Infrastructure - Drinking Water

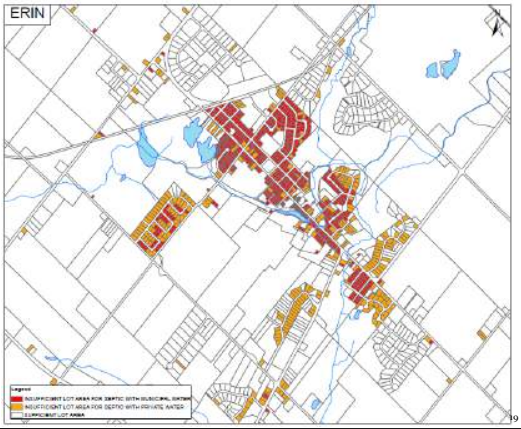
- 2 Municipal drinking water systems
- Erin Village
  - 2 Wells (E7, E8)
  - 849 service connections
  - 1,700 m³ elevated tank
  - 24.9 km of watermain
- Hillsburgh
  - 2 Wells (H2, H3)
  - 224 service connections
  - 6.7 km of watermain
- Estimated 2,300 private wells in the Town.

17

Wastewater

- Town is serviced exclusively by private Class 4 and 5 septic systems.
- Shared septic system for Centre 2000 and Erin High School.
- Since 1999:
  - 484 permits issued for new systems
  - 209 permits issued for replacement or alterations to existing systems.
- Many lots in the villages are too small for a septic system under current setback regulations.

18



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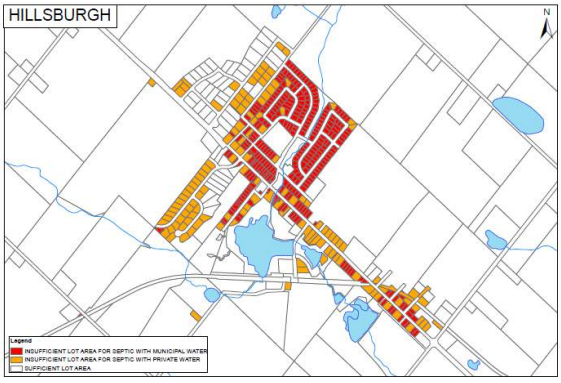

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Moving Forward

- Receive input on Problem/Opportunity Statement from Core Management Committee and Liaison Committee.
- Finalize Problem/Opportunity Statement
  - Present to Council (April 17, 2012)
  - Present to Public (May 8) – this public meeting will also serve to introduce Phase 2 of the SSMP.

Moving Forward

- Initiate Phase 2 of the SSMP – Development of Alternative Solutions.
  - Develop alternative solutions
  - Develop evaluation protocol for alternatives
  - Consult with agencies and the public
  - Continued involvement of the Liaison Committee
- Selection of Preferred Solution
- SSMP Report
- Notice of Completion

Problem/Opportunity Statement

- The purpose of the Problem/Opportunity Statement is to define the starting point of the Master Plan Class EA and assist in defining the scope of the project.
- Problem/Opportunity Statement should address the magnitude and extent of a problem.
- Constitutes Phase 1 of the Class EA Process.

Problem/Opportunity Statement 1

The Town of Erin Official Plan outlines a community-based process for completing a Servicing and Settlement Master Plan to address servicing, planning and environmental issues within the Town. Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, was developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.

The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

The Problem/Opportunity Statement for the Town of Erin Servicing and Settlement Master Plan is as follows:

Presently, the current servicing infrastructure for urban areas of the Town of Erin is not consistent with Provincial and County policies and not sufficient to meet future projected need. Through the Master Plan approach alternative servicing strategies are evaluated to ensure the existing and future needs of the Town to 2035 are met, with consideration given to the following factors:

- **The Vision Statement reflecting residents' views of the future role and function of the community.**
- **Provincial policy, such as the Places to Grow Act, which directs urban growth and intensification within urban settlements of the Greater Golden Horseshoes; and the Greenbelt Plan, concerning the protection of agricultural lands in the Greater Golden Horseshoe.**
- **County of Wellington growth projections and policies.**
- **Protection and preservation of the natural environment**

Problem/Opportunity Statement 2

The Town of Erin Official Plan outlines a community-based process for completing a Servicing and Settlement Master Plan to address servicing, planning and environmental issues within the Town. Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, was developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.

The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

The Problem/Opportunity Statement for the Town of Erin Servicing and Settlement Master Plan is as follows:

Presently, the Town of Erin lacks a comprehensive, long term strategy for water and wastewater infrastructure. Additionally, the existing partial water servicing and reliance on privately owned septic systems for wastewater treatment will not be sufficient to address future need. Through the Master Plan approach, the Town is presented with the opportunity to properly plan for the provision of services, while giving consideration to the following factors:

- **The Vision Statement reflecting residents' views of the future role and function of the community.**
- **Provincial policy, such as the Places to Grow Act, which directs urban growth and intensification within urban settlements of the Greater Golden Horseshoe; and the Greenbelt Plan, concerning the protection of agricultural lands in the Greater Golden Horseshoe.**
- **County of Wellington growth projections and policies.**
- **Protection and preservation of the natural environment**

Problem/Opportunity Statement 3

The Town of Erin Official Plan outlines a community-based process for completing a Servicing and Settlement Master Plan to address servicing, planning and environmental issues within the Town. Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, was developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.

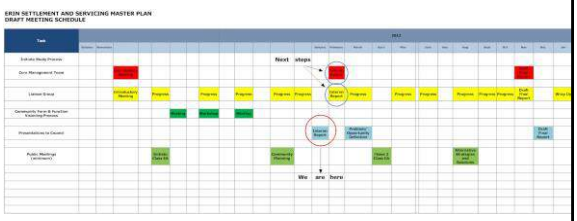
The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

The Problem/Opportunity Statement for the Town of Erin Servicing and Settlement Master Plan is as follows:

Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of water and wastewater servicing in the villages of Erin and Hillsburgh. Through the Master Plan process, the Town is presented with the opportunity to address the following limitations associated with the current status of servicing within the Town's urban areas:

- **The Town of Erin has been identified as an area for growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035.**
- **Wastewater is treated exclusively by private, on-site septic systems. Given increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells, some residents may not have the space required for a replacement septic system. Additionally, lot sizes required for on-site septic systems will not allow for the projected future development and would result in the development of large lots and lead to expensive housing options that do not meet the needs of the community as identified in the Vision Statement.**
- **Partial water servicing in Erin and Hillsburgh limits the efficiency, in terms of operation and cost, of the system and inhibits future development.**

Next Steps



27

Questions?

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Liaison Committee Meeting No. 9
Meeting Notes

Date:	April 11, 2012		
Place:	Town of Erin Office		
Present	John Brennan	)	Councillor
	Lisa Hass	)	Town Manager
	Jamie Cheyne	)	Heritage Committee
	Bob Wilson	)	Environmental Advisory Committee
	Bill Dinwoody	)	Recreation and Culture Committee
	Shelley Foord	)	Village of Erin BIA
	Maurizio Rogato	)	SOLMAR Development Corp.
	Deanna MacKay	)	Members of the Public
	Bob Gardner	)	
	Bonnie Peavoy	)	
	Chris Zuppan	)	
	John Sutherland	)	
	Jennifer Dougherty	)	Credit Valley Conservation (CVC)
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Lisa Courtney	)	
Regrets:	Dale Murray	)	Triton Engineering Services Ltd.
	Sally Stull	)	Town of Erin Planner
	Jo Fillery	)	Member of the Public

1.0 Introductions and Agenda

- The meeting began with Matt P. welcoming and thanking everyone for attending. He provided a brief overview of the SSMP process and noted that

the Core Management Committee met earlier that day to discuss the Background Report and moving the SSMP process forward.

2.0 Servicing and Settlement Master Plan Background Report

- Matt P. provided an overview of the Background Report:
  - A large effort went into the first phase of the SSMP and collection of data for the Background Report. The first phase makes up 60% of the work involved in the SSMP process.
  - The Background Report examined data and issues relating to four study components: Community Design, Form and Function; Community Planning; Environment; and Infrastructure.
  - Community Design, Form and Function examined the values of residents of the Town, as well as what residents envision for the future. Numerous SWOT (Strengths-Weaknesses-Opportunities-Threats) workshops were held during the first phase of the SSMP and data from these workshops helped define the value set of the community. Mindmapping exercises were used to identify linkages between different aspects of the community and values. The mindmapping exercises in turn, helped in the development of a Vision Statement.
  - The Vision Statement serves a critical purpose of guiding the SSMP process.
  - The Community Planning section of the Background Report provides and overview of applicable Provincial, County and Municipal planning policies, as well as the current socio-economic characteristics of the Town.
  - Analysis of population and employment statistics show the Town's population tends towards older professionals and their children. The population of young professionals and young children is decreasing in the Town. 55% of those employed who live in the Town work outside of Wellington County.
  - The Town of Erin is expected to experience some growth. The growth forecast for the Town is set by the County and there is ample land available for development in Erin Village and Hillsburgh.
  - Environment component of the Background Report was completed by the CVC. Found the local environment is in fair to good condition.
  - An analysis of lot sizes in Erin Village and Hillsburgh revealed that many properties in the villages may be too small to site a Class 4 septic system and leaching field under current setback requirements.

- Following the presentation of the findings of the Background Report, Matt P. outlined the next steps in the SSMP process, specifically the definition of a Problem/Opportunity Statement. The Problem/Opportunity Statement will guide the second phase of the SSMP process. Attendees were given a draft Problem/Opportunity to review. The following comments with respect to the draft Problem/Opportunity Statement were collected:

- Preference to see the existing issues listed before concerns related to future development.
- Important to emphasize existing issues and consequences of not doing anything.
- Statement should also address roads.

- The Problem/Opportunity statement will be revised in light of the Committee's comments and will be presented to Town Council on April 17, 2012.
- During the review of the Problem/Opportunity Statement, members of the Committee also discussed addressing the gap between the completion of the Master Plan and implementation of solutions; alternative solutions such as composting toilets; and commercial and industrial usage of services.

3.0 Next Steps

- Present Problem/Opportunity Statement to Council.
- Host Public Meeting to present Problem/Opportunity Statement and introduce Phase 2 of the SSMP

Meeting concluded at 9:00 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
Toll free: 1-888 -524-2641

Distribution: Liaison Committee

Servicing and Settlement Master Plan
Notice of Liaison Committee Meeting No. 10

When: 7:00 to 9:00 pm
Wednesday, October 17, 2012

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

Agenda Items:

- Servicing 101
- Next steps

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

Defining Erin

Our Ideas Our Vision
Our Community

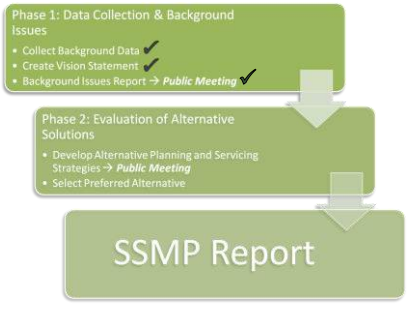
Liaison Committee Meeting 10

Oct 17, 2012

Agenda

- Recap
- Problem/Opportunity Statement
- Moving Forward
- Servicing 101
- What's Next

The SSMP Process

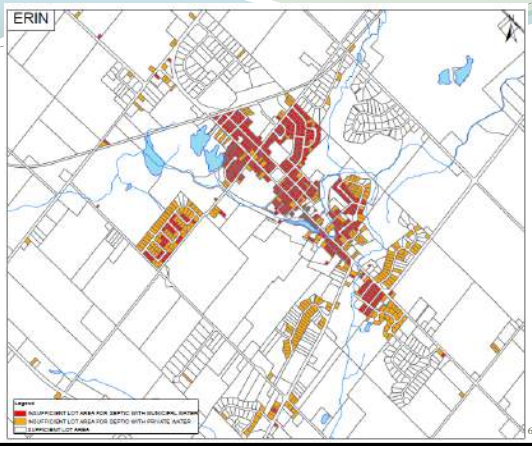


Community Form and Function Workshops

Themes and key characteristics from the SWOT exercises:

Natural Environment	"Small Town"	Housing	Industry
• Credit River • Recreation • Scenic • Tourism • Pollution • Aggregates	• Atmosphere • Charm • Heritage • Safety • Friendly • Rural	• Senior • Heritage • Starter • High Cost • High Taxes • Aggressive Development	• Small Tax Base • Sewers • Tourism and Recreation • Transportation • Aggregates • Development

5



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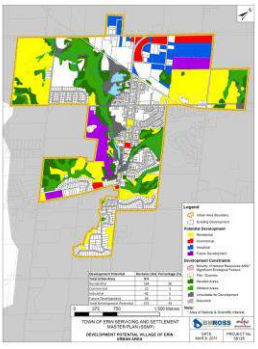
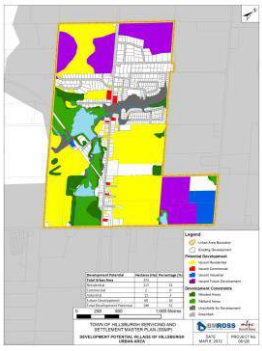
Future Development





7

Population Growth

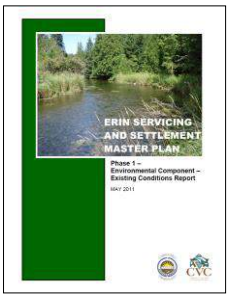
Town of Erin	2006	2011	2016	2021	2026	2031
Total Population	11,380	11,930	12,490	13,510	14,530	15,530
Households	3,810	3,960	4,160	4,510	4,850	5,180
Total Employment	5,550	3,590	3,780	4,600	5,020	5,460

	2006	2011	2016	2021	2026	2031
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

8

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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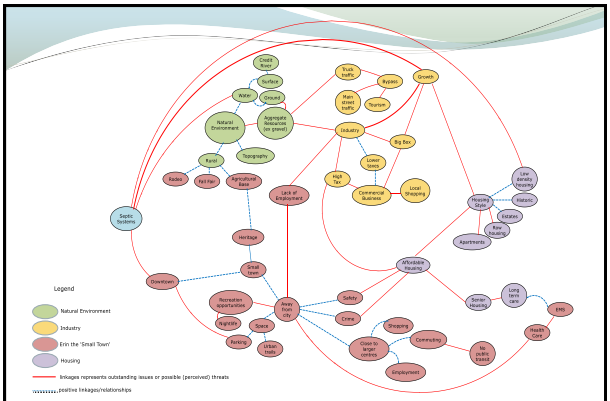


Community Vision Statement

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.

11

Problem/Opportunity Statement Recap

- The purpose of the Problem/Opportunity Statement is to define the starting point of the Master Plan Class EA and assist in defining the scope of the project.
- Problem/Opportunity Statement should address the magnitude and extent of a problem.
- Constitutes Phase 1 of the Class EA Process.

Problem/Opportunity Statement

- Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. Servicing scenarios are evaluated using environmental, technical and financial sustainability lenses to define a preferred strategy. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, has been developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.
- The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

Problem/Opportunity Statement

- Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of water and wastewater servicing in the villages of Erin and Hillsburgh. The following limitations are associated with the current status of servicing within the Town's urban areas:

Problem/Opportunity Statement

Wastewater

- Wastewater is treated exclusively by private, on-site wastewater treatment systems. Within the Built Boundary of the settlement areas (Hillsburgh and Erin Village), private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. Additionally, there are limited facilities in the area accepting septage from private systems for treatment.
- The settlement areas (Hillsburgh and Erin Village) have been identified as areas of modest growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035. Lots sized to include septic systems will not allow for projected future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.

Problem/Opportunity Statement

Water

- Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.
- The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.

