant Agreement By-law	Clerk	21-Apr-15	5-May-15	100%
Report on Waterford Drive with recommendations	Road Superintendent	21-Apr-15	5-May-15	100%

RECEIVED  
MAY 07 2015  
TOWN OF ERIN

Erin- Mimosa 4-H Clubs  
c/o June Switzer  
9042 Wellington Road # 22  
Hillsburgh, Ont. NOB1Z0

Dear Town of Erin and Director of Finance;

Thank you so much for your support of our 4-H clubs. This year we have many clubs operating with members ages 6-21. We have just completed 2 Cooking with Milk projects with 12 and 18 members in the two groups. We have 35 members in our 4-H Lego Engineering club and 31 members in our 4-H Poultry Club. We are starting a new 4-H Water Colour Painting club with approximately 25 members, a "100 Years of 4-H Skills" club with about 15 members and a soon to be organized Bunny Hopping Club. In addition we have about 12 members in our Cloverbud project for ages 6-8. Our members come from all over Erin, Brisbane, Hillsburgh, Ospringe, Mimosa, Eramosa, Rockwood and Belwood. More projects are planned for fall!

Our meetings are held in homes or at the Mimosa United Church. Our leaders are all local, screened volunteers who put many hours into developing leadership skills in youth by hands-on project work. We appreciate this support which will help us buy supplies and materials needed to continue our projects. Many times the supplies come from the volunteers pockets!

Thank you!

Sincerely,

June & Craig Switzer, Carol Pollock, Jennifer Pollock, Meghan Pollock, Karen Mansfield, Leslie Cook

Erin-Mimosa 4-H Leaders



RECEIVED

MAY 06 2015

TOWN OF ERIN

May 2<sup>nd</sup> 2015

Ms. Sharon Marshall,  
Director of Finance,  
Office of the Treasurer,  
Town of Erin,  
5684 Trafalgar Road,  
R.R.#2,  
Hilsburgh, Ontario, N0B 1Z0

Dear Ms. Marshall:

**Re: FINANCIAL SUPPORT GRANT ALLOCATION APPROVAL**

We would like to thank you very much for the cheque for \$1,000.00, which you have bestowed upon us for our non-profit theatre group. We are most grateful.

Thank you also for your good and kind wishes for our group.

Yours sincerely,

A handwritten signature in black ink that reads "Carol McCone Day".

Carol McCone Day  
President

**Ministry of  
Transportation**

Office of the Minister

Ferguson Block, 3<sup>rd</sup> Floor  
77 Wellesley St. West  
Toronto, Ontario  
M7A 1Z8  
416-327-9200  
www.ontario.ca/transportation

**Ministère des  
Transports**

Bureau du ministre

Édifice Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley ouest  
Toronto (Ontario)  
M7A 1Z8  
416-327-9200  
www.ontario.ca/transports



M2015-1860

May 4, 2015

His Worship Allan Alls  
Mayor  
Town of Erin  
5684 Trafalgar Road, RR 2  
Hillsburgh ON N0B 1Z0

**RECEIVED**

MAY 12 2015

**TOWN OF ERIN**

Dear Mayor Alls:

The Auditor General released her report on winter highway maintenance in Ontario on April 29, 2015. We thank her for this thorough and thoughtful review, and her recommendations. While we have already taken action on many of them, we continue to work with our contractors and the OPP to improve highway snow clearing operations.

Being able to travel safely on our highways is very important to Ontarians, and at the Ministry of Transportation (MTO) it's our top priority. Over the past few years, MTO has worked to improve the quality of highway snow clearing by adding more than 100 pieces of equipment. We've also strengthened our oversight and enhanced the way we plow truck climbing and passing lanes, and freeway ramps and shoulders. In the coming months, we'll be doing more to make driving conditions better in winter 2015/16.

The Auditor General's report provides eight recommendations to the ministry. These recommendations identify improvements to how maintenance contracts are awarded; oversight of highway maintenance contractors; the effective use of equipment, sand, salt or anti-icing liquid to achieve the ministry's snow clearing standards; contractors' patrolling and reporting; and improved communications with the public on winter driving conditions and winter maintenance performance.

As a ministry, we have a lot of work to do and so do our contractors. I will be meeting with them in person as soon as possible to determine how we can work together to improve this program and their performance.

.../2



-2-

Further, I have directed ministry staff to provide me with an action plan within 60 days that outlines ways to further strengthen and improve winter maintenance, while addressing the Auditor's recommendations, to ensure that we are doing everything possible to provide Ontarians with safe highway conditions. I will make that action plan public.

I have heard from some municipalities regarding how winter maintenance has improved this past winter season but there is more we need to do. I look forward to reporting back on our action plan, our progress implementing the Auditor's recommendations and the additional steps we will be taking to enhance winter maintenance in Ontario.

Sincerely,



Steven Del Duca  
Minister



## Waterloo Wellington Caregiver Recognition Awards



The neighbour who shovels your driveway. The personal support worker who makes you laugh, even in tough times. The family member who provides loving care 24/7. The care coordinator who takes time to listen and share. The volunteer who delivers smiles along with the meals. These are just a few of the people who go above and beyond to provide care at home and in our community. They are unsung and often unseen heroes.

The Waterloo Wellington Heroes in the Home program is an opportunity to recognize the special people who care for you or your loved ones.

It's simple, here's how it works:

- Anyone can make a nomination (see the next page for the form). Tell us why you think your nominee is special.
- Nominees will be recognized (provided the nomination is received by the deadline, July 15, 2015).
- Your nominee and a guest will be invited to one of two events:

**Wednesday, September 23<sup>rd</sup> from 3:00pm to 5:00pm**  
**Concordia Club, 429 Ottawa Street South, Kitchener**

or

**Wednesday, October 7<sup>th</sup> from 3:00pm to 5:00pm**  
**Cutten Fields, 190 College Street East, Guelph**

- During the event, your nominee will receive a special certificate and Heroes in the Home pin.



# NOMINATION FORM

**NOMINATION DEADLINE: JULY 15, 2015**

Email: [events@ww.ccac-ont.ca](mailto:events@ww.ccac-ont.ca) | Fax: 519 823 8682  
 c/o Heroes in the Home, 450 Speedvale Ave., W., Suite 201,  
 Guelph N1H 7G7

**Who can be nominated? Anyone who provides care and support at home or in the community, such as:**

- Family member
- Friend
- Community volunteer
- Support worker
- Care coordinator
- Nurse
- Therapist
- Physician

**PLEASE PRINT CLEARLY IF HANDWRITING/MAILING YOUR NOMINATION**

## THE HEROES IN THE HOME AWARD GOES TO...

CAREGIVER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 TELEPHONE (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_

*The caregiver has consented to receive this recognition and has given permission for his/her story, including photos and/or video, to be shared publicly.*

## NOMINATED BY...

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 TELEPHONE (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_

**NAME OF THE PERSON(S) BEING CARED FOR... (if different from the person nominating)**

FIRST & LAST NAME \_\_\_\_\_

### **WHY DO YOU THINK YOUR NOMINEE IS A HERO IN THE HOME?**

Describe him or her using up to 150 words.

Your story will be the basis of what is read at the ceremony.

**Please indicate which location is most convenient for the person who is nominated:**

**Kitchener on  
September 23**

**Guelph on  
October 7**



May 11, 2015

Dina Lundy, Town Clerk  
Town of Erin  
5684 Trafalgar Road, R.R.#2  
Hillsburgh, ON NOB 1Z0

RECEIVED

MAY 13 2015

TOWN OF ERIN

Dear Ms. Lundy:

**RE: Information Regarding Community Workshop #2 for the GTA West Transportation Corridor Planning and Environmental Assessment Study, Stage 2**

The second round of Community Workshops has been scheduled for this June. As with the last round of community workshops in June 2014, these workshops will be interactive in nature, and it is important that the attendance be kept to a manageable size. The team will be providing similar project information and providing similar opportunities for input during the municipal, regulatory agency and community advisory group meetings that are scheduled for May 2015. As such, **this letter is for information purposes only.**

The focus of this workshop is to update the community on work completed since Public Information Centre #1 including refinements to route alternatives, interchange locations, and the Focused Analysis Area. The project team will also be seeking input from the community on: issues and trade-offs associated with the route alternatives and potential interchange locations, and the route selection evaluation approach. While much of the material will be similar at each venue, **each night will focus on a different geographic section (refer to the attached map) of the GTA West study area as indicated below.** We welcome input on any part of the study area each night, so if you are informing members of your community of the events, you can note that it is only necessary to attend one of the workshops.

<p><b>June 18, 2015</b> 6:30 – 9:00 PM <i>Venetian Salon</i> <b>Château Le Jardin</b> 8440 Highway 27 Woodbridge, ON <b>Focus on the East Section of the GTA West Study Area</b></p>	<p><b>June 22, 2015</b> 6:30 – 9:00 PM <i>Alcott Arena Floor</i> <b>Mold Masters SportsPlex</b> 221 Guelph Street Georgetown, ON <b>Focus on the West Section of the GTA West Study Area</b></p>	<p><b>June 25, 2015</b> 6:30 – 9:00 PM <i>Peel Junior Farmers Hall</i> <b>Brampton Fairgrounds</b> 12942 Heart Lake Road Caledon, ON <b>Focus on the Central Section of the GTA West Study Area</b></p>
--	--	---

If any members of your community are interested in attending one of the workshops listed above, we ask that you please urge them to contact the project team through one of the options below by **June 5, 2015 to indicate their preference:**

- Telephone: 905-882-4401 ext. 1765 (Melissa Raffoul); OR
- Toll-Free Telephone Line: 1-877-522-6916.

