



TOWN OF ERIN
Regular Council Meeting
AGENDA

January 19, 2016

6:30 PM

Municipal Council Chamber

Pages

1. Call to Order

2. Approval of Agenda

3. Public Question Period

The 15 minute Public Question Period is an opportunity for members of the public to ask questions through the Chair. Questions and comments regarding an ongoing planning application are not permitted during this period.

- Once invited to address Council, the person(s) will be asked to stand at the podium or sit at the table to pose their question, and to state their name for the record.
- When addressing Council, you may make two statements sufficient to establish the context of the question, and then pose the question.
- Each individual may ask one question, and will be given a time limit of 5 minutes, so that there is opportunity for 3 members of the public to address Council.

4. Declaration Pecuniary Interest

5. Public Meetings

- 5.1 Zoning Bylaw Amendment Application Z15 05 UAJV Developments Inc. To rezone land from Extractive Industrial M4 Zone to Agricultural A Zone to address condition of provisional consent to create two residential lots

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6. Community Announcements

7. Adoption of Minutes

December 15, 2015 Regular Meeting
December 15, 2015 Special Meeting - Capital Budget

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8. Business Arising from the Minutes

9. Delegations/Petitions/Presentations

- 9.1 Kyle Davis, RMO/RMI - Clean Water Act Annual Report 2015

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9.2	Kyle Davis, RMO/RMI - Local Source Water Database Collaboration Agreement	26 - 68
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11.2	Conservation Authorities Agendas and Minutes Grand River Conservation Authority: http://www.grandriver.ca/index/document.cfm?Sec=13& Sub1=71 Credit Valley Conservation Authority: http://www.creditvalleyca.ca/about-cvc/board-of-directors/board-meetings/	
11.3	Charles Sousa, Minister of Finance - Response to Mayor Alls letter to MMAH	94 - 95
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12.	New Business	
12.1	Appoint Acting Mayor	
13.	Closed Session	
	Matters under the following exemptions in the Municipal Act S. 239 (2) :	
	• labour relations or employee negotiations - Agreement, HR Matter	
14.	Return from Closed Session	
14.1	Motion to Reconvene	
14.2	Report Out	
15.	By-Laws	107 - 148
	2015 Severance Dedications	
	Appoint Chief Building Official	
	Appoint Risk Management Official/Inspector	
	Appoint Drainage Superintendent	
	Collaboration Agreement - Source Water Database	
16.	Notice of Motion	
17.	Adjournment	



PLANNING REPORT for the TOWN OF ERIN

Prepared by the County of Wellington Planning and Development Department

DATE: January 13, 2016
TO: Kathryn Ironmonger, CAO
 Town of Erin
FROM: Aldo Salis, Manager of Development Planning
 County of Wellington
SUBJECT: **PUBLIC MEETING**
Zoning By-law Amendment Application Z15-05 - UAJV Developments Inc.
To rezone land from Extractive Industrial M4 Zone to Agricultural A Zone to
address condition of provisional consent to create two residential lots

SUMMARY

The proposed zoning by-law amendment is to address a condition of provisional consent regarding the creation of two rural residential lots (applications B73/14 and B95/14) granted by the County of Wellington Land Division Committee. The intent is to rezone the area of the proposed lots from the Extractive Industrial 'M4' Zone to the Agricultural 'A' Zone. The proposed lots are located on land with an aggregate extraction operation; however, the lots are outside the licenced area and well removed from the extractive uses.

This rezoning application was deemed complete by the Town of Erin and a public meeting has been scheduled for January 19, 2016.

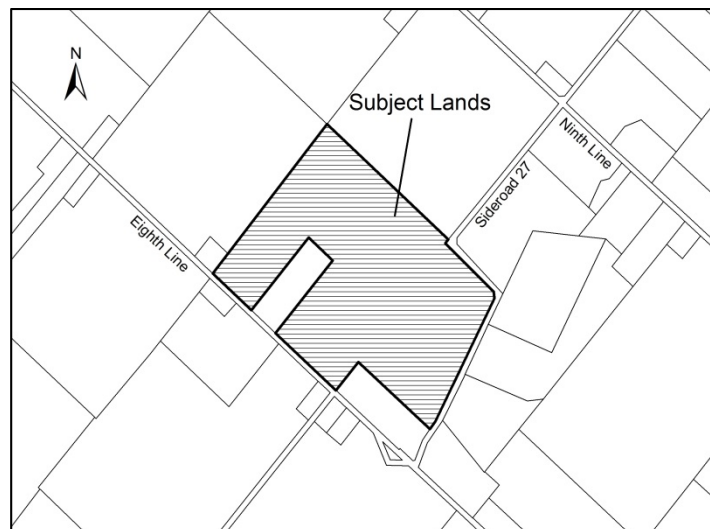
INTRODUCTION

This rezoning application relates to land legally described as Part of Lots 27 & 28, Concession 9, Town of Erin, with the civic address 9516 Sideroad 27 (see Figure 1). This property is located in the north part of the municipality at the intersection of the Eighth Line and Sideroad 27. The subject property is approximately 54 hectares in land area and is partially occupied by a licenced aggregate extractive use (Hillsburgh Pit operated by Strada Aggregates). The area of land to be rezoned is approximately 6.4 hectares in area and is outside of the licenced boundary of the gravel pit.

PURPOSE

The purpose of the zoning amendment is to rezone a portion of the subject land from the current Extractive Industrial 'M4' Zone to the Agricultural 'A' Zone allow for the establishment of two rural residential lots created by consent (severance applications).

Figure 1 Property Location



PROVINCIAL POLICY STATEMENT (PPS)

Section 2.5.2.4 of the PPS states that: “Mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact.”

Based on our conversation with the Ministry of Natural Resources and Forestry (MNRF) regarding the Hillsburgh Pit, we understand that the aggregate deposit at this site is “substantially depleted” and that the operator was recently granted approval for the final phase of below water extraction. This extraction is to occur at the southern end of the existing pond where the majority of current extractive activities are taking place (i.e. excavation, scale house, haul route, etc.). The proposed severed lots are well separated from this next phase of extraction: the lots are 550-650 metres (1800-2100 ft.) or more away. The activities on the balance of the licenced pit are primarily site rehabilitation.

The Ministry also advised that the quantity of the aggregate material found at this site is less than initially estimated. As a result, the operator has not extracted to the approved setback limit in the northern area of the pit (in the location of the proposed severed lots) and have instead commenced with site rehabilitation at that end. Given the limited reserves of aggregate material remaining at the property, it anticipated that this extraction operation will soon reach completion.

In terms of the protection of agricultural operations, this office conducted MDS calculations for the proposed severances and we are satisfied that appropriate separation distances from livestock barns can be maintained.

GREENBELT PLAN The property is within the Protected Countryside of the Greenbelt Plan. The proposed lot creation and rezoning of the subject land for agricultural purposes would conform to this Plan.

WELLINGTON COUNTY OFFICIAL PLAN

The subject property is designated SECONDARY AGRICULTURAL, CORE GREENLANDS, and GREENLANDS. As noted, the majority of the subject lands are covered by a licenced aggregate extraction operation that is recognized on Schedule “C” (Mineral Aggregate Resource Overlay) of the County Official Plan.

The Greenlands designations identify the natural heritage features associated with the valleylands of the West Credit River on the east side of the subject property. The proposed severed lots are not located within these natural areas (the Greenlands designation).

The creation of the proposed severed lots were assessed and supported under the consent policies of Section 10.4.4 and the other applicable policies of the County Official Plan.

TOWN OF ERIN OFFICIAL PLAN

The subject property is designated Secondary Agricultural in the Erin Official Plan. The policies of the County Official Plan regarding severances, permitted uses, and the natural environment would apply in assessing this application.

APPROVED SOURCE PROTECTION PLAN

The subject property falls within the *Credit Valley Source Protection Area* but is not within a Wellhead Protection Area (quality or quantity). As such, there are no specific policies of the *Approved Source Protection Plan: CTC Source Protection Region* that apply to this rezoning request.

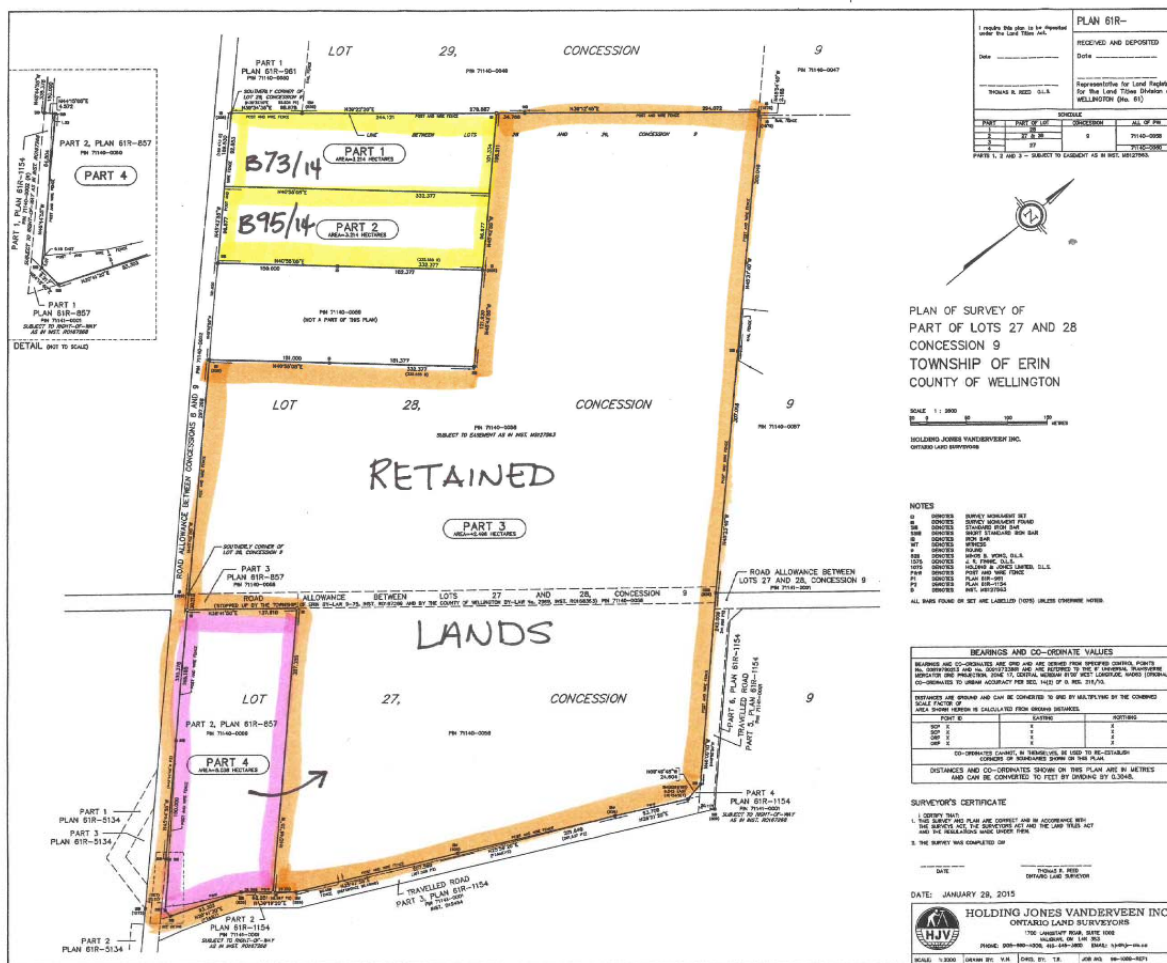
CONSENT APPLICATIONS B73/14 & B95/14

The Wellington County Land Division Committee, having considered the applicable Provincial and County policies, granted provisional consent for the rural residential lots discussed in this report. Consent Applications B73/14 and B95/14 were approved subject to 13 conditions.

Application B73/14 refers to the area of land shown on Figure 2 below as **Part 1** and application B95/14 refers to **Part 2**. The Retained Lands include the licenced Hillsburgh Pit described above. The existing parcel of land shown as **Part 4** is to merge together with the Retained Lands through the consent process (condition of approval).

Condition No. 7 for the applications B73/14 and B95/14 relate to the requirement to rezone the land of the proposed lots from the current Industrial 'M4' Zone to the Agricultural 'A' Zone. Parts 1 and 2 are the lands to be rezoned Agricultural 'A' Zone.

Figure 2 Proposed Severances



ZONING BY-LAW

According to Schedule 'A' of Zoning By-law 07-67, the subject property is currently zoned Extractive Industrial (M4). As discussed above, approval of the proposed severed lots requires the remove the current M4 extractive zoning to be replaced with the Agricultural 'A' Zone.

The proposed severed lots are approximately 3 hectares in lot area with the frontages greater than 90 metres. Both of the proposed lots would meet the minimum lot area and frontage requirements of the 'A' Zone. There are no significant natural heritage features on the subject lands that require the establishment of an Environmental Protection zone.

AGENCY AND PUBLIC COMMENTS

At the time of writing this report, there were no comments from review agencies or the general public. As such, we have not identified any additional matters to be addressed by the applicant at this time. Input provided through the public meeting, agency review, and Council's direction, may identify matters that will require further review and response by the applicant and input by planning staff.

NEXT STEPS

The public meeting for this application is scheduled for January 19, 2016. Staff will attend the upcoming public meeting to hear the applicant's presentation and any public comments.

**Respectfully submitted,
County of Wellington Planning and Development Department**

A handwritten signature in black ink, appearing to read 'A. Salis', with a long horizontal line extending to the right.

**Aldo L. Salis, MCIP RPP
Manager of Development Planning**





Minutes of the Regular Town of Erin Council Meeting

December 15, 2015

6:30 pm

Municipal Council Chamber

PRESENT

Allan Alls

John Brennan

Matt Sammut

Rob Smith

Jeff Duncan

Mayor

Councillor

Councillor

Councillor

Councillor

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy

Sharon Marshall

Larry Wheeler

Harold Knox

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

By-Law Officer/Building

Inspector

1. Call to Order

Mayor Alls called the meeting to order.

1.1 Fire Safety Award

Ryan Ladner, Public Education Officer for the Fire Department presented the 2015 Fire Safety award to Wendy Swackhammer for her efforts and strong initiative in regards to fire safety.

2. Approval of Agenda

Resolution # 15-479

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that the agenda be approved as circulated.

Carried

December 15, 2015 Regular Meeting

3. Public Question Period

John Morland-Jones

Will Council be considering another Public Meeting regarding the CBM Pit application in the new year?

Planning staff will be consulted and we will get back to you.

4. Declaration Pecuniary Interest

Councillor Duncan declared a pecuniary interest on item 8.1 should the discussion involve the Hillsburgh Library project due to the vicinity of his personal property.

5. Community Announcements

December 16 - Erin Legion - Blood Donor Clinic 2:30pm to 7:30pm

December 16 - An Evening of Dickens for the refugees at Erin United Church at 8pm

December 18 - A Community Christmas at Centre 2000 at 7:30pm

December 23 - Erin Legion Branch 442 - Christmas Open House 7pm

January 1 - Mayor's Levee - Hillsburgh Arena 1pm-3pm, Centre 2000 2pm-4pm

6. Adoption of Minutes

Resolution # 15-480

Moved By Councillor Smith

Seconded By Councillor Brennan

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

November 23, 2015 Special Capital Plan Meeting

December 1, 2015 Regular Meeting

December 1, 2015 Special Public Meeting Angelstone

Carried

7. Business Arising from the Minutes

None.

8. Delegations/Petitions/Presentations

8.1 Pierre Brianceau, County Councillor - County Update

Pierre Brianceau, County Councillor shared his activities at the County level, and how the public can communicate with him. There will be a public meeting regarding the County budget on January 6, 10am at Aboyne Hall. All are welcome to attend. The County is also undertaking a review of solid waste services and public consultation will begin shortly. It is important for the public to get involved.

Resolution # 15-481

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the delegation of Pierre Brianceau, County Councillor, regarding an update of activities.

Carried

8.2 Chris Carrier - Fire Marque Inc. - Indemnification Technology Presentation

Chris Carrier presented the Indemnification Technology program to Council. By entering into an agreement with Fire Marque Inc., the Town will have experts in the insurance field to process claims to recoup a portion of the Fire Department costs for responding to perils covered under home insurance policies.

Resolution # 15-482

Moved By Councillor Brennan

Seconded By Councillor Sammut

Be it resolved that Council receives the delegation of Chris Carrier, Fire Marque Inc., regarding Indemnification Technology.

Carried

9. Reports

9.1 Building/Planning/By-Law

9.1.1 Gary Cousins, County of Wellington Planning - Angelstone Zoning Amendment

Mr. Cousins went through his report, noting the various improvements made during the 2015 season, as well as the need for further improvements to address noise related to announcements.

Resolution # 15-483

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the report of Gary Cousins, Director of Planning for the County of Wellington, regarding zoning amendment application for Angelstone Farms, 8720 Wellington Road 50;

And that Council considers temporary zoning amendment by-law as recommended.

Carried

8. Delegations/Petitions/Presentations

8.3 Paul Sapounzi, +VG Architects - Renovation concepts

Mr. Sapounzi went over the preliminary concepts of renovations to the municipal building. He recommends that the Town develop a master plan to address accessibility upgrades and to accommodate better servicing and office space. The project can be done in phases, and it is important for Council to budget for accessibility renovations to become compliant with the Accessibility for Ontarians with Disabilities Act.

Resolution # 15-484

Moved By Councillor Smith

Seconded By Councillor Brennan

Be it resolved that Council receives the presentation of +VG Architects regarding proposed renovations to the municipal office.

Carried

December 15, 2015 Regular Meeting

9. Reports

9.1 Building/Planning/By-Law

9.1.2 Building and Planning Assistant - Building Permit Activity Report

Resolution # 15-485

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council hereby receives Building Department Building Activity Report dated December 15, 2015 for information.

Carried

9.1.3 Building and Planning Assistant - Conditional Site Plan Approval, D15-SP04-15 2 Thompson Crescent

Resolution # 15-486

Moved By Councillor Brennan

Seconded By Councillor Smith

BE IT RESOLVED THAT Council approves the site plan submitted by 385277 Ontario Limited as it relates to development of 2 Thompson Crescent subject to the conditions of Appendix 1.

Carried

9.2 Fire and Emergency Services

9.2.1 Fire Chief - Agreement with Fire Marque Inc.

Resolution # 15-487

Moved By Councillor Duncan

Seconded By Councillor Brennan

Be it resolved that Council receives staff report 2015-02F and that the necessary by-law be enacted to authorize the Mayor and CAO to enter into a two (2) year Agency Agreement with Fire Marque Inc.

Carried

9.2.2 Fire Chief - Purchase of a Diesel Generator with outdoor enclosure

Resolution # 15-488

Moved By Councillor Sammut

Seconded By Councillor Brennan

Be it resolved that Council receives the Fire Chief's report and approves the purchase of a Perkins ECO Diesel 50KWE generator from Sommers Generators in the amount of \$29,990 + HST, including a 2 year 3000 hour warranty;

And further that Council approves the addition of a Staticraft Remote Annunciator Part ECT-AP3 for a cost of \$400 + HST.

Carried

9.3 Finance

9.3.1 Deputy Treasurer - Accounts Payable Report

Resolution # 15-489

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the Deputy Treasurer's Report #2015-12B on "Approval of Accounts".

Carried

9.4 Committees

9.4.1 BIA - November 5, 2015 Meeting Minutes

Resolution # 15-490

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council receives the November 5, 2015 BIA meeting minutes.

Carried

December 15, 2015 Regular Meeting

10. New Business

10.1 Set meeting date(s)

The following meeting dates were set:

January 14, 2016 6:30pm – Public Meeting – Growth and Development

February 16, 2016 5:00pm – Public Meeting – Budget

February 18, 2016 3:00pm – Special Meeting – Fire Department
Operational Review/Organizational and Compensation Review

10.2 Councillor Duncan - Discussion regarding the potential of having a County Wide Fill By-law

Councillor Duncan explained the reasons why he feels the Town should ask the County to enact a County wide fill by-law. Mayor Alls agreed to approach the appropriate committees at the County.

10.3 Release of Securities - Madison Lake Estates

Resolution # 15-491

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council approves the release of securities in the amount of \$145,000 for the Madison Lake Estates development, subject to the confirmation that all outstanding accounts with respect to the development have been paid in full and that the developer is not in default of its obligations pursuant to its agreement(s) with the municipality.

Carried

11. Correspondence

Resolution # 15-492

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives correspondence items 11.1 to 11.8 for information.

Carried

11.5 Township of Montague - Bill 100 - Supporting Ontario Trails Act

Resolution # 15-493

Moved By Councillor Sammut

Seconded By Councillor Smith

Be it resolved that Council receives the correspondence from the Township of Montague regarding Bill 100, supporting the Ontario Trails Act;

And further that Council supports the Township of Montague resolution 273-2015.

Carried

11.8 Town of Halton Hills - Need for a long term truck strategy

Council directed staff to send a letter of support.

12. Closed Session

Resolution # 15-494

Moved By Councillor Smith

Seconded By Councillor Sammut

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 8:53 pm to discuss the matter(s) pertaining to:

- labour relations or employee negotiations(HR Matter)
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Agreement, Keeping of Animals By-law)

Carried

13. Return from Closed Session

13.1 Motion to Reconvene

December 15, 2015 Regular Meeting

Resolution # 15-495**Moved By** Councillor Brennan**Seconded By** Councillor Smith**Be it resolved that** the meeting be reconvened at the hour of 9:54 pm.**Carried****13.2 Report Out**

None.

14. By-Laws**Resolution # 15-496****Moved By** Councillor Duncan**Seconded By** Councillor Sammut**Be it resolved that** By-Law numbers 15-52 to 15-58 inclusive, are hereby passed.**Carried****15. Notice of Motion**

None.

16. Adjournment**Resolution # 15-497****Moved By** Councillor Smith**Seconded By** Councillor Brennan**Be it resolved that** the meeting be adjourned at the hour of 10:00pm.**Carried**

 Mayor Allan Alls

 Clerk Dina Lundy



Minutes of the Town of Erin Special Council Meeting

December 15, 2015

4:00 p.m.

Municipal Council Chamber

PRESENT:

Allan Alls

John Brennan

Matt Sammut

Rob Smith

Jeff Duncan

Mayor

Councillor

Councillor

Councillor

Councillor

STAFF PRESENT: Kathryn Ironmonger

Dina Lundy

Sharon Marshall

Larry Wheeler

Dan Callaghan

Graham Smith

Joe Babin

Robyn Mulder

CAO/Town Manager

Clerk

Director of Finance

Financial Analyst

Fire Chief

Facility Manager

Interim Water Superintendent

Economic Development Officer

1. Call to Order

Mayor Alls called the meeting to order.

2. Declaration of Pecuniary Interest

3. Topics for Discussion

3.1 2016 Capital Budget

The Financial Analyst explained that Council is now considering the first year of the 5 year Capital Plan, which will be the 2016 Capital Budget. Since the last meeting, 3 medium changes have been made. The replacement of the Centre 2000 Theatre roof has been deferred pending a qualified roofer's report, and an UGDSB final cost share agreement. Funding for the Erin Rotary River Walk Feasibility Study was expected to be a 100% Trillium grant, however was declined. With regard to the

Municipal Office renovations, the total project cost has not increased, but \$40,000 has been moved forward to 2016.

Staff suggested further changes:

- Green Energy Conservation Plan - remove from the budget
- Records Management & Storage Project - reduce by \$20,000 for 2016
- Telephone System - defer to 2017

Through discussion of items, Council made additional changes to the Capital Budget for 2016:

- Fire Department -Custom Pumper Rescue Truck - reduce budget by \$100,000
- Recreation Department – Pick-up truck - reduce budget to \$30,000
- Economic Development - Erin Rotary River Walk - reduce budget to \$30,000
- Water Department - defer Church Blvd water main to 2017

Council also discussed the radio system upgrade for the Roads, Water and Fire Departments. There is an opportunity for savings if staff can commit to purchasing the equipment this year.

Resolution # 15-476 (verbal)

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council approves the purchase of radios for the Fire, Roads, and Water Department, to a maximum of \$90,000;

And that Council acknowledges the deviation from the procurement policy.

3.1.1 Financial Analyst - Capital Budget 2016 – Draft: Dec 15, 2015

Resolution # 15-477

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolved that Council of the Town of Erin hereby receives Report 2015- 16 'Capital Budget 2016 – Draft: Dec 15, 2015' as information.