Problem/Opportunity Statement

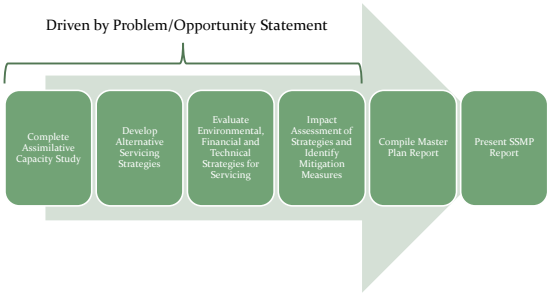
Stormwater Management

- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.

Moving Forward



Servicing Alternatives

- **Gravity Sewers**
  - Traditional Gravity Sewers
  - Modified Gravity Collection System
- **Alternative Collection Methods**
  - Septic Tank Effluent Gravity System (STEG)
  - Septic Tank Effluent Pumping System (STEP)
  - Low Pressure System

Traditional Gravity Sewers

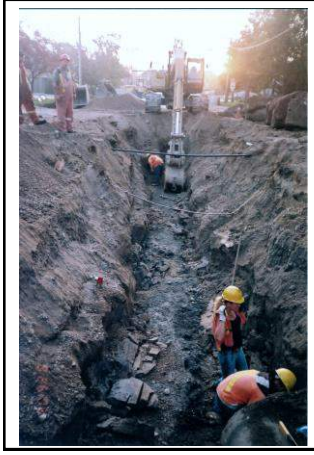
- Traditional Sanitary Collection System
  - Raw sewage flows from home by gravity
  - Liquid and solid waste flows into larger diameter collection main located in road allowance
  - Sewer mains must maintain a positive slope to keep solids moving
  - Manholes located at junctions
  - Best suited to areas with low to moderate relief

Gravity Sewers

- Pro's
  - Proven Technology
  - Little Maintenance Requirements (Short-term)
- Con's
  - May require deep excavations to achieve gravity flow
  - Constructed within traveled portion of roadway
  - Extraneous flows create diluted effluent
  - Initial capital costs may be more expensive than alternative collection methods

Gravity Collection System

Gravity Collection System



- Typical Sewer Excavation

Manholes

- Installed at Changes in Direction or Slope

Modified Gravity Collection

- Same basic design principles as Traditional
- Except:
  - Sewer pipe installed at minimum excavation depths
  - Service not guaranteed for basements
  - Residents wanting service to a basement would be required to install a lift pump
  - Some difficult to service areas may be serviced using grinder pumps

Alternative Collection Systems

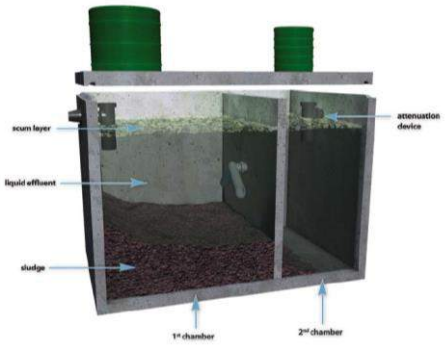
- Septic Tank Effluent Gravity System (STEG)
  - Raw sewage flows from house to septic tank (clarifier)
  - Solids are separated out
  - Liquid flows from tank by gravity to a small diameter (75 – 100 mm dia.) collection system
  - Clean-outs instead of manholes
  - Suitable for areas of low to moderate relief

STEG Systems

- Pro's
  - Installed in Boulevard – minimal disruption
  - Limited excavation requirements
  - Sewage volume is less due to airtight collection
- Con's
  - Homes still equipped with Septic Tanks (clarifiers)
  - Tanks must be maintained (3-7 years)
  - Smaller diameter pipes subject to blockages
  - Odour/Corrosion

STEG System

Primary Clarifier



STEG SYSTEM

Alternative Collection Systems

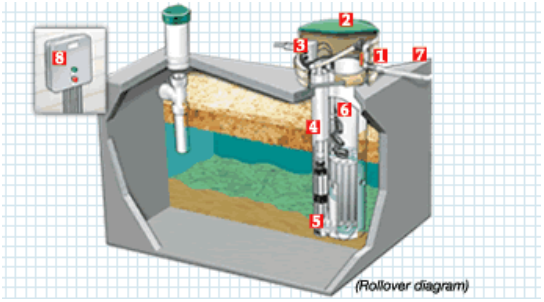
- Septic Tank Effluent Pumping Systems (STEP)
  - Raw sewage flows from house to septic tank (clarifier)
  - Solids are separated out
  - Liquids pumped from tank to a pressurized small diameter collection system
  - Suitable for areas with greater topographic relief due to pressurized pipes

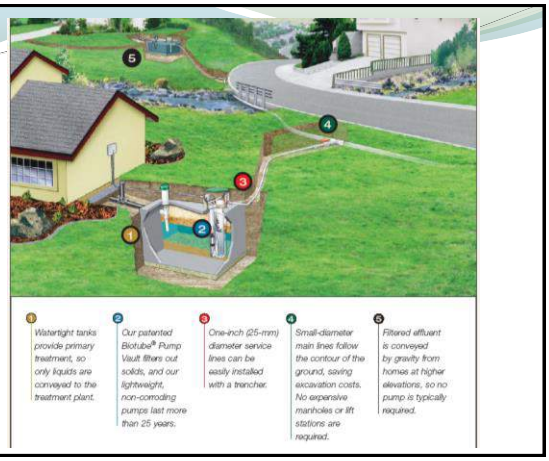
STEP System

- Pro's
  - Installed in Boulevard – minimal disruption
  - Limited excavation requirements
  - Sewage volume is less due to airtight collection
- Con's
  - Homes still equipped with Septic Tanks (clarifiers)
  - Tanks must be maintained (3-7 years)
  - Smaller diameter pipes subject to blockages
  - Pumps must be maintained
  - Odour/Corrosion due to anaerobic treatment of sewage

STEP System

Tank with Pump





STEP SYSTEM

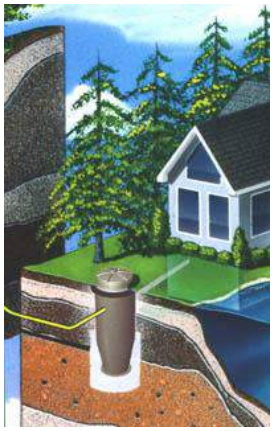
Alternative Collection Systems

- Low Pressure Systems
  - Sewage directed to Grinder Pump Unit instead of to a septic tank
  - Sewage ground by pump and discharged to a low pressure collection system
  - Sewage has higher solids/oils/grease
  - Can be installed within variable grades due to pressurized collection system

Low Pressure Systems

- Pro's
  - Installed in Boulevard – minimal disruption
  - Limited excavation requirements
  - No tanks to maintain
- Con's
  - Grinder pumps must be maintained after approximately 7-10 years
  - Sewage is concentrated due to lack of extraneous flows
  - Odour may be an issue

Low Pressure Systems



Low Pressure Systems

Primary Differences Between Systems

- Components of STEP, STEG and Low Pressure Systems located on Private Property
- On-lot components require maintenance
  - Solids Removal/Pump Maintenance
- Easements will/may be required to Install On-lot component and to Maintain Systems
- Pumping Stations smaller for Low Diameter Pressure Collection Systems

Collection System Comparisons

- **All Collection Systems**
  - Maintained by Municipality
  - Maintenance Costs collected through Sewer Bill
- **Pressure Collection**
  - Primary System Components located on Parcels
  - Access to Parcels required for Maintenance
- **Gravity Collection**
  - Primary Components Located within Road Allowance
  - Cost of Connection paid by Homeowners

Town of Erin Servicing Considerations

- Topography
- Compatibility with Existing Water Infrastructure
- Assimilative Capacity of the Receiving Stream
- Surface Water/Subsurface Water Issues
- Development Patterns

Sewage Pumping Stations

- Collects sewage flows in underground chamber and pump via forcemain to higher elevation location

Sewage Pumping Stations

- Wet Well/Dry Well
  - Better for Larger Flows
  - Better for Maintenance
  - More Expensive to Construct
- Submersible Station
  - Smaller Flows
  - Lower Costs
  - Submersible Pumps

Assimilative Capacity

- is an assessment of the ability of a watercourse to resist the effects of a disturbance without impairing water quality.
- Assimilative Capacity Study (ACS) is a tool to determine the extent a potential receiving stream can be used as part of the sewage treatment process.
- ACS generally include:
  - Characterization of effluent quality and quantity.
  - Characterization of receiving stream water quality and quantity.
  - Modelling scenarios of effluent discharge and background conditions.

Past Assimilative Capacity Study

- 1995 Assimilation Study
  - Report concluded that the addition of a WPCP direct discharge to serve a population of 4,100 persons in the Village of Erin would not have a detrimental impact on the existing water quality of the West Credit River.
  - MOE agreed that a WPCP discharge was an option that could be further assessed in the Class EA process subject to stringent effluent quality criteria.

Current Study Mandate

- Complete an Assimilative Capacity Study of the West Credit River building on previous study including the following:
  - Review recent monitoring activities and data from the MOE and CVC water quality stations.
  - Perform receiving water assessment by conducting mass balance analysis for low flow conditions.
  - Assess channel thresholds.
  - Undertake mixing zone analysis and dissolved oxygen monitoring.

Effluent Criteria

- Are determined based on the assimilative capacity of the receiving stream.
- Are site-specific.
- Effluent criteria requirements (expressed as loadings or concentrations) are incorporated in the Environmental Compliance Approval.
- May be set for: phosphorous, nitrogen, suspended solids, Biochemical Oxygen Demand (BOD), etc.,

What's Next

- Assimilative Capacity Study
  - Determine effluent criteria
- Determine and Evaluate Servicing Scenarios
  - Evaluation based on financial, technical and environmental factors.
- Next Meeting Date:

Questions?

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Liaison Committee Meeting No. 10
Meeting Notes

Date:	October 17, 2012		
Place:	Town of Erin Office		
Present	John Brennan	)	Councillor
	Deb Callaghan	)	Councillor
	Josie Wintersinger	)	Councillor
	Bob Wilson	)	Environmental Advisory Committee
	Bill Dinwoody	)	Recreation and Culture Committee
	Shelley Foord	)	Village of Erin BIA
	Maurizio Rogato	)	SOLMAR Development Corp.
	Deanna MacKay	)	Members of the Public
	Bob Gardner	)	
	Bonnie Peavoy	)	
	John Sutherland	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Lisa Courtney	)	
	8 members of the general public		
Regrets:	Dale Murray	)	Triton Engineering Services Ltd.
	Sally Stull	)	Town of Erin Planner
	Jamie Cheyne	)	Heritage Committee
	Jo Fillery	)	Member of the Public
	Chris Zuppan	)	Member of the Public

1.0 Introductions and Agenda

- The meeting began with Matt P. welcoming and thanking everyone for attending. Led by Matt, the group played a quick icebreaker game. The game

demonstrated the importance of everyone playing by the same set of rules and how that factors into communications. Following the game, Matt provided a brief overview of the SSMP process to date and noted that the process has moved into Phase 2, which focuses on developing alternative solutions related to the problem/opportunity statement.

2.0 Problem/Opportunity Statement

- Matt P. provided an overview of the Problem/Opportunity Statement:

    - Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. Servicing scenarios are evaluated using environmental, technical and financial sustainability lenses to define a preferred strategy. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, has been developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.

    - The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process. The Problem/Opportunity statement was developed with input from the Liaison and Core Management Committees and accepted by Council in April 2012. It was unveiled to the public in May 2012.

- The Problem/Opportunity Statement for the Town of Erin SSMP is as follows:

    Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of water and wastewater servicing in the villages of Erin and Hillsburgh. The following limitations are associated with the current status of servicing within the Town's urban areas:

    Wastewater

    - *Wastewater is treated exclusively by private, on-site wastewater treatment systems. Within the Built Boundary of the settlement areas (Hillsburgh and Erin Village), private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. Additionally, there are limited facilities in the area accepting septage from private systems for treatment.*

- *The settlement areas (Hillsburgh and Erin Village) have been identified as areas of modest growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035. Lots sized to include septic systems will not allow for projected future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.*

Water

- *Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.*

- *The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.*

Stormwater Management

- *The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.*

Transportation

- *Current transportation infrastructure may need upgrades to accommodate future growth.*

- Moving forward, the second phase of the SSMP will be driven by the Problem/Opportunity Statement. The next steps in the process include: completing an assimilative capacity study; developing alternative servicing strategies; evaluating environmental, financial and technical strategies for servicing; assessing the impact of the different strategies and identifying possible mitigation measures; and completing the master plan document.

3.0 Servicing 101

- Dale E. introduced the group to 5 types of servicing alternatives: traditional gravity sewers, modified gravity collection systems, Septic Tank Effluent Gravity (STEG) systems, Septic Tank Effluent Pumping systems (STEP), and low pressure systems. The pro's and con's of the servicing alternatives were also discussed.

- Traditional gravity sewers use gravity to move flows of liquid and solid waste from homes to large diameter collection mains located in the road allowance.

- Modified gravity sewers are similar to traditional gravity sewers; however basements are generally not serviced allowing the sewer pipe to be installed at minimal excavation depths. Low-lying areas may require grinder pumps for service.

    - John B. asked what a grinder pump is. Dale E. explained that grinder pumps are similar to lift pumps with the exception that masticating blades are used to minimize the size of solids.

- STEG systems include a septic tank, in which solids and liquids are separated. Liquids flow out of the tank by gravity to a small diameter collection system.

- STEP systems are similar to STEG systems, however, liquids are pumped from the septic tank to a pressurized small diameter collection system.

    - Bob W. pointed out that with the STEG and STEP systems, septic tanks and maintenance including pump-outs, are required. John B. asked what effect STEP and STEG systems, which only deal with liquid waste, would have on a waste water treatment plant. Dale E. responded that STEP/STEG systems do require different types of treatment compared to traditional gravity systems. Additionally, treatment for septage pumped from the tanks would still be required.

- Low pressure systems use grinder pumps to collect raw sewage which is then discharged into a low pressure collection system.

- Following a discussion of servicing alternatives, Dale E. explained the role of assimilative capacity in relation to servicing. Assimilative capacity is the ability of a watercourse to resist the effects of a disturbance without impairing water quality. The assimilative capacity study determines the extent a potential receiving stream can be used as part of the sewage treatment process.

- BMROSS is currently working on an assimilative capacity study for the West Credit River. The study will determine the effluent criteria requirements that must be met and the amount of sewage that can be treated.

    - John B. asked what impacts reservoirs have on the assimilative capacity. Dale E. answered that assimilative capacity is modeled under low flow conditions, and in some cases reservoirs have been used for equalization flows, but generally reservoirs are not considered a method of increasing capacity.

    - Bob W. asked what information had been provided by the CVC. Dale E. stated that water quality and flow data had been provided by the CVC and will be used in the assimilative capacity study.

Using that information, BMROSS will determine the effluent criteria and based on that, how many people could potentially be serviced.

- John S. asked if additional water quality and flow monitoring will be done. Dale E. pointed out there is a Provincial Water Quality Monitoring Station at Winston Churchill, which continuously monitors water quality since the early 1980s and water quantity has been monitored on the 8th Line since the mid-1980's.

- John S. also asked whether or not settling is a concern with gravity sewers following installation. Dale E. responded that typically compaction levels are inspected following sewer installation and one coat of asphalt may be applied followed by a second coat the following year to allow for slight settling.

- John S. questioned if the cost of doing nothing will be covered in the Master Plan. The group discussed potential costs of doing nothing or maintaining status quo. Matt P. responded that the impacts of doing nothing would be discussed in the Master Plan document.

4.0 Next Steps

- The next meeting was set for **7 PM on Wednesday December 5, 2012** at the Town of Erin Municipal Office.