Please note that confirmation of attendance is necessary to ensure adequate accommodations at the venue. It will not be possible to accommodate those who do not RSVP in advance.



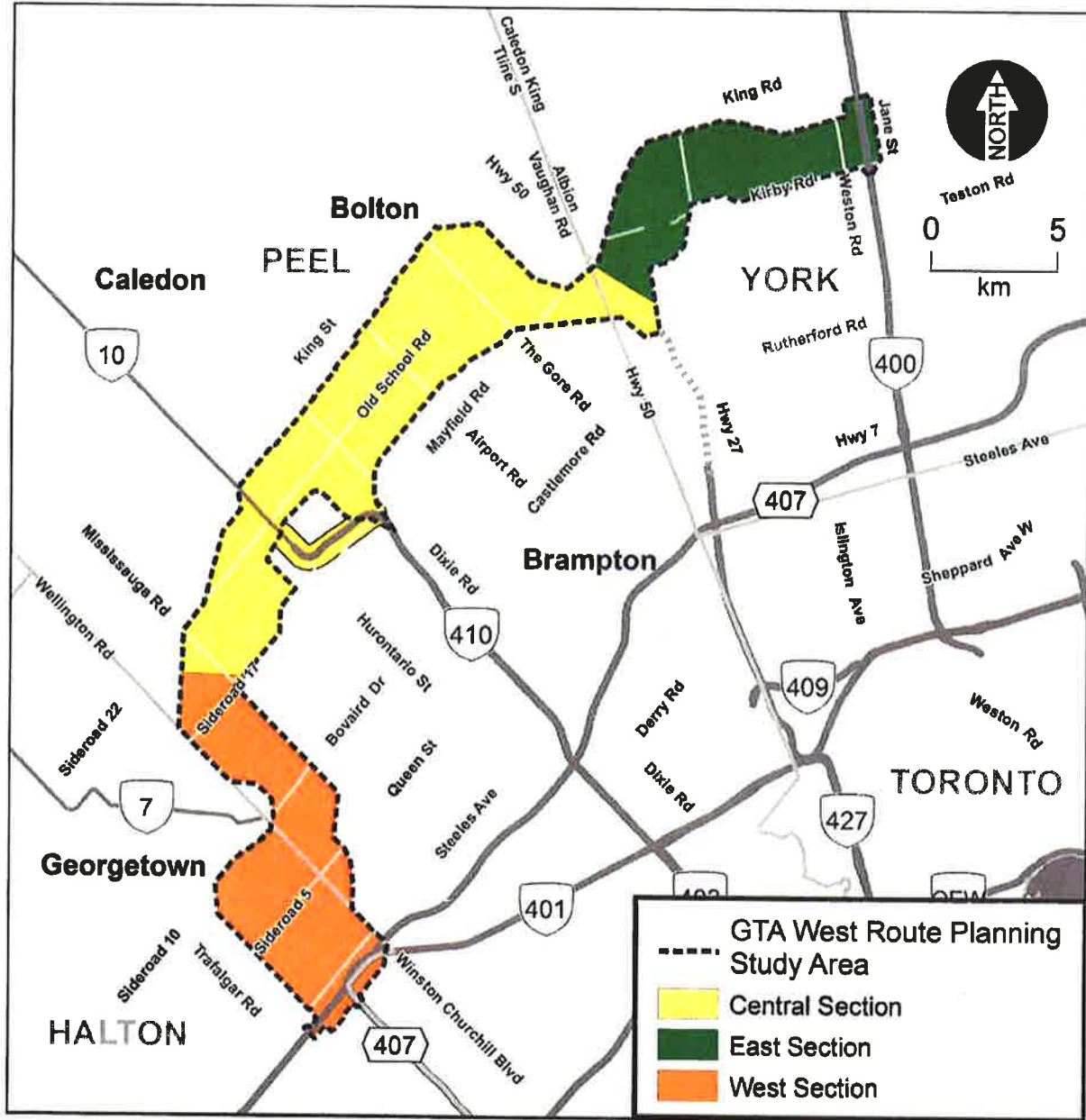
Sincerely,

A handwritten signature in cursive script that reads "Patrick Puccini".



Mr. Patrick Puccini, P. Eng.  
GTA West Project Team Member  
AECOM  
1-877-522-6916  
[project\\_team@gta-west.com](mailto:project_team@gta-west.com)







North Wellington Health Care (NWHC) and  
Groves Memorial Community Hospital (GMCH)  
CEO/Administration Report  
April 2, 2015



## The BEST PATIENT CARE- Clinical Utilization and Patient Outcomes

- The Family Virtual Visit was recently launched at GMCH. The Groves Elder Life (GEL) pilot project is working collaboratively with the Hospital Elder Life Program (HELP). Patients enrolled in HELP are eligible to use Skype or FaceTime to connect with family or friends during regular working hours. A group of GMCH physicians generously donated the iPad that is used for the virtual visit. Following initial trial at GMCH this technology will be considered for the other sites.

## The BEST SYSTEM - System Innovation and Change

- The Quality Improvement Plan (QIP) for 2015-16 was posted publically on April 1, 2015. This complies with the Excellent Care of All Act legislation that ties a portion of senior team compensation to quality and patient safety priorities. If the performance targets set in the QIP are not met, compensation can be “clawed back”.
- Please see capital projects summary attached

## The BEST ORGANIZATION - Organizational Health

- Congratulations to Dr. John Stickney for being selected as a torchbearer for the Pan Am Games in Toronto this summer. The Centre Wellington Chamber of Commerce nominated Dr. Stickney based on his exceptional work and outstanding role within the community.
- To honor our volunteers across the Alliance, Volunteer Appreciation Teas have been scheduled for 2 pm on April 8 at LMH, April 13 at PDH and April 14 at GMCH sites. Please join us in the celebration and continue to thank our volunteers for their efforts.
- A progress report of the efforts achieved by the Alliance, to optimize the best organization, was submitted to the boards and indicates the significant advances in providing better patient care, better work environments, with better system alignment, while ensuring the best financial positions for each organization. We look forward to continuous improvements over the coming year.

## The BEST FINANCIAL POSITION- Financial Health

- The amended 2008-16 Hospital Service Accountability Agreements (HSAA) were signed effective April 1, 2015 in order for funding to continue to flow to the hospitals. A balanced budget was proposed for the coming year with similar service volumes as in 2014/15.
- The Auditors will be reviewing our records in early May. There are indications that NWHC and GMCH will each finish the year-end March 31, 2015 with balanced budgets.
- NWHC and GMCH signed the Procurement and Service Level Agreements with Mohawk Shared Services (MSS). This provides the hospitals cost saving benefits through group purchasing programs on supplies and equipment.
- Progress with Hospital Infrastructure (HIRF) dollars has been significant in the last month, as many projects are now wrapping up.
- Medical Device Reprocessing improvements at both Louise Marshall Hospital (LMH) and Palmerston District Hospital (PDH) are progressing well.

### Capital Projects Update

The Groves replacement hospital is now in Stage 3 of the Provincial Capital Planning process. This stage includes work with Infrastructure Ontario, as a partner with us through the remaining 3 stages of the project. We recently hired a scheduling resource to coordinate work with our planning teams while ensuring we keep on target by achieving deadlines and approvals through the next stages. We are currently in the process of selecting our Planning, Design and Compliance (PDC) Team who will prepare the Project Specific Output Specifications. This document takes the work completed in our Functional Program and develops a detailed set of requirements which bidder's design proposals will be measured against. The PDC Team should be on board by the end of May and our planning teams will work over the summer. This fall we plan to advertise for Design Build Finance (DBF) groups who are interested in bidding on the new hospital and expect to have shortlisted three firms by the end of the year. Early in 2016 we expect to have approval to issue an RFP to these shortlisted firms and will then do an intensive comparative review of three different proposed designs with our planning teams. Negotiations with the group having the best design will be finalized and construction will commence by spring 2017.

With a plan of moving to a new replacement hospital in 2019, we continue to address issues with the current Groves facility that improve patient safety and comfort, reduce staff risks, or reduce our cost to repurpose or dispose of the facility. A number of projects are ongoing which include repairing roof leaks, removing asbestos contained in pipe insulation and flooring, ensuring we have adequate back-up emergency power supply. We are also replacing some windows in patient rooms which leak and make it difficult to ensure patient comfort during winter and summer months.

The Emergency and Ambulatory Care Redevelopment at Louise Marshall Hospital in Mount Forest is expected to receive formal approval of Stage 2 of the capital planning process in May. The Hospital and Ministry officials have a proposed agreement on the final Hub model design which will expand the Emergency department to the west of the building and expand Ambulatory Care with a new 2 storey addition to the east of the building. The upper level that aligns with the hospital's main floor is planned to house an expanded Ambulatory Care and a new Oncology treatment area while the new lower level is to have new Medical Education space for medical staff and students. This will further support the number of learners coming to the facility. (Similar Medical Education Space is planned for the Palmerston site as an addition on the main building.) Dialog Architects will be working with our planning teams to finalize the design of the redevelopment for both sites, including the updating all room configurations and list required equipment, and prepare construction documents. We expect to be ready to tender for construction of this project in spring of 2016. This is shaping up to be a complex project with multiple phases and therefore detailed planning is required to ensure the impact on operations is minimized during construction.

*Nith Valley* has been contracted for the design and construction of the Minto Rural Health Centre (MRHC) at the Palmerston and District Hospital site. The MRHC will be approximately 11,000 square foot separate Medical Arts Building which has a number of committed tenants planning to occupy once construction is completed in early 2016. Construction is expected to commence as soon as frost is out of the ground. Tenants are expected to include local physicians, the Minto-Mapleton Family Health Team, the Canadian Mental Health Association, and the Community Care Access Centre. This MRHC facility is an integral part of our strategy to recruit physicians and other health professionals to our community, and to provide facilities for our community partners in the provision of more collaborative care close to home for our residents.



