

**APPENDIX C**

**CONSULTATION**

**From:** Ian Drever [<mailto:ian.drever@rjburnside.com>]  
**Sent:** Monday, March 19, 2012 4:25 PM  
**To:** Matt Pearson  
**Subject:** RE: Email from Erin Website

Hi Matt,

I have not checked in for a while. I don't see significant changes on the SSMP website. Is the project still moving forward? Do you have a sense as to when the project is to be completed?

Regards

Ian



Ian Drever

R.J. Burnside & Associates Limited  
6990 Creditview Road, Unit 2  
Mississauga, Ontario L5N 8R9  
[ian.drever@rjburnside.com](mailto:ian.drever@rjburnside.com)  
tel: 905.821.1800 x513  
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[www.rjburnside.com](http://www.rjburnside.com)

**Our Brampton office has moved!**

Effective December 19, 2011 our new address is:  
6990 Creditview Road, Unit 2, Mississauga ON L5N 8R9 Tel 905-821-1800 Fax 905-821-1809  
Please feel free to speak with me if you have any questions regarding our move.  
(Other Burnside offices and staff are not affected by this move)

\*\*\*\* CONFIDENTIALITY NOTICE \*\*\*\*

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Thank you.

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From: Matt Pearson <[mpearson@bmross.net](mailto:mpearson@bmross.net)>  
To: 'Ian Drever' <[ian.drever@rjburnside.com](mailto:ian.drever@rjburnside.com)>,  
Date: 09/19/2011 03:26 PM  
Subject: RE: Email from Erin Website

Hi Ian:

It is my fault.

Got bogged down.

Plan is to revive the process full tilt within a month.

Matt

***Matt Pearson, MCIP, RPP***

***B.M. Ross and Associates Limited***

***Engineers and Planners***

*62 North Street*

*Goderich, On*

*N7A 2T4*

**Ph: (519) 524-2641**

**Fax: (519)524-4403**

**Email: [mpearson@bmross.net](mailto:mpearson@bmross.net)**

**From:** Ian Drever [<mailto:ian.drever@rjburnside.com>]

**Sent:** Monday, September 19, 2011 1:21 PM

**To:** [mpearson@bmross.net](mailto:mpearson@bmross.net)

**Subject:** Email from Erin Website

Hi Matt,

Just curious about the status of this project - have not checked in a while but nothing seems to be happening. Gives me the impression that the Town has mothballed the project for the time being. Is anything really happening at this point?

Regards

Ian



Ian Drever

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Thank you.

\*\*\*\*\*



**From:** Rod Finnie [<mailto:rfinnie@jrfinnie.com>]  
**Sent:** Monday, February 25, 2013 10:11 AM  
**To:** [mpearson@bmross.net](mailto:mpearson@bmross.net)  
**Subject:** Email from Erin Website

Matt;

Thank you for your presentation last week on the SSMP. I have a couple of questions, and probably they go beyond what your mandate is at this time, but I will ask anyway.

The graphs that were attached (pp.49-53), seemed to generally indicate that except for phosphorous, , and to some extent, nitrates, the effluent would be consistent with PWQO, if I listened to you correctly, and interpreted the graphs correctly. You then went on to give a conceptual design cost estimate for a design population of 6500, which was the lowest of the growth scenarios you modelled. Did I understand correctly - is that the only model under which the PWQO are met, or did you just show it as an indicator? I understand that you are talking with CVC and MOE in a couple of weeks, and they will obviously have input into the Assimilative Capacity. Until that time, we will not know the exact capacity.

The next question relates to costing. You have apportioned the cost between property owners in Hillsburgh and Erin as if they are a single body, not considering any additional costs that Hillsburgh residents might face to get the sewage to Erin, and I don't disagree with that approach. However, you do separate existing lot costs and new lot costs, with substantially lower costs for collection for new lots. While I understand that may be a realistic apportionment of actual costs, would it be inappropriate to treat the differential the same way as we treat the differential between Erin and Hillsburgh for collection? There might be an argument for consistency of approach, although the developers will obviously argue against it.

One potential issue that I noticed while mayor. The farm on the 10th line at Bush Street (the road to Belfountain), which was purchased by Solmar, has a large floodplain adjacent to the 10th Line. There is an older bridge that crosses the river in front of the flood plain. One spring, we had a sudden thaw, combined with a rain storm, and the flood plain was inundated. The water rose to approximately 1 foot below the bridge deck. If we are going to be adding additional water upstream of this bridge, will we not be endangering its ability to function? If the plant were located downstream of the bridge, is there other critical infrastructure that we might have to worry about (probably not in the Town of Erin, as the stream enters Caledon shortly afterwards)? Are there technologies that would allow infiltration of effluent in sufficient amounts to make it practical, rather than dumping the effluent in the river? The environmental advantage I see to that is that we are returning the water close to where it is being removed from the aquifer, and thereby maintaining a balance. Obviously there would have to be some way to clean the receiving area to ensure its ability to act as a filter, but we do have good soils for that general purpose.

If we allowed a greater amount of growth, and apportioned the cost equally between new and existing residents, is there a sweet spot (or range) where costs would be minimized? That is, if we grow to 10,000 people, the costs will be less than \$32,000, as 4000 more people will be sharing in the cost, but if we go above 10,000, there is a requirement for additional infrastructure, which will raise the costs again?

Finally, I think, what alternatives are there to the allocation of sewage capacity to new developments. We have developers who had initiated the process in the past, but are waiting until the SSMP is complete, as requested by the Town, and there is Solmar, which has submitted an application that would consume all of the capacity and then some, and finally we have additional lands that have been designated for residential growth under old population density models, but which have not seen any development proposals come forward. Is there some way to treat them all fairly?

Thanks again for your presentation.

Rod Finnie O.L.S.  
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**From:** Rod Finnie [<mailto:rfinnie@jrfinnie.com>]  
**Sent:** Monday, March 04, 2013 8:41 AM  
**To:** [mpearson@bmross.net](mailto:mpearson@bmross.net)  
**Subject:** Email from Erin Website

Matt;

We are working with Gary Langen, the owner of the property on the west side of the Eighth Line, south of 17 Sideroad, which is part of the Future Development lands designated in the Official Plan. He had previously started the subdivision approval process, but the Town asked him to wait until the SSMP was complete. He wants to continue towards development of his property and he is trying to determine what the population projections for the Town are. At the public meeting you presented several scenarios, and developed costing based on a projected population of 6500. There have been other numbers used previously, 9-13,000 as reported in the Advocate a few issues back. We realize that the number will depend on the Assimilative Capacity study, but do you have a feel for what the range is likely to be?

One of the slides you used in your public presentation is not available on the SSMP website, the one showing the direction of the main trunk line coming from Hillsburgh to Erin, and you indicated that a pumping station would be required in the area of 17 Sideroad and the Eighth Line. Is that location determined, and if so, where would it be located? Could we get a copy of the slide showing the trunk line?

Thanks for your assistance.  
Rod

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[www.jrfinnie.com](http://www.jrfinnie.com)

**From:** Rod Finnie [<mailto:rfinnie@jrfinnie.com>]  
**Sent:** Monday, March 11, 2013 10:10 AM  
**To:** [mpearson@bmross.net](mailto:mpearson@bmross.net)  
**Subject:** SSMP

Matt;

I had sent you an email last week asking about variation in the population projections and also about the location of the trunk line and pumping station that was shown on a slide in your public presentation. I realize that the assimilative capacity will control the maximum the plant can process, but do you have a feel for the likely numbers - if the capacity is on the low side, it will impact how much development can take place and how will it be allocated ( I know that is a political question, but that is why the numbers are important).

Thanks,

Rod

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[www.jrfinnie.com](http://www.jrfinnie.com)

**From:** Matt Pearson [<mailto:mpearson@bmross.net>]  
**Sent:** Tuesday, March 12, 2013 3:33 PM  
**To:** 'rfinnie@jrfinnie.com'  
**Subject:** 08128 Erin SSMP

Hello Rod:

I have received both your previous emails Rod.

I will be reviewing with the Town a protocol for responding to emails that request more detailed information than was presented at the public meeting.

Most of the requests relate to details of the proposed Solmar subdivision and locations of future serving facilities and are beyond the SSMP limits.

With respect to your second email (working with Gary Langen). I didn't give the newspaper any numbers regarding population. I did say at the public meeting that the properties designated for future development, if built out to the higher densities in the OP, could result in an ultimate population around 20,000. This is beyond what the assimilative capacity of the stream will allow. We have prepared a draft AC report which is being reviewed by the appropriate agencies. As I showed at the public meeting, a population of 13,500 results in impacts being close to the allowable concentrations. I suspect the final number will be less than this and will probably be finally established in the final design process of a Class EA. I understand that the final number will impact on the amount of future development that can go forward based on an alternative of a sewage plant discharging to the river.

All the slides that were shown at the public meeting are on the website.

You are referring to conceptual working drawings we have prepared to determine how a sewage collection system could work. This was necessary in order to move forward with the SSMP (affects cost) and we wanted to explore a possible cost scenario to determine if a project would be feasible. We used these at the front of the room as a talking point to define flow direction and areas that would need pumping etc. We have determined that sewage can flow from Hillsburgh to Erin, by gravity using the trail as the straightest line from H to E. A pumping station will probably be required in the northwest area of Erin, roughly in the golf course area, to provide service to that area. An exact location would be defined in any future EA work. These drawings are in-house work and are not available at this time.

**Matt Pearson**  
**BMROSS**

5409 - 10<sup>th</sup> Line, R.R.1  
Erin, Ontario  
N0B 1T0

December 14<sup>th</sup>, 2012

Mr. Frank Miele  
CAO  
Town of Erin  
5684 Trafalgar Road  
Hillsburgh, Ontario  
N0B 1Z0

Dear Mr. Miele,

Over 100 residents (and growing) in the Bel Erin/Pine Ridge Estates and area have formed a group re Solmar Development's bid to purchase the East half of Lot 13, Concession 10 for the possible construction of a sewage treatment facility to service their proposed subdivision on the North side of Dundas Street (Sideroad 15). We are the "Concerned Citizens of Erin" group.

- There are a number of issues which concern us both environmentally and economically.
1. The capability of the Credit River to handle the effluent. In 1994/95 the Credit River was not capable of handling the effluent for a proposed sewage treatment facility for the Village of Erin. At that time, 82 gals per minute of effluent would be discharged into the River. Solmar's plan encompasses a far greater number of residents than the Village had in 1995. What quantity of effluent would it be now?
  2. There is Class 1 Wetland on part of the property being proposed for this facility.
  3. The alteration to the natural environment - trees, etc.
  4. Fish, snapping turtles, and wildlife inhabit the river and the lands adjacent to it.
  5. Potential erosion of the river bank.
  6. Who would be responsible for any malfunction of the system?
  7. If the Town of Erin decides to invest in a sewage treatment facility, would they agree to expanding the Solmar facility? If so, construction on this site could go on endlessly.
  8. County Road 52 is a major route for vehicles coming from Brampton, Mississauga, etc. and a sewage treatment facility would not be an enhancement to the area.
  9. During the meetings with the Liaison Group for the SSMP, cost has not been discussed. It was brought up once and the answer at that time was everyone in the Town would be paying for it. How much would it be?
  10. With the devaluation of properties, would taxes be reduced?

Further, not all options have been reviewed. The SSMP Liaison Group has not looked at the "**BIG PIPE**" option. Would it not be possible to hook up to Peel or Guelph? Has this been explored? Rockwood is hooked up to Guelph.

Have comparative water tests been carried out to those done in 1991, 1992, and 1993? At that time pseudomonas and giardiosis were present in the river. What is the situation now?

Did the planners for the Town of Erin and the County of Wellington meet to discuss the pros and cons of such a project?

We, the Concerned Citizens of Erin, would appreciate a reply to this letter by January 15<sup>th</sup>, 2013 and would like to be kept abreast of all proceedings - meetings with Solmar, progression of their applications, etc. We hope that the necessary public meetings will be held and that no decisions will be made until all sides are heard. Information can be sent to us at the above address or by email to: [concernederincitizens@gmail.com](mailto:concernederincitizens@gmail.com)

Thank you for your attention to the above.

Sincerely,

Deanna MacKay, Matt Sammut, Rupika Lamprecht  
519-833-9995

c.c.     Matt Pearson, BM Ross  
         Cameron Hall, Ministry of Environment  
         John Kinhead, Credit Valley Conservation  
         Ted Arnott, MPP  
         Lou Maieron, Mayor  
         Barb Tocher, Councillor  
         John Brennan, Councillor  
         Josie Wintersinger, Councillor  
         Deb Callaghan, Councillor

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**From:** Pangaea Sciences Inc [sales@pangaeasciences.com]  
**Sent:** March-24-14 11:59 AM  
**To:** 'Lisa Courtney'; 'Dale Erb'  
**Subject:** FW: 3 questions re the Council workshop of March 20

Hi Lisa and Dale...

Just in case you had not seen the second set of questions below...

Cheers

Roy

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**From:** Pangaea Sciences Inc [<mailto:sales@pangaeasciences.com>]  
**Sent:** Monday, March 24, 2014 10:58 AM  
**To:** 'Matt Pearson'  
**Cc:** 'Shelley Foord'; 'kathryn.ironmonger@erin.ca'  
**Subject:** RE: 3 questions re the Council workshop of March 20

Good morning Matt,

Two more questions that we have:

1. In the SSMP draft you have identified those properties that are too small to meet the current regulations (lot size for traditional septic including the leaching bed). Do you have the actual number of households that are affected for both villages?
2. If Council wishes to service Erin's and Hillsburgh's combined population of 4500, is there a definitive/acceptable time period that Council can retain the reserved unused capacity. I assume after a certain period of time, council may decide (or be asked) to relinquish the unused capacity to developers.

Roy Val

cc Shelley Foord, Transition Erin Wastewater Solutions WG.

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**From:** Pangaea Sciences Inc [<mailto:sales@pangaeasciences.com>]  
**Sent:** Saturday, March 22, 2014 12:46 PM  
**To:** 'Matt Pearson'  
**Cc:** 'Shelley Foord'; 'kathryn.ironmonger@erin.ca'  
**Subject:** 3 questions re the Council workshop of March 20

Hi Matt..

Thanks again for giving me a copy of the presentation after the Council's workshop last Thursday night.

In light of the fact Council will now need to decide whether or not Erin and or Hillsburgh will have future servicing, if I may, a few questions:

- 1. Regarding Water Deficits:** I thought I heard you say there were three reasons that we have a water deficit, one was water storage capacity: that Erin's storage was close to capacity, and that Hillsburgh had no storage capacity. What were the other two issues surrounding a "water deficit"?



**2. Regarding the “Inter-village” pipe down the Cataract Trail.** You had mentioned a price of \$2M, what diameter pipe and what distance was that based on? Would one require a second parallel redundancy pipe to be installed, if so is that included in the price estimate?

**3. Regarding separate wastewater treatment facilities in both villages.**

To your knowledge, is there any regulatory reason that a separate wastewater facility could not be built in Hillsburgh to service those residents in an Erin & Hillsburgh servicing scenario?

Matt, it would be nice if the servicing industry had a better defined or standardized nomenclature, as an example a “Sewage Treatment Plant” (STP) would refer to where collected sewage (includes solids) are treated in a three step process (step 1; separation of solids). A “Wastewater Treatment Plant” (WWTP) would refer to where collected waste water (no solids) are treated in a 2 step process. These definitions would clearly and easily differentiate the two collection methods.

I look forward to your responses to the above 3 questions.

Roy Val  
cc Shelley Foord, Transition Erin Wastewater Solutions WG.

519.833.7306 Tel



**Think Green. Read the screen**

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**From:** Pangaea Sciences Inc [sales@pangaeasciences.com]  
**Sent:** March-31-14 2:10 PM  
**To:** 'Matt Pearson'  
**Cc:** 'Dale Erb'; 'Lisa Courtney'; 'Dina Lundy'; kathryn.ironmonger@erin.ca; 'Shelley Foord'  
**Subject:** Question to BMRoss regarding Council Workshop meeting of March 20th, 2014  
**Attachments:** Infrastructure\_Ontario\_Steve\_Rohacek.pdf; EAASIB Letter to IO - MCEA-AFP - June 19 2013.pdf; 3-6-14 Town of Erin Information Session.pdf; SBS ERIN 2.ppt

Dear Matt,

Last Monday, I had sent an email to Dale and Lisa with a number of questions, the answers of which I was told would be supplied by you. We have outlined a total of 10 questions that the TE working group would appreciate responses to:

1. Regarding the SSMP link on the Erin.ca, (<http://www.erin.ca/definingerin/>) managed by BMRoss. This web site has not been updated for the following; "Community Input"; last updated July 2010. "What's new" last updated December, 2012. The Liaison Committee meeting notes are current and the March 20, 2014 presentation is now listed under "About the SSMP." Would it not be apropos to list the Public Information Meeting proposed for July on this web site?
2. The Transition Erin Working group's educational evening speaker's presentations has yet to be posted on Erin's SSMP website, managed by BMRoss. I was informed this was requested by Erin's Clerk/CAO and by Council resolution. When would you expect to post the presentation (as per the attached).
3. Regarding Water Deficits: I thought I heard you say at the Council Workshop on March 20th there were three reasons that we have a water deficit, one was water storage capacity: that Erin's storage was close to capacity, and that Hillsburgh had no storage capacity. What were the other two issues surrounding a "water deficit"?
4. Regarding the "Inter-village" pipe down the Cataract Trail. You had mentioned a price of \$2M, what was this estimate based on? Based on what distance, a force main or a gravity pipe, included a second parallel redundancy pipe?
5. Regarding separate wastewater treatment facilities in both villages. To your knowledge, is there any regulatory reason that a separate wastewater facility could not be built in Hillsburgh to service those residents in an Erin & Hillsburgh servicing scenario?

6. Regarding number of households out of compliance to the 2012 Building Code. In the SSMP draft you have identified those properties that are too small to meet the current regulations (lot size for traditional septic including the leaching bed). Do you have the actual number of households that are affected for each of the villages?
7. Regarding time period to use urban capacity If Council wishes to service Erin's and Hillsburgh's combined population of 4500, is there a definitive/acceptable time period that Council can retain the unused capacity of the 4500. I assume after a certain period of time, council may decide (or be asked) to relinquish the unused capacity to developers.
8. Regarding treatment plant utilizing ground-source discharge To compliment a treatment plant utilizing surface-water discharge with a limitation of 6000, why has the SSMP not addressed the possibility of a treatment plant utilizing ground-source discharge?
9. Regarding river loading limiting factors The 6000 people quota is based on 0.1 mg/L Phosphorus loading. What is the complete updated (2014) effluent criteria? What would be the next limiting factor (N2, NO3, NH4, etc?). When will the ASC be made available to the public?
10. Regarding the Big Pipe: One of the Preferred Options tabled other than Status Quo and Municipal Servicing is the Big Pipe option. By Big Pipe, to be clear, do you mean a pipe that travels to a lake side treatment plant or a large pipe that travels to an adjacent community's treatment plant utilizing a river as a discharge point?

Could you advise us a time when we can expect responses to the above questions?

Thanks

Roy

Cc Shelley Ford Co chair TE Wastewater Solutions Working Group

**From:** Matt Pearson [mailto:mpearson@bmross.net]  
**Sent:** April 2, 2014 4:28 PM  
**To:** sales@pangaeasciences.com  
**Cc:** Kathryn Ironmonger; Sally Stull (Sally.Stull@erin.ca); Christine Furlong  
**Subject:** Answers to questions

Roy:

Answers to your questions listed below.

I also have your questions to Sally regarding OPA-81.

At the LC meeting next week we will discuss this in more detail with the group.

As I answer below in Questions 10, it is not a "Preferred Option" as you label it, nor is it "BMROSS's Big Pipe option".

It is something we have to look at as part of our review. We/I have no preferred alternative at this time, but we are required to sort through them and give the Town our advice on defining the SSMP.

It is the Town of Erin SSMP, not BMROSS's or Triton's. We have just been working on assisting the Town in their decision making process.

Matt

**From:** Pangaea Sciences Inc [mailto:sales@pangaeasciences.com]  
**Sent:** March 31, 2014 2:10 PM  
**To:** 'Matt Pearson'  
**Cc:** 'Dale Erb'; 'Lisa Courtney'; 'Dina Lundy'; kathryn.ironmonger@erin.ca; 'Shelley Foord'  
**Subject:** Question to BMROSS regarding Council Workshop meeting of March 20th, 2014

Dear Matt,

Last Monday, I had sent an email to Dale and Lisa with a number of questions, the answers of which I was told would be supplied by you. We have outlined a total of 10 questions that the TE working group would appreciate responses to:

1. **Regarding the SSMP link on the [Erin.ca](http://www.erin.ca/definingerin/), (<http://www.erin.ca/definingerin/>)** managed by BMROSS. This web site has not been updated for the following; "Community Input"; last updated July 2010. "What's new" last updated December, 2012. The Liaison Committee meeting notes are current and the March 20, 2014 presentation is now listed under " About the SSMP." Would it not be apropos to list

the Public Information Meeting proposed for July on this web site? *We will list the Public Information when we have a confirmed date.*

2. **The Transition Erin Working group's educational evening speaker's presentations** has yet to be posted on Erin's SSMP website, managed by BMRoss. I was informed this was requested by Erin's Clerk/CAO and by Council resolution. When would you expect to post the presentation (as per the attached). *We only recently confirmed that this was to be posted. It will have been posted on the "What's New" section of the website.*
3. **Regarding Water Deficits:** I thought I heard you say at the Council Workshop on March 20th there were three reasons that we have a water deficit, one was water storage capacity: that Erin's storage was close to capacity, and that Hillsburgh had no storage capacity. What were the other two issues surrounding a "water deficit"? *Until such time that council has provided direction on servicing scenarios to be considered, we cannot provide a definitive answer to this question. Preliminary system information, however, suggests that in the future, the Hillsburgh and Erin water systems will probably require additional source capacity (for supply purposes) and additional system storage capacity (for firefighting purposes). The extent of how much additional supply and storage capacity will depend on the future servicing scenarios reviewed.*
4. **Regarding the "Inter-village" pipe down the Cataract Trail.** You had mentioned a price of \$2M, what was this estimate based on? Based on what distance, a force main or a gravity pipe, included a second parallel redundancy pipe? *Although the method of conveyance is subject to a future Class EA, there was some discussion with council on what it might cost to provide a sewage connection between the two communities. It was suggested that an interconnection pipe may cost upwards of \$2M (pipe cost only). This probable cost is based on similar projects we have been involved in and assumes a conceptual level conventional collection pipe (probably upwards of 600mm in diameter). The probable cost is more likely closer to \$3M if you include contingencies (rock excavation, dewatering, etc.), engineering, and miscellaneous costs. The estimated pipe length is about 3700 metres. The size, type, conveyance method, etc. are all subject to future study. If the pipe from Hillsburgh to Erin Village is gravity there would be no need for a second line. If there was a break in the gravity line, the repair process would be to plug the upstream MH and use portable pumps to pump around the break to the nearest downstream manhole. This is the same process that contractors undertake when reconstructing existing sanitary sewers. If the pipe is a forcemain, there are several ways to prepare for a pipe break which could include twinning of the forcemain or bypass pumping either around a possible break or sewage haulage to an approved location.*

5. **Regarding separate wastewater treatment facilities in both villages.** To your knowledge, is there any regulatory reason that a separate wastewater facility could not be built in Hillsburgh to service those residents in an Erin & Hillsburgh servicing scenario? *A wastewater facility has to discharge somewhere. The assimilative capacity of the river system is not sufficient enough in the reach near/through Hillsburgh. Having two facilities would not be operationally efficient over the long term. The MOE and CVC have indicated that a discharge from a WWTP must be located below the Village of Erin because there is more assimilative capacity in this part of the river.*
6. **Regarding number of households out of compliance to the 2012 Building Code.** In the SSMP draft you have identified those properties that are too small to meet the current regulations (lot size for traditional septic including the leaching bed). Do you have the actual number of households that are affected for each of the villages? *A little over 50% of the lots in both villages.*
7. **Regarding time period to use urban capacity** If Council wishes to service Erin's and Hillsburgh's combined population of 4500, is there a definitive/acceptable time period that Council can retain the unused capacity of the 4500. I assume after a certain period of time, council may decide (or be asked) to relinquish the unused capacity to developers. *As I said the other night, I don't know if there are any specific rules on time frame. Implementation of the SSMP is a decision of Council which may not be made immediately and regulatory/approval agencies will also have a say in who can discharge to the West Credit River.*
8. **Regarding treatment plant utilizing ground-source discharge** To compliment a treatment plant utilizing surface-water discharge with a limitation of 6000, why has the SSMP not addressed the possibility of a treatment plant utilizing ground-source discharge? *The SSMP is being developed for the 25 year planning horizon of 6500 persons (County numbers). We have the AC limitation of a conservative 6000 people. We will be commenting, in the SSPM, on ground source discharge as an alternative to a surface discharge facility. This will be based on a review by the municipal hydrogeologist and the CVC. There are limitations to this alternative based on soils, recharge rates etc.. When these are better understood we may be able to comment on a complimentary facility and/or discharge.*

9. **Regarding river loading limiting factors** The 6000 people quota is based on 0.1 mg/L Phosphorus loading. What is the complete updated (2014) effluent criteria? What would be the next limiting factor (N2, NO3, NH4, etc?). When will the ASC be made available to the public? *At present the report is still in draft and is being updated to reflect comments from the CVC and MOE. We expect to have it updated within the next few weeks, at which time it will be submitted to the CVC and MOE for approval. The report will be made available to the Town following review by the approving agencies. Ultimately it will be included in the SSMP document for review by all. The provincial water quality objective (PWQO) for the West Credit and other Policy 1 rivers is 0.03 mg/L related to Phosphorus. In the case of Erin, to provide sewage treatment for 6,000 people and maintain a river phosphorus level below 0.03 mg/L in the river, the phosphorus treatment objective value for any plant discharge will be 0.10 mg/L with a not-to-exceed concentration of 0.15 mg/L. The MOE will set criteria for BOD, TSS, Ammonia, nitrate, E.Coli, pH and other parameters when they approve the effluent criteria for a potential municipal wastewater treatment plant.*
10. **Regarding the Big Pipe:** One of the Preferred Options tabled other than Status Quo and Municipal Servicing is the Big Pipe option. By Big Pipe, to be clear, do you mean a pipe that travels to a lake side treatment plant or a large pipe that travels to an adjacent community's treatment plant utilizing a river as a discharge point? *The "Big Pipe" is not listed as a Preferred Option. A "Big Pipe" option would be a pipe taking sewage from Erin to a community that has capacity they are willing to sell to the Town of Erin and will agree take it. Lake based facilities do not have to deal with AC issues because of the large dilution. River based systems have to deal with the AC issue.*

Could you advise us a time when we can expect responses to the above questions?

Thanks

Roy

Cc Shelley Ford Co chair TE Wastewater Solutions Working Group

***Matt Pearson, MCIP, RPP***

***B.M. Ross and Associates Limited***

***Engineers and Planners***

*62 North Street*

*Goderich, On*

*N7A 2T4*

**Ph: (519) 524-2641**

**Fax: (519)524-4403**

**Email: [mpearson@bmross.net](mailto:mpearson@bmross.net)**



**From:** [lou@silvercreekponds.com](mailto:lou@silvercreekponds.com)  
**Sent:** Friday, April 04, 2014 5:20 PM  
**To:** [Deborah Martin-Downs](#) ; [John Kinhead](#) ; [Matt Pearson](#) ; [Dale Murray](#)  
**Subject:** ASC of Credit river Erin

Hi all:

Yesterday I was in Orangeville, I drove past the STP, I pulled over and walked the board walk to see the size of the Credit where the Orangeville STP discharges into. I cannot say exactly and this is where I am asking for your assistance ...seems this part of the main Credit (Orangeville) is smaller or at best, the same size as the west credit river at the 10th line and CR52 in Erin. (Please compare flow rates for me).

I ask for this information as I would would want to better understand how can Orangeville can grow to a population of about 30,000.00 more or less – see census #'s for yourselves on an antiquated STP that has a had a history of spills into the Credit river whereas Erin's STP plant would be state of the art and now Erin has ACS of 6K total with a similar size or bigger river to feed into??? Kind of a head scratcher? please explain the differences accounting for this

I understand that Island lake reservoir may act as buffer to maintain more regular or constant flows (7Q20?), but maybe not in drought conditions. But I am having a hard time understanding this comparison between Orangeville and Erin as both towns located at the headwaters of the Credit river, one town is 30 K pop the other limited to 6 K pop? Mostly existing.

Also why the ASC study was not done at the beginning of this SSMP exercise before doing the rest of an SSMP at significant taxpayers cost? Taxpayers are asking why? Why agree to the addition of 300 acres which triggered this SSMP and why was this not accompanied by a preliminary ASC study? Or a planning justification study/ Or a municipal comprehensive review study prior to adding this land and what about the other land already in the urban boundary ? So I am finding it difficult to justify the objective to be accomplished especially in light of what has ensued lately?

Have to wonder about this, as it was at CVC's insistence, that the SSMP be required, just to find out at the end of the SSMP study that virtually no new growth will occur in Erin. I think this could be the case especially when one considers intensification requirements, building out the already approved lots and requirements for septage from the existing 6 K rural community .... very little left for new growth in this 6 K ASC allotment which is a max of 1500 new people (500 homes) – minus all other previously mentioned ... which contradicts the first principals for doing the SSMP study in the first place ... how to service this 300 acre land addition to the Village of Erin? and Erin Village and if that was the case then ....please advise how all this can be accounted for now? Spend 1 million dollars on various studies to allow for new growth and now .....plus a number of investors in the Town not very pleased when they realize

what this all means, nor will residents be when they realize this means the continuation of high property taxes water rates and eventually sewage rates.

Hope you can help me figure some of the answers out here as taxpayers are asking some pretty tough questions and I really do not have a lot of answers at present.

Lou

**From:** [lou@silvercreekponds.com](mailto:lou@silvercreekponds.com) [<mailto:lou@silvercreekponds.com>]

**Sent:** April 22, 2014 9:30 AM

**To:** Deborah Martin-Downs; John Kinkead; Matt Pearson; Dale Murray

**Subject:** Fw: ASC of Credit river Erin

**Importance:** High

Hi all:

Hope you all had a great Easter weekend.

It was over 2 weeks ago that I sent this email hoping for some insightful answers from the experts in this matter. I would really appreciate some answers soon.

The AC # is critical to the Town of Erin's future. Attached is a letter to the editor from a Mr. Dave Dorman – he seems to have encapsulated the salient points of the SSMP & AC quite well. There are other concerned resident letters.

So having spent approximately 1 million taxpayers dollars (Town & CVC) on the SSMP we have arrived at 3 BM Ross servicing scenarios - conclusions that the Town will consider in the final stages of the SSMP;

- 1) Status Quo - do nothing remain on septics
- 2 ) big pipe –long shot - so potentially 24,000 new residents or
- 3) the new Credit river AC of 6,000 with 4,500 existing residents in the 2 villages with potentially 1,500 new residents or 500 homes minus existing lots minus infilling @25% minus septage requirements for 6500 rural residents on septics probably means 200 new homes or less.

These 3 options do they really offer the Town or its residents great choices going forward? It does not seem so. if #3 is chosen, it likely means the existing residents will have to pay almost all the costs for an STP and servicing even if grants become available and what is that likelihood? The West Credit river is no environmental smoking gun and is in good shape. Furthermore, Erin would be competing against another municipalities for infrastructure funding dollars ..... other municipalities that are taking on growth and need help to do so ... there are some 200,000 new residents moving into the GTA every year ... that's the average for the past 20 years or so ...so there are growth pressures in the GTA.

If we were successful at funding, that still means a significant cost to existing residents which would not reduce ongoing expensive water & waste water systems to go along with high taxes that small towns close to the GTA currently face. There is limited if any growth after incurring all the servicing costs.

in 2013, when the AC # ranged between 6,500 and 13,500 with a median of 10,000, this provided a balanced approach of 50;50, about 4,500 existing (3100 Erin & 1400 Hillsburgh) and

5,500 new residents which would provide some new commercial opportunities and new needed jobs, so creating that live work and play community that is the vision of good planning. An AC of 6,000 just does not do this. Nor does it split the cost of an STP & servicing with new development. So we are where we started off from – a small bedroom community.

Wasn't the SSMP supposed to determine servicing to the 300 acres added to the Urban boundary of the village of Erin in 2004 OP and then the servicing of Erin village? Any choice will no doubt have some issues and controversy. Pearson advised at the Liaison committee that the AC # in 1995 from the Triton servicing study for the village of Erin was 4,000, why add the 300 acres to trigger the SSMP and why add do the SSMP if we have a low AC# already in 1995? Why do all this, spend all this time and money to re-discover that there is no growth opportunity? So why add 300 acres at 8 homes/acre in the first place when Erin village population was near 3,000 in 2004? So max there was only room for 1000 more people so max 300 new homes minus existing lots and infilling? 300 acres has resulted in a plan requesting some 1250 homes??

1 million of tax dollars was spent to advise the public of what exactly? The Town remains virtually the same – either on septics with no growth or move to STP & servicing, a costly option with virtually no growth ....so the 300 acres that were added for growth in Erin village – the cause for starting the SSMP at CVC's bequest – what happens to it? Or the other lands deemed FD in the OP ?