Meeting concluded at 8:45 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
Toll free: 1-888 -524-2641

Distribution: Liaison Committee
Core Management Committee

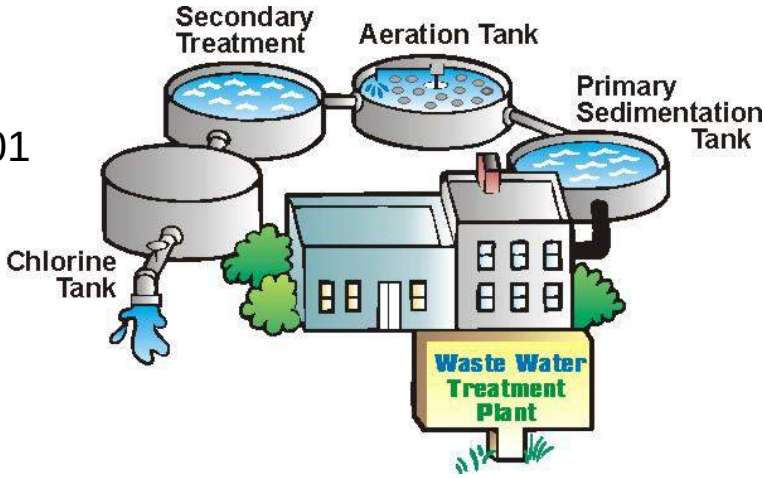
Servicing and Settlement Master Plan
Notice of Liaison Committee Meeting No. 11

When: 7:00 to 9:00 pm
Wednesday, December 5, 2012

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

Agenda Items:

- Wastewater Treatment 101
- Next steps



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

Defining Erin

Our Ideas Our Vision
Our Community

Liaison Committee Meeting 11

December 5, 2012

Agenda

- Recap Servicing 101
  - Types of Wastewater Servicing
  - Considerations
- Wastewater Treatment 101
- What's Next

Servicing 101 Recap

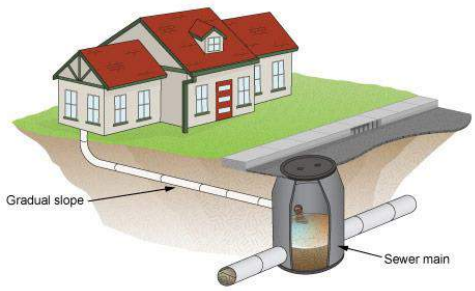
- Servicing Alternatives:
  - Gravity Sewers
    - Traditional Gravity Sewers
    - Modified Gravity Collection System
  - Alternative Collection Methods
    - Septic Tank Effluent Gravity System (STEG)
    - Septic Tank Effluent Pumping System (STEP)
    - Low Pressure System

Traditional Gravity Sewer

- Raw sewage flows from home by gravity
- Liquid and solid waste flows into larger diameter collection main located in road allowance
- Best suited to areas with low to moderate relief

- Pro's
  - Proven technology
  - Little maintenance requirements (Short-term)
- Con's
  - May require deep excavations to achieve gravity flow
  - Constructed within traveled portion of roadway
  - Extraneous flows create diluted effluent
  - Initial capital costs may be more expensive than alternative collection methods

Gravity Sewer



- Typical Sewer Excavation

Modified Gravity Collection

- Same basic design principles as traditional gravity sewer
- Except:
  - Sewer pipe installed at minimum excavation depths
  - Service not guaranteed for basements
  - Residents wanting service to a basement would be required to install a lift pump
  - Some difficult to service areas may be serviced using grinder pumps

Septic Tank Effluent Gravity System (STEG)

- Septic Tank Effluent Gravity System (STEG)
  - Raw sewage flows from house to septic tank (clarifier)
  - Solids are separated out, liquid flows from tank by gravity to a small diameter (75 – 100 mm dia.) collection system
  - Suitable for areas of low to moderate relief
- Pro's
  - Installed in Boulevard – minimal disruption
  - Limited excavation requirements
  - Sewage volume is less due to airtight collection
- Con's
  - Homes still equipped with Septic Tanks (clarifiers)
  - Tanks must be maintained (3-7 years)
  - Smaller diameter pipes subject to blockages
  - Odour/Corrosion

STEG System

STEP System

- Raw sewage flows from house to septic tank (clarifier)
- Solids are separated out and liquids pumped from tank to a pressurized small diameter collection system
- Suitable for areas with greater topographic relief due to pressurized pipes

- Pro's
  - Installed in Boulevard – minimal disruption
  - Limited excavation requirements
  - Sewage volume is less due to airtight collection
- Con's
  - Homes still equipped with Septic Tanks (clarifiers)
  - Tanks must be maintained (3-7 years)
  - Smaller diameter pipes subject to blockages
  - Pumps must be maintained
  - Odour/Corrosion due to anaerobic treatment of sewage

STEP System

Low Pressure Systems

- Pro's
  - Installed in Boulevard – minimal disruption
  - Limited excavation requirements
  - No tanks to maintain
- Con's
  - Grinder pumps must be maintained after approximately 7-10 years
  - Sewage is concentrated due to lack of extraneous flows
  - Odour may be an issue

Low Pressure Systems

Directional Drilling

Collection System Comparisons

- **All Collection Systems**
  - Maintained by Municipality
  - Maintenance Costs collected through Sewer Bill
- **Pressure Collection**
  - Primary System Components located on Parcels
  - Access to Parcels required for Maintenance
- **Gravity Collection**
  - Primary Components Located within Road Allowance
  - Cost of Connection paid by Homeowners

Town of Erin Servicing Considerations

- Topography
- Compatibility with Existing Water Infrastructure
- Assimilative Capacity of the Receiving Stream
- Surface Water/Subsurface Water Issues
- Development Patterns

Wastewater Treatment 101

Collection System
- Sewer system collects waste and transfers it via gravity or pressure

Wastewater Treatment Plant
- Where primary, secondary and tertiary treatment processes occur

Effluent discharged into Receiver
- Effluent Quality Criteria (EQC) determine level of treatment required

Receivers and Assimilative Capacity

- Can be rivers, lakes, dry ditches, and land (surface or subsurface).
- Assimilative Capacity Study is a tool to characterize water flow and quality in the receiver and assist in determining the Effluent Quality Criteria (EQC).

Assimilative Capacity

- is an assessment of the ability of a watercourse to resist the effects of a disturbance without impairing water quality.
- Assimilative Capacity Study (ACS) is a tool to determine the extent a potential receiving stream can be used as part of the sewage treatment process.
- ACS generally include:
  - Characterization of effluent quality and quantity.
  - Characterization of receiving stream water quality and quantity.
  - Modelling scenarios of effluent discharge and background conditions.

Effluent Quality Criteria

- Are determined based on the assimilative capacity of the receiving stream and by MOE policies.
- Are site-specific.
- Effluent quality criteria requirements (expressed as loadings or concentrations) are incorporated in the Environmental Compliance Approval.
- May be set for: phosphorous, nitrogen, suspended solids, Biochemical Oxygen Demand (BOD), etc.,

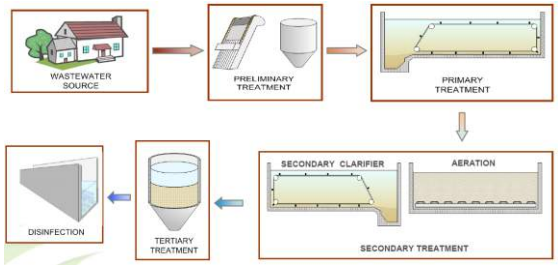
Effluent Quality Criteria

- General principal: to ensure that the water quality is satisfactory for aquatic life and recreation.
- Established with PWQO (Provincial Water Quality Objectives) in mind.
- Policy 1 : If the existing quality is better than the objective, maintain it at or above the objective.
- Policy 2: If the existing quality is poorer than the objectives, do not degrade it and take all practical measures to improve it.

Effluent Quality Criteria

- ECQ will include considerations of: parameters of interest, concentrations, loadings, sampling frequency, averaging of results and basis of non-compliance.
- Critical parameters for the West Credit River:
  - Phosphorus
  - Nitrogen
  - Ammonia

Wastewater Treatment



Preliminary Treatment

- Removes material that will not be broken down by biological process
- Coarse screens (12-50 mm) remove large debris like rags, sticks, rocks and plastic.
- Fine screens (2-6 mm) remove smaller items like cigarette butts and some fecal matter.
- Screens/grates require cleaning – can be automated or manual.

Preliminary Treatment

- Grit Removal
  - Separates gritty material, such as gravel, sand, egg shells etc., from the wastewater.
  - Important to remove gritty material as it can damage and accumulate in the pipes and equipment.
- Screenings and grit are sent to a landfill for disposal.

Primary Treatment

- Removes some suspended solids and organic matter from wastewater.
- Wastewater enters clarifer and material settles to the bottom (primary sludge)
- Clarifers also include surface skimmers to remove floating material.

Primary Treatment

- Chemicals may be added to improve settling
- Enhanced primary treatment also aids in the removal of phosphorus
- Sludge from clarifiers is removed for further processing

Secondary Treatment

- Dissolved pollutants are converted into biomass by micro-organisms, then collected and removed.
- Two part process:
  - Biological process
    - Conventional activated sludge treatment
    - Rotating Biological Contactor (RBC)
    - Sequencing Batch Reactor (SBR)
    - Sand filters (Intermittent)
    - Aerated lagoons
  - Secondary clarifiers

Sand Filters

Aerated Lagoons

Rotating Biological Contactor

Conventional Activated Sludge Treatment

Sequencing Batch Reactor

Secondary Clarifiers

Tertiary Treatment

- Removes residual suspended solids following secondary treatment
- Most common method is filtration – passing wastewater through a bed of granular media/material (usually sand).
- Chemicals may be added to convert soluble components (like phosphorous) to a solid form that can be removed by filtration.

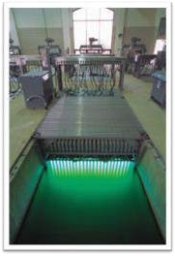
Advanced Treatment

- Used if further treatment is required
- Typical methods include:
  - Reverse osmosis
  - Membrane filtration

Disinfection

- Kills or inactivates pathogens prior to effluent discharge.
- Common methods:
  - Chlorination
  - Ultra-violet light

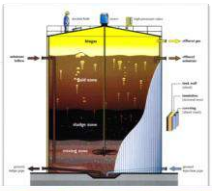




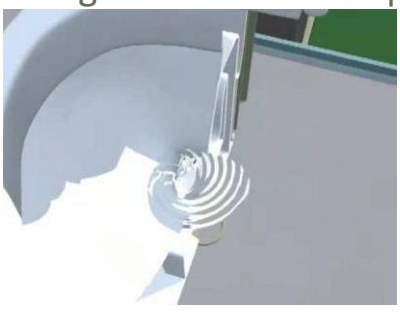
Dealing with the Sludge

- Sludge refers to the solid material removed from the primary sedimentation tanks and clarifiers.
- Sludge is processed (dewatered) or stabilized further using aerobic or anaerobic digestion.
  - Digestion reduces pathogens and odours.
  - Stabilized sludge becomes biosolid.
- Biosolids may be applied to land, put in a landfill, composted or incinerated.

Sludge Processing


Sewage Treatment Recap



Dealing with Septage

- Septage is raw, untreated waste from septic systems and holding tanks.
- Generally, septage is 30-60x more concentrated (in terms of biochemical oxygen demand and suspended solids) than wastewater.
- Treatment facility requirements:
  - Unloading facilities
  - Extended aeration facilities
  - Sequencing Batch Reactor
  - Discharge into WWTP

Septage - Unloading

Septage - Unloading

Design Considerations

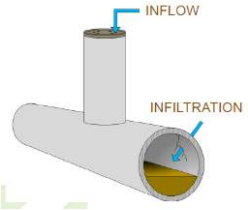
- Hydraulics
- Energy Efficiency
- Equipment Selection
- Redundancy
- Constructability
- Noise
- Odours
- Site Design (access, drainage)

Hydraulics

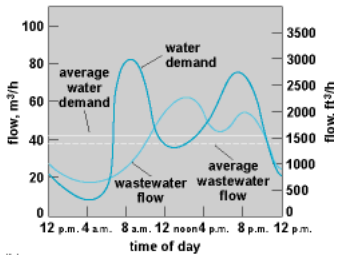
- Incoming flows are important
  - Daily peak
  - Monthly averages
  - Monthly maximums
  - Annual averages
  - Pumped or gravity

Incoming Flow

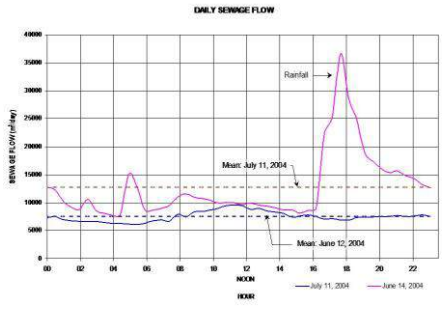
- Includes wastewater, water that seeps into sewers through cracks (infiltration), and water that enters through manholes (inflow).



Incoming Flow



Incoming Flow



Equalization

- For high flow conditions and maintenance

Equalization

- Temporary Storage

WWTP Siting Considerations

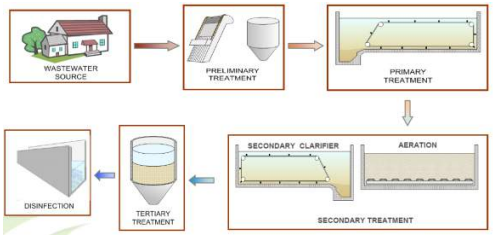
- Access
  - for vehicles
  - to receiver
  - to collection system
  - to power supply
- Topography
- Soil Conditions
- Odour Concerns
- Visual Impacts

Noise and Odours

- Avoid
  - residential areas
- Buffer Zones
  - Lagoons - 400 m
  - Mechanical - 100 m
- "Out of sight – out of mind"

Summary

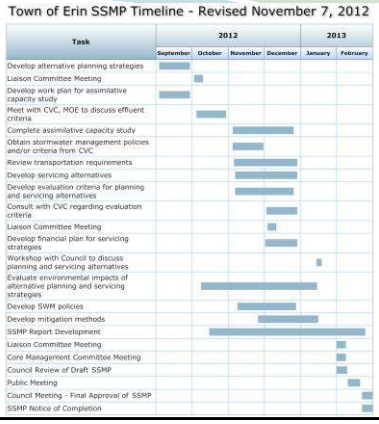
- Recap Collection System
- Wastewater Treatment 101



Questions

Next Steps

- Develop servicing strategies
- Develop financial plan for servicing strategies
- Evaluate impacts of alternative planning and servicing strategies
- Determine a preferred strategy
- Compile information in a Master Plan Report.



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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Liaison Committee Meeting No. 11
Meeting Notes

Date: December 5, 2012

Place: Town of Erin Office

Present	John Brennan	)	Councillor
	Lou Maieron	)	Mayor
	Josie Wintersinger	)	Councillor
	Frank Miele	)	CAO/Town Manager
	Frank Smedley	)	Water Superintendent
	Jamie Cheyne	)	Heritage Committee
	Bill Dinwoody	)	Recreation and Culture Committee
	Shelley Foord	)	Village of Erin BIA
	Bob Wilson	)	Environmental Advisory Committee
	Maurizio Rogato	)	SOLMAR Development Corp.
	Bob Gardner	)	Members of the Public
	Deanna MacKay	)	
	Bonnie Peavoy	)	
	Chris Zuppan	)	
	Lisa Courtney	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Matt Pearson	)	

12 members of the general public

Regrets:	Jo Fillery	)	Member of the Public
	Dale Murray	)	Triton Engineering Services Ltd.
	Sally Stull	)	Planner
	John Sutherland	)	Member of the Public

1.0 Introductions and Agenda

- The meeting began with Matt P. welcoming and thanking everyone for attending. Following introductions, Matt provided an overview of the agenda for the meeting, including: a brief recap of wastewater collection system and servicing considerations, and an introduction to wastewater treatment.