Ministry of Citizenship,  
Immigration and International  
Trade

Ministère des Affaires civiles,  
de l'immigration et du Commerce  
International

Minister  
6<sup>n</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 325-6200  
Fax: (416) 325-6195

Ministre  
6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 325-6200  
Télééc.: (416) 325-6195



Ontario

RECEIVED

MAY 04 2015

TOWN OF ERIN

April 2015

Dear Friends,

It is my pleasure to send you this call for nominations for the Ontario Medal for Good Citizenship.

Established in 1973, the Ontario Medal for Good Citizenship honours Ontarians who, through exceptional, long-term efforts, have made outstanding contributions to community life.

Recipients will be presented with their medal by the Lieutenant Governor of Ontario at a special ceremony at Queen's Park in the Fall of 2015.

**Here is what you need to do to submit a nomination for this medal program:**

- a) Visit [ontario.ca/honoursandawards](http://ontario.ca/honoursandawards) and click on the Ontario Medal for Good Citizenship icon.
- b) Download the appropriate PDF form.
- c) Read the eligibility criteria and instructions carefully.
- d) Fill out the form and submit it along with your supporting documents/testimonials before **July 17, 2015**. Instructions for submitting your package can be found on the website.

If you have any questions or would like additional information, please call 416 314-7526, toll free 1 877 832-8622 or TTY 416 327-2391.

I encourage you to take the time to nominate a deserving citizen in your community for an Ontario Medal for Good Citizenship. The men and women we honour stand as shining examples to us all.

Thank you for your attention to this important recognition program.

Yours truly,

Michael Chan  
Minister

## Wind Leaseholders May Be On The Hook For Billions

April 18, 2015

A recent visit by members of the Ontario Landowners Association to the Land Registry Office in Goderich (Service Ontario) has revealed **the registration of a one billion dollar mortgage by K2 Wind Ontario Inc. on 100 wind leaseholder properties in Ashfield-Colborne-Wawanosh (ACW), home of the 140 turbine K2 Wind Project.** They were looking for the original deed for a property and stumbled on K2 Wind's **mortgage/charge.** **Certified public records indicate that some properties may be encumbered at twenty times their farm land value, or more.**

"We don't know the full ramifications of what we have discovered this week", stated Dave Hemingway, President of the Huron Perth Landowners Association. **"We know that K2 Wind is not the only wind company following this practice but we don't know at this point just how many others are involved."**

**Mr. Hemingway states that this discovery could have a profound effect on a leaseholders' ability to borrow money, sell the farm or otherwise do what he/she sees fit with their own land.**

The Ontario Landowners Association has been promoting the concept of property rights for landowners and has been encouraging them to make application for their Crown Land Patent. As part of this program the association encourages property owners to get a copy of the original deed for when the property was transferred from the Crown to private ownership. In the Huron Perth area, this happened from around 1830. The Crown sold the land to the Canada Company which then sold parcels to the local landowners of the time. The Huron Perth Landowners Association has published a Crown Letters Patent booklet to explain what a Crown Letters Patent is and how to get one for your own property. The association also recommends getting the original deed for one's property which sets out the terms under which the first individual landowner received the property rights which have subsequently becomes the current owner's property rights.

For further information, contact Dave Hemingway at 519-482-7005 or [davehemingway@gmail.com](mailto:davehemingway@gmail.com).



# Charge/Mortgage of Land

Do Process Software Ltd. • (416) 322-6111  
**K2W-CHARGE**  
 File 1150722

Form 2 — Land Registration Reform Act

**B**

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">FOR OFFICE USE ONLY</p> <p style="text-align: center;">Number.....HC <b>99022</b>  <b>CERTIFICATE OF RECEIPT</b>   <b>MAR 20 2014 @ 16:05</b>                  HURON No. 22 <i>Katherine Cece</i>                  GODERICH LAND REGISTRAR</p> <p>New Property Identifiers Additional: See Schedule <input type="checkbox"/></p> <p>Executions Additional: See Schedule <input type="checkbox"/></p>	(1) Registry <input type="checkbox"/> Land Titles <input checked="" type="checkbox"/>	(2) Page 1 of 61 pages <b>KC</b>	
	(3) Property Identifier(s) Block 41095 - Property 0005 Additional: See Schedule <input checked="" type="checkbox"/>		
	(4) Principal Amount <b>ONE BILLION DOLLARS</b> Dollars \$ <b>1,000,000,000.00</b>		
	(5) Description PIN: 41095-0005 <b>S 1/2 LT 1 CON 10 ED ASHFIELD; N 1/2 LT 1 CON 9 ED ASHFIELD; TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH</b>		
	Continued on Schedule Attached.		

(6) This Document Contains	(a) Redescription New Easement Plan/Sketch <input type="checkbox"/>	(b) Schedule for: Description <input checked="" type="checkbox"/> Additional Parties <input type="checkbox"/> Other <input checked="" type="checkbox"/>	(7) Interest/Estate Charged Fee Simple <b>CHARGE OF LEASE</b>
----------------------------	---	---	--

(8) Standard Charge Terms — The parties agree to be bound by the provisions in Standard Charge Terms filed as number _____ and the Chagor(s) hereby acknowledge(s) receipt of a copy of these terms.			
(9) Payment Provisions (a) Principal Amount \$ <b>1,000,000,000.00</b>	(b) Interest Rate <b>See Schedule</b> % per annum	(c) Calculation Period <b>See Schedule</b>	
(d) Interest Adjustment Date <b>See Schedule</b>	(e) Payment Date and Period	(f) First Payment Date <b>See Schedule</b>	(g) Last Payment Date <b>On Demand</b>
(h) Amount of Each Payment	(i) Balance Due Date <b>On Demand</b>		
(10) Additional Provisions			
Continued on Schedule <input checked="" type="checkbox"/>			

(11) Chagor(s) The chagor hereby charges the land to the chargee and certifies that the chagor is at least eighteen years old and that

---

The chagor(s) acknowledge(s) receipt of a true copy of this charge.

Name(s)	Signature(s)	Date of Signature
<b>K2 WIND ONTARIO INC.</b>	<i>[Signature]</i> <b>CLIN EDWARDS</b>	<b>2014 03 20</b>
	Name: <b>CLIN EDWARDS</b>	
	Title: <b>DIRECTOR</b>	

I/We have the authority to bind the Corporation

(12) Spouse(s) of Chagor(s) I hereby consent to this transaction.

Name(s)	Signature(s)	Date of Signature

(13) Chagor(s) Address for Service **c/o Samsung Renewable Energy Inc., 55 Standish Court, Mississauga, ON L5R 4B2, Attn: Executive Vice President**

(14) Chargee(s) **MIZUHO BANK, LTD., CANADA BRANCH**

(15) Chargee(s) Address for Service **100 Yonge Street, Suite 1102, Box 29, Toronto, ON M5C 2W1 Attn: Corporate Trust Dept.**

(16) Assessment Roll Number of Property	City	Mun	Map	Sub	Par	Multiple	Fees
(17) Municipal Address of Property	(18) Document Prepared by:					Registration Fee	<b>70</b>
Multiple	<b>Osler, Hoskin &amp; Harcourt LLP</b>					Total	<b>70</b>
	<b>100 King Street West</b>						
	<b>1 First Canadian Place</b>						
	<b>P.O. Box 50</b>						
	<b>Toronto, ON M5X 1B8</b>						
	<b>File No. 1150722 (SH)</b>						

17

## EXECUTION VERSION

DEMAND DEBENTURE

PRINCIPAL SUM: \$1,000,000,000

DATE: March 20, 2014

ARTICLE 1PROMISE TO PAY

1.1 Promise to Pay: K2 Wind Ontario Inc., in its capacity as general partner of K2 Wind Ontario Limited Partnership (the "Chargor"), for value received, hereby acknowledges itself indebted and covenants and promises to pay to or to the order of Mizuho Bank, Ltd., Canada Branch, as collateral agent for and on behalf of the Lenders and the Lender Hedge Providers (together with its successors and assigns in such capacity, the "Agent"), at the address set forth in Section 4.3 or at such other place as the Agent may designate by notice in writing to the Chargor, ON DEMAND, the aggregate principal amount of ONE BILLION DOLLARS (\$1,000,000,000) and interest thereon, from and including the date hereof (or from and including the last interest payment date to which interest shall have been paid) to and including the date of payment, at a rate of twenty-five per cent (25%) per annum, calculated and compounded monthly on the first day of each month, as well after as before demand and as well after as before default or judgment with interest on overdue interest at the same rate.

This Debenture, *inter alia*, secures payment to the Agent of all present and future indebtedness, liabilities and obligations of any and every kind, nature and description (whether direct or indirect, joint or several, absolute or contingent, matured or unmatured) of the Chargor to the Secured Parties (or any of them) under, in connection with or with respect to the Credit Agreement, and any unpaid balance thereof (collectively, the "Secured Obligations").

Pursuant to the Credit Agreement, the Agent has been appointed as agent on behalf of the Lenders with respect to this Debenture.

1.2 Revolving Facility: The Credit Agreement may contain a revolving credit facility that permits the Chargor to borrow certain principal amounts, repay all or a portion of such principal amounts, and reborrow the amounts previously paid to the Agent, all upon satisfaction of certain conditions stated in the Credit Agreement. This Debenture secures, in part, all advances and re-advances made at any time and from time to time under the Credit Agreement.

1.3 Interpretation: In this Debenture, unless there is something in the subject matter or context that is inconsistent therewith, all capitalized terms used herein which are not otherwise defined herein shall have the meanings ascribed thereto in the Credit Agreement. In addition, the following terms shall have the following meanings:

"Account" has the meaning set out in Section 3.9 hereof.

