



## Public Liaison Committee Meeting #1 - Notes

**PROJECT:** Town of Erin: Urban Centre Wastewater  
Municipal Class Environmental Assessment (EA)

**DATE:** June 7, 2016

**LOCATION:** Town of Erin Municipal Office

**TIME:** 7:00 p.m. – 9:00 p.m.

### ATTENDEES:

PLC members	Organization
Allan Alls	Mayor
Bruce Donaldson	Black, Shoemaker, Robinson and Donaldson Limited (Lawyer for Tavares Group)
Dave Doan	SeptTechWastewater Group
Don Fysh	Riverwalk trails committee and Rotary Club
Donna Revell	Let's Get Hillsburgh Growing Committee
Erik Mathisen	Urban Erin
Jamie Cheyne	Heritage Committee and Economic Development, Erin Agricultural Society
Jay Mowat	Environment Committee
Josie Wintersinger	General public, Former Erin Councilor
Justin Morrow	Copper Hills Development
Linda Rosier	General public
Lloyd Turbitt	Let's Get Hillsburgh Growing Committee
Maurizio Rogato	Solmar
Melodie Rose	Riverwalk trails committee
Nancy Shoemaker	Black, Shoemaker, Robinson and Donaldson Limited (Lawyer for Tavares Group)
Roy Val	General public
Valerie Bozanis	General public
Brian Halfpenny	Killam Properties / Stanley Park
Project Team	
Christine Furlong	Triton Engineering
Joe Mullan	Ainley
Gary Scott	Ainley
Dave Hardy	HSAL
Noah Brotman	HSAL



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**MEETING PURPOSE:** To introduce the Project and the Project Team and to outline how the PLC will function and what the expectations will be of participants.

### MEETING AGENDA

1. **Welcome Remarks**

*Remarks by Mayor Alls*

2. **Chair's Remarks**

*Explain the role of the Chair*

*Describe what we hope to get out of this meeting*

3. **Introductions**

*Public Liaison Committee (PLC)*

*Project Team*

4. **Review of the PLC Terms of Reference**

5. **Presentation – Part 1: Project Overview**

*Background and Context*

*Project Goals and Approach*

*Challenges and Opportunities*

6. **Discussion – Part 1 – EA Process, Technical Issues**

7. **Presentation – Part 2: Consultation and Communications**

*Consultation Objectives*

*Consultation and Communications Approaches*

*Phases of the consultation program*

8. **Discussion – Part 2 – Consultation and Communications**

9. **Next Meeting**

*October 2016*

*Topics: Summary of Environmental Baseline and Wastewater System*

10. **Adjournment**



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### *Welcome Remarks*

The meeting started with a welcome from Mayor Allan Alls and an introduction from Dave Hardy (PLC Chair), providing a brief overview of the agenda for the first PLC meeting. The role of the PLC Chair was described, the agenda for the meeting was reviewed.

### *Introductions*

PLC members were then asked to introduce themselves, as well as any organizations that they were there to represent. The Project Team was then introduced and the roles of each member were explained.

### *Review of PLC Terms of Reference*

PLC members were walked through a review of the PLC Terms of Reference in order to ensure that everyone is clear on the responsibilities and requirements of taking part in the committee. PLC member were given an opportunity to ask questions about the PLC setup and how it would function.

### PLC Questions

- Will all PLC member questions be captured?
  - Answer: Yes, all questions will be captured. However, the names of question askers will not be recorded in order to ensure privacy and that PLC member are able to comfortably ask questions and make comments.
- Will the notes be posted online?
  - Answer: Yes, all PLC meeting notes will be posted on the Town of Erin website in the 'Wastewater Environmental Assessment' section under the 'Town Hall' tab. We will get the notes out as quickly as possible after the meetings.
- Is this an official town committee?
  - Answer: Yes, it is an official committee and will be open to the public.
- Given that the closing date of the project is in 2018, how many PLC meetings will there be?
  - Answer: We are anticipating five PLC meetings.



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- What would happen if we feel there is a need for more PLC meetings?
  - Answer: The number of meetings was generally determined by the requirements of the EA process. If more meetings are required due to circumstances of the process, we are able to add additional meetings. However, at this time we don't anticipate a need for additional meetings.
- How do we get in contact with the project team if we have questions?
  - Answer: A general project email has been set up for all project related emails. If you send a question through that, the project team will ensure that it gets to the right person for a response. The email address is: [erin.urban.classea@ainleygroup.com](mailto:erin.urban.classea@ainleygroup.com)

Following the question period, the Terms of Reference were accepted by all PLC members with no objections or issues.