2.0 Wastewater Collection Systems

- Dale E. provided an overview of the wastewater collection systems discussed at the previous Liaison Committee meeting. The systems discussed include:
    - Traditional Gravity Sewers
    - Modified Gravity Collection
    - Septic Tank Effluent Gravity system (STEG)
    - Septic Tank Effluent Pumping system (STEP)
    - Low Pressure Systems
- Briefly, Dale E. outlined how each collection system works and the associated pro's and con's. Collection systems, regardless of the type of system, are maintained by the Municipality and maintenance costs are collected through sewer billing to system users.
- Strategies for wastewater collection for the Town of Erin will have to consider: topography, compatibility with existing water infrastructure, assimilative capacity of the West Credit River, surface water/subsurface water issues and development patterns.

3.0 Wastewater Treatment 101

- Dale E. provided an overview of wastewater treatment, beginning with receivers, assimilative capacity and Effluent Quality Criteria (EQC), which determine the level of treatment required.
    - Receivers can include rivers, lakes, dry ditches and land (surface or subsurface).
    - An assimilative capacity study characterizes water flow and quality in the receiver to assist in determining the EQC.
    - EQC are based on the assimilative capacity of the receiving stream and MOE policies, and are incorporated into the Environmental Compliance Approval. They may be set for a number of parameters include: phosphorus, nitrogen, suspended solids, biochemical oxygen demand (BOD) etc.,
    - The critical parameters for the West Credit River are phosphorus, nitrogen and ammonia.
- The treatment of wastewater involves a number of steps at a wastewater treatment plant, generally including: preliminary treatment, primary treatment, secondary treatment, tertiary treatment and disinfection.
- Preliminary treatment removes materials that cannot be broken down by biological processes. It includes screening of coarse and fine materials, and

grit removal. Material removed in the primary treatment phase, such as sticks, gravel, cigarette butts and egg shells, is sent to a landfill for disposal.

- The next step in the treatment of wastewater is primary treatment. Primary treatment removes some of the suspended solids and organic matter from the wastewater. Wastewater is sent to a clarifier, where material settles to the bottom to form sludge. Floating material is also removed during this step by skimmers. The sludge from the clarifier is removed for further processing.
- Following primary treatment, the wastewater undergoes secondary treatment where dissolved pollutants are converted into biomass by micro-organisms. Generally, secondary treatment is a two part process, the first being a biological process followed by secondary clarifiers.
    - Biological processes used for secondary treatment include: conventional activated sludge treatment, Rotating Biological Contactor (RBC), Sequencing Batch Reactor (SBR), sand filters, and aerated lagoons.
- Tertiary treatment removes residual suspended solids following secondary treatment. The most common method of tertiary treatment is filtration.
- Advanced treatment methods, such as reverse osmosis and membrane filtration, may follow tertiary treatment if required.
- Disinfection is the final treatment stage, where pathogens that remain in the effluent are killed or inactivated. Common methods of disinfection include chlorination and ultra-violet (UV) light.
- Sludge removed from the primary sedimentation tanks and clarifiers must also be treated. It is typically processed (dewatered) and stabilized either through aerobic or anaerobic digestion to form a biosolid. Bioslids may then be applied to land, put in a landfill, composted or incinerated.
- Septage (from septic systems and holding tanks) is more concentrated than wastewater and requires pre-treatment before it can be discharged into a wastewater treatment plant. To deal with septage, a wastewater treatment plant requires unloading facilities, extended aeration facilities, and a Sequencing Batch Reactor (SBR).
- After outlining the treatment processes, Dale E. informed the group of what factors must be considered when designing a wastewater treatment plant. The factors include: hydraulics (wastewater flows), energy efficiency, equipment selection, redundancy, constructability, noise, odours, and siting considerations (such as access, drainage, soil conditions, odour concerns, visual impacts).
- Maurizio asked if Matt P. or Dale E. had any opinion on membrane technology. Matt responded that he had no working experience with the technology, but understood that it is an advanced treatment technology and is relatively expensive.
- A member of the public stated that it was his understanding that a site near Bush Line and the 10th Line had been chosen as a site for a wastewater treatment plant and asked if any other locations had been considered. Dale E. responded that no site has been chosen and that specific site selection is not in the mandate of the SSMP.

- Another member of the public asked if there were noise and odour problems with wastewater treatment plants that have elements open to the environment. Dale E. responded that there can be noise and odours, and because of this there are setbacks that must be adhered to. At minimum a mechanical plants must have a buffer zone of 100 m, but it is preferable to have a buffer of 150m, and any lagoons must have a buffer zone of 400 m. In response, it was asked how much area a treatment plant would take up. Dale E. responded up to 2 hectares, and reminded the group that the goal of the SSMP is not to design a wastewater treatment plant, but provide servicing strategies.
- Lou M. asked if the assimilative capacity study was complete and if a maximum growth number had been calculated. Dale E. answered, indicating that the assimilative capacity study is ongoing.
- Lou M. also asked if a wastewater treatment plant is built to treat sludge, would a methane digestor be considered. In response, Dale E. stated that specific elements of a treatment plant would be considered during final design, which is not part of the SSMP.
- Phil G. asked if heavy metals and pharmaceuticals are removed during treatment. Matt P. responded that heavy metals settle in sludge and are removed from the effluent during treatment. Sludge that contains heavy metals is typically sent to designated landfills equipped for disposal. Presently, there are no treatment methods for the removal of pharmaceuticals.
- Phil G. followed with a question about mechanisms for limiting discharge amounts. Matt P. answered that all communities with sewer systems have bylaws that outline the rules for discharging to system, which may include discharge limits, and outline what may be discharged to the system for treatment.
- A member of the public asked how sewage bills are structured. Matt responded that most municipalities charge a flat rate, but advised that water metering is good practice which could be linked to the sewer charge.
- Lou M. stated that financing appears to be easier to obtain for septage treatment over wastewater treatment. He asked if septage treatment will be considered as part of the SSMP. Matt P. stated that septage treatment has been identified as an issue through the SSMP process to date, so servicing strategies will include septage treatment.
- A member of the public asked if the inclusion of septage treatment increases the size of a wastewater treatment plant. Matt P. responded that including septage treatment will not necessarily increase the size of the plant, but changes what components may make up the plant.

4.0 Next Steps

- Matt P. outlined the steps to completion of the SSMP in February of 2013. BMROSS will complete the assimilative capacity study, develop planning and servicing strategies and compile the Master Plan Report.
- No date was set for the final Liaison Committee meeting. Committee members will be contacted in the future regarding a meeting date.

Meeting concluded at 8:35 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
Toll free: 1-888 -524-2641

Distribution: Liaison Committee
Core Management Committee

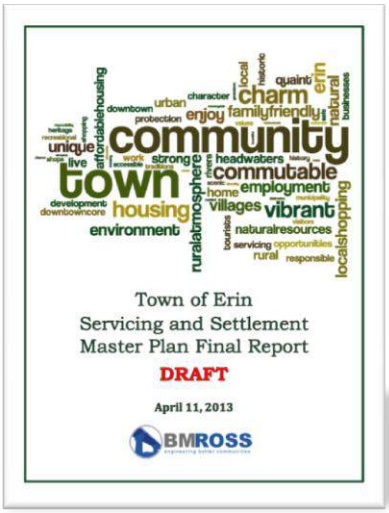
Defining Erin

Our Ideas Our Vision Our Community

Servicing and Settlement Master Plan
Notice of Liaison Committee Meeting No. 12

When: 7:00 to 9:00 pm
Wednesday, May 15, 2013

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



Agenda Items:

- SSMP Draft Final Report
- Final Steps

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

Defining Erin

Our Ideas Our Vision
Our Community

Liaison Committee Meeting 12

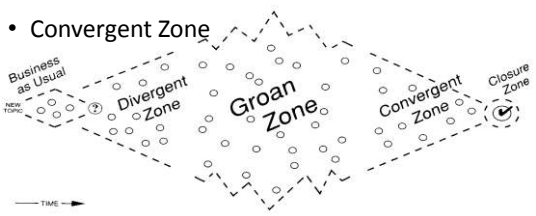
May 15, 2013

Agenda

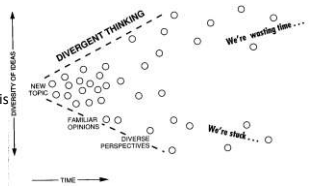
- Recap where we have been
- SSMP final report
- What's Next

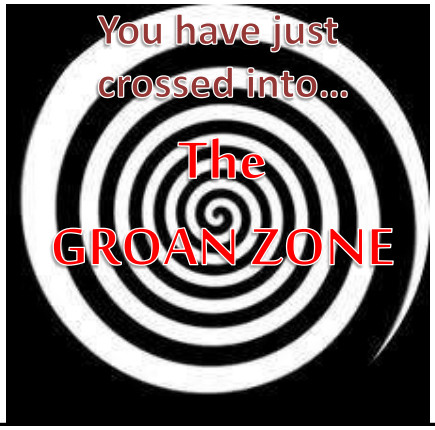
The 3 Zones of Group Decision-Making

- Divergent Zone
- The Groan Zone
- Convergent Zone



- 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?"





Eventually we'll get to...

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

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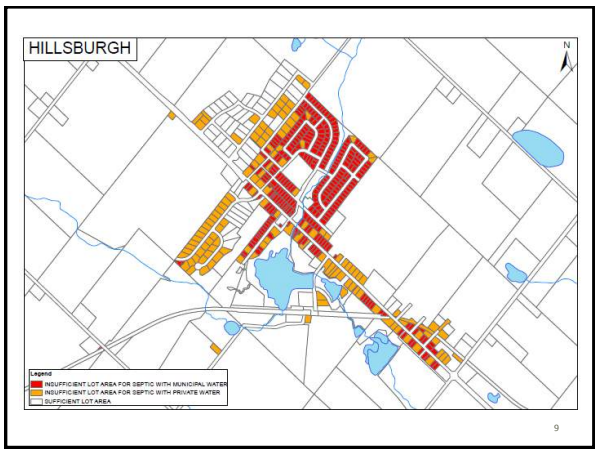
- The Convergent Zone
  - Consolidated thinking and agreement
  - Refining ideas
  - A final decision

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


HILLSBURGH
N
Legend
INSUFFICIENT LOT AREA FOR SEPTIC WITH MUNICIPAL WATER
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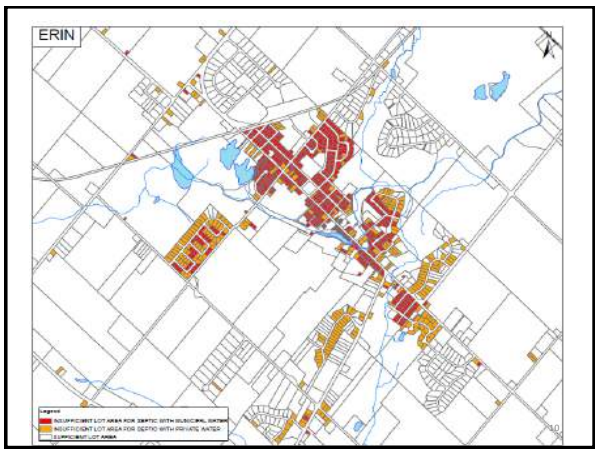
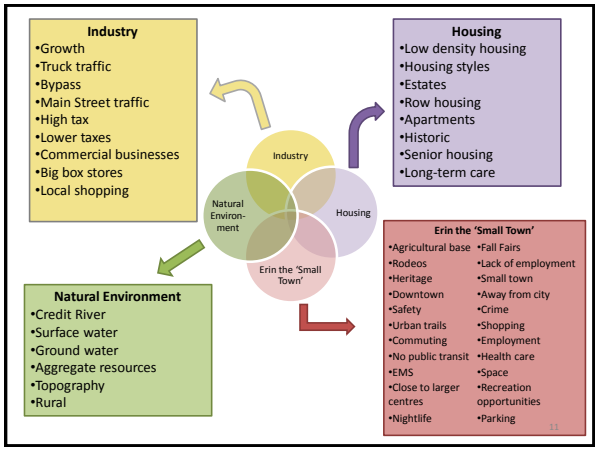
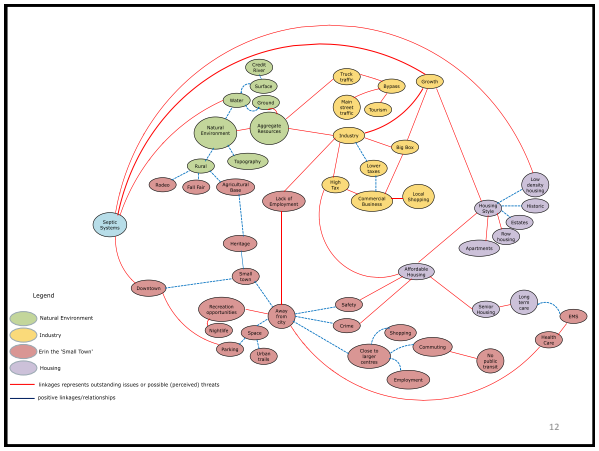

ERIN
10


Industry
•Growth
•Truck traffic
•Bypass
•Main Street traffic
•High tax
•Lower taxes
•Commercial businesses
•Big box stores
•Local shopping
Housing
•Low density housing
•Housing styles
•Estates
•Row housing
•Apartments
•Historic
•Senior housing
•Long-term care
Natural Environment
•Credit River
•Surface water
•Ground water
•Aggregate resources
•Topography
•Rural
Industry
Natural Environ-ment
Housing
Erin the 'Small Town'
Erin the 'Small Town'
•Agricultural base
•Rodeos
•Heritage
•Downtown
•Safety
•Urban trails
•Commuting
•No public transit
•EMS
•Close to larger centres
•Nightlife
•Fall Fairs
•Lack of employment
•Small town
•Away from city
•Crime
•Shopping
•Employment
•Health care
•Space
•Recreation opportunities
•Parking
11


Legend
Natural Environment
Industry
Erin the 'Small Town'
Housing
linkages represents outstanding issues or possible (perceived) threats
positive linkages/relationships
12

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 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.

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Problem/Opportunity Statement

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14

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- The settlement areas (Hillsburgh and Erin Village) have been identified as areas of modest growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035. Lots sized to include septic systems will not allow for projected future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.

15

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- Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.
- The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.

16

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Stormwater Management

- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.

17

Presentation Themes

•What is the goal of the SSMP

•What has been done to date

•What is new

•Where is the process going

18

What is the goal of the SSMP …

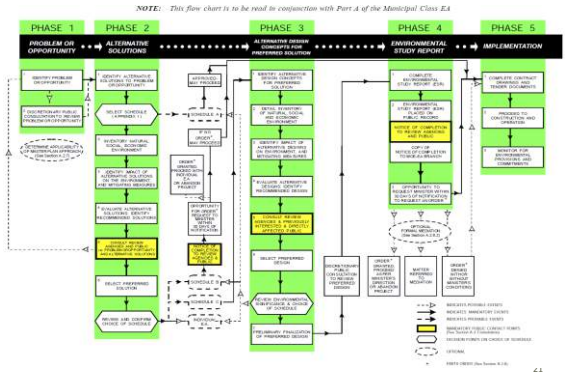
… and what it wasn't designed to do.

19

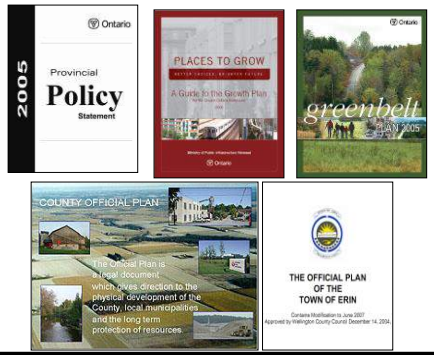
The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

20



Policy Framework



22

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.**
  - There is a large supply of land already designated for future development.
  - The Plan emphasizes intensification, making better use of infrastructure and reducing sprawl.
  - The Plan provides **density targets** for development.

23

The 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.
  - Will be **reviewed every 10 years**.