Carried

**3.1.2 Financial Analyst - Water Dept Capital Budget 2016 – Draft:
Dec 15, 2015**

Resolution # 15-478

Moved By Councillor Brennan

Seconded By Councillor Smith

Be it resolve that Council of the Town of Erin hereby receives Report 2015- 17 'Water Dept Capital Budget 2016 – Draft: Dec 15, 2015' as information.

Carried

4. Adjournment

The meeting was adjourned at 5:12pm.

Mayor Allan Alls

Clerk Dina Lundy



January 13, 2015

Town of Erin 2015 Risk Management Official Annual Report

1.0 Introduction

This annual report is provided in accordance with Section 81 of the *Clean Water Act*, 2006. It outlines the activities undertaken by the Town of Erin in 2015 that were required by legislation, as well as a number of voluntary efforts intended to prepare for implementation of the Source Protection Plans and Part IV responsibilities.

The Town of Erin is subject to two Source Protection Plans (based on watershed or conservation authority boundaries): the Credit Valley, Toronto and Region and Central Lake Ontario (CTC) Plan and the Grand River Plan. The CTC Plan came into legal effect on December 31, 2015 while the Grand River Plan will come into legal effect on July 1, 2016.

1.1 Background

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

The Town of Erin has three municipal water systems:

- Erin, Bel-Erin and Hillsburgh

Additionally the Wellhead Protection Areas (WHPA) for two water systems from the Region of Halton enter into the Town and require protection by the Town:

- Region of Halton (Acton and Georgetown);

2.0 Summary of Municipal Implementation

2.1 Appointment

In November 2015, the Town of Erin passed by-law 15-44 to appoint a Risk Management Official and Inspector (RMO and RMI).



2.2 Education and Outreach

In 2015, a County wide, five year communications plan was completed to ensure consistent, County wide communications for source protection implementation. The communication plan outlines a five year plan that meets and exceeds the source protection plan requirements for education and outreach.

Highlights from 2015 included the development of five (5) County specific fact sheets on source protection on the following topics: General fact sheet on source protection in Wellington County, Septic systems, Commercial and Industrial, Agricultural and Residential requirements. Additional work completed under the Communications Plan included the design and launch of a common logo for use County wide and the branding of the Wellington County source protection program as Wellington Source Water Protection. One event was also held in the Town: a Septic Social event for the residents in the Town that require mandatory septic inspections. Total attendance at the event was approximately 25 to 30 people.

A website, www.wellingtonwater.ca was also launched on April 1, 2015 to serve as a central online site for source protection in Wellington County. Our website serves as a link to the five Source Protection Plan websites, our municipal websites, the provincial source protection website as well as provides specific information to Town and County residents on the source protection program in Wellington County.

Outreach to the agricultural properties, including a presentation to the Wellington Chapter of the Ontario Federation of Agriculture, started in 2015 and will continue in 2016. This is within the CTC Source Protection Plan area.

2.3 Risk Management Plans

No inspections or risk management plan negotiations were conducted within either the Grand River or CTC Source Protection Plan areas.

2.4 Threat Verification

In 2015, analysis continued within the Grand River and CTC Source Protection Plan areas to identify properties where significant drinking water threat activities may be occurring. The analysis included air photo and GIS analysis including the analysis of additional data obtained from Union Gas on natural gas connections, and data from the Province on nutrient management plan approvals.



An environmental consultant, R.J. Burnside and Associates, was hired to conduct site visits within the Township of Puslinch, Township of Mapleton, Town of Erin, Township of Centre Wellington and Township of Wellington North. The purpose of the site visits is to provide education to commercial / industrial / institutional property owners that have been identified as potentially containing threat activities and to verify whether the threat activities are present at the property (ie fuel handling, chemical storage). The site visits began in late 2015 and will continue into 2016. There is one property identified within the Grand River Source Protection Plan area and twenty four properties identified within the CTC Source Protection Plan area.

2.5 Planning Application Review

The Grand River Source Protection Plan was not in effect in 2015 and the CTC Source Protection Plan came into effect on the last day of 2015, therefore no Section 59 notices were issued for 2015.

In 2015, the County of Wellington online mapping system (Geocortex) was updated to display the well head protection areas on the internal, staff website. This mapping is critical for screening of development applications. The public facing mapping on the County website is rolling out as the Source Protection Plans become effective or shortly after, therefore the mapping for the Town will be available in 2016.

In conjunction with the issuance of Section 59 notices, a source protection screening form was developed and will be utilized for applicants to provide information on their application as it relates to the activities regulated under the *Clean Water Act*. The building and planning forms have also been updated to reflect the *Clean Water Act*. Additional guidance material is also being developed County wide for roll out in 2016 including an additional fact sheet related to source protection and planning or building applications, a dedicated page on the website, a business process flow chart and detailed screening aids.

Two training sessions were completed for Town and County Building and Planning staff on source protection, the *Clean Water Act* and the business process for screening development applications. A separate training session was also completed for County Planning and Land Division staff on the same subject matter.

2.6 Transport Pathways



In 2015, no transport pathways requiring notification were identified.

2.7 Official Plan Amendment

In 2015, the County of Wellington retained a planning consultant and the following were delivered: staff workshop (County and local municipal staff) to discuss options and preferred approaches to Official Plan policies and Zoning; a Background Report setting out the preferred approaches and rationale; and preparation of a Draft Official Plan Amendment to bring the County Official Plan into conformity with the source protection plans. This work will continue in 2016 and is needed to conform with all 5 Source Protection Plans in the County.

2.8 Data Management

In 2015, staff were involved in design and development of the Local Source Water Information Management System (LSWIMS) database to develop a data management and storage solution to assist Wellington County municipalities in administering and reporting on municipal activities under the *Clean Water Act*. This database is a partnership between the eight Wellington County municipalities, the Grand River Conservation Authority, the Upper Thames River Conservation Authority, Oxford County and the City of Guelph. Work completed in 2015 included the negotiation of the Collaboration Agreement between the database partners (the legal framework to administer the database); and development of the initial phase of the LSWIMS database. The LSWIMS Collaboration Agreement is being presented to Town Council for their approval in early 2016. It is anticipated that the LSWIMS database will be operational in 2016.

In addition to the LSWIMS database, Wellington Source Water Protection has established a shared network drive for all eight Wellington County municipalities to use in implementing source protection. The network drive became active in late 2015 and work will continue in 2016 to move the shared files to this drive.

2.9 Source Protection Plan Comments

In 2015, Wellington Source Water Protection and the County of Wellington, on behalf of the Wellington County Grand River municipalities, provided comments and assisted Lake Erie Source Protection Authority staff in making edits in the Wellington Chapter of the Grand River Source Protection Plan for consistency.



2.10 Septic Inspections

In 2015, the Wellington County municipalities under Wellington Source Water Protection hired WSP Canada Inc. to conduct a mandatory septic inspection program as required by the *Clean Water Act*, *Ontario Building Code* and the Source Protection Plans. If a septic system is present within well head protection area with a vulnerability score of 10 or within an issues contributing area for nitrates, a septic inspection is required every 5 years as the septic system is classified as a significant drinking water threat. WSP Canada has been hired for 2015 through 2017 to complete the initial septic system inspections for the Town of Erin, Guelph / Eramosa Township, Township of Puslinch, Township of Centre Wellington and Township of Wellington North. Following the Ministry of Municipal Affairs and Housing recommendations, the WSP Canada septic inspection program is a hybrid Phase I and II inspection. Letters and information packages were mailed out to the properties requiring septic inspections by the Town and WSP. Information packages and fact sheets were left with each property owner following the completion of the inspection.

In 2015, WSP Canada completed 113 of 127 septic inspections within the Town of Erin. All inspections are within the CTC Source Protection Plan area. The inspections are conducted under the authority of the *Ontario Building Code* and 19 remedial action letters were issued in the Town of Erin. The following table summarizes the types of deficiencies noted during the septic inspections.

Wellington Source Water Protection
 Risk Management Office
 7444 Wellington Road 21
 Elora, ON, NOB 1S0
 1-844-383-9800
sourcewater@centrewellington.ca
wellingtonwater.ca



Summary of Deficiencies Noted During the 2015 Septic Inspection Program

	Erin
Pump out septic tank	8
Enter into a servicing agreement	1
Pump out septic tank / servicing agreement	0
Repair / Replace tank lid	4
No high level alarm	
Investigate structural integrity of septic tank	1
Investigate outlet pipe and leaching bed	2
Restore access to septic tank	2
Remove mature tree from leaching bed	1
Remove driveway from leaching bed	
Remove mature tree and pump out tank	
Remove driveway and pump out	
Septic tank is not water tight and pump out	
Total	19

A total of 11 of the 12 deficiencies noted are related to regular maintenance of a septic system such as pumping out the septic tank (8 of 19), entering into a servicing agreement for an advanced septic system (1 of 19) or replacing septic tank lids (4 of 19). The remaining 6 of 19 deficiencies may result in more substantial studies, repairs or replacements such as investigate the structural integrity of the septic tank, investigate the outlet pipe and / or leaching bed, removal of trees or hard structures (ie driveways, parking lots) from leaching bed or provide access to septic tank.

2.11 Guelph – Guelph / Eramosa Tier 3 Study

In 2015, Wellington Source Water Protection, Town and County staff and the Town hydrogeological consultant participated in a technical working group headed by the Grand River Conservation Authority regarding the ongoing Tier 3, water quantity study for the Guelph and Guelph / Eramosa water systems. Peer review comments

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were provided by the Town hydrogeological consultant and work continues on this study in 2016.

2.12 Working Groups

To ensure a consistent and efficient delivery of source protection across the County of Wellington, the eight Wellington County municipalities (the seven local municipalities and the County) agreed to a delivery model where the Risk Management Official (RMO) function is delivered collectively through one, shared RMO. This delivery model was approved by County Council in 2012 and endorsed by the seven, local municipal Councils in 2013. The shared RMO started in October 2013. The shared RMO chairs a working group comprised of water, building and / or planning staff from the eight Wellington County municipalities. The working group meets monthly and makes decisions collaboratively on source protection implementation within Wellington County. The Town of Erin representative in 2015 was primarily Andrew Hartholt, although Joe Babin, Sara McDougall and Sally Stull also participated. The accomplishments outlined above are the result of the hard work of the working group.

The shared RMO (Kyle Davis) continues to represent the Wellington County municipalities at a number of provincial and watershed level working groups including the Lake Erie Implementation Working Group, CTC Liaison Working Group, and the provincial RMO / municipal working group. All of these working groups held meetings in 2015.

Discussions were held between Town and County staff, the shared RMO and staff from the Region of Halton regarding source protection implementation and Town / County efforts to protect the adjoining municipalities' well head protection areas and / or intake protection zones.

3.0 Mandatory Reporting Requirements

As per Section 65 of Ontario Regulation 287 / 07 under the *Clean Water Act*, the attached tables outline the mandatory reporting requirements. The tables will also be submitted to the Source Protection Authorities in Microsoft Excel format for data management purposes.



4.0 Closure

For further information on this report, please contact the undersigned.

Respectfully Submitted by:

Kyle Davis
 Risk Management Official / Inspector
 Wellington Source Water Protection – Town of Erin

Wellington Source Water Protection
 Risk Management Office
 7444 Wellington Road 21
 Elora, ON, NOB 1S0
 1-844-383-9800
sourcewater@centrewellington.ca
wellingtonwater.ca

Attachments

Tables for Reporting under Section 65, Ontario Regulation 287 / 07, *Clean Water Act*

To: Mayor and Members of Council
From: Kyle Davis, Risk Management Official
Date: January 5, 2016
Subject: **Source Protection Database Collaboration Agreement**

Recommendations

Be it resolved that Council hereby receives Wellington Source Water Protection Report dated January 5, 2016, regarding the development of the source protection database (Local Source Water Information Management System (LSWIMS)) and the signing of the attached Collaboration Agreement regarding LSWIMS.

And that Council approves the attached authorizing by-law.

1.0 Background

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

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

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

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

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

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1.1 Status of the Source Protection Plans

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

1.2 Reporting Requirements

With Source Protection Plans being approved and coming into legal effect, the Wellington County municipalities will be required to complete annual reporting to the Conservation Authorities regarding *Clean Water Act* implementation. The annual reporting requirements are mandated in Section 81 of the *Clean Water Act*, Section 65 of Ontario Regulation 287 / 07 under the Act and in various monitoring policies outlined in each watershed based Source Protection Plans. Although many of the requirements are related to the Risk Management Official (RMO) duties, there are other municipal related reporting requirements outlined in the Source Protection Plans such as reporting on planning approvals, septic inspections and education / incentive programs. The intent is that the RMO will complete an annual report per municipality (or a County wide report with municipal chapters) that covers all the required *Clean Water Act* reporting whether it is required by the Act, Regulation or Source Protection Plan. The deadline annually for this reporting is February 1st each year, beginning the year after the RMO has been appointed and / or the Source Protection Plan has been approved. The first annual reports will be required for the Town of Minto, Town of Erin, Township of Puslinch and County of Wellington by February 1st, 2016. The first report for the remaining municipalities will be required by February 1, 2017.

To assist in this reporting and to fulfill the *Clean Water Act* record retention requirements of fifteen years, a source protection database will be critical to

manage the information efficiently, allow staff from Wellington County municipalities access across the County and to ease reporting requirements.

2.0 Source Protection Database

Early in 2014, the internal Wellington County municipalities' Source Protection Working Group began evaluating database and information management requirements for implementing the source protection program in Wellington County. By November 2014, an evaluation of options was complete. There are three main focuses for source protection data management:

- spatial screening of development applications,
- document management (ie *Clean Water Act* required data, inspections, Risk Management Plans, Section 59 notices, activity data)
- provincial / Source Protection Plan reporting requirements.

The spatial screening will be accomplished by adding source protection data to the County online web mapping system (Geocortex) plus local municipal GIS systems as needed. The County online web mapping system has been operational since June 2014 with source protection data and is maintained by County staff.

For Document Management and Reporting, various options were identified and evaluated. These included the feasibility to add on to existing Building Permit / Planning or Water Data management systems; purchase of an existing (out of the box) commercial system; use of various, existing Conservation Authority systems (ie Ausable Bayfield or CTC); simple electronic folder system on a shared network drive; separate electronic and hard copy records at each municipality with duplicates kept at the RMO office; County Geocortex system; in house development of a database; Request for Proposal to hire a consultant to develop a database and collaboration with non-Wellington municipalities / Conservation Authorities to develop a database.

The evaluation considered the following factors: cost – development; cost – maintenance; time frame for development; the need for access for all eight Wellington municipalities (ie web based); staff time needed to manage the project or RFP, for development of the database and ongoing maintenance; mapping requirements; hardware and software compatibility; privacy – Municipal Freedom of Information and security requirements; collaboration; risks (ie product being

complete on time and recourse); capital versus operating Budgets (procurement processes).

Following the evaluation, in November 2014, the Wellington Source Protection Working Group decided to proceed with a project headed by the Upper Thames Region Conservation Authority (UTRCA). The project has resulted in the Local Source Water Information Management System (LSWIMS) database. The rationale for this decision included that the UTRCA database developer has a full understanding of source protection through his work developing the previous and current provincial source protection databases. It was felt that this knowledge would assist in developing a database that would be responsive to the provincial requirements. Additional factors included: that our municipalities were involved from the ground up in the LSWIMS database design; our in kind time was recognized as monetary contributions to the project; there was an opportunity to share development costs with project partners outside of our Wellington municipalities; the estimated capital and operating costs were reasonable; project management of the database was handled by UTRCA; and GRCA, Halton and Guelph were involved and this would assist in eventual reporting and / or data sharing. Overall, the working group felt that a collaboration with other municipalities and Conservation Authorities would result in a better and more cost effective database product.

2.1 LSWIMS Database and Collaboration Agreement

The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

For the past year (since September 2014), staff have been working as part of a collaboration led by the Upper Thames River Conservation Authority (UTRCA), to develop the database design and a functional database for source protection implementation. This database, titled Local Source Water Information Management System (LSWIMS), is currently under development and is approaching completion of basic functionality. The project partners include twelve (12) municipalities or

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conservation authorities including: UTRCA, Grand River Conservation Authority, County of Oxford, City of Guelph and the eight Wellington County municipalities: Township of Centre Wellington, Town of Erin, Guelph / Eramosa Township, Township of Mapleton, Town of Minto, Township of Puslinch, Township of Wellington North and County of Wellington. The Region of Halton has also been involved, however, is not signing the Collaboration Agreement or using the final database product. UTRCA also represents an additional six municipalities.

UTRCA initiated the project since all of the public agencies would be implementing the *Clean Water Act* and, at a minimum, would benefit from collaboration on the database design. These early discussions on database design led to the Functional Needs document that forms one Schedule of the attached collaboration agreement. The Functional Needs document was completed in November 2014 and, at that time, discussions were held about further collaboration on developing the actual database. Negotiations on the attached Collaboration Agreement began in November 2014 and were completed in late November 2015. Concurrently, UTRCA made a decision to initiate database development primarily using an in house UTRCA database developer. Currently, the database is still in beta testing, however, the first three phases of the database development are substantially complete.

As this project is a collaboration between twelve (12) public bodies, a Collaboration Agreement has been negotiated to outline the structure, under which, the project partners will operate the database including any future upgrades to the database. The Collaboration Agreement only encompasses the source protection LSWIMS database. The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

The Wellington County municipalities' working group, primarily the RMO, has been involved with the other project partners: UTRCA, GRCA, Guelph and Oxford, to negotiate the Collaboration Agreement and participate in the review of the database development. Nicola Melchers of Smith Valeriotte Law Firm LLP was retained to provide legal advice regarding the Collaboration Agreement and Ms. Melchers has reviewed the drafts of the Agreement multiple times since January 2015. Smith

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Valeriotte LLP's comments and advice has been incorporated into the final version of the Collaboration Agreement attached. Additionally, Smith Valeriotte LLP authored two memorandums regarding the use of Cloud Computing and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). These memorandums were required as the LSWIMS database is planned to operate on a cloud based web server. The findings of these memorandums indicate that cloud computing is allowable under current provincial legislation including MFIPPA, however, a privacy impact assessment should be completed and security of the database assessed prior to data being stored on the cloud. All project partners are public agencies, and therefore all are subject to MFIPPA, the Collaboration Agreement outlines a structure to complete these assessments jointly. Both the privacy impact assessment and network security assessment are currently underway. The Township of Centre Wellington Information Technology Department and Legislative Services as well as the County of Wellington Information Coordinator are being consulted regarding the completion of these assessments.

The recommendation before Council is to consider authorizing the Mayor and Clerk to sign the attached Collaboration Agreement. Section 22 of the Collaboration Agreement authorizes the use of counterparts which allows the agreement to be signed by each party to the agreement separately. The separate signature pages are scanned and then assembled to form a complete, duly executed agreement.

To date, Guelph / Eramosa, Minto, Wellington North and Centre Wellington Councils have authorized signature of the Collaboration Agreement. It is scheduled for the remaining Wellington County municipal Councils in January 2016.

3.0 Financial Impact

As outlined in Schedule A of the Collaboration Agreement, the total design and development cost for the Wellington County municipalities is \$34,250. **The cost for each Wellington County municipality is \$4,281.25** (\$34,250 divided by eight Wellington municipalities). The total cost of the project is \$295,400 including in kind contributions (ie staff time) or \$137,000 in actual cost to the four funding collaborators (UTRCA, Oxford, Guelph and the Wellington County municipalities).

The design and development of the LSWIMS project is eligible under the provincial Source Protection Municipal Implementation Fund (SPMIF) and SPMIF funding from each of the Wellington County municipalities has been budgeted for the database.

Annual operating costs for the database are currently estimated between \$3,500 to \$6,500. The 2016 operating costs would also be SPMIF eligible and the operating costs would also be split between the eight Wellington municipalities (\$437.50 to \$812.50 per municipality). Going forward past 2016, staff will engage the County and area municipalities in discussions regarding the annual, operating costs for LSWIMS database and future operating budgets.

For the database design and development and the 2016 operating cost, procurement was completed jointly for all eight Wellington County municipalities through the Township of Centre Wellington procurement by-law. This is similar to the procurement for other source protection contracts such as septic inspections. The database procurement was approved at the December 14, 2015 Township of Centre Wellington Council meeting. Each municipal Council in Wellington County will make the decision to sign (or not sign) the Collaboration Agreement individually and therefore will make the decision whether to participate (or not participate) in the joint procurement.

4.0 Consultation

Council
 Smith Valeriote Law Firm LLP
 Centre Wellington Corporate Services (Managing Director of Corporate Services, Information Technology & Services and Legislative Services Divisions)
 Wellington Source Protection Working Group

5.0 Communications Plan

Through regular Council meeting.

Attachment:

LSWIMS Collaboration Agreement Final November 25, 2015

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

This Agreement is intended to document the collaboration on the development, implementation and use of a Local Source Water Information Management System (LSWIMS) by the following parties:

COLLABORATION AGREEMENT BETWEEN:

**Upper Thames River Conservation Authority (UTRCA);
The Corporation of the Township of Centre Wellington;
The Corporation of the Town of Erin;
The Corporation of the Township of Guelph / Eramosa;
The Corporation of the Township of Mapleton;
The Corporation of the Town of Minto;
The Corporation of the Township of Puslinch;
The Corporation of the Township of Wellington North;
The Corporation of the County of Wellington;
County of Oxford;
The Corporation of the City of Guelph; and
Grand River Conservation Authority (GRCA).**

(Collectively, the Collaborators)

Whereas:

The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a Data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

The solution will be developed by Upper Thames River Conservation Authority with a collaborative team to share ideas and possible solutions, and to consider ways to integrate it with existing systems. The Collaborators realize the power of a collaborative approach in that their contributions will result in a better end product. To this end, a Steering Committee has been formed to bring forward input from all collaborators on an equitable basis.

The outcome of this work will be a System that can be used effectively by the Funding Collaborators who choose to use it under this Agreement.

UTRCA submitted a funding proposal to the Collaborators. This funding proposal is attached as Schedule A to this Agreement and forms the basis for the funding provided for under this Agreement.

The funding proposal is based on the Information and Functional Needs Assessment attached as Schedule B to this Agreement.

The contact persons for the Collaborators are identified in Schedule C attached to this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

It is acknowledged that the work began in November 2014 with Phase 1 now complete.

Therefore the Collaborators agree:

1. Definitions

Collaborator – means a Funding Collaborator or a Non-Funding Collaborator.

Data – means information entered or uploaded to be available in the System.

Funding Collaborator – means a participant in this Agreement who provides both ongoing financial contributions and in-kind contributions to the Project.

MFIPPA – means the *Municipal Freedom of Information and Protection of Privacy Act*.

Non-Funding Collaborator – means a participant in this Agreement who, although collaborating with the other Collaborators, does not provide, or no longer provides, any financial contributions to the Project, but rather, provides only in-kind contributions to the Project.

Phase – means a phase of the Project, as set out in Schedule A.

Project – means the development, implementation and use of the System.

RMO – means a Risk Management Official under the *Clean Water Act, 2006*.

SPA – means a Source Protection Authority under the *Clean Water Act, 2006*.

Steering Committee – means a committee consisting of representatives of the Collaborators. Each Collaborator may appoint one (1) voting representative and one (1) or more non-voting representative(s) to the Steering Committee.

System – means the Local Source Water Information Management System described in this Agreement.

2. Scope of the Project

The Collaborators agree to work together on the following aspects of the System under this Agreement:

- Information and Functional Needs Assessment;
- System development including database schema and interface;
- System administration and maintenance;
- Document template development;
- Reporting functionality issues;
- Functionality improvements;
- Documentation; and
- User support.

This scope may be adjusted through amendments to this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

3. Steering Committee

The Steering Committee shall provide guidance and direction regarding functional needs and overall “look and feel” of the program. The roles and responsibilities of the initial Collaborators and the initial members of the Steering Committee are summarized in the following table:

	Collaborator	Steering Committee Member(s)
1	UTRCA <ul style="list-style-type: none"> ● Represents the municipalities of Perth East, Perth South, West Perth, St Mary’s, Stratford and London ● Collaborating SPA ● Funding Collaborator 	Chris Tasker <ul style="list-style-type: none"> ● Project manager ● Collaborating RMO John Campbell <ul style="list-style-type: none"> ● System developer ● Information Management methodologies researcher
2	City of Guelph <ul style="list-style-type: none"> ● Funding Collaborator 	Peter Rider <ul style="list-style-type: none"> ● Collaborating RMO
3	GRCA <ul style="list-style-type: none"> ● Collaborating SPA ● Non-Funding Collaborator 	Martin Keller
4	Oxford County <ul style="list-style-type: none"> ● Funding Collaborator 	Cassandra Banting or Deborah Goudreau <ul style="list-style-type: none"> ● Collaborating RMO
5	Wellington County Municipalities <ul style="list-style-type: none"> ● Represents the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington. ● Funding Collaborator 	Kyle Davis <ul style="list-style-type: none"> ● Collaborating RMO

Each Collaborator may change its individual representative(s) on the Steering Committee at any time by providing written notice to the other Collaborators.