There are lots of questions coming our way ... I thought that I could discover how Orangeville grew to its current size on what appears to be a credit river of the same size as Erin's West Credit and that would enlighten me, Council and the taxpayers further.

I await you thoughtful individual replies

Thank you and regards

Lou Maieron

**B. M. ROSS AND ASSOCIATES LIMITED**

**Engineers and Planners**

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[www.bmross.net](http://www.bmross.net)

File No. 08128

May 23, 2014

Mayor Lou Maieron and Town of Erin Council  
Corporation of the Town of Erin  
5684 Trafalgar Rd.  
Hillsburgh, ON N0B 1Z0

**Re: Town of Erin SSMP -Response to email from Mayor Lou Maieron dated: April 4, 2014**

This letter provides a response to the April 4<sup>th</sup> email sent by Lou Maieron ([lou@silvercreekponds.com](mailto:lou@silvercreekponds.com)) to Deborah Martin-Downs (CVC), John Kinhead (CVC), Matt Pearson (BMROSS) and Dale Murray (Triton). A follow-up email, mostly containing personal comments was received on April 22<sup>nd</sup>. The emails are attached to this letter. The listed parties have been in contact with each other to define what is being asked and who is best suited to provide answers. The response to the email is as follows:

**1. Wastewater Servicing Comparison – Erin vs. Orangeville**

*Question: "Yesterday I was in Orangeville, I drove past the STP, I pulled over and walked the board walk to see the size of the Credit where the Orangeville STP discharges into. I cannot say exactly and this is where I am asking for your assistance ...seems this part of the main Credit (Orangeville) is smaller or at best, the same size as the west credit river at the 10th line and CR52 in Erin. (Please compare flow rates for me).*

*I ask for this information as I would want to better understand how can Orangeville can grow to a population of 30,000.00 more or less – see census #'s for yourselves on an antiquated STP that has a had a history of spills into the Credit river whereas Erin's STP plant would be state of the art and now Erin has ACS of 6K total with a similar size or bigger river to feed into??? Kind of a head scratcher? please explain the differences accounting for this."*

Answer: In contrast to the Town of Erin, the situation for Orangeville's evolving wastewater strategy is premised on an expansion of a long standing wastewater treatment plant (built in 1929).

The Town of Orangeville has recently undertaken an extensive servicing master planning study and Official Plan review (Places to Grow conformity) to ensure adequate water and wastewater servicing for future growth. The 2013 Town of Orangeville Official Plan states:

- Existing 1995 Certificate of Approval for Sewage Works is approved for 14, 400 m<sup>3</sup>/day sewage flow to service 30,000 people;
- The population is expected to increase to approximately 36,490 by the year 2031, provided that adequate sewage treatment capacity and water supply is available to accommodate additional growth.

The Ministry of Environment (MOE ) is in the process of finalizing the Environmental Compliance Approval for the upgrade and expansion of the Orangeville wastewater treatment plant (WWTP) to meet the 2031 population estimates. The Assimilative Capacity Study (ACS) completed as part of this EA, proposed a 21% increase in sewage flow (XCG, 2009). The MOE is requiring that the increase in wastewater flows be assimilated without any increase in treated wastewater loadings to the Credit River. This will be accomplished by decreasing the final effluent concentrations in combination with water conservation and ongoing mitigation of inflows to the sanitary collection system. The Town of Orangeville is also required to conduct an extensive and on-going instream monitoring program downstream of the WWTP outfall to ensure that the treated wastewater effluent does not impair the receiving environment.

Final decision making of further growth in the Headwaters area is defined by limits to water and wastewater servicing and will incorporate surrounding municipalities who have the shared responsibility of managing their water resources.

We have copied the Ministry of Environment on this letter as water /wastewater regulation and oversight are their jurisdictional responsibility.

## **2. Timing of SSMP and questions on any previous studies.**

*Question: " Also why the ASC study was not done at the beginning of this SSMP exercise before doing the rest of an SSMP at significant taxpayers cost? Taxpayers are asking why? Why agree to the addition of 300 acres which triggered this SSMP and why was this not accompanied by a preliminary ASC study? Or a planning justification study/ Or a municipal comprehensive review study prior to adding this land and what about the other land already in the urban boundary ? So I am finding it difficult to justify the objective to be accomplished especially in light of what has ensued lately?"*

Answer: The Town set out to do a Servicing and Settlement Master Plan for the two urban areas of the community. The SSMP is a far more encompassing study that concentrates on issues beyond the servicing of 300 acres. It was to address existing issues, community planning, the environmental situation, and was to look to the 25 year planning horizon in terms of deficiencies and needs identified through the process. The SSMP Study Team has been unable to ascertain the conditions that transpired to allow the inclusion of the 300 acres into the urban boundary without a preliminary ASC study or a planning justification study or a municipal comprehensive review study. The design of the SSMP came about later to satisfy the requirement of the Official Plan. The SSMP has identified issues with sanitary sewage servicing for the existing development and defined the provincial policies which dictate the need for communal servicing for new development. Part of the SSMP and EA process is an Assimilative Capacity Study (ACS) which defines the ability of the West Credit River to receive treated effluent.

**3. Difference in the Assimilative Capacity numbers, 2013 – 2014.**


*Question: “in 2013, when the AC # ranged between 6,500 and 13,500 with a median of 10,000, this provided a balanced approach of 50;50, about 4,500 existing (3100 Erin & 1400 Hillsburgh) and 5,500 new residents which would provide some new commercial opportunities and new needed jobs, so creating that live work and play community that is the vision of good planning. An AC of 6,000 just does not do this. Nor does it split the cost of an STP & servicing with new development. So we are where we started off from – a small bedroom community.”*


Answer: The ACS has arrived at a conservative population of 6000 persons. This is based on the historic and forecasted stream flows, historic water quality measurements, existing and forecasted water use, and Effluent Quality Criteria set by the MOE. This is the number derived from the calculations, not an arbitrary target. In 2013, when the initial draft ACS was undertaken a higher number of persons was identified. The analysis of the ACS numbers at that time was presented as a range because it still required review by the CVC and the MOE and negotiation of the methodology principles. That version of the ACS was never finalized as the CVC and MOE raised questions regarding the methodology of calculating the 7Q20 of the West Credit River downstream of Erin. CVC requested additional monitoring of the stream, downstream of the Village of Erin, to confirm the assumptions of stream flow in that reach of the river. CVC provided the technical support and analysis for development of the revised 7Q20. This information was reviewed and endorsed by MOE as the approval authority. A revised (and lower) 7Q20 stream flow was provided to BMROSS, based on the updated streamflow data, to use as the basis for the AC study. The methodology for the revision of the 7Q20 was also peer reviewed by the Town’s Hydrogeologist and is consistent with results available through groundwater modelling developed for the Source Protection Program.

4. **What 6000 persons provides.**

Question: *"Have to wonder about this, as it was at CVC's insistence, that the SSMP be required, just to find out at the end of the SSMP study that virtually no new growth will occur in Erin. I think this could be the case especially when one considers intensification requirements, building out the already approved lots and requirements for septage from the existing 6 K rural community .... very little left for new growth in this 6 K ASC allotment which is a max of 1500 new people (500 homes) – minus all other previously mentioned ..."*

Answer: The existing population of the two settled areas is about 4500 persons. This means there can be 1500 additional persons or about a third more than currently live in the villages. Whether these people live in new subdivisions or in new development that is infill, they still constitute additional persons and an addition to the current situation.

Per   
Matthew J. Pearson, MCIP, RPP  
B. M. Ross and Associates Limited

Per   
Deborah Martin-Downs  
Chief Administrative Officer  
Credit Valley Conservation

cc: Kathryn Ironmonger (CAO) Town of Erin, [Kathryn.Ironmonger@erin.ca](mailto:Kathryn.Ironmonger@erin.ca) (by email)  
Barb Slattery, MOE, [barbara.slattery@ontario.ca](mailto:barbara.slattery@ontario.ca) (by email)  
Craig Fowler, MOE, [craig.fowler@ontario.ca](mailto:craig.fowler@ontario.ca) (by email)  
Paul Odom, MOE, [paul.odom@ontario.ca](mailto:paul.odom@ontario.ca) (by email)  
Belinda Koblik, MOE, [belinda.koblik@ontario.ca](mailto:belinda.koblik@ontario.ca) (by email)  
Christine Furlong, P.Eng., Triton Engineering [cfurlong@tritoneng.on.ca](mailto:cfurlong@tritoneng.on.ca) (by email)

MP:mp

Enc.



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**From:** Matt Pearson [mpearson@bmross.net]  
**Sent:** June-02-14 2:02 PM  
**To:** Lisa Courtney (lcourtney@bmross.net)  
**Subject:** FW: URGENT MATTER!: Small Bore versus Gravity-fed collection and treatment costing scenarios

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**From:** Kathryn Ironmonger [<mailto:Kathryn.Ironmonger@erin.ca>]  
**Sent:** June 2, 2014 1:32 PM  
**To:** Christine Furlong; Matt Pearson; Stephen Garrod  
**Subject:** FW: URGENT MATTER!: Small Bore versus Gravity-fed collection and treatment costing scenarios

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**From:** Pangaea Sciences Inc [<mailto:sales@pangaeasciences.com>]  
**Sent:** June-02-14 1:29 PM  
**To:** Kathryn Ironmonger  
**Cc:** [Transition@andrewwelch.ca](mailto:Transition@andrewwelch.ca); 'Shelley Foord'; Lou Maieron; John Brennan; Josie Wintersinger; Deb Callaghan; Barb Tocher  
**Subject:** URGENT MATTER!: Small Bore versus Gravity-fed collection and treatment costing scenarios

Dear Kathryn,

As my contact person for issues surrounding the SSMP, I am obliged to contact you directly with the below concerns.

As I understand, the municipality has requested Clearford Industries Inc. to provide a cost estimate to service the municipality with the Clearford SBS (Small Bore Sewer). It was understood that this costing information along with a comparative cost estimate to service the municipality with a conventional gravity system would be provided by BM Ross. This data was then to be submitted to Watson and Associates as part of their financial assessment, scheduled to be submitted to the municipality on June 17.

It has come to my attention in a conversation this morning with Peter Rupcic from Clearford Industries (Small Bore Collection and Treatment) that he has actually offered at the beginning of May to develop a costing scenario for the Town of Erin, at no charge to the town or to BM Ross or Triton. Mr. Rupcic had initially requested from Triton (C. Furlong) the basic information; the same input data that BM Ross would use in costing out a collection and treatment scenario employing a traditional gravity fed collection and a traditional 3 step treatment plant.

In this way, both collection, treatment and long term operating costs for the respective methods could be compared side by side and submitted to Watson and Associates for their review and study.

I appears Clearford had requested information on May 8th to assist in developing the cost estimate. On May 13 Triton advised Clearford via voicemail that they could expect to receive the information by the end of that week (May 16) however, as I am told, on May 30<sup>th</sup>, C. Furlong advised Mr. Rupcic that the "Town's consultant for the project (BM Ross) is seeking additional direction regarding the Clearford's request for information".

With the scheduled June 17<sup>th</sup> meeting for “Watson’s Presentation of Development Study to Council” there is now very little time for Clearford to offer their services to reasonably meet this deadline. While they are perfectly willing to do so, there is a concern over the time available, given that we are now at June 2.

For Council’s benefit, Watson & Associates, needs to review and compare “apples to apples”: the BMRoss’ traditional gravity-fed collection and 3 stage Treatment to Clearford’s Small Bore Collection and 2 stage Treatment. Clearford has the ability to do the costing employing their system; as far as I know, BMRoss has yet to contact Clearford to either confirm costings of the small bore/treatment system or supply Clearford with the starting data necessary to complete their own costing.

With the existing resolution in place to include the small bore system as an alternative collection system to gravity-fed, please remember that the corresponding treatment facility with a small bore system is completely different than with a gravity-fed collection system, both on a financial basis ( less expensive) and a flow basis (increase in flow, increase in potential population).

- Could you confirm why there has been a delay of almost a month?
- Does the CAO need “to give direction” to BMRoss to supply the requested information
- Is there no longer an interest in Clearford’s participation in offering a conceptual costing scenario for Small Bore Collection & Treatment?
- Is the June 17<sup>th</sup> Watson and Associates presentation still a realistic date?
- Can the June 17<sup>th</sup> date be delayed to accommodate Clearford’s participation?

Please advise Transition Erin Wastewater Solutions WG as to how best to proceed from here to ensure that both collection/treatment systems are fairly compared.

Thank you.

Roy Val  
519.833.7306 Tel  
cc Transition Erin & Council





June 2, 2014

Project No. 1212

Town of Erin Municipal Office  
5684 Trafalgar Rd.  
Hillsburgh, Ontario  
N0B 1Z0

Sent via email only

Attention: Mayor Maieron and Members of Council

**Re: Settlement Servicing Master Plan Options  
Draft Plan of Subdivision 23T-95001  
Erin Heights Golf Course  
Part of Lot 19, Registrar's Compiled Plan 686 (Village of Erin) Town of Erin  
5525 8<sup>th</sup> Line and 17<sup>th</sup> Sideroad**

I have been retained by the owner of the Erin Heights Golf Course with respect to the proposed residential development for this property. The owner of this property, Jim Holmes, has been involved in the issue of municipal services for Erin since 1992.

In 1992, the first proposal for a Draft Plan of Subdivision to create 350 residential units was presented to Town Council. In 2001 a revised plan for 173 units was presented to Council. Over the years revised plans were submitted with various servicing options proposed. The owner was advised to wait for the pending outcome of a search for a sewage treatment servicing solution for the Village of Erin.

The Erin Heights Golf Course property is located within the Erin Urban Area as shown on Schedule A-2 of the Town of Erin Official Plan. The subject property is designated as "Residential" where future residential is proposed on the property. In addition, the subject property is located within the Built Boundary as identified by Places to Grow. The current use of the property is a golf course which means that agricultural land will not be required to be taken out of production in order for this property to be developed for residential. This is consistent with the Provincial Policy Statement 2014.

The owner of the Erin Heights Golf Course property intends to pursue the existing Draft Plan of Subdivision application at the appropriate time when a servicing solution for Erin becomes evident.

In December 1995 Triton Engineering Services Limited completed the "West Credit River Assimilative Capacity – Supplementary Report" on behalf of the Town of Erin. On page 13 of this report, it is indicated that the addition of a WPCP serving an expanded population in the Village of Erin will reduce the existing urban contribution of E.coli to the West Credit River from septic systems for every month of the year. In addition, with the construction of a WPCP for Erin the potential future impact of phosphorous plumes from faulty septic systems will be arrested. On page 14 the report states that, despite the increase in population in Erin, the nitrate nitrogen addition to the West Credit River would be reduced with the elimination of individual septic systems. This would reduce the overall loadings from the Village of Erin to the West Credit River.

Now that the Assimilative Capacity Study has been updated and has confirmed that approximately 500 additional homes can be accommodated, there are a number of decision points to be made by Council once various scenarios have been costed and evaluated.

Given the potential impacts to the West Credit River of the existing septic systems in the Erin Urban Area, as identified in 1995, a Sewage Treatment Plan that includes both the existing and future population of Erin for 6,000 residents appears to be a prudent option.

Please provide me with notice of any meetings related to this process. The owner of the Erin Heights Golf Course would like to ensure that adequate sewage treatment plant capacity is allocated to allow for the residential development of their property.

Yours truly,

A handwritten signature in blue ink, appearing to read 'A. Clos', is positioned above the printed name.

Astrid Clos, RPP, MCIP

cc: Jim Holmes, Erin Heights Golf Course  
Matt Pearson, B. M. ROSS and Associates Limited



Davies  
Howe  
Partners  
LLP

Lawyers

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99 Spadina Ave  
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F 416.977.8931  
davieshowe.com

Please refer to: **Kim Beckman**  
e-mail: kimb@davieshowe.com  
direct line: 416.263.4512  
File No. 702445

June 11, 2014

**By E-Mail Only to [garrod@garrodpickfield.ca](mailto:garrod@garrodpickfield.ca)**

Stephen Garrod  
Garrod Pickfield LLP  
9 Norwich Street West  
Guelph, Ontario  
N1H 2G8

Dear Mr. Garrod,

**Re: Solmar Development Corp.  
Town of Erin Servicing and Settlement Master Plan**

As you know, we are counsel to 4135199 Canada Inc., 2084937 Ontario Ltd., and Sebecca Enterprises Corp., part of Solmar Development Corp. ("Solmar"). We are writing further to our correspondence of July 30, 2013 and your response of August 16, 2013.

In our previous correspondence, nearly one year ago, we expressed our clients' concerns both with respect to the processing of their development applications and the completion of the Town's *Servicing and Settlement Master Plan* ("SSMP"). We understand that since that time, no further action or review has been taken with respect to our clients' applications. In addition, the completion of the SSMP which commenced in 2008 is falling further behind its original schedule for completion and the mounting public expense is considerable. Our clients remain greatly concerned about the excessive delay in completing the SSMP and the Town's failure to process their applications in a fair and timely manner.

Our clients are also concerned with the recent direction that has been given by Council regarding the SSMP. In its resolution of April 1, 2014, Council directed the SSMP consultant, B.M. Ross and Associates Ltd. ("BM Ross"), to set aside assimilative capacity for municipal wastewater services to service the existing populations of the Village of Erin and Hillsburgh.

BM Ross and the SSMP study team have determined through the Assimilative Capacity Study that the assimilative capacity of the West Credit River is limited to approximately 6,000 persons. Council's direction to reserve wastewater services for the existing populations in Erin and Hillsburgh accounts for the majority of this



Davies  
Howe  
Partners  
LLP

Page 2

capacity, approximately 4,500 people, leaving very little capacity to service new development in the Town.

Council's direction to reserve capacity for existing homes leads to a servicing strategy which severely limits growth and economic development in the Town, undermining the clear direction of Provincial policy and both the County's Official Plan and Town's Official Plan. Further, it promotes a strategy which is not financially viable and is contrary to the public interest.

From the *Growth Plan for the Greater Golden Horseshoe* ("Growth Plan") through to the County and Town Official Plans, there is clear direction that the construction of new municipal wastewater infrastructure is intended to serve growth and to be planned in a manner that achieves the Town's intensification and density targets. The servicing objectives in the Town's Official Plan are to ensure that development has access to a full range of municipal services and, where possible, to provide municipal services to those areas where servicing problems have been identified.

The Erin Urban Area is expected to accommodate the majority of the Town's projected growth and lands have been designated for future development to achieve that purpose. In accordance with Provincial, County and the Town's own policies, the limited assimilative capacity that is available should be directed to these identified development lands so that the Town can achieve its growth targets in an efficient and practical manner. There is no basis in any of the applicable planning documents to suggest that servicing of existing homes should be achieved at the expense of growth, particularly when there has been no demonstration of existing servicing problems or a need to service these homes. Directing the majority of the available capacity to existing homes at the expense of future development simply does not represent good planning.

With respect to the financial impact of new and expanded services, the *Growth Plan* directs that municipalities are to recover the full costs of municipal servicing infrastructure through revenue. The Town's Official Plan emphasizes the need to plan for new or expanded infrastructure in a manner that is rational, cost efficient, and which minimizes the tax burden on existing residents.

If the Town short circuits opportunities for greenfield development in the Town, the substantial costs of any new infrastructure required to provide municipal wastewater services to existing homes would rest squarely on the municipality and the existing taxpayers.





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LLP

Page 3

Council's recent direction runs contrary to the original purpose of the SSMP. In the Town's Official Plan, which was adopted in 2003 and approved with modifications by the County in 2004, the Erin Urban Area was expanded in order to accommodate the Town's projected growth. The lands owned by our clients were included in this expansion. Special Policy 3.6.6, which added the requirement for the SSMP, was added to the Town's Official Plan through the County's modifications as a direct response to concerns raised by the Credit Valley Conservation Authority that future development in the Erin Urban Area be supported by a comprehensive servicing plan. The County Official Plan was also amended to include Special Policy 11.2.7 relating to the SSMP.

The SSMP Special Policy was approved as a response to and in order to support future growth, specifically with respect to the expansion of the Erin Urban Area. While policy 3.6.6 in the Town's Official Plan was subsequently amended by Official Plan Amendment #6 to refer to the "Urban Areas" generally instead of solely the Village of Erin, the County's Plan was not similarly amended. Further, the amendments introduced through OPA#6 were not intended to change the direction or effect the outcome of the SSMP, as is indicated in the OPA#6 Preamble.

It is therefore very clear that the intent and purpose of the SSMP was to develop a comprehensive servicing plan which would inform and support future development in the Erin Urban Area, including our clients' lands. Council's recent direction to reserve the majority of the available servicing capacity for existing homes and to study the allocation of the remaining capacity to both of the Erin and Hillsburgh Urban Areas is completely out of line with the underlying purpose of the SSMP.

An SSMP which focuses on the provision of costly new infrastructure to existing areas, supported by only minimal opportunities for development is not practical. Encouraging greenfield development in the Village of Erin is the only realistic and financially feasible means to realize the construction of new municipal infrastructure in the Town.

The Solmar applications present a promising opportunity for the Town in terms of employment growth and much needed jobs, a range of housing options, recreation and green space opportunities, and most importantly for the feasibility of any municipal wastewater system in the Town, very substantial hard and soft infrastructure investment.



Davies  
Howe  
Partners  
LLP

Page 4

We respectfully request that you bring our clients' concerns to the attention of Town Council at the earliest opportunity. It would be a waste of public time, effort and resources for the Town and the SSMP study team to proceed with the SSMP under a direction which does not conform with Provincial, County, and Town policies, will not lead to a practical or viable servicing strategy for the Town and is not in the public interest.

Sincerely,  
**DAVIES HOWE PARTNERS LLP**

A handwritten signature in blue ink, appearing to read 'K. Beckman', followed by a long horizontal line extending to the right.

Kimberly L. Beckman

KLB:MEM

copy: Client



## **The Town Erin SSMP Town Council/Staff Meeting - May 4, 2009**

### **SWOT Exercise – Strengths, Weaknesses, Opportunities, Threats to the Town of Erin**

#### **Group 1**

##### Strengths:

- Rural/urban mix
- Credit River→ more potential
- Location→close to city (1 hour)  
→commuter ability (weakness?)
- Land base→room to grow (weakness?)
- Natural resources→water, aggregate
- Wealthy (\$)→good base
- Know neighbours→community
- Recreational opportunities→sports
- Healthy volunteerism

##### Weaknesses:

- Lack of employment opportunities
- Lack of affordable housing
- No sewage treatment
- Twin services→pre-amalgamation 1998
- Small population→large land area
- Varied topology→AG services
- Location→Taxes (city share) high due to assessment from GTA
- High demand for services→compare to Mississauga...
- Commuters pulled away from community
- Low population→low ability to pay
- Lack of local health care
- Transportation
- No cell phone signals

##### Opportunities:

- Credit River→promote
- SSMP to direct direction of community→needs to be credible and defensible
- Industrial and housing options (mix)
- Intellectual capital
- Home business opportunities
- Broadband service
- Contrast to Brampton→more built up...Erin looks like a better alternative
- 30-35% industrial→healthy mix with growth
- Tourist destination

#### Threats:

- Province→greenbelt
  - red tape- exp to comply
  - bulk of tax dollar
- Ability to pay for current services
- Future growth→high expectations for services
- Soft services→fire department, schools, health care
- Carbon tax→car necessity
- Limited power to direct by low tier
- GTA west corridor→pollution, split area, take away tourists
- Aggregate expansion→road and environmental impacts
- More commuters could draw away business
- Loss of community security with an increase in population
- Future growth lowers the sense of community

#### Group 2

##### Strengths:

- Community spirit
- Healthy rivalry
- Location→allows people to work outside of the town
  - provides higher order function with advantage of quality of life of rural community
  - 20 minutes from Georgetown, Guelph, and Orangeville
- Know your neighbours
- Facilities (Centre 2000, recreation, libraries, arts and culture, pathways)
- Education
- Vibrant downtowns
- Service industry→fire and roads
- Low crime rate
- Sub soil→gravel and water

##### Weaknesses:

- Lack of local jobs (quality)
- Communication→decentralized community
  - hard to disseminate information
- Influence from GTA because we are situated on the boundary of the GTA
- Lack of \$
- Poor EMS service delivery (time)
- Septage removal
- Planning controls→legislative changes?
- Have to report to county and province
- Shopping
- No transit or taxis
- Range and mix of housing
- Aging infrastructure

- Topography presents challenge
- Access to broadband
- Reliance on auto and external communities

#### Opportunities

- To live a good healthy lifestyle
- Expansion of agri-industry, agri-tourism, and organic
- Build on community cohesion after amalgamation → centralizing social facilities
- Combining resources
- Still have development options/opportunity
- Have ability to respond to growth
- Masters of our destiny
- Ability to make positive change on environment through SSMP
- Expansion of commercial/industrial base
- Expand housing opportunity

#### Threats:

- Fear of the unknown
- Loss of control → government mandates
- Aggressive development
- Stretching soft services → impact
- Cost to paying for growth/services
- Losing what we have
- Unstructured growth
- Lack of development interest

### **Group 3**

#### Strengths:

- May be developers to work with
- Social cohesion
- Finite development areas → settlement areas are defined
- SSMP is needed → to answer questions and create a plan
- Healthy natural environment to start with
- Active community → lots of things to do
- Close to GTA
- Mature community → that has not changed much...simplifies things
- Connected community
- Environmental resources
- Attractive tourist destination
- Main street business community is very vibrant

#### Weaknesses:

- Losing residents because they can't afford taxes
- Employment is out of town
- Local jobs don't pay enough for people to live here
- Have to deal with CVC→Erin is subject to regulations that are meant for Mississauga/Brampton
- Lack of affordable housing
- Narrow band of commercial activity
- Slow growth limits progress
- Economies of scale→small population vs. big project
- Rural service level ex. Roads
- Erin Main Street is very congested→restricted...just one route
- Don't utilize the beauty of the rivers (not all owned by town)
- Hillsburgh is constrained in a commercial point of view
- Negative perception of SSMT by residents
- Consistent tax increase over 13 years (13.5% annually)

#### Opportunities:

- Option to work with developers
- Create a long-term feasible plan→financial, efficiency
- Opportunity to maintain downtown core
- To implement sustainable development
- To get input from the public
- Create a plan with public ownership
- Expand range of residential housing options
- To create a well-rounded community→jobs, recreation, etc
- Tourism→improve downtown core with sewers
- New technologies→giving opportunities to effect the community
  - high speed internet: people work from home, less commuting
  - strengthens the economy
- Affluent, educated, middle-aged population base

#### Threats:

- Lack of public involvement
- Growth spurt may change the community dynamic
- Impact on perceived value of homes
- Older population not as open to change
- Environmental→contamination of the Credit River
- Technology will fix things/the problem
- No alternative transportation routes through Erin/Hillsburgh→increased traffic with population growth
- Truck traffic→super highway (GTA West corridor)
- Revamping of greenbelt
- Mobile population that may leave if the plan doesn't work
- Provincial changes in policy→Regulation requirements

## **Erin SSMP Public Community Meeting- May 4, 2009**

The attendees were divided up into three equal groups, and were asked the following six questions regarding their thoughts, ideas, and concerns with the Town of Erin:

### **Group 1**

*1) What is the community's greatest asset?*

- Credit River
- The people: knowing residents
- Good tasting drinking water
- Small town atmosphere
- Topography
- Rural flavour
- Wildlife
- High taxation (assessment)
- Commuting to multiple large centers
- Centre 2000
- Great high school
- Shopping
- Proposed SSMP
- Trails
- Urban trails→to be developed
- Rural-linkage trails
- Historic buildings
- French immersion
- History of town
- Name of town
- Heritage sites→natural and historic
- Good design style→housing
- Access to sports
- Large volunteer base
- Erin fall fair→prelude to Royal
- Rodeo
- Agriculture base
- Conservation authority
- Erin radio
- Tree base
- Clean air
- Fishing opportunities→wild trout
- Amphibian population
- Children friendly
- Talented students→artistic
- Dedicated mentors to children
- Intellectual capital

- Good community spirit
- Ed Stewart's equipment
- Dairy and bakery
- Green community

2) *One reason you like to live here?*

- Access to amenities
- Small town atmosphere
- Away from hustle and bustle of city → noise, pollution
- Low density housing
- Friendly
- Birds
- Space and privacy
- Quiet
- Country smell
- Oasis
- CAN live here
- Hear the rooster

3) *What do you like least about Erin?*

- No public sewer system
- Main Street traffic
- Growth that has happened in the last 30 years
- Lack of public parkland
- No public transportation
- Inaccessible water resources
- Erin-Hillsburgh rivalry
- No opportunities for young adults
- Expensive for young adults and seniors
- Lack of affordable housing
- Lack of job opportunities
- Lack of industrial/commercial tax base
- Too many gravel pits below water table
- Too much water taking
- Lack of senior housing
- No curling club
- No public swimming pool
- Lack doctors → no building for health team
- Intolerance of diversity
- Limited adult recreation activities
- No night life

4) *Is there a place here for your children when they grow up?*

- No
- Maybe, depending on desire
- Have to leave for education and don't come back
- No place to live→affordable housing
- No community service opportunities

5) *What would make you leave Erin?*

- Win lottery
- Death
- No place to work
- Business opportunities elsewhere
- Taxation
- Need long-term care
- Housing like Brampton
- Realize equity in property
- If USA takes over Canada
- GTA West through property
- Have to go to the city for things to do
- Move closer to children
- Boredom
- Development→industrial/residential

6) *What would make Erin a better place to live in?*

- Public sewer system
- Emphasize recreational industry
- Control downtown traffic
- Countryside more accessible
- Better roads
- Affordable and senior housing
- More parkland and safe bike paths
- Parking
- Family health team building
- Housing design with small town feel
- McDonalds
- Swimming pool
- Public washroom on Main Street
- Urban walking trails finished and enhanced
- More integration of residential/commercial/light industrial
- Lower user fees for community groups
- Eliminate development
- Buy-up available property and demolish residences

- Lower taxes/more industrial to allow for lower taxes
- Support for local businesses→chamber of commerce
- Public transit links outside Erin
- Enhance heritage parkland
- Dams and fish barriers
- Clean-up behind Main Street stores
- Boardwalk on river
- An advocating advocate
- New subdivision development having at least two trees per lot
- Developer responsibility
- Truck bypass

## **Group 2**

*1) What is the community's greatest asset?*

- Great downtown→unique, pleasant old style, nice feeling
- Excellent recreation opportunities→golf course, rail trail, Centre 2000
- Location convenient to countryside
- Clean air
- Clean water
- Central location
- Access to GO Train
- Equestrian
- Safe
- Good services
- Walkable
- Culture
- Quality of life

*2) One reason you like to live here?*

- It's comfortable
- Clean living, accessibility
- Location→best of both worlds
- Quality of life
- Small town feeling
- Sense of community
- Surrounded by nature
- Heritage
- Unique village



3) *What do you like least about Erin?*

- Taxes are expensive
- Low industrial/commercial base→don't want it to mushroom, but would prefer light manufacturing
- Most of Erin down-wind from industrial land
- Main Street is main truck route
- Lack of pedestrian crossings
- Area behind high school used for dirt bikes
- High-density housing
- Gravel pits

4) *Is there a place here for your children when they grow up?*

- No
- Costs of homes are out of reach
- Taxes are out of reach

5) *What would make you leave Erin?*

- Increasing taxes
- Burden of sewage treatment plant costs
- Disruption of construction
- Loss of water due to aggregate
- Lack of EMS
- Not having a plan for the future

6) *What would make Erin a better place to live in?*

- Skateboard Park
- Improve trail network
- More health care opportunities in town→Medical Centre
- Lower taxes
- By-pass for trucks
- Pedestrian friendly downtown
- Green up the downtown
- Downtown parking

### Group 3

*1) What is the community's greatest asset?*

- Students/young people/schools→should be engaged
- Natural open spaces/Credit River→outdoor activities
- Safe→low crime rate
- Small town character/charm→tight knit community
- Community looks after each other and gives support
- Small community is key
- Proximity to bigger communities
- Historic downtown
- Recreation facilities are good
- Lots of space/low density
- Engaged churches
- Low taxes
- Hands-on government

*2) One reason you like to live here?*

- Quiet
- It is close to the GTA but is still a small town
- No light pollution
- Stores and shops
- Clean air and water/environment
- Less traffic
- School system is small, and has the same kids from start to finish
- It's exciting in a small town way
- Natural resources, rivers, trails
- Diverse/complete community
- Like the snow
- Advocate→small town newspaper
- People stop to see the nature

*3) Is there a place here for your children when they grow up?*

- No job opportunities
- Expensive to start out
- Nothing to do/no activities
- Lack of transportation
- The natural environment is valued and will bring kids back
- Familiarity/family

4) *What would make you leave Erin?*

- Disrespectful neighbours
- Incompatible uses
- Development that does not respect the town's assets
- Poor quality of air and water at unsafe levels
- Commercial polluters
- Unclean industrial
- High density
- Significant changes to what we have
- Disruption of construction and cost
- Wind turbines → economically don't work
- If the community became too busy

5) *What would make Erin a better place to live in?*

- Truck bypass
- Improve trail/bike system → something connecting landfill
- Recoup money from Winston Churchill
- Improvements in services
- Clean up Stanley Park
- Improve Langdon School
- Improve shopping area
- Boardwalk along the Credit River
- Doctors and a medical centre
- Better housing mix
- Clean industry
- More local employment
- More kids programs/activities
- High speed Internet

### **Erin SSMP BIA Meeting – October 13, 2009**

Attendees were asked the following questions regarding their thoughts, ideas and concerns with the Town of Erin:

*1. What is the community's greatest asset?*

- Small
- Self sufficient
- History
- People
- Very low crime rate
- Sense of community
- Heritage
- Locals support local business

*2. What are the reasons you like living/working/doing business here?*

- It's not Bramalea
- Right value set
- Small here, but have access to larger centres
- Access to tourists

*3. What do you like least about living/working/doing business here?*

- Lack of sewage treatment
- Lack of public washrooms
- Lack of crosswalks (Main Street)
- Truck traffic
- Lack of cellphone coverage
- Lack of highspeed internet
- Long response time for EMS

*4. What would make Erin a better place?*

- Skateboard park
- Swimming pool
- More doctors
- More industry to increase the tax base

5. *What would make you leave Erin?*

- If it turned into Brampton, got too big
- Acres of townhouses or high-rises

**Erin SMMP – Workshop with Realtors from the Brampton Real Estate Board,**  
**October 13, 2009**

Attendees were split into 4 groups and asked the following six questions regarding their thoughts, ideas and concerns with the Town of Erin

**Group 1**

1. *What is the community's greatest asset?*

- Mayor
- Location – proximity to major urban centres
- Not an urban centre – small town charm
- Availability of walking trails
- Water
- Golf/outdoor recreation
- Arenas (2) for sports
- Pretty landscape
- Pretty and vibrant downtown

2. *One reason you like to live here?*

- Bedroom community/commutable
- Better quality of life
- Safe haven
- Sense of community

3. *What do you like least about Erin?*

- Commuting/Convolutd
- High taxes
- Lack of pool
- Septic systems
- Lack of youth recreation - skate park, bowling
- Lack of Tim Hortons
- Lack of employment
- Poor cellphone coverage
- Poor internet

4. *Is there a place here for your children when they grow up?*

- Yes – it's safe
- Drawn back to sense of community

5. *What would make you leave Erin?*

- Too much development
- If taxes continue to increase
- Lack of senior facilities (including caring facilities)
- Medical clinic and ambulance service

6. *What would make Erin a better place to live in?*

- Better highways and roads (divided opinion)

### **Group 2**

1. *What is the community's greatest asset?*

- Small
- Country
- Bike Paths
- Natural Beauty
- Two golf courses
- Main Street – tourists, charming, great pull
- Good schools
- Seems nice
- Nice atmosphere
- Feels safe
- Size of community centre, services
- Fish market
- Ice cream

2. *One reason you like to live here?*

- Walkable
- Buy house and have land and space
- Natural beauty
- Need more land for a septic
- No smog
- Unique homes
- Safe
- Clean
- People leaving Brampton and moving north
- Close to larger urban centres for shopping
- If you work here you don't have to travel
- Schools
- Safer perception
- Feeling of slower pace
- No big box stores (people moving here to get away from that)

3. *What do you like least about Erin?*

- No starter homes
- Teenagers don't have enough to do (if don't have a car, no public transportation, no taxis)
- Traffic congestion on Main Street
- Heavy truck traffic on Main Street
- Cottagers travel through
- Lack of industry and associated jobs
- High taxes
- No services for seniors – housing, clinics, hospitals, transportation
- Poor cellphone service
- Best view of properties look over river – redesign, have backyard patios

4. *Is there a place here for your children when they grow up?*

- Yes, until they are 15
- Can't afford to come back once they go away to school
- Good schools

5. *What would make you leave Erin?*

- Nothing
- If it gets too big (Georgetown)
- Big box stores
- Big subdivisions of new houses
- Low income townhouses

6. *What would make Erin a better place to live in?*

- Senior housing without too many rules (ie grandchildren)
- Entertainment/activities for seniors (theatre, cinema)
- Keep our seniors – don't have to leave friends
- Spa community
- Splash pad
- Indoor pool/whirlpool
- Increased cell coverage
- Bingo/poker/spas
- Transportation to urban areas (shops, medical centres)
- Younger people with families like big box (Tim Hortons, Home Depot)
- Bypass trucks from Main Street
- Controlled growth
- Starter housing
- Increased jobs
- Gym



- Indoor walking track
- Focus on attracting seniors who have the money to buy
- Detached condos/bungalows
- Senior housing with golf course
- Small low rise for seniors on edge of Main St.
- Fiber-optics
- Cell tower on water tower
- Google Street view (done)
- Hospital/Walk-in clinic
- Look at examples from other small places – Collingwood, Stratford, Niagara-on-the-Lake.