"Act" has the meaning set out in Section 2.1(b) hereof.

"Agent" has the meaning set out in Section 1.1 hereof.

Page 61

Schedule A 1 owned land

Schedule B approx 86 leased Lands

Schedule C approx 11 easement Lands

**SCHEDULE D****ANCILLARY LANDS**

No.	Registered Owner	Legal Description (all PINs are LTCQ) Registry Office No 22 Huron County	All PINs (LTCQ)	Interest Held Leasehold or Easement
1	MILLIAN, Charles Wayne MILLIAN, Rose Marie	41082-0028 E1/2 OF W1/2 LT 14 CON 1 WAWANOSH; TOWNSHIP OF ASHFIELD-COLBORNE -WAWANOSH	41082-0028	Unregistered License Agreement dated February 28, 2014 for Temporary Use of Land from Charles Wayne Millian and Rose Marie Millian to K2 Wind Ontario Inc., acting as general partner of and on behalf of K2 Wind Ontario Limited Partnership
2	The Corporation of the Township of Ashfield- Colborne-Wawanosh		All roads within the jurisdiction of The Corporation of the Township of Ashfield- Colborne- Wawanosh	Unregistered Road Use Agreement made as of March 5, 2013 between The Corporation of the Township of Ashfield-Colborne-Wawanosh and K2 Wind Ontario Limited Partnership by its general partner K2 Wind Ontario Inc.
3	The Corporation of the County of Bruce	Bruce Road 86	33330-0151 33331-0052 33332-0122 33333-0210	Unregistered Road Use Agreement made as of June 27, 2013 between The Corporation of the County of Bruce and K2 Wind Ontario Limited Partnership by its general partner K2 Wind Ontario Inc.
4	The Corporation of the County of Huron		All roads within the jurisdiction of The County of Huron	Unregistered Road User Agreement made as of February 6, 2013 between The Corporation of the County of Huron and K2 Wind Ontario Limited Partnership by its general partner K2 Wind Ontario Inc.

This Charge/Mortgage of Land /Demand Debenture of \$1,000,000,000 is a 61page document. This document is certified and on record at Service Ontario, Goderich, Ontario in its entirety with reference number 99022. Another document for K2 Wind is 99009 Demand Debenture for \$1,000,000,000.

# NOTICE

## The Government of Ontario Process for Ministers' and Parliamentary Assistants' Delegations at the AMO Combined Conference

**Sunday August 16 – Tuesday August 18  
Niagara Falls, Ontario**

Individual Ministers and Parliamentary Assistants are being asked to participate in municipal delegations. Please note that not all Ministers and Parliamentary Assistants will be taking delegations. If your municipality wishes to meet with a Minister or Parliamentary Assistant, we ask that you complete and submit the online form. Please note all request forms **must** include the name of a contact person who is knowledgeable about the issue and available to respond to ministry inquiries in a timely manner.

The Ministry of Municipal Affairs and Housing (MMAH) will respond to delegation requests for the Minister of Municipal Affairs and Housing. MMAH will advise other Ministers and Parliamentary Assistants of delegation requests and decisions on delegations will be made and given to you by the Ministers requested. To assist in expediting your delegation request, we ask that you use the Municipal Delegation Request Form rather than going through your MPP or directly to the Ministers' Offices.

In order to facilitate municipalities in planning their delegation schedules we will advise municipalities of their delegation times prior to the conference. As a result, **no delegation requests will be accepted after the DEADLINE of MONDAY, July 06, 2015.**

Municipalities will be contacted by the respective Ministries about their requests and, if applicable, the meeting time and location, approximately **one week** before the Conference.

To request a delegation meeting with a Minister, please include all the issues that you wish to discuss with that Minister on a single form. If you are requesting delegation meetings with more than one Minister, each meeting request should be made on a separate form. We ask that delegates not meet with more than one Minister on a given issue. To make the most of the delegation time available (delegations usually run 15 minutes), please ask to discuss your issue only with the Minister or Parliamentary Assistant responsible for that issue.

Thank you.

Vinothini Kajendran  
Municipal Programs and Education Branch  
Ministry of Municipal Affairs and Housing  
Telephone: 416-585-6280  
E-mail : [vinothini.kajendran@ontario.ca](mailto:vinothini.kajendran@ontario.ca)



## Municipality of Trent Lakes

Box 820, 701 County Road 36

Bobcaygeon, ON K0M 1A0

Phone: (705)738-3800 Fax: (705)738-3801

---

May 12, 2015

All Municipalities  
In the Province of Ontario

Dear Municipal Representative:

**Re: Demonstrated Need for Aggregates**

At the Regular Council Meeting held on May 5, 2015 the Council of the Municipality of Trent Lakes passed the following resolution:

Resolution No. **R2015-279**

Moved by: Councillor Raymond  
Seconded by: Councillor Persson

*WHEREAS a primary concern for the Municipality of Trent Lakes is that due to our close proximity to the Greater Toronto Area there will be an increase in the demand for aggregates from this area resulting in an increase in the number and size of quarries in the Municipality; and*

*WHEREAS it is widely acknowledged that extracting aggregates from the landscape is an intrusive activity that has the potential to cause long-term impacts on publicly important environmental resources and farmland; increases in traffic, road damage and greenhouse gas emissions; and degrades the quality of life in local communities; and*

*WHEREAS in 2005 the Provincial Policy Statement was amended to allow aggregate producers to propose extraction sites without having to demonstrate the need for the additional supply of aggregate resources, thereby creating a barrier to comprehensive planning and favouring the protection of aggregate extraction at the expense of other provincial interests, and as a result encouraging the rapid and non-sustainable use of the resource; and*

*WHEREAS applications for licences under the current Aggregate Resources Act do not require proponents to demonstrate need to extract aggregate resources in a particular area;*

*THEREFORE BE IT RESOLVED THAT the Municipality of Trent Lakes request that the Ontario Government amend the Provincial Policy Statement and the Aggregate Resources Act to require aggregate extraction proponents to demonstrate need for the particular supply of resource proposed for extraction; and further*

*THAT this resolution be forwarded to the Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, the Honourable Bill Mauro, Minister of Natural Resources and Forestry, the Honourable Glen Murray, Minister of the Environment and Climate Change, the Honourable Jeff Leal, Minister of Agriculture, Food and Rural Affairs, Provincial Opposition Party leaders, the Environmental Commissioner of Ontario, Barry Devolin, MP, Laurie Scott, MPP, FCM and AMO; and further*

*THAT through the circulation of this resolution to all municipalities in Ontario it be requested that they adopt a similar resolution in support of the requested changes to the Provincial Policy Statement and the Aggregate Resources Act.*

Carried.

As per the resolution, it is requested that all municipalities in Ontario adopt a similar resolution in support of the requested changes to the Provincial Policy Statement and the Aggregate Resources Act.

Sincerely

*Bob Angione*

Bob Angione, M.P.A., B.Admin.  
Municipal Clerk





# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Mark Paoli, Manager of Policy Planning  
**Date:** May 14, 2015  
**Subject:** COMMENTS ON PROVINCIAL PLANNING INITIATIVES (PD2015-16)

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### 1.0 Background:

In recent months, the province has circulated a number of proposals to improve the planning process:

- an initial discussion document on the coordinated review of: the Growth Plan for the Greater Golden Horseshoe (the Growth Plan); the Greenbelt Plan; the Niagara Escarpment Plan; and the Oak Ridges Moraine Conservation Plan;
- Bill 73 the proposed Smart Growth for Our Communities Act;
- Draft Guidelines on permitted uses in Prime Agricultural Areas; and
- Draft changes to the Minimum Distance Separation (MDS) Guidelines.

This report is to provide staff comments on these initiatives.

### 2.0 Provincial Plan Review:

The provincial plans that apply to Wellington County are the Growth Plan and the Greenbelt Plan. The review will have two phases. The current phase is to gather input on how to strengthen the plans and make them work together better, and on what parts are working well and should not change. The second phase will involve comments on draft amendments that the province will prepare and circulate. Staff reviewed the discussion paper and raise the following points:

#### 2.1 The discussion paper asks:

- "How can the plans be strengthened to ensure our communities make best use of key infrastructure such as transit, roads, sewers and water?" and
- "How can the plans better support the development of communities that attract workers and the businesses that employ them?"

Wellington County is diverse, with a number of different market areas that have different kinds of economic opportunities and different levels of provincial and municipal infrastructure investment planned and in the ground. Under the current Plans, due to an apparent surplus of employment lands when budgeted on a County-wide basis, the County and local municipalities are unable to respond to local growth pressures by designating new employment lands.

The County has an employment lands surplus that is largely a product of Official Plans approved by the province decades ago under a much different policy regime. It is widely recognized that employment lands are not easily replaced as they have more specialized location requirements than residential lands. The current 20-year maximum on employment land use designations does not reflect the need to identify and protect these lands on a longer term basis as a strategic resource.

*The Growth Plan should be strengthened by providing a longer time frame for assessing the need for employment land designations, and by recognizing well located employment lands as a community resource requiring protection.*

2.2 The discussion paper asks “How can the plans better support the long term protection of agricultural lands, water and natural areas?” A further question posed under this heading is:

- “Where are the opportunities to expand the Greenbelt both within urban areas, such as urban river valleys, and in rural areas beyond the Greater Toronto Area?”

The question should be: Is expansion of the Greenbelt necessary and appropriate? The Greenbelt Plan was established primarily to contain growth pressures from the Greater Toronto Area and Hamilton, and this is why the outer boundary was based on Lake Ontario watersheds.