4. Project Management

UTRCA shall develop the System in accordance with this Agreement, and within the funding proposal in Schedule A. UTRCA shall manage the Project in accordance with the deliverables, cost estimates and progress payments set out in Schedule A. The Project will be led by Chris Tasker and John Campbell from UTRCA. Chris will act as project manager and John will act as System developer.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

5. Development of the System

The Steering Committee shall work to identify the required functionality for the System, and shall ensure that, unless otherwise agreed to by the Steering Committee, the functionality is sufficient to meet the requirements of all applicable legislation and is not less than the functionality identified in Schedule B. UTRCA shall develop the System so that it meets the functionality specifications identified and agreed by the Steering Committee. UTRCA shall research applicable methodologies and use best practices to ensure that the System meets the required functionality.

Following implementation of the System, the Steering Committee shall make all decisions regarding any functional improvements required, based on input from the Collaborators.

6. Operation and Maintenance of the System

Once the System has been developed and implemented, UTRCA shall operate and maintain it in working order, and shall take all reasonable steps to avoid interruptions in use and loss of Data, and to ensure that any maintenance required is carried out in a timely manner. UTRCA shall ensure that any functionality improvements identified and agreed by the Collaborators from time to time are implemented in a timely manner.

The Funding Collaborators shall work expeditiously to develop a business continuity plan which will define the risks to business continuity and the measures the parties agree to put in place to manage those risks. UTRCA shall implement the final approved business continuity plan.

The costs of any agreed functionality improvements after implementation of the System, including implementation of the business continuity plan, will form part of the annual operating and maintenance costs which will be borne by the Funding Collaborators in accordance with the terms of this Agreement.

7. Data Management

Each Funding Collaborator is individually responsible for uploading its Data, ensuring its Data's accuracy, complying with *MFIPPA* requirements, ensuring the privacy / confidentiality of its Data and otherwise preventing unauthorized or inappropriate access to its Data, and protecting the integrity of its Data. Any existing intellectual property rights associated with Data uploaded by a Funding Collaborator are not affected by this Agreement and will remain the property of that Funding Collaborator. Funding Collaborators can choose to work jointly through the Steering Committee in addressing any of the above obligations, including but not limited to conducting a privacy impact assessment and / or a business continuity plan. The Steering Committee shall be responsible for determining the method of transmission and storage of Data. UTRCA shall implement the measures as directed by the Steering Committee.

Although each Funding Collaborator is responsible for uploading its own Data, UTRCA shall assist in the bulk upload of Data in accordance with the Data licensing requirements of each respective Funding Collaborator. Each Funding Collaborator is responsible to ensure that the proper Data licenses are in place and enforced and shall indemnify the other Funding Collaborators in respect of the same.

Collaborators shall not make Data available to other Collaborators, unless agreed to in writing between them.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

8. In-kind Contributions

All Collaborators shall make in-kind contributions to the Project including:

- Time and effort required for consistent representation of and participation by the Collaborators on the Steering Committee;
- Careful attention to ensuring appropriate supervision for their staff and volunteers involved in the collaboration;
- Input and direction towards the design and development of the final product and its functionality; and
- Resources required to ensure fulfillment of specific commitments under this Agreement.

9. Financial Contributions

The Funding Collaborators agree to make payments to UTRCA for the purpose of developing, implementing, operating and maintaining the System, in accordance with this Agreement.

The Project has been subdivided into distinct Phases as set out in Schedule A. The Funding Collaborators shall contribute equally to the financial costs of each Phase (as set out in Schedule A), and agree to make payments for each Phase following completion of that Phase. It is acknowledged that Phase 1 is complete, and payments for Phases 1 and 2 will be made by the Funding Collaborators as set out in Schedule A. The Steering Committee shall confirm completion of each Phase. Once the Steering Committee confirms completion of a Phase, UTRCA shall invoice the Funding Collaborators. Except in the case of a dispute, payment shall be made by Funding Collaborators in accordance with this Agreement within 45 days after receipt of the invoice.

10. Costs and Use of the System after Implementation

It is understood by the Funding Collaborators that once the System is operating, there will be annual operating and maintenance costs for the System and that such costs will be borne by the Funding Collaborators. The Steering Committee shall determine a fair and equitable method for apportioning annual operating and maintenance costs. The total costs billed to the Funding Collaborators for operating and maintaining the System will not exceed the actual costs to UTRCA. UTRCA shall provide to each Funding Collaborator, with each invoice, documentation supporting the operating and maintenance costs. Except in the case of a dispute, costs will be paid within 45 days after receipt of the invoice from the UTRCA. Invoices for operating and maintenance costs will be issued no more frequently than quarterly.

Each Funding Collaborator shall have the right to use the System, in accordance with this Agreement, provided that the Funding Collaborator's financial contributions are paid up to date.

Each Funding Collaborator shall have the right to request and receive exports of its Data from the System. UTRCA shall generate a Data extract in a mutually agreeable format within 30 days after such request.

11. Intellectual Property

Intellectual Property includes the programming developed for the System (excluding those tools which have been licensed from others). Stored Data is the intellectual property of and for the exclusive use of each Funding Collaborator (unless otherwise agreed to in writing between the Funding Collaborator and another Collaborator).

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Funding Collaborators shall jointly own the intellectual property rights in the System (excluding those tools which have been licensed from others). Each Funding Collaborator has the right to use the System as is or to modify it as it sees fit. Any such modification of the System would be outside of the scope of this collaboration. In so modifying the System, the Funding Collaborator assumes full risk for such modification and shall fully indemnify the other Funding Collaborators in respect of any such modification.

For the purposes of the programming tools required for the development of the System, UTRCA is responsible for obtaining permission to use any intellectual property belonging to third parties, and shall indemnify the Collaborators for any losses (including legal costs) arising in relation to any claim by a third party relating to a violation of intellectual property rights in relation to those programming tools.

Each Collaborator has the right to use or modify as it sees fit the Data structure and information contained in the Information and Functional Needs Assessment only (see Schedule B). Such use or modification would be outside of the scope of this collaboration.

12. Decision Making by Steering Committee

The Steering Committee shall strive for consensus in all of its decisions. In instances where consensus is not possible, the Project Manager will request that a recommendation be put to a vote where each Funding Collaborator is entitled to one vote and a simple majority will decide the outcome. For purposes of a vote, the quorum will be three (3) members. In the event of a tie, the decision will be in the negative. If a simple majority is not achieved, then the recommendation fails. A failed recommendation may result in an alternative recommendation being made and a separate vote being called.

13. Resolving Conflicts

As this Project is being undertaken through collaboration, a consensus building approach will be taken to dealing with conflicts if they arise. To resolve conflicts and complaints satisfactorily if differences arise, the Collaborators agree to:

- Address their differences in a timely, open, respectful and honest manner;
- Discuss the reasons for the differing positions and look for common ground;
- Consider alternative solutions to the problems which accommodate to the extent reasonable as many of the differing interests as possible; and
- Attempt to resolve issues at the staffing level at which they occur.

Each Collaborator may wish to seek direction from its municipal council or board of directors on an issue over which a conflict arises. Should the matter still remain unresolved, the Collaborators may engage an independent mediator to resolve it. The costs of such mediation would be borne by the Collaborators involved.

If a Collaborator is not complying with this Agreement, another Collaborator may bring forward the non-compliance to the Steering Committee for discussion and resolution. The Steering Committee, upon a majority decision, may terminate the Agreement with respect to a Collaborator upon at least 60 days' written notice for failure to comply with this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

14. Addition of New Collaborators

The Steering Committee may, from time to time, accept the addition of other municipalities or conservation authorities as Funding Collaborators or Non-Funding Collaborators. Upon the agreement of the Steering Committee to accept the addition of a new Funding Collaborator or Non-Funding Collaborator, the Collaborators shall amend this collaboration Agreement to include the new Collaborator. Each new Funding Collaborator will be required to share the financial obligations on an equal basis with the existing Funding Collaborators for development of the System and shall share in the rights and responsibilities of a Funding Collaborator described in this Agreement. The Funding Collaborators shall develop a process to manage how the financial contributions paid by additional Collaborators will be used by the original Funding Collaborators

Each additional Funding Collaborator would also be responsible for payment of its share of the annual operating and maintenance costs.

15. Initial Term and Automatic Renewal of this Agreement

This Agreement will commence on the 26th day of November, 2014 and will continue in force for a period of 2 years, ending on the 25th day of November, 2016.

This Agreement will automatically continue following the expiry of the term set out above until it is either:

- Superseded or replaced by a subsequent agreement; or
- Terminated in its entirety by mutual agreement of all Collaborators upon at least 6 months' written notice.

16. Withdrawal of Collaborators

A Collaborator wishing to withdraw shall provide a minimum of 6 months' written notice to the other Collaborators regarding its intention to withdraw from the collaboration or, in the case of a Funding Collaborator, withdraw its future financial contributions to the collaboration. During the notice period the withdrawing Collaborator shall complete any outstanding reporting and service delivery commitments, as well as all ongoing financial contribution obligations. The withdrawal of any number of Collaborators, short of all Collaborators, will not terminate this Agreement as it pertains to the remaining Collaborators.

If the Upper Thames River Conservation Authority withdraws from the collaboration, it shall, prior to the date of withdrawal, provide each of the Collaborators with:

- The System (excluding any third-party licensing agreements) or any portion of the System and background work that has been undertaken to date if the System is not complete; and
- Its own Data (if applicable) in a mutually agreeable format.

If a Collaborator provides notice, as indicated above, to withdraw from the collaboration, then:

- As of the date of termination, the Collaborator ceases to be a Collaborator, and this Agreement will continue unchanged, except to the extent that the withdrawing Collaborator shall no longer be a Collaborator to the Agreement; and
- Withdrawal from the collaboration will not affect any rights or obligations accrued up to the date of termination or arising in relation to matters occurring while the Collaborator was a

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Collaborator to the Agreement.

If a Funding Collaborator provides notice as indicated above to withdraw future financial contributions to the collaboration, then, as of the date of termination of its financial contribution obligations, the Funding Collaborator shall remain as a Non-Funding Collaborator, and shall not be required to provide future financial contributions. In so withdrawing, the Collaborator shall no longer be a Funding Collaborator and forfeits the continued use of the System and any other Funding Collaborator rights.

If a Collaborator withdraws or terminates, or changes from a Funding Collaborator to a Non-Funding Collaborator, then no refund will be provided to the former Funding Collaborator.

Upon withdrawal or termination of a Funding Collaborator, or change from Funding Collaborator to Non-Funding Collaborator status, the Data that has been entered or uploaded into the System by the Funding Collaborator will be provided by UTRCA to the withdrawing/terminated Funding Collaborator in a mutually agreeable format. Data which has been extracted from the System and provided to the withdrawing/terminated Funding Collaborator will be removed from the System by UTRCA and all copies in the possession of UTRCA will be destroyed unless otherwise agreed to at the time of the withdrawal.

17. Waiver

Failure by any Collaborator to enforce any provision of this Agreement will not be considered a waiver by that Collaborator of such provision. No waiver of any rights under this Agreement will be valid unless in writing and signed by the Collaborator to whom they are a benefit. Further, waiver of any rights will not be considered a waiver by the Collaborator of any other obligation under this Agreement, or of any future rights arising under such provision.

18. Amendment

This Agreement may only be amended by agreement of all Collaborators in writing from time to time.

19. Applicable Law

The Collaborators agree to carry out the terms of this Agreement, including development and use of the System, in accordance with the law of the Province of Ontario. The Collaborators specifically agree that they are bound by *MFIPPA* in respect of this Agreement and use of the System.

20. Notice

Notice under this Agreement shall be provided to the Collaborators in writing. Notice shall be provided in at least one of the manners indicated below and using the contact information contained in Schedule C - Contacts. Notice shall be made to all of the persons described in Schedule C – Contacts. Notice made by regular mail will be considered to have been received five (5) business days following the date it is postmarked. Notice made by fax will be considered to have been received on the next business day following the date on which a fax transmission receipt indicating delivery is received. Notice made by email will be considered to have been received on the date on which it is sent.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

21. Conflict between this Agreement and Schedule A

In the event of conflict between the provisions of this Agreement and the funding proposal attached as Schedule A hereto, the provisions of this Agreement will supersede.

22. Counterparts

This Agreement may be executed in any number of counterparts, whether in paper form, transmitted by facsimile or e-mail transmission of Portable Document Format (PDF), each of which will constitute an original and all of which, taken together, will constitute one and the same instrument. Any Collaborator executing this Agreement by fax or PDF file shall, immediately following a request by any other Collaborator, provide an originally executed counterpart of this Agreement, provided, however, that any failure to so provide will not constitute a breach of this Agreement except to the extent that such electronic execution is not otherwise permitted under the *Electronic Commerce Act, 2000*.

[Signature Pages Follow]

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

IN WITNESS OF THIS AGREEMENT the parties have executed below:

(LEGAL NAME OF EACH COLLABORATOR)

Per its authorized signatory/signatories:

The Upper Thames River Conservation Authority

(Date Signed)

Chris Tasker,
Source Protection Project Manager

The Corporation of the Township of Centre Wellington

(Date Signed)

Kelly Linton
Mayor

(Date Signed)

Kerri O’Kane
Clerk

The Corporation of the Town of Erin

(Date Signed)

Allan Alls
Mayor

(Date Signed)

Dina Lundy
Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Corporation of the Township of Guelph / Eramosa

_____ (Date Signed)	_____ Chris White Mayor
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_____ (Date Signed)	_____ Meaghen Reid Clerk
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The Corporation of the Township of Mapleton

_____ (Date Signed)	_____ Neil Driscoll Mayor
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_____ (Date Signed)	_____ Brad McRoberts Acting CAO / Clerk
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The Corporation of the Town of Minto

_____ (Date Signed)	_____ George Bridge Mayor
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_____ (Date Signed)	_____ Bill White CAO / Clerk
------------------------	------------------------------------

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Corporation of the Township of Puslinch

(Date Signed)

Dennis Lever
Mayor

(Date Signed)

Karen Landry
CAO / Clerk

The Corporation of the Township of Wellington North

(Date Signed)

Andy Lennox
Mayor

(Date Signed)

Karren Wallace
Clerk

The Corporation of the County of Wellington

(Date Signed)

George Bridge
Warden

(Date Signed)

Donna Bryce
Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

County of Oxford

(Date Signed)

Peter M. Crockett, P. Eng.
Chief Administrative Officer

The Corporation of the City of Guelph

(Date Signed)

Derrick Thompson
Deputy CAO Public Services

Grand River Conservation Authority

(Date Signed)

Joe Farwell
Chief Administrative Officer

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule A – Funding Proposal

LSWIMS Collaboration Agreement - Schedule A

Funding Proposal

November 18, 2015

Background

LSWIMS funding collaborators requested that they be provided with a proposal to allow them fund the project. This proposal includes a project estimate and a progress payment schedule. This proposal was developed for discussion by the collaborators. This proposal has been revised to reflect progress to date.

These services will be provided as part of a collaborative effort where the Upper Thames River Conservation Authority will be collaborating with municipalities on finding solutions to our shared Source Protection information management needs. This collaboration will inform and assist with the development of the services and deliverables included in this proposal. The work will be guided by the collaborators participating in the steering committee. UTRCA would be pleased to provide the following to be used by each funding collaborator for the price indicated below.

The project budget includes considerable in-kind contribution of staff time by all collaborating parties. This proposal is for funding to produce the specified deliverables identified herein and set up and maintain the systems upon which the system development is undertaken. The deliverables are further described in the Information and Functional Needs Assessment.

This proposal supports the collaboration agreement.

Deliverables and Cost Estimates

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	<i>Individual</i> Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
1	Needs Assessment <ul style="list-style-type: none"> • Functional Needs (outputs / Administrative Functions) • Information Needs(data input) 	\$76,400	\$9,750	Nov 2015
2	Preliminary database schema and Interface <ul style="list-style-type: none"> • data fields and tables • relationships • interface mockups 			
3	Preliminary system release - basic functionality <ul style="list-style-type: none"> • Contact Info • Address info • Site Info (Threats, Address) • Notes • Documents - import/export only- Orders, Notices, RMP pdf, jpg, no edits • One time import of threats, address, site 	\$81,000	\$4,500	Dec 2015
4	Mapping and Spatial Integration <ul style="list-style-type: none"> • Mapping - view ARDB2 info only and create site polygon(s) 	\$58,000	\$10,000	Mar 2016

LSWIMS Collaboration Agreement - Schedule A

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	<i>Individual</i> Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
	<ul style="list-style-type: none"> Spatial queries and population of ARDB2 data Automated Import of data (ARDB2, parcels) 			
5	Communications and chronology <ul style="list-style-type: none"> Site Chronology and Tasks Communication Records Email integration 	\$30,000	\$5,000	July 2016
6	Administration and Reporting <ul style="list-style-type: none"> Basic reporting Basic administrative functions User electronic documentation system 	\$50,000	\$5,000	Nov 2016
	Total	\$295,400	\$34,250	
	Annual Operation and Maintenance Costs <ul style="list-style-type: none"> User Support Administration and maintenance Developer Support (Azure) System Operating Costs (Azure server and SQL) Spatial Operating Costs Email parsing 	N/A	\$3,500-6,500	annual costs starting Jan 1, 2016

Project Funding Progress Payments

Progress payments shall be paid to UTRCA by each Funding Collaborator as follows. It is acknowledged and agreed that in the cost estimate provided above, the reference to "Individual Collaborator Cost Estimate" is an estimate of the cost for each Funding Collaborator. As it applies to the Wellington County municipalities, this means the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington will equally share those costs as one Funding Collaborator. Similarly the costs identified in the following payment schedule are the costs for each Funding Collaborator which shall be shared equally by those Wellington County municipalities.

- \$9,750 (plus applicable taxes) due immediately
- \$4,500 (plus applicable taxes) due upon substantial completion of basic functionality (December 2015)
- \$10,000 (plus applicable taxes) due by upon completion of Mapping and Spatial Integration (March 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Communications and Chronology (July 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Administration and Reporting (Nov 2016)
- Annual Operation and Maintenance costs will be billed quarterly based on actual costs

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule B – Information and Functional Needs Assessment

Functional and Information Needs Assessment

One of the most important steps in an information management project is defining the needs and setting priorities which will help define the scope of the project. Needs identification is especially important in a staged project which is the most probable approach to be taken to the evolution of this project. This needs assessment will allow a preliminary prioritization of the needs. By collaborating on the functional needs, the project team can develop an assessment of common needs which can be applied to meet their individual needs as well as providing guidance and a starting point to others with similar needs. It is hoped that by developing this needs assessment the project participants will be able to move forward with developing information management system(s) which meet their needs whether done collaboratively or individually.

This needs assessment is intended to be a living document. As the project progresses it is acknowledged that the needs and priorities will evolve. As needs are re-assessed it will be important to document the evolution. If we wait until the needs are fully refined we will not have time to implement and develop a IM solution to meet those needs. Further, prioritization will be important so that the project participants can begin to develop solutions to meet their priority needs in a timely fashion. A more nimble approach is to solution development will allow the solutions to evolve rather than following an extensive and exhaustive definition of the needs which would be necessary to move towards a more formal application development by a contractor. This document is intended to allow a strong overview of the general needs to allow priorities to be set and progress towards application development to be achieved.

Basic Concepts

- Centered around a map, location based data
 - link everything to location
- accessible from anywhere with a data connection or wireless signal
- secure - access limited to RMS staff
- only access information from your municipality(ies)
- link to publicly available AR information
- use data format, structure and tools already available (Threats, ARDB, Policy dBase, etc.)
- collaboratively developed
- A web based approach is the most likely development approach however it will be important to keep options open and needs assessment general. A web based solutions:
 - allow use by multiple partners with a common development platform
 - development and improvements are able to be rolled out seamlessly
 - allows secure access remotely
 - can be integrated into locally developed solutions

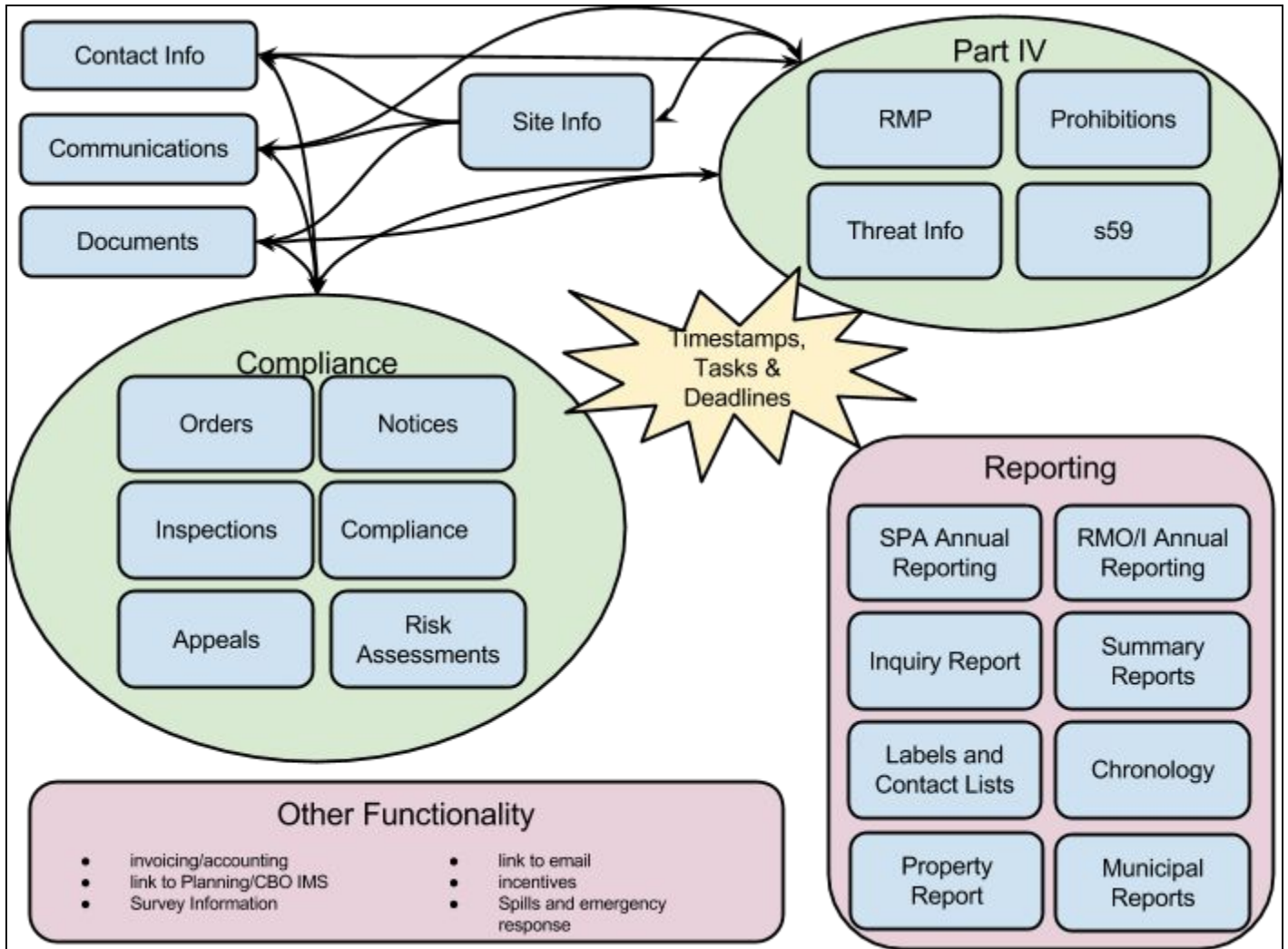
Functional Needs

- Functional Needs were considered first
- Basic types of information were identified within the functional needs
- Output and reporting of the information was considered
- Other functional needs were also considered
- In the following sections the functional needs are described first
- An assessment of the relative priorities is identified through consensus of the group
 - initially only a high and low priority level was assigned to each functional need

- It was agreed that low priorities would not be the focus of initial application development however they will be considered as some may be able to be included where their complexity is also low and fit in well with other priorities.
- It will of course be important to consider these long term lower priorities as the data is modelled and the application is developed so that they may be integrated into solutions through later phases.
- As there were a large number and wide range of high priorities further refinement was required for the high priorities
 - within the high priority category, refinement of priorities were given by providing a scale of 1 to 10 where 1 is the highest priority and 10 would be the lowest priority.