### **Group 3**

#### *1. What is the community's greatest asset?*

- Small town environment
- Proximity to larger centres
- Schools
- Natural environment
- Self-sufficient shopping
- Good transportation links
- Town workers responsive
- Erin Fall Fair
- Room for expansion
- Recreation capacity
- Big back yards
- Good water

#### *2. One reason you like to live here?*

- Centre of the universe
- Friendly people
- Good neighbours
- Close-knit community
- Quality schools
- Cultural activities
- Senior services
- Social support network
- Strong agricultural roots
- Commutable

#### *3. What do you like least about Erin?*

- Not affordable
- High taxes

- Septic systems on Main Street
- Truck traffic on Main Street
- Bedroom community
- Lack of industrial/commercial business
- Lack of medical services
- Industry on strike
- Recycling/garbage pickup and dump
- High cost of commuting

4. *Is there a place here for your children when they grow up?*

- No jobs
- No low cost housing
- High taxes
- Lack of first time homes
- Lack of public transportation

5. *What would make you leave Erin?*

- Lack of work
- Mayor
- Affordability
- If it gets too big
- Not enough waterfront
- Too far for commuting
- Not able to downsize housing
- Lack of highspeed internet
- Climate – icy roads
- Lack of public nursing homes
- Lack of medical practitioners

6. *What would make Erin a better place to live in?*

- All of the above
- Develop waterways
- Develop trail system
- High speed internet
- Improve cellphone coverage
- Put used car lots to 17 Sideroad
- Develop rental/condominium opportunities
- Apartments above stores
- Architectural guidelines
- Severance controls and opportunities – larger 5 acres
- Update official plans
- Farmers market

## **Group 4**

1. *What is the community's greatest asset?*

- Safety
- Small
- Walkable
- Friendly
- Attractive, natural beauty
- Rural flavor
- Near larger city centres
- Shopping
- French emersion
- Golf courses
- Hiking trails

2. *One reason you like to live here?*

- Fall Fair
- Sense of community
- Larger properties
- Near Georgetown
- Schools
- Arenas
- Quaint
- Movie Nights
- Attractive mix of properties
- Slower, relaxed pace
- Community theatre
- Irish dancing
- Nice restaurants

3. *What do you like least about Erin?*

- High taxes
- Lack of shopping
- No homes for first time buyers (townhouses etc)
- No lots for bungalows
- No condos
- No empty-nester homes
- Single lane roads in and out of town
- Lack of entertainment for teens and young adults
- Poor signage
- No Catholic highschool
- Lack of jobs for teens and young adults

- Grocery store is expensive , no competition

4. *Is there a place here for your children when they grow up?*

- Wholesome
- Small town
- Parks
- Recreation centre
- Lots of sports
- Good schools/teachers
- Nothing for people to do – looking for more services/entertainment
- Want the amenities

5. *What would make you leave Erin?*

- Schools
- Tired of outside maintenance
- Lack of suitable sized housing (starting out, downsizing)
- Community too small for some
- Lack of senior housing
- Cost of commuting
- Lack of highspeed internet
- High taxes
- No choice for housing
- No nursing homes, need to be near larger hospital
- No public transit
- Find jobs
- Go shopping

6. *What would make Erin a better place to live in?*

- Build smaller homes
- Expanded industrial base – bring jobs and lower taxes
- Another gas station
- Retirement homes
- Sewer service
- Encouraging more tourism – bring people to shops
- More doctors



# TOWN OF ERIN

## Servicing and Settlement Master Plan (SSMP)

Your presence is requested at the inaugural meeting  
of the Liaison Committee for the SSMP

**When:** 6:00pm Wednesday April 8, 2009

**Where:** Town of Erin Municipal Office  
5689 Trafalgar Rd. (WCR #24)  
RR#2 Hillsburgh, ON



**Please RSVP  
by April 1, 2009**

- Light supper is provided
- Meeting is expected to last 3 hours
- Bring your ideas and enthusiasm

Matt Pearson (Project Manager)  
BMROSS & Associates  
1-888-524-2641 (Toll Free)  
[mpearson@bmross.net](mailto:mpearson@bmross.net)

Your Participation in this study is greatly appreciated!

**B. M. ROSS AND ASSOCIATES LIMITED**  
Consulting Engineers  
62 North Street, Goderich, ON N7A 2T4  
p. (519) 524-2641 • f. (519) 524-4403  
[www.bmross.net](http://www.bmross.net)

File No. 08128

**Town of Erin**  
**Servicing and Settlement Master Plan**

**Liaison Committee**  
**Meeting No. 1**  
**Meeting Notes**

Date: April 8, 2009

Place: Town of Erin Office

Present:	Rod Finnie	)	Erin Mayor
	John Brennan	)	Erin Councillor
	Ken Chapman	)	Erin Councillor
	Josie Wintersinger	)	Erin Councillor
	Lisa Hass	)	Erin Town Manager
	Sally Stull	)	Erin Planner
	Jamie Cheyne	)	Heritage Committee
	Jo Fillery	)	Economic Development Committee
	Shelley Foord	)	BIA
	Maurizio Rogato	)	SOLMAR Development Corp.
	Bob Gardner	)	Members of the public
	Deanna MacKay	)	
	Bonnie Peavoy	)	
	John Sutherland	)	
	Chris Zuppan	)	
	Dale Murray	)	Triton Engineering Services
	Jay McGuffin	)	Monteith Brown Planning Consultants (MBPC)
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Steve Burns	)	
	Rick Steele	)	
Regrets:	Glenyis Betts	)	East Wellington Community Services

## **1.0 Introductions and Exercise**

The meeting began with Matt welcoming everyone and thanking them for attending. The Servicing and Settlement Master Plan (SSMP) was introduced and that it is a very prescriptive Terms of Reference. Using the three handouts ; a) liaison committee role from Terms of Reference b) goal of the SSMP from pages 6-7 of Terms of Reference c) organizational chart from BMROSS proposal), the project was defined and the study team introduced.

Each member was to partner up with a person they did not know and take turns interviewing each other, why they are interested in the SSMP and who they represent on the committee. After the interview, each person introduced their partner

Matt referred to the project task chart prepared for the Terms of Reference and discussed that Phase I is a problem and opportunity statement development. This will be accomplished using a background and issues report, a SWOT (strengths, weakness, opportunity and threats) analysis along with a public process.

The CVC is building a tremendous amount of information for the background that will be used to develop constraint mapping in a GIS.

Matt referred to the project task chart prepared for the Terms of Reference and discussed that Phase I is a problem and opportunity statement development. This will be accomplished using a

## **2.0 Committee Roles**

Matt outlined Liaison Committee's role based on the Terms of Reference description. Asked if the right people are at the table to play this role and achieve community vision. No response at the meeting, but everyone is to consider this. Still a vacant seat for an Environment Committee representative and the Town will provide a contact to BMROSS.

All members of the committee were asked to implement this role by championing the process, communicating back to their organization and soliciting other opinions, and finally to attend any public forums, listen and encourage participation.

The role of the Core Management Committee was described as adding rules, technical expertise and policies to the process.

## **3.0 Process**

background and issues report, a SWOT (strengths, weakness, opportunity and threats) analysis along with a public process.

The CVC is building a tremendous amount of information for the background that will be used to develop constraint mapping in a GIS.

A Community Workshop is planned for May 4, 2009 at Centre 2000. This project needs to be built from the bottom up and this is a first step. The Liaison Committee will receive an invite as well as ads in local papers the week of April 20<sup>th</sup> and 27<sup>th</sup>.

The results of the Community Workshop will be brought back to the next Liaison Committee meeting on June 9<sup>th</sup>

Matt discussed that this is a long process and it is his role to keep everyone engaged. By the end of the year, a problem definition and solution statement defined.

#### **4.0 Communications**

The group was asked how they want to be communicated with. E-mail was fine but John Sutherland and Deanna asked to be phoned.

How should the public be communicated with? Matt mentioned that the Town of Erin was going to put information on their website and asked what people would like to see. The only comment was to have a place to download information versus providing a large book of material. **It was left as homework for the Committee to bring back to the next meeting.**

The idea of a newsletter was presented and an example of what Cheltenham used was presented.

The first workshop was discussed and it was mentioned to prepare for 200 attendees. It was also mentioned that the meeting should start with a Planning 101 session, to set the boundaries for the discussion.

The name of the project was brought up as a barrier to people participating and it was given as homework for the committee to be brought back to the next meeting. The issue that there is not one newspaper or radio station that covers the entire area was mentioned.

To make the materials of the project relevant to the Town of Erin, **the group was asked to take pictures of the area and things that interest them.**

**Dale Murray** agreed to get a copy of the task process chart to the committee.

It was brought up that the package sent to Bob Gardner was a good background that other members may find useful. He had been provided portions of the BMROSS proposal.

Mayor Finnie mentioned an open house on April 20<sup>th</sup> at the Town Office from 6:30-8:30 about Greenbelt, planning policies and Places to Grow. This may be good background for the Liaison Committee to understand planning constraints.



## **5.0 Future Activities**

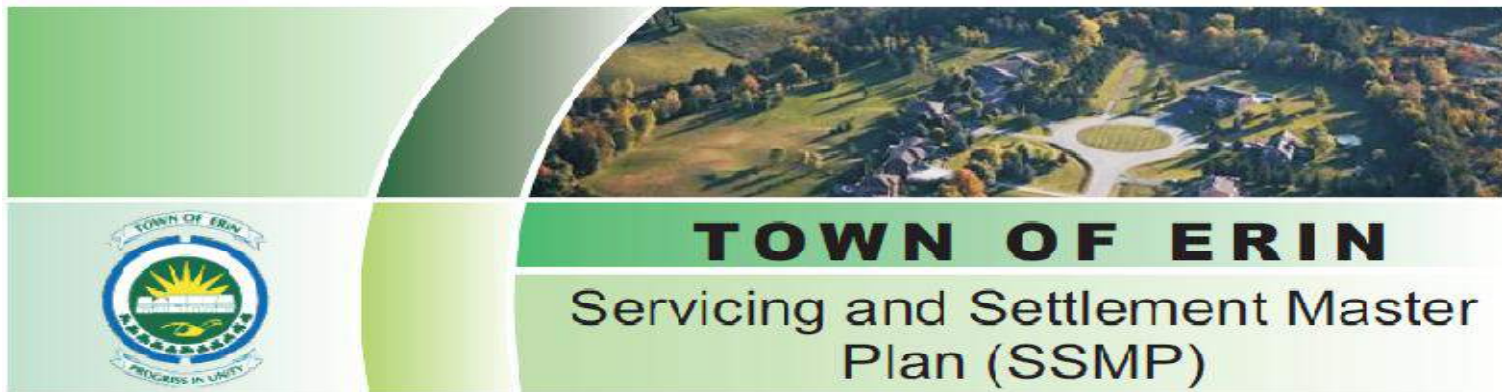
- a) **May 4, 2009**, 7:00 pm, Community Workshop Centre 2000
- b) **June 9, 2009**, 6:30 pm, Liaison Committee Meeting, Erin Municipal offices

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:  
B. M. ROSS AND ASSOCIATES LIMITED

Rick Steele

Distribution: Liaison Committee (including handouts to those not in attendance)



## **Notice of Liaison Committee Meeting No.2**

**When:** 7:00 to 9:00 pm  
Tuesday June 9<sup>th</sup>, 2009

**Where:** Town of Erin Municipal Office  
5689 Trafalgar Rd. (WCR #24)  
RR#2 Hillsburgh, ON

### **Agenda Items:**

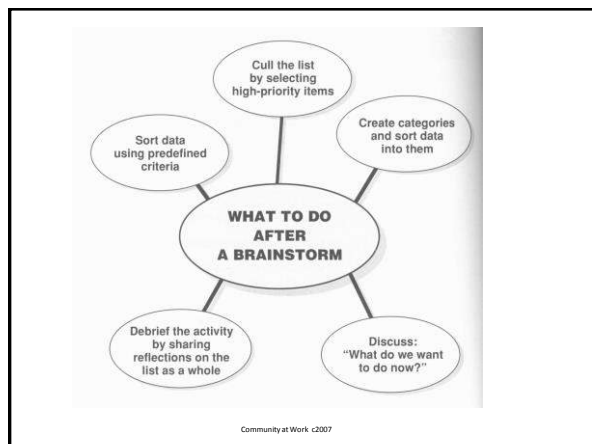
- Debrief from Community Form and Function Workshop
- Planning 101
- Consultation Methodology
- Pictures
- Name that Study

### **Did you do your homework??**

- Bring some pictures
- Branding the study. is SSMP enough?
- What would you like to see on a website, in a newsletter?

---

**RSVP:** Matt Pearson (Project Manager)  
BMROSS & Associates  
1-888-524-2641 (Toll Free)  
mpearson@bmross.net



### What is the community's greatest asset?

GROUP 1	GROUP 2	GROUP 3
<ul style="list-style-type: none"> <li>-Credit River</li> <li>-The people, knowing residents</li> <li>-Good tasting drinking water</li> <li>-Small town atmosphere</li> <li>-Topography</li> <li>-Rural favour</li> <li>-Wildlife</li> <li>-High taxation (assessment)</li> <li>-Commuting to multiple large centers</li> <li>-Centre 2000</li> <li>-Great high school</li> <li>-Shopping</li> <li>-Proposed SSMP</li> <li>-Trails</li> <li>-Urban trails; need to be better developed</li> <li>-Rural-linkage trails</li> <li>-Historic buildings</li> <li>-French immersion</li> <li>-History of town</li> <li>-Name of town</li> <li>-Heritage sites -natural and historic</li> <li>-Good design style - housing</li> <li>-Access to sports</li> <li>-Large volunteer base</li> <li>-Erin fall fair - prelude to Royal</li> <li>-Rodeo</li> <li>-Agriculture base</li> <li>-Conservation authority</li> <li>-Erin radio</li> </ul>	<ul style="list-style-type: none"> <li>-Great downtown- unique, pleasant old style, nice feeling</li> <li>-Excellent recreation opportunities- golf course, rail trail, Centre 2000</li> <li>-Location convenient to countryside</li> <li>-Clean air</li> <li>-Clean water</li> <li>-Central location</li> <li>-Access to GO Train</li> <li>-Equestrian</li> <li>-Safe</li> <li>-Good services</li> <li>-Walkable</li> <li>-Culture</li> <li>-Quality of life</li> <li>-Tree base</li> <li>-Clean air</li> <li>-Fishing opportunities - wild trout</li> <li>-Amphibian population</li> <li>-Children friendly</li> <li>-Talented students - artistic</li> <li>-Dedicated mentors to children</li> <li>-Intellectual capital</li> <li>-Good community spirit</li> </ul>	<ul style="list-style-type: none"> <li>-Students/young people/schools</li> <li>-should be engaged</li> <li>-Natural open spaces/Credit River</li> <li>- outdoor activities</li> <li>-Safe - low crime rate</li> <li>-Small town character/charm</li> <li>-tight knit community</li> <li>-Community looks after each other and gives support</li> <li>-Small community is key</li> <li>-Proximity to bigger communities</li> <li>-Historic downtown</li> <li>-Recreation facilities are good</li> <li>-Lots of space/low density</li> <li>-Engaged churches</li> <li>-Low taxes</li> <li>-Hands-on government</li> <li>-Ed Stewart's equipment</li> <li>-Dairy and bakery</li> <li>-Green community</li> </ul>

### One reason you like to live here?

GROUP 1	GROUP 2	GROUP 3
<ul style="list-style-type: none"> <li>-Access to amenities</li> <li>-Small town atmosphere</li> <li>-Away from hustle and bustle of city - noise, pollution</li> <li>-Low density housing</li> <li>-Friendly</li> <li>-Birds</li> <li>-Space and privacy</li> <li>-Quiet</li> <li>-Country smell</li> <li>-Oasis</li> <li>-Can live here</li> <li>-Hear the rooster</li> </ul>	<ul style="list-style-type: none"> <li>-It's comfortable</li> <li>-Clean living, accessibility</li> <li>-Location - best of both worlds</li> <li>-Quality of life</li> <li>-Small town feeling</li> <li>-Sense of community</li> <li>-Surrounded by nature</li> <li>-Heritage</li> <li>-Unique village</li> </ul>	<ul style="list-style-type: none"> <li>-Quiet</li> <li>-It is close to the GTA but is still a small town</li> <li>-No light pollution</li> <li>-Stores and shops</li> <li>-Clean air and water/environment</li> <li>-Less traffic</li> <li>-School system is small, and has the same kids from start to finish</li> <li>-It's exciting in a small town way</li> <li>-Natural resources, rivers, trails</li> <li>-Diverse/complete community</li> <li>-Like the snow</li> <li>-Advocate - small town newspaper</li> <li>-People stop to see the nature</li> </ul>

### What do you like least about Erin?

GROUP 1	GROUP 2	GROUP 3
<ul style="list-style-type: none"> <li>-No public sewer system</li> <li>-Main Street traffic</li> <li>-Growth that has happened in the last 30 years</li> <li>-Lack of public parkland</li> <li>-No public transportation</li> <li>-Inaccessible water resources</li> <li>-Erin-Hillsburgh rivalry</li> <li>-No opportunities for young adults</li> <li>-Expensive for young adults and seniors</li> <li>-Lack of affordable housing</li> <li>-Lack of job opportunities</li> <li>-Lack of industrial/commercial tax base</li> <li>-Too many gravel pits below water table</li> <li>-Too much water taking</li> <li>-Lack of senior housing</li> <li>-No curling club</li> <li>-No public swimming pool</li> <li>-Lack doctors-no building for health team</li> <li>-Intolerance of diversity</li> <li>-Limited adult recreation activities</li> <li>-No night life</li> </ul>	<ul style="list-style-type: none"> <li>-Taxes are expensive</li> <li>-Low industrial/commercial base (don't want it to mushroom, but would prefer light manufacturing)</li> <li>-Most of Erin down-wind from industrial land</li> <li>-Main Street is main truck route</li> <li>-Lack of pedestrian crossings</li> <li>-Area behind high school used for dirt bikes</li> <li>-High-density housing</li> <li>-Gravel pits</li> </ul>	

### Is there a place here for your children when they grow up?

GROUP 1	GROUP 2	GROUP 3
<ul style="list-style-type: none"> <li>-No</li> <li>-Maybe, depending on desire</li> <li>-Have to leave for education and don't come back</li> <li>-No place to live -no affordable housing</li> <li>-No community service opportunities</li> </ul>	<ul style="list-style-type: none"> <li>-No</li> <li>-Costs of homes are out of reach</li> <li>-Taxes are out of reach</li> </ul>	<ul style="list-style-type: none"> <li>-No job opportunities</li> <li>-Expensive to start out</li> <li>-Nothing to do/no activities</li> <li>-Lack of transportation</li> <li>-The natural environment is valued and will bring kids back</li> <li>-Familiarity/family</li> </ul>

### What would make you leave Erin?

GROUP 1	GROUP 2	GROUP 3
<ul style="list-style-type: none"> <li>-Win lottery</li> <li>-Death</li> <li>-No place to work</li> <li>-Business opportunities elsewhere</li> <li>-Taxation</li> <li>-Need long-term care</li> <li>-Housing like Brampton</li> <li>-Realize equity in property</li> <li>-If USA takes over Canada</li> <li>-GTA West through property</li> <li>-Have to go to the city for things to do</li> <li>-Move closer to children</li> <li>-Boredom</li> <li>-Development - industrial/residential</li> </ul>	<ul style="list-style-type: none"> <li>-Increasing taxes</li> <li>-Burden of sewage treatment plant costs</li> <li>-Disruption of construction</li> <li>-Loss of water due to aggregate</li> <li>-Lack of EMS</li> <li>-Not having a plan for the future</li> </ul>	<ul style="list-style-type: none"> <li>-Disrespectful neighbours</li> <li>-Incompatible uses</li> <li>-Development that does not respect the town's assets</li> <li>-Poor quality of air and water at unsafe levels</li> <li>-Commercial polluters</li> <li>-Unclean industrial</li> <li>-High density</li> <li>-Significant changes to what we have</li> <li>-Disruption of construction and cost</li> <li>-Wind turbines - economically don't work</li> <li>-If the community became too busy</li> </ul>

### What would make Erin a better place to live

GROUP 1	GROUP 2	GROUP 3
<ul style="list-style-type: none"> <li>-Public sewer system</li> <li>-Emphasize recreational industry</li> <li>-Control downtown traffic</li> <li>-Countryside more accessible</li> <li>-Better roads</li> <li>-Affordable and senior housing</li> <li>-More parkland and safe bike paths</li> <li>-Parking</li> <li>-Family health team building</li> <li>-Housing design with small town feel</li> <li>-McDonalds</li> <li>-Swimming pool</li> <li>-Public washroom on Main Street</li> <li>-Urban walking trails finished and enhanced</li> <li>-More integration of residential/commercial/light industrial</li> <li>-Lower user fees for community groups</li> <li>-Eliminate development</li> <li>-Buy-up available property and demolish residences</li> <li>-Lower taxes/more industrial to allow for lower taxes</li> <li>-Support for local businesses chamber of commerce</li> <li>-Public transit links outside Erin</li> </ul>	<ul style="list-style-type: none"> <li>-Skateboard Park</li> <li>-Improve trail network</li> <li>-More health care opportunities in town -Medical Centre</li> <li>-Lower taxes</li> <li>-By-pass for trucks</li> <li>-Pedestrian friendly downtown</li> <li>-Green up the downtown</li> <li>-Downtown parking</li> <li>-Enhance heritage parkland</li> <li>-Dams and fish barriers</li> <li>-Clean-up behind Main Street stores</li> <li>-Boardwalk on river</li> <li>-An advocating advocate</li> <li>-New subdivision development having at least two trees per lot</li> <li>-Developer responsibility</li> <li>-Truck bypass</li> </ul>	<ul style="list-style-type: none"> <li>-Truck bypass</li> <li>-Improve trail/bike system</li> <li>-something connecting landfill</li> <li>-Recoup money from Winston Churchill</li> <li>-Improvements in services</li> <li>-Clean up Stanley Park</li> <li>-Improve Langdon School</li> <li>-Improve shopping area</li> <li>-Boardwalk along the Credit River</li> <li>-Doctors and a medical centre</li> <li>-Better housing mix</li> <li>-Clean industry</li> <li>-More local employment</li> <li>-More kids programs/activities</li> <li>-High speed Internet</li> </ul>



**Town of Erin  
Servicing and Settlement Master Plan  
Liaison Committee Meeting No. 2**

**Meeting Notes**

Date: June 9, 2009

Place: Town of Erin Office

Present:	Lisa Hass	)	Erin Town Manager
	Sally Stull	)	Erin Planner
	Jamie Cheyne	)	Heritage Committee
	Jo Fillery	)	Economic Development Committee
	Maurizio Rogato	)	SOLMAR Development Corp.
	Glenyis Betts	)	East Wellington Community Services
	Bob Wilson	)	Environmental Advisory Committee of Erin
	Bob Gardner	)	Members of the public
	Deanna MacKay	)	
	Bonnie Peavoy	)	
	John Sutherland	)	
	Chris Zuppan	)	
	Jay McGuffin	)	Monteith Brown Planning Consultants (MBPC)
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Rick Steele	)	
Regrets:	Shelley Foord	)	BIA

**1.0 Introductions and Exercise**

The meeting began with Matt welcoming everyone and thanking them for attending. This was the first meeting that Glenyis and Bob W attended so they were asked to introduce themselves and make any comments about the SSMP.

Matt outlined that the major agenda items to talk about were the community workshop, Planning 101, homework from last meeting - pictures and a name for the study, and a discussion of how to carry out consultation for the SSMP.

## **2.0 Community Form and Function Workshop**

The purpose was to de-brief what came out of the workshop. It was remarked that an advertisement in the paper was not enough and that two weeks is not long enough a circulation period.

The group looked at a chart “What to do after Brainstorming”. Matt mentioned that there would be additional sector meetings to gain more input. At this point, meetings with the BIA and real estate association have been investigated.

The lists of all the input received from the questions asked at the workshop were posted on the walls and the committee was asked for their impressions. General discussion included:

- Consistent themes were quality of life, small town atmosphere, natural, rural ambiance, authentic, real experience
- Erin was compared to the hub of a wheel, where a person can get special things only 20 minutes away, but it is nice in the middle
- Committee felt that ownership of the SSMP needs to be taken, and not to be dictated
- The issue of scale was discussed and how a SSMP will be difficult since Erin does not have a large municipality (an analogy of Peel with Mississauga and Brampton was used)
- Matt discussed the “elephant in the room”, past history regarding sanitary sewers in Erin, and how this influences impressions and comments

## **3.0 Planning 101**

Comments from the workshop remarked on the level of future development and that Erin should not become a Brampton style of settlement. To put the scale of development that Erin will most likely be experiencing into context, Jay outlined the planning constraints for Erin.

Development in Wellington County must be in conformity with Places to Grow which outlines areas where Smart Growth is to occur. The main principles are specifying how urban centres are to grow. The main planning and growth points are:

- Development is to directed to urban centres due to services (Hillsburgh and Erin Village)
- 82 % of growth over the next 25 years will be directed to the 15 serviced urban centres in Wellington. This will occur through intensification and more efficiency in greenfields
- The underlying policies in the county official plan are for the provision of choice for development, there must be a variety, and that the creation of new settlement areas is prohibited
- 20% of growth in built-up areas should be for residential until 2015
- By 2031, 7% of the population growth for Wellington has been allocated to Erin, which equates to 31 homes/year or 89 people

- Erin is within the Greenbelt, which allows no expansion of settlement areas. There is a small area west of Hillsburgh not in the Greenbelt area.

#### **4.0 Consultation**

Matt asked for ideas on the best way to consult with people in the area. The committee likes the idea of discussion or display boards that could be located at:

- Foodland
- Centre 2000
- Post Office

The draft website was viewed and comments were requested. It will be presented at the next meeting. Aiming at service groups was recommended as well as personal letters that outline specific details and how individuals could be affected.

Liaison Committee members were encouraged to take back information from the study process to the groups that they represent.

#### **5.0 Name that Study**

A brainstorming session was held to develop another name for the Erin Settlement and Servicing Master Plan. The following list was developed:

- Keep the Magic
- Keep the Charm
- My Erin
- Doing the Groundwork keeping the Environment in Mind – Green
- Defining Erin
- Service Manual, Operators Manual, Writing an Owners Manual
- Erin 2035
- Erin's Future, Our Future

It was decided to use: Erin 2035, with the tag line of Our Ideas, Our Vision, Our Community

#### **6.0 Pictures**

Matt asked for pictures that illustrate how the committee members see Erin. These would be used in newsletters, website, and displays.

#### **7.0 Future Activities**

Matt outlined that over the summer that the background documents will be reviewed. It is planned to meet with the BIA and realtors in September to continue the visioning process through different viewpoints. The next tentative date for a meeting of the Liaison Committee is Sept.22/09.

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:  
Rick Steele  
B. M. ROSS AND ASSOCIATES LIMITED  
[rsteale@bmross.net](mailto:rsteale@bmross.net)  
Toll free: 1-888 -524-2641

Distribution: Liaison Committee





## **Notice of Liaison Committee Meeting No. 3**

**When:** 7:00 to 9:00 (ish) pm  
Monday October 19<sup>th</sup>, 2009

**Where:** Town of Erin Municipal Office  
5689 Trafalgar Rd. (WCR #24)  
RR#2 Hillsburgh, ON

### **Agenda Items:**

- Septic Systems 101
- Debrief from Community Form and Function Presentation / Workshops with BIA and Realty Board
- Consultation Methods
- Next steps

### **Homework**

- Bring some pictures
- Review draft website which was sent with this notice.
- What subjects (for general knowledge purposes) could be presented at future meetings?

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**RSVP:** Matt Pearson (Project Manager)  
BMROSS & Associates  
1-888-524-2641 (Toll Free)  
mpearson@bmross.net

## ON-SITE WASTEWATER TREATMENT SYSTEMS

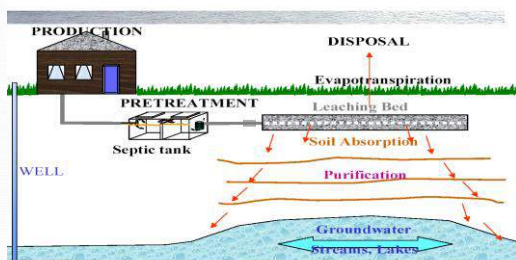


### WHY USE AN ON-SITE WASTEWATER SYSTEM?

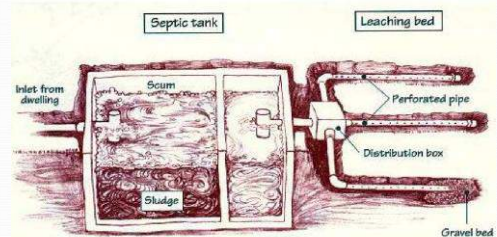
- Normally rural homes, sub-divisions, and cottages outside of town or city boundaries rely on on-site treatment.
- It was also common to provide in small rural villages/hamlets with no municipal sewers to have properties on holding tanks or septic systems.
- In Ontario, it is estimated that there are approximately 1.2 million on-site septic systems.
- The most common type of on-site treatment system is the conventional septic system with a tank and a leaching bed.