*The Greenbelt Plan is doing its intended job reasonably well, and we see no rationale for expanding beyond its current boundary in Wellington County.*

2.3 The discussion paper asks “How can the implementation of the plans be improved?” Further questions posed under this heading are:

- “Are there opportunities to better align key components of the plans with each other, and with other provincial initiatives? Are there ways to reduce overlap and duplication?” and
- “Do the plans appropriately distinguish between urban and rural communities? “

The Greenbelt Plan and Growth Plan overlap with the 2014 Provincial Policy Statement (PPS) in policy areas that in our view are beyond the core purposes of these plans. Examples include the Mineral Aggregate Resources and ‘Culture of Conservation’ policies in the Growth Plan, and the Parkland, Open Space and Trails policies in the Greenbelt Plan.

*The Plans should narrow their focus to reduce overlap with the 2014 PPS and, by extension, with Official Plans that will be amended to be consistent with the 2014 PPS.*

In terms of overlap between the Plans, we note that both Plans deal with settlement expansions. Settlement expansions in the Growth Plan involve a municipal comprehensive review that is required to consider servicing matters along with broader planning considerations. Settlement boundaries in the Greenbelt Plan (referred to as Towns/Villages) were essentially frozen with two exceptions. One of the exceptions is the current 10 year review policy which provides for modest expansion, but only on municipal sewage and water systems.

This limiting of expansion in the Greenbelt:

- is inconsistent with the comprehensive approach in the Growth Plan, and takes a key growth management tool out of the hands of municipal Councils where it belongs, and
- fails to recognize that in certain rural settlements like Morriston, private sewage and water systems are the only option for development, and that such settlements should have the flexibility to serve as growth nodes when needed.

*Therefore, the Growth Plan and the Greenbelt Plan settlement expansion components are not aligned and the Greenbelt Plan does not appropriately distinguish between the different challenges of managing growth in urban and rural communities. Settlement expansion should be governed by the Growth Plan and implemented by the Official Plan; this is already the case with other key growth management policies such as forecasts, intensification, and greenfield densities.*

### **3.0 Bill 73 – Smart Growth for Our Communities Act:**

The overall purposes of Bill 73 are to:

- enhance municipal transparency and accountability;
- provide certainty and stability while reducing costs; and
- support investment in growth related infrastructure.

The Bill introduces a number of changes to both the *Planning Act* and the *Development Charges Act*.

#### **3.1 Planning Act changes**

While there are a number of provisions that would result in administrative changes, and others that may be convenient as they would reduce appeals on provincial issues (which we note is questionable in terms of enhancing transparency), our comments focus on two main areas: planning advisory committees; and notices.

##### **Planning Advisory Committee**

A planning advisory committee is optional for municipalities in the current *Planning Act*. This would continue to be the case for lower-tier municipalities. An upper-tier council on the other hand, shall appoint a Planning Advisory Committee, which shall include a minimum of one resident of the municipality who is not a member of Council or an employee of the municipality. This is an unnecessary intrusion into municipal governance.

The planning process has a number of mandatory as well as informal opportunities for public input. Public input often reflects competing and/or private interests, and it is the elected Council's job to weigh the input against the broader community interest. Although there may be benefits of an advisory committee with public members in some communities, the existing County Planning Committee structure appears to be working.

*The mandatory addition of unelected individuals is a concern in principle, and we do not see how this would make the decisions more transparent in practice. The current optional provisions in the Planning Act should be retained.*

##### **Notices of Decision or Adoption**

A number of new sections would require Notices to contain a brief explanation of the effect, if any, that the written and oral submissions made at the public meeting or before Council made its decision, had on the decision. This will pose major difficulties for applications with multiple issues and trade-offs as it is often impossible to document what weight was given to the various submissions. Further, it is not clear who gets to decide what input had an effect, and what that effect was.

The notion that the effect of submissions can be captured in a brief statement actually discounts the role of public input, and ignores the practical reality that deliberations at Council on planning issues can be quite complex. Moreover, we do not see how an oversimplified statement about public input contributes to greater transparency.

*The provisions requiring Notices to contain a brief explanation of the effect, if any, that written and oral submissions made at the public meeting or before Council made its decision, had on the decision, should be removed.*

### 3.2 Development Charges Act changes:

Treasury staff reviewed Bill 73 and offered the following comments:

- Beyond removing the 10% mandatory deduction for transit (which doesn't impact Wellington County) the list of eligible expense categories should have been expanded to include more categories, including hospital expansion. This is not consistent with the purpose to support investment in growth related infrastructure and doesn't appear to assist rural municipalities in particular.
- New requirements to explore and/or develop "area specific charges" (or area rating) are not clear and the potential implications of these requirements are unknown.
- Additional requirements for: enhanced Asset Management reporting and an enhanced Annual Report from the Treasurer appear to be administratively burdensome and could increase costs, rather than create an opportunity to recover more growth related costs as intended.

### 4.0 Guidelines on Permitted Uses in Prime Agricultural Areas:

There are a number of changes and new terminology in the 2014 PPS sections on permitted uses in prime agricultural areas. The guidelines, according to the introduction, "are meant to complement, be consistent with, and explain the intent of the PPS policies and definitions." *We hope that this purpose is maintained, as our overall concern with these guidelines is that they should not have the same force as the PPS.*

In terms of the technical content of the guidelines, we have two main concerns:

#### Agriculture-related Uses

In the explanation and examples of "agriculture-related uses", the guidelines state that "Commercial and Industrial operations must, as a primary activity, sell their products and/or services to farm operations to meet this criterion" and provide a number of examples, including:

- Local farm product retailers (selling products like wine, cider, fruits, vegetables and meat)
- Farmers' market selling local produce
- Winery using local grapes
- Abattoir processing and selling local meat
- Auction for local produce

We understand that the businesses cited above are providing services to farm operations by processing farm products and/or making them available for sale, and we support this interpretation; however, we see potential confusion as some users of the guidelines may question this as the people buying the goods are unlikely to be farmers.

*The guidelines should elaborate upon and clarify the relationship between these kinds of businesses and farms in the community.*

#### On-Farm Diversified Uses – 'limited in area' criterion

The PPS allows on-farm diversified uses and the policy and definitions set out certain criteria; one of these is that the use is 'limited in area'. The guidelines set out 2% of the farm parcel, up to a maximum coverage of 1 ha, as the basis to determine whether a use would meet the 'limited in area' criterion. Aside from the fact that we question the approach, the larger point is that this part of the guidelines is overly detailed and prescriptive.

*The determination of 'limited in area' does not lend itself to a province-wide standard, and should be based on local context and implemented through Zoning By-laws.*

## 5.0 Draft Revised Minimum Distance Separation (MDS) Guidelines:

The province has proposed changes and updates to the MDS Guidelines. Staff reviewed the changes and found that most of the changes clarify the guidelines in ways that are in line with how our office has been interpreting and applying them, or result in changes that would be supported. There are a few exceptions to this; however, where we are working with provincial staff to understand the implications of the revisions in the areas of: non-application of MDS to accessory buildings; lot size vs tillable hectares in determining expansion factors; and rural residential clusters. When we have completed those discussions, we will be providing a comment letter to the province.

### Recommendation:

That report PD2015-16 Comments on Provincial Planning Initiatives be forwarded to the appropriate provincial agencies.

Respectfully submitted,



Mark Paoli  
Manager of Policy Planning



## COUNTY OF WELLINGTON

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ADMINISTRATION CENTRE  
 74 WOOLWICH STREET  
 GUELPH ON N1H 3T9

May 12th, 2015

John Turvey  
 Policy Advisor (Land Use Planning)  
 Food Safety and Environmental Policy Branch  
 Ministry of Agriculture, Food and Rural Affairs  
 1 Stone Road W., 3<sup>rd</sup> Floor SE  
 Guelph, ON N1G 4Y2

### RE: Minimum Distance Separation Review

Staff of this office have reviewed the Draft Minimum Distance Separation (MDS) Guidelines and offer the following comments. Please note that our review focused primarily on setbacks from new development and existing livestock facilities (MDS1).

Overall, we found that most of the changes clarify or update the guidelines in ways that are in line with how our office has been applying them, so in many cases the revisions are welcome. A few exceptions or areas for clarification follow.

#### **Guideline 13: MDS Not Applicable to Accessory Structures**

In situations where the Zoning By-law requires MDS 1 to be applied to a vacant lot, it shall not be applied to accessory buildings or structures, including garages, outbuildings or sheds. Although this is not a big change from current guidelines, we recommend additional wording to the effect that:

Where the Zoning By-law allows an accessory apartment to be established within a building that is accessory to a dwelling, MDS shall apply.

#### **Guidelines 33 and 34: Creation of the 4<sup>th</sup> lot or use results in Type B Land Use**

Under the current guidelines, a consent application is considered to be a Type B use (more sensitive than Type A) if it would result in a rural residential cluster (defined as: *four or more adjacent rural lots, generally one ha or less, sharing a common boundary. Lots located directly across a road from one another shall be considered as having a common boundary*).

As a general comment, we recommend eliminating this particular aspect of determining Type A vs B land uses. We find it, and the proposed revision, to be arbitrary, difficult to explain and questionable to defend.

If the draft guidelines are to be carried forward, we recommend that further justification be added to the document, and we offer the following more detailed input.

In the draft guidelines, the rural residential cluster defined term and Guideline 39 would be eliminated and replaced. We see three different outcomes of this:

1. The guidelines would no longer only apply to residential lots, instead referring to non-agricultural uses, which is consistent with 2014 Provincial Policy Statement terminology, and makes sense from a compatibility standpoint. If this aspect of the guideline is to be retained, we would support this change to it.
2. The rural residential cluster definition, which is to be removed, included the size criterion 'generally 1ha or less in size' which served as a guide to what is meant by a residential vs agricultural lot. We understand that the 1 ha limit would not make sense for many of the uses included under the broader 'non-agricultural uses'; however, wording should be added in order to retain the 1 ha limit for residential lots.
3. The revised wording requires the four lots in question to be 'in immediate proximity' which would weaken the guideline and make it more difficult to implement. We recommend the phrase 'in immediate proximity' be removed to make it clear that the lots are required to be contiguous (where the term 'contiguous' retains the current meaning that the lots can be across the road from one another, as noted above).