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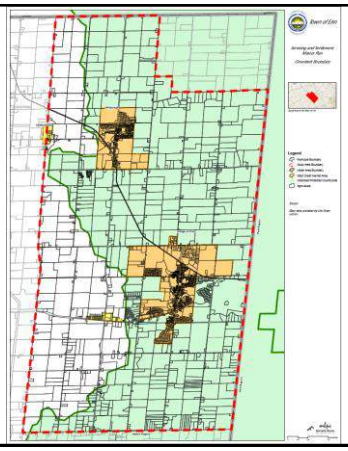


25

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.**

26

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 horizons up to 20 years
  - Promote economic development and competitiveness.

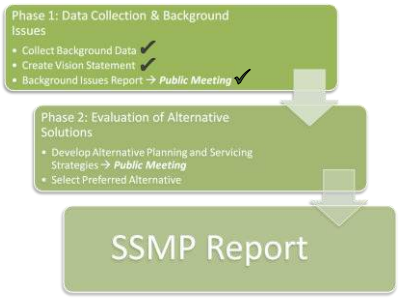
27

Provincial Policy Statement

- Key policy directions:
  - **Ensure necessary infrastructure is in place to support current and projected needs**
  - 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 i**nfrastructure** and public service facilities shall be **integrated with planning for growth**
  - Municipal water and sanitary services are the **preferred form of servicing**

28

The SSMP Process



29

What the SSMP will do

- Provide information for Council to decide on a course of action – facts, community values, implications of various strategies.
- Provide a tool to use in applying for senior government funding to implement any final solution

30

What the SSMP will not do

- It does not provide detailed information regarding technologies that will be reviewed and evaluated as part of a further Class EA process.
- It does not review the appropriateness of any particular site that may be part of a final solution. This review would be part of the next phase of a Class EA process.
- It does not comment on the appropriateness of any particular planning application. That is subject to a Planning Act process.

31

What has been done to date

32

Community Form and Function Workshops

Themes and key characteristics from the SWOT exercises:

Natural Environment	"Small Town"	Housing	Industry
• Credit River • Recreation • Scenic • Tourism • Pollution • Aggregates	• Atmosphere • Charm • Heritage • Safety • Friendly • Rural	• Senior • Heritage • Starter • High Cost • High Taxes • Aggressive Development	• Small Tax Base • Sewers • Tourism and Recreation • Transportation • Aggregates • Development

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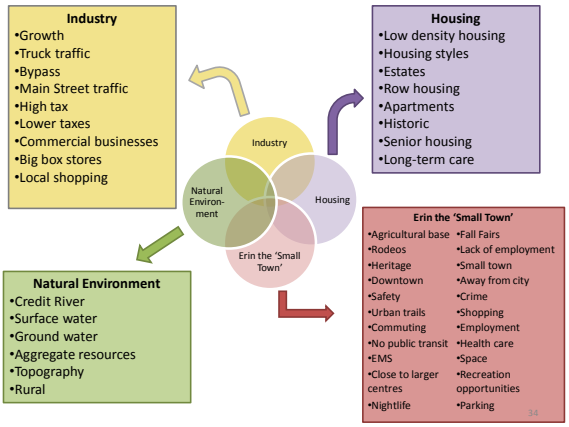

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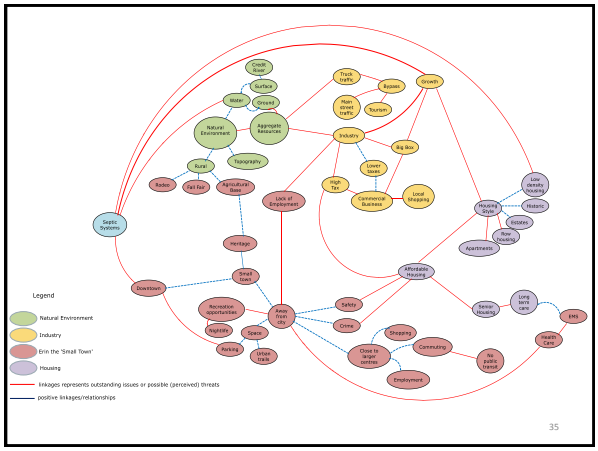

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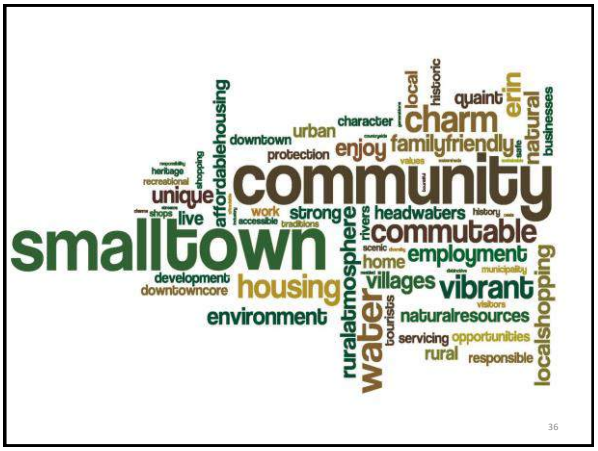

36

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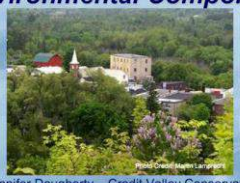
37

ERIN SSMP

Draft CVC Existing Condition Report - Environmental Component



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

November 3rd, 2010

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.

39

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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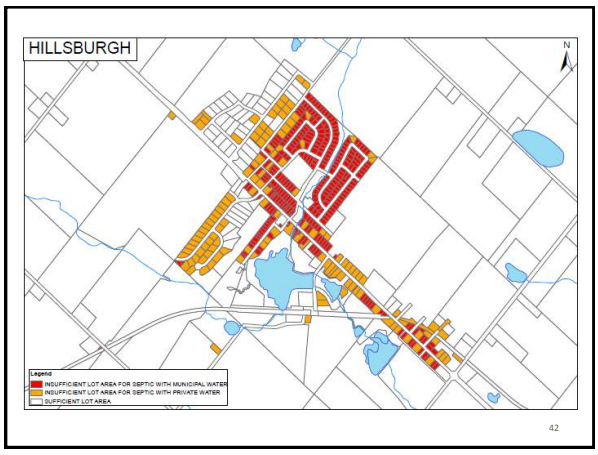
HILLSBURGH
N
Legend
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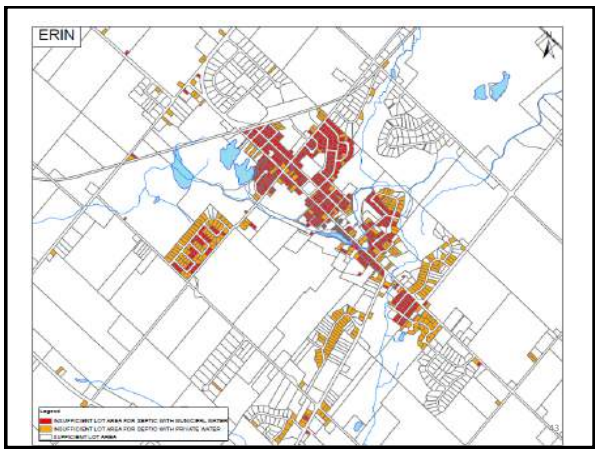
42


ERIN
43


SEPTIC TANK
LEACHING BED
LEACHING BED
LEACHING BED
44


Septic Tanks Requiring Pumping
45

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

46

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.

47

Filling the Gap

Density, Form & Compatibility of New Growth

- Observed Gaps
  - Housing for seniors
  - Entry level housing, new families
  - Affordable housing, to wide income range
  - Expanded commercial function – more jobs, greater selection, secure outflow of expenditure to surrounding communities
  - Expanded industrial base, more jobs, more assessment

48

Policy Framework

- Wellington County Official Plan
  - Population and employment forecasts for next 25 years were done by CN Watson
    - 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 2,200 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.

49

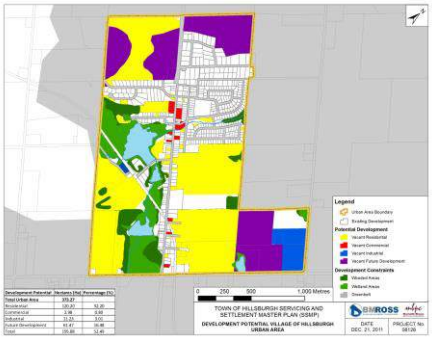
Population Growth

	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
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

50

Future Development – Hillsburgh



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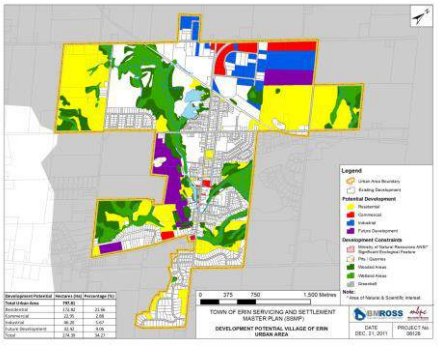
Future Development – Erin Village



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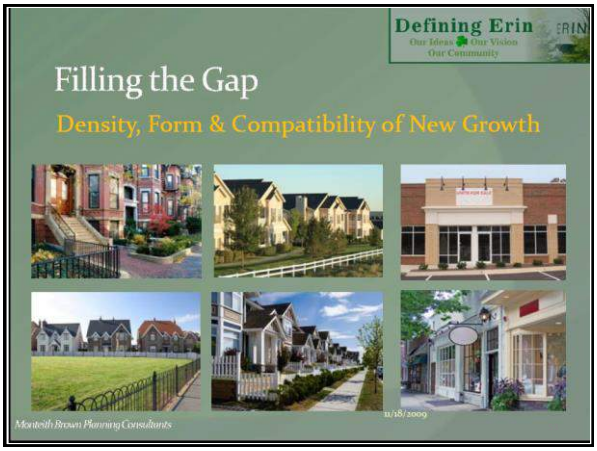

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Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.

57

What is New

58

Collection system + treatment system = sanitary sewage system

59

Effluent Quality Criteria

- Are determined based on the assimilative capacity of the receiving stream and by MOE policies.
- Are site-specific.
- Effluent quality criteria requirements (expressed as loadings or concentrations) are incorporated in the Environmental Compliance Approval.
- May be set for: phosphorous, nitrogen, suspended solids, Biochemical Oxygen Demand (BOD), etc.,

60

Table 3.0 Treatment Requirements

Parameter	Design Values 1996 MOE Suggestion	
	Treatment Objective	Non Compliance
pH	**8.2**	7-8.6
Total Suspended Solids (mg/L)	**3.0**	10
Total Phosphorous (mg/L)	**0.1**	0.20 (0.15*)
Total Ammonia (mg/L)	**0.4**	2.0
Total Kjeldahl Nitrogen (mg/L)		3.0
Nitrate Nitrogen (mg/L)	**7.6**	10
E. Coli (org/100 mL)	**100**	200 (100*)
Dissolved Oxygen (mg/L)	**5 (min)**	4 (min)
BOD_5 (mg/L)	**3.6**	7.5
Temperature	**17**	8-19

61

Assimilative Capacity

- is an assessment of the ability of a watercourse to resist the effects of a disturbance without impairing water quality.
- Assimilative Capacity Study (ACS) is a tool to determine the extent a potential receiving stream can be used as part of the sewage treatment process.
- ACS generally include:
  - Characterization of effluent quality and quantity.
  - Characterization of receiving stream water quality and quantity.
  - Modelling scenarios of effluent discharge and background conditions.

62

Receivers and Assimilative Capacity

- Can be rivers, lakes, dry ditches, and land (surface or subsurface).
- Assimilative Capacity Study is a tool to characterize water flow and quality in the receiver and assist in determining the Effluent



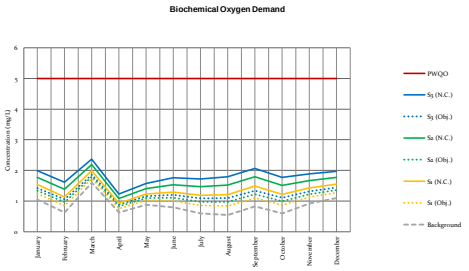
63

Table 2.4 Estimated Projected Population

The following population scenarios have been arbitrarily selected and are for comparison purposes only.

Development Scenario	Pop. Density	Urban Development Area		Equivalent Population	
		Incremental	Total	Incremental	Total
	pp/Ha	Ha	Ha	People	People
Existing	10 +/-	417	417	4280	4280
Growth Scenario 1	40	55	472	2200	6480
Growth Scenario 2	40	88	560	3520	10000
Growth Scenario 3	40	88	648	3500	13500
Possible Ultimate	40	232	880	9300	22800
Ultimate Urban Area		880Ha			
Ultimate Population (Equivalent)		22800People			

64



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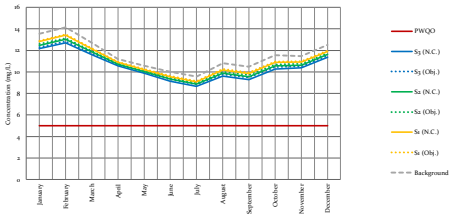
Dissolved Oxygen



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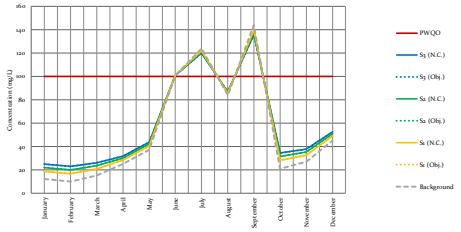
Escherichia coli



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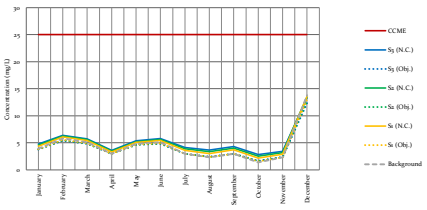
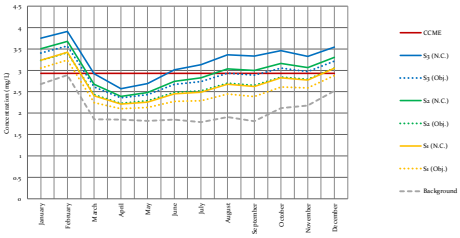
Total Suspended Solids



68

Total Nitrate Nitrogen



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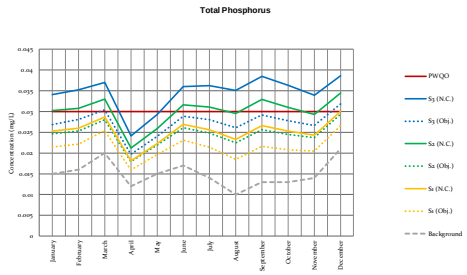

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Dealing with Septage

- Septage is raw, untreated waste from septic systems and holding tanks.
- Generally, septage is 30-60x more concentrated (in terms of biochemical oxygen demand and suspended solids) than wastewater.
- Treatment facility requirements
  - Unloading facilities
  - Extended aeration facilities
  - Sequencing Batch Reactor
  - Discharge into WWTP

71

Conceptual Design Cost Estimate

	Erin	Hillsburgh	Total
Sewage collection	$27,000,000	$9,800,000	$36,800,000
Sewage treatment: design pop'n =6,500			$28,600,000
Total cost:			$65,400,000

72

Conceptual Design Cost Allocation

	Erin/Hillsburgh Existing Lots	Future Lots
Sewage collection	$19,500	$5,700
Sewage treatment:	$12,500	$12,500
Total cost:	$32,000	$18,200

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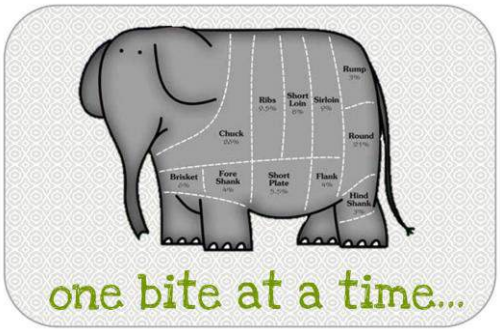

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Planning & Servicing Strategies

- How do they relate to the Vision Statement
- How do they relate to the Problem Opportunity Statement
- Review compliance with overarching rules/policy
- Review environmental impacts and mitigations

75

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.