Information Needs

- Following each functional needs is one or more information needs tables.
- The second table is intended to describe the types of information which is needed and at a high level and identify some of the logical links between the information
- This is not intended to be a formal data model or schema but instead is intended to better define and describe the informational needs in a non-technical manner.
- This information can be used by information management professionals to develop more formal data models and schema to satisfy these needs.
- The following information describes at a high level the type of information which will need to be input into or retrieved from a Local IM system.
- The information needs described below are intended to be functional groupings of information which will aid in the development of the user interface and organize the data and functionally on screen.
- It will also be used by developers to develop a data model or schema as the project moves forward.



Contact Info	Priority	Complexity
<ul style="list-style-type: none"> record details of contacts related to sites, RMP, communications, etc details about the entity (person/company) which was contacted work for different types of contacts (operator, owner, tenant, agent, etc...) include internal contacts so that both parties can be recorded needs to be able to be updated but must retain historical records as to who was contacted when, but reduce the chances of using outdated contacts for current communications 	high 1	low

Information	Description
Name	<ul style="list-style-type: none"> person or business
Contact Type /Role	<ul style="list-style-type: none"> owner, tenant, agent, staff, sole proprietorship, partnership, corporation, not for profit corporation, municipality, province, federal may need to link contact (ie staff of a company) Include municipal staff - RMO, RMI, Planner, Building Official, etc

	<ul style="list-style-type: none"> • will require ability to maintain list
Addresses (location and mailing)	<ul style="list-style-type: none"> • both mailing address and location • may also want to include location address with an indication of type (home, office, mailing, etc)
Phone numbers	<ul style="list-style-type: none"> • multiple numbers • identify type - home, business, cell, fax • flag primary(s)
email	<ul style="list-style-type: none"> • provisions for multiple addresses • identify type - home, business, etc
active/inactive current/previous	<ul style="list-style-type: none"> • identify whether this is an active contact or a historical contact which is no longer active • retain inactive contacts • identify dates active/inactive was changed
Single Business identifier	<ul style="list-style-type: none"> • HST number • only included as it may be a provincial requirement

Site Location Info	Priority	Complexity
<ul style="list-style-type: none"> ● record information on the site ● links to contacts ● access to and record zone, vuln on site ● needs to be able to be updated, retaining historical records as part of the RMP ● links to RMP, orders, notices, risk assessments, compliance, inquiries, PI, inspection reports, communications, reports, photos, etc. - links either indirectly or directly to most of the information stored in the system ● location based information is the primary way in which information will be stored, sorted and accessed ● Spatial (could have multiple polygons in 1 parcel) ● report on chronology on the site ● query and review ARDB info ● mapping based with inspection capability to generate a report on the site ● link to threats 	high 1	high

Information	Description
SPR and SPA	<ul style="list-style-type: none"> ● select from list ● may be able to be populated from mapping
Site Address	<ul style="list-style-type: none"> ● street address of location
Municipality Name	<ul style="list-style-type: none"> ● select from list ● automatically populated
Roll/PIN	<ul style="list-style-type: none"> ● may be best to allow for either to be used
Property Type	<ul style="list-style-type: none"> ● general land use category - agricultural, residential, commercial, industrial, institutional, recreational, open space, etc ● may require ability to add multiple types
Property Zoning	<ul style="list-style-type: none"> ● look up table for the municipality ● will require ability to maintain list
NAICS Code	<ul style="list-style-type: none"> ● not a required field ● lookup table ● may need the ability to add multiple codes?
Spatial Representation	<ul style="list-style-type: none"> ● polygon to which most other information will be associated ● consider multi-part polygons? ● flexibility to be part of a parcel, go over multiple parcels
Vulnerable Areas / Scores	<ul style="list-style-type: none"> ● list of the zones and scores on the site ● link to vuln mapping ● query ARDB data for vuln, zone, ML, LD, PImp, System, SPA, Municipality, etc

	<ul style="list-style-type: none"> • first step could be many input of data
Water System / Well / Intake	<ul style="list-style-type: none"> • pick from list
Site History	<ul style="list-style-type: none"> • link to documents, communications, etc
Photos, reports and other documents	<ul style="list-style-type: none"> • link to documents pertaining to the site • link may be direct or indirect as determined as the data structure is better defined
Transport Pathways	<ul style="list-style-type: none"> • new or changed • record of CA notification
Prescribed Instrument	<ul style="list-style-type: none"> • Notices related to PI (link to document) • select PI type from list • brief description of PI • holder of the PI (link to contacts) • provincial identification number • date received • expiry date

Communications Record	Priority	Complexity
<ul style="list-style-type: none"> • record of communications related to site or occurrence (directly or indirectly to be determined later) • linked to location discussed wherever possible • document nature, record date/time, people involved, content, outcomes of the contact • link to document (letter, report, etc), related information • flexibility to record communications within the system or outside the system • retention policy and the ability to manage • could use this to document education and outreach contact, inquiries, informal communication of prohibitions, pre-consultation 	high 1	med

Information	Description
Type	<ul style="list-style-type: none"> • paper, phone, email, meeting
Contact initiated by	<ul style="list-style-type: none"> • select from contact(s)
Contacted party	<ul style="list-style-type: none"> • select from contact(s)
Date and Time	<ul style="list-style-type: none"> • date and time of contact
Description	<ul style="list-style-type: none"> • brief description or abstract of the communication and the outcome
Document link	<ul style="list-style-type: none"> • link to letter, email, agenda, notes or document containing more details as to the communications

Tasks	<ul style="list-style-type: none"> link to tasks resulting from or that caused the communication
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Part IV details	Priority	Complexity
<ul style="list-style-type: none"> not likely possible to include all the <i>details</i> in structured fields RMP would likely start as a document created based on a template with basic fields for search and query capabilities add general search capability of information included in document query or search basic structured info while majority of info contained in document based on flexible template document prohibitions. In most instances prohibitions would be documented through either an inquiry (communication, notice or order and the details contained therein need to document sec 59 requirements. Some of this would be documented through the issuance of section 59 notices, however if the activity is prohibited neither notice is issued so some form of local notice needs to be issued threat sub-category lookup using Threats ver8 tool policy database lookup based on sub-threat category and municipality/SPA. <p>Future improvements</p> <ul style="list-style-type: none"> generate the formal RMP once agreed to or otherwise established store the concepts considered and the decisions as to what will be included in the RMP identify future considerations create the official document which will be delivered, and stored in the system provide summary information on a RMP or groups of RMP (by property, time period, etc) 	high 2	high

Risk Management Plan

Information	Description
Number	<ul style="list-style-type: none"> allow for the ability for the municipality to tag each plan with an instrument number may wish to have alpha-numeric characters flexible to allow for municipality to develop a system that works for their needs
Type	<ul style="list-style-type: none"> negotiated/agreed to or established
category	<ul style="list-style-type: none"> municipalities have the ability to establish categories will be unique to municipality based on bylaw needs to be customizable could be based on complexity include documentation of interim plans

status	<ul style="list-style-type: none"> ● in progress, proposed, accepted, established, appealed, expired, refused, renewed, updated, etc ● store status and date achieved, retain history of status changes ● document who updated status ● only allow status to be changed by RMO ● consider time based status changes which happen automatically and generate task (ie expiry, inspection or reporting) ● locks record after a certain status is reached ● links to historical status
Links to	<ul style="list-style-type: none"> ● site info ● contact info ● SPP policy <ul style="list-style-type: none"> ○ link via threat subcategories ○ for municipal, SPA ● threats and activity info ● compliance details ● notices or orders
Rationale	<ul style="list-style-type: none"> ● document reason for refusal or agreement on RMM
Official RMP	<ul style="list-style-type: none"> ● static copy of RMP (pdf of document) ● retain previous versions of RMP, including word template for future updates or copying
Dates	<ul style="list-style-type: none"> ● Accepted or established ● Expiry ● link to inspection dates
Threats	<ul style="list-style-type: none"> ● Threat subcategory ● potential, verified, identified in assessment report
RMM	<ul style="list-style-type: none"> ● link to RMMC ● add hyperlink to catalogue rather than full integration (future improvement) ● copy measure ID to this database to store and associate with RMP information (manually copied?) ● lookup search and record RMM from catalogue ● low priority
Self Reporting	<ul style="list-style-type: none"> ● due date ● status (received, reviewed, overdue, etc) ● link to copy of report

Prohibition

Information	Description
Number	<ul style="list-style-type: none"> ● allow for the ability for the municipality to tag each location with a reference number ● may wish to have alpha-numeric characters ● flexible to allow for municipality to develop a system that works for their needs

Links to	<ul style="list-style-type: none"> • site info • contact info • link to a communication • threats and activity info • compliance details • notices or orders • <i>local</i> prohibition notice to be recorded when a prohibition is identified and communicated to a property owner or person engaged in an activity - this would allow prohibitions to be indicated as a notice
Identified through	<ul style="list-style-type: none"> • inquiry • sec 59 application • inspection • etc...
Rationale	<ul style="list-style-type: none"> • document rationale for prohibition • link to policy
Dates	<ul style="list-style-type: none"> • Date Identified • Communication chronology
Threats	<ul style="list-style-type: none"> • Threat subcategory • potential, verified, identified in assessment report

Threats (or Condition)

Information	Description
Prescribed Drinking Water Threat(s)	<ul style="list-style-type: none"> • pick from list • may have many on a site or for a RMP
Threat Subcategories	<ul style="list-style-type: none"> • filter based on PDWT picked above
Zones/scores	<ul style="list-style-type: none"> • WHPA, IPZ, ICA, EBA
circumstances	<ul style="list-style-type: none"> • chemical/pathogen • quantity, ML, LD, Plmp, etc
links to documents	<ul style="list-style-type: none"> • link to documents related to the RMP, Prohibition or s59 review
Quality/Quantity	<ul style="list-style-type: none"> • identify whether the activity is a quality or quantity threat or both
Significant/Moderate or Low	<ul style="list-style-type: none"> • Identify whether threat is a Significant, Moderate or Low Threat
Condition	<ul style="list-style-type: none"> • identify if a condition exists in this location • will need basic description of the condition • link to report(s)
Issue	<ul style="list-style-type: none"> • indicate whether the threat or condition is contributing to an issue in an ICA • identify the issue that the activity is contributing to

Event Modelled	<ul style="list-style-type: none"> ● indicate the EBA(s) that the activity is occurring in ● identify the activity, volume and contaminant
Local Threat	<ul style="list-style-type: none"> ● identify the local threat from list ● will need the ability to administer the list of local threats

Compliance, Order, Notices	Priority	Complexity
<p>Part IV compliance</p> <ul style="list-style-type: none"> ● relates to properties and RMP or prohibition ● links to Inspection report details ● record compliance with orders, etc ● similar to Part IV details ● query basic info from structured fields but most details contained in a template based document ● template based initially, generate the formal notice or order to be served (future improvement) ● create the official document (word processor) which will be delivered, and stored in the system ● create and store non-editable (pdf?) version as well as word version for future revisions, etc. ● provide summary information on a notice, order or group of notices, orders (by property, time period, etc) <p>SPP Compliance</p> <ul style="list-style-type: none"> ● SPP implementation ● non-Part IV policies ● this part can be determined later 	<p>high 4</p>	<p>low</p>

Information	Description
type	<p>Notice Type</p> <ul style="list-style-type: none"> ● Requirement for RMP 58(4) ● Agree to RMP 58(6) ● Intent to establish 58(7) ● Intent to amend 58(13) ● Refusal to issue notice 70(3) ● Application of RLU 59(2) ● Intent to cause things to be done 64(2) <p>Informal Notices</p> <ul style="list-style-type: none"> ● notice identifying activities which may be prohibited????? <p>OrderType</p> <ul style="list-style-type: none"> ● Establish RMP 58(10) ● Amend RMP 58(12) ● Report 63(1)3 ● Requiring access 80 ● Pay Costs 67 ● Enforcement 63(1)

	<ul style="list-style-type: none"> Enforcement of RMP 63(4) Temporary relief with conditions 63(3) Permit Access (80)
date issued	<ul style="list-style-type: none"> record the date and time the notice or order was issued auto fill value but allow to be revised if generated offline
issued by	<ul style="list-style-type: none"> RMO/I who issued the notice select from contact info filtered to RMI
issued to	<ul style="list-style-type: none"> select from contact info
served details	<ul style="list-style-type: none"> date time service method served by
background	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
rationale	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
order notice text	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
order synopsis	<ul style="list-style-type: none"> brief description or abstract of the order details to be retained in the template based document
compliance	<ul style="list-style-type: none"> identify compliance with the order indicate date and time recorded
activity type	<ul style="list-style-type: none"> inspection, meeting, court appearance, order, notice, charge,
link to document	<ul style="list-style-type: none"> may be document based at first link to documents which contain history, details

Inspections	Priority	Complexity
<ul style="list-style-type: none"> template driven with basic details in structured database record occurrence and results from inspections generate inspection reports from template provide link to static copy of the resulting document email report link to RMP and site info 	high 8	

Information	Description
categories/ reasons	<ul style="list-style-type: none"> choose all that apply to visit/inspection general site visit vs formal inspection complete survey

	<ul style="list-style-type: none"> ● education/outreach ● cold call or proactive ● complaint based ● follow up visit/inspection ● threats verification ● threats update ● compliance with RMP ● compliance with prohibition
link to notices, orders	<ul style="list-style-type: none"> ● link to orders or notices which result from inspection
threats and circumstances	<ul style="list-style-type: none"> ● look up threats and circumstances from threats table and record
description of visit	<ul style="list-style-type: none"> ● date, time ● Inspector ● reason for inspection ● brief description of findings ● contacts involved with inspection
link to RMP	<ul style="list-style-type: none"> ● compliance checklist????

Property specific Inquiries	Priority	Complexity
<ul style="list-style-type: none"> ● document as a communications record ● public, CBO, planning, legal, etc ● link to internal municipal system ● email based exchange of information ● use AR, Threats Lookup, Policy Lookup tools from site info section 		

Risk Assessment Review	Priority	Complexity
<ul style="list-style-type: none"> • link to submitted document • record status • can be developed when guidance is received • document the outcome • report results to inform vuln area updates 	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> • received, review started, paused, resumed, approved or declined
submitted by	<ul style="list-style-type: none"> • select from contacts
received by	<ul style="list-style-type: none"> • select from contacts
reviewed by	<ul style="list-style-type: none"> • select from contacts
completed by	<ul style="list-style-type: none"> • select from contacts
location link	<ul style="list-style-type: none"> • link to location • may link to existing polygon or create a new polygon

Appeals	Priority	Complexity
<ul style="list-style-type: none"> • record details of appeals such as date filed, held, etc • record the results of the appeal • link to the document appealed • similar to compliance, part IV details 	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> • potential, likely, filed, scheduled, finished, resumed, upheld or overturned
initiated by	<ul style="list-style-type: none"> • select from contacts
location link	<ul style="list-style-type: none"> • link to location • may link to existing polygon or create a new polygon

Documents	Priority	Complexity
<ul style="list-style-type: none"> ● associate document with location ● include time/date and other details on the document ● photos <ul style="list-style-type: none"> ○ store site photos ○ record date and GPS coordinates taken ○ link to site ● maps <ul style="list-style-type: none"> ○ store static copy of site mapping ○ retrieve and store information from ARDB ○ site records ○ site plans ○ similar to photos, documents ● Documents <ul style="list-style-type: none"> ○ see documents Information requirements ○ static copy of documents received or generated ○ 	high 4	med

Information	Description
Document Type	<ul style="list-style-type: none"> ● Orders, Notices ● applications, surveys, etc ● reports ● letters, emails ● agenda, notes ● RMP ● Photos ● static map ● Prescribed Instruments (#) or related statements, HWIN#
Date	<ul style="list-style-type: none"> ● received, added to database
Received/added by	<ul style="list-style-type: none"> ● pick from contacts
description	<ul style="list-style-type: none"> ● Brief description of the document
unique identifier	<ul style="list-style-type: none"> ● used to identify the document ● could include information on the type and property/location
link to location	<ul style="list-style-type: none"> ● ability to select existing location or create new
Searchable	<ul style="list-style-type: none"> ● Ability to search through document with simple “google type search”

Timestamps, Tasks & Deadlines	Priority	Complexity
<ul style="list-style-type: none"> ● document when and what happened ● chronology discussed in many areas above ● similarities to documents and email ● notification of receipt of correspondence, approaching deadlines, etc most likely through email integration ● needed for tracking and reporting on chronology ● allow assignment of tasks ● generate daily, weekly forward looking schedules ● Dashboard of tasks 	high	mid - high

Information	Description
added date	<ul style="list-style-type: none"> ● default current date and time ● ability to adjust?
assigned to	<ul style="list-style-type: none"> ● select from contacts ● could be internal (RMO/I) or external (Person engaged, holder of RMP - ie self reporting requirement, request for information) ● Could be resulting from formal orders, notices ● can it be delegated or completed by other?
assigned by	<ul style="list-style-type: none"> ● select from contacts (internal)
due date	<ul style="list-style-type: none"> ● indicate date task requires completion
completed by	<ul style="list-style-type: none"> ● select from contacts
status and date	<ul style="list-style-type: none"> ● identified, assigned, planned, initiated, scheduled, completed ● default current date and time ● ability to adjust?

Annual Reporting	Priority	Complexity
RMO annual report <ul style="list-style-type: none"> ● produce hard copy and electronic tables of information required to be submitted to satisfy CWA reporting requirements ● retain static copy of information generated for submission (pdf) ● document status and submission of report 	high 8	
SPA annual report <ul style="list-style-type: none"> ● to be determined later 	low	

Information	Description
Report type	<ul style="list-style-type: none"> ● RMO/I report, SPA report, trial/interim/internal report, Transport pathways report
Start/end Date	<ul style="list-style-type: none"> ● Indicate the period of the report
Dates	<ul style="list-style-type: none"> ● record the date the report was created and submitted
submitted to	<ul style="list-style-type: none"> ● select from contacts ● multiple contacts
summary info	<ul style="list-style-type: none"> ● orders by type, notices by type, RMP accepted, RMP established, RMP rejected, RMP by category/type, inspections passed/failed, appeals initiated/overtaken/sustained, charges laid by type, etc... ● Information to be queried from IMS
OP/ZBL	<ul style="list-style-type: none"> ● description of progress during reporting period ● date and status of updates
E&O	<ul style="list-style-type: none"> ● description of progress during reporting period ● contacts made
Other Policy implementation efforts	<ul style="list-style-type: none"> ● description of progress during reporting period ● reported by policy

Other Reports

municipal reports	<ul style="list-style-type: none"> ● to be determined later 	low	
inquiry report	<ul style="list-style-type: none"> ● generate a record of an inquiry ● information from databases related to project ● communications based info ● links to location 	high 8	
property specific mapping and report	<ul style="list-style-type: none"> ● property scale with enough surrounding detail for context and location to be evident ● generate title block information to include date printed and by whom ● include data sources included ● include appropriate use statements and disclaimers 		high
summary reports	<ul style="list-style-type: none"> ● covered by chronology ● activities within a time period ● activities within an area ● numbers of... ● types of... 		
mailing labels and contact lists	<ul style="list-style-type: none"> ● export to csv to use other tools to: ● generate standard mailing labels ● generate address information for pasting or merging on forms and correspondence ● generate contact lists for mailing of various information 	high 3	low
Site Chronology	<ul style="list-style-type: none"> ● Date created, date received ● communications, inspections, ● everything that happened on the site 	high 6	Med

Other Functionality	Priority	Complexity
invoicing/accounting		
<ul style="list-style-type: none"> ● status of invoice ● likely to use municipal system for invoicing ● may wish to generate an invoice request for emailing to AP?? 	low	
link to planning/CBO IMS		
<ul style="list-style-type: none"> ● internal or lower tier systems ● CA - municipal systems ● difficult in not impossible due to the different systems ● likely solution is to use email to exchange information 	low	
Survey Information		
<ul style="list-style-type: none"> ● generate or store questionnaire/web form information responses in database ● associate with location 	low	
link to email		
<ul style="list-style-type: none"> ● distribute information internally and externally by email ● parse incoming information and link to site information 	functional	
Incentives		
<ul style="list-style-type: none"> ● document incentives available ● illustrate areas incentives are available for ● document incentives applied for and accepted on properties ● document risks that incentives have been applied to 	low	
Spills and Emergency Response		
<ul style="list-style-type: none"> ● document notification and actions related to spills ● document actions taken ● document location and parties involved ● link to RMP/threat where appropriate 	low	

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule C - Contacts

The following contact list is provided for the benefit of the Collaborators who are party to this collaboration Agreement. It provides primary contacts for each of the Collaborators and various methods of contact. For the purposes of notices identified in this Agreement, this list provides email, mail/courier and fax as acceptable delivery methods.

This contact list may be updated from time to time by circulating written notice to the Collaborators.

Upper Thames River Conservation Authority	Chris Tasker, Source Protection Project Manager Email: taskerc@thamesriver.on.ca	John Campbell, Senior Information Management Analyst Email: campbellj@thamesriver.on.ca
	Mail/Courier: 1424 Clarke Rd, London ON, N5V 5B9 Fax: 519-451-1188, Phone: 519-451-2800x258	
The Corporation of the Township of Centre Wellington	Kyle Davis, Risk Management Official Email: kdavis@centrewellington.ca	
The Corporation of the Town of Erin	Mail/Courier: Wellington Source Water Protection, 7444 Wellington Road 21, Elora, ON, N0B 1S0	
The Corporation of the Township of Guelph / Eramosa	Fax: 519-846-9858	
The Corporation of the Township of Mapleton	Phone: 519.846.9691x362	
The Corporation of the Township of Minto		
The Corporation of the Township of Puslinch		
The Corporation of the Township of Wellington North		
The Corporation of the County of Wellington		
Oxford County	Deborah Goudreau, P.Eng., Manager of Water Services E-mail: dgoudreau@oxfordcounty.ca Mail/Courier: Oxford County, 21 Reeve St., PO Box 1614, Woodstock, ON, N4S 7Y3 Phone 519-539-0015 /1-800-755-0394, Ext 3116	
The Corporation of the City of Guelph	Peter Rider, Risk Management Official Email: Peter.Rider@guelph.ca Mail/Courier: 1 Carden Street, Guelph, ON, N1H 3A1 Fax: 519-822-6194, Phone: 519-822-1260 x 2368	
Grand River Conservation Authority	Martin Keller, Source Protection Program Manager Email: mkeller@grandriver.ca Mail/Courier: 400 Clyde Road, Box 729, Cambridge N1R 5W6 Fax: 519-621-4945, Phone: 519-620-7595	



Staff Report

Report #: BD2016-01

Date: January-19-15

Submitted By: Carol House, Chief Building Official

Subject: Building Permit Activity Report

Recommendations:

Be it resolved that Council hereby receives Building Department Building Activity Report dated January 19, 2015 for information.

Background:

Overall the building permit numbers this year are similar to last year's numbers. For the month of December, we have issued 10 permits, 2 of which were for new housing starts. Building permit construction values are up when compared to December 2014.

See attached appendices for full breakdown of the comparison of the 2015 building permit activity vs. 2014 building permit activity.