### WASTE TO WATER



### What is a Onsite Wastewater Treatment System?



### Required Distances

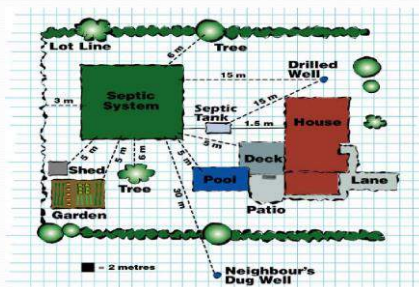


Figure 7: Well too close to septic tank – well/trank should be at least 15 metres (50 feet) apart





## Septic System Capacity

- Size of tank & leaching bed
  - 2 x estimated daily wastewater production or 3,600 litres (whichever is greater)
  - House size, # bedrooms, sinks, tubs, toilets, dishwashers, washing machine, other water-using appliances

## THE SEPTIC TANK

- Inlet Pipe
- Water & Good Bacteria
- Compartments or Chambers
- Separation Wall
- Baffles
- Effluent Filter
- Outlet Pipe

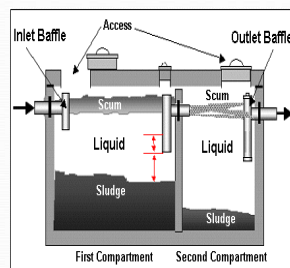


Figure 4. Newer style septic tank

Figure 5. Old style septic tank – lids removed

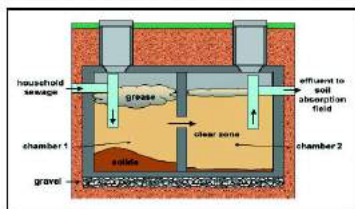
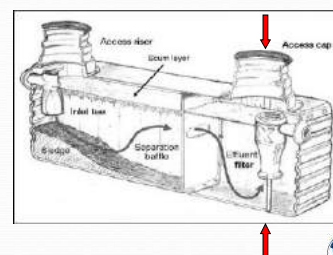


Figure 2. Dual chamber septic tanks help separate solids from the clarified effluent that will move out to the soil absorption field. These tanks require more frequent maintenance than comparably sized single chamber tanks.

## Septic Tank Cross-Section Showing Access Risers and Effluent Filter





### Interior of Septic Tank

- Partition Wall
- Inlet Baffle



### Septic Tank Inlet Baffle



### Septic Tank Outlet Baffle with Filter



### Exterior of Septic Tank Outlet Pipe to Leaching Bed



### Septic Tank with Effluent Filter & Leaching Bed



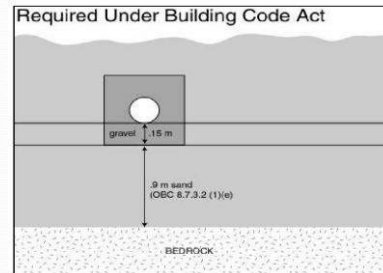
### Distribution Pipes in Leaching Bed Prior to Back Filling



## The Leaching Bed



## Absorption Trench Cross Section



## Stone Under Distribution Pipe



## Leaching Bed Back-Filled with Stone



## NEWER TECHNOLOGY & SMALL LOT SYSTEMS

- Area Beds
- Shallow Buried Trench Disposal Method
- Treatment Unit with Area Bed Disposal Method
- Aerobic Treatment Units
- Peat Filter System (Ecoflow)



## Alternative Treatment Technology

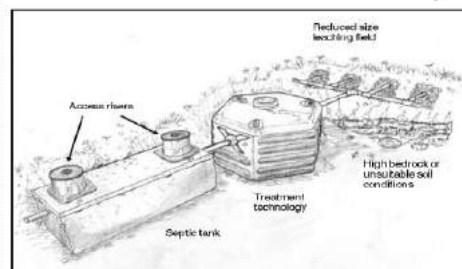
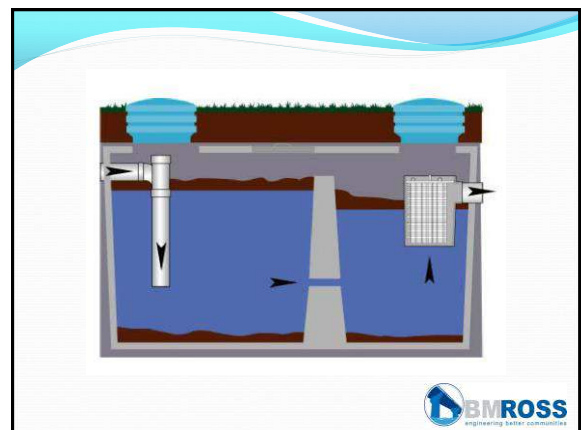
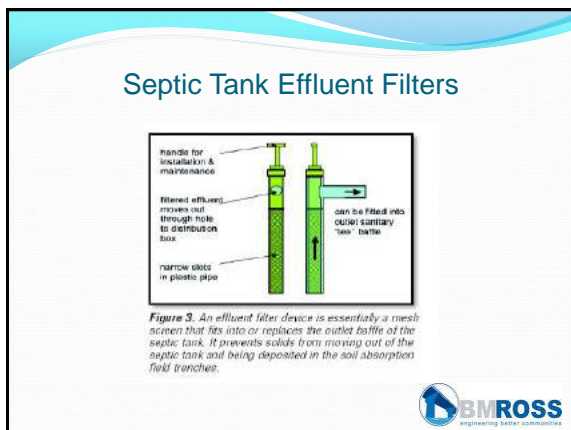
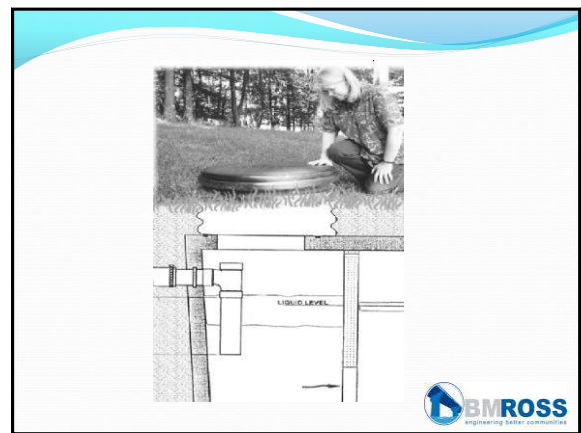
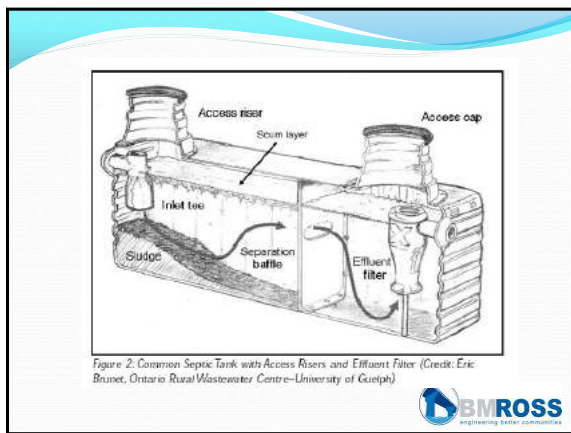
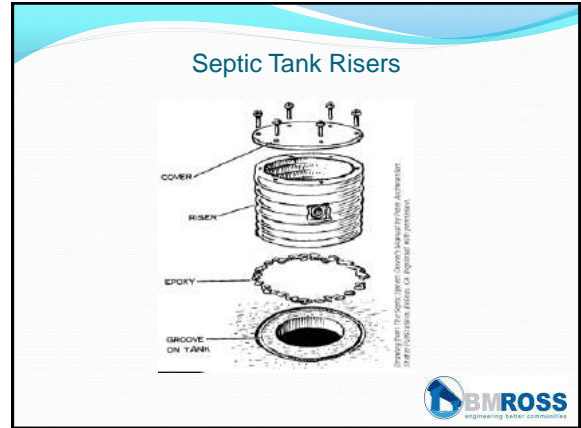
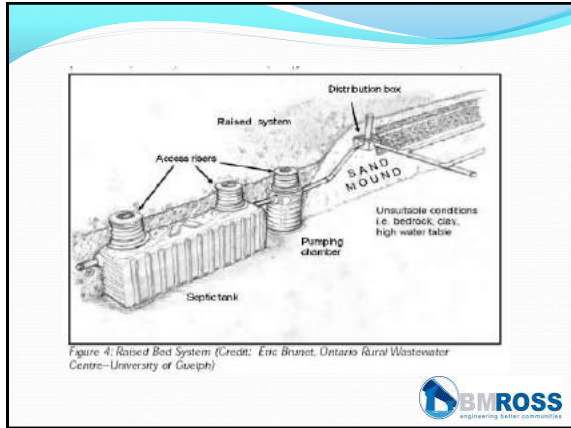


Figure 5: Alternative Treatment Technology (Credit: Eric Brunet, Ontario Rural Wastewater Centre-University of Guelph)







## SEPTIC SYSTEM ISSUES



## Signs of System Problems

- sewage ponding in the leaching bed
- sewage back-up into the house
- sinks and toilets draining slowly
- sewage odours
- spongy or mushy ground in the leaching bed area
- lush green growth or uneven growth of grass on the leaching bed



## Causes of Improperly Functioning Systems

- Improper construction and installation
- Undersized tank or leaching bed area (renovations & adding water-using devices such as dishwashers)
- Inadequate septic tank maintenance
- Leaching Bed Problems:
  - Broken piping from septic tank
  - Pumps not cycling properly
  - Pump floats fouled with grease
  - Excess water on bed (lawn watering or after heavy rainfall)
- Poor Maintenance:
  - Overloading or abuse of system with solids or chemicals
  - Compacted soils
  - Saturated leaching bed
  - Poisoning of good bacteria
  - Usage patterns



Old Clay Tiles Plugged with Roots



Steel Barrel Being used as a Septic Tank



Figure 4. This photograph shows a concrete septic tank lid that has collapsed under a truck's weight. Repair costs were more than \$1,000.



## Septic Tanks Requiring Pumping



## Impact of Improperly Functioning Septic Systems

- Ground and surface water contamination (chemical & biological)
- Costly repairs or replacement
- Increased nutrient levels in the aquatic environment
- Loss of property values



## Septic Tank Additives

- Also known as "starters", "feeders", "cleaners". Septic system additives supposedly break down fats and solids in the septic tank.
- In practice, this just allows smaller particulates to pass through the septic filter where they re-unite in the leach field forming a dense bio-mat.
- At best, they will do no harm to your septic system or the environment, just waste your money.
- A properly designed septic system is going to operate just fine without additives. Avoid those "too good to be true" septic system additives on the market today.
- None of these septic cleaning and/or maintenance products have been proven effective.



## Cleaning Products

- What is the best germ and bacteria killing substance in your house?  
Bleach - it kills bacteria.
- What thrives in a healthy septic tank to optimally process toilet waste? Bacteria.
- Recommended use of phosphate-free cleaning products.



## Pumping Septic Tanks

- Pumped every 3-5 years (depends on size and load)
- When scum & sludge equal  $>1/3$  of total tank volume
- Removes built up sludge & prevents solids from exiting tank into leaching bed
- Be present for pumping as pumper will point out maintenance problems





## Care and Maintenance

- Checking system annually to ensure it is working properly;
- Having septic tank pumped every 3-5 years;
- Conserving water;
- Diverting water away from leaching bed ; and
- Keeping harmful material out of the system.



## ERIN SEPTIC SYSTEM STUDIES

- **Wellington-Dufferin-Guelph Health Unit – Village of Erin – May 1995:**
  - 94 lots inaccessible for equipment needed to remove & replace a deficient system (homes too close together or presence of trees)
  - Numerous lots not large enough for replacement systems based on the current Ontario Building Code
  - Soils mostly sand & gravel difficult to find failed systems with water ponding
  - Numerous systems in downtown core and south end of Main street close proximity of Credit River
- **MOE Town of Erin Septic Investigation 2005:**
  - Due to soil type – untreated sewage effluent from failed septic systems would be able to reach Credit River quickly
  - Indicated that septic systems are a contributor of nutrients to the west branch of the Credit River
  - Recommend an investigation be conducted on the integrity of the septic systems in the older section of the Town of Erin



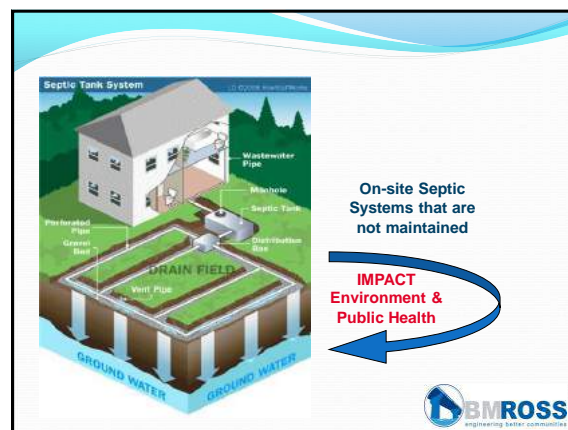
## FINAL THOUGHTS

*"Out of sight – out of mind"*

*"Nobody plans for the expense of having a septic system fail"*

*"A septic system is like a car – you need to provide regular maintenance"*

*"It isn't a matter of IF your septic system WILL Fail, but WHEN will your septic system Fail"*



## REFERENCES



Mississippi Valley Conservation



Canada



Questions?



**B. M. ROSS AND ASSOCIATES LIMITED**  
Consulting Engineers  
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File No. 08128

**Town of Erin  
Servicing and Settlement Master Plan  
Liaison Committee Meeting No. 3**

**Meeting Notes**

Date: October 19, 2009

Place: Town of Erin Office

Present:	Lisa Hass	)	Erin Town Manager
	Sally Stull	)	Erin Planner
	Jamie Cheyne	)	Heritage Committee
	Shelley Foord	)	BIA Town of Erin
	Maurizio Rogato	)	SOLMAR Development Corp.
	Glenyis Betts	)	East Wellington Community Services
	John Brennan	)	Council Representative
	Bob Gardner	)	Members of the public
	Bonnie Peavoy	)	
	John Sutherland	)	
	Chris Zuppan )		
	Phil Gravelle	)	Erin Advocate
	Josie Wintersinger	)	Councillor
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Pam Scharfe	)	
	Lisa Courtney	)	
Regrets:	Bob Wilson	)	Environmental Committee
	Dale Murray	)	Triton Engineering Services Ltd.
	Jo Fillery	)	Economic Development Committee
	Deanna MacKay	)	Member of the public

## **1.0 Introductions and Agenda**

The meeting began with Matt P. welcoming everyone and thanking them for attending. Matt introduced the liaison committee members as well as the guests present. Following the introductions, the agenda for the meeting was outlined. The agenda items included: septic systems 101, a review of the results of the “Form and Function” visioning exercises, the SSMP website, and any other issues that need to be addressed.

## **2.0 Septic Systems 101**

Matt P. introduced Pam Scharfe and detailed her previous work experiences with Public Health in Toronto and Huron County, as well as her experience and knowledge of septic systems.

Taking the floor, Pam S. discussed on-site wastewater treatment systems (septic systems) as follows:

- where septic systems are applicable;
- septic system components (tank and leaching bed) and how they function;
- required distances from wells, structures, water courses, etc;
- septic system capacity;
- how septic tanks can be retrofitted to improve performance;
- newer technology and small lot systems;
- septic system issues and problems;
- causes of improperly functioning systems and their impact;
- impact of septic tank additives and cleaning products;
- pumping of septic tanks;
- care and maintenance of septic systems; and
- Erin Septic System Studies (WDHU 1995 & MOE 2005)

Pam responded to questions following the presentation:

- Q. Chris Z. asked whether it was likely that prior to 1980 native soil was predominately used for leaching bed backfill.
- R. Pam S. suggested that it was indeed likely, based on her experience.
- Q. Matt P. asked how many septic systems have been replaced since the Town took over responsibility for overseeing septic system installation and replacement.
- R. Sally S. replied that less than 30 systems have been replaced since 2001. Matt P. suggested that based on the number of systems replaced in the last 8 years and the results of the Health Unit and MOE study, that septic systems are nearing the end of their lives and are not being replaced.
- Q. John S. raised a question regarding the treatment and effects of heavy metals and antibiotics in septic systems.

- R. Pam S. agreed that heavy metals and medications are a concern, and explained that heavy metals may bond to soil and gravel in the leaching bed but antibiotics and other medications are not treated by septic systems. Treatment of medication requires micro-filters and they are still being investigated at larger scales than individual treatment systems.
- Q. Sally S. asked about the effects of water softeners on septic systems
- R. Pam S. responded that evidence is mounting that softeners are problematic for septic systems and generally it is recommended that water softeners empty into grey water pits or a dry sump pump.

Phil G. asked for the statistics from the two studies outlined by Pam S., which she agreed to provide.

- 688 of 875 properties visited
- of these the average age of septic systems was 19 years (add 14 years since study make systems 33 years of age (average life of a system is 25-30 years)
- 90% of the properties were Class 4 systems (tank and leaching bed)
- 75% of home owners said that their systems were the original system
- 6% were malfunctioning and another 13% had evidence of past malfunctioning
- 61% in the Village of Erin were found to have inadequate space for replacement of a system to today's OBC standards
- 94 lots were totally inaccessible for large equipment if a system had to be repaired or replaced due to the close proximity of neighbouring homes or large trees
- 29 were Class 6 – mechanical systems (no longer allowed under OBC – most were malfunctioning either due to lack of maintenance or mechanical problems)
- 14 holding tanks (mostly on main street)
- 12 with cesspools

Matt P. then presented a map of the parcel fabric of the Villages of Erin and Hillsburgh. The lots too small for a septic system installation and municipal water services based on the current regulations for setbacks were identified as well as the lots too small for both a septic system and a private well. The group discussed the map and its relation to servicing plans. Bob G. pointed out the amount of water (rivers and creeks) around the highlighted areas. Matt P. added that the proximity of those septic systems to water has implications for nutrient loads, specifically nitrogen and phosphorus, which was addressed in the 2005 MOE study.

Matt P. then referred to the 1995 Triton study for servicing Erin and suggested that the SSMP is an opportunity to garner support for servicing Erin and shape the study accordingly. All the previous studies completed suggest septic systems are an issue and the SSMP will allow the issue to be addressed in terms of existing and future development.

Phil G. asked what type of system is used in the Stanley Park mobile park area. Sally S. responded that it was a combination of a larger shared system and individual systems.

### **3.0 Review of SWOT workshops**

Matt P. briefly discussed the previous community form and functioning visioning workshops held since the last meeting of the liaison committee. SWOT (Strength, Weakness, Opportunity and Threat) exercises were carried out with the Town Council and staff, at a public meeting, with the Erin BIA and at a workshop with the Brampton Realty Board. Matt P. provided everyone with a summary of the results of the SWOT exercises and outlined the themes, similarities and differences that came from the four groups. Bob G. raised a question and requested clarity about development as a weakness and opportunity. Matt P. indicated that the development category would be better defined in the future. Glenyis B. asked whether the SWOT exercises represented a social network aspect and indicated that she would be willing to help gather that information.

### **4.0 Erin SSMP Website**

The SSMP website designed by BMROSS was displayed for the committee. Matt P. indicated that the website would linked directly from the Town of Erin website and that BMROSS is working with Town staff to get the site uploaded. Chris Z. asked whether the website will stay current. Matt P. suggested a 'What's New' page be included to allow people to access the most current information. Chris Z. also asked about whether the tag line, as decided by the committee was 'Defining Erin' or 'Our ideas. Our vision. Our community'. The committee decided on 'Defining Erin'. Bob G. asked if previous septic studies would be included on the website. Matt P. indicated that they could be included and will be added to the website, but the map shown earlier with the parcel fabric would not be put up on the website due to privacy concerns. Chris Z. suggested that statistics be used in place of the map on the website. Matt P. agreed and indicated that pictures would also be appreciated for the website.

Matt P. also asked for volunteers to put SSMP posters up throughout Erin and Hillsburgh. Bob G., Chris Z. and Glenyis B. volunteered. It was suggested that ledger and letter sized posters be available for display and as a handout at the Town office. BMROSS will provide ledger and letter sized posters for distribution.

### **5.0 Other Issues**

Matt P. asked whether there were any outstanding issues anyone wished to have addressed. John B. suggested a review of new waste treatment systems. Matt P. responded that a discussion of new treatment systems may be more appropriate following the background study and review of technical, engineering documents.

John S. asked whether septage should be considered. Bonnie P. addressed questions about effluent treatment and disposal and added that Wellington was studying effluent disposal. Matt suggested that septage concerns may influence grant applications in the future.

## **6.0 Future Activities**

The next meetings for the committee were scheduled for 7:00 pm Wednesday, November 18, 2009 and Wednesday, December 16, 2009. Phil G. inquired as to when the next public meeting would be held. Matt P. suggested the next public meeting be held following the completion of the background report in the new year.

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:

Lisa Courtney

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[lcourtney@bmross.net](mailto:lcourtney@bmross.net)

Toll free: 1-888 -524-2641

Distribution: Liaison Committee

# Defining Erin

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Our Community



ERIN

## **Servicing and Settlement Master Plan Notice of Liaison Committee Meeting No. 4**

**When:** 7:00 to 9:00 (ish) pm  
Wednesday, November 18<sup>th</sup>, 2009

**Where:** Town of Erin Municipal Office  
5689 Trafalgar Rd. (WCR #24)  
RR#2 Hillsburgh, ON

### **Agenda Items:**

- Community Planning Component
- Consultation
- Next steps

### **Homework**

- Bring some pictures
- What subjects (for general knowledge purposes) could be presented at future meetings?

---

**RSVP:** Matt Pearson (Project Manager)  
BMROSS & Associates  
1-888-524-2641 (Toll Free)  
mpearson@bmross.net

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# Community Planning Component

Defining Erin - SSMP

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Liaison Committee Meeting No. 4

November 18, 2009

  
Monteith Brown  
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# Master Plan Approach


Focus on identifying:

- Constraints to growth; servicing; maintaining community character; protecting the natural environment; policy; and
- Issues such as: Development pressures; lack of opportunity for housing; employment; desire for the status quo.

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# Policy Framework

- Places to Grow
- Greenbelt Plan
- Provincial Policy Statement
- County of Wellington Official Plan
- Town of Erin Official Plan

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# Policy Framework

## Places to Grow

- The Province has established a Growth Plan for the Greater Golden Horseshoe (aka Places to Grow) which includes Wellington County
  - Where and how to grow – making better use of land and infrastructure by directing growth to existing urban areas to create a focus for transit and infrastructure investments to support growth.
  - There is a large supply of land already designated for future development in the GGH, Erin contributes to this supply.
  - The Plan emphasizes intensification and optimizing the use of existing land supply making better use of infrastructure and reducing sprawl.
  - The plan is about building complete communities, whether urban or rural.
  - “Strong, healthy and prosperous rural communities are also vital to the economic success of the GGH and contribute to our quality of life.”
  - The Plan provides for density targets for development.

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# Policy Framework

## Greenbelt Plan

- Establishes a broad band of permanently protected land.
- The Greenbelt Plan builds on the existing policy framework established in the Provincial Policy Statement and is to be implemented through municipal official plans and maps.
- The Greenbelt Plan will be reviewed every 10 years.

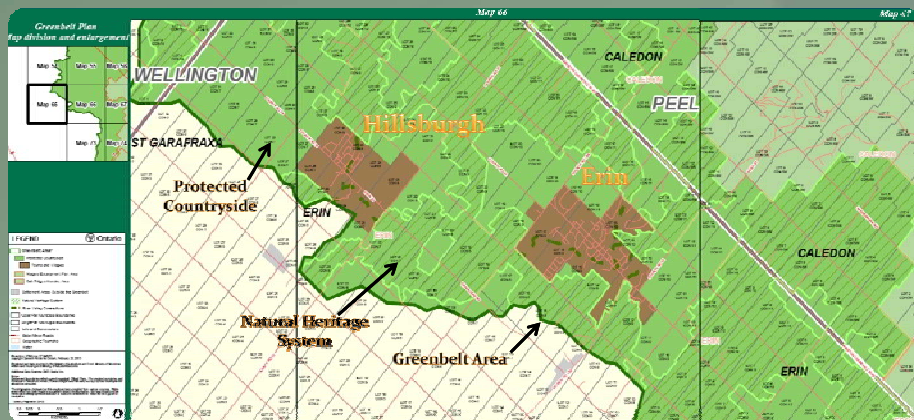
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# Policy Framework

## Greenbelt Plan



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# Policy Framework

## Provincial Policy Statement

- Issued under the Planning Act, all planning authorities shall be consistent with the PPS when making decisions affecting planning matters.
- It is intended that Municipal Official Plans serve as the main vehicle for implementation of these policies.
- Based on 3 fundamental principles, building strong communities, the wise use and management of resources, and protecting health and safety.

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# Policy Framework


## Provincial Policy Statement

- Key policy direction:
  - Focus development to Settlement Areas.
  - Provide efficient, orderly and cost effective development.
  - Sufficient land is to be made available through intensification and redevelopment to accommodate an appropriate range and mix of employment and housing needs to meet projected needs for time horizon up to 20 years.
  - Promote economic development and competitiveness.

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# Policy Framework

## Provincial Policy Statement

- Key policy directions:
  - Ensure necessary infrastructure is in place to support current and projected need.
  - Direct new housing to locations with appropriate infrastructure and public service facilities.
  - Promote densities of new housing to efficiently use land, resources, infrastructure and public service facilities.
  - Planning for infrastructure and public service facilities shall be integrated with planning for growth.
  - Municipal water and sanitary services are the preferred form of servicing.

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# Policy Framework

## Wellington County Official Plan

- The County of Wellington undertook a Places to Grow Conformity analysis of their Official Plan.
  - The County anticipates growth from 89,500 in 2006 to 122,000 in 2031.
  - Result, the County needs to plan for new housing, commerce, employment and services for over 32,000 new residents.
  - To achieve this new residential development will be directed to Urban Centres and Hamlets.
  - Majority of growth directed to Urban Centres that offer municipal water and sewage services.
  - Growth will be limited in urban centres that offer partial services .

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# Policy Framework

## Wellington County Official Plan

- Population and employment forecasts for next 25 years were done by CN Watson.
  - These forecasts identified that 82% of population growth in Wellington will occur in the 15 Urban Centres – Erin and Hillsburgh are among these.
  - Erin and Hillsburgh are projected to grow approximately 2,220 persons and 780 dwelling units by 2031.
  - This represents 6.84% of the County's growth.
  - Average of 89 people per year and 31 dwelling units per year.
  - Beyond this the SSMP will examine projections out to 2035.
  - This is not rapid growth.

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# Policy Framework

## Wellington County Official Plan

- Guiding Growth
  - Take advantage of existing and planned services.
  - Encourage growth in urban areas.
  - Identify and promote growth in “built-up” area through intensification and re-development where it can be accommodated.
  - Encourage more efficient use of “designated Greenfield areas” these are areas designated for development which have not yet been developed.
  - Provide for CHOICE, encourage MIXED USES, PROHIBIT establishment of new Settlement Areas.

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# Policy Framework


## Wellington County Official Plan

### *Targets*

- **Residential Intensification** – by 2015 and for each year thereafter, a minimum of 20% of all residential development occurring annually will be in the built-up area.
- **Greenfield Density** – planned to achieve an overall medium density of not less than 40 residents AND jobs per hectare.
- **Settlement Expansion** – demonstrate municipality will be able to maintain or move significantly towards a minimum of one full-time job per three residents within or in the immediate vicinity of the urban centre or hamlet.
- **Affordable Housing** – a minimum of 25% of new housing in the County will be affordable to low or moderate income households.
- **Economic Development** - Urban Centres will provide focus for commercial activity in Wellington and Main Streets are appropriate areas for “Mixed Use”.

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# Policy Framework

## Wellington County Official Plan

### *RESIDENTIAL INTENSIFICATION*

- Support increased density in Greenfield areas, broader mix of housing types
- Support intensification within the built boundary including brownfields
- Encourage housing above commercial in and near downtown
- Encourage intensification along roads in urban Centres
- Modest intensification in stable residential neighbourhoods
- Conserve cultural heritage as built-up areas are intensified
- Encourage intensification with new rental

### *GREENFIELD DIRECTIONS*

- Encourage approved but undeveloped plans of subdivision to consider revisions to provide greater densities
- Require new development to achieve densities that promote overall Greenfield density of 40 persons and jobs per ha
- Strive to attain 6.5 units per gross ac in new subdivisions (exc. Env land and non-residential)

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# Policy Framework

## Wellington County Official Plan

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### URBAN CENTRE POLICIES

- Municipal services are the preferred form of servicing all urban centres – reasonable efforts will be made to provide for municipal services in ALL urban centres.
- Individual on-site servicing is not allowed in urban centres which have municipal servicing except...to provide for continued use of existing, allow small scale use on existing lot, to recognize previous development approvals.
- Municipal services may be extended to all areas identified as Urban Centres, but not beyond the boundary of the urban centre except to address an identified health issue.
- **This does not prevent the extension of services from one urban centre to another urban centre.**

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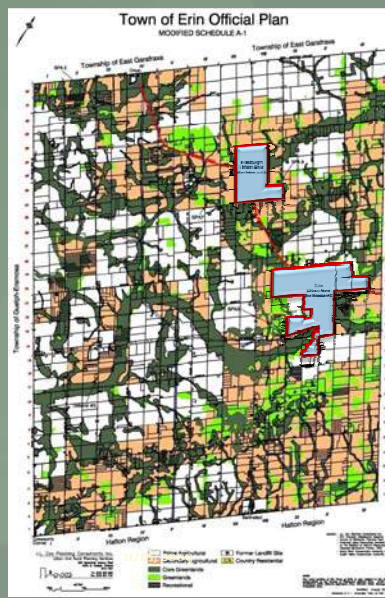
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# Policy Framework

## Town of Erin Official Plan


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- Erin and Hillsburgh are designated Settlement Areas.
- Growth opportunity within these existing boundaries.
- The remainder of the Town is part of the Greenlands and Rural Systems.



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# Policy Framework


## Town of Erin Official Plan

### Vision for Growth

- Low density will be predominant form given lack of municipal services but a variety of housing types will be encouraged.
- New development provided for primarily by extension of existing Settlement areas of Erin and Hillsburgh.
- Urban design standards which retain the traditional small town character of the Town's urban centres to be applied to new development.
- Encourage commercial and industrial activity to provide greater employment opportunity and complement residential development- targeting clean, technologically smart industry and business.
- The County Official Plan will set out the overall growth strategy.

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# Policy Framework

## Town of Erin Official Plan

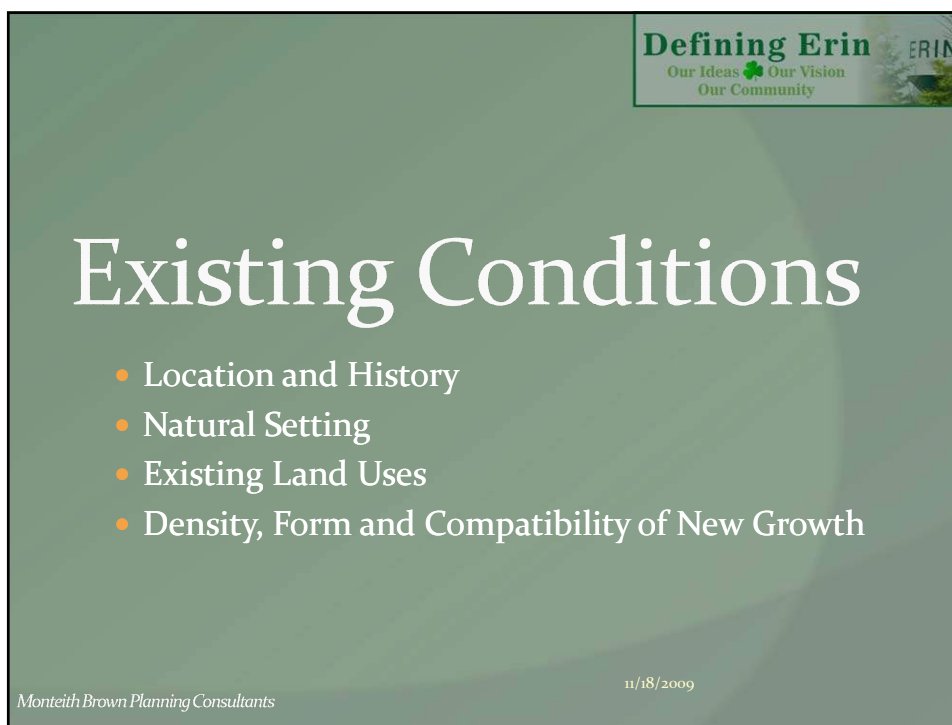
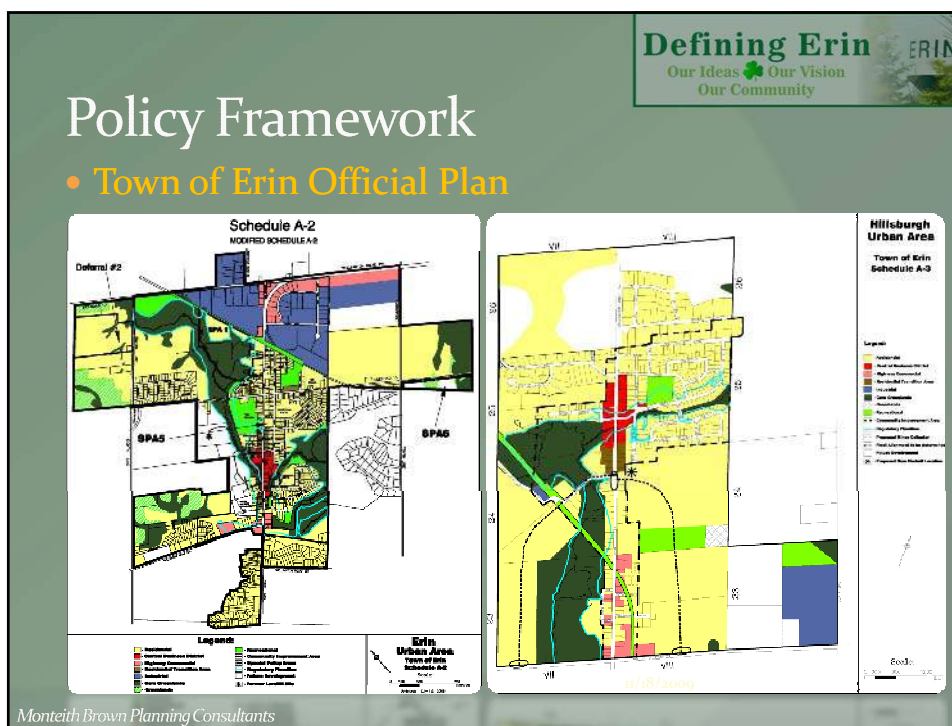
### Erin Village Special Policy

- A Servicing Settlement Master Plan (SSMP) will be undertaken to assess, in a comprehensive manner, the Village of Erin's capacity to accommodate growth from an environmental and servicing perspective.
- SSMP to examine:
  - Growth management
  - Established population projection
  - Development density
  - Impact of development on environmental and natural heritage resources
  - Servicing (water and wastewater) and stormwater management
  - Other matters considered appropriate by the Town
- The Village Study must be completed and approved before any major development is permitted.