### *Project Overview*

Gary Scott (Ainley) gave a presentation providing an overview of the project, including:

- A review of the work completed to this point through the Erin Servicing and Settlement Master Plan (SSMP);
- Description of baseline conditions study work that has already been initiated;
- A summary of key high level consideration for the project as a whole;
- Highlights of the work plan, detailing the three phases of the project and the specific pieces of work that are intended to occur in each.
- An outline of the standard Municipal Class Environmental Assessment (Class EA) system and where this project currently sits in that process.

Following this presentation, PLC members were invited to ask questions regarding the overall project, technical considerations, the EA process,

### PLC Questions

- What does "SPS" stand for?
  - Answer: Sewage pumping station.
- Has the assimilative capacity of the West Credit River been determined by the Credit Valley Conservation Authority (CVC)?



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- Answer: Yes, the SSMP included a preliminary assimilative capacity study that was reviewed by the CVC and Ministry of Environment and Climate Change (MOECC). However, the study is being revisited to take a more detailed look in order to confirm the previous findings. As well, we are already working with the CVC and MOECC on this project and they are also bringing some new information to the table that they didn't have at the time when the SSMP was being done. An important part of the early steps of this project is the process of tweaking and adjusting the previous findings with the most up-to-date information before we go forward.
- Do you expect that effluent numbers have gone up or down since the SSMP?
  - Answer: Based on meetings with CVC and MOECC, it is the Project Team's understanding that the river low flow statistics are going to be close to the original numbers, but confirming this is important.
- Have flow rates changed since the SSMP?
  - Answer: The Conservation Authority has been collecting more flow data, so we do have their updated numbers on that.
- So our growth is determined by the allowable effluent levels?
  - Answer: Yes, that's correct. We will actually be looking at the maximum capacity of the river and working backwards. Also, we're considering that some of the septic systems in certain areas may not need to be serviced. We are reevaluating effluent limits and growth numbers in light of that.
- Will the assimilative capacity number be public?
  - Answer: Once we finish the report, it will go to the Core Management Team (CMT) for comment, then to the PLC, then ultimately to the general public.
- Going through the CVC, when would the assimilative capacity number be made public?
  - Answer: We still have some work to do on this and are expecting PLC members to see the numbers at some time in September in advance of our next PLC meeting.



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- Are you going to be looking at alternative methods like the small bore sewers? Are you considering alternative collection systems?
  - Answer: Yes, we will be considering a number of alternative technologies. As soon as we determine which properties are in or out of the collection system, we will start looking at the potential technical solutions. It may be a mix of potential solutions.
- Would it be helpful if we had an overview of the SSMP report? Would that help at all?
  - Answer: The feedback that we got coming into this is that the SSMP process took a long time and was a bit painful, so we would prefer to move forward rather than dwell on previous battles.
  - A PLC member commented that maybe the way to do it would be to bring forward an overview of the recommendations of the SSMP.
  - Answer: Actually there is already a brief overview provided in the Fact Sheet prepared for this project which can be found on the project webpage. The fact sheet is attached to these minutes as well.
- Once the assimilative capacity study has been completed, will there be an opportunity for public comment?
  - Answer: Yes there will be. The study will be seen first by the CMT, then the PLC, then general public. Comments from all will be considered.
- Does this project and this committee have a way to look at the impact on local businesses should the treatment plant be put in? Does this committee have a chance to look at what the impact would be?
  - Answer: That will come with the socio-economic effects study and will certainly be reviewed by the PLC when it has been completed. The project team will seek to acknowledge and mitigate the potential impacts, but large infrastructure projects of this kind are likely to require some road work down Main Street that would have impacts. We will be seeking advice from the PLC on how best to mitigate any negative impacts and to identify sensitive users.
- Is there going to be information made available to the PLC or the public about existing septic systems and potential replacements.



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- Answer: That is actually something we are working on right now. We are trying to get an age profile and conditions profile together. That study is being done and should be ready by the fall.
- How are you doing that study?
  - Answer: We actually found a lot of information through the building department. We originally were going to have to go out and look at each system, but the information has been quite good, so it has shifted from an observational study to a more analytical one. We will also be looking for feedback from residents and local experts in reviewing the septic study.
  - A PLC member suggested that any time work is done on a septic system, there should be some kind of reporting to the town about conditions.
- Have hydrology reports been looked at to take into account the abundance of springs? Some properties will be dry, while others right across the street will have their sump pumps going all year round.
  - Answer: We will definitely take a look at that. Thank you for the suggestion.
- PLC members were asked if there are any opportunities that the project team should be sure to take advantage of?
  - A number of answers were given:
  - There are fantastic technologies out there. If we're looking for something to be proud of, there are a lot of interesting opportunities here in regards to cost recovery.
  - Ideally we would like to have a planning led approach. What we found in the SSMP was that the Erin Official Plan defined some growth areas that present some challenges and opportunities for the implementation of the wastewater system.
  - There is an existing divide between the preference of residents and the push for new growth. There is an opportunity here to discuss how best to grow and develop Erin.