We note that the complexity of the foregoing points reinforces our suggestion to remove this particular aspect of determining Type A vs Type B land uses.

Thank you for the opportunity to comment, and we would be happy to discuss any of these points further with you.

Yours truly,



Mark Paoli, M.Sc., MCIP, RPP  
Manager of Policy Planning

cc: Mike Givens, CAO, Wellington North  
Bill White, CAO/Clerk, Town of Minto  
Patty Sinnamon, CAO/Clerk, Mapleton Township  
Andy Goldie, CAO, Centre Wellington Township  
Kim Wingrove, CAO, Guelph/Eramosa Township  
Kathryn Ironmonger, CAO/Town Manager, Town of Erin  
Karen Landry, CAO/Clerk, Puslinch Township

Linda Dickson, CEMC

## THE CORPORATION OF THE TOWN OF ERIN

### BY-LAW NO. 15 -20

A by-law to amend the Zoning By-law 07-67 as amended  
for the Corporation of the Town of Erin – 8720 WCR 50,  
Pt. Lot 6 Con 1 –Town of Erin – Angelstone Farms

Whereas the Council of the Corporation of the Town of Erin deems it desirable to amend By-law 07-67 as amended, pursuant to Section 39 of the Planning Act R.S.O 1990.

Therefore Council enacts as follows:

1. By-law 07-67, the Comprehensive Zoning By-law is amended by adding subsection A-141(T) and Schedule "A" to Section 14 Special Provisions as follows:

A-141(T)  
By-law 15-20  
Angelstone Farms 8720 WCR 50  
Pt Lot 6, Con 1

#### **Permitted Uses:**

Notwithstanding any other provision in this By-law, the lands zoned A-141(T) are subject to the regulations of the A, Agricultural zone and on the specific dates listed on Schedule "B", the following uses shall also be permitted on a temporary basis, while this by-law is in effect;

- a) Equestrian Competitions,
- b) Camping for staff necessary for the care and security of horses
- c) Associated vendors, food and beverage sales as follows:
  - i) equestrian related merchandise
  - ii) food and beverages for consumption

#### **Regulations**

- a) The use of the lands zoned A-141(T) for the temporary uses permitted by this by-law shall also require a Major Event permit from the Town.
2. That this By-law becomes effective from the date of passing and is in effect until September 4, 2015.

Passed in open Council on May 19, 2015.

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Mayor

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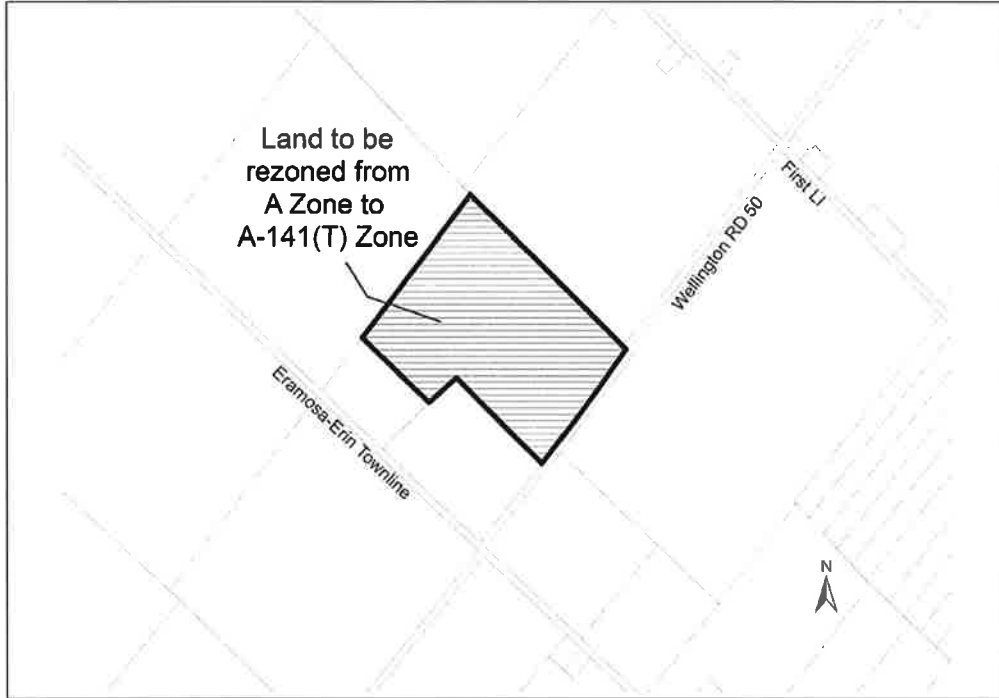
Clerk



**THE CORPORATION OF THE TOWN OF ERIN**

**BY-LAW NO. 15-20**

**SCHEDULE "A"**



**This is Schedule "A" to By-law No. 15-20  
Passed on May 19, 2015.**

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**MAYOR**

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**CLERK**

**SCHEDULE "B"****BY-LAW 15-20****Angelstone Equestrian Major Events**

1. July 1 to July 5, 2015
2. July 8 to July 12, 2015
3. July 15 to July 19, 2015
4. July 29 to August 2, 2015
5. August 5 to August 9, 2015
6. August 19 to August 23, 2015
7. August 26 to August 30, 2015

## THE CORPORATION OF THE TOWN OF ERIN

### EXPLANATION OF BY-LAW NO. 15-20

By-law Number 15-20 amends the Town of Erin Zoning By-law 07-67 by rezoning Part of Lot 6, Concession 1 from the current Agricultural (A) Zone to an Agricultural (A-141T) as shown on Schedule "A" of this By-law.

The purpose of this Zoning By-law amendment is to allow the temporary use of an existing agricultural lot for equestrian events, camping for staff necessary for the care and security of horses and for the associated sale of equestrian related merchandise and food and beverages. The temporary uses are permitted for seven events listed in Schedule "B" to the By-law.



**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law Number 15 – 21**

**Being a By-law to set the rates  
for 2015 taxation and provide  
for the collection thereof.**

**WHEREAS** pursuant to Section 312 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the Council of a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class;

**AND WHEREAS**, the Council of the Corporation of the Town of Erin has passed By-law number 15-15 to adopt the estimates of all sums required during 2015 for the purposes of the municipality;

**AND WHEREAS** Sections 307 and 308 of the said Act require tax rates to be established in the same portion to tax ratios;

**AND WHEREAS** the Council of the County of Wellington has passed By-law number 5428-15 being a by-law to set tax ratios for the County of Wellington and for all local municipalities within the boundaries of the County for the year 2015 as follows:

Residential/Farm	1.000000
Multi Residential	1.890000
Commercial	1.460000
Industrial	2.400000
Pipeline	2.210000
Farmlands	0.250000
Managed Forests	0.250000

**AND WHEREAS**, the tax rates for education purposes have been prescribed by the Province of Ontario in O.Regulation 400/98 as amended by Ontario Regulation 75/15.

**AND WHEREAS**, the Council of the County of Wellington has passed By-law number 5419-15 being a by-law to adopt the estimates for the sums required during the year 2015 for general purposes for the County and By-law number 5429-15 to establish tax rates for same against the local municipalities;

**AND WHEREAS**, the Council of the County of Wellington, in said By-law number 5429-15, has established tax rate reductions as follows:

- 1) the vacant land, vacant units and excess land subclasses in the commercial property class is 30%;
- 2) the vacant land, vacant units and excess land subclasses in the industrial property class is 35%;
- 3) the first class of farmland awaiting development in the residential/farm, multi-residential, commercial or industrial property classes is 25%;
- 4) the second class of farmland awaiting development in the residential/farm, multi-residential, commercial or industrial property classes is 0%.

**AND WHEREAS**, the Assessment Roll compiled in 2014 and upon which taxes for 2015 are to be levied, was certified by the Assessment Commissioner, the whole of the assessment for real property, according to the said last assessment roll, is as follows:

Residential property class	1,772,089,263
Multi-residential property class	6,180,000
Commercial property class - full	59,673,576
Commercial property class - excess land	1,858,689
Commercial property class - vacant land	2,914,125
New Commercial	6,329,139
Commercial property class - Farmland I	0
Industrial property class - full	19,110,762
Industrial property class - excess land	771,950
Industrial Shared PIL	442,000

Industrial property - farmland II	0
Industrial property class - vacant land	3,448,899
Industrial property class - Farmland I	139,750
Large Industrial property class - full	0
Large Industrial property class - excess land	0
Pipeline property class	1,913,156
Farm property class	226,065,160
Managed Forest property class	10,868,316
New construction – office	2,069,000