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# Existing Conditions

## Location & History

- First settled in 1820.
- Early economy founded on saw and grist mills, hotels, blacksmiths, the stone quarry and a lime kiln.
- In 1997 the former Village of Erin and the Township of Erin were amalgamated to form the Town of Erin.
- Located At the headwaters of the Credit and Grand Rivers.
- Current Population of over 11,500.
- 2 Urban Centres, Erin and Hillsburgh and 6 Hamlets.

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# Existing Conditions

## Location

- Conveniently located
- 30 km to Guelph
- 70 km to Toronto
- A world of employment, cultural, recreational, and institutional opportunities within a 45 minute drive



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## Existing Conditions

### Natural Setting

- Erin is characterized by small settlement areas.
- Surrounded by prime agricultural land and important natural heritage systems.
- The eastern part of the Town has been located within the Ontario Greenbelt and is identified as protected Countryside with areas of Natural Heritage Systems – constraining growth of settlement beyond existing boundaries.
- Located just west of the Niagara Escarpment.
- The topography consists of lush rolling hills.

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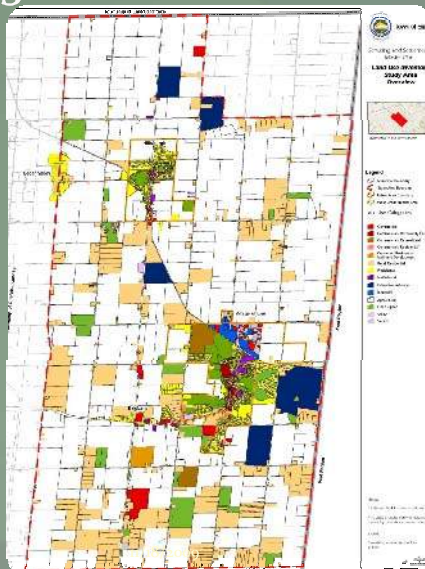
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## Existing Conditions

### Existing Land Uses

- Land Use Inventory
- A detailed field inventory was undertaken of the entire Study Area in August of 2009.
- Land use information was gathered in the field for each parcel of land and integrated into our GIS.
- This data will serve the basis for a variety of land uses analysis for the Study.



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# Existing Conditions



## Existing Land Use

- Residential
  - Majority of existing residential development is situated within Erin and Hillsburgh Settlement Area.

### Erin Village

- Erin Village is the largest with 3,561 people and 1,273 dwelling units.
- Predominant form of dwelling is single detached - approximately 90%.
- Remainder in the form of low rise multi-unit apartments and converted dwellings.

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# Existing Conditions



## Existing Land Uses

### Erin Village

- Majority of Residential development is located off of Main St.
- Newer development taking place south of Wellington Rd. 24.
- Residential development continues beyond the settlement boundary east and west off tenth line and eighth line – large estate lots.

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# Existing Conditions

## Existing Land Uses


### Hillsburgh

- Hillsburgh hosts the second largest residential population with 1,482 persons.
- Of the 513 dwelling units approximately 95% are single detached dwellings.
- There are a few low rise multi-unit dwellings in the form of converted dwellings or apartment but no townhomes.

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# Existing Conditions

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**Existing Conditions**

**Town of Erin**  
Serving and Settlement  
Master Plan  
**Land Use Inventory  
Hillsburgh  
Urban Area**

**Legend**

- Municipal Boundary
- Unincorporated Boundary
- Study Area Boundary
- Land Use Categories
- Commercial - Community Facility
- Commercial - Residential
- Residential - Single Detached Development
- Residential - Medium Density Development
- Residential - Single Detached
- Industrial
- Agriculture
- Open Space
- Utilities
- Water

**Notes**

1. The map is for informational purposes only.

2. The map is not a legal document.

3. The map is not a survey.

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# Existing Conditions

## Existing Land Uses

- Commercial
  - Almost all of the existing commercial development is situated within Erin and Hillsburg Settlement Area.

### Erin Village

- Largest concentration of commercial development is located along Main St. in Erin.
- Erin is host to a variety of commercial development including:
- Grocery store, specialty shops, restaurants, professional offices, auto repair and service and building supplies.
- Highest concentration is between Church and Mill Streets.
- Many of these operations host 2<sup>nd</sup> floor residential.

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## Existing Conditions

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### Existing Land Uses

- Commercial

#### Erin Village

- Overall the downtown is vibrant offering a number of shops and services.
- Opportunities for eating are limited.
- Commercial buildings are generally well maintained and offer an attractive streetscape.



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## Existing Conditions

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### Existing Land Uses

- Commercial

#### Hillsburgh

- Supports a cluster of commercial development.
- Includes grocery store, furniture store, bakery, hair salon, bank and professional offices.
- Commercial building at corner of Mill and main also has 2<sup>nd</sup> floor residential.
- Main Street has pockets of commercial separated by residential uses.
- Many of these buildings are showing their age and in need of improvement.
- There are three vacant commercial buildings between Mill and Church Streets.

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# Existing Conditions

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## Existing Land Uses

- Industrial
  - Industrial development is predominantly located north of the Cataract Trail in Erin Village.
  - Industry is typically comprised of a variety of manufacturing and storage facilities.
  - Largest industrial uses in the urban areas appear to be Guardian Industrial and Central Wire.
  - There are vacant lots within the area indicating adequate room for new or expansion of existing uses.
  - The most dominant industrial use in the Town appears to be mineral aggregate resources – 5 aggregate pits within the Town.

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# Existing Conditions

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## Existing Land Uses

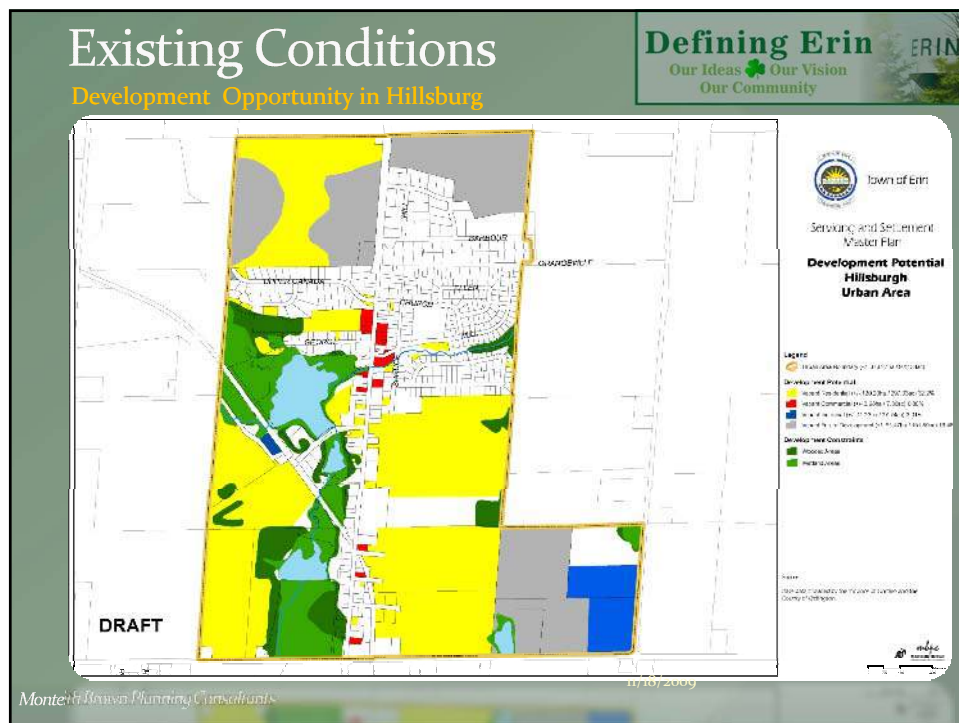
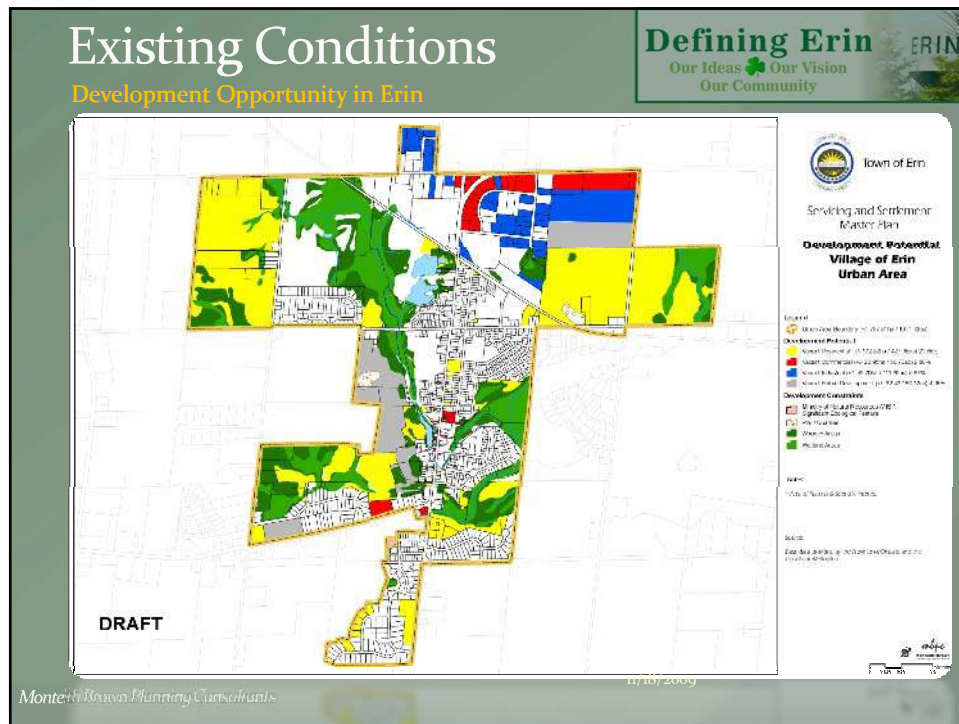
- Institutional
  - The Town provides a number of community facilities including schools, churches, emergency services, community services, libraries and recreational facilities.
  - Erin Village has the most institutional including Centre 2000, the Town's largest community centre which houses the Erin Public Library, Erin District High School, a dental office, physio-fitness centre, nursery school, seniors centre and arena together with outdoor recreational facilities.
  - Hillsburgh also offers a school, fire station, churches, rest home, community centre and arena.



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# Existing Conditions

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## Density, Form & Compatibility of New Growth

- Like any community, growth in Erin has occurred over time.
- Erin and Hillsburgh are comprised of neighbourhoods that are representative of design characteristics popular of the time of construction.
- Neighbourhoods are distinguished by:
  - Type and styles of housing,
  - Lot size and pattern,
  - Building mass and orientation,
  - Overall density.

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# Existing Conditions

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## Density, Form & Compatibility of New Growth

### Erin – Commercial Core

- Mixed use buildings - commercial with upper residential
- Varied roof details
- Primarily 2 stories
- Predominantly constructed at turn of the last century
- Helps to preserve the Town's historic past
- Little or no space between buildings
- Tenant parking provided at the rear, public parking on the street
- Provides an attractive uninterrupted streetscape



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## Existing Conditions

### Density, Form & Compatibility of New Growth

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## Existing Conditions

### Density, Form & Compatibility of New Growth

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#### Erin – Residential

- Central Erin residential comprised mostly of century homes
- Grid system road network
- Average lot frontage 20m plus
- Homes primarily 2 storey red brick Victorian
- Extensive landscaping and mature trees



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## Existing Conditions

### Density, Form & Compatibility of New Growth


Erin – Residential

- Delambro Drive area
- Newer homes
- Average 30m frontages
- One and two storey homes
- Variety of designs and details
- Large homes, peaked roofs
- Well landscaped




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## Existing Conditions

### Density, Form & Compatibility of New Growth

Erin – Residential

- Mountainview and Armstrong area
- Larger lot frontages – averaging 40m
- Newer homes
- Curvilinear road pattern
- Very large homes with high peaked roofs
- Large front side and rear yard setbacks
- Landscaping has not matured

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# Existing Conditions

## Density, Form & Compatibility of New Growth

Erin – Residential

- McCullough Drive area
- Newer homes
- Average 30m frontages
- Curvilinear road pattern
- Two storey homes
- Victorian styling
- Large homes, peaked roofs
- Well landscaped and approaching maturity





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# Existing Conditions

## Density, Form & Compatibility of New Growth

Erin – Residential

- Stanley Park
- Single and double-wide trailers on 12m sites
- Park setting, situated amongst mature trees and 2 large ponds



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## Existing Conditions

### Density, Form & Compatibility of New Growth

#### Hillsburgh – Commercial Core

- Mix of commercial and residential buildings.
- Residential lots range from 20 to 30m frontages.
- Residential lots are interspersed between commercial buildings.
- Dwellings comprised of a wide variety of styles from large 2 storey century homes to bungalows 20 to 30 years old to smaller post war housing.



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## Existing Conditions

### Density, Form & Compatibility of New Growth

#### Hillsburgh – Residential

- Upper Canada Drive area
- Large lots, 30m frontages
- Curvilinear road pattern
- Large homes
- Peaked roofs
- Neighbourhood built on a slope so northerly homes look over the homes to the south
- Landscaping has not yet matured



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## Existing Conditions

### Density, Form & Compatibility of New Growth

#### Hillsburgh – Residential

- Mill Street area
- Developed within last 30 years
- Lot frontages typically 20m
- Mix of one and two storey homes
- Similar architectural styling
- Curvilinear road pattern
- Mature landscaping



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## Existing Conditions

### Density, Form & Compatibility of New Growth

#### Hillsburgh – Residential

- Barbour Drive area
- Recent construction
- Mix of large lot frontages (35m to 50m)
- Mixed architectural styling
- Dwelling orientation to street is slightly angled
- Landscaping is new



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# Existing Conditions

## Density, Form & Compatibility of New Growth

### Summary

- Commercial cores contain significant number of historic buildings contributing to the “small town” charm of the community.
- Almost all residential neighbourhoods in both Erin and Hillsburgh have direct or convenient access to the downtown commercial areas.
- Neighbourhoods are connected to surrounding open spaces.
- The nature of existing residential is predominantly low density, single detached.
- Newer lots are typically larger with larger dwellings.
- “Higher “ density residential is extremely limited.
- Lack of range and mix in housing supply.

# Filling the Gap

## Density, Form & Compatibility of New Growth

### Observed Gaps

- Housing for seniors, aging in community.
- Entry level housing, new families.
- Affordable housing, to wider income range.
- Expanded commercial function – more jobs, greater selection, secure outflow of expenditure to surrounding communities.
- Expanded Industrial base, more jobs, more assessment.



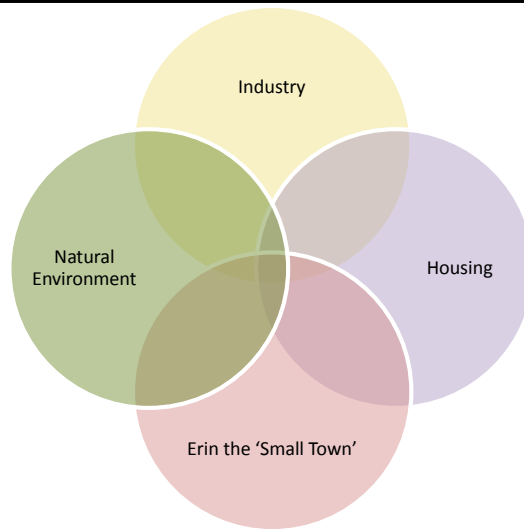
# Filling the Gap

## Density, Form & Compatibility of New Growth



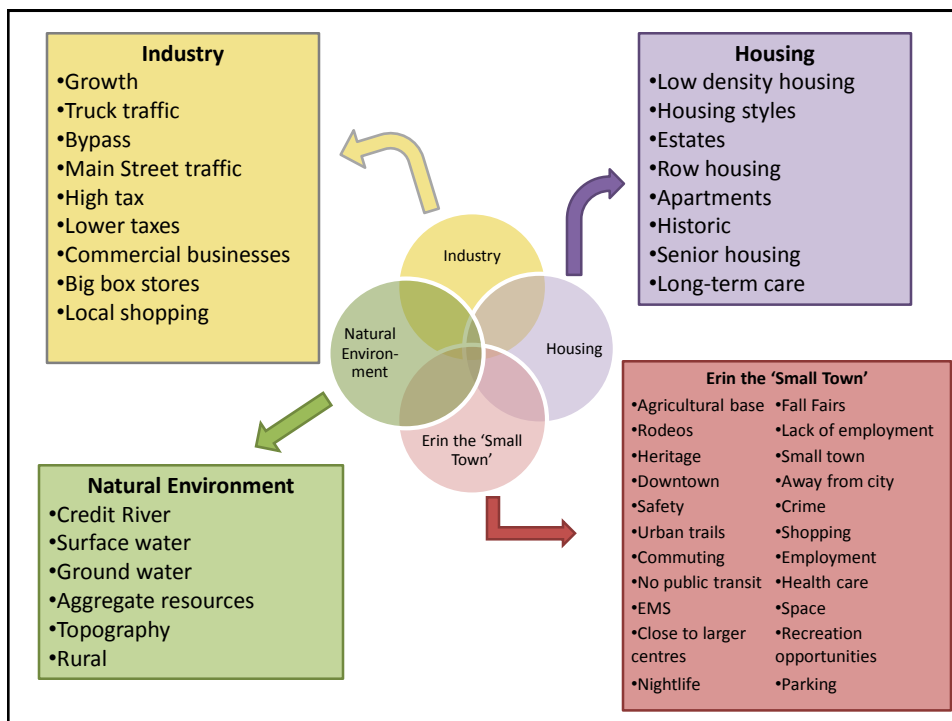
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4 major aspects from community visioning exercises

- Why do these concepts overlap?
- What are the linkages?
- Why do these linkages exist? Are they static or dynamic? Are there alternative linkages?



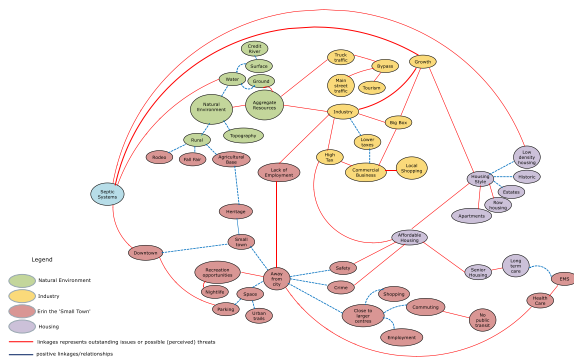


# Servicing Example

## Low Density Housing → Septic Systems → Environment

### Linkages/Issues?

- lots must be big enough for septic systems
- septic systems make large portions of lot un-usable
- continue dependence on septic systems results in sprawl
- maintenance required
- old systems in need of replacement
- possible contamination of soil/water by old or improperly installed/maintained systems
- product of historic planning and land use



*Alternative Linkages*  
 -alternative septic systems  
 -sanitary sewers

*To Consider/Possible Action*  
 -cost  
 -timing  
 -EA (consultation, report)  
 -Design

# Settlement Example

Growth → Affordable Housing → Housing Styles → Crime/Safety

## Linkages/Issues?

- if industry grows, housing needed to support growth
- growth estimates for next 25 years show increase
- current lack of affordable housing
  - seniors, young adults, starter homes, low income
- current housing style – estates and single detached homes
- few alternative housing styles (townhouses, condos etc)
- alternatives perceived as threat (ugly, doesn't fit Erin's style, look like Georgetown or Brampton)
- residents of affordable housing perceived as threat to safety



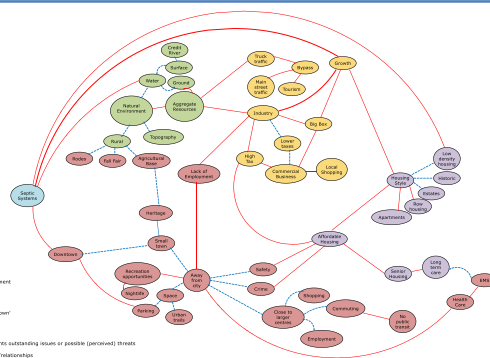
## Alternatives Linkages

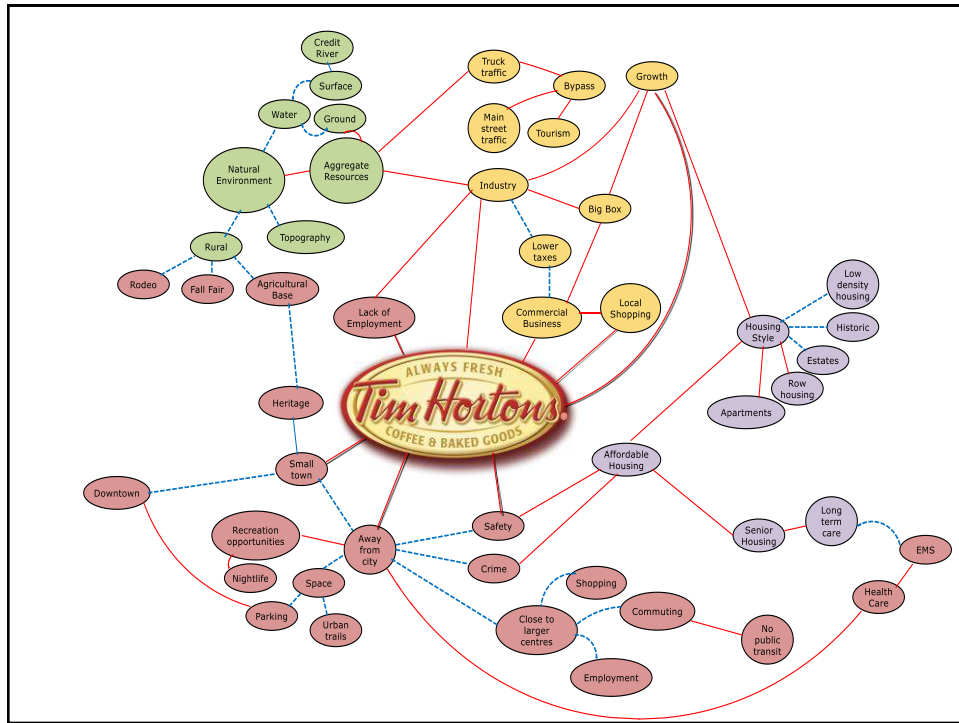
- smaller lots for smaller homes



## To Consider/Possible Action

- changing perceptions/stigmas
- design examples
- bylaws for style





**Town of Erin  
Servicing and Settlement Master Plan  
Liaison Committee Meeting No. 4**

**Meeting Notes**

Date: November 18, 2009

Place: Town of Erin Office

Present:	Ron Finnie	)	Mayor
	John Brennan	)	Councillor
	Lisa Hass	)	Erin Town Manager
	Sally Stull	)	Erin Planner
	Jo Fillery	)	Economic Development Committee
	Bob Wilson	)	Environmental Advisory Committee
	Jamie Cheyne	)	Heritage Committee
	Bill Dinwoody	)	Recreation & Culture Advisory Committee
	Shelley Foord	)	BIA Town of Erin
	Glenyis Betts	)	East Wellington Community Services
	Bob Gardner	)	Members of the Public
	Bonnie Peavoy	)	
	John Sutherland	)	
	Deanna MacKay	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Pamela Scharfe	)	
	Lisa Courtney	)	
	Jay McGuffin	)	Monteith-Brown Planning Consultants
	Phil Gravelle	)	Erin Advocate
Regrets:	Maurizio Rogato	)	SOLMAR Development Corp.
	Dale Murray	)	Triton Engineering Services Ltd.
	Chris Zuppan	)	Member of the Public

## **1.0 Introductions and Agenda**

- The meeting began with Matt P. welcoming and thanking everyone for attending. The agenda items were reviewed: updates; community planning 101 presentation; mind mapping of the “Form & Function” visioning workshops; the SSMP website; and any other issues that need to be addressed.
- Matt discussed the website which is now live and is getting hits and about half a dozen replies have been received. Had some problems getting it up and running as the municipality has had some firewall issues.
- Posters were delivered to the municipal office. Lisa H. still has a supply for those interested. Suggested putting up a 11” x 7” (ledger size) poster at the park.
- The Credit Valley Conservation report is due soon.
- The Committee is now back in the planning stage which is different than the visioning stage (more structural planning).
- Need to have a discussion on the role of the committee.
- Phil Gravelle wrote an article for the Erin Advocate this week on the SSMP website that will track progress. Everyone agreed it was an excellent article that would assist in profiling the website.

## **2.0 Community Planning**

- BM Ross staff provided each Committee member with a copy of a bound document entitled: “Erin Citizen’ Guide: Planning 101”. The document includes information on the following:
  - The Planning Act
  - Official Plans
  - Zoning Bylaws
  - Subdivisions
  - Land Severances
- Jay McGuffin, Principal Planner, Monteith-Brown Planning Consultants provided a power point presentation on the policy planning framework in Ontario and where we are at with the planning process:

Land use planning is guided by five current Guides produced by the province of Ontario:

- (1) Places to Grow: Proposed Growth Plan for the Greater Golden Horseshoe, which includes Wellington County.



- (2) Green Belt Plan: establishes a broad band of permanently protected land.
- (3) Provincial Policy Statement: provides direction on matters of provincial interest related to land use planning and development, and promotes the provincial “policy-led” planning system.
- (4) Wellington Official Plan: County anticipates growth from 89,5000 in 2006 to 122,000 in 2031 therefore the County needs to plan for new housing, commerce, employment for over 32,000 new residents and to achieve this residential development will be directed to urban centres and hamlets.
- (5) Town of Erin Official Plan: Erin and Hillsburg are designated settlement areas with growth opportunities within the existing boundaries. The SSMP is being undertaken to assess, in a comprehensive manner, the Town of Erin’s capacity to accommodate growth from an environmental and servicing perspective. The study must be completed and approved before any major development is permitted.

#### Overview of the Existing Conditions of Erin Village and Hillsburg:

- Location and history;
  - Natural setting;
  - Existing land use; and
  - Density, form and compatibility of new growth:
- a) Summary:
    - commercial cores contain significant number of historic buildings contributing to the “small town” charm of the community
    - almost all residential neighbourhoods in both communities have direct or convenient access to the downtown commercial areas
    - neighbourhoods are connected to surrounding open spaces
    - the nature of existing residential is predominantly low density, single detached.
    - newer lots are typically larger with larger dwellings
    - high density residential is extremely limited
    - lack of range and mix in housing supply
  - b) Filling the Gap (observed gaps):
    - housing for seniors, aging in the community
    - entry level housing, new families
    - affordable housing, to wider income range
    - expanded commercial function – more jobs, greater selection, secure outflow of expenditure to surrounding communities

- expanded industrial base, more jobs

In concluding his presentation Jay showed a range of urban housing that is attractive and affordable for seniors who want to downsize; young adults; and young families starting out. Jay commented that the current average cost of housing in Wellington is on average \$250,000 and in Erin the average cost is \$420,000. So in planning for the future the community needs to address for future development:

- 1) Who is going to buy it?
- 2) Who is your market?
- 3) What do you want to pay for housing?

A member of the Committee commented that the area has a lot of “estate farms” that impact the average cost of housing.

A question and answer period followed the Community Planning 101 presentation:

Q Bob asked what does Erin have to do to make sure this is what gets implemented?

A. Jay commented it is difficult to ensure what gets implemented – can write official plan policy as to the type of architecture. Jay gave examples of Nelson BC and north of Seattle, Portland Oregon and Orangeville. Have to work within the provincial *Planning Act*. Have to have strong policy in your official plan. Matt commented to promote a vision and attract the cooperative developer a community needs a vision to start and rules to follow.

Q. John commented you have to have infrastructure.

R. Matt advised that there are constraints where development can go. We know where and what density we have to plan for and because of strict rules, we have a wall of planning rules and environmental constraints, that provides boundaries which makes it easier.

Jay commented that the area is devoid of townhouse development. We have heard a lot of concern for townhouse development at the community meetings. How are you going to retain an aging population – where are they going to live – there is no place to “downsize” to. Glenyis commented that Erin people are going to move to a condo in Guelph – as people are currently buying Guelph condos and renting them until they are ready to move into them when they retire.

The Mayor commented that the recent Local Health Integrated Network (LHINs) meeting looked at the demographics. Erin has a void in the upper age group. Erin has the youngest population in the area because the elders are moving out due to lack of affordable housing, medical services, and other age related services.

Matt commented - the area needs to have enough core senior population to attract services for seniors.

### **3.0 Mind Map of the “Form & Function” Visioning Workshops**

Matt advised the Committee if you collect opinions you have to do something with the information you collect. After attending all of the workshops you start to hear the same or similar comments and themes. The same six questions were posed at each of the workshops (public, BIA, realtors):

- Q1: What is the community’s greatest asset?
- Q2: What are the reasons you like to live/work here?
- Q3: What do you like least about Erin?
- Q4: Is there a place for your children here when they grow up?
- Q5: What would make you leave Erin?
- Q6: What would make Erin a better place to live/work in?

From the visioning questions we know what the community likes; didn’t like; what they thought should change; what should stay the same; and linkages. Matt advised that Planners do not think linear but rather conceptually and introduced Lisa Courtney, Environmental Planner, BM Ross, who took the committee through a “Mind Mapping” exercise.

A mind map is a diagram used to represent words, ideas, tasks, or other items linked to and arranged around a central key word or idea. Mind maps are used to generate, visualize, structure, and classify ideas, and as an aid in study, organization, problem solving, decision making, and writing.

The elements of a given mind map are arranged intuitively according to the importance of the concepts, and are classified into groupings, branches, or areas, with the goal of representing semantic or other connections between portions of information.

The elements from the visioning workshops were put into four main categories which overlap:

- (1) Natural Environment
- (2) Industry
- (3) Housing
- (4) Erin, the small town

Lisa C. presented a powerpoint and a hard copy of the mind map diagram to Committee members.

The key points of the mind mapping exercise were:

- Why do these concepts overlap?
- What are the linkages?

- Why do these linkages exist? Are they static or dynamic? Are there alternative linkages?
- Looked at the most common comments, which are presented in a very basic summary.
- The more you analyze the data, the more connections you can make
- The blue lines in the diagram represented good connections (what people like and didn't want to change)
- The red lines presented threats (currently there are more threats than good connections)
- Using a mind map you can figure out ways to change threats to good connections.

Lisa C. used two examples in her presentation to demonstrate the mind mapping:

1. Servicing example: low density housing → septic systems → environment linkages/issues:
  - lots must be big enough for septic systems
  - septic systems make large portions of lot unusable
  - continue dependence on septic systems results in sprawl
  - septic system maintenance required
  - old systems in need of upgrades or replacement
  - possible contamination of soil/water by old or improperly installed/maintained septic systems (product of historic planning and land use)

Alternative Linkages: alternative septic systems, sanitary sewers

To Consider/Possible Action: cost, timing, EA (consultation, report), design

2. Settlement Example: Growth → Affordable Housing → Housing Style → Crime/Safety:
  - if industry grows, housing needed to support growth
  - growth estimates for next 25 years show increase
  - current lack of affordable housing (seniors, young adults, starter homes, low income)
  - current housing styles (estates and single detached homes)
  - few alternative housing styles (townhouses, condos, etc.)
  - alternatives perceived as a threat (ugly, doesn't fit Erin's style, like Georgetown or Brampton)
  - residents of affordable housing perceived as threat to safety

Alternative Linkages: smaller lots for smaller homes

To Consider/Possible Action: changing perceptions/stigmas; design examples; bylaws for style of townhouses/condos

Matt commented that one of the things the Liaison Committee will look at is how to change some of the "threats" to "good for the community". The Liaison

Committee now have more information on what people think, which can now be taken back to the Committee members' respective groups.