Financial Impact:

None

Consultation:

N/A

Communications Plan:

To be presented at a regular council meeting for information

Appendices:

Appendix I – Building Permit to Date – December, 2015
 Appendix II – Monthly comparison – December 2015

Appendix I - Building Permit to Date

Town Of Erin

Permit Comparison Summary

Issued For Period **JAN 1,2015** To **DEC 31,2015**

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	16	6,222.30	157,200.00	13	4,834.43	166,300.00
Pool	14	3,000.00	339,900.00	10	2,000.00	260,000.00
Accessory Building - Residential						
Accessory Building - Residential	41	22,235.20	864,500.00	31	23,623.92	1,149,000.00
Assembly						
Assembly	1	75.00	5,000.00	1	75.00	0.00
Change of Use						
Change of Use	2	2,951.80	25,000.00	1	750.00	0.00
Commercial						
Commercial	2	0.00	1,810,000.00	1	75.00	0.00
Commercial - Major renovation	2	2,750.00	100,000.00	5	5,700.00	215,778.00
Commercial - Minor renovation	6	3,825.00	116,000.00	0	0.00	0.00
Demolition						
Demolition Permit	3	600.00	5,000.00	7	1,400.00	15,150.00
Demolition Permit - Non-Residential	2	1,500.00	0.00	0	0.00	0.00
Farm Building						
Farm Building - Addition/renovation	8	6,510.00	709,800.00	4	3,557.60	541,500.00
Farm Building - New	11	15,441.18	1,091,950.00	12	13,927.20	982,200.00
Industrial						
Industrial	2	10,660.00	170,000.00	1	7,470.00	150,000.00
Industrial - Major	4	7,900.00	1,290,000.00	2	7,070.00	506,000.00
Institutional						
Institutional - Major	1	2,000.00	400,000.00	0	0.00	0.00
Institutional - Minor	2	1,500.00	28,000.00	0	0.00	0.00
Residential						
Residential - Major	21	35,946.46	3,570,600.00	23	39,707.88	3,076,000.00
Residential - Minor	11	2,886.15	150,500.00	18	5,995.45	262,400.00
Residential - Multiple	0	0.00	0.00	3	11,400.00	980,000.00
Residential - New						
Residential -SDR	27	80,157.85	11,162,000.00	43	134,020.14	19,458,000.00
Septic Permit						
Septic Permit	45	21,350.00	0.00	65	30,000.00	15,000.00
Septic Permit - Tank Replacement	8	1,600.00	0.00	11	2,200.00	0.00
Tent						
Tent	5	1,000.00	3,000.00	8	1,600.00	1,200.00

Town Of Erin

Permit Comparison SummaryIssued For Period **JAN 1,2015** To **DEC 31,2015**

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	234	259
Total Dwelling Units Created	30	49
Total Permit Value	21,998,450.00	27,778,528.00
Total Permit Fees	230,110.94	295,406.62
Total Compliance Letters Issued	37	67
Total Compliance Letter Fees	2,775.00	4,950.00

<u>Permit Charge</u>	<u>Amount</u>
Accessory Building - Residenti	23,623.92
Assembly	75.00
Change of Use	750.00
Commercial	75.00
Commercial - Major renovation	5,700.00
Deck	4,834.43
Demolition Permit	1,400.00
Farm Building - Addition/renov	3,557.60
Farm Building - New	13,927.20
Industrial	7,470.00
Industrial - Major	7,070.00
Pool	2,000.00
Residential - Major	39,707.88
Residential - Minor	5,995.45
Residential - Multiple	11,400.00
Residential -SDR	134,020.14
Septic Permit	30,000.00
Septic Permit - Tank Replaceme	2,200.00
Tent	1,600.00
Total	295,406.62

Appendix II - Monthly Comparison

Town Of Erin

Permit Comparison Summary

December

Issued For Period **DEC 1,2015** To **DEC 31,2015**

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building - Residential						
Accessory Building - Residential	2	963.04	45,000.00	2	4,196.00	132,000.00
Commercial						
Commercial - Minor renovation	1	750.00	12,000.00	0	0.00	0.00
Demolition						
Demolition Permit	2	400.00	0.00	1	200.00	50.00
Farm Building						
Farm Building - New	1	864.00	77,700.00	2	5,220.00	385,900.00
Residential						
Residential - Major	0	0.00	0.00	1	2,000.00	50,000.00
Residential - Minor	1	200.00	22,500.00	1	200.00	25,000.00
Residential - New						
Residential -SDR	3	6,879.72	867,000.00	2	5,342.96	850,000.00
Septic Permit						
Septic Permit	3	1,500.00	0.00	3	1,500.00	0.00
Septic Permit - Tank Replacement	1	200.00	0.00	0	0.00	0.00

	Previous Year	Current Year
Total Permits Issued	14	12
Total Dwelling Units Created	3	2
Total Permit Value	1,024,200.00	1,442,950.00
Total Permit Fees	11,756.76	18,658.96
Total Compliance Letters Issued	5	6
Total Compliance Letter Fees	375.00	450.00

Permit Charge	Amount
Accessory Building - Residenti	4,196.00
Demolition Permit	200.00
Farm Building - New	5,220.00
Residential - Major	2,000.00
Residential - Minor	200.00
Residential -SDR	5,342.96
Septic Permit	1,500.00

Town Of Erin

Permit Comparison Summary

Issued For Period DEC 1,2015 To DEC 31,2015

Total	18,658.96
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Staff Report

Report #: BD2016-02

Date: January-19-16

Submitted By: Carol House, Chief Building Official

Subject: Fourth Quarter Building Permit Activity– October 2015 – December 2015

Recommendations:

Be it resolved that Council receives the 2015 Fourth Quarter Report – Building Permit Activity for information

Background:

The Building Department issued a total of 49 building permits in the fourth quarter of 2015, which is up from last year's permits issued at a total of 47 building permits. Housing starts are the same from the previous year at 10 permits issued.

For a full detailed breakdown for the fourth quarter building permit activity, please see attached appendix; which compares the fourth quarter of 2015 building permits to fourth quarter 2014 building permits.

Financial Impact:

None

Consultation:

N/A

Communications Plan:

To be presented at a regular council meeting for information

Appendices:

2015 Building Permit Activity - Fourth Quarter

Building Permit Activity - Fourth Quarter

Town Of Erin

Permit Comparison Summary

Issued For Period **OCT 1,2015** To **DEC 31,2015**

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building						
Deck	0	0.00	0.00	1	314.35	20,000.00
Accessory Building - Residential						
Accessory Building - Residential	6	2,948.70	130,000.00	6	6,590.23	267,000.00
Commercial						
Commercial - Minor renovation	2	1,500.00	36,000.00	0	0.00	0.00
Demolition						
Demolition Permit	2	400.00	0.00	3	600.00	150.00
Farm Building						
Farm Building - Addition/renovation	0	0.00	0.00	2	1,500.00	54,000.00
Farm Building - New	3	3,114.00	217,700.00	4	7,770.00	552,900.00
Industrial						
Industrial	1	2,500.00	20,000.00	1	7,470.00	150,000.00
Industrial - Major	2	6,400.00	450,000.00	0	0.00	0.00
Institutional						
Institutional - Minor	1	750.00	25,000.00	0	0.00	0.00
Residential						
Residential - Major	5	4,775.00	1,040,600.00	3	4,200.00	208,000.00
Residential - Minor	2	583.62	51,500.00	6	2,516.49	99,200.00
Residential - New						
Residential -SDR	10	29,751.16	4,077,000.00	9	29,158.14	4,450,000.00
Septic Permit						
Septic Permit	12	6,000.00	0.00	13	6,000.00	15,000.00
Septic Permit - Tank Replacement	1	200.00	0.00	1	200.00	0.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	47	49
Total Dwelling Units Created	10	10
Total Permit Value	6,047,800.00	5,816,250.00
Total Permit Fees	58,922.48	66,319.21
Total Compliance Letters Issued	9	23
Total Compliance Letter Fees	675.00	1,650.00

Town Of Erin

Permit Comparison Summary

Issued For Period OCT 1,2015 To DEC 31,2015

Permit Charge	Amount
Accessory Building - Residenti	6,590.23
Deck	314.35
Demolition Permit	600.00
Farm Building - Addition/renov	1,500.00
Farm Building - New	7,770.00
Industrial	7,470.00
Residential - Major	4,200.00
Residential - Minor	2,516.49
Residential -SDR	29,158.14
Septic Permit	6,000.00
Septic Permit - Tank Replaceme	200.00
Total	66,319.21



Staff Report

Report #: 2016-1A
Date: January-19-16
Submitted By: Gail Broadfield, Deputy Treasurer
Subject: Approval of Accounts

Recommendations:

Be it resolved that Council receives the Deputy Treasurer's Report #2016-1A on "Approval of Accounts".

Background:

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

Cheque Listing	#1049	\$ 175,929.84
	#1055	\$ 197,751.57
Manual Cheque Listing	#1052	\$ 1,529,467.83
Online Internet Payments	#1046	\$ 3,266,947.33
	#1047	\$ 10,739.61
	#1048	\$ 10,445.88
	#1050	\$ 7,710.85
	#1051	\$ 3,433.70
	#1053	\$ 10,031.96
	#1054	\$ 20,068.78
TOTAL		<u>\$ 5,232,527.35</u>

Financial Impact:

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

Consultation:

Department Heads and CAO.

Communications Plan:

Regular report to Council.

Conclusion:

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

Appendices:

N/A

Robert J. Williams, Ph.D.
Public Affairs Consultant
114 Shaughnessy Place
Waterloo, Ontario
January 8, 2016

Annual Report 2015
Town of Erin
Integrity Commissioner

I was originally appointed Integrity Commissioner for the Town of Erin in March 2014 (By-law # 14-10) in conformity with Section 223.2 of the Ontario *Municipal Act, 2001* and was retained again for 2015. One of the duties of the Integrity Commissioner is to provide an annual report to Council for review which lists investigations completed and underway.

In 2015, no cases were directed to me although one Councillor contacted me to seek clarification of a matter in relation to the Council's Code of Ethics under Part E) 1. as amended.

I also provided two Periodic Reports to Council in 2015 that led to amendments to the Council Code of Ethics and certain procedures related to it. Given that the *Public Sector and MPP Accountability and Transparency Act, 2014* has now taken effect and that the Acting Ontario Ombudsman has encouraged municipalities to strengthen "their own local complaint mechanisms and policies," I believe that residents of Erin can be confident that the Town's present accountability framework for elected officials already meets these expectations.

I appreciate the confidence extended to me by Erin Town Council by retaining me as Integrity Commissioner in 2015 and look forward to serving the community in this capacity in 2016.

Respectfully submitted,
Robert J. Williams, Ph.D.
Integrity Commissioner,
Town of Erin



Staff Report

Report #: 2016-01CAO

Date: January-19-16

Submitted By: Kathryn Ironmonger, CAO/Town Manager

Subject: 8968 Sideroad 27 and Third Line Road Allowance

Recommendations:

Be it resolved that Council agrees in principle to move forward with the necessary paperwork and agreements to transfer ownership of part of the road allowance to the owners of 8968 Sideroad 27.

Background:

8968 Sideroad 27 and Third Line – road allowance

It is my understanding that the County took ownership of 27th Sideroad because they were trying to redirect the traffic – second line to the third line via 27 Sideroad. Instead the County chose to use Trafalgar as the north-south hub. As a result the County transferred the 27th Sideroad to the former Township of Erin in 1987. The current owners at 8968 Sideroad 27 and Third Line have inquired if Council would consider reducing the 25 foot road allowance along most of their property to 10 feet. They would agree to maintain the natural tree snow fence and give a 10 foot road widening along their entire Third line frontage. Please refer to the attachment. I am seeking Council's agreement in principle to move this forward. The owners would like to build a new home to accommodate a family member who has a disability.

Financial Impact:

Nil

Consultation:

Building and Planning staff

Communications Plan:

Council Report

Conclusion:

N/A

Appendices:

Map
Deed

This site uses a plugin (Silverlight) that will soon be unsupported.

[Learn more](#)

EXPLORE WELLSINGTON

sign in

I want to ...

2010 Air Photos



- Center the Map Here
- What's Here
- Draw a Point
- Add Some Text
- Export a Map Image
- Clear all Selected

Start

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- Google Chrome
- Opera
- Firefox
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- Word
- Outlook
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- News
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- Religion
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- Politics
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- Energy
- Transportation
- Defense
- Space
- Religion
- History
- Art
- Music
- Sports
- Games
- Shopping
- Real Estate
- Jobs

10:44 AM
02/07/2015

DOMINION OF CANADA)
 PROVINCE OF ONTARIO)
 COUNTY OF WELLINGTON)
 TO WIT:)

IN THE MATTER OF THE TITLE

to the East half of Lot 28 in the 3rd Concession of the Township of Erin in the County of Wellington

AND THE SALE THEREOF

FROM LORNE ALFRED WHEELER, Executor

TO FRED W. PILGER and GRACE PILGER

I, LORNE ALFRED WHEELER of the Township of Erin in the County of Wellington, Trucker, Do Solemnly Declare:

1. By a conveyance dated the 1st day of April, 1939 and registered in Book D-32 for the Township of Erin as number 16167 my father John Alfred Wheeler became the absolute owner in fee simple in possession of the whole of the East half of Lot 28 in the 3rd Concession of the Township of Erin in the County of Wellington containing one hundred acres more or less.
2. By a conveyance dated the 21st day of June, 1951 and registered in Book D-34 for the Township of Erin as number 18467 my father sold a portion of the said half lot containing 7.26 acres to the Corporation of the County of Wellington reserving a right-of-way over a portion of the lands so sold.
3. By a grant of easement dated the 29th day of July, 1948 and registered in Book D-34 as number 18548 my said father gave an easement to the Hydro Electric Power Commission of Ontario.
4. From April, 1939 until his death in April, 1956 my father was the absolute owner of the whole of the East half of Lot 28 in the 3rd Concession of the Township of Erin save as aforesaid and was in the actual, peaceable, continuous, exclusive, open, undisturbed and undisputed possession and occupation thereof, and of the houses and other buildings used in connection therewith until his death and since his death I have been in my capacity as executor of his estate the absolute owner of the above mentioned lands and either personally or by my tenants have been in the actual, peaceable, continuous, exclusive, open, undisturbed and undisputed possession and occupation thereof, and of the houses and other buildings used in connection therewith.
5. That save and except as aforesaid and any accruing municipal rates and taxes and the arrears of taxes now owing there is no encumbrance or easement whatsoever affecting the said lands.
6. That I am not aware of any person or persons or corporations having

any claim or interest in the said lands or any part thereof adverse to or inconsistent with my title and I am positive that none such exists.

7. That save as aforesaid that my father's possession and my possession and occupation of the above mentioned lands have been undisturbed throughout by any action, suit or other proceedings or adverse possession or otherwise on the part of any person whomsoever and during such possession and occupation no payment has ever been made or acknowledgement of title given by my father or by myself, or, so far as I know, by anyone else, to any person in respect of any right, title, interest or claim upon the said lands.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act."

DECLARED before me at the City)
of Guelph)
in the County)
of Wellington)
this 7th)
day of July 1960.)

Lorne A. Wheeler

[Signature]

A Commissioner, Etc.

B.C.C. MINUTES NOV. 19, 2015 @ 8:00 P.M. @ B.C.C.

Present: John Brennan, Gloria Buckley, Liz van Ravens, Vera Longstreet, Karen Smith

Secretary's Report: Minutes from **Oct. 22, 2015** were read by Gloria & All. Liz & Vera moved & seconded them as presented. Carried.

Treasurer's Report: Bank Balance as of **Sept. 30, 2015** was \$20 362.66. Deposits were \$2 569.00. Vouchers totalled \$1 550.30. Fundraising was \$114.00. Rent was \$2 455.00 with Deposits of \$200.00.

Bank Balance as of **Oct. 31, 2015** was \$18 897.59. Deposits were \$3 452.10. Vouchers totalled \$4 917.17. Fundraising was \$342.10. Rent was \$2 410.00 with Deposits of \$200.00. These totals included Friday Night Baseball \$220.00, an \$80.00 Donation from The Troublemakers who played at The Hub & The Euchre. In Sept. there was a problem with the plumbing & there was no water pressure so a plumber was called to fix the problem (\$892.70). Central Disposal costs have increased to \$79.10 per month. Bell was \$201.26 for 2 months. Hydro catch up amount was \$619.94 & our Equal Billing amount for each month will be \$560.30. Oil from McDougall Energy was \$547.05.

Unfortunately Dan & Lorelle from **The Hub** announced they will be closing on Dec. 1, 2015.

The P.C. Riding was asking about rates for a 4 hour rental on Sat. afternoon. Liz will call Carole about available dates & then call P.C. contact to see if suitable. Rental will be \$175.00 prepaid & non refundable.

Larry Wheeler suggested putting one third of the cost for **Furnaces & Air Conditioners** in the 2016-2017 budget but include that the furnaces etc. will be required immediately if they fail.

Communication between **Town of Erin & Town of Halton Hills** regarding **Joint Municipal Agreement** must be done immediately. \$500.00 per year is not an acceptable amount of support.

John has a flyer regarding snow blowing person. He will give it to Liz to compare with Willboi's Ltd.

A Band is renting the hall on Tue. nights for practising.

Carole has been asking about a **Spring Dance** possibly **May 7, 2016**. We are to confirm.

Page 2 of 2

6-9 **tables** require repairing. Bill & Dave will do this & buy more **tables** to bring the total back up to 30 or so.

The Jim Bailey shadow box requires a more secure attachment. Vera will do this.

Karen has a line on the yellow strips to put on the steps & sidewalk areas.

The garbage is still being dumped without being bagged. This is causing problems. Bill is going to make a sign to help solve this dilemma.

The **Christmas Thank You Dinner** will be **Wed., Dec. 16, 2015** at 7:00 P.M. Final menu, etc. was planned. Gloria will call everyone to confirm.

FIRE SECURITY SYSTEM CHECK: was done by everyone.

T.A.P.O.N.M.: Jan. 5, 2016 at 7:00 P.M. at Liz' to do **2016 Budget**.

Adjournment of the meeting by Gloria & John. Carried.



ERIN ECONOMIC DEVELOPMENT COMMITTEE (EEDC)

Minutes of the December 9, 2015 Meeting

7:00-9:00pm

Attending: Chair Maria Britto, Councillor Rob Smith, Jamie Cheyne, Keith MacKinnon, David Spencer, John Gainor, Ex-Officio: Mayor Allan Alls

Regrets: Jo Fillery, Vanessa Parker, Dave Doan, CAO Katherine Ironmonger

Staff Support: Robyn Mulder, Economic Development Officer

1. **Opening Welcome** – Chair Maria Britto

The Chair welcomed all in attendance.

2. **Approval of the Agenda**

Moved by: Keith MacKinnon

Seconded by: David Spencer

That the EEDC approves the agenda of December 9th, 2015 meeting as presented.

CARRIED

3. **Declaration of Conflict and Interest Therein**

Non

4. **Adoption of the Minutes**

Moved by: Keith MacKinnon

Seconded by: Jamie Cheyne

That the EEDC approves the minutes of the November 11th, 2015 meeting as presented.

5. **Business Arising**

5.1 Project Groups / Mandate

It was discussed that four projects will be our focal point for 2016, each will lead into the next. All members of the EEDC committee will become the think tank and work collaboratively towards the successive next project.

Jan – Mar – EQUINE - The Equine hub needs to be the thrust for Wellington County, Headwaters tourism will be complimentary to this project

Apr – Jun – Tourism – Town of Erin promotion

Jul – Sep – Business Retention & Attraction– Community Profile, liaise with Chamber and BIA

Oct – Dec – Downtown Revitalisation

(The above focus groups will be discussed in more detail at the next meeting)

5.2 OMAFRA Equine Hub Capacity Building Project

The application was reviewed and one submission for an addition to the collaboration proponent was received from David Spencer. The application has been sent to Gerry Horst from OMAFRA for final review and then will be sent in by registered mail early next week.

6. New Business

6.1 Community Profile

The Community Profile is an important advertising piece for business attraction. This is a project of high priority for the Economic wellbeing of our communities. Research will be done and a concept put together in early 2016.

6.2 Request for delegations

Bi-annual “Open Mic” discussion with committee. 20 minutes will be given to discuss new business items only.

Once a quarter one delegate will be given 3 minutes to speak and 8 minutes to talk. This will be a formal process, the topic of the talk must be submitted ahead of time and an invitation to speak at the next meeting will be granted if the topic is timely with the projects currently being undertaken by the Economic Development Committee.

The above two processes are new so this will be on a trial basis.

6.3 Momentum

A spreadsheet of the Momentum action plan was viewed by committee members. This document is fluid and a work in progress it will be used as a performance measurement tool to clearly identify priorities and timing of project completions.

ACTION: Robyn will assess priorities for 2016 and present the forward moving strategies at the next meeting.

6.4 Committee work plan. The work plan will be discussed next meeting once the project priorities are finalized for 2016.

6.5 EDO report.

It's been a busy month for Economic Development. The Mayor and Robyn have been out visiting businesses and will continue to do so on a weekly basis.

ACTION: Robyn will set up a schedule of businesses to meet

Both the Mayor and Robyn taped individual Christmas radio messages on 88.1.

Robyn has been invited to many meetings and is busy meeting organisation leaders and business owners as well as local residents. Many property enquiries have been received and a log of these calls and emails are being captured and will be used also as a performance measurement.

The Mayors breakfast is coming up on January 19th an announcement will be put in the papers in the next couple of weeks. Maria Britto has generously offered to sponsor the Draw Prize for both of the breakfasts this year. Thank you Maria!

7. Other Business

ACTION: ALL MEMBERS- We are in need of a few more members for our EEDC committee. Please if you could seriously think about who would be great to work with our team.

We are looking into forming a group of Hillburgh community members to meet with the Mayor and Robyn to look how we can move forward.

8. Roundtable

9. Adjournment

Moved by: Maria Britto

Seconded by: Robyn Mulder

That the meeting be adjourned until Wednesday Feb 10th, 2015 at 7pm in the George Root Conference Room, Town of Erin.

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

Minutes of Meeting

Monday, November 16, 2015, 7:35 p.m.

Council Chambers

1. Meeting called to order by Chairperson Jamie Cheyne. Present: Margaret Barnstaple, Jeff Duncan, Donna Revell and Bob Wilson. Regrets: John Gainor and Paul Lewis.
2. Declaration of Pecuniary Interest. None.
3. Approval of Minutes of September 21, and October 19, 2015. Moved by Jeff and seconded by Jamie to accept both minutes. Carried.
4. Delegation: Demolition Application of 5498 Fifth Line, Erin. Shawn and Heather Hannah, owners, attended. This was originally a log building which was located across the road where there was a gravel pit. A shallow basement of rubble stone was made and the log building moved there. A summer kitchen was added later and later still made into a regular kitchen. A third addition was put on in the 1950's with a new basement under that part. It was purchased from the Bells in an 'as is' condition in 2008. Half of the foundation was repaired and during this, the rotten condition of the old log house hiding under the stucco was discovered. The ice storm 2 years ago made water seep into the logs, causing further damage, and it is really unsafe to live in. Jamie moved and Bob seconded a motion that 'the Town of Erin Heritage Committee has no objection to allow a partial demolition of the log portion and kitchen'. Carried.
5. Business Arising from Minutes
 - 5.1 Erin Trail Brochure. Jamie and Phil were at the last Council meeting to give background. The new brochures were printed and supplied at our meeting. Jeff said that they were distributed at downtown Erin's Window Wonderland by the BIA and were well received. They are available in a lot of stores.
 - 5.2 63A Trafalgar Road Nodwell House. As a result of demolition application deadline regulations, it is being brought to Council's agenda. If applicants withdraw it, they would have to start the whole property application process from ground zero. Three outcomes are possible: a) it could be deferred; b) Town could say yes to the application (in which case the Tavares group would not have to go through with demolition); and c) if Council says no to demolition, they can still pursue other options. We should give our input to Council as follows: moved by Jamie and seconded by Bob that 'While we are interested in due process, the Town of Erin Heritage Committee feels more information is needed from the County so that both the applicant and the Town can review their options'. Carried. Jamie distributed 2 newspaper articles by Phil Gravelle and Sally Evans' newspaper letter was highly praised.
 - 5.3 WW1 info evening. This was quite a successful evening with about 35 people attending who added to and viewed displays. Jamie was M.C. Doug Kirkwood from Erin and Chuck Simpson from Orangeville Legions as well as Jeff Duncan, Doug Follett and Marg Barnstaple brought historic items and gave brief talks. Everyone was captivated by Phil Gravelle's interesting talk showing newspaper ads, letters and local news. The evening was well written up with photos in both The Advocate and The Wellington Advertiser. Jamie sent a note to The Advocate thanking attendees and participants.

5.4 Heritage insert in The Advocate. Jeff has submitted one heritage article for the last several months and Jamie has suggested we submit articles on the old school houses for about 6 months. Jeff will do Binkham and Margaret will do Woodside. Jamie may do the two schools in the north. As a result of Jeff's article about churches, Mr. Gray sent him a whole folder of information.

6. Correspondence - C.H.O. membership is up for renewal. Cost is \$75 per year. We are now able to get this newsletter by email but one printed copy is sent to Jamie. The latest one is about railway stations.

7. New Business. Economic Development news. Bob Cheetham is leaving after his one year appointment and Robyn Mulder began on November 9th. She has worked in Centre Wellington so is familiar with our area and should be a huge asset.