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

- 1/ That the sums to be raised by means of taxation for the year 2015 be as follows:
  - 1) for general municipal purposes a sum of \$ 5,762,577
  - 2) for County purposes a sum of \$13,013,053
  - 3) for education purposes a sum of \$4,686,893
  - 4) for Business Improvement Area purposes - a sum of \$16,400
- 2/ That there shall be levied and collected upon the whole assessment for real property, according to the last certified assessment roll, the rates of taxation for the year 2015 as set out in Schedule "A" attached hereto, and which forms part hereof.
- 3/ That, in addition to the rates above, a special services levy be applied to each benefiting unit within the specific areas of Hillsburgh, the hamlets of Cedar Valley, Orton, Ospringe, and Ballinafad, and the subdivisions of Mountainview, Sandalwood Drive, Credit River Pines, Erinwood Drive, Erin Meadows, and Belerin, Delarbro Drive, Trail Ridge, Forest Ridge and the Village of Erin, for streetlighting costs based on the 2015 hydro and maintenance costs of \$123,000 as a flat rate per unit of \$68.30
- 4/ That a Business Improvement Area rate of .01951220 be applied to the specific commercial properties within the designated Business Improvement Area of the Village of Erin according to the minimum and maximum provisions established by the Village of Erin By-law number 84-24.
- 5/ That save and except that portions of taxes and other special rates levied by the Interim Levy under Section 317 of the *Municipal Act*, 2001 the taxes levied on the Residential, Farm, Managed Forest, and Pipelines, Commercial or Industrial farmlands awaiting development property classes, including all other rates, to be raised in 2015 shall become due and payable on the date of passing of this By-law, but may be paid in two installments as follows: 50 percent of the final levy rounded upwards to the next whole dollar shall become due and payable on the 31<sup>st</sup> day of August, 2015; the remaining 50 percent of the final levy shall become due and payable on the 30<sup>st</sup> day of October, 2015; where the final tax levy is \$20.00 or less, they shall become due and payable in one installment on the 31<sup>st</sup> day of August, 2015; non-payment of the amount on the dates stated in accordance with this section shall constitute default, whereby the subsequent installment or installments shall forthwith become payable.
- 6/ That the final tax installments for Commercial, Industrial, and Multi-Residential property classes, including subclasses, be paid in two installments as follows: 50 percent of the final levy rounded upwards to the next whole dollar shall become due and payable on the 30<sup>th</sup> day of September, 2015; the final 50 percent of the final levy shall become due and payable on the 30<sup>th</sup> day of November, 2015.
- 7/ That where the sum of the taxes for which any person is chargeable in 2015 for municipal, County, education, and any other purpose, upon any real property assessed in one parcel to the same owner would according to the assessment thereon be less than \$10.00, the sum of such taxes shall be deemed to be \$10.00.
- 8/ On all taxes of the levy, which are in default on the 1<sup>st</sup> day of September, 2015, a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on

the first day of each calendar month in which default continues, until December 31<sup>st</sup>, 2015.

- 9/ On all taxes in default on January 1<sup>st</sup>, 2016 interest shall be added at the rate of 1.25 percent per month for each month or fraction thereof in which default continues.
- 10/ Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
- 11/ The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 12/ That taxes are payable at the Town of Erin Municipal Office, 5684 Trafalgar Road , Hillsburgh, Ontario.

**Passed in Open Council on the 19th day of May 2015.**

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**Mayor**

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**Clerk**

**THE CORPORATION OF THE TOWN OF ERIN****BY-LAW # 15 - 22**

**Being a By-Law to impose user fees or charges for  
Erin Community Centre and Centre 2000 Theatre;  
the Hillsburgh Community Centre;  
and the various Park Facilities,  
and to Repeal By-law 13-10.**

**WHEREAS** Section 391, Part XII of the Municipal Act, 2001 authorizes a municipality to impose fees and charges on persons;

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

1. The user fees for the Erin Community Centre and Centre 2000 Theatre, the Hillsburgh Community Centre, and the various Park Facilities be established as shown in Schedule 'A' attached hereto and forming part of this By-law;
2. This By-law repeals and replaces By-law # 13-10
3. This By-Law shall come into force and take effect on the day of its passing.

**Passed in open Council on May 19, 2015.**

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**Mayor Allan Ails**

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**Clerk Dina Lundy**

## Schedule'A' to By-Law 15-22

ERIN COMMUNITY CENTRE 2015 TO MAY 31 2016			
<b>E.C.C/CENTRE 2000 Room Rentals</b>			
<b>Shamrock Room:</b>			
	Full Room includes Bar & dancing		
	Friday and Saturday	9:00 am to 1:00 am.	\$ 575.00
	Extra Charge	Bar until 2 am	\$ 95.00
	Full Room includes Bar & dancing		
	Sunday to Thurs	9:00 am to 1:00 am.	\$ 450.00
		Bar until 2 am Extra charge	\$ 95.00
	Upper Cafeteria Rental for Event		
	With Shamrock Room rental	Flat Fee	\$ 190.00
	Meeting or Parties 3 hour Max		
	Fri./Sat. 9:00 am to 2:00 am.	Hrly Rate	\$ 95.00
	Meeting or Parties 3 hour mMax		
	Sun. to Thurs 9am to 2am.	Hrly Rate	\$ 80.00
	ALL Rentals Any extra hours charged hourly		\$ 95.00
	New Years Eve Rental		
	New years 9:00 am to 2:00 am.	Flat rate	\$ 1,150.00
	Excessive Clean up	Per hour rate	\$ 95.00
	Kitchen Rental		
	Any Day	Full Use	\$ 105.00
		Partial use	\$ 65.00
	Full Room Senior Groups		
	Daytime per 3 hrs session	Sunday to Thurs	\$ 65.00
		Per hour rate	\$ 22.00
	Full Room Booster Clubs as per the discretion of the Facility		
	Anytime (maximum 5 hours)	Up to 5 hours	\$ 265.00
		per hour rate	\$ 95.00
	Fundrasier - Non for Profit (Bar until 1 am an extra \$95 until 2 am)		\$ 330.00
	Full Room Card Tournament (Bar until 1 am an extra \$95 until 2 am)		\$ 375.00
<b>Meeting Rooms &amp; Lobby:</b>			
	Either 1/2 of Shamrock Room or Upper Cafeteria or EWCS Rm and Back of Theatre		
	Any Time / Meeting only	Flat Fee max3 hours	\$ 99.00
	Any Time / Meeting only	Meeting use per hour or each hour	\$ 44.00
	Lobby (registration)		\$ 60.00
		Hourly Rate after 3 hr	\$ 40.00
		Hourly or after each hour after 3 hrs	
	Additional set up fee will be charged if initial set up needs changed		
	Clean up Fees above and beyond the accepted level	Per hour rate	\$ 95.00
		Per hour rate	\$ 95.00
<b>Theatre Usage and Theatre Community Room:</b>			
	Full Theatre Non-Resident		
	Sunday to Saturday	4 hour Max	\$ 700.00
	Sunday to Saturday	8 hour Max	\$ 1,010.00
	Sunday to Saturday	12 hour Max	\$ 1,550.00
	Sunday to Saturday	Weekly	\$ 4,810.00
	Full Theatre Local Non-Profit		
	Sunday to Saturday	4 hour Max	\$ 265.00
	Sunday to Saturday	8 hour Max	\$ 460.00
	Sunday to Saturday	12 hour Max	\$ 575.00
	Sunday to Saturday	Weekly	\$ 2,755.00
	Full Theatre Local		
	Sunday to Saturday	4 hour Max	\$ 350.00
	Sunday to Saturday	8 hour Max	\$ 590.00
	Sunday to Saturday	12 hour Max	\$ 775.00
	Sunday to Saturday	Weekly	\$ 3,425.00
	Theatre Rental overtime Hourly		
	Sunday to Saturday	Overtime per hour	\$ 105.00
	Back of Theatre		
	Any day	3 hour max	\$ 99.00
		Hourly or over time per hour	\$ 44.00
	Centre 2000 Foyer		
	Any day	Bar Purposes Flat Fee	\$ 105.00
	Stage/Riser Set up & Take down		
	Any Day	Flat fee	\$ 170.00
	Theatre Concession		
	Any Day	Flat Fee	\$ 55.00
<b>Ball Diamond Rates:</b>			
	Centre 2000 Baseball Diamond Local Adult Leagues		
		Practice	\$ 31.00
		Game No Lights	\$ 40.00
		Game With Lights	\$ 65.00
		Extra Lights per hour	\$ 25.00
	Centre 2000 Baseball Diamond Tournament Rates		
		One Day Tournament	\$ 415.00
		Two Day Tournament	\$ 557.00
		Three Day Tournament	\$ 683.00
		Lights per hours	\$ 25.00
		Clean up Fee	\$ 95.00
	Minor Baseball		
		Practice	\$ 16.00
		Game No Lights	\$ 26.00
		Lights per hour	\$ 25.00