76

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- Wastewater is treated exclusively by private, on-site wastewater treatment systems. Within the Built Boundary of the settlement areas (Hillsburgh and Erin Village), private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. Additionally, there are limited facilities in the area accepting septage from private systems for treatment.
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78

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Water

- Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.
- The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.

79

Problem/Opportunity Statement

Stormwater Management

- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.

80

Fish or cut bait …….

1. Stay with the status quo

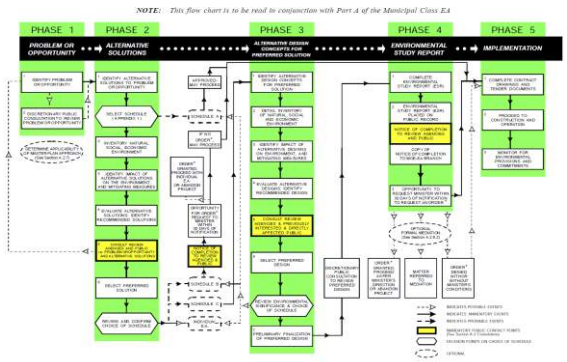
- Will stay small, not much growth
- Identified issues with septic systems need to be addressed.
- Does not address any of the issues regarding housing, employment, quality of life.
- Costs are individually handled, no government funding for septic repairs/replacement on private property
- May lead to two tier serviced community.

81

Poop and get off the pot ….

2. Move on to the next phase of the Class EA process

- Opportunity to address existing issues in Problem Statement
- Ties into the Vision Statement
- Further defines technology, costs, phasing possibilities
- Further defines growth limits
- Opportunity to attract senior government funding
- Opportunity to take advantage of current demands for growth by leveraging costs
- Allows municipality to be the main driver in its future
- A significant financial investment to continue
- Still an opportunity to not move forward at end of EA process.



Continuing with EA process

1. Explore collection and treatment technologies in detail

- Treatment could be achieved in a stand alone facility or via a "Big Pipe" option.
- Stand alone facility limited by assimilation capacity and level of treatment required. This would limit growth potential.
- "Big Pipe" requires agreement with another municipality to process your flow. Cost difference between this and own facility may not be significant. Need to buy capacity and build facilities to transmit sewage flow.
- Advantage of this option is that you may be able to buy enough capacity to satisfy ultimate needs of Town.
- Disadvantage of this option is that you are at mercy of the other municipality with respect to treatment costs, asset management reserve costs.

Continuing with EA process

2. A "Do nothing" option is always in play

- If the environmental impacts are insurmountable or the costs deemed not feasible to implement a preferred alternative a municipality can always revert to a "Do nothing' option.
- This option would be similar to the "Status Quo" presented earlier.
- Would lose investment of SSMP and EA process.

Next steps in SSMP process

- The ACS is reviewed by MOE and CVC and final population numbers are agreed to.
- A draft Final Report is prepared and reviewed with Liaison Committee and Core Management Team.
- Council will review draft, provide comments. Report will be finalized and put into the Public Record for review and comments by the public.
- Following this review period and any revisions, Council then approves the Master Plan.
- Municipality implements course of action.

86

87

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

File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Liaison Committee Meeting No. 12
Meeting Notes

Date:	May 15, 2013		
Place:	Town of Erin Office		
Present	John Brennan	)	Councillor
	Sally Stull	)	Planner
	Frank Smedley	)	Water Superintendent
	Bill Dinwoody	)	Recreation and Culture Committee
	Shelley Foord	)	Village of Erin BIA
	Bob Wilson	)	Environmental Advisory Committee
	Jo Fillery	)	Members of the Public
	Deanna MacKay	)	
	John Sutherland	)	
	Dale Murray	)	Triton Engineering Services Limited
	Lisa Courtney	)	B.M. Ross and Associates (BMROSS)
	Matt Pearson	)	
	5 members of the general public		
Regrets:	Jamie Cheyne	)	Heritage Committee
	Bob Gardner	)	Member of the Public
	Bonnie Peavoy	)	Member of the Public
	Maurizio Rogato	)	SOLMAR Development Corp.
	Josie Wintersinger	)	Councillor
	Chris Zuppan	)	Member of the Public

1.0 Welcome and Agenda

- The meeting began with Matt P. welcoming and thanking everyone for attending. Following this, he provided a brief overview of the agenda of the meeting.

2.0 Review of the SSMP Process

- Matt P. provided an overview of the SSMP process and work done by the Liaison Committee, including: visioning, working on the Problem/Opportunity Statement, and workshops on planning, septic systems, and sewage collection and treatment systems.
- The group was reminded that the SSMP is not just about development. The SSMP addresses existing and future needs of the community. Matt P. reminded the group that many studies about septic systems have been done in the community, including an assessment of lot sizes for septic systems in the Background Report. The lot size assessment found there are many small lots in both Hillsburgh and Erin, which will be too small for a typical septic system (septic tank and leaching field) under current regulations. In such cases, property owners will have to invest in tertiary septic systems or holding tanks, which can be significantly more costly to install and operate. Very few septic systems are being replaced in the Town, as people are waiting for the outcome of the SSMP; however, the problem of old septic systems and small lots is not going away.
- Upcoming regulations through Source Water Protection and the Building Code will require mandatory septic inspections in wellhead protection zones. There will be a number of people in Erin Village and Hillsburgh affected and people in the wellhead protection zones will be required to replace failing systems.

3.0 Updates on the SSMP Process

- Matt P. provided an overview of recent work on the SSMP including: the draft Assimilative Capacity Study, a conceptual sewage system, conceptual costing, and alternative evaluations.
- Matt P. explained the purpose of the ACS and that the study is still in draft form, as it is undergoing technical reviews by the appropriate agencies.
- Shelley F. asked if cleaner effluent from a treatment facility would allow for a higher serviced population.
- Dale M. responded that the ACS sets the loadings that can be added to the river, and that the loadings are determined by the condition of the river rather than from the population.
- John S. asked if the impacts of the quantity of water coming from a treatment facility are taken into consideration. Dale M. responded that those impacts are considered as part of a mixing study.

- Phil G. asked if treatment technology will impact the service population. Dale M. replied that treatment technology will impact the service population, but cautioned that in small communities, high treatment technologies can have high operating and capital expenses. He added that there are many examples of conventional treatments plants with good effluent quality.
- Jo F. asked if generally, people downstream of a treatment centre are at higher risk than those upstream. Dale M. answered that plants are not generally considered a risk to people downstream and points of discharge require many studies and in depth investigations. Bob W. pointed out that there is more risk from people not property maintaining or replacing their septic systems.
- Bob W. asked if the effluent quality criteria looked at in the draft ACS differ from the criteria of the previous EA and ACS. Matt P. responded that the criteria for the 1995 EA and ACS were considered strict at the time and today.
- Phil G. asked if a small-bore system was being considered. Dale M. answered that small-bore systems are not ideal, as you still end up with a septic tank full of sludge. The treatment of sludge is a major issue in Ontario and installing a small-bore system would essentially only postpone the sludge problem. Matt P. added that most small-bore systems are proprietary, which creates issues when tendering.
- Phil G. also asked if climate change is being addressed in the ACS. Matt P. responded that addressing climate change is challenging because no one knows what climate change will look like and there are no rules to guide decisions. He added that that BMROSS is working with the CVC to address climate change in the ACS.

4.0 Next Steps

- Matt P. explained that a new stream gauge will be installed to collect more data for the ACS.
- Moving forward, the study team will continue to work on the ACS and a decision matrix for the SSMP Report.
- Finally, Matt P. thanked everyone for their time, commitment and input into the SSMP process.

Meeting concluded at 8:45 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
Toll free: 1-888 -524-2641

Distribution: Liaison Committee
Core Management Committee

Servicing and Settlement Master Plan
Notice of Liaison Committee Meeting No. 13

When: 7:00 to 9:30(ish) pm
December 4, 2013

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

Agenda Items:

- Welcome New Committee Members
- Review of the Committee Role, SSMP Process
- Moving Forward

RSVP: Matt Pearson
B.M. Ross & Associates Limited
1-888-524-2641 (Toll Free)
mpearson@bmross.net

Defining Erin

Our Ideas Our Vision
Our Community

Liaison Committee Meeting 13

December 4, 2013

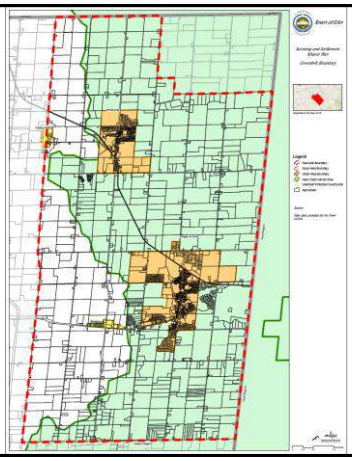
Agenda

- Reset the table
- Review the work of the LC
- Next steps in the SSMP process
- Schedule going forward

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

3



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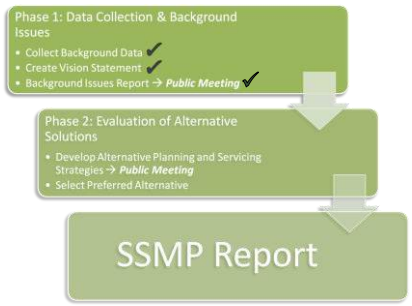
The SSMP Process



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What has been done to date

6

What is the goal of the SSMP …

… and what it wasn't designed to do.

7

What the SSMP will do

- Provide information for Council to decide on a course of action – facts, community values, implications of various strategies.
- Provide a tool to use in applying for senior government funding to implement any final solution

8

What the SSMP will not do

- It does not provide detailed information regarding technologies that will be reviewed and evaluated as part of a further Class EA process.
- It does not review the appropriateness of any particular site that may be part of a final solution. This review would be part of the next phase of a Class EA process.
- It does not comment on the appropriateness of any particular planning application. That is subject to a Planning Act process.

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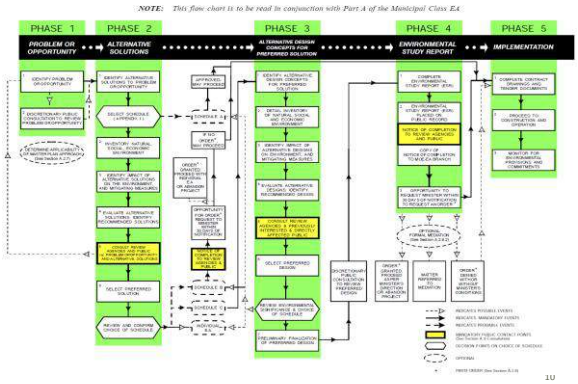

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Situational framing dictates outcome

Population Growth

	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
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

12

Town of Erin Septic 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

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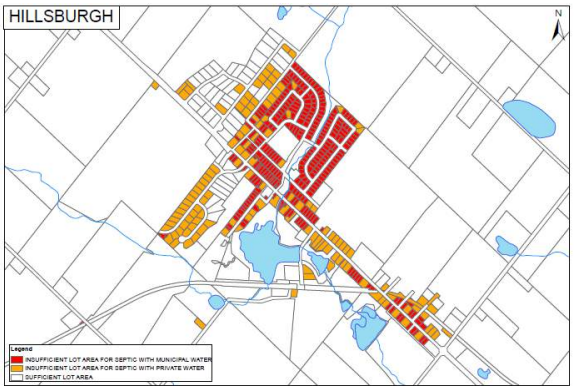

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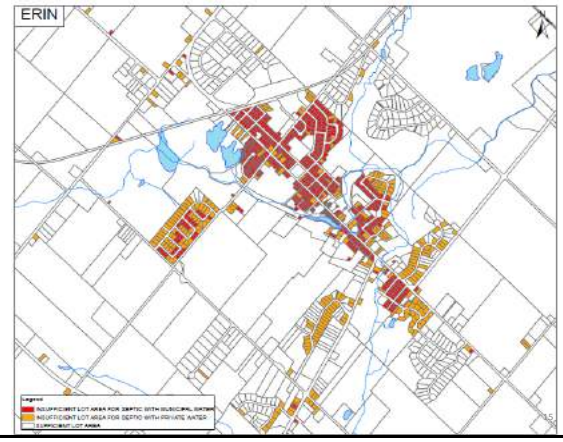

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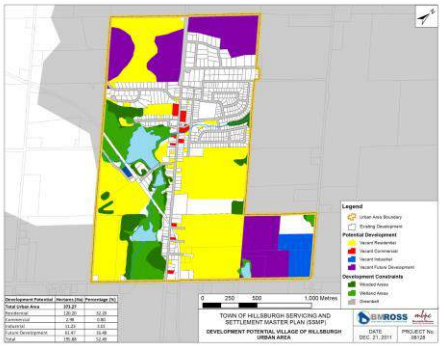
Future Development – Hillsburgh



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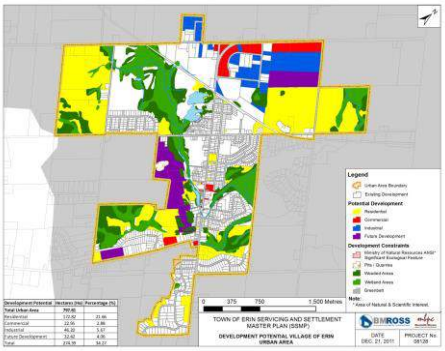
Future Development – Erin Village



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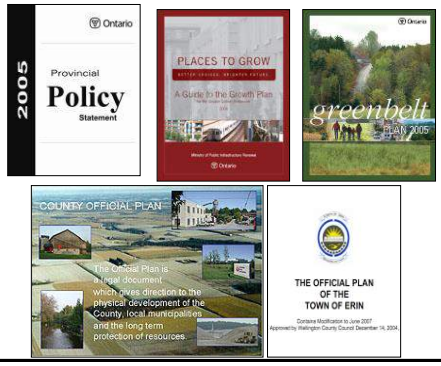
Policy Framework



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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.**
  - There is a large supply of land already designated for future development.
  - The Plan emphasizes intensification, making better use of infrastructure and reducing sprawl.
  - The Plan provides **density targets** for development.

19

The 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.
  - Will be **reviewed every 10 years**.

20

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.**

21

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 horizons up to 20 years
  - Promote economic development and competitiveness.

22

Provincial Policy Statement

- Key policy directions:
  - **Ensure necessary infrastructure is in place to support current and projected needs**
  - 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 i**nfrastructure** and public service facilities shall be **integrated with planning for growth**
  - Municipal water and sanitary services are the **preferred form of servicing**

23

Policy Framework

- Wellington County Official Plan
  - Population and employment forecasts for next 25 years were done by CN Watson
    - 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 2,200 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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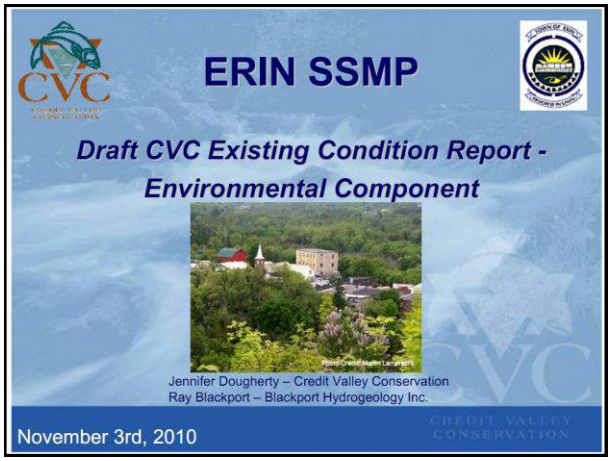

Summary of CVC Findings

- 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.