8. Next meeting Monday, December 14, 2015 at 7:00 (NEW TIME!) in the Council Chambers.

9. Adjourned at 9:15.

Approved

Mon Dec 14/15

TEHC

[Signature]

TOWN OF ERIN HERITAGE COMMITTEE

RESOLUTION

Resolution # _____

Date: Dec. 14, 2015

Moved by: Donna Revell

Seconded by: Margaret Barnstaple

That the Town of Erin Heritage Committee requests the Town's Treasury Department to set up a heritage reserve fund with the allocation of our 2015 budget.

We further request our 2016 allocation be \$2,000.00.

CARRIED



Chair, Jamie Cheyne

Activity List 2016

Description of Request	Person Responsible	Date Directed	Suggested Completion	Status
Open Items				
Fill By-law	CAO	2014	Q1 2016	70%
Set dates for Special Meetings - strategic initiatives	Council	3-Feb-15	ongoing	as scheduled
Centre 2000 Shared Use Agreement	CAO		Q1 2016	
Alcohol Risk Policy - update	CAO/Facility Manager	19-May-15	2016	
Mayor and Reeves Wall of Recognition	TEHC	2-Jun-15	2016	75%
Station 50 - Update Emergency Plan	Fire Chief/County Emergency Manager	2-Jun-15	Q1 2016	
GMF Application for wastewater class EA feasibility study - submission and results	Triton Engineering	2-Jun-15	n/a	awaiting results
Determine the best option for updating the Official Plan	Council	13-Jul-15	Q1 2016	
Outstanding Operational Review Item - Fire Department Review	CAO	1-Sep-15	26-Feb-16	meeting scheduled
Organizational and Compensation Review	CAO		1-Mar-16	
Operational Plan - Finalizing 4 year objectives	CAO		Q1 2016	
Report on actions/options required to implement a Community Safety Zone By-law	New Director of Operations/County	1-Sep-15	Q1 2016	
Quarterly Major Project Updates	CAO	1-Sep-15	Each Quarter	
List of types of desired businesses	New EDO	15-Sep-15	2016	
Stanley Park Arch and Gates - formal designation	TEHC	20-Jan-15	Q1 2016	
Full time By-law Officer Report	CBO	6-Oct-15	Q1 2016	
Review possible user options for old public school property	New EDO	20-Oct-15		
Report - 5 year on range of possible tax implications - increase based on CPI and current AMP	Director of Finance	3-Nov-15	Q1 2016	
Schedule meeting to review strategies to address current economic challenges	EDO	3-Nov-15		
Report on potential amendments to the sign by-law	By-law	17-Nov-15	Q1 2016	
Report on procedures, policies and options re: Demolition Permit	CBO/Planning staff	1-Dec-15	Q1 2016	

Ministry of Finance
Office of the Minister

Ministère des Finances
Bureau du ministre



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
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Téléphone : 416 325-0400
Télécopieur : 416 325-0374

JAN 05 2015

His Worship Allan Alls
Mayor
Town of Erin
5684 Trafalgar Road
RR 2
Hillsburgh, Ontario
N0B 1Z0

RECEIVED

JAN 08 2016

TOWN OF ERIN

Dear Mayor Alls:

I am writing in response to your letter, forwarded by the Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, regarding support to rural municipalities as well as your concerns related to farmland, managed forest and conservation lands. I apologize for the delay in responding.

The government recognizes the challenges faced by rural and farming communities, and responding to these challenges is a key objective of the Ontario Municipal Partnership Fund (OMPF). As you may know, in 2012, the province announced a review and phase-down of the OMPF. This phase-down was part of our agreement with municipalities in 2008 to upload social assistance benefit programs as well as court security and prisoner transportation costs off the property tax base. In 2016, the phase down announced in 2012 will be complete.

However, it is important to note that even with the phase-down of the OMPF, our commitment to the provincial uploads means that overall support to municipalities will continue to increase, with provincial uploads more than offsetting the reduction to the program. In 2016, municipalities will benefit from over \$1.8 billion through the provincial uploads.

Furthermore, while the OMPF is being phased-down, it has also been redesigned to better target funding to northern and rural municipalities with more challenging fiscal circumstances. In 2016, the OMPF will provide \$505 million in unconditional funding to municipalities. The OMPF, combined with the municipal benefit resulting from the provincial uploads will total over \$2.3 billion in 2016 – nearly four times the level of funding provided in 2004.

.../cont'd

- 2 -

The Town of Erin will receive \$595,300 through the OMPF in 2016, an increase of \$7,300 compared to 2015. This exceeds payments received under the program in 2004 by \$273,300 or 85 per cent. This is also equivalent of 10 per cent of the Town's municipal property tax revenue.

It is also important to note that the Rural Communities grant of the OMPF, which Erin Township receives, is provided in recognition of the unique challenges faced by rural municipalities, and in particular rural farming communities.

With regard to your concerns related to farm, managed forest and conservation lands, it is important to note that the lower-tax revenues associated with the farm and managed forest properties and conservation lands are in fact reflected in the calculation of the OMPF. For example, when properties become exempt or partially exempt from tax, a municipality's weighted assessment base decreases. This lower weighted assessment is reflected in the determination of both the Assessment Equalization as well as the Northern and Rural Fiscal Circumstances grant components of the OMPF.

Thank you again for taking the time to share your concerns.

Sincerely,



Charles Sousa
Minister

c: The Honourable Ted McMeekin
Ted Arnott, MPP, Wellington-Halton Hills



Office of the City Clerk

I hereby certify that the following is a true and correct copy of a resolution, being New Motion 2 unanimously approved by Kingston City Council at its regular meeting held on December 15, 2015:

Whereas the 2011 National Household Survey confirmed that 14.9% of the population live in low income circumstances, a percentage exceeded in the City of Kingston where the percentage of the population living in poverty has been documented at 15.4%; and

Whereas income insecurity and inequality continue to increase as a result of precarious employment; and

Whereas existing income security programs have not proved sufficient to ensure adequate, secure income for all; and

Whereas insufficient income, income insecurity and inequality have well-established, strong relationships to a range of adverse public health outcomes, and are root causes of many social ills such as illiteracy and short-fall of educational attainment, chronic stress, alienation, and criminal activity, all of which undermine the social fabric; and

Whereas a basic income guarantee would reduce income insufficiency, insecurity, and inequality and ensure everyone an income sufficient to meet basic needs and live in dignity regardless of work status; and

Whereas a basic income guarantee would provide an income floor for those doing socially essential but unpaid work, supporting the choices of those who engage in it; and

Whereas a basic income guarantee would provide additional direct personal income which would be spent locally, thereby revitalizing local economies; and

Whereas a basic income guarantee would enable individuals to pursue educational, occupational, social and wellness opportunities relevant to them and their families; and

Whereas a basic income guarantee would support entrepreneurship and job transition for those trying to establish a new productive role for themselves in response to a persistently changing economy; and

Whereas a basic income guarantee would resemble income guarantees already provided in Canada for seniors guarantees which have contributed to health and quality of life improvements in this age group; and

Whereas basic income has been studied in Canada for approximately forty years and has demonstrated improved physical and mental health and educational outcomes; and

Whereas a basic income guarantee program would involve the redistribution of the administrative functions of existing income support programs to the nation as

The Corporation of the City of Kingston

216 Ontario Street, Kingston, ON K7L 2Z3

Phone: (613) 546-4291 ext. 1247

Fax: (613) 546-5232

jbolognone@cityofkingston.ca

a whole and to senior government partners in the same manner as Medicare and the existing seniors and children's programs;

Therefore Be It Resolved That the City of Kingston endorse a national discussion of a Basic Income Guarantee for all Canadians; and

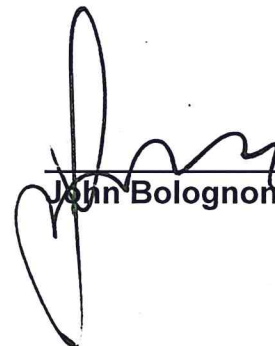
That the City of Kingston encourage the provincial and federal governments through their respective responsible Ministers, including the Ontario Minister of Health and the Ontario Deputy Minister in Charge of Poverty Reduction, to work together to consider, investigate, and develop a Basic Income Guarantee for all Canadians; and

That this resolution be forwarded to all municipalities in Ontario with the request that they consider indicating their support for this most important initiative; and

That this resolution be forwarded to the Association of Municipalities of Ontario and the Federation of Canadian Municipalities, including the Big City Mayors' Caucus, with the request that they include proposing a Basic Income Guarantee in their respective engagements with the provincial and federal governments; and

That copies of this resolution be shared with the Premier of Ontario, the Prime Minister of Canada, and all opposition leaders at both levels of government.

**Dated at Kingston, Ontario
This 18th day of December,
2015.**



John Bolognone, City Clerk



December 14, 2015

Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Attention: The Honourable Ted McMeekin, Minister

Dear Minister McMeekin,

Re: Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Council of the Township of Oro-Medonte, at its Council meeting held on December 9, 2015, passed the following motion with respect to the above-noted matter:

“Whereas the Council of The Corporation of the Township of Oro-Medonte recognizes that pursuant to the Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”), it has an obligation to provide a right of access to the public to information under its control, with limited and specific exemptions and to protect the privacy of individuals with respect to their personal information held by the Township;

And Whereas Ontario Regulation 823 issued under MFIPPA sets out the fees that may be charged to and collected from those persons making a request for access to records;

And Whereas the amount of the fees set out in Ontario Regulation 823 were established over 20 years ago and have not been updated and do not reflect anywhere near the actual costs incurred;

And Whereas such fees do not cover the actual costs incurred in responding to requests for information and for providing access to records in accordance with the provisions of MFIPPA;

And Whereas in the last year the Township has incurred almost \$60,000 in net costs, including for computer forensic assistance and for legal advice, in responding to requests and in simply issuing fee estimates for access to requested records;

And Whereas after considerable staff time and costs incurred to issue various fee estimates for access to requested records, 3 fee estimates were appealed to the Information and Privacy Commissioner of Ontario, pursuant to MFIPPA, and the requester subsequently chose not to proceed with the appeals and chose to not proceed with any of the 3 requests;

**Re: Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
Page 2**

And Whereas in such situations there is no mechanism in MFIPPA or in Ontario Regulation 823 that would allow the Township to recover any of the substantial fees incurred, leaving such costs as a burden to the Township's taxpayers;

Now Therefore, the Council of The Corporation of the Township of Oro-Medonte resolves that correspondence, under the Mayor's signature, be forwarded to the Minister of Municipal Affairs and Housing to request a review and update of the fees provisions in MFIPPA and in Ontario Regulation 823 to ensure that they are more reflective of current and actual costs incurred in responding to requests for access to requested records and to ensure they include provisions for the collection of all or part of the costs involved in preparing fee estimates for requesters;

And Further That such letter be circulated to County of Simcoe, Cities of Barrie and Orillia, Simcoe County Municipalities, all other Ontario Municipalities, Patrick Brown, Simcoe North MPP, the Association of Municipalities of Ontario and the Association of Municipal Managers, Clerks and Treasurers of Ontario for their support."

Sincerely,

A handwritten signature in black ink, appearing to read 'H.S. Hughes', written in a cursive style.

H.S. Hughes, Mayor

/mjb



**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Ph 613-756-2747 Fax 613-756-0553

info@madawaskavalley.ca

Moved by: Councillor Peplinski 22-0712-15
Seconded by: Councillor Bromwich 07 December 2015
 BE IT RESOLVED

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost 7 per cent unilateral cut to physician services expenditures which cover all the care doctors provide to patients - including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

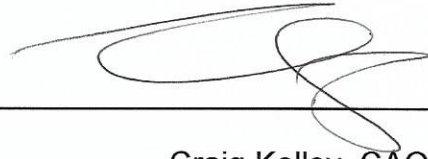
AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED THAT, in an effort to retain and attract family physicians to our rural Ontario municipality, the Township of Madawaska Valley hereby requests that; the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario; and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve.

AND THAT copies of this Resolution be sent to the Premier of Ontario, the County of Renfrew and all Renfrew County lower-tier municipalities, MPP John Yakabuski, Federal Minister of Health, Ontario College of Physicians and Surgeons and all municipalities in Ontario.

X CARRIED.



Craig Kelley, CAO/Clerk

Replies to this correspondence can be forwarded electronically to gdombroski@madawaskavalley.ca



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

Date: Dec 15/15

Resolution No.: 7

Moved By: Bob Deplianche

Seconded By: Carl Kuehl

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost 7 per cent unilateral cut to physician services expenditures which cover all the care doctors provide to patients - including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED THAT, in an effort to retain and attract family physicians to our rural Ontario municipality, the Township of Killaloe, Hagarty and Richards hereby requests that; the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario; and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve.

AND THAT copies of this Resolution be sent to the Premier of Ontario, the County of Renfrew and all Renfrew County lower-tier municipalities, MPP John Yakabuski, Federal Minister of Health, Ontario College of Physicians and Surgeons and all municipalities in Ontario.

Carried: ✓

Not Carried: _____



The Corporation of
THE TOWNSHIP of CARLING

2 West Carling Bay Road, Nobel, ON P0G 1G0
Phone: 705-342-5856 • Fax: 705-342-9527

January 13, 2016

RE: Physician Recruitment

At the regular meeting of Council for the Township of Carling held January 11, 2016, Council considered correspondence from the Township of Madawaska Valley regarding physician recruitment.

Please be advised that the following resolution was passed at the meeting:

16-006

**Moved by Councillor Crookshank
Seconded by Councillor Gilbert**

WHEREAS Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

AND WHEREAS since February 2015, the Ontario government has made an almost 7% unilateral cut to physician services expenditures which cover all the care doctors provide to patients – including cuts to programs which are specifically deigned to act as incentives for physicians to practice in rural areas;

AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Carling hereby requests that the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario, and that the

minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal the protects the quality, patient-focused care Ontario's families deserve;

AND BE IT FURTHER REOLVED that copies of this resolution be sent to the Premier of Ontario, the federal and provincial Ministers of Health, the Ontario College of Physicians and Surgeons, and all municipalities in Ontario.

Carried.

If you require further information, please do not hesitate to contact the undersigned at 705-342-5856 ext. 416 or kmcllwain@carlingtownship.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'KM', with a long horizontal flourish extending to the right.

Kevin McIlwain
CAO/Clerk/Treasurer



**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Ph 613-756-2747 Fax 613-756-0553

info@madawaskavalley.ca

Moved by: Councillor Peplinski 22-0712-15
Seconded by: Councillor Bromwich 07 December 2015
 BE IT RESOLVED

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AND WHEREAS since February 2015, the Ontario government has made an almost 7 per cent unilateral cut to physician services expenditures which cover all the care doctors provide to patients - including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas;

AND WHEREAS the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect;

AND WHEREAS Ontario is experiencing a growing rural population as retirees move to the countryside;

AND WHEREAS many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

AND WHEREAS rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

NOW THEREFORE BE IT RESOLVED THAT, in an effort to retain and attract family physicians to our rural Ontario municipality, the Township of Madawaska Valley hereby requests that; the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario; and that the Minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario's families deserve.

AND THAT copies of this Resolution be sent to the Premier of Ontario, the County of Renfrew and all Renfrew County lower-tier municipalities, MPP John Yakabuski, Federal Minister of Health, Ontario College of Physicians and Surgeons and all municipalities in Ontario.

X CARRIED.

Craig Kelley, C. O./Clerk

Replies to this correspondence can be forwarded electronically to gdombroski@madawaskavalley.ca

The Corporation of the Town of Erin

By-law No. 16-01

A by-law to assume and dedicate all lands dedicated to the Town of Erin, as noted on Schedule A, as public highways in the Town of Erin (severance dedications to December 2015).

Whereas, pursuant to Section 53.12 of the Planning Act, R.S.O. 1990, C. P.13 allows the municipality to impose conditions of consent to dedicate a road widening of the highway to such width as the approval authority considers necessary;

And Whereas, pursuant to Section 31(2) and (6) of the Municipal Act 2001, S.O., c. 25, a municipality may by by-law establish a highway and acquire lands for the purpose of widening a highway and such lands acquired form part of the highway to the extent of the designated widening;

And Whereas the persons named in Schedule A attached to this by-law and which form part of this by-law have agreed to convey to the Town of Erin the land described in Schedule A for the purposes of widening the Town of Erin public road allowances as required by condition of severance.

Therefore the Council of The Town of Erin enacts;

That the parcels set out in Schedule A inclusive are hereby deemed public road allowances and form part of the adjacent public road allowance owned by the Corporation of the Town of Erin.

This By-law shall become effective from the date of passing hereof.

Passed by Council, January 19, 2016.

Mayor

Clerk

Schedule A
By-law 16-01

Name of Transferee to Town of Erin	Lot & Concession	Reference Plan	Received PIN#	File No. Date of Transfer
Lees, Andrew Vanessa Pt Lot 27 Con 4 B65/10	Pt Lot 27, Con 4	61R-11474 Pt 1	WC366006	02-07-2013
De Rose Joe & Rosemary 5680 1 st Line B4/14	Pt Lot 20, Con 1	61R-20438 Pt 2	WC325479	01-27-2015
Rebhan-Fritz B160/13 5806 WCB	Pt Lot 23, Con 11	61R-20504 Pt 2	WC425513	01-27-2015
Manes, Thomas B87/14 9765 Sideroad 10	Pt Lot 10, Con 11	61R-20513 Pt 2 & 4	WC426253	02-05-2015
Slack, Carol-Joy B53/15 5920 WCB	Pt Lot 26, Con 11	61R20701 Pt 4 & 5	WC454399	02-12-2015
Wong, Brian B21/14 5715 First Line	PT Lot 21, Con 2	61R-20518	WC429816	03-26-2015
Leighton, Paul Kristian B135/14 9324 Sideroad 9	PT Lot 10, Con 7	61R-20585	WC436731	06-12-2015
Reilly, Glenda Lynn B117/14 9447 SR 17	PT Lot 16, Con 8	61R-20626	WC455167	10-12-2015
Scott, Wesley B64/15, Eighth Line	PT Lot 10, CON 9	61R-20700	WC456540	21-12-2015
Abell, Martin B59/14, Sixth Line	PT Lot 24 Con 6	61R-20603	WC440419	17-07-2015
Loupen Investments Ltd, B100/14 & B101/14, 5885 Eighth line	PT Lot 24, 25, 26 Con 9	61R-20576	WC452377	13-11-2015
Lang Mildred B55/14 9170 Sideroad 17	PT Lot 22, Con 6	61R-20525	WC434752	25-05-2015

Passed by Council, January 19, 2016.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF ERIN

By-Law #16 - 02

**Being a By-Law to appoint a
Chief Building Official for the
Corporation of the Town of Erin**

WHEREAS, pursuant to the Building Code Act. S.O. 1992, c.B.23, requires Councils of municipalities to appoint a Chief Building Official;

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

1. That Carol House is hereby appointed Chief Building Official for the Corporation of the Town of Erin.
2. That Carol House shall, with respect to the Corporation of the Town of Erin and administration of its affairs, exercise all the authority, rights, and powers, and shall perform all the duties and obligations which are set out in the Building Code Act.
3. That this By-Law repeals By-Law #09-17.

Passed in open Council on January 19, 2016.

Mayor

Clerk

THE CORPORATION OF THE TOWN OF ERIN

By-law # 16 - 03

Being a by-law to appoint a Drinking Water Source Protection Risk Management Inspector and Risk Management Official for the Corporation of The Town of Erin

WHEREAS Section 9 of the *Municipal Act, S.O., 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Part IV Section 47 (6) of the *Clean Water Act, 2006*, states that the council of a municipality that is responsible for the enforcement of this Part shall appoint a risk management official and such risk management inspectors as are necessary for that purpose;

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

1. That Carol House is hereby appointed as Risk Management Inspector and Risk Management Official.
2. That this By-law shall come into force and take effect on the date of its final passing.

Passed in open Council on January 19, 2016.

Mayor

Clerk

CORPORATION OF THE TOWN OF ERIN

BY-LAW # 16 - 04

**Being a By-Law to appoint Carol House as
Drainage Superintendent under the Drainage Act**

WHEREAS Section 93 of the Drainage Act, R.S.O. 1990 as amended provides for the Council of a local municipality to appoint a Drainage Superintendent by By-Law;

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

- 1. That Carol House be appointed as the Drainage Superintendent for the Town of Erin, and shall perform all the duties and obligations as set out in the Drainage Act.
- 2. That this By-Law hereby repeals all former by-laws or resolutions passed relating to the appointment of a drainage superintendent.
- 3. This By-Law repeals By-Law #13-28.
- 4. That this By-Law will come into force and take effect upon final passage thereof.

Passed in open council on January 19, 2016

Mayor

Clerk

THE CORPORATION OF THE TOWN OF ERIN

BY-LAW 16-05

A By-law to authorize the Mayor and Clerk to execute a Collaboration Agreement for Local Source Water Information Management System (LSWIMS)

THE COUNCIL OF THE CORPORATION OF THE TOWN OF ERIN HEREBY ENACTS AS FOLLOWS:

- 1. The Mayor and Clerk are hereby authorized and directed to execute a Collaboration Agreement between The Corporation of the Town of Erin and the parties listed below, for the purpose of the development, implementation and use of a Local Source Water Information Management System (LSWIMS), in substantially the same form as that attached hereto as Schedule "A".

Upper Thames River Conservation Authority (UTRCA)
 The Corporation of the Township of Centre Wellington
 The Corporation of the Township of Guelph/Eramosa
 The Corporation of the Township of Mapleton
 The Corporation of the Town of Minto
 The Corporation of the Township of Puslinch
 The Corporation of the Township of Wellington North
 The Corporation of the County of Wellington
 County of Oxford
 The Corporation of the City of Guelph
 Grand River Conservation Authority (GRCA)

- 2. This by-law shall come into force and take effect upon its finally passing.

Passed in Open Council on January 19, 2016

Mayor – Allan Ails

Clerk – Dina Lundy

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

This Agreement is intended to document the collaboration on the development, implementation and use of a Local Source Water Information Management System (LSWIMS) by the following parties:

COLLABORATION AGREEMENT BETWEEN:

**Upper Thames River Conservation Authority (UTRCA);
The Corporation of the Township of Centre Wellington;
The Corporation of the Town of Erin;
The Corporation of the Township of Guelph / Eramosa;
The Corporation of the Township of Mapleton;
The Corporation of the Town of Minto;
The Corporation of the Township of Puslinch;
The Corporation of the Township of Wellington North;
The Corporation of the County of Wellington;
County of Oxford;
The Corporation of the City of Guelph; and
Grand River Conservation Authority (GRCA).**

(Collectively, the Collaborators)

Whereas:

The objective of the Local Source Water Information Management System (LSWIMS) initiative is to develop a Data storage and management solution to assist municipalities in administering and reporting on municipal activities associated with complying with requirements under the *Clean Water Act, 2006* including but not limited to, Part IV.

The solution will be developed by Upper Thames River Conservation Authority with a collaborative team to share ideas and possible solutions, and to consider ways to integrate it with existing systems. The Collaborators realize the power of a collaborative approach in that their contributions will result in a better end product. To this end, a Steering Committee has been formed to bring forward input from all collaborators on an equitable basis.

The outcome of this work will be a System that can be used effectively by the Funding Collaborators who choose to use it under this Agreement.

UTRCA submitted a funding proposal to the Collaborators. This funding proposal is attached as Schedule A to this Agreement and forms the basis for the funding provided for under this Agreement.

The funding proposal is based on the Information and Functional Needs Assessment attached as Schedule B to this Agreement.

The contact persons for the Collaborators are identified in Schedule C attached to this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

It is acknowledged that the work began in November 2014 with Phase 1 now complete.

Therefore the Collaborators agree:

1. Definitions

Collaborator – means a Funding Collaborator or a Non-Funding Collaborator.

Data – means information entered or uploaded to be available in the System.

Funding Collaborator – means a participant in this Agreement who provides both ongoing financial contributions and in-kind contributions to the Project.

MFIPPA – means the *Municipal Freedom of Information and Protection of Privacy Act*.

Non-Funding Collaborator – means a participant in this Agreement who, although collaborating with the other Collaborators, does not provide, or no longer provides, any financial contributions to the Project, but rather, provides only in-kind contributions to the Project.

Phase – means a phase of the Project, as set out in Schedule A.

Project – means the development, implementation and use of the System.

RMO – means a Risk Management Official under the *Clean Water Act, 2006*.

SPA – means a Source Protection Authority under the *Clean Water Act, 2006*.

Steering Committee – means a committee consisting of representatives of the Collaborators. Each Collaborator may appoint one (1) voting representative and one (1) or more non-voting representative(s) to the Steering Committee.