<b>Hillsburgh Diamonds Fastball rates based on 1.5 hr games</b>			
		Practice	\$ 31.00
		Game No Lights	\$ 52.00
		Game With Lights	\$ 95.00
<b>Ladies 3-Pitch</b>	<b>Hillsburgh Diamonds 3 Pitch based on 1 hour games</b>		
		Practice	\$ 31.00
		Game No Lights	\$ 52.00
		Game With Lights	\$ 68.00
<b>Barbour &amp; Vic Park Tournament Rates</b>			
<b>One Day</b>	1 Day Vic Park (lights extra \$25 per hour)		\$ 285.00
	1 Day Barbour 1 diamond (lights extra \$25 per hour)		\$ 285.00
	1 Day Barbour 2 diamonds (lights extra \$25 per hour)		\$ 490.00
	1 Day Barbour 2 diamonds and Vic Park (lights extra \$25 per hour)		\$ 620.00
<b>Two Day</b>	2 Days Vic Park (lights extra \$25 per hour)		\$ 520.00
	2 Days Barbour 1 diamondplus (lights extra \$25 per hour)		\$ 520.00
	2 Days Barbour 2 diamonds (lights extra \$25 per hour)		\$ 930.00
	2 Days Barbour 2 diamonds and Vic Park (lights extra \$25 per hour)		\$ 1,135.00
<b>Three Day</b>	3 Days Vic Park (lights extra \$25 per hour)		\$ 725.00
	3 Days Barbour 1 diamond (lights extra \$25 per hour)		\$ 725.00
	3 Days Barbour 2 diamonds (lights extra \$25 per hour)		\$ 1,135.00
	3 Days Barbour 2 diamonds and Vic Park (lights extra \$25 per hour)		\$ 1,140.00
<b>Ball Diamond Lights</b>	Ball Diamond Lights per hour		\$ 25.00
<b>Soccer Field Rates:</b>			
<b>Heads Soccer Fields/minor local soccer groups</b>			
<b>Included Service</b>			
Included Field Cutting, painting & netting - 1-2 times per week depending on weather - all fields fertilized annually -			
<b>Extra Services</b>	Field Cutting - per field as requested		Negotiated
	Field Painting - per field as requested		\$ 80.00
<b>HEADS - per hour field rates</b>			
	Fields 1, 4 & 5 per hour		\$ 24.00
	Mini Fields 2E, 2W, 3E, 3W per hour		\$ 16.80
	Vic Park & Centre 2000 per hour		\$ 15.50
	Adult use per hour all fields		\$ 32.00
	Soccer Field Lights per hour		\$ 25.00
<b>HEADS - Soccer Tournaments</b>			
<b>Fields 1, 4 &amp; 5 ( large fields)</b>	1 fields per day rate		\$ 180.00
	2 fields per day rate		\$ 355.00
	3 fields per day rate		\$ 525.00
<b>Fields 2E, 2W, 3E, 3W (mini fields)</b>	1 field per day rate		\$ 130.00
	2 fields per day rate		\$ 255.00
	3 fields per day rate		\$ 375.00
	4 fields per day rate		\$ 490.00
	Excessive Clean up fees per hour		\$ 95.00
	Soccer Field Lights per hour		\$ 25.00
<b>Barbour &amp; Vic Park Soccer Field Rates</b>			
	In Town Rental Per Field		\$ 48.00
	In Town Rental With Lights		\$ 94.00
	Out Of Town Rental Per Field		\$ 59.00
	Out Of Town Rental With Lights		\$ 105.00
<b>Centre 2000 Soccer Field Rates</b>	Games & Practices		\$ 26.00
<b>Soccer Tournaments Adult/Lacrosse/Out of Town</b>			
	1 DAY EVENTS (no diamond or field prep) (ex. Dog shows, family picnics.)		\$ 210.00
<b>Fields 1, 4 &amp; 5 ( large fields)</b>	1 field Per day rate - Adult/ Lacrosse/out of town		\$ 365.00
	2 fields per day rate		\$ 720.00
	3 fields per day rate		\$ 1,060.00
<b>Fields 2E, 2W, 3E, 3W (mini fields)</b>	1 field per day rate		\$ 255.00
	2 fields per day rate		\$ 500.00
	3 fields per day rate		\$ 735.00
	4 fields per day rate		\$ 960.00
	CLEAN-UP FEES FOR ALL TOURNAMENTS PER HOUR		\$ 95.00
<b>Baseball &amp; Soccer Field Rentals:</b>			
	ECC Soccer Field	Games & practices	\$ 25.00
	ECC Field rate for Heads	Per hour rate	\$ 15.50
<b>Ice Rentals:</b>			
	Captial Surchage	Hourly	\$ 11.30
	Resident Prime Time Ice rate		
	Weekday after 5pm & all weekends		
	Out of Town Prime Time Rate	Hourly	\$ 209.00
	Non Prime Ice	Hourly	\$ 249.00
	Weekdays before 5:00pm,		
		Hourly	\$ 70.00
		Hourly	\$ 12.00
	Minor Hockey	Hourly	\$ 130.00
	Special Ice	Hourly	\$ 177.85
			\$ 275.00
			\$ 190.00

	8am -5 pm per person		
	Schools		
		Hourly	\$ 177.85
		Hourly	\$ 89.00
	Local Hockey Leagues		
	EHMHA	Hourly	\$ 215.00
			\$ 140.75
			\$ 177.85
	Arena Floor		
		Regular Hourly Rate	\$ 80.50
		Flat Fee	negotiated
		Flat Fee	negotiated
		Per hour rate	\$ 75.00
<b>Skating Rates</b>			
	Parents & Tots Sticks and Pucks Welcome		
	Mon & Tues.'s 2-3 pm	Per skater	\$ 3.00
	Wed. & Thru.'s 10:30 -11:30am	Per skater	\$ 3.00
		Sept- March	\$ 80.00
	Adult Skating		
	Mondays 10:00-11:30 am	Per skater	\$ 3.00
	Fridays 1:30 to 2:30 pm	Per skater	\$ 3.00
		Sept- March	\$ 60.00
	Public Skating (Sun, Fri., Christmas & March Break)		
	Friday's 4-5:30 pm		
	Sunday's 12-1:30pm	Per skater	\$ 3.00
		Per Skater	\$ 3.25
		Per skater	\$ 4.00
		Per skater	\$ 3.25
		Per Family of 4	\$ 13.00
			\$ 170.00
		Adult	\$ 55.00
		Child	\$ 45.00
	Adult Shinny		
	Fridays 2:30-4 pm	Per skater	\$ 5.00
<b>Birthday Party Packages:</b>			
	Prime Ice Package After 5pm wkdays & all Wknds		
		1 hour of ice & 3 hours of room	\$ 255.00
	Non Prime Ice Package Weekdays before 5 pm		
		1 hour of ice 3 hours of room	\$ 195.00
	Public Skating Package Friday nights 4-5:30 Sundays 1:00 pm to 3:30 pm		
		1.5 hours of public skating & 3 hours of room	Frdlay nights 4-5:50 Sundays 1:00 pm to 3:30 pm
			\$ 175.00
	Arena Floor Package		
		3 hours of arena floor surface	Summer hours
			\$ 175.00
<b>Theater Birthday Packages</b>			
	DVD/NETFLIX Movie package		
		3-4 hours of theatre, back of theatre & a movie	\$ 175.00
	PLAYSTATION Packages		
		1 hour of gaming—\$165.00	\$ 175.00
		2 hours of gaming—\$215.00	\$ 230.00
		3 hours of gaming—\$235.00	\$ 250.00
	3-4 hours of theatre and room attached to theatre. Choose from private movie viewings or PlayStation on the big Screen		
<b>Community Groups:</b>			
	Nursery Schools		
	EWCS Room	Monthly	Station Road Only Sept/11 to Aug/12 \$ 1,704.50
	Shamrock Room	Monthly	EWCS ROOM Sept/11 to Aug/12 \$ 1,424.00
	Dance Groups	Any Day Full Program	Station Road/Day \$ 64.00
		Per one or two sessions per week	All rooms or half of shamrock room \$ 89.00
		Reduced rate on third session per week booked	\$ 65.00
	Karate	Per one or two sessions per week	All rooms or half of shamrock room \$ 89.00
	Camps	Camps	Weekly and Daily Rates Negotiated
	Fitness Class	Per Hour	\$ 36.00
	Church groups	All rooms or half of shamrock room	\$ 87.00
	SRNS Office	Station Road Staff Room	Per month \$ 62.00
		Hearing Clinic	Per month \$87.00
<b>Advertising, Lockers &amp; Storage:</b>			
	Locker Rentals	Minor Hockey & Shamrocks	Per season \$ 1,360.00
	Hockey Office	Minor Hockey	Per month \$ 215.00
	Advertising Space	Arena Walls	Per sign/yearly \$ 286.00
	Zamboni Advertising	Zamboni	Yearly \$ 431.00
	Advertising Space	Arena Boards	Per sign / yearly \$ 357.00

Hillsburgh Community Centre 2015/2016 Price List			
Capital Surcharge	added to each hour of ice	Hourly	\$ 11.30
<b>Prime Time Ice rate -Weekdays after 5pm &amp; all weekends</b>			
	Resident	Hourly	\$ 185.00
	Out of Town Rate	Hourly	\$ 212.00
<b>Non Prime Ice - Weekdays before 5:00pm.</b>			
	1 to 4 skaters	Hourly	\$ 70.00
	over 4 skater Rate (FULL)	Hourly	\$ 96.00
<b>Holiday Rates</b>			
	Resident	Hourly	\$ 96.00
	Out of Town	Hourly	\$ 212.00
<b>Local Adult Hockey Leagues</b>			
	All prime time ice	Hourly	\$ 195.00
<b>Tournaments</b>			
	EHMHA Hockey Tournaments		\$ 167.00
	Adult	Hourly	\$ 202.00
<b>Arena Floor</b>			
	All Days	Regular Hourly Rate	\$ 62.00
	Whole facility Full Day Event Non	Flat Fee	\$ 875.00
	Whole Facility Full Day Event	Flat Fee	\$ 1,235.00
	Arena Floor Only Full Day Non	Flat Fee	\$ 700.00
	Arena Floor Only Full Day Profit	Flat Fee	\$ 900.00
<b>Hall Rental</b>			
	Hourly	Regular Hourly Rate	\$ 62.00
	Full Rental Friday or Saturday	Flat Fee (12 hours)	\$ 465.00
	Sundays	Flat Fee (12 hours)	\$ 250.00
	Weekday	Flat Fee (12 hours)	\$ 205.00
	1/2 Hall rental Friday/Saturday	Flat Fee (12 hours)	\$ 260.00
	New Years Eve	Flat Fee (12 hours)	\$ 640.00
	Kitchen	Flat Fee (12 hours)	\$ 25.00
	Overtime Hours	overtime Hourly	\$ 45.00
<b>Birthday Parties</b>			
	1 hour Prime Ice with Hall	Flat Fee	\$ 230.00
	1 hour Non Prime Ice with Hall	Flat Fee	\$ 155.00
Prices includes HST & Any Capital surcharges where applicable			