#### **4.0 Role of the Committee:**

There have been discussions about the role of the Committee in the study process. Matt presented his thoughts on the Role of the Liaison Committee:

- we are doing a servicing and settlement master plan
- we are doing a process to bring services to Erin
- we have solicited values on the community and its function but have to remember where we are heading while incorporating these values into the study and to stay on track
- sewers are in the picture
- the role of this Committee in the Terms of Reference for the study is not largely defined
- made up of 10-12 people representing a cross section of the community with a role to provide regular communication between the Town/Consultant/Core Management Committee and the public regarding the study
- challenge for the consultant is to keep the Committee involved and up to speed on the process
- if we are going to run a Liaison Committee we have to get members involved in the process
- one of BM Ross' role is to make the meetings useful
- as we go through the process we hope to come up with sustainable solutions
- at the end of Phase 1 we will have a vision statement as it relates to the project – this is not the same as a Sustainability Plan for the Town – that is a different and more complex study
- we do think that sustainability should be part of the vision
- the Committee will contribute to and give backbone of support to the process
- bring ideas forward, and take back information you receive to your groups in the community
- running committee by consensus – nods of heads vs. votes
- all this information is building blocks - Septic 101, Planning 101, Form and Function, Credit Valley Conservation report
- also require hard infrastructure information
- this is a two year timeframe – we are on track – next public meeting in March
- need to produce a background report – do we have enough information – need to discuss with Core Management Committee and Council
- we will look at alternative solutions to growth - what is reasonable now and can you expand

Q. Bob G. asked what was the best way to take information back to the public at large.

A. Matt advised you have to understand where this is going – we are heading towards a solution – you have to know more than the public – Septic 101, Planning 101, Infrastructure 101 – we need to spend time on informing you

because you need to know the background, what the numbers mean. If people are telling each other the wrong information or rumours – you need to give the right information. Mayor Finnie gave example: we are not going to become Toronto over night because there are rules. Comment that these are the “present” rules. Sally said that the rules are getting more stringent. Generally work within a 25-30 year range – don’t want to overbuild – have been constrained already –just treading water – you aren’t growing – need change to let there be growth to let good things happen to the community

## **5.0 Future Activities**

- the next meeting for the committee was scheduled for 7:00 pm Wednesday, December 16, 2009
- hope to have the Credit Valley Conservation report to review
- review detailed area mapping
- there will be no meeting in January 2010

Meeting concluded at 9:10 pm

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:

Pamela Scharfe

B. M. ROSS AND ASSOCIATES LIMITED

[pscharfe@bmross.net](mailto:pscharfe@bmross.net)

Toll free: 1-888 -524-2641

Distribution: Liaison Committee

Attached: Mind Map ppt presentation  
Planning ppt presentation

# Defining Erin

Our Ideas  Our Vision  
Our Community



ERIN

## Servicing and Settlement Master Plan Notice of Liaison Committee Meeting No. 5

When: 7:00 to 9:00 (ish) pm  
Wednesday, December 16<sup>th</sup>, 2009

Where: Town of Erin Municipal Office  
5689 Trafalgar Rd. (WCR #24)  
RR#2 Hillsburgh, ON

### Agenda Items:

- Dealing with data - Mind mapping (2)
- Community Design Form and Function –Vision Quest (formulating a vision statement)
- Next steps

**Note:** *Now that winter has arrived there is always the possibility that a meeting may have to be cancelled due to travel conditions. We will endeavour to provide notice as soon as possible once a decision has been made.*

---

RSVP: Matt Pearson (Project Manager)  
BMROSS & Associates  
1-888-524-2641 (Toll Free)      mpearson@bmross.net

# Defining Erin

Our Ideas  Our Vision  
Our Community

**Community Vision  
for the  
Settlement and Servicing  
of the  
Town of Erin**

## ***“VISION QUEST”***



***A vision without a plan is just a dream.***

***A plan with out the vision is just drudgery.***

***But a vision with a plan can change the world.***

***“Why bother with visions of the future when today's problems seem overwhelming?”***

***Both problem solving and visioning are important; they are quite different approaches that should be used in combination.***



### VISIONING:

- Generates a common goal, hope, & encouragement;
- Offers a possibility for fundamental change;
- Gives people a sense of control;
- Gives something to move toward; and
- Generates creative thinking & passion.

### PROBLEM SOLVING:

- With problem solving a group can get mired in technical details and political problems and many even disagree on how to define the problem.
- Problem solving, although useful, rarely results in any really fundamental change.

A *problem* is  
something  
*negative* to move  
*away from*

A *vision* is  
something  
*positive* to move  
*toward*

*In moving toward a vision, you will be likely to encounter a number of problems to solve.*

### ***What is a community vision statement?***

- A statement or series of statements, that expresses the goals and expectations of the future of a community.
- Used to provide a clear, unified picture of the future & as a decision-making tool to ensure projects & initiatives fit within the community's vision of the future.
- Inspires & motivates groups & individuals within the community to take action & organize efforts that will lead to the realization of the community vision.
- Describes what a community would like to achieve.
- Can be used to address specific aspects of the future (such as settlement & servicing).

### ***What should be included in a community vision statement?***

- The goals and expectations shared by the community.
- A reflection of the common values of the community.
- Inclusiveness of diverse populations within the community.
- A reflection of the qualities that make the community unique.
- A positive attitude.
- Present-tense language.
- Address a specified time frame.
- A focus on settlement & servicing.

### ***What a vision statement is not!***

- Dogma
- Inward reflections
- A status report on the current community

### ***What do community visions do?***

- Through a simple message, should inspire people and touch their hearts.
- Should excite people about the future.
- Should act as a framework for future community decisions to preserve and enhance aspects of the community that the people care about.

### ***COMMUNITY CONSULTATION***



## ***NATURAL ENVIROMENT***

- Water  
(ground & surface)
- Topography
- Aggregate Resources
- Credit River
- Rural



## ***INDUSTRY***

- Growth
- Tourism
- Commercial Business
- Local Shopping
- Big Box
- Truck Traffic
- Truck Bypass
- High Tax
- Lower Taxes



## ***ERIN THE SMALL TOWN***

- Heritage
- Small Town
- Downtown
- Recreation Opportunities
- Agricultural Base
- Away from the City
- Urban Trails
- Nightlife
- Lack of Employment



## ***HOUSING***

- Housing Style
- Historic
- Low Density
- Estates
- Apartments
- Affordable
- Senior
- Long Term Care



### *The Town of Somewhere*

- Somewhere is a safe, family-friendly municipality with a strong sense of community.
- The scenic rural setting, history & traditions set it apart from larger urban centres.
- Local businesses & industries provide employment opportunities for its residents.
- A superior quality of life is enjoyed by all residents through the availability of a range of housing options that are in keeping with the local heritage & values.
- As well, storm & sanitary sewers provide residents with cost-effective, safe & reliable municipal services while protecting the natural environment.

### **“Uniqueness”**

- Somewhere is a safe, family-friendly municipality with a strong sense of community.
- The scenic rural setting, history & traditions set it apart from larger urban centres.

### **“Vision of the future”**

- local businesses & industries provide employment opportunities
- availability of a range of housing options
- cost-effective, safe & reliable municipal services

### **“Important Values”**

- A superior quality of life...
- Heritage and values...
- Protecting the natural environment

### FORMULATING A VISION STATEMENT EXERCISE

#### **1<sup>ST</sup> Part: (10 minutes)**

- Put yourself in the place of a resident 50 years ago to try to image the likelihood of some of the community changes that are in place today.
- Ask: (1) Was the change predictable?  
(2) Were some outside the realm of prediction?

#### **2<sup>nd</sup> Part: (10 minutes)**

- Brainstorm what your ideal community would be like in 10 to 20 years.
- Each group will have a different category to describe change in your community: people, housing, jobs/business, health care, recreation, environment, public involvement.
- Your goal as a group is to create one positive, declarative, one-sentence statement about how the community will be in the future. Make the statement in present tense.

#### **3<sup>rd</sup> Part: (10 minutes)**

- Hi-light some of the major differences between now and the future they have created



**To Everyone  
Merry Christmas  
and  
Happy New Year!**

## Mind Mapping: Our Ideas and Our Vision

**Defining Erin**  
Our Ideas  Our Vision  
Our Community



## Mind Mapping

- Mind maps are used to identify, explore and analyze relationships between ideas or issues
- Brings together ideas from other brainstorming activities
- Get people to think in multiple directions, rather than linearly
- Can examine relationships as part of a system



- From the SWOT exercises, we were able to identify characteristics of the Town of Erin that are important and may:

- Already exist in the community (eg. the Fall Fair)
- Be missing from the community (eg. Public transit)
- Be tangible (eg. Credit River)
- Be a value or quality (eg. Safety)

- Use these characteristics to create a mind map



Linkages (dashed lines)  
represent relationships.



How do we use this information?  
How do we give value to the linkages?



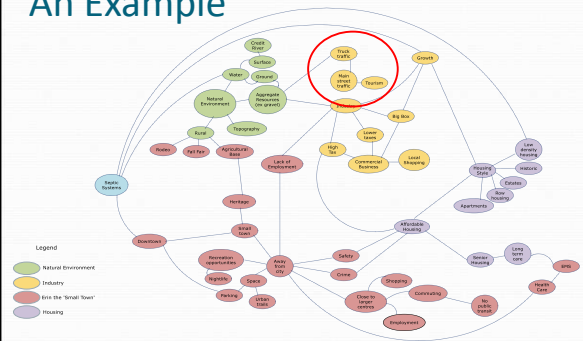
Use a vision statement as a framework!

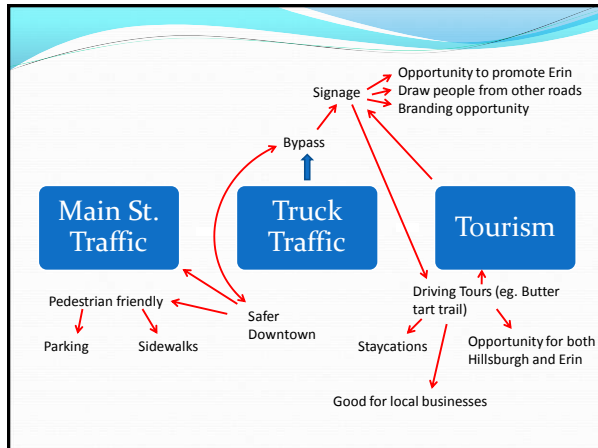
- A vision statement can be used as a framework for determining which relationships are consistent with a future vision and those that are not
- Relationships that are not consistent with the vision statement can then be examined further to identify ways to make them fit with the future vision

## Your Task

- Identify the linkages on the mind map as either:
  - Consistent with the vision of Erin
  - Not consistent or need improvement
- Identify 5-6 linkages that the group considers important to Erin's future.
- If the linkages are not consistent/need improvement, make a mind map to identify ways to make that linkage fit the vision.

## An Example





## Finally...

- Pick the most important linkage for Erin's future (either good or needs improvement) and explain to the group why you chose it
- If it's a linkage that needs improvement to be consistent with the vision of Erin in the future, please tell us why and show off your new mind mapping skills

## Summary of Tasks

- Identify the linkages on the mind map as either: consistent with the vision of Erin or not consistent (need improvement). (5 minutes)
- Identify 5-6 linkages important to Erin's future. (5 minutes)
- If the linkages are not consistent/need improvement, make a mind map to identify ways to make the linkages fit the vision. (25 minutes)
- Chose a top linkage and share your thoughts with the whole group. (10 minutes)



**Town of Erin  
Servicing and Settlement Master Plan  
Liaison Committee Meeting No. 5**

**Meeting Notes**

Date: December 16, 2009

Place: Town of Erin Office

Present:	Rod Finnie )	Mayor
	John Brennan )	Councillor
	Lisa Hass )	Erin Town Manager
	Sally Stull )	Erin Planner
	Bob Wilson )	Environmental Advisory Committee
	Jamie Cheyne )	Heritage Committee
	Bill Dinwoody )	Recreation & Culture Advisory Committee
	Bob Gardner )	Members of the Public
	John Sutherland )	
	Chris Zuppan )	
	Matt Pearson )	B.M. Ross and Associates (BMROSS)
	Pamela Scharfe )	
	Lisa Courtney )	
Regrets:	Glenyis Betts )	East Wellington Community Services
	Jo Fillery )	Economic Development Committee
	Shelley Foord )	BIA Town of Erin
	Deanna MacKay )	Member of the Public
	Dale Murray )	Triton Engineering Services Ltd.
	Bonnie Peavoy )	Member of the Public
	Maurizio Rogato )	SOLMAR Development Corp.

**1.0 Introductions and Agenda:**

- The meeting began with Matt P. welcoming and thanking everyone for attending. The agenda items were reviewed:
  - Community Design Form & Function – Vision Quest (formulating a vision statement); and
  - Dealing with Data – Mind Mapping (2); and
  - Next Steps.

## **2.0 Community Design Form & Function – “Vision Quest” (formulating a vision statement):**

- P. Scharfe presented a power point to provide the Committee members with the background and an overview of establishing a community vision statement by addressing the following:
  - What is a community vision statement?
  - What should be included in a community vision statement?
  - What a vision statement is not!
  - What do community visions do?
  - The difference between “visioning” and “problem solving”

### **Background:**

Where did this community visioning practice originate and on what logic, tradition, or theory is it based?

- There was a remarkable progression from the time in the mid-1980s when visioning was completely absent from the planning lexicon until the point in the mid-1990s when many of the articles in US, Canadian, UK and Australian planning journal issues featured visioning (Shipley & Newkirk, 1998). An article entitled ‘Visions of things to come,’ appeared in the Journal of the American Planning Association in 1993 (Klein et al.), it talked about visioning as a ‘new’ approach that promised to revolutionize planning for the better. At the time the term was indeed relatively novel.

### **Overview:**

- there are no exact agreed-upon definitions, but generally “a vision” describes a desired future and can take a simple form or can require an entire, complex document to describe
- official plans at all levels of many organizations and governments call for the expression of a vision
- a vision in planning is a statement of a desired or even idealized future state and/or the image or picture of that goal
  - these statements range from one sentence to entire, relatively complex documents
  - community visioning is both a process and a product

- the process gives residents the opportunity to express what they value about their community and to develop a consensus on what they would like to change or preserve
  - during this process, residents discuss their ideas on what they would like their community to look and feel like in the next five to ten years
  - the product of these discussions is a vision statement
  - this short statement describes what residents value about their community and what they would like their community to look like in the future
  - the process of developing a vision statement is more important than the actual statement
  - the process helps residents to take a realistic look at their community; not to assign blame but to establish an honest appraisal of what their community is
  - this information is critical for developing a strategy for change
  - the product, the vision statement, is important because it helps keep the community on track
  - think of the statement as a compass that guides a community through the ups and downs of economic, social and political change
  - if the statement is truly community developed and supported, changes in these landscapes will have little impact
  - in addition, the statement may be used to assess the compatibility of new initiatives and programs with the residents' ideas
  - a community will always have new opportunities, such as new businesses, highways, and government programs
  - it is up to residents to determine if these opportunities will either hinder or help their community achieve its vision for the future
- The Committee was then divided into three groups to participate in a group exercise to begin the process of formulating a vision statement for the servicing and settlement plan. The following is an outline of the process and Committee input:

### **Part 1:**

Groups were asked to put themselves in the place of a resident 50 years ago to try to image the likelihood of some of the community changes that are in place today and ask the following questions with respect to the changes:

- (1) Was the change predictable?
- (2) Were some outside the realm of prediction?

### **Group 1**

- (1) Yes. But hard to realize the amount as retail has evolved & shrunk in the area and agriculture was a major industry
- (2) Yes. Retail has evolved in the last 25 years - mixture of types
  - Erin as a tourist destination!!!!
  - Jobs opportunities have evolved

### **Group 2**

- bedroom community – somewhat predictable – farming community so community was small
- local unemployment remains an issue
- change in rural character – small mixed farms to industrial
- change in role of community function of churches – not predictable
- change in housing – farm land being bought up for cash cropping or hobby/leisure farms
- railway – could see the decline – predictable
- truck traffic – didn't start with decline of railway – Honda plant not predictable
- youth activities – probably less
- sports – more organized sports now, 50 years ago kids organized their own sports games - baseball, hockey now have much more organization - type of sports opportunities now available wasn't predictable
- art gallery on Main St. – Erin – not predictable – would never have seen that 50 years ago

### **Group 3**

- loss of commercial activity
  - loss of population – higher education, higher paying job – children don't stay on the farm as a career
  - change from agricultural community to bedroom community
  - increase in personal wealth
  - increase in leisure
- (1) Not predictable
  - (2) Yes - outside the realm of possibility

### **Part 2:**

Groups were asked to brainstorm what their ideal community would be like in 10 to 20 years. Each group was given a different category to describe change in the community (i.e., people, housing, jobs/business, health care, recreation, environment, public involvement). The groups were asked to create one positive, present tense, declarative, one-sentence statement about how the community will be in the future relative to the category they had been assigned. Committee members were provided with a "Vision Statement Checklist" to guide them in the development of the statement:

- ☐ The goals and expectations shared by the community
- ☐ A reflection of the common values of the community
- ☐ Inclusiveness of diverse populations within the community
- ☐ A reflection of the qualities that make the community unique
- ☐ A positive attitude
- ☐ Present-tense language
- ☐ Address a specified time frame
- ☐ A focus on settlement & servicing

### **Group 1 (Jobs/Business)**

Now – we have “cottage industry” that is small, “IT” or artistic in nature. We have no infrastructure for traditional industry – sewer/water. These facilities would also provide “associate” industry and jobs. “Guardian” property – re-development to provide this area!” “Assign an “industrial” basin or campus region for employment.”

*“Oasis of location and technology” P. Gravelle*

### **Group 2 (Environment)**

In 10-20 years the environment in Erin...

- historical green track
- healthy Credit River ecosystem
- locally, grown and eaten food – increased to a norm
- servicing to support environmental protection
- ground water protection and sustainable use and conservation
- gravel – sustainable mining operations
- wildlife habitat

*“We will create an environmentally healthy community protecting our natural resources, and promoting a sustainable ecosystem.”*

### **Group 3 (Recreation)**

In 10 to 20 years recreation in Erin

- recognize the value and encourage recreation
- responsive to interests of the community
- accessible opportunity
- outdoor recreation opportunity

*“... will recognize the value and encourage recreation responsive to the interests of the community in a manner which provides accessible opportunities that maximize on the Towns geographic attributes in providing outdoor recreation.”*

### **Part 3:**

Finally, the three groups were then asked to hi-light some of the major differences between now and the future they had created in their vision statement

#### **Group 1 (Jobs/Business)**

We have the infrastructure and the proximity to larger markets to attract and retain employment for our own residents in green manufacturing.

#### **Group 2 (Environment)**

Suspect that the Credit River isn't as healthy as it could/should be – a lot of silt. Old dumps – have municipal water to ensure have safe water. Right now don't have the servicing for environmental protection.

#### **Group 3 (Recreation)**

Adapt quickly and respond to needs in recreation. Don't have a plan for future recreation. Allocate more money for provision of recreation; to improve quality; and promote tournaments.

### **3.0 Dealing with Data – Mind Mapping (2):**

- L. Courtney presented a power point overview of the theory and application of mind mapping. Briefly, the theory and applications of mind mapping were discussed, followed by an explanation of the source of the data used and how value can be given to the relationships identified in a mind map, using vision statements.

#### **Overview**

- mind mapping is a visual, data organization technique that allows for the identification of relationships between concepts and aspects of a particular problem or opportunity
- when a number of issues and ideas have been identified through brain storming activities, such as Strength-Weakness-Opportunity-Threats (SWOT) exercises, mind mapping can be used to present the data and identify relationships.
- the nature of mind mapping encourages people to consider relationships in terms of a system, as well as consider the effects of ideas and aspects on the entire system
- the data gathered from previous SWOT exercises was grouped by theme: Natural Environment, Industry, Erin the 'Small Town' and Housing
- within these groups, the data was categorized as: already existing in the community, absent from the community, tangible or a value or quality

- the data was then organized into a mind map, with relationships indicated by the linkages between ideas and aspects
  - using a vision statement, the relationships identified through mind mapping can be assessed as either consistent with the future vision or not consistent and in need of improvement
  - relationships found not to be consistent with the community vision statement then undergo further examination to identify ways to make the relationship fit the vision
- The committee reformed the groups from the previous exercises and participated in the following mind mapping exercises:
    - categorizing the relationships shown on a mind map (derived from the data gathered during SWOT exercises) as either consistent with their vision of Erin in the future or not consistent
    - identifying 3 important relationships
    - identifying ways in which to improve relationships found not consistent with their future vision of Erin.

#### **4.0 Next Steps:**

- Credit Conservation report – will ask a representative to come and present on their report finding
- BM Ross will prepare a draft vision statement
- BM Ross will investigate a tracker for the website
- A public meeting will be hosted in March

Meeting concluded at 9:15 pm

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:  
 Pamela Scharfe  
 B. M. ROSS AND ASSOCIATES LIMITED  
[pscharfe@bmross.net](mailto:pscharfe@bmross.net)  
 Toll free: 1-888 -524-2641

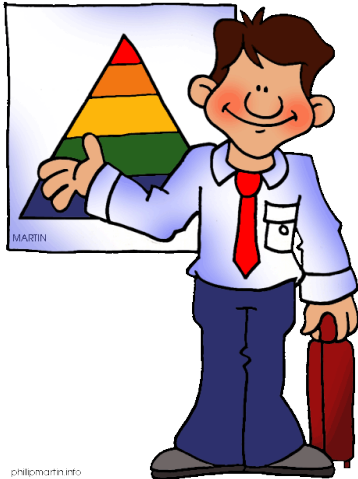
**Distribution:** Liaison Committee

**Attached:** Meeting No. 5 Meeting Notes (pdf)  
 Mind Mapping Exercise presentation (pdf)  
 Mind Mapping Diagram (pdf)  
 Vision Statement Exercise presentation (pdf)

# Defining Erin

Our Ideas  Our Vision  
Our Community

ERIN



## DID YOU MISS US?

### Servicing and Settlement Master Plan Notice of Liaison Committee Meeting No. 6

When: 7:00 to 9:00 (ish) PM  
Wednesday, July 21<sup>st</sup>, 2010

Where: Town of Erin Municipal Office  
5684 Trafalgar Rd. (WCR #24)  
RR #2 Hillsburgh ON

#### Agenda Items:

- Revisiting the Project Schedule
- Community Design, Form and Function—Deciding on a Vision Statement
- Community Newsletter
- Next Steps

---

RSVP: Matt Pearson (Project Manager)  
BMROSS and Associates  
1-888-524-2641 (Toll Free)

[mpearson@bmross.net](mailto:mpearson@bmross.net)



## Defining Erin

Our Ideas  Our Vision  
Our Community



### Liaison Committee Meeting #6



## Tonight's Agenda

- Review of the Project Schedule
- Deciding on a Vision Statement
- Review of a Community Newsletter
- Next Steps

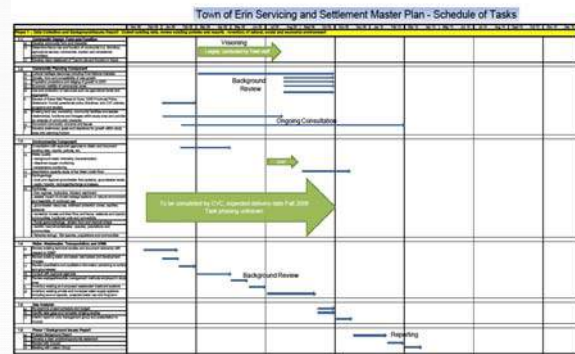


## Since we last met...

- We have received:
  - Draft Environmental Component – Existing Conditions Report from the CVC
  - Draft Community Planning Background Report from Monteith-Brown
- We have prepared:
  - An updated schedule
  - Draft vision statement
  - Community newsletter about the SSMP



## Original Schedule



# Revised Schedule

Figure 10-10: Revised Schedule

Figure 10-10 is a Gantt chart titled "Revised Schedule" showing the timeline for the "Town of Erie Servicing and Settlements Master Plan". The chart spans from January 2014 to December 2015. The tasks and their durations are as follows:

- January 2014 to March 2014:**
  - January 2014 to February 2014: **January 2014 to February 2014** (Task 1)
  - January 2014 to March 2014: **January 2014 to March 2014** (Task 2)
- March 2014 to May 2014:**
  - March 2014 to May 2014: **March 2014 to May 2014** (Task 3)
- May 2014 to July 2014:**
  - May 2014 to July 2014: **May 2014 to July 2014** (Task 4)
- July 2014 to September 2014:**
  - July 2014 to September 2014: **July 2014 to September 2014** (Task 5)
- September 2014 to November 2014:**
  - September 2014 to November 2014: **September 2014 to November 2014** (Task 6)
- November 2014 to January 2015:**
  - November 2014 to January 2015: **November 2014 to January 2015** (Task 7)
- January 2015 to March 2015:**
  - January 2015 to March 2015: **January 2015 to March 2015** (Task 8)
- March 2015 to May 2015:**
  - March 2015 to May 2015: **March 2015 to May 2015** (Task 9)
- May 2015 to July 2015:**
  - May 2015 to July 2015: **May 2015 to July 2015** (Task 10)
- July 2015 to September 2015:**
  - July 2015 to September 2015: **July 2015 to September 2015** (Task 11)
- September 2015 to November 2015:**
  - September 2015 to November 2015: **September 2015 to November 2015** (Task 12)
- November 2015 to January 2016:**
  - November 2015 to January 2016: **November 2015 to January 2016** (Task 13)
- January 2016 to March 2016:**
  - January 2016 to March 2016: **January 2016 to March 2016** (Task 14)
- March 2016 to May 2016:**
  - March 2016 to May 2016: **March 2016 to May 2016** (Task 15)
- May 2016 to July 2016:**
  - May 2016 to July 2016: **May 2016 to July 2016** (Task 16)
- July 2016 to September 2016:**
  - July 2016 to September 2016: **July 2016 to September 2016** (Task 17)
- September 2016 to November 2016:**
  - September 2016 to November 2016: **September 2016 to November 2016** (Task 18)
- November 2016 to January 2017:**
  - November 2016 to January 2017: **November 2016 to January 2017** (Task 19)
- January 2017 to March 2017:**
  - January 2017 to March 2017: **January 2017 to March 2017** (Task 20)
- March 2017 to May 2017:**
  - March 2017 to May 2017: **March 2017 to May 2017** (Task 21)
- May 2017 to July 2017:**
  - May 2017 to July 2017: **May 2017 to July 2017** (Task 22)
- July 2017 to September 2017:**
  - July 2017 to September 2017: **July 2017 to September 2017** (Task 23)
- September 2017 to November 2017:**
  - September 2017 to November 2017: **September 2017 to November 2017** (Task 24)
- November 2017 to January 2018:**
  - November 2017 to January 2018: **November 2017 to January 2018** (Task 25)
- January 2018 to March 2018:**
  - January 2018 to March 2018: **January 2018 to March 2018** (Task 26)
- March 2018 to May 2018:**
  - March 2018 to May 2018: **March 2018 to May 2018** (Task 27)
- May 2018 to July 2018:**
  - May 2018 to July 2018: **May 2018 to July 2018** (Task 28)
- July 2018 to September 2018:**
  - July 2018 to September 2018: **July 2018 to September 2018** (Task 29)
- September 2018 to November 2018:**
  - September 2018 to November 2018: **September 2018 to November 2018** (Task 30)
- November 2018 to January 2019:**
  - November 2018 to January 2019: **November 2018 to January 2019** (Task 31)
- January 2019 to March 2019:**
  - January 2019 to March 2019: **January 2019 to March 2019** (Task 32)
- March 2019 to May 2019:**
  - March 2019 to May 2019: **March 2019 to May 2019** (Task 33)
- May 2019 to July 2019:**
  - May 2019 to July 2019: **May 2019 to July 2019** (Task 34)
- July 2019 to September 2019:**
  - July 2019 to September 2019: **July 2019 to September 2019** (Task 35)
- September 2019 to November 2019:**
  - September 2019 to November 2019: **September 2019 to November 2019** (Task 36)
- November 2019 to January 2020:**
  - November 2019 to January 2020: **November 2019 to January 2020** (Task 37)
- January 2020 to March 2020:**
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- March 2020 to May 2020:**
  - March 2020 to May 2020: **March 2020 to May 2020** (Task 39)
- May 2020 to July 2020:**
  - May 2020 to July 2020: **May 2020 to July 2020** (Task 40)
- July 2020 to September 2020:**
  - July 2020 to September 2020: **July 2020 to September 2020** (Task 41)
- September 2020 to November 2020:**
  - September 2020 to November 2020: **September 2020 to November 2020** (Task 42)
- November 2020 to January 2021:**
  - November 2020 to January 2021: **November 2020 to January 2021** (Task 43)
- January 2021 to March 2021:**
  - January 2021 to March 2021: **January 2021 to March 2021** (Task 44)
- March 2021 to May 2021:**
  - March 2021 to May 2021: **March 2021 to May 2021** (Task 45)
- May 2021 to July 2021:**
  - May 2021 to July 2021: **May 2021 to July 2021** (Task 46)
- July 2021 to September 2021:**
  - July 2021 to September 2021: **July 2021 to September 2021** (Task 47)
- September 2021 to November 2021:**
  - September 2021 to November 2021: **September 2021 to November 2021** (Task 48)
- November 2021 to January 2022:**
  - November 2021 to January 2022: **November 2021 to January 2022** (Task 49)
- January 2022 to March 2022:**
  - January 2022 to March 2022: **January 2022 to March 2022** (Task 50)
- March 2022 to May 2022:**
  - March 2022 to May 2022: **March 2022 to May 2022** (Task 51)
- May 2022 to July 2022:**
  - May 2022 to July 2022: **May 2022 to July 2022** (Task 52)
- July 2022 to September 2022:**
  - July 2022 to September 2022: **July 2022 to September 2022** (Task 53)
- September 2022 to November**

## Revised Schedule Highlights

**September 2010**

- Complete Draft Background Report
- Prepare draft Problem/Opportunity Statement

Public Meeting


**October 2010**

- Meet with Liaison Committee and Council
- Finalize Problem/Opportunity Statement

Public Meeting

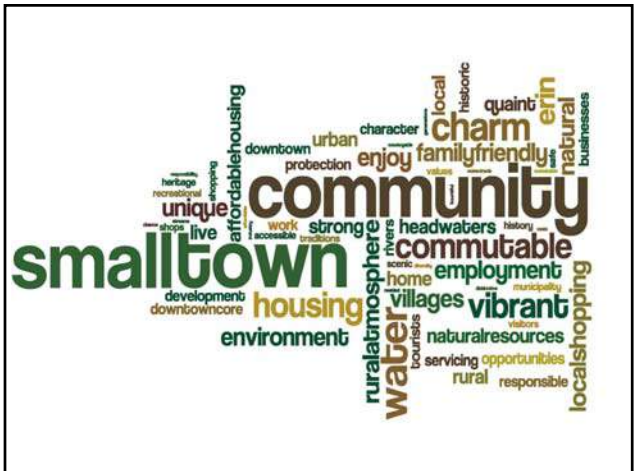
**November 2010**

- Public Meeting
- Begin Phase 2 (EA process)



# Defining Erin: Vision Statement

- The steps we have taken so far:
  - Multiple groups have identified strengths, weaknesses, threats and opportunities
  - Using mind-maps we have identified connections and linkages between key values and aspects of the community
  - Discussed what a vision statement is, isn't and what should be included



## What a Vision Statement is:

- A statement or series of statements that expresses the goals and expectations of the future of a community
- Provide a clear, unified picture of the future
- A decision-making tool to ensure projects and initiatives fit within the community's vision of the future
- Inspires and motivates groups and individuals within the community to take action and organize efforts that will lead to the realization of the community vision
- Can be used to address specific aspects of the future (such as settlement and servicing)



## What a Vision Statement should include:

- Goals and expectations shared by the community
- Reflection of common values of the community
- Inclusiveness of diverse populations within the community
- Reflection of the qualities that make the community unique
- A positive attitude
- Present-tense language
- A focus on settlement and servicing



## Draft Vision Statement

The Town of Erin will remain a vibrant, sustainable community, located at the headwaters of the West Credit and Grand Rivers. It will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base and a range and mix of housing a higher percentage of the residents will work and live within Erin. Visitors to Erin will continue to enjoy the small-town atmosphere, unique shops and surrounding rural charm. Through responsible development and servicing, Erin's rich natural environment is protected and preserved. The Town of Erin will continue to be a livable and safe community.



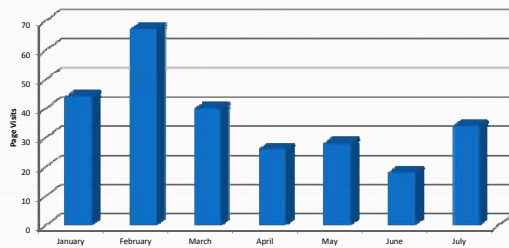
## Community Newsletter

- Will be sent to all residents in the study area
- Provide an update on the SSMP project
- Includes:
  - Summary of SSMP project
  - Summary of visioning exercises (including vision statement)
- Any thoughts, suggestions, comments?