System – means the Local Source Water Information Management System described in this Agreement.

2. Scope of the Project

The Collaborators agree to work together on the following aspects of the System under this Agreement:

- Information and Functional Needs Assessment;
- System development including database schema and interface;
- System administration and maintenance;
- Document template development;
- Reporting functionality issues;
- Functionality improvements;
- Documentation; and
- User support.

This scope may be adjusted through amendments to this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

3. Steering Committee

The Steering Committee shall provide guidance and direction regarding functional needs and overall “look and feel” of the program. The roles and responsibilities of the initial Collaborators and the initial members of the Steering Committee are summarized in the following table:

	Collaborator	Steering Committee Member(s)
1	UTRCA <ul style="list-style-type: none"> ● Represents the municipalities of Perth East, Perth South, West Perth, St Mary’s, Stratford and London ● Collaborating SPA ● Funding Collaborator 	Chris Tasker <ul style="list-style-type: none"> ● Project manager ● Collaborating RMO John Campbell <ul style="list-style-type: none"> ● System developer ● Information Management methodologies researcher
2	City of Guelph <ul style="list-style-type: none"> ● Funding Collaborator 	Peter Rider <ul style="list-style-type: none"> ● Collaborating RMO
3	GRCA <ul style="list-style-type: none"> ● Collaborating SPA ● Non-Funding Collaborator 	Martin Keller
4	Oxford County <ul style="list-style-type: none"> ● Funding Collaborator 	Cassandra Banting or Deborah Goudreau <ul style="list-style-type: none"> ● Collaborating RMO
5	Wellington County Municipalities <ul style="list-style-type: none"> ● Represents the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington. ● Funding Collaborator 	Kyle Davis <ul style="list-style-type: none"> ● Collaborating RMO

Each Collaborator may change its individual representative(s) on the Steering Committee at any time by providing written notice to the other Collaborators.

4. Project Management

UTRCA shall develop the System in accordance with this Agreement, and within the funding proposal in Schedule A. UTRCA shall manage the Project in accordance with the deliverables, cost estimates and progress payments set out in Schedule A. The Project will be led by Chris Tasker and John Campbell from UTRCA. Chris will act as project manager and John will act as System developer.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

5. Development of the System

The Steering Committee shall work to identify the required functionality for the System, and shall ensure that, unless otherwise agreed to by the Steering Committee, the functionality is sufficient to meet the requirements of all applicable legislation and is not less than the functionality identified in Schedule B. UTRCA shall develop the System so that it meets the functionality specifications identified and agreed by the Steering Committee. UTRCA shall research applicable methodologies and use best practices to ensure that the System meets the required functionality.

Following implementation of the System, the Steering Committee shall make all decisions regarding any functional improvements required, based on input from the Collaborators.

6. Operation and Maintenance of the System

Once the System has been developed and implemented, UTRCA shall operate and maintain it in working order, and shall take all reasonable steps to avoid interruptions in use and loss of Data, and to ensure that any maintenance required is carried out in a timely manner. UTRCA shall ensure that any functionality improvements identified and agreed by the Collaborators from time to time are implemented in a timely manner.

The Funding Collaborators shall work expeditiously to develop a business continuity plan which will define the risks to business continuity and the measures the parties agree to put in place to manage those risks. UTRCA shall implement the final approved business continuity plan.

The costs of any agreed functionality improvements after implementation of the System, including implementation of the business continuity plan, will form part of the annual operating and maintenance costs which will be borne by the Funding Collaborators in accordance with the terms of this Agreement.

7. Data Management

Each Funding Collaborator is individually responsible for uploading its Data, ensuring its Data's accuracy, complying with *MFIPPA* requirements, ensuring the privacy / confidentiality of its Data and otherwise preventing unauthorized or inappropriate access to its Data, and protecting the integrity of its Data. Any existing intellectual property rights associated with Data uploaded by a Funding Collaborator are not affected by this Agreement and will remain the property of that Funding Collaborator. Funding Collaborators can choose to work jointly through the Steering Committee in addressing any of the above obligations, including but not limited to conducting a privacy impact assessment and / or a business continuity plan. The Steering Committee shall be responsible for determining the method of transmission and storage of Data. UTRCA shall implement the measures as directed by the Steering Committee.

Although each Funding Collaborator is responsible for uploading its own Data, UTRCA shall assist in the bulk upload of Data in accordance with the Data licensing requirements of each respective Funding Collaborator. Each Funding Collaborator is responsible to ensure that the proper Data licenses are in place and enforced and shall indemnify the other Funding Collaborators in respect of the same.

Collaborators shall not make Data available to other Collaborators, unless agreed to in writing between them.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

8. In-kind Contributions

All Collaborators shall make in-kind contributions to the Project including:

- Time and effort required for consistent representation of and participation by the Collaborators on the Steering Committee;
- Careful attention to ensuring appropriate supervision for their staff and volunteers involved in the collaboration;
- Input and direction towards the design and development of the final product and its functionality; and
- Resources required to ensure fulfillment of specific commitments under this Agreement.

9. Financial Contributions

The Funding Collaborators agree to make payments to UTRCA for the purpose of developing, implementing, operating and maintaining the System, in accordance with this Agreement.

The Project has been subdivided into distinct Phases as set out in Schedule A. The Funding Collaborators shall contribute equally to the financial costs of each Phase (as set out in Schedule A), and agree to make payments for each Phase following completion of that Phase. It is acknowledged that Phase 1 is complete, and payments for Phases 1 and 2 will be made by the Funding Collaborators as set out in Schedule A. The Steering Committee shall confirm completion of each Phase. Once the Steering Committee confirms completion of a Phase, UTRCA shall invoice the Funding Collaborators. Except in the case of a dispute, payment shall be made by Funding Collaborators in accordance with this Agreement within 45 days after receipt of the invoice.

10. Costs and Use of the System after Implementation

It is understood by the Funding Collaborators that once the System is operating, there will be annual operating and maintenance costs for the System and that such costs will be borne by the Funding Collaborators. The Steering Committee shall determine a fair and equitable method for apportioning annual operating and maintenance costs. The total costs billed to the Funding Collaborators for operating and maintaining the System will not exceed the actual costs to UTRCA. UTRCA shall provide to each Funding Collaborator, with each invoice, documentation supporting the operating and maintenance costs. Except in the case of a dispute, costs will be paid within 45 days after receipt of the invoice from the UTRCA. Invoices for operating and maintenance costs will be issued no more frequently than quarterly.

Each Funding Collaborator shall have the right to use the System, in accordance with this Agreement, provided that the Funding Collaborator's financial contributions are paid up to date.

Each Funding Collaborator shall have the right to request and receive exports of its Data from the System. UTRCA shall generate a Data extract in a mutually agreeable format within 30 days after such request.

11. Intellectual Property

Intellectual Property includes the programming developed for the System (excluding those tools which have been licensed from others). Stored Data is the intellectual property of and for the exclusive use of each Funding Collaborator (unless otherwise agreed to in writing between the Funding Collaborator and another Collaborator).

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Funding Collaborators shall jointly own the intellectual property rights in the System (excluding those tools which have been licensed from others). Each Funding Collaborator has the right to use the System as is or to modify it as it sees fit. Any such modification of the System would be outside of the scope of this collaboration. In so modifying the System, the Funding Collaborator assumes full risk for such modification and shall fully indemnify the other Funding Collaborators in respect of any such modification.

For the purposes of the programming tools required for the development of the System, UTRCA is responsible for obtaining permission to use any intellectual property belonging to third parties, and shall indemnify the Collaborators for any losses (including legal costs) arising in relation to any claim by a third party relating to a violation of intellectual property rights in relation to those programming tools.

Each Collaborator has the right to use or modify as it sees fit the Data structure and information contained in the Information and Functional Needs Assessment only (see Schedule B). Such use or modification would be outside of the scope of this collaboration.

12. Decision Making by Steering Committee

The Steering Committee shall strive for consensus in all of its decisions. In instances where consensus is not possible, the Project Manager will request that a recommendation be put to a vote where each Funding Collaborator is entitled to one vote and a simple majority will decide the outcome. For purposes of a vote, the quorum will be three (3) members. In the event of a tie, the decision will be in the negative. If a simple majority is not achieved, then the recommendation fails. A failed recommendation may result in an alternative recommendation being made and a separate vote being called.

13. Resolving Conflicts

As this Project is being undertaken through collaboration, a consensus building approach will be taken to dealing with conflicts if they arise. To resolve conflicts and complaints satisfactorily if differences arise, the Collaborators agree to:

- Address their differences in a timely, open, respectful and honest manner;
- Discuss the reasons for the differing positions and look for common ground;
- Consider alternative solutions to the problems which accommodate to the extent reasonable as many of the differing interests as possible; and
- Attempt to resolve issues at the staffing level at which they occur.

Each Collaborator may wish to seek direction from its municipal council or board of directors on an issue over which a conflict arises. Should the matter still remain unresolved, the Collaborators may engage an independent mediator to resolve it. The costs of such mediation would be borne by the Collaborators involved.

If a Collaborator is not complying with this Agreement, another Collaborator may bring forward the non-compliance to the Steering Committee for discussion and resolution. The Steering Committee, upon a majority decision, may terminate the Agreement with respect to a Collaborator upon at least 60 days' written notice for failure to comply with this Agreement.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

14. Addition of New Collaborators

The Steering Committee may, from time to time, accept the addition of other municipalities or conservation authorities as Funding Collaborators or Non-Funding Collaborators. Upon the agreement of the Steering Committee to accept the addition of a new Funding Collaborator or Non-Funding Collaborator, the Collaborators shall amend this collaboration Agreement to include the new Collaborator. Each new Funding Collaborator will be required to share the financial obligations on an equal basis with the existing Funding Collaborators for development of the System and shall share in the rights and responsibilities of a Funding Collaborator described in this Agreement. The Funding Collaborators shall develop a process to manage how the financial contributions paid by additional Collaborators will be used by the original Funding Collaborators

Each additional Funding Collaborator would also be responsible for payment of its share of the annual operating and maintenance costs.

15. Initial Term and Automatic Renewal of this Agreement

This Agreement will commence on the 26th day of November, 2014 and will continue in force for a period of 2 years, ending on the 25th day of November, 2016.

This Agreement will automatically continue following the expiry of the term set out above until it is either:

- Superseded or replaced by a subsequent agreement; or
- Terminated in its entirety by mutual agreement of all Collaborators upon at least 6 months' written notice.

16. Withdrawal of Collaborators

A Collaborator wishing to withdraw shall provide a minimum of 6 months' written notice to the other Collaborators regarding its intention to withdraw from the collaboration or, in the case of a Funding Collaborator, withdraw its future financial contributions to the collaboration. During the notice period the withdrawing Collaborator shall complete any outstanding reporting and service delivery commitments, as well as all ongoing financial contribution obligations. The withdrawal of any number of Collaborators, short of all Collaborators, will not terminate this Agreement as it pertains to the remaining Collaborators.

If the Upper Thames River Conservation Authority withdraws from the collaboration, it shall, prior to the date of withdrawal, provide each of the Collaborators with:

- The System (excluding any third-party licensing agreements) or any portion of the System and background work that has been undertaken to date if the System is not complete; and
- Its own Data (if applicable) in a mutually agreeable format.

If a Collaborator provides notice, as indicated above, to withdraw from the collaboration, then:

- As of the date of termination, the Collaborator ceases to be a Collaborator, and this Agreement will continue unchanged, except to the extent that the withdrawing Collaborator shall no longer be a Collaborator to the Agreement; and
- Withdrawal from the collaboration will not affect any rights or obligations accrued up to the date of termination or arising in relation to matters occurring while the Collaborator was a

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Collaborator to the Agreement.

If a Funding Collaborator provides notice as indicated above to withdraw future financial contributions to the collaboration, then, as of the date of termination of its financial contribution obligations, the Funding Collaborator shall remain as a Non-Funding Collaborator, and shall not be required to provide future financial contributions. In so withdrawing, the Collaborator shall no longer be a Funding Collaborator and forfeits the continued use of the System and any other Funding Collaborator rights.

If a Collaborator withdraws or terminates, or changes from a Funding Collaborator to a Non-Funding Collaborator, then no refund will be provided to the former Funding Collaborator.

Upon withdrawal or termination of a Funding Collaborator, or change from Funding Collaborator to Non-Funding Collaborator status, the Data that has been entered or uploaded into the System by the Funding Collaborator will be provided by UTRCA to the withdrawing/terminated Funding Collaborator in a mutually agreeable format. Data which has been extracted from the System and provided to the withdrawing/terminated Funding Collaborator will be removed from the System by UTRCA and all copies in the possession of UTRCA will be destroyed unless otherwise agreed to at the time of the withdrawal.

17. Waiver

Failure by any Collaborator to enforce any provision of this Agreement will not be considered a waiver by that Collaborator of such provision. No waiver of any rights under this Agreement will be valid unless in writing and signed by the Collaborator to whom they are a benefit. Further, waiver of any rights will not be considered a waiver by the Collaborator of any other obligation under this Agreement, or of any future rights arising under such provision.

18. Amendment

This Agreement may only be amended by agreement of all Collaborators in writing from time to time.

19. Applicable Law

The Collaborators agree to carry out the terms of this Agreement, including development and use of the System, in accordance with the law of the Province of Ontario. The Collaborators specifically agree that they are bound by *MFIPPA* in respect of this Agreement and use of the System.

20. Notice

Notice under this Agreement shall be provided to the Collaborators in writing. Notice shall be provided in at least one of the manners indicated below and using the contact information contained in Schedule C - Contacts. Notice shall be made to all of the persons described in Schedule C – Contacts. Notice made by regular mail will be considered to have been received five (5) business days following the date it is postmarked. Notice made by fax will be considered to have been received on the next business day following the date on which a fax transmission receipt indicating delivery is received. Notice made by email will be considered to have been received on the date on which it is sent.

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

21. Conflict between this Agreement and Schedule A

In the event of conflict between the provisions of this Agreement and the funding proposal attached as Schedule A hereto, the provisions of this Agreement will supersede.

22. Counterparts

This Agreement may be executed in any number of counterparts, whether in paper form, transmitted by facsimile or e-mail transmission of Portable Document Format (PDF), each of which will constitute an original and all of which, taken together, will constitute one and the same instrument. Any Collaborator executing this Agreement by fax or PDF file shall, immediately following a request by any other Collaborator, provide an originally executed counterpart of this Agreement, provided, however, that any failure to so provide will not constitute a breach of this Agreement except to the extent that such electronic execution is not otherwise permitted under the *Electronic Commerce Act, 2000*.

[Signature Pages Follow]

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

IN WITNESS OF THIS AGREEMENT the parties have executed below:
(LEGAL NAME OF EACH COLLABORATOR)

Per its authorized signatory/signatories:

The Upper Thames River Conservation Authority

(Date Signed)

Chris Tasker,
Source Protection Project Manager

The Corporation of the Township of Centre Wellington

(Date Signed)

Kelly Linton
Mayor

(Date Signed)

Kerri O’Kane
Clerk

The Corporation of the Town of Erin

(Date Signed)

Allan Alls
Mayor

(Date Signed)

Dina Lundy
Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Corporation of the Township of Guelph / Eramosa

(Date Signed)

Chris White
Mayor

(Date Signed)

Meaghen Reid
Clerk

The Corporation of the Township of Mapleton

(Date Signed)

Neil Driscoll
Mayor

(Date Signed)

Brad McRoberts
Acting CAO / Clerk

The Corporation of the Town of Minto

(Date Signed)

George Bridge
Mayor

(Date Signed)

Bill White
CAO / Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

The Corporation of the Township of Puslinch

(Date Signed)

Dennis Lever
Mayor

(Date Signed)

Karen Landry
CAO / Clerk

The Corporation of the Township of Wellington North

(Date Signed)

Andy Lennox
Mayor

(Date Signed)

Karren Wallace
Clerk

The Corporation of the County of Wellington

(Date Signed)

George Bridge
Warden

(Date Signed)

Donna Bryce
Clerk

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

County of Oxford

(Date Signed)

Peter M. Crockett, P. Eng.
Chief Administrative Officer

The Corporation of the City of Guelph

(Date Signed)

Derrick Thompson
Deputy CAO Public Services

Grand River Conservation Authority

(Date Signed)

Joe Farwell
Chief Administrative Officer

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule A – Funding Proposal

LSWIMS Collaboration Agreement - Schedule A

Funding Proposal

November 18, 2015

Background

LSWIMS funding collaborators requested that they be provided with a proposal to allow them fund the project. This proposal includes a project estimate and a progress payment schedule. This proposal was developed for discussion by the collaborators. This proposal has been revised to reflect progress to date.

These services will be provided as part of a collaborative effort where the Upper Thames River Conservation Authority will be collaborating with municipalities on finding solutions to our shared Source Protection information management needs. This collaboration will inform and assist with the development of the services and deliverables included in this proposal. The work will be guided by the collaborators participating in the steering committee. UTRCA would be pleased to provide the following to be used by each funding collaborator for the price indicated below.

The project budget includes considerable in-kind contribution of staff time by all collaborating parties. This proposal is for funding to produce the specified deliverables identified herein and set up and maintain the systems upon which the system development is undertaken. The deliverables are further described in the Information and Functional Needs Assessment.

This proposal supports the collaboration agreement.

Deliverables and Cost Estimates

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	Individual Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
1	Needs Assessment <ul style="list-style-type: none"> • Functional Needs (outputs / Administrative Functions) • Information Needs(data input) 	\$76,400	\$9,750	Nov 2015
2	Preliminary database schema and Interface <ul style="list-style-type: none"> • data fields and tables • relationships • interface mockups 			
3	Preliminary system release - basic functionality <ul style="list-style-type: none"> • Contact Info • Address info • Site Info (Threats, Address) • Notes • Documents - import/export only- Orders, Notices, RMP pdf, jpg, no edits • One time import of threats, address, site 	\$81,000	\$4,500	Dec 2015
4	Mapping and Spatial Integration <ul style="list-style-type: none"> • Mapping - view ARDB2 info only and create site polygon(s) 	\$58,000	\$10,000	Mar 2016

LSWIMS Collaboration Agreement - Schedule A

Phase	Deliverable and Description	Total estimated cost including in-kind collaborator contributions	<i>Individual</i> Collaborator Cost Estimate (excluding in-kind contributions)	Estimated Completion Dates
	<ul style="list-style-type: none"> Spatial queries and population of ARDB2 data Automated Import of data (ARDB2, parcels) 			
5	Communications and chronology <ul style="list-style-type: none"> Site Chronology and Tasks Communication Records Email integration 	\$30,000	\$5,000	July 2016
6	Administration and Reporting <ul style="list-style-type: none"> Basic reporting Basic administrative functions User electronic documentation system 	\$50,000	\$5,000	Nov 2016
	Total	\$295,400	\$34,250	
	Annual Operation and Maintenance Costs <ul style="list-style-type: none"> User Support Administration and maintenance Developer Support (Azure) System Operating Costs (Azure server and SQL) Spatial Operating Costs Email parsing 	N/A	\$3,500-6,500	annual costs starting Jan 1, 2016

Project Funding Progress Payments

Progress payments shall be paid to UTRCA by each Funding Collaborator as follows. It is acknowledged and agreed that in the cost estimate provided above, the reference to "Individual Collaborator Cost Estimate" is an estimate of the cost for each Funding Collaborator. As it applies to the Wellington County municipalities, this means the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington will equally share those costs as one Funding Collaborator. Similarly the costs identified in the following payment schedule are the costs for each Funding Collaborator which shall be shared equally by those Wellington County municipalities.

- \$9,750 (plus applicable taxes) due immediately
- \$4,500 (plus applicable taxes) due upon substantial completion of basic functionality (December 2015)
- \$10,000 (plus applicable taxes) due by upon completion of Mapping and Spatial Integration (March 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Communications and Chronology (July 2016)
- \$5,000 (plus applicable taxes) due by upon completion of Administration and Reporting (Nov 2016)
- Annual Operation and Maintenance costs will be billed quarterly based on actual costs

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule B – Information and Functional Needs Assessment

Functional and Information Needs Assessment

One of the most important steps in an information management project is defining the needs and setting priorities which will help define the scope of the project. Needs identification is especially important in a staged project which is the most probable approach to be taken to the evolution of this project. This needs assessment will allow a preliminary prioritization of the needs. By collaborating on the functional needs, the project team can develop an assessment of common needs which can be applied to meet their individual needs as well as providing guidance and a starting point to others with similar needs. It is hoped that by developing this needs assessment the project participants will be able to move forward with developing information management system(s) which meet their needs whether done collaboratively or individually.

This needs assessment is intended to be a living document. As the project progresses it is acknowledged that the needs and priorities will evolve. As needs are re-assessed it will be important to document the evolution. If we wait until the needs are fully refined we will not have time to implement and develop a IM solution to meet those needs. Further, prioritization will be important so that the project participants can begin to develop solutions to meet their priority needs in a timely fashion. A more nimble approach is to solution development will allow the solutions to evolve rather than following an extensive and exhaustive definition of the needs which would be necessary to move towards a more formal application development by a contractor. This document is intended to allow a strong overview of the general needs to allow priorities to be set and progress towards application development to be achieved.

Basic Concepts

- Centered around a map, location based data
 - link everything to location
- accessible from anywhere with a data connection or wireless signal
- secure - access limited to RMS staff
- only access information from your municipality(ies)
- link to publicly available AR information
- use data format, structure and tools already available (Threats, ARDB, Policy dBase, etc.)
- collaboratively developed
- A web based approach is the most likely development approach however it will be important to keep options open and needs assessment general. A web based solutions:
 - allow use by multiple partners with a common development platform
 - development and improvements are able to be rolled out seamlessly
 - allows secure access remotely
 - can be integrated into locally developed solutions

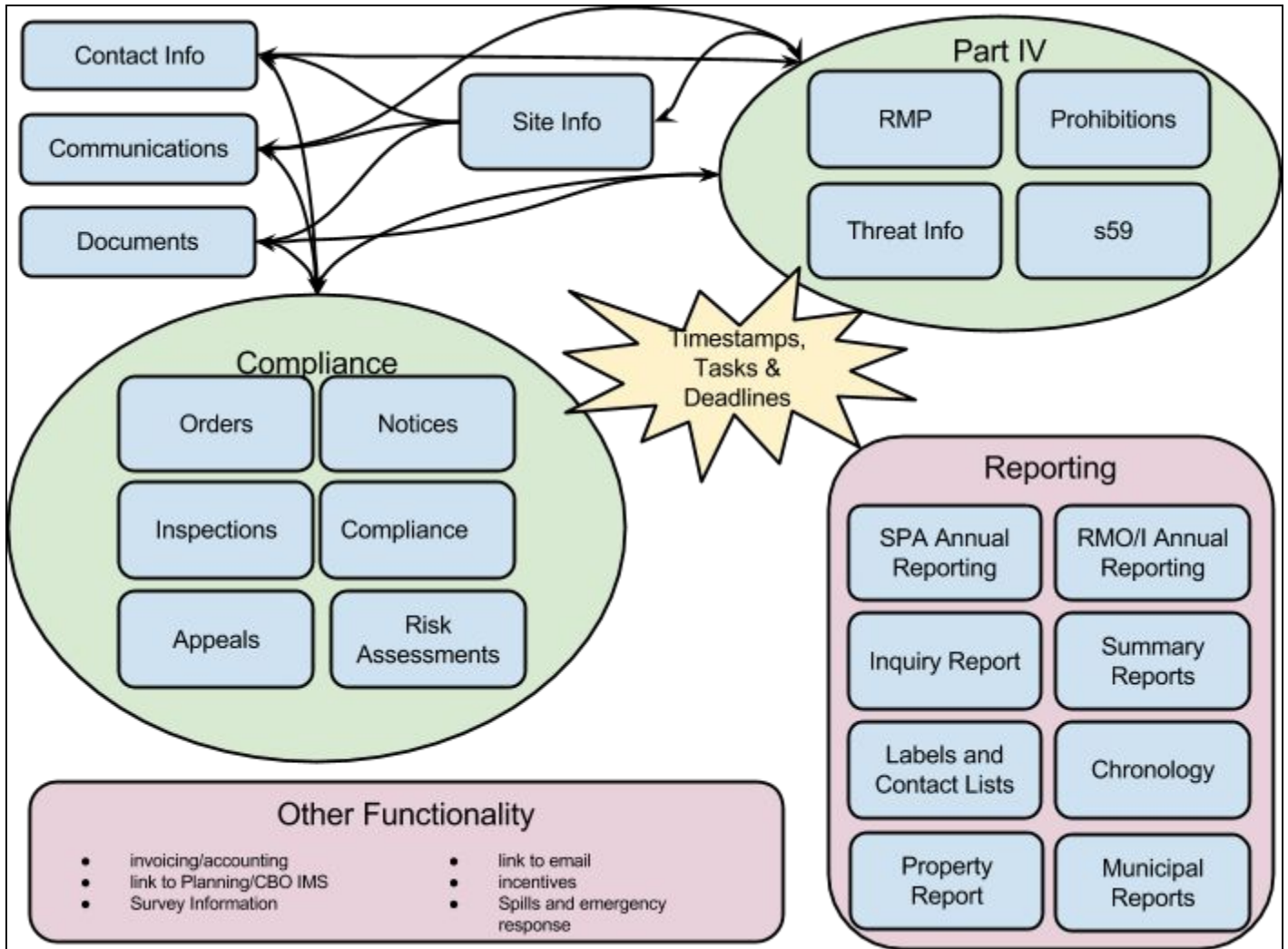
Functional Needs

- Functional Needs were considered first
- Basic types of information were identified within the functional needs
- Output and reporting of the information was considered
- Other functional needs were also considered
- In the following sections the functional needs are described first
- An assessment or the relative priorities is identified through consensus of the group
 - initially only a high and low priority level was assigned to each functional need

- It was agreed that low priorities would not be the focus of initial application development however they will be considered as some may be able to be included where their complexity is also low and fit in well with other priorities.
- It will of course be important to consider these long term lower priorities as the data is modelled and the application is developed so that they may be integrated into solutions through later phases.
- As there were a large number and wide range of high priorities further refinement was required for the high priorities
 - within the high priority category, refinement of priorities were given by providing a scale of 1 to 10 where 1 is the highest priority and 10 would be the lowest priority.