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### *Consultation and Communications*

Dave Hardy provided an overview of the consultation and communications approach for the project, including discussing: consultation objectives; consultation and communications approaches; and outlining the phases of the consultation program.

### PLC Questions

- There is an average of 5-6 months between meetings of this committee. That is a long time. Is there any way you could communicate with us between those meetings to keep updates going?
  - Answer: There are many ways to do that, including updates on the website and direct PLC member updates. What did you have in mind?
  - A PLC member pointed out that it will be difficult to give a well-informed opinion if we're only seeing details every few months. Even just doing a very advanced agenda with notes would give PLC member something to think about would be helpful. The PLC on the SSMP project basically ended up coming to meetings, listening to the consultant speak, and then everyone walked away. There was no dialogue. There was no engagement. There needs to be ample time to comment and we should consider more meetings.
  - Answer: We see this as an ongoing process that doesn't stop when we leave the room. If a report is released in September, the discussion is not cut off and the door is not closed on comments until the PLC have had their opportunity to provide feedback. That feedback is essential to our success and we would not proceed without it. Our goal will be to get reports and meeting agendas to the PLC as early as possible to allow for ample review time. As well, Council updates will be occurring once per month, so some of the information will be trickling out through them. We can ensure that any updates provided to Council will also be circulated to PLC members. Also, if there are any comments or questions, the project email address will remain open throughout the project.
- The CMT meetings that precede the PLC meetings, is there a reason why they're at the same time, or could they be a week or two before PLC meetings?
  - Answer: We will take a look as a team and see what can be done.





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- If I email the project email address and get a detailed answer, how can we be sure that those answers will get out to other PLC members?
  - Answer: In other projects we have sent out answers to all PLC members, or maintained a questions section on the website.
- When we're looking at alternative systems, how will that work?
  - Answer: We will develop a set of evaluation criteria and rank each alternative against each other. We will need to talk to some of the vendors to get additional information, but we are familiar with many types of systems through previous experience. If you have any additional information or specific people to speak to we would love to hear it.
- Will the evaluation be traceable or subjective?
  - Answer: We strive to make it all traceable, but some factors do end up being subjective. Getting input from the PLC will be key here. We will probably end up needing a primer on evaluation methodology so that everyone understands how the decision making will work.
- Erin is a clean palette. We can do whatever we want. We should be open to considering non-standard methods that are progressive, innovative, and economically feasible. If it's just a big pipe tearing up roads, it will be too expensive.
  - Answer: That kind of issue will be covered in the next PLC meeting so there will certainly be an opportunity to discuss it.
- What experience do you have with communities that don't have any infrastructure? You've basically got a greenfield here.
  - Answer: Ainley has implemented the wastewater systems for both Wasaga Beach and Innisfil, which were both designed and developed from scratch with no sewer or water systems in place prior to the projects.
- PLC members were asked to suggest organizations that may be helpful in getting the word out to the people in the community. The following responses were given:
  - BIA; Rotary Club; various service groups; Agricultural Society; Optimists Club; Lions; Masons; and School.



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- The suggestion was made that some of these organizations might be interested in hearing about the project at one of their meetings.
- A PLC member pointed out that social media use is big in Erin, with Facebook tending to be the most popular forum. It was also suggested that the local radio station would be happy to provide regular project updates.
- A PLC member agreed that roadside signage for public events would be a very effective means of getting the word out.
- A PLC member pointed out that when we get down to alternatives and possibilities, there are mostly people around the table who are not experts on wastewater systems. At some point the project team might want to consider some educational materials or additional meetings where people can learn in more detail about some of the technical considerations.
- There is a general summary of wastewater collection and treatment technologies in the SSMP.
- A PLC member suggested that even sending out links to informational Youtube videos would be a helpful learning opportunity.
- A PLC member suggested having a glossary of terms and a list of acronyms available on the website.

### *Final Comments*

- More information shared in advance and communicated in ways that the public can easily access would be great.
- Everyone's main concern is going to be cost. This is going to be a major issue. We *have* to afford it. If we don't do something quick, we won't have a Town of Erin. And people do want to see new ideas and not old stock.
- Mayor: One of the reasons we hired Ainley is that we felt they would be much more open to feedback and brining the community into the conversations.
- Happy to see there is a lot of public consultation because there are lot of people in Erin who are interested in this and want to have their voices heard.
- Many things for the SSMP were very last minute.
- We need to be *better* than other towns. We need to be forward thinking and innovative.