26

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.

27

Liaison Committee

Meeting	Date	Topic
1	April 8, 2009	Introduction to the SSMP
2	June 9, 2009	Brainstorming – Community Role and Function
3	October 19, 2009	Septic Systems 101
4	November 18, 2009	Community Planning 101
5	December 16, 2009	Introduction to Vision Statements
6	July 25, 2010	Drafting a Vision Statement
7	August 25, 2010	Finalizing the Vision Statement
8	November 3, 2010	CVC Draft Existing Condition Report
9	April 11, 2012	SSMP Background Report
10	October 17, 2012	Servicing 101
11	December 5, 2012	Wastewater Treatment 101
12	May 15, 2013	Review of LC input, draft ACS, conceptual sewage system and costing, new stream gauge and decision matrix

28

Community Form and Function Workshops

Themes and key characteristics from the SWOT exercises:

Natural Environment	"Small Town"	Housing	Industry
• Credit River • Recreation • Scenic • Tourism • Pollution • Aggregates	• Atmosphere • Charm • Heritage • Safety • Friendly • Rural	• Senior • Heritage • Starter • High Cost • High Taxes • Aggressive Development	• Small Tax Base • Sewers • Tourism and Recreation • Transportation • Aggregates • Development

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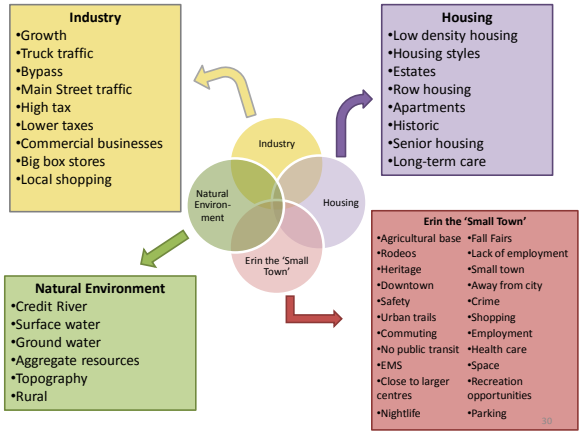

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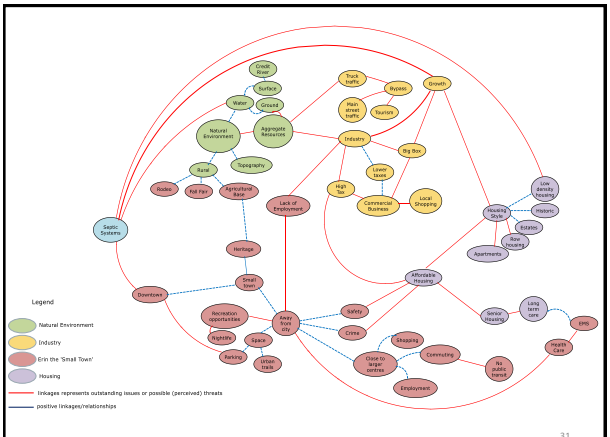

31

Filling the Gap

Density, Form & Compatibility of New Growth

- Observed Gaps
  - Housing for seniors
  - Entry level housing, new families
  - Affordable housing, to wide income range
  - Expanded commercial function – more jobs, greater selection, secure outflow of expenditure to surrounding communities
  - Expanded industrial base, more jobs, more assessment

32

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Stormwater Management

- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.

38

Assimilative Capacity

- is an assessment of the ability of a watercourse to resist the effects of a disturbance without impairing water quality.
- Assimilative Capacity Study (ACS) is a tool to determine the extent a potential receiving stream can be used as part of the sewage treatment process.
- ACS generally include:
  - Characterization of effluent quality and quantity.
  - Characterization of receiving stream water quality and quantity.
  - Modelling scenarios of effluent discharge and background conditions.

39

Receivers and Assimilative Capacity

- Can be rivers, lakes, dry ditches, and land (surface or subsurface).
- Assimilative Capacity Study is a tool to characterize water flow and quality in the receiver and assist in determining the Effluent

40

Effluent Quality Criteria

- Are determined based on the assimilative capacity of the receiving stream and by MOE policies.
- Are site-specific.
- Effluent quality criteria requirements (expressed as loadings or concentrations) are incorporated in the Environmental Compliance Approval.
- May be set for: phosphorous, nitrogen, suspended solids, Biochemical Oxygen Demand (BOD), etc.,

41

Dealing with Septage

- Septage is raw, untreated waste from septic systems and holding tanks.
- Generally, septage is 30-60x more concentrated (in terms of biochemical oxygen demand and suspended solids) than wastewater.
- Treatment facility requirements
  - Unloading facilities
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  - Sequencing Batch Reactor
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- How do they relate to the Problem Opportunity Statement
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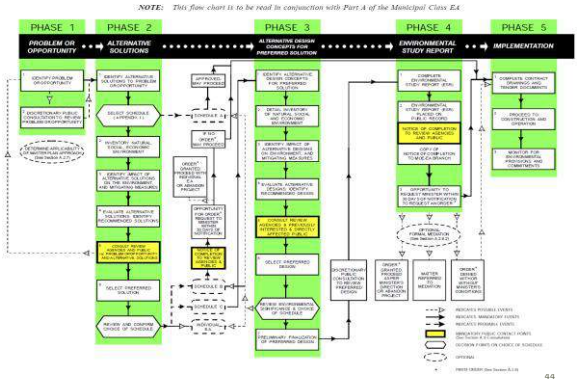

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Continuing with EA process

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- "Big Pipe" requires agreement with another municipality to process your flow. Cost difference between this and own facility may not be significant. Need to buy capacity and build facilities to transmit sewage flow.
- Advantage of this option is that you may be able to buy enough capacity to satisfy ultimate needs of Town.
- Disadvantage of this option is that you are at mercy of the other municipality with respect to treatment costs, asset management reserve costs.

45

Continuing with EA process

2. A "Do nothing" option is always in play

- If the environmental impacts are insurmountable or the costs deemed not feasible to implement a preferred alternative a municipality can always revert to a "Do nothing' option.
- This option would be similar to the "Status Quo" presented earlier.
- Would lose investment of SSMP and EA process.

46

Next steps in SSMP process

- The ACS is being completed based on new numbers from CVC.
- The ACS is reviewed by MOE and CVC and final population numbers are negotiated.
- Council will review where servicing and growth could go.
- Review of servicing alternatives, financial impacts.
- Council will direct which alternative is presented in the SSMP.
- Preparation of draft SSMP Report.
- Presentation at Public Meeting.
- Council acceptance of final SSMP.

47

48

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Liaison Committee Meeting No. 13
Meeting Notes

Date:	December 4, 2013		
Place:	Town of Erin Municipal Office		
Present	John Brennan	)	Councillor, Town of Erin
	Lou Maieron	)	Mayor
	Kathryn Ironmonger	)	CAO/Town Manager, Town of Erin
	Frank Smedley	)	Water Superintendent
	Bill Dinwoody	)	Recreation and Culture Committee
	Shelley Foord	)	Village of Erin BIA
	Bob Wilson	)	Environmental Advisory Committee
	Matt Sammut	)	Concerned Erin Citizens
	Roy Val	)	Transition Erin
	Maurizio Rogato	)	SOLMAR Development Corp.
	Deanna MacKay	)	Member of the Public
	John Sutherland	)	
	Chris Zuppan	)	
	Christine Furlong	)	Triton Engineering Services Limited
	Dale Murray	)	
	Lisa Courtney	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Matt Pearson	)	
	10 members of the general public		
Regrets:	Jamie Cheyne	)	Heritage Committee
	Jo Fillery	)	Member of the Public

Bob Gardner	)	Member of the Public
Bonnie Peavoy	)	Member of the Public
Sally Stull	)	Planner, Town of Erin
Josie Wintersinger	)	Councillor, Town of Erin

1.0 Welcome, Agenda and Introductions

- The meeting began with Matt P. welcoming and thanking everyone for attending. Following this, he provided a brief overview of the agenda of the meeting. The committee also welcomed two new members, Matt Sammut representing Concerned Erin Citizens, and Roy Val representing Transition Erin.

2.0 "Reset the Table" – The SSMP Process

- Matt P. explained that the SSMP process has been ongoing for a number of years. A provision for the SSMP was included in the Town of Erin Official Plan 10 years ago. 4 years ago, the process was initiated. The Liaison Committee (LC) has been meeting since the beginning of the SSMP process.
- The LC was set up by Council and has been active throughout the first two phases of the SSMP. The first phase, dealing primarily with the collection and analysis of background data, was a large component of the overall study. With direction and guidance from the LC, the background phase resulted in the development of a Vision Statement. The second phase included defining the Problem/Opportunity Statement.
- Matt P. described the goals of the SSMP:
    - Provide information to Council for choosing a path forward for the future.
    - To serve as a tool for applying for senior government funding.
- Following this, Matt P. explained what the SSMP won't do:
    - Will not review specific treatment technology
    - Will not review in detail specific sites related to a wastewater treatment plant
    - Will not comment on any planning applications.
- Matt S. asked if it was the intent of the SSMP, as outlined in the Terms of Reference for the SSMP, to comment on alternative methods of servicing.
- Dale M. responded that it was not the intent of the SSMP to compare alternative technologies for wastewater treatment. The SSMP will look at the Assimilative Capacity (AC) and growth and provide broad servicing options for Council. The next phase, Phase 3, will examine different technologies.
- Roy V. referenced the Terms of Reference, section 3.2 relating to a detailed review of cost and alternatives, and asked how that fits into the SSMP.

- Dale M. replied that the SSMP will look at the growth, what can be accommodated, what options exist for servicing and the financial impacts of those options.
- Roy V. noted that the SSMP considers both the existing residents and future development within the process, and asked for the rational for looking at these two components within the same process.
- Matt P. answered that the SSMP process has to address existing problems as well as growth pressures. The constraint to growth will be sewage and Council will have to make a decision regarding servicing existing residents and future development in the Town.
- Lou M. stated the Province put in the Greenbelt, and growth and intensification targets. He asked how servicing may be sold on a phased timeline to an existing community and if it is possible to service the two urban communities with two treatment plants or just one. He also suggested there is more land in the urban boundary than what the river can handle.
- Matt P. agreed that the Province put the rules in place and that the rules provide a framework which will dictate, to an extent, the outcome of the SSMP. He provided a brief overview of the policies in place that provide the situational framework for the SSMP.
- Roy V. pointed out that the SSMP Background Report stated there was no smoking gun with respect to septic systems.
- Matt P. agreed but reminded the group that the septic systems are aging and will have to be replaced eventually. Given the size of lots and current setback regulations, replacing septic systems will be an issue within the Town in the future.
- Matt P. presented a map showing the urban boundaries of Erin Village and Hillsburgh, as well as the lands available for development.
- Matt S. asked how much opportunity there is for infilling within the villages.
- Matt P. answered that there are limited opportunities for infilling within the downtown cores of the villages.
- A brief overview of the environmental study completed by the CVC as part of the Phase 1 Background Review was given by Matt P., followed by a short discussion of the previous studies regarding septic systems in the Town.
- Lou M. pointed out that previous studies done through the Clean Up Rural Beaches (CURB) program showed local watercourses with contamination from fecal coliforms.
- Matt P. responded that in many cases, the impacts found through the CURB program were linked to agriculture, but in the Town of Erin the impacts of nutrients such as phosphorus and nitrogen are a bigger concern. They are much more difficult to manage and control.
- Lou M. followed with a question about the difference in stream quality of the West Credit River through Hillsburgh and through Erin Village.
- Matt P. responded that groundwater upwellings in Erin Village help improve stream quality there.

- Lou M. suggested that if the water quality could be improved through Hillsburgh there could potentially be more assimilative capacity.

3.0 The Liaison Committee

- The purpose and role of the Liaison Committee within the SSMP process was discussed. Matt P. reminded the group of the topics discussed in the previous 12 meetings of the group.
- Matt S. asked how the vision statement, developed by the Liaison Committee, is used and how it fits with future development.
- Matt P. responded that the vision statement provides a framework for assisting Council decisions. It also serves to give direction and assist in evaluating alternatives.
- Matt S. asked if the SSMP will include an economic study of the viability of the downtown cores. Matt P. answered that a detailed economic viability study is not part of the SSMP process. However, Watson and Associates will be completing a financial assessment of servicing options to determine economic viability.
- The LC was assisted in developing the Problem/Opportunity statement. Matt P. reminded the group of the Problem/Opportunity statement and that it includes existing issues, such as dealing with septage, and future development.
- Septage was identified as an issue and there was a brief discussion around this topic. Dale M. informed the group that the upcoming Source Water Protection regulations will likely have rules for septage and septic system pumping in well head protection areas. Matt P. added that the rules for dealing with septage are likely to become increasingly strict in the future. Roy V. stated that there are new technologies to deal with septage.
- Matt P. outlined the main components of the Problem/Opportunity statement: wastewater, water, stormwater and traffic.
- Matt S. asked if water rates will be addressed in the SSMP. Matt P. responded that SSMP will not specifically address water rates, as in a water rate analysis; however, there will be an examination of the financial impacts of the scenarios presented in the SSMP.
- Traffic was discussed next. Population growth will require some upgrades to traffic infrastructure, as outlined in the 2009 Development Charges Study. Matt S. asked if the County contributes any funding to road infrastructure upgrades in the Town. Matt P. answered that the County will not contribute any funding for upgrades to municipal-owned roads. The Town can collect some money for road upgrades through development charges. Frank S. also pointed out that if Erin Village and Hillsburgh are serviced, that the roads will be resurfaced, but if they are not serviced, the roads will still require upgrades.

4.0 Assimilative Capacity

- Matt P. outlined the work that has been completed on the AC study to date. He reminded the group that the CVC required additional stream flow data for the study, which has been collected. The new stream flow data has been analyzed and the CVC has provided the data to BMROSS to do the AC calculations. When the AC is calculated, BMROSS will bring it to Council to discuss options and decisions with respect to allocating capacity to the existing population and future growth.
- Lou M. asked if the assimilative capacity will have room for rural septage.
- Dale E. responded that septage will be considered when the AC is calculated and that any treatment plant designed would include handling septage from the rural population within the Town of Erin.
- There was a brief discussion around servicing options, such as open wastewater treatment cells and a big pipe option. Matt P. reminded the group that when servicing options are discussed, they should be looked at as how they fit with the vision statement.
- Roy V. asked for clarification on the type of decision that Council will make with respect to servicing and the SSMP.
- Matt P. answered that the decision will be a macro-level decision about servicing strategies and will not be a decision on a specific type of treatment or collection system.
- Roy V. followed with a question about the possibility of having future development if there are no services, i.e., would the Province allow development on 1 acre lots.
- Matt P. responded that a developer would have to argue that to the Province and be able to justify why that type of development, which is contrary to the Provincial Policy Statement, should occur.

5.0 Next Steps

- The next steps in the SSMP process were presented. The completion of the AC study will drive the remainder of the SSMP process.
- Roy V. asked when the AC numbers will be known. Dale E. responded that BMROSS has received the streamflow data from the CVC and will work in the next few weeks to calculate the AC. Dale M. added that the study team, prior to calculating the AC, will be reviewing the data received from the CVC to ensure it is representative of the situation.
- Matt S. asked for a rough estimate of the environmental assessment (Phase 3 of the MEA Class EA process). Dale M. responded that the cost for an environmental assessment will be dependent on what projects are recommended in the SSMP.
- Lou M. suggested that the LC send a report or representative to Council to provide a summary of the meetings in the future. No action with respect to this suggestion was decided on by the Committee.