Information Needs

- Following each functional needs is one or more information needs tables.
- The second table is intended to describe the types of information which is needed and at a high level and identify some of the logical links between the information
- This is not intended to be a formal data model or schema but instead is intended to better define and describe the informational needs in a non-technical manner.
- This information can be used by information management professionals to develop more formal data models and schema to satisfy these needs.
- The following information describes at a high level the type of information which will need to be input into or retrieved from a Local IM system.
- The information needs described below are intended to be functional groupings of information which will aid in the development of the user interface and organize the data and functionally on screen.
- It will also be used by developers to develop a data model or schema as the project moves forward.



Contact Info	Priority	Complexity
<ul style="list-style-type: none"> record details of contacts related to sites, RMP, communications, etc details about the entity (person/company) which was contacted work for different types of contacts (operator, owner, tenant, agent, etc...) include internal contacts so that both parties can be recorded needs to be able to be updated but must retain historical records as to who was contacted when, but reduce the chances of using outdated contacts for current communications 	high 1	low

Information	Description
Name	<ul style="list-style-type: none"> person or business
Contact Type /Role	<ul style="list-style-type: none"> owner, tenant, agent, staff, sole proprietorship, partnership, corporation, not for profit corporation, municipality, province, federal may need to link contact (ie staff of a company) Include municipal staff - RMO, RMI, Planner, Building Official, etc

	<ul style="list-style-type: none"> • will require ability to maintain list
Addresses (location and mailing)	<ul style="list-style-type: none"> • both mailing address and location • may also want to include location address with an indication of type (home, office, mailing, etc)
Phone numbers	<ul style="list-style-type: none"> • multiple numbers • identify type - home, business, cell, fax • flag primary(s)
email	<ul style="list-style-type: none"> • provisions for multiple addresses • identify type - home, business, etc
active/inactive current/previous	<ul style="list-style-type: none"> • identify whether this is an active contact or a historical contact which is no longer active • retain inactive contacts • identify dates active/inactive was changed
Single Business identifier	<ul style="list-style-type: none"> • HST number • only included as it may be a provincial requirement

Site Location Info	Priority	Complexity
<ul style="list-style-type: none"> ● record information on the site ● links to contacts ● access to and record zone, vuln on site ● needs to be able to be updated, retaining historical records as part of the RMP ● links to RMP, orders, notices, risk assessments, compliance, inquiries, PI, inspection reports, communications, reports, photos, etc. - links either indirectly or directly to most of the information stored in the system ● location based information is the primary way in which information will be stored, sorted and accessed ● Spatial (could have multiple polygons in 1 parcel) ● report on chronology on the site ● query and review ARDB info ● mapping based with inspection capability to generate a report on the site ● link to threats 	high 1	high

Information	Description
SPR and SPA	<ul style="list-style-type: none"> ● select from list ● may be able to be populated from mapping
Site Address	<ul style="list-style-type: none"> ● street address of location
Municipality Name	<ul style="list-style-type: none"> ● select from list ● automatically populated
Roll/PIN	<ul style="list-style-type: none"> ● may be best to allow for either to be used
Property Type	<ul style="list-style-type: none"> ● general land use category - agricultural, residential, commercial, industrial, institutional, recreational, open space, etc ● may require ability to add multiple types
Property Zoning	<ul style="list-style-type: none"> ● look up table for the municipality ● will require ability to maintain list
NAICS Code	<ul style="list-style-type: none"> ● not a required field ● lookup table ● may need the ability to add multiple codes?
Spatial Representation	<ul style="list-style-type: none"> ● polygon to which most other information will be associated ● consider multi-part polygons? ● flexibility to be part of a parcel, go over multiple parcels
Vulnerable Areas / Scores	<ul style="list-style-type: none"> ● list of the zones and scores on the site ● link to vuln mapping ● query ARDB data for vuln, zone, ML, LD, PImp, System, SPA, Municipality, etc

	<ul style="list-style-type: none"> • first step could be many input of data
Water System / Well / Intake	<ul style="list-style-type: none"> • pick from list
Site History	<ul style="list-style-type: none"> • link to documents, communications, etc
Photos, reports and other documents	<ul style="list-style-type: none"> • link to documents pertaining to the site • link may be direct or indirect as determined as the data structure is better defined
Transport Pathways	<ul style="list-style-type: none"> • new or changed • record of CA notification
Prescribed Instrument	<ul style="list-style-type: none"> • Notices related to PI (link to document) • select PI type from list • brief description of PI • holder of the PI (link to contacts) • provincial identification number • date received • expiry date

Communications Record	Priority	Complexity
<ul style="list-style-type: none"> • record of communications related to site or occurrence (directly or indirectly to be determined later) • linked to location discussed wherever possible • document nature, record date/time, people involved, content, outcomes of the contact • link to document (letter, report, etc), related information • flexibility to record communications within the system or outside the system • retention policy and the ability to manage • could use this to document education and outreach contact, inquiries, informal communication of prohibitions, pre-consultation 	high 1	med

Information	Description
Type	<ul style="list-style-type: none"> • paper, phone, email, meeting
Contact initiated by	<ul style="list-style-type: none"> • select from contact(s)
Contacted party	<ul style="list-style-type: none"> • select from contact(s)
Date and Time	<ul style="list-style-type: none"> • date and time of contact
Description	<ul style="list-style-type: none"> • brief description or abstract of the communication and the outcome
Document link	<ul style="list-style-type: none"> • link to letter, email, agenda, notes or document containing more details as to the communications

Tasks	<ul style="list-style-type: none"> link to tasks resulting from or that caused the communication
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Part IV details	Priority	Complexity
<ul style="list-style-type: none"> not likely possible to include all the <i>details</i> in structured fields RMP would likely start as a document created based on a template with basic fields for search and query capabilities add general search capability of information included in document query or search basic structured info while majority of info contained in document based on flexible template document prohibitions. In most instances prohibitions would be documented through either an inquiry (communication, notice or order and the details contained therein need to document sec 59 requirements. Some of this would be documented through the issuance of section 59 notices, however if the activity is prohibited neither notice is issued so some form of local notice needs to be issued threat sub-category lookup using Threats ver8 tool policy database lookup based on sub-threat category and municipality/SPA. <p>Future improvements</p> <ul style="list-style-type: none"> generate the formal RMP once agreed to or otherwise established store the concepts considered and the decisions as to what will be included in the RMP identify future considerations create the official document which will be delivered, and stored in the system provide summary information on a RMP or groups of RMP (by property, time period, etc) 	high 2	high

Risk Management Plan

Information	Description
Number	<ul style="list-style-type: none"> allow for the ability for the municipality to tag each plan with an instrument number may wish to have alpha-numeric characters flexible to allow for municipality to develop a system that works for their needs
Type	<ul style="list-style-type: none"> negotiated/agreed to or established
category	<ul style="list-style-type: none"> municipalities have the ability to establish categories will be unique to municipality based on bylaw needs to be customizable could be based on complexity include documentation of interim plans

status	<ul style="list-style-type: none"> ● in progress, proposed, accepted, established, appealed, expired, refused, renewed, updated, etc ● store status and date achieved, retain history of status changes ● document who updated status ● only allow status to be changed by RMO ● consider time based status changes which happen automatically and generate task (ie expiry, inspection or reporting) ● locks record after a certain status is reached ● links to historical status
Links to	<ul style="list-style-type: none"> ● site info ● contact info ● SPP policy <ul style="list-style-type: none"> ○ link via threat subcategories ○ for municipal, SPA ● threats and activity info ● compliance details ● notices or orders
Rationale	<ul style="list-style-type: none"> ● document reason for refusal or agreement on RMM
Official RMP	<ul style="list-style-type: none"> ● static copy of RMP (pdf of document) ● retain previous versions of RMP, including word template for future updates or copying
Dates	<ul style="list-style-type: none"> ● Accepted or established ● Expiry ● link to inspection dates
Threats	<ul style="list-style-type: none"> ● Threat subcategory ● potential, verified, identified in assessment report
RMM	<ul style="list-style-type: none"> ● link to RMMC ● add hyperlink to catalogue rather than full integration (future improvement) ● copy measure ID to this database to store and associate with RMP information (manually copied?) ● lookup search and record RMM from catalogue ● low priority
Self Reporting	<ul style="list-style-type: none"> ● due date ● status (received, reviewed, overdue, etc) ● link to copy of report

Prohibition

Information	Description
Number	<ul style="list-style-type: none"> ● allow for the ability for the municipality to tag each location with a reference number ● may wish to have alpha-numeric characters ● flexible to allow for municipality to develop a system that works for their needs

Links to	<ul style="list-style-type: none"> • site info • contact info • link to a communication • threats and activity info • compliance details • notices or orders • <i>local</i> prohibition notice to be recorded when a prohibition is identified and communicated to a property owner or person engaged in an activity - this would allow prohibitions to be indicated as a notice
Identified through	<ul style="list-style-type: none"> • inquiry • sec 59 application • inspection • etc...
Rationale	<ul style="list-style-type: none"> • document rationale for prohibition • link to policy
Dates	<ul style="list-style-type: none"> • Date Identified • Communication chronology
Threats	<ul style="list-style-type: none"> • Threat subcategory • potential, verified, identified in assessment report

Threats (or Condition)

Information	Description
Prescribed Drinking Water Threat(s)	<ul style="list-style-type: none"> • pick from list • may have many on a site or for a RMP
Threat Subcategories	<ul style="list-style-type: none"> • filter based on PDWT picked above
Zones/scores	<ul style="list-style-type: none"> • WHPA, IPZ, ICA, EBA
circumstances	<ul style="list-style-type: none"> • chemical/pathogen • quantity, ML, LD, PImp, etc
links to documents	<ul style="list-style-type: none"> • link to documents related to the RMP, Prohibition or s59 review
Quality/Quantity	<ul style="list-style-type: none"> • identify whether the activity is a quality or quantity threat or both
Significant/Moderate or Low	<ul style="list-style-type: none"> • Identify whether threat is a Significant, Moderate or Low Threat
Condition	<ul style="list-style-type: none"> • identify if a condition exists in this location • will need basic description of the condition • link to report(s)
Issue	<ul style="list-style-type: none"> • indicate whether the threat or condition is contributing to an issue in an ICA • identify the issue that the activity is contributing to

Event Modelled	<ul style="list-style-type: none"> ● indicate the EBA(s) that the activity is occurring in ● identify the activity, volume and contaminant
Local Threat	<ul style="list-style-type: none"> ● identify the local threat from list ● will need the ability to administer the list of local threats

Compliance, Order, Notices	Priority	Complexity
<p>Part IV compliance</p> <ul style="list-style-type: none"> ● relates to properties and RMP or prohibition ● links to Inspection report details ● record compliance with orders, etc ● similar to Part IV details ● query basic info from structured fields but most details contained in a template based document ● template based initially, generate the formal notice or order to be served (future improvement) ● create the official document (word processor) which will be delivered, and stored in the system ● create and store non-editable (pdf?) version as well as word version for future revisions, etc. ● provide summary information on a notice, order or group of notices, orders (by property, time period, etc) <p>SPP Compliance</p> <ul style="list-style-type: none"> ● SPP implementation ● non-Part IV policies ● this part can be determined later 	<p>high 4</p>	<p>low</p>

Information	Description
type	<p>Notice Type</p> <ul style="list-style-type: none"> ● Requirement for RMP 58(4) ● Agree to RMP 58(6) ● Intent to establish 58(7) ● Intent to amend 58(13) ● Refusal to issue notice 70(3) ● Application of RLU 59(2) ● Intent to cause things to be done 64(2) <p>Informal Notices</p> <ul style="list-style-type: none"> ● notice identifying activities which may be prohibited????? <p>OrderType</p> <ul style="list-style-type: none"> ● Establish RMP 58(10) ● Amend RMP 58(12) ● Report 63(1)3 ● Requiring access 80 ● Pay Costs 67 ● Enforcement 63(1)

	<ul style="list-style-type: none"> Enforcement of RMP 63(4) Temporary relief with conditions 63(3) Permit Access (80)
date issued	<ul style="list-style-type: none"> record the date and time the notice or order was issued auto fill value but allow to be revised if generated offline
issued by	<ul style="list-style-type: none"> RMO/I who issued the notice select from contact info filtered to RMI
issued to	<ul style="list-style-type: none"> select from contact info
served details	<ul style="list-style-type: none"> date time service method served by
background	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
rationale	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
order notice text	<ul style="list-style-type: none"> detail retained in the template based document only and not part of the structured database
order synopsis	<ul style="list-style-type: none"> brief description or abstract of the order details to be retained in the template based document
compliance	<ul style="list-style-type: none"> identify compliance with the order indicate date and time recorded
activity type	<ul style="list-style-type: none"> inspection, meeting, court appearance, order, notice, charge,
link to document	<ul style="list-style-type: none"> may be document based at first link to documents which contain history, details

Inspections	Priority	Complexity
<ul style="list-style-type: none"> template driven with basic details in structured database record occurrence and results from inspections generate inspection reports from template provide link to static copy of the resulting document email report link to RMP and site info 	high 8	

Information	Description
categories/ reasons	<ul style="list-style-type: none"> choose all that apply to visit/inspection general site visit vs formal inspection complete survey

	<ul style="list-style-type: none"> ● education/outreach ● cold call or proactive ● complaint based ● follow up visit/inspection ● threats verification ● threats update ● compliance with RMP ● compliance with prohibition
link to notices, orders	<ul style="list-style-type: none"> ● link to orders or notices which result from inspection
threats and circumstances	<ul style="list-style-type: none"> ● look up threats and circumstances from threats table and record
description of visit	<ul style="list-style-type: none"> ● date, time ● Inspector ● reason for inspection ● brief description of findings ● contacts involved with inspection
link to RMP	<ul style="list-style-type: none"> ● compliance checklist????

Property specific Inquiries	Priority	Complexity
<ul style="list-style-type: none"> ● document as a communications record ● public, CBO, planning, legal, etc ● link to internal municipal system ● email based exchange of information ● use AR, Threats Lookup, Policy Lookup tools from site info section 		

Risk Assessment Review	Priority	Complexity
<ul style="list-style-type: none"> link to submitted document record status can be developed when guidance is received document the outcome report results to inform vuln area updates 	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> received, review started, paused, resumed, approved or declined
submitted by	<ul style="list-style-type: none"> select from contacts
received by	<ul style="list-style-type: none"> select from contacts
reviewed by	<ul style="list-style-type: none"> select from contacts
completed by	<ul style="list-style-type: none"> select from contacts
location link	<ul style="list-style-type: none"> link to location may link to existing polygon or create a new polygon

Appeals	Priority	Complexity
<ul style="list-style-type: none"> record details of appeals such as date filed, held, etc record the results of the appeal link to the document appealed similar to compliance, part IV details 	low	

Information	Description
Date/Status	<ul style="list-style-type: none"> potential, likely, filed, scheduled, finished, resumed, upheld or overturned
initiated by	<ul style="list-style-type: none"> select from contacts
location link	<ul style="list-style-type: none"> link to location may link to existing polygon or create a new polygon

Documents	Priority	Complexity
<ul style="list-style-type: none"> ● associate document with location ● include time/date and other details on the document ● photos <ul style="list-style-type: none"> ○ store site photos ○ record date and GPS coordinates taken ○ link to site ● maps <ul style="list-style-type: none"> ○ store static copy of site mapping ○ retrieve and store information from ARDB ○ site records ○ site plans ○ similar to photos, documents ● Documents <ul style="list-style-type: none"> ○ see documents Information requirements ○ static copy of documents received or generated ○ 	high 4	med

Information	Description
Document Type	<ul style="list-style-type: none"> ● Orders, Notices ● applications, surveys, etc ● reports ● letters, emails ● agenda, notes ● RMP ● Photos ● static map ● Prescribed Instruments (#) or related statements, HWIN#
Date	<ul style="list-style-type: none"> ● received, added to database
Received/added by	<ul style="list-style-type: none"> ● pick from contacts
description	<ul style="list-style-type: none"> ● Brief description of the document
unique identifier	<ul style="list-style-type: none"> ● used to identify the document ● could include information on the type and property/location
link to location	<ul style="list-style-type: none"> ● ability to select existing location or create new
Searchable	<ul style="list-style-type: none"> ● Ability to search through document with simple “google type search”

Timestamps, Tasks & Deadlines	Priority	Complexity
<ul style="list-style-type: none"> ● document when and what happened ● chronology discussed in many areas above ● similarities to documents and email ● notification of receipt of correspondence, approaching deadlines, etc most likely through email integration ● needed for tracking and reporting on chronology ● allow assignment of tasks ● generate daily, weekly forward looking schedules ● Dashboard of tasks 	high	mid - high

Information	Description
added date	<ul style="list-style-type: none"> ● default current date and time ● ability to adjust?
assigned to	<ul style="list-style-type: none"> ● select from contacts ● could be internal (RMO/I) or external (Person engaged, holder of RMP - ie self reporting requirement, request for information) ● Could be resulting from formal orders, notices ● can it be delegated or completed by other?
assigned by	<ul style="list-style-type: none"> ● select from contacts (internal)
due date	<ul style="list-style-type: none"> ● indicate date task requires completion
completed by	<ul style="list-style-type: none"> ● select from contacts
status and date	<ul style="list-style-type: none"> ● identified, assigned, planned, initiated, scheduled, completed ● default current date and time ● ability to adjust?

Annual Reporting	Priority	Complexity
RMO annual report <ul style="list-style-type: none"> ● produce hard copy and electronic tables of information required to be submitted to satisfy CWA reporting requirements ● retain static copy of information generated for submission (pdf) ● document status and submission of report 	high 8	
SPA annual report <ul style="list-style-type: none"> ● to be determined later 	low	

Information	Description
Report type	<ul style="list-style-type: none"> ● RMO/I report, SPA report, trial/interim/internal report, Transport pathways report
Start/end Date	<ul style="list-style-type: none"> ● Indicate the period of the report
Dates	<ul style="list-style-type: none"> ● record the date the report was created and submitted
submitted to	<ul style="list-style-type: none"> ● select from contacts ● multiple contacts
summary info	<ul style="list-style-type: none"> ● orders by type, notices by type, RMP accepted, RMP established, RMP rejected, RMP by category/type, inspections passed/failed, appeals initiated/overtaken/sustained, charges laid by type, etc... ● Information to be queried from IMS
OP/ZBL	<ul style="list-style-type: none"> ● description of progress during reporting period ● date and status of updates
E&O	<ul style="list-style-type: none"> ● description of progress during reporting period ● contacts made
Other Policy implementation efforts	<ul style="list-style-type: none"> ● description of progress during reporting period ● reported by policy

Other Reports

municipal reports	<ul style="list-style-type: none"> ● to be determined later 	low	
inquiry report	<ul style="list-style-type: none"> ● generate a record of an inquiry ● information from databases related to project ● communications based info ● links to location 	high 8	
property specific mapping and report	<ul style="list-style-type: none"> ● property scale with enough surrounding detail for context and location to be evident ● generate title block information to include date printed and by whom ● include data sources included ● include appropriate use statements and disclaimers 		high
summary reports	<ul style="list-style-type: none"> ● covered by chronology ● activities within a time period ● activities within an area ● numbers of... ● types of... 		
mailing labels and contact lists	<ul style="list-style-type: none"> ● export to csv to use other tools to: ● generate standard mailing labels ● generate address information for pasting or merging on forms and correspondence ● generate contact lists for mailing of various information 	high 3	low
Site Chronology	<ul style="list-style-type: none"> ● Date created, date received ● communications, inspections, ● everything that happened on the site 	high 6	Med

Other Functionality	Priority	Complexity
invoicing/accounting		
<ul style="list-style-type: none"> ● status of invoice ● likely to use municipal system for invoicing ● may wish to generate an invoice request for emailing to AP?? 	low	
link to planning/CBO IMS		
<ul style="list-style-type: none"> ● internal or lower tier systems ● CA - municipal systems ● difficult in not impossible due to the different systems ● likely solution is to use email to exchange information 	low	
Survey Information		
<ul style="list-style-type: none"> ● generate or store questionnaire/web form information responses in database ● associate with location 	low	
link to email		
<ul style="list-style-type: none"> ● distribute information internally and externally by email ● parse incoming information and link to site information 	functional	
Incentives		
<ul style="list-style-type: none"> ● document incentives available ● illustrate areas incentives are available for ● document incentives applied for and accepted on properties ● document risks that incentives have been applied to 	low	
Spills and Emergency Response		
<ul style="list-style-type: none"> ● document notification and actions related to spills ● document actions taken ● document location and parties involved ● link to RMP/threat where appropriate 	low	

COLLABORATION Agreement for Local Source Water Information Management System (LSWIMS)

Schedule C - Contacts

The following contact list is provided for the benefit of the Collaborators who are party to this collaboration Agreement. It provides primary contacts for each of the Collaborators and various methods of contact. For the purposes of notices identified in this Agreement, this list provides email, mail/courier and fax as acceptable delivery methods.

This contact list may be updated from time to time by circulating written notice to the Collaborators.

Upper Thames River Conservation Authority	Chris Tasker, Source Protection Project Manager Email: taskerc@thamesriver.on.ca	John Campbell, Senior Information Management Analyst Email: campbellj@thamesriver.on.ca
	Mail/Courier: 1424 Clarke Rd, London ON, N5V 5B9 Fax: 519-451-1188, Phone:519-451-2800x258	
The Corporation of the Township of Centre Wellington	Kyle Davis, Risk Management Official Email: kdavis@centrewellington.ca	
The Corporation of the Town of Erin	Mail/Courier: Wellington Source Water Protection, 7444 Wellington Road 21, Elora, ON, N0B 1S0	
The Corporation of the Township of Guelph / Eramosa	Fax: 519-846-9858 Phone: 519.846.9691x362	
The Corporation of the Township of Mapleton		
The Corporation of the Town of Minto		
The Corporation of the Township of Puslinch		
The Corporation of the Township of Wellington North		
The Corporation of the County of Wellington		
Oxford County	Deborah Goudreau, P.Eng., Manager of Water Services E-mail: dgoudreau@oxfordcounty.ca Mail/Courier: Oxford County, 21 Reeve St., PO Box 1614, Woodstock, ON, N4S 7Y3 Phone 519-539-0015 /1-800-755-0394, Ext 3116	
The Corporation of the City of Guelph	Peter Rider, Risk Management Official Email: Peter.Rider@guelph.ca Mail/Courier: 1 Carden Street, Guelph, ON, N1H 3A1 Fax: 519-822-6194, Phone: 519-822-1260 x 2368	
Grand River Conservation Authority	Martin Keller, Source Protection Program Manager Email: mkeller@grandriver.ca Mail/Courier: 400 Clyde Road, Box 729, Cambridge N1R 5W6 Fax: 519-621-4945, Phone: 519-620-7595	