## Defining Erin Website

Defining Erin - Website Visits



## Website Update

- Summary of visioning exercises
  - SWOT exercises
  - Mind Maps
  - Vision Statement
- Digital version of the newsletter
- Digital version of SSMP posters
- Frequently Asked Questions (FAQs)



## Next Steps

- Finalize and mail out the newsletter
- Update Defining Erin website
- Prepare Background Report
- Prepare a draft Problem/Opportunity statement
- Meet with Council and Liaison Committee prior to Public Meeting
  - Present Problem/Opportunity statement
  - Begin EA process



## Next Meeting:

Wednesday August 25th



Questions?



**B. M. ROSS AND ASSOCIATES LIMITED**  
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[www.bmross.net](http://www.bmross.net)

File No. 08128

**Town of Erin  
Servicing and Settlement Master Plan  
Liaison Committee Meeting No. 6  
Meeting Notes**

Date: July 21, 2010

Place: Town of Erin Office

Present:	Rod Finnie	)	Mayor
	John Brennan	)	Councillor
	Ken Chapman	)	Councillor
	Josie Wintersinger	)	Councillor
	Lisa Hass	)	Erin Town Manager
	Sally Stull	)	Erin Planner
	Jamie Cheyne	)	Heritage Committee
	Shelley Foord	)	BIA Town of Erin
	Glenyis Betts	)	East Wellington Community Services
	Jo Fillery	)	Members of the Public
	Bonnie Peavoy	)	
	John Sutherland	)	
	Deanna MacKay	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Pamela Scharfe	)	
	Lisa Courtney	)	
	Jay McGuffin	)	Monteith-Brown Planning Consultants
Regrets:	Maurizio Rogato	)	SOLMAR Development Corp.
	Dale Murray	)	Triton Engineering Services Ltd.
	Chris Zuppan	)	Member of the Public
	Bob Gardner	)	Member of the Public
	Bob Wilson	)	Environmental Advisory Committee

## **1.0 Introductions and Agenda**

- The meeting began with Matt P. welcoming and thanking everyone for attending. The agenda items were reviewed: Review of the Project Schedule; Deciding on a Vision Statement; Review of a Community Newsletter; Next Steps

## **2.0 Update on Activities**

- BMROSS has received:
  - Draft Environmental Component – Existing Conditions Report from the CVC
  - Draft Community Planning Background Report from Monteith-Brown
- BMROSS has prepared:
  - An updated schedule
  - Draft vision statement
  - Community newsletter about the SSMP
- Revised Schedule due to delay in receiving CVC report which was expected in the fall of 2009 but not received until May 2010:

### **September 2010**

- Complete Draft Background Report
- Prepare draft Problem/Opportunity Statement

### **October 2010**

- Meet with Liaison Committee and Council
- Finalize Problem/Opportunity Statement

### **November 2010**

- Public Meeting
- Begin Phase 2 (EA process)



### 3.0 Defining Erin: Vision Statement

- The steps we have taken so far:
  - multiple groups have identified strengths, weaknesses, threats and opportunities
  - using mind-maps we have identified connections and linkages between key values and aspects of the community
  - discussed what a vision statement is, what it is not, and what should be included
  - the following “Word Cloud” was developed from the key words used in the visioning workshops under the following key themes:
    - **Natural Environment:** example (ex.). rivers
    - **Industry:** ex. local shopping
    - **Erin the Small Town:** ex. downtown
    - **Housing:** ex. historic
    - **Important Values:** ex. heritage
    - **Vision of the Future:** ex. housing





- What a ***Vision Statement*** is:
  - a statement or series of statements that expresses the goals and expectations of the future of a community
  - provide a clear, unified picture of the future
  - a decision-making tool to ensure projects and initiatives fit within the community's vision of the future
  - inspires and motivates groups and individuals within the community to take action and organize efforts that will lead to the realization of the community vision
  - can be used to address specific aspects of the future (such as settlement and servicing)
- What a ***Vision Statement*** should include:
  - goals and expectations shared by the community
  - reflection of common values of the community
  - inclusiveness of diverse populations within the community
  - reflection of the qualities that make the community unique
  - a positive attitude
  - present-tense language
  - a focus on settlement and servicing
- Draft ***Vision Statement*** (discussed by *Liaison Committee*):

The Town of Erin will remain a vibrant, sustainable community, located at the headwaters of the West Credit and Grand Rivers and capitalizing on its proximity to large urban centres. Many of Erin's residents will work and live within Erin, made possible by a strong employment base and a range and mix of housing. Visitors to Erin will continue to enjoy the small-town atmosphere, unique shops and quaint rural charm. Through responsible development and servicing, Erin's rich natural environment is protected and preserved. **Erin will continue to be a town to call home.**

- The following Draft Vision Statement reflects input from the Liaison Committee during the July 21<sup>st</sup> meeting:

The Town of Erin will remain a vibrant, sustainable community, located at the headwaters of the West Credit and Grand Rivers. It will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base, and a range and mix of housing a higher percentage of the residents will work and live within Erin. Visitors to Erin will continue to enjoy the small-town atmosphere, unique shops and surrounding rural charm. Through responsible development and servicing, Erin's rich natural environment is protected and preserved. The Town of Erin will continue to be a livable and safe community.

**Action: the above draft Vision Statement will be discussed and finalized at the Aug. 25<sup>th</sup> Liaison Committee meeting. Final version will be included in newsletter going out in Sept.**

- Discussion on future development to support 55 plus housing and related services to keep and attract seniors to the community. Jay commented that this can be done through the official plan, and marketing and working with developers as to Council's vision for the community.

Glenyis referenced the Waterloo Wellington Local Health Integration Network Rural Health Care Review Final Report January 19, 2010 which emphasizes that many rural communities are aging more rapidly than urban communities and so the number and proportion of seniors is considered a key variable for purposes of planning rural health services.

#### **4.0 Review of a Community Newsletter**

- Will be sent to all residents in the study area
- Provide an update on the SSMP project
- Includes:
  - Summary of SSMP project
  - Summary of visioning exercises (including vision statement)
- Committee members were asked for comment:
  - send to all properties within the municipality (even those outside of the study area so all the residents of The Town of Erin are in the loop)
  - include a map of the SSMP
  - include the revised vision statement
  - include the names and contact phone numbers and email addresses of the committee members
  - send out in Sept.
  - develop information posters

**Action: newsletter will be discussed and finalized at Aug. 25<sup>th</sup> meeting**

#### **5.0 Website Update**

- review of the number of website visits and where visitors are from
- website updates: summary of visioning exercises - SWOT exercises; Mind Maps; Vision Statement
- digital version of the newsletter
- digital version of SSMP posters
- frequently asked questions and responses (FAQs)

## **6.0 Next Steps**

- 5.1 Newsletter: finalize and mail out Sept. 2010
- 5.2 Defining Erin Website: updates
- 5.3 Conservation report: BMROSS to meet with CVC
- 5.4 Liaison Committee meetings: August 25<sup>th</sup>, October (date TBD)
- 5.5 Public Meeting – November 2010
- 5.6 Prepare Background Report
- 5.7 Prepare a draft Problem/Opportunity statement
- 5.8 Meet with Council and Liaison Committee prior to public meeting in Nov. 2010
  - present Problem/Opportunity statement
  - begin Environmental Assessment process

Meeting concluded at 9:15 pm

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:  
Pamela Scharfe  
B. M. ROSS AND ASSOCIATES LIMITED  
[pscharfe@bmross.net](mailto:pscharfe@bmross.net)  
Toll free: 1-888 -524-2641

Distribution: Liaison Committee

Attachments: revised vision statement

# Defining Erin

Our Ideas  Our Vision  
Our Community



ERIN

## **Servicing and Settlement Master Plan Notice of Liaison Committee Meeting No. 7**

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**When:** 7:00 to 9:00 (ish) PM  
Wednesday, August 25<sup>th</sup> , 2010

**Where:** Town of Erin Municipal Office  
5684 Trafalgar Rd. (WCR #24)  
RR #2 Hillsburgh ON

### **Agenda Items:**

- Finalizing the Vision Statement
- Finalizing the SSMP Community Newsletter
- Welcome to the 'Groan Zone'
- Next Steps

**RSVP:** Matt Pearson (Project Manager)  
BMROSS and Associates  
1-888-524-2641 (Toll Free)  
[mpearson@bmross.net](mailto:mpearson@bmross.net)

## Defining Erin

Our Ideas  Our Vision  
Our Community



### Liaison Committee Meeting #7



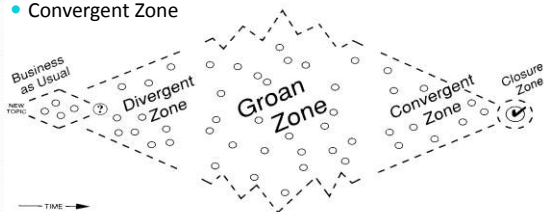
## Tonight's Agenda

- Welcome to the Groan Zone
- Finalizing the Vision Statement
- Finalizing the Community SSMP Newsletter
- Next Steps



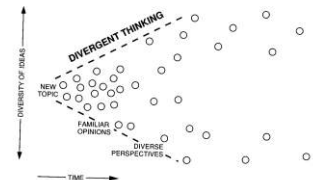
## The 3 Zones of Group Decision-Making

- Divergent Zone
- The Groan Zone
- Convergent Zone

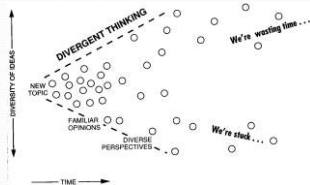


## The Divergent Zone

- Occurs in early discussions
- Tends to cover safe, easy and familiar topics
- Old, standard arguments/disagreements come out
- Begin to explore wider range of possibilities, solutions, opinions but...



- It's hard to shift opinions and build understanding between differing points of view
- Especially true when the group is diverse
- Often people feel:
  - Overloaded  
"Is this all necessary?"
  - Disorientated  
"Where are we going?"
  - Annoyed  
"Why are we still discussing this?"
  - Impatient  
"Why is this taking so long?"



You have just  
crossed into...  
**The  
GROAN ZONE**

## Welcome to the Groan Zone!

- Group members struggle to integrate new and different opinions, perspectives and trust levels are low, while tension is high
- The Groan Zone is a consequence of diversity
- Groups must acknowledge the Groan Zone and the feelings that come with it (annoyed, impatient, overloaded etc)



## The Groan Zone

- If a group can work through the Groan Zone – it leads to a stronger foundation for sustainable agreements
  - Exactly what we want in the SSMP!
- The key to moving out of the groan zone is building and promoting shared understanding
  - Enabling people to think from others points of view and building understandings (not necessarily agreements!)



## Working through the Groan Zone

- We challenge committee members to:
  - Be patient!
    - Understand the SSMP process should not be rushed
  - Understand the opinions and points of view of other committee members
  - Try not to jump ahead to an easy solution



## Eventually we'll get to...

- The Convergent Zone
  - Consolidated thinking and agreement
  - Refining ideas
  - A final decision



## Vision Statement

- A statement or series of statements that expresses the goals and expectations of the future of a community
- Provide a clear, unified picture of the future
- A decision-making tool to ensure projects and initiatives fit within the community's vision of the future
- Inspires and motivates groups and individuals within the community to take action and organize efforts that will lead to the realization of the community vision
- Can be used to address specific aspects of the future (such as settlement and servicing)



## Original Vision Statement

The Town of Erin will remain a vibrant, sustainable community, located at the headwaters of the West Credit and Grand Rivers and capitalizing on its proximity to large urban centres. Many of Erin's residents will work and live within Erin, made possible by a strong employment base and a range and mix of housing. Visitors to Erin will continue to enjoy the small-town atmosphere, unique shops and quaint rural charm. Through responsible development and servicing, Erin's rich natural environment is protected and preserved. **Erin will continue to be a town to call home.**



## V.S. Edited July 21<sup>st</sup> meeting

The Town of Erin will remain a vibrant, sustainable community, located at the headwaters of the West Credit and Grand Rivers. It will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base and a range and mix of housing, a higher percentage of the residents will work and live within the Erin. Visitors to Erin will continue to enjoy the small-town atmosphere, unique shops, and surrounding rural charm. Through responsible development and servicing, the Town of Erin's rich natural environment is protected and preserved. The Town of Erin will continue to be a livable and safe community.



## Vision Statement

The Town of Erin will remain a vibrant, sustainable community, located at the headwaters of the West Credit and Grand Rivers. It will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base and a range and mix of housing, a higher percentage of the residents will work and live within the Town of Erin. Visitors will continue to enjoy the small-town atmosphere, unique shops, and surrounding farming community with its rural charm. Through responsible development and servicing, the Town's rich natural environment is protected and preserved. The Town of Erin will continue to be a livable and safe community.



## SSMP Newsletter

- Have added:
  - Contact information for members of Liaison Committee – please review and verify telephone numbers and email addresses
  - Page about the study area
- Will be mailed out in September to all residents of the Town of Erin
- Any further comments or suggestions?



## Next Steps

- Meeting with Council and the CVC to review environmental background report
- Putting together Background Issues Report
- Developing a Problem/Opportunity Statement
- Meeting with Council, Management Committee, Liaison Committee
- Public Meeting to present Phase 1 of study and discuss Phase 2 (Class EA)





**Town of Erin  
Servicing and Settlement Master Plan  
Liaison Committee Meeting No. 7  
Meeting Notes**

Date: August 25, 2010

Place: Town of Erin Office

Present:	Rod Finnie	)	Mayor
	John Brennan	)	Councillor
	Josie Wintersinger	)	Councillor
	Jamie Cheyne	)	Heritage Committee
	Shelley Foord	)	BIA Town of Erin
	Bob Wilson	)	Environmental Advisory Committee
	Maurizio Rogato	)	SOLMAR Development Corp.
	Jo Fillery	)	Members of the Public
	Deanna MacKay	)	
	Chris Zuppan	)	
	Bob Gardner	)	
	Bonnie Peavoy	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Pamela Scharfe	)	
	Lisa Courtney	)	
Regrets:	Dale Murray	)	Triton Engineering Services Ltd.
	Glenyis Betts	)	East Wellington Community Services
	Lisa Hass	)	Erin Town Manager
	Sally Stull	)	Erin Planner
	John Sutherland	)	Member of the Public

## **1.0 Introductions and Agenda**

- The meeting began with Matt P. welcoming and thanking everyone for attending. The following agenda items were reviewed: The Groan Zone, finalizing the vision statement, finalizing the SSMP Community Newsletter and next steps.

## **2.0 The Groan Zone**

- Matt P. provided an overview of the 3 phases or zones of group decision-making:
  - Divergent Zone
    - Tends to occur in early group meetings, where group members discuss safe, easy and familiar topics. Often old and standard arguments and disagreements are brought up. Eventually the group begins to discuss and explore a wider variety of options, opinions and possible solutions
  - The Groan Zone
    - When discussing and dealing with diverse perspectives, a group can struggle to integrate new and different opinions. This often leads to tension within the group and group members feeling overloaded, disorientated, annoyed and/or impatient. The key to moving through the groan zone is building and promoting shared understandings within the group.
  - Convergent Zone
    - Eventually groups move into the convergent zone, identified by consolidated thinking and agreements. In the convergent zone the group refines ideas and comes to a final decision.
- Recalling discussions from the previous meeting and subsequent emails regarding the CVC report, Matt P. provided further clarification on the contents of the report. He commented that the report does not take a definite position on servicing and serves primarily as a compilation of background information for engineering purposes. Matt P. also invited the group to attend a presentation of the report to Council by CVC on September 14.

Committee members discussed the issues surrounding the CVC report and the prior history of the Town and CVC. Mario R. asked if the report found that the river was healthy. Matt P. replied that the CVC found that the river in the study area was generally healthy. Deanna M. asked whether testing conducted for this study was similar to testing done in 1991 and 1992 and whether parasites and pathogens (such as cryptosporidium and giardia) were tested for. Deanna M. also related prior problems with a well on her property and

waterborne pathogens to the group. Matt responded that CVC testing for pathogens focused on E.coli.

- The committee then began a discussion surrounding the progress of the SSMP. Shelley F. asked what the bottom line of the study was and Chris Z. asked whether people should be looking into replacing old septic systems or waiting for sewers. Following a group discussion about septic systems and servicing, Matt P. suggested possible grandfathering policies for new septic systems if sewers were installed. Shelley F. asked whether other options would be considered for the downtown area with its holding tanks. Matt P. replied that holding tanks are usually only considered short term solutions and would not be ideal for a long term solution. This led to a discussion of sewers and a brief introduction to sewer options (gravity, pressure) and Matt told the group that a later meeting with the engineers would provide more detailed presentation about sewers.
- Phil G. asked whether the health of the river may be a barrier to the public's opinion of sewers, and about septic inspection programs. Matt P. replied that servicing decisions involve more than one criterion and highlighted the importance of the process and considering other criteria. Matt P. also provided an overview of a septic inspection program in the Township of Huron-Kinloss, Ontario. The group briefly discussed the merits of a septic inspection program as part of the whole solution for servicing in the Town of Erin.

### **3.0 Defining Erin: Finalizing the Vision Statement**

- The July 21<sup>st</sup> version of the draft vision statement was further discussed by the committee.

The Town of Erin will remain a vibrant, sustainable community, located at the headwaters of the West Credit and Grand Rivers. It will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base, and a range and mix of housing a higher percentage of the residents will work and live within Erin. Visitors to Erin will continue to enjoy the small-town atmosphere, unique shops and surrounding rural charm. Through responsible development and servicing, Erin's rich natural environment is protected and preserved. The Town of Erin will continue to be a livable and safe community.

Following discussions the following vision statement was decided upon:

**The Town of Erin will remain a vibrant, safe and sustainable community, located at the headwaters of the Credit and Grand**

**Rivers. The Town will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base, and a range and mix of housing a higher percentage of the residents will work and continue to live within the Town of Erin. Visitors will enjoy the small-town atmosphere, unique shops and surrounding rural charm. Through responsible development and servicing, the Town's rich natural environment will be protected and preserved.**

#### **4.0 Finalizing the Community Newsletter**

- As requested by the committee at the July 21<sup>st</sup> meeting, the contact information of committee members was added to the newsletter. Additionally, another page was added with a map of the study area and information on study area boundaries.
- The finalized vision statement will be updated in the newsletter
- Will be sent to all residents of the Town in September

**Action: newsletter will be revised and sent out to all Town of Erin residents in September**

#### **5.0 Next Steps**

5.1 Newsletter: finalize and mail out Sept. 2010

5.2 Defining Erin Website: updates

5.3 Conservation report: BMROSS to meet with CVC and Council

5.4 Prepare Background Report

5.5 Develop and present a draft Problem/Opportunity Statement

5.6 Meet with Council, Management Committee and Liaison Committee prior to public meeting in Nov. 2010

**Next Liaison Committee Meeting set for Wednesday, November 3 at 7 P.M.**

Meeting concluded at 9:15 pm

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:

Lisa Courtney

B. M. ROSS AND ASSOCIATES LIMITED

[lcourtney@bmross.net](mailto:lcourtney@bmross.net)

Toll free: 1-888 -524-2641

Distribution: Liaison Committee

# Defining Erin

Our Ideas  Our Vision  
Our Community



ERIN

## **Servicing and Settlement Master Plan Notice of Liaison Committee Meeting No. 8**

When: 7:00 to 9:00 (ish) pm  
Wednesday, November 3<sup>th</sup>, 2010  
Where: Town of Erin Municipal Office  
5689 Trafalgar Rd. (WCR #24)  
RR#2 Hillsburgh, ON

### Agenda Items:

- Presentation of Credit Valley Conservation report:  
SSMP Phase 1 Environmental Component - Existing Conditions  
Report: *Jennifer Dougherty, Water Quality Engineer CVC*
- Next steps

Notes from LC Mtg. 7 were sent by email on September 9<sup>th</sup>.

You can find them on the Study website under Liaison Committee:

[www.erin.ca/definingerin](http://www.erin.ca/definingerin)

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RSVP: Matt Pearson (Project Manager)  
BMROSS & Associates  
1-888-524-2641 (Toll Free)      mpearson@bmross.net



# ERIN SSMP



## Draft CVC Existing Condition Report - Environmental Component



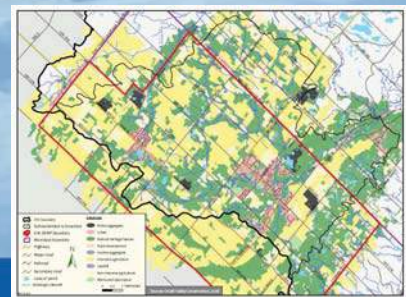
Jennifer Dougherty – Credit Valley Conservation  
Ray Blackport – Blackport Hydrogeology Inc.

November 3rd, 2010

CREDIT VALLEY  
CONSERVATION

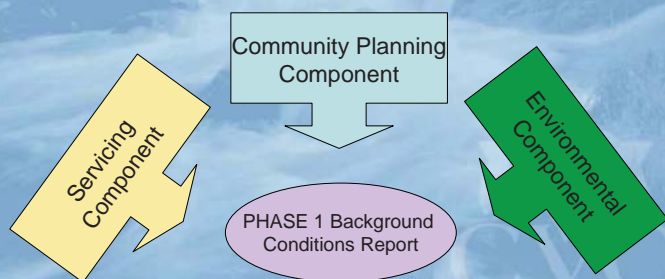
## Servicing and Settlement Master Plan

The Erin SSMP is a community based process designed to address the planning, servicing and environmental components of future growth in Erin Village and Hillsburgh in a comprehensive and fully integrated manner.



## Components of SSMP

Three distinct, but interrelated components feed into the Phase 1 part of the SSMP Study:



CREDIT VALLEY  
CONSERVATION 3

## Environmental Component Study Objective

- Determine the current condition and establish key functions and linkages of the ecosystem within the study area.
- Identify the sensitive reaches of watercourses and the sensitive upland terrestrial features within the Study Area.
- Determine if impacts are present from current land use practices and use of septic systems in the study area.

CREDIT VALLEY  
CONSERVATION 4



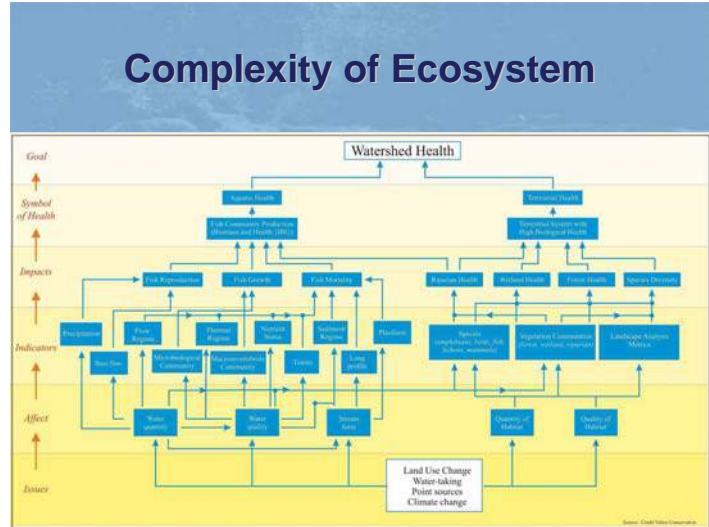
# Background on Environmental Component Report

- **2007 – 2008** – CVC conducted Environmental Component Data Gap Analysis.
- **September 2007** – CVC presented the Erin SSMP Environmental Monitoring Program to Town of Erin Council.
- **September 2007 to December 2008** – CVC Conducted the Environmental Monitoring for the SSMP study.

CREDIT VALLEY  
CONSERVATION

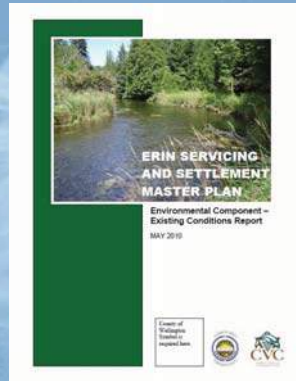
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# Draft CVC Existing Condition Environmental Component Report



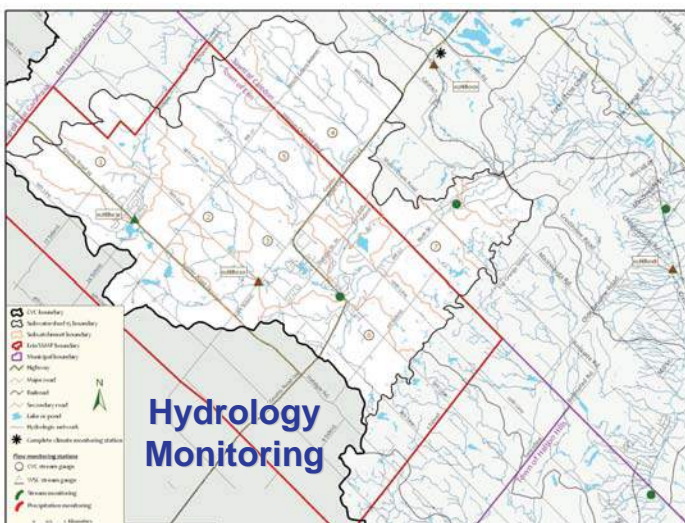
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CONSERVATION 9

## Stream Morphology



10

## Hydrology Monitoring



## Hydrology Results

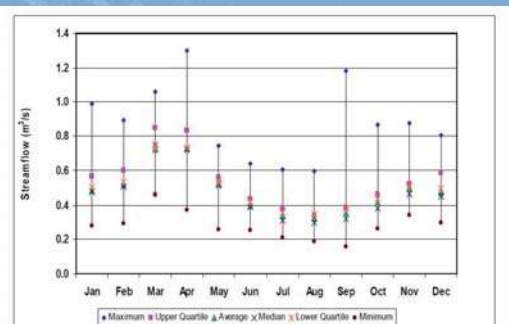
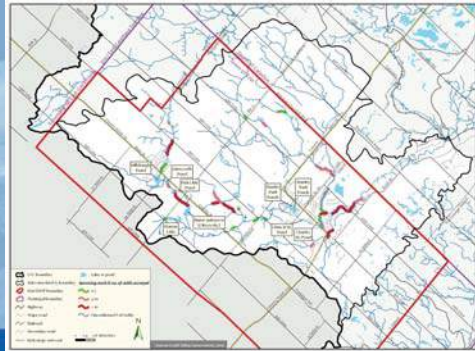


Figure 2.2.1 Mean monthly flows West Credit River at the Erin Branch, above Erin Gauge Station (02HB020) 1983 to 2008

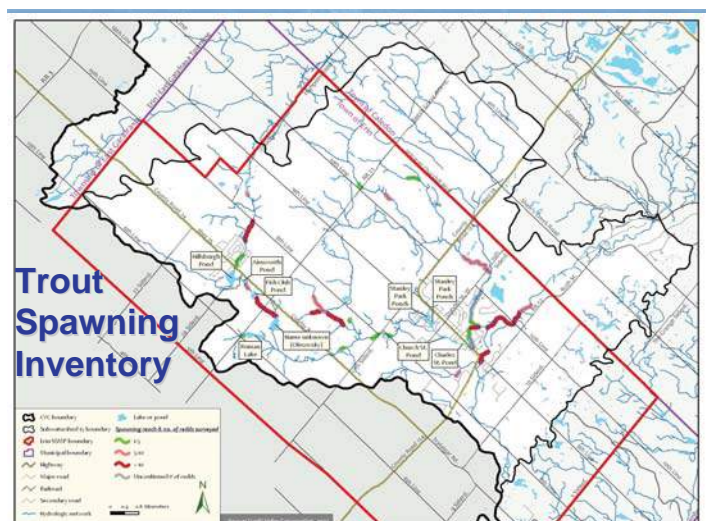
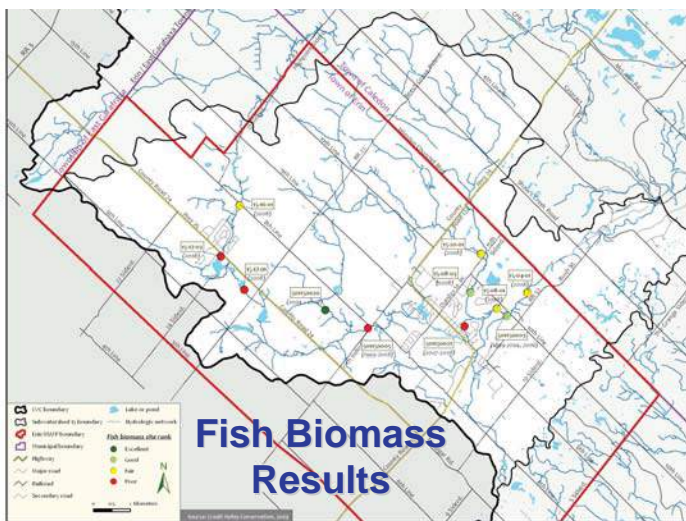
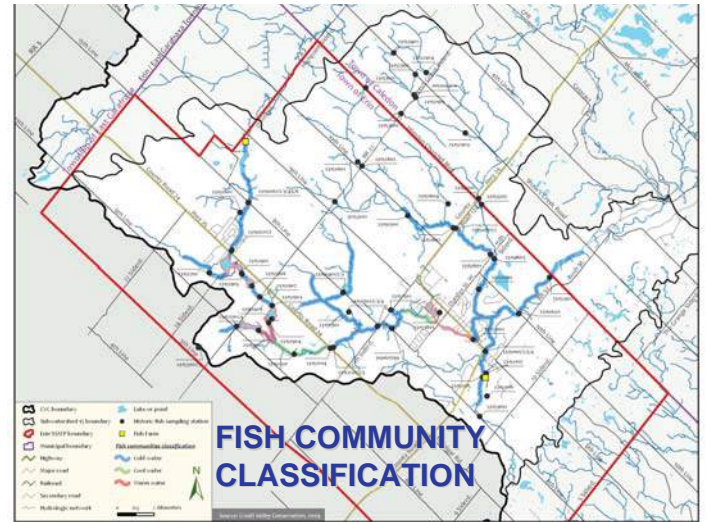
CREDIT VALLEY  
CONSERVATION 12

## Dams and Online Ponds

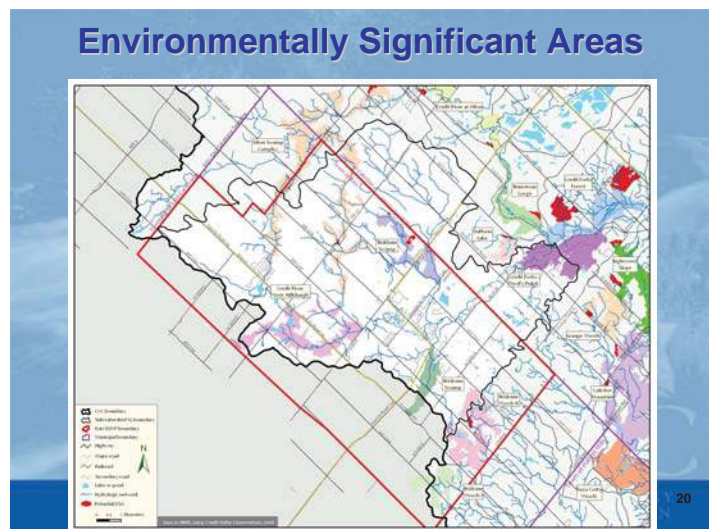
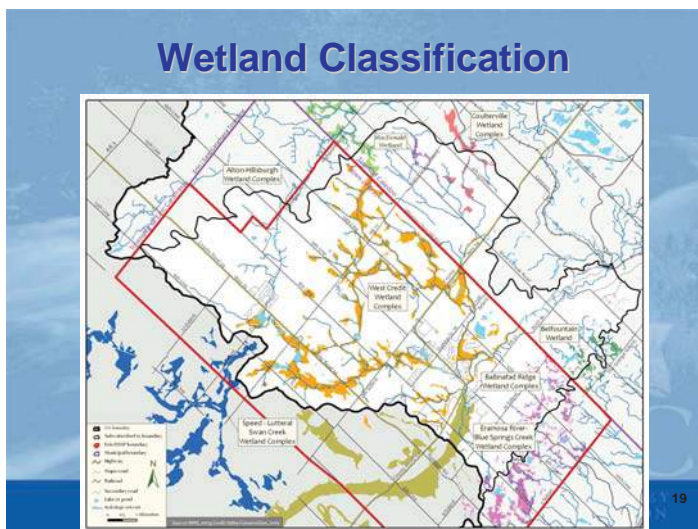
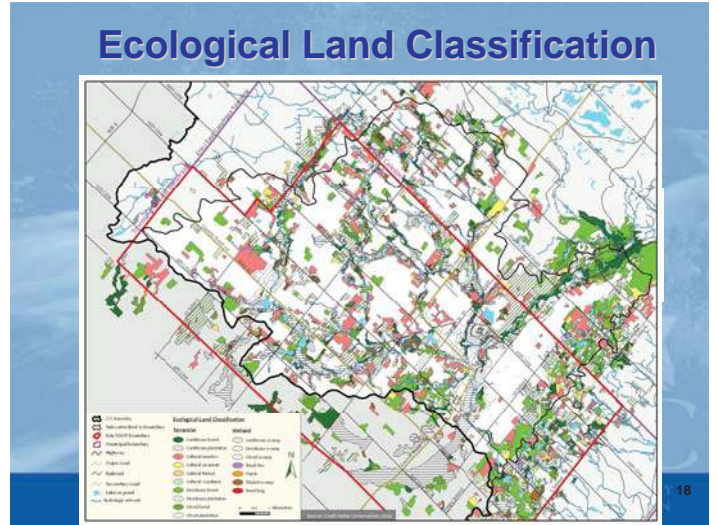
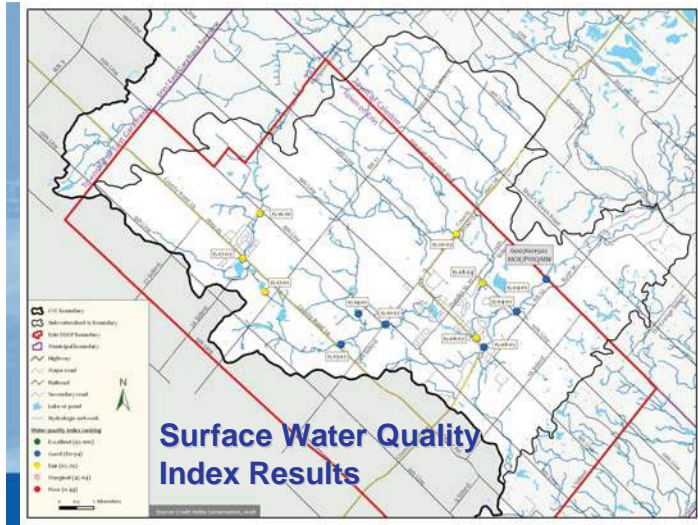
- 9 dam structures have been identified within the study area