Meeting concluded at 9:45 pm

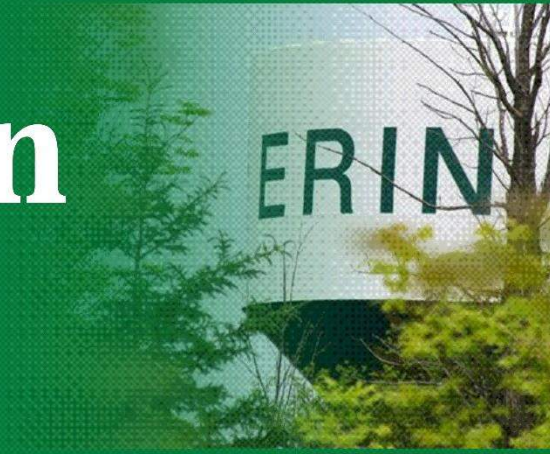
Should there be any errors or omissions to these meeting notes, please notify the undersigned.

Meeting Notes Prepared by:
Lisa Courtney
B. M. ROSS AND ASSOCIATES LIMITED
lcourtney@bmross.net
Toll free: 1-888 -524-2641

Distribution: Liaison Committee
Core Management Committee

Defining Erin

Our Ideas Our Vision
Our Community



Servicing and Settlement Master Plan
Notice of Liaison Committee Meeting No. 14

When: 7:00 to 9:30(ish) pm
Wednesday April 9, 2014

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

Agenda Items:

- Review Revised Assimilative Capacity Study Findings
- Community Wastewater Planning Strategies
- Moving Forward

RSVP: Matt Pearson
B.M. Ross & Associates Limited
1-888-524-2641 (Toll Free)
mpearson@bmross.net

Liaison Committee Meeting 14

April 9th, 2014

Agenda

- Review Revised Assimilative Capacity Study Findings
- Community Wastewater Planning Strategies
- Moving Forward

2

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

3

What the SSMP will do

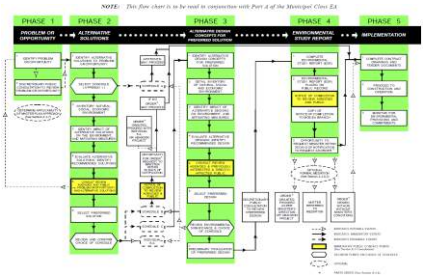
- Provide information for Council to decide on a course of action – facts, community values, implications of various strategies.
- Provide a tool to use in applying for senior government funding to implement any final solution

4

What the SSMP will not do

- It does not provide detailed information regarding technologies that will be reviewed and evaluated as part of a further Class EA process.
- It does not review the appropriateness of any particular site that may be part of a final solution. This review would be part of the next phase of a Class EA process.
- It does not comment on the appropriateness of any particular planning application. That is subject to a Planning Act process.

5



6

Population Growth

	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
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

7

The Problem

- Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of wastewater servicing in the villages of Erin and Hillsburgh.
- The future wastewater servicing strategy will determine future needs related to other infrastructure components:
  - The capacity of the existing water system will need to be augmented to address current limitations and the needs of future development.
  - Need to assess existing and future stormwater management infrastructure.
  - Current transportation infrastructure may need upgrades to accommodate future growth.

8

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 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.

9

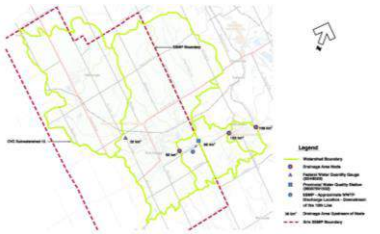
10

Assimilative Capacity

- In February 2013, an initial Assimilative Capacity Study (ACS) was drafted. Following consultation with MOE and CVC it was determined that additional stream monitoring should be completed.
- Additional monitoring was completed in fall of 2013 and this data was used in the calculation of the assimilative capacity.
- At the request of MOE and CVC, a 10% reduction in low flow values was incorporated into the calculations to account for climate change and land use changes.

11

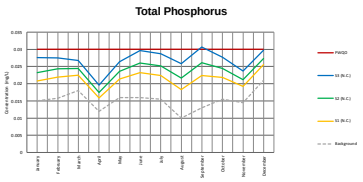
West Credit River - Monitoring



Assimilative Capacity

- Phosphorous is considered a key parameter of concern, and based on the effluent criteria, is a limiting factor.
- Given this limiting factor, there is capacity for approximately 6,000 persons.
- ACS will also suggest an outfall closer to Winston Churchill Blvd., where the assimilative capacity of the West Credit River is at its greatest.

Impact Assessment



ACS Recommendations

In Phase 3 and 4 of Class EA process:

- WWTP Plant Alternatives
- Possibility of Seasonal Discharge
- Finalize WWTP Outfall Location
  - DO
  - Temperature

Planning & Servicing Strategies

- What is feasible given the Assimilative Capacity
- How do they relate to the Vision Statement
- How do they relate to the Problem Opportunity Statement
- Review compliance with overarching rules/policy
- Review environmental impacts and mitigations
- What are the consequences

Planning Strategies

- 3 wastewater planning strategies will be evaluated in the SSMP report:

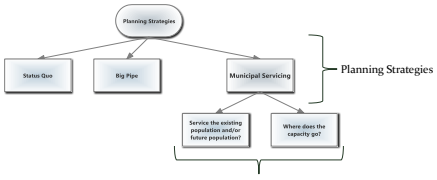
Status Quo	Big Pipe	Municipal Servicing
• Individual Servicing	• Convey for treatment in another municipality	• AC for 6,000 people

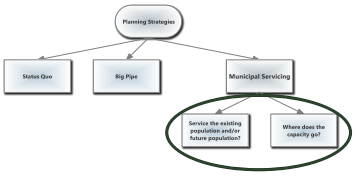
17

Status Quo	Big Pipe	Municipal Servicing
• Individual Servicing	• Convey for treatment in another municipality	• AC for 6000 • Where does capacity go?

To allow BMROSS to continue evaluating planning strategies, Council needs to make a macro-level decision on what municipal servicing strategies (or future growth scenarios) to investigate and evaluate.

18



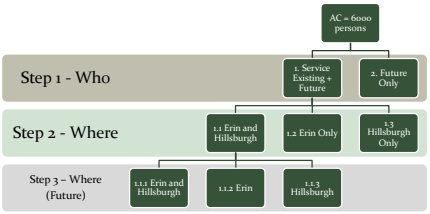


This is NOT a final decision on servicing. This is a decision on what municipal servicing strategy is investigated and evaluated in further detail in the SSMP report.

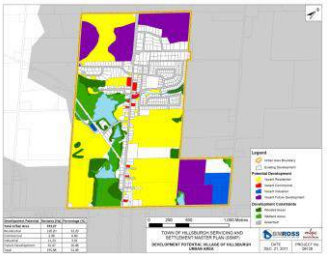
20

Questions and Decisions

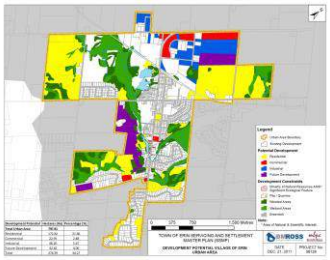
- Do you service:
  - The existing population and some future?
  - Future only?
- Do you service:
  - Erin and Hillsburgh?
  - Erin only?
  - Hillsburgh only?
- To aid in decision making we're going to break down the analysis of different municipal servicing strategies into a number of steps, based on the above questions.
- For each step, the benefits and consequences are evaluated.



Future Development – Hillsburgh



Future Development – Erin Village



Step 1 - Who

1. Service Existing + Future | 2. Future Only

Does this option...	1. Service Existing + Future	2. Future Only	Comments
Create a vibrant and sustainable community	✓	✗	• Servicing **future only** will create an inequality in services available to new residents and the existing residents. • Servicing **future growth** only may draw businesses from the cores, impacting their long term sustainability.
Create employment opportunities	✓	✓	• The availability of servicing may attract and retain businesses, creating local job opportunities.
Allow for a range and mix of housing (e.g. seniors, starter)	✓	✓	• Will allow for smaller lots → more likely to have smaller (senior or starter) homes. • Will allow for infilling (apartments, condos).
Maintain the small town atmosphere	✓	✗	• Servicing **existing + future** limits the ultimate population to 6000. • Servicing **future only** may create a 'have and have not' atmosphere within the community.
Allow for responsible development patterns	✓	✓	• Will allow for compact development • Will allow for greater range and mix of housing • Will allow for redevelopment and infilling
Allow for responsible servicing	✓	✗	• Servicing **existing + future** addresses the existing issues related to septic systems, holding tanks in the cores, setbacks, and septage disposal. • Servicing **future only** does not address existing issues related to septic systems, holding tanks in the cores, and setbacks on small lots. • Servicing **future only** creates inequalities within the community.
Protect and preserve the natural environment	✓	✗	• Servicing **existing + future** will eliminate impacts from septic systems to the West Credit River. • Servicing **existing + future** reduces the amount of potential greenfield development. • Servicing **future only** will not address existing aging septic systems, which have the potential to impact the West Credit River in both villages.
Meet policy requirements	✓	–	• Servicing **existing + future** is consistent with population and servicing policies. • Wellington County OP 2.2.2 (Objectives) b) to deliver an adequate supply of potable water and means of sewage disposal to meet the needs of existing and future residents and businesses.

25

Step 2 - Where

1.1 Erin and Hillsburgh | 1.2 Erin Only | 1.3 Hillsburgh Only

Does this option...	Existing + future			Comments
	1.1 Erin and Hillsburgh	1.2 Erin Only	1.3 Hillsburgh Only	
Create a vibrant and sustainable community	✓	✗	✗	• Servicing only **one community** (Erin or Hillsburgh) will create two-tiered service level between the communities. • Reduced community services may leave the **unserviced community**, which will impact the economic vitality of the downtown core. • **Unserviced community** likely to have restricted ability to redevelop vacant buildings.
Create employment opportunities	✓	✓	✓	• The availability of servicing may attract and retain businesses, creating local job opportunities.
Allow for a range and mix of housing (e.g. seniors, starter)	✓	✓	✓	• Servicing will allow for smaller lots → more likely to have smaller (senior or starter) homes. • Will allow for infilling (apartments, condos). • **Community without servicing** is not likely to obtain a better range and mix of housing and existing problems (no senior or starter homes) will remain. • Lack of a mix of housing types may impact population of **unserviced community**, as seniors (the largest population segment) move to other communities with more appropriate housing for their needs.
Maintain the small town atmosphere	✓	✓	✓	• Communities will remain small as growth will be limited by the AC.
Allow for responsible development patterns	✓	✗	✗	• **Servicing both communities** will allow for compact development, a greater range and mix of housing, and infilling and redevelopment opportunities. • **Community without servicing** may have limited development large lots (1 - 1 acre) to accommodate septic systems. Large lots will increase the urban extent of the village, and decrease the overall efficiency of other infrastructure (roads, municipal water).
Allow for responsible servicing	✓	✗	✗	• Servicing **both communities** addresses the existing issues related to septic systems, holding tanks in the cores, setbacks, and septage disposal. • Servicing **one community** does not address existing issues related to septic systems, holding tanks in the cores, and setbacks on small lots currently present in both communities. • Servicing **one community** creates inequalities between the two communities.
Protect and preserve the natural environment	✓	✓	✓	• Servicing **both communities** will eliminate impacts from septic systems to the West Credit River. • Servicing **both communities** reduces the amount of potential greenfield development. • Servicing **one community** will not address existing aging septic systems in the other community, which have the potential to impact the West Credit River.
Meet policy requirements	✓	–	–	• Servicing **both communities** will meet the population and servicing policies. • Wellington County OP 2.2.2 (Objectives) b) to deliver an adequate supply of potable water and means of sewage disposal to meet the needs of existing and future residents and

Step 2 – Service existing in Erin and Hillsburgh: 1.1 Erin and Hillsburgh

Step 3 – Where (Future): 1.1.1 Erin and Hillsburgh | 1.1.2 Erin | 1.1.3 Hillsburgh

- There will be limited capacity for future growth if Erin and Hillsburgh are serviced, based on the AC.
- Where the future growth is allocated (Erin + Hillsburgh, just Erin, or just Hillsburgh) is important:
  - Will influence needs (and our identification of those needs) related to:
    - Water servicing
    - Transportation
    - Stormwater

27

Next Steps

- Council makes a decision on:
  - Who is serviced (Existing or Future)
  - Where is serviced (Erin + Hillsburgh, Erin only or Hillsburgh only)
  - Where future growth is allocated (Erin + Hillsburgh, Erin only or Hillsburgh only)
- The identified municipal servicing strategies will be put forward to Watson & Associates for a financial analysis.
- BMROSS identifies impacts of planning strategies and impacts related to water, transportation and stormwater.

28

Going back to the Vision Statement

- **Will this planning strategy…**
  - ❑ create vibrant and sustainable communities?
  - ❑ create employment opportunities?
  - ❑ allow for a range and mix of housing?
    - ❑ housing for seniors
    - ❑ affordable housing
  - ❑ maintain the small town atmosphere?
  - ❑ allow for responsible development patterns?
  - ❑ allow for responsible servicing?
  - ❑ protect and preserve the natural environment?

29

Next steps in SSMP process

- The ACS is being completed based on new numbers from CVC.
- The ACS is reviewed by MOE and CVC and final population numbers are negotiated.
- Council will review where servicing and growth could go.
- Review of servicing alternatives, financial impacts.
- Council will direct which alternative is presented in the SSMP.
- Preparation of draft SSMP Report.
- Presentation at Public Meeting.
- Council acceptance of final SSMP.

30

Infilling and Intensification

31

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Liaison Committee Meeting No. 14
Meeting Notes

Date: April 9, 2014

Place: Town of Erin Municipal Office

Present	John Brennan	)	Councillor, Town of Erin
	Lou Maieron	)	Mayor
	Kathryn Ironmonger	)	CAO/Town Manager, Town of Erin
	Frank Smedley	)	Water Superintendent, Town of Erin
	Sally Stull	)	Planner, Town of Erin
	Bill Dinwoody	)	Recreation and Culture Committee
	Shelley Foord	)	Village of Erin BIA
	Jamie Cheyne	)	Heritage Committee
	Matt Sammut	)	Concerned Erin Citizens
	Roy Val	)	Transition Erin
	Maurizio Rogato	)	SOLMAR Development Corp.
	Deanna MacKay	)	Member of the Public
	Chris Zuppan	)	
	Jo Fillery	)	
	Bonnie Peavoy	)	
	Christine Furlong	)	Triton Engineering Services Limited
	Dale Erb	)	B.M. Ross and Associates (BMROSS)
	Matt Pearson	)	
	John Kinkead	)	Credit Valley Conservation (CVC)
	Jennifer Dougherty	)	

6 +/- members of the general public

Regrets:	Bob Gardner	)	Member of the Public
	Josie Wintersinger	)	Councillor, Town of Erin
	Deb Callaghan	)	Councillor, Town of Erin
	Barb Tocher	)	Councillor, Town of Erin
	Bob Wilson	)	Environmental Advisory Committee
	John Sutherland	)	Member of the Public
	Dale Murray	)	Triton Engineering Services Limited

1.0 Welcome, Agenda and Introductions

- The meeting began with Matt P. welcoming and thanking everyone for attending. Following this, he provided a brief overview of the agenda for the meeting including status of the Assimilative Capacity Study, Discussion related to Community Planning Strategies, and Moving Forward.

- Matt P. reminded everyone that we introduced two new members last meeting (Roy V. and Matt S.).

- There was a brief discussion surrounding the history of the Liaison Committee and the fact that the Committee (as of this spring) has been meeting for five years.

2.0 Background and History

- Matt P. reminded everyone that the goal of the SSMP was to identify strategies for community planning and municipal servicing over the next 25 years.

- Matt P. reviewed what the SSMP will provide when completed. It will provide the following:

    - Information for Council to decide on a course of action related to facts, community values, and implications of various strategies.

    - A tool to use in applying for senior government funding to implement any final solution.

- Matt P. reviewed what the SSMP will not provide when completed. It will not provide the following:

    - Detailed information regarding technologies that will