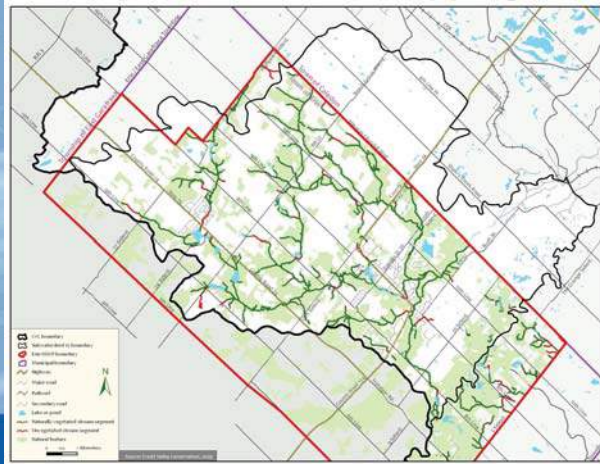
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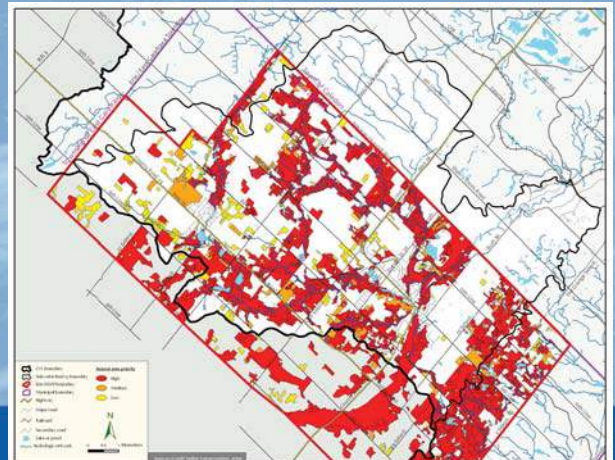


## Riparian “Buffer” Mapping



21

## Natural Area Priorities

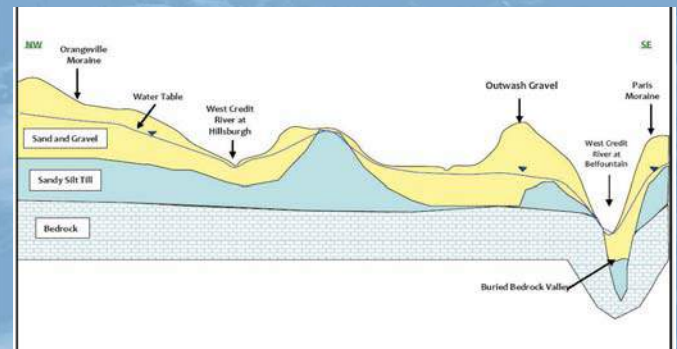


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## Hydrogeology and Septic System Impact Assessment

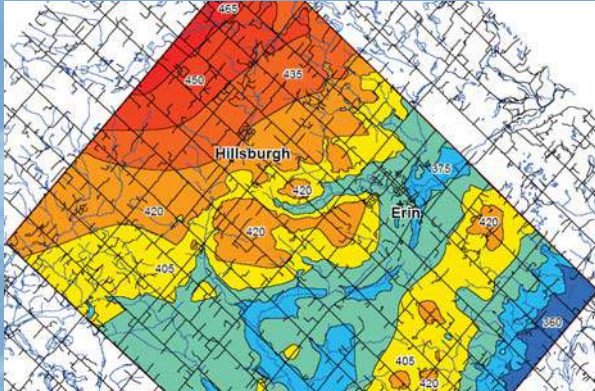
- Role with CVC included:
  - A compilation and update of hydrogeological information
  - An overview of municipal water supply, both present and historical, for Erin and Hillsburgh
  - A septic system impact assessment, focusing on groundwater related impacts including impacts from groundwater discharging to surface water.
- Information and findings to be used in conjunction with other background information to aid in decision making with respect to servicing options for future water supply and waste water treatment in Erin and Hillsburgh

## Schematic Geologic Cross-section





## Interpreted Water Table Contours



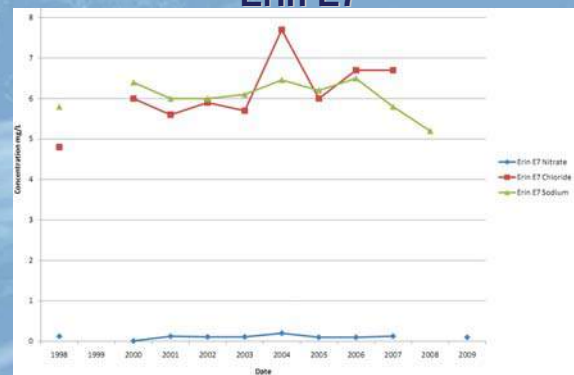
## Municipal Water Supply Overview



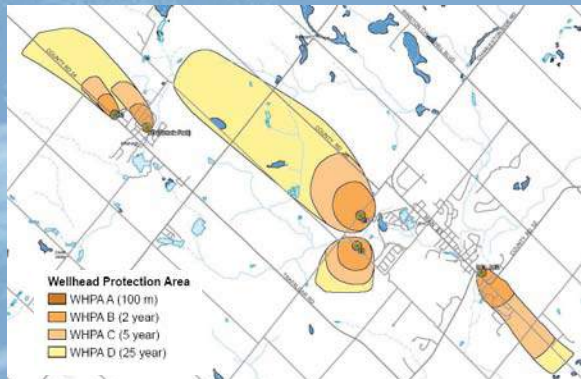
## Municipal Wells – Water Quality

- Water quality results
  - No adverse results with the exception of lead at H2 in Hillsburgh (naturally occurring)
  - No organic contaminants found at any level in the existing wells
  - No detectable pesticides, PAHs, chlorophenolics etc
- Broader based inorganic parameters show no adverse results (i.e. nitrate, sodium, chloride) at Erin and Hillsburgh.

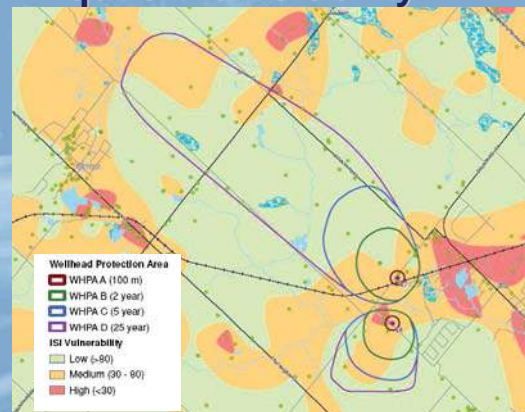
## Historical Inorganic Water Quality – Erin E7



## Well Head Protection Areas



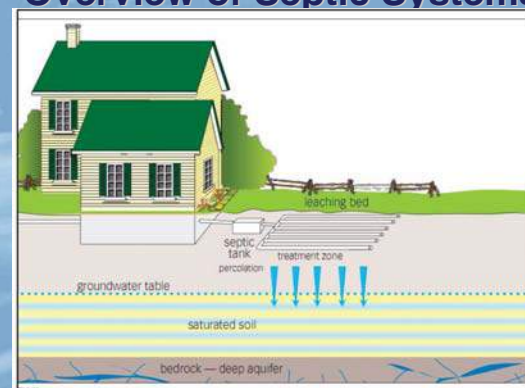
## Aquifer Vulnerability - Erin



## Septic System Impact Assessment Overview

- Overview of septic systems and potential impacts on water quality
- Historical water quality trends/concerns
- Overview of current investigations and findings

## Overview of Septic Systems



## Septic System Water Quality

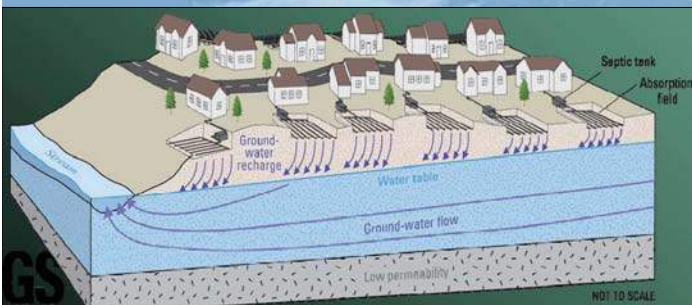
- Typical wastewater contaminants of concern
  - Pathogens
  - Nitrogen – various forms e.g. ammonia, nitrate
  - Phosphorus
  - Toxic organics (from household cleaning agents)
  - Heavy trace metals
  - Dissolved inorganics (e.g. chloride, sulfate, sodium)
- Septic tank and field bed provide considerable treatment of effluent prior to release of the wastewater, if functioning properly
- In most cases there is also a substantial decrease in concentrations within the unsaturated zone

## Septic System Water Quality

- Water quality is altered through various factors:
  - Biological factors such as aerobic decomposition of microbes and denitrification
  - Physical factors such as filtration and mineral composition
  - Chemical factors such as adsorption and precipitation
- Ammonia is quickly converted to nitrate
- Substantial reduction in phosphorus
- Almost a complete reduction in fecal bacteria
- Dilution of chloride begins to occur, even in the field bed

## Concerns In Erin

Multiple septic systems, age, function, ability of natural conditions to provide the appropriate treatment



## Stream Buffers





## Historical Water Quality Trends/Concerns

- Focus of the CVC assessment of surface water quality was primarily related to concentration and impact on aquatic habitat/species
- CVC findings previously discussed – some issues, generally good water quality
- Septic system impact assessment focuses more on looking at “mass loadings” to the groundwater and surface water systems
- Emphasis on both potential septic system impact and general water quality impacts of urban land use, given the interrelationship between them, for Erin and Hillsburgh

## Historical Nitrate Concentrations

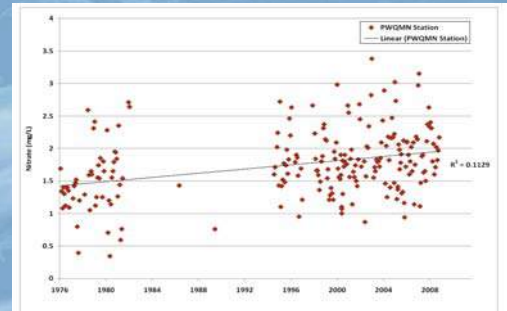


Figure 2.8.11 Historical Nitrate (as  $\text{NO}_3\text{-N}$ ) Concentrations at the PWQMN Station from 1976 to 2008

## Historical Chloride Concentrations Upstream and Downstream of Erin

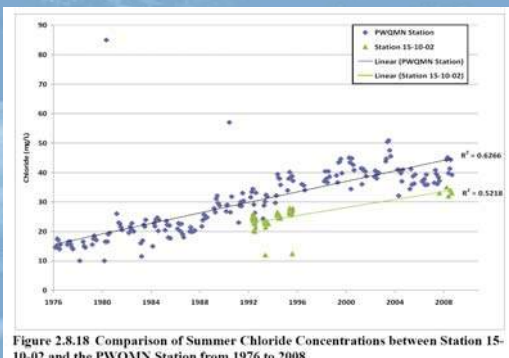


Figure 2.8.18 Comparison of Summer Chloride Concentrations between Station 15-10-02 and the PWQMN Station from 1976 to 2008

## Historical Nitrate Concentrations Upstream and Downstream of Erin

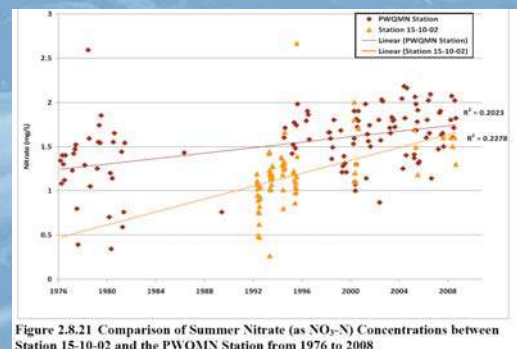


Figure 2.8.21 Comparison of Summer Nitrate (as  $\text{NO}_3\text{-N}$ ) Concentrations between Station 15-10-02 and the PWQMN Station from 1976 to 2008



## Simple Mass Balance Assessment

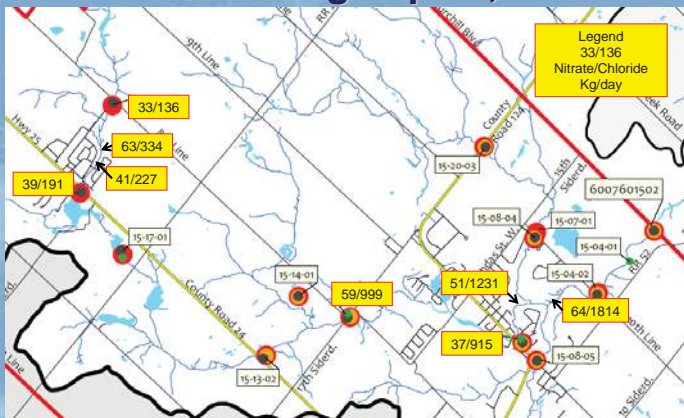
- Two loading estimates – 35-36 kg/day nitrate loading to the West Credit River if all of the nitrate was conserved and discharged to the river.
- Worst case increase in nitrate concentration assessed based on average municipal pumping (10.4 L/sec), assuming all water discharges to the West Credit River and average stream flows under different flow conditions

Company Name Country of Origin (2019)	Assets of the Company (\$ mil.)	Revenue of the Company (\$ mil.)
Amazon.com Inc. USA	470,000	920
Google Inc. USA	240,000	820
Facebook Inc. USA	220,000	620

## Re-assessment of Historical Water Quality Data

- Historical water quality previously discussed
- Re-assessment was related to reviewing historical water quality data where flow data also existed to look at mass loadings, primarily for chloride, nitrate and phosphorus

## Mass Loading Sept. 4, 2009



## Summary of Findings – What does all of this mean in relation to the SSMP?

- Existing municipal wells show no apparent impact from septic systems and other urban sources and appear to be well protected.
- Locations of former municipal wells show areas of groundwater impacts from surface source of contamination (possibly from septic systems), primarily in east and southeast areas of Erin. Limited natural aquifer protection exists in these areas.

## Summary of Findings

### Relative Healthy Ecosystem is present in the Study Area

- stream corridors have a high percentage of vegetated cover and are overall well buffered
- Relative Good Surface Water Quality
- Presence of Brook Trout Spawning throughout the study area

Localized impacts were found to be mostly related to surface/stormwater runoff and the cumulative impacts of the online ponds

## Summary of Findings

- Historical water quality data show only a slight increase in nitrate concentration over time at the Provincial Water Quality Monitoring Network (PWQMN) Station downstream of Erin. Similar increases in nitrate concentration were noted upstream of Erin during the same time.
- Some of the highest nitrate concentrations were noted upstream of Hillsburgh
- Multiple potential sources of nitrate make it difficult to determine if the increase in nitrate concentration is from septic systems downstream of Erin
- Chloride concentrations and mass loadings were used to examine impacts from urban activities and aid in assessing nitrate impacts from urban activities (e.g. septic systems)

## Summary of Findings

- Nitrate concentrations and loadings decline in the summer months due to uptake by plants, especially in the riparian area downstream of Erin
- A summer “snapshot” of mass loading of nitrate, chloride and phosphorus from upstream of Hillsburgh to downstream of Erin shows a considerable variation in loading for the three parameters:
  - Chloride loading increases substantially moving downstream (likely reflects long-term loading from groundwater discharge)
  - Nitrate loading was similar from just upstream of Hillsburgh to downstream of Erin (likely reflects plant uptake)
  - Phosphorus loading increases downstream of Erin (likely reflects surface runoff)

## Summary of Findings

- A more refined mass loading snapshot at a number of locations through Hillsburgh shows that the West Credit River is a “losing” stream through the core area of Hillsburgh and there is an equivalent loss of mass of chloride, nitrate and phosphorus through this area (i.e. no loading is occurring in this area).
- A more refined mass loading snapshot along the West Credit River and its tributaries, through and downstream of Erin, shows relatively higher impacts from urban activity, including septic systems, on reaches of both tributaries downstream of Erin immediately adjacent to the urban area. The northern reach is the most impacted.

## Summary of Findings

- It should also be recognized that many septic systems are older and performance may change over time resulting in changes in loading to the shallow groundwater system.



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Thank you!

Questions?



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File No. 08128

**Town of Erin  
Servicing and Settlement Master Plan  
Liaison Committee Meeting No. 8  
Meeting Notes**

Date: Nov 3, 2010

Place: Town of Erin Office

Present:	Rod Finnie	)	Mayor
	John Brennan	)	Councillor
	Josie Wintersinger	)	Councillor
	Ken Chapman	)	Councillor
	Lou Maieron	)	County Councillor
	Lisa Hass	)	Town Manager
	Jamie Cheyne	)	Heritage Committee
	Bob Wilson	)	Environmental Advisory Committee
	Maurizio Rogato	)	SOLMAR Development Corp.
	Jo Fillery	)	Members of the Public
	Deanna MacKay	)	
	Bob Gardner	)	
	Bonnie Peavoy	)	
	Jennifer Dougherty	)	Credit Valley Conservation (CVC)
	Alisha Chauhan	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Lisa Courtney	)	
Regrets:	Dale Murray	)	Triton Engineering Services Ltd.
	Glenyis Betts	)	East Wellington Community Services
	Sally Stull	)	Town of Erin Planner
	John Sutherland	)	Member of the Public
	Shelley Foord	)	Village of Erin BIA
	Chris Zuppan	)	Member of the Public



## **1.0 Introductions and Agenda**

- The meeting began with Matt P. welcoming and thanking everyone for attending. He introduced Jennifer D. from CVC and her presentation on the CVC's draft Environmental Component – Existing Conditions Report. Committee members were advised a summary of the report is available on the SSMP website ([http://erin.ca/definingerin/index\\_files/Page433.htm](http://erin.ca/definingerin/index_files/Page433.htm)).

## **2.0 Environmental Component – Existing Conditions Report**

- Jennifer D. provided an overview of the Existing Conditions Report:
  - The Existing Conditions Report is a component of the first phase of the SSMP process and the Phase 1 Background Report. The Background Report will identify opportunities and constraints for future growth with the Town of Erin. The purpose of the Existing Conditions Report is to determine the existing environmental conditions, establish key linkages and functions, and identify sensitive areas and reaches.
  - In 2007, the CVC conducted data gap analysis to identify spatial and temporal data gaps. Following this, a monitoring program was developed and presented to Council. With Council's consent, the CVC began conducting research and monitoring environmental indicators.
  - Research and monitoring included studies related to: groundwater, surface water, stream morphology, benthic invertebrates, fisheries and terrestrial features.
  - Monitoring carried out in 2007-2008. In May 2010, Draft Existing Conditions Report sent to staff and BMROSS for review. Existing Conditions Report will be included as an appendix of the Background Report
  - Stream Morphology → Over 80% of stream reaches were well vegetated and provide good buffer system. Contribute to overall good health of river. Riparian vegetation should be protected and maintained.
  - Stream Flow and Hydrology → area is unique in the number and frequency of dams and online ponds. These features impact water quality, water temperature and fisheries locally.
  - Fisheries → stream reaches classified based on water temperature. The majority of area supports cold water fish species. Total fish biomass varied from excellent to poor. Poor biomass reflected the impacts of dams and online ponds. Brook trout spawning areas were also assessed as a measure of the health of the river. Generally, there was a high level of trout spawning, including areas downstream of, and within the urban areas.
  - Surface Water Quality → examined long term data from Provincial Water Quality Monitoring Network site. Site shows relatively good

water quality: low concentrations of metals, nutrients etc. Short term monitoring stations were also installed throughout the watershed. Some local impacts were observed at these stations, such as increased nutrient and ecoli concentrations, likely from stormwater runoff. Despite impacts, generally concentrations still below guidelines.

- Terrestrial → examined terrestrial features, including sensitive areas, species and habitat. Riparian areas were highlighted as very important features of the watershed. Overall, there is a high percentage of vegetation cover.
  - Hydrogeological and Septic System Impact Assessment → was done by Ray Blackport. There are 2 municipal wells in Hillsburgh, 3 in Erin Village. Generally these wells have good water quality and are well protected. To determine the impacts of septic systems ecoli, several forms of nitrogen, phosphorus, and chlorides were examined. Currently there is a high density of septic systems of varying age and condition in Erin. The vegetated riparian areas serve as a filter and uptake a significant amount of nitrogen. However, the data shows increases in nitrogen and chloride concentrations through time.
- Following the presentation of the findings of the Existing Conditions Report, Jennifer D. opened the floor to questions and comments:
    - Rod F.: Compared to septic systems, if we go to a Sewage Treatment Plant (STP) won't we be concentrating nitrogen in one part of the river? Do STPs remove nitrogen?

Jennifer D. responded that STP are continually monitored and tightly controlled. MOE and laws require effluent quality control, whereas septic systems are not managed and maintenance is not monitored. A STP would have a high level of treatment for nitrogen and other nutrients, compared to the treatment within septic systems.

- Lou. M. commented that the study was unable to ascertain whether nitrogen and chloride were coming from septic systems. He also commented about the potential for spills with a STP and current policies in place to protect riparian areas.

Jennifer D. responded that spills are a concern, but are not a typical occurrence and may occur with very large storms. She agreed that there are policies to protect riparian area, however with growth the riparian areas may not be sufficient to continue to treat the increased nutrient load.

- Lou M. stated that land being added the urban area is the reason for undertaking the SSMP.

Matt P. provided a brief overview of the SSMP in response, outlining the first two phases of the process. With regards to the second phase, Matt P. told the group that a number of servicing alternatives would be considered, including STP and septic maintenance programs.

- Ken C. commented that the problem with septic system is the density of systems and in the future the Town may have to look at how to deal with the septage. He also commented about septic inspections in areas near wells.

Matt P. explained that mandatory inspections will occur in the two-year time of travel areas around municipal wells as part of Source Water Protection; however these areas may not have many septic systems within them, particularly in rural areas. He added a solution in the Town of Erin may be some combination of STP and septic inspections.

Lou M. added that there is currently a rural water quality program which focuses on encouraging farmers to maintain riparian areas. He also pointed out that people in the rural area of the Town would still be on septic systems and need a way to dispose of the septage.

Matt P. stated it would be irresponsible to look at a STP without a component for treating rural septage; however, treating septage can be expensive. He pointed out that completing a Master Plan will allow the Town to build a strong case when competing for government grants. Matt also reminded the group that there are many constraints against uncontrolled growth in the Town.

- Lou M. asked about the Belfountain well and possible GUDI (Groundwater Under Direct Influence) status. The group briefly discussed GUDI wells, the Belfountain well and Source Water Protection policies.

### **3.0 Next Steps**

3.1 Prepare Background Report

3.2 Develop Problem/Opportunity Statement

3.3 Present Problem/Opportunity Statement and Background Report to Council, Management Committee

3.4 Host Public Meeting to present Problem/Opportunity Statement and introduce Phase II of the SSMP

Meeting concluded at 8:30 pm

Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:

Lisa Courtney

B. M. ROSS AND ASSOCIATES LIMITED

[lcourtney@bmross.net](mailto:lcourtney@bmross.net)

Toll free: 1-888 -524-2641

Distribution: Liaison Committee



# Defining Erin

Our Ideas  Our Vision  
Our Community

ERIN



## Have we got something to show you!

### **Servicing and Settlement Master Plan Notice of Liaison Committee Meeting No. 9**

When: 7:00 to 9:30 pm  
Wednesday, April 11, 2012  
Where: Town of Erin Municipal Office  
5684 Trafalgar Rd. (WCR #24)  
RR#2 Hillsburgh, ON

#### Agenda Items:

- Presentation of the Servicing and Settlement Master Plan Background Report
- Next steps

*Please note:* copies of the Servicing and Settlement Master Plan Background Report will be sent to Liaison Committee members prior to the meeting.

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RSVP: Matt Pearson (Project Manager)  
BMROSS & Associates  
1-888-524-2641 (Toll Free)      [mpearson@bmross.net](mailto:mpearson@bmross.net)

# Defining Erin

Our Ideas  Our Vision  
Our Community

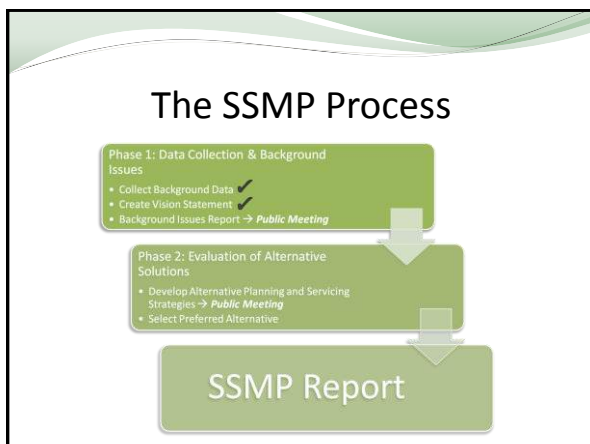
## Liaison Committee Meeting 9

**April 11, 2012**

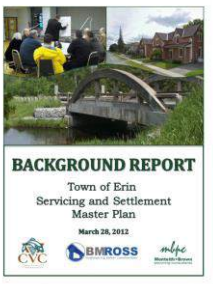


## Agenda

- Overview of Background Report
- Discuss Problem/Opportunity Statement
- Next Steps



## Phase 1 – Background Report



- Data relating to the following categories was collected:
  - Community Design, Form and Function
  - Community Planning
  - Environment
  - Existing Infrastructure
- Summarized into the Background Report.
- Copies available at Municipal Office, Hillsburgh and Erin libraries and will soon be up on the SSMP website.

## Community Design, Form and Function

### Goals

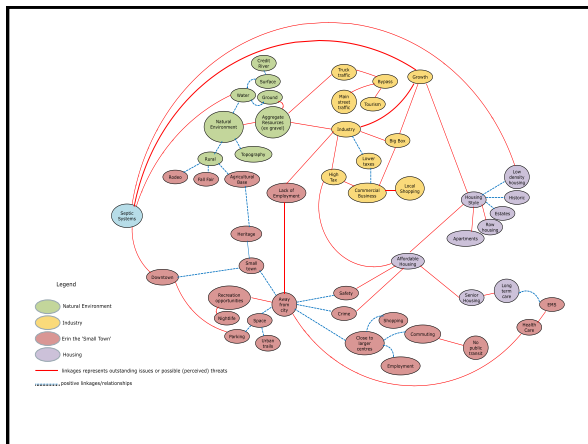
- Develop a clear understanding of the existing design, form and function of the Town.
- Determine future role and function of the community (i.e., bedroom community, agricultural service centre, tourism centre).
- Develop a vision statement to provide direction for the future of the Town.

## Community Form and Function Workshops

Themes and key characteristics from the SWOT exercises:

Natural Environment	"Small Town"	Housing	Industry
<ul style="list-style-type: none"> <li>• Credit River</li> <li>• Recreation</li> <li>• Scenic</li> <li>• Tourism</li> <li>• Pollution</li> <li>• Aggregates</li> </ul>	<ul style="list-style-type: none"> <li>• Atmosphere</li> <li>• Charm</li> <li>• Heritage</li> <li>• Safety</li> <li>• Friendly</li> <li>• Rural</li> </ul>	<ul style="list-style-type: none"> <li>• Senior</li> <li>• Heritage</li> <li>• Starter</li> <li>• High Cost</li> <li>• High Taxes</li> <li>• Aggressive Development</li> </ul>	<ul style="list-style-type: none"> <li>• Small Tax Base</li> <li>• Sewers</li> <li>• Tourism and Recreation</li> <li>• Transportation</li> <li>• Aggregates</li> <li>• Development</li> </ul>

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## Community Vision Statement

The Town of Erin will remain a vibrant, safe and sustainable community, located at the headwaters of the Credit and Grand Rivers. The Town will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base, and a range and mix of housing, a high percentage of residents will work and continue to live within the Town of Erin. Visitors will enjoy the small-town atmosphere, unique shop and surrounding rural charm. Through responsible development and servicing, the Town's rich natural environment will be protected and preserved.

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## Community Planning

- Background information collected relating to community planning, including:
  - Policy Directives
  - Existing Land Uses
  - Community Character
  - Cultural Heritage Resources
  - Analysis and Forecasting of Population and Housing
  - Viability of Commercial Cores
  - Future Development

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## Population and Employment

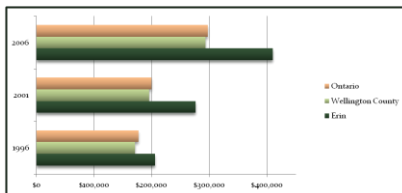
	1991	% Change (1991-1996)	% Change (1996-2001)	% Change (2001-2006)	% Change (2006-2011)
Town of Erin	11,145	6.0%	3.7%	0.9%	-3.4%
Wellington	150,609	7.4%	9.2%	7.0%	4.0%
Ontario	10,084,885	6.6%	6.1%	6.5%	5.7%

- Town of Erin population: 10,770 (2011).
- Majority of Town's population between ages of 40-49, 10-19, 50-59 (older professionals and their children).
- Negative population growth in ages 0-14, 20-29.
- 15.4% of labour force works within the Town, 5.5% work within Wellington County, 55% work in a different County.

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## Housing Assessment

- Majority of residences are single-detached homes.
- Average value of a home in the Town of Erin has increased from \$276,060 (2001) to \$409,976 (2006).



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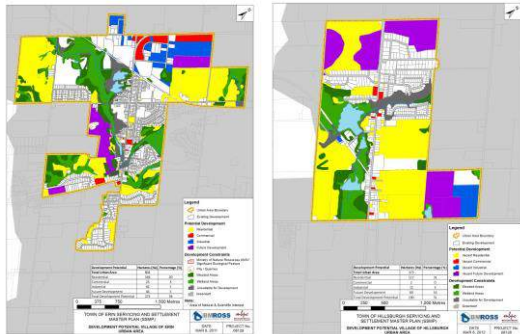
## Population Growth

Town of Erin	2006	2011	2016	2021	2026	2031
Total Population	11,380	11,930	12,490	13,510	14,530	15,530
Households	3,810	3,960	4,160	4,510	4,850	5,180
Total Employment	5,550	3,590	3,780	4,600	5,020	5,460

	2006	2011	2016	2021	2026	2031
<b>ERIN VILLAGE</b>						
Total Population	3,020	3,000	3,100	3,540	3,980	4,400
Households	1,030	1,050	1,090	1,240	1,390	1,530
<b>HILLSBURGH</b>						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

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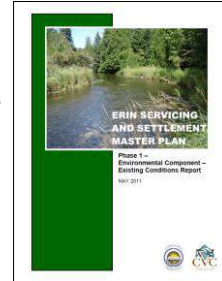
## Future Development



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## Environment

- Undertaken by CVC.
- Studied:
  - Hydrogeology
  - Hydrology and Hydraulics
  - Natural Heritage
  - Fluvial Geomorphology
  - Macroinvertebrates and Fisheries
  - Water Quality
  - Septic System Assessment



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## Summary of CVC Findings

- Relatively healthy ecosystem present in the Study Area
  - Relatively good surface water quality.
  - Brook trout spawning throughout Study Area.
- Existing municipal wells show no apparent impacts from septic system and urban sources, appear to be well protected.
- Localized impacts related to surface/stormwater runoff and cumulative impacts of online ponds.

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## Summary of CVC Findings

- Former municipal wells show areas of groundwater impacts from surface source of contamination (possible septic systems) in eastern and southeastern areas of Erin Village.
- West Credit River and tributaries show relatively higher impacts from urban activity through and downstream of Erin Village.
  - Multiple potential sources including septic systems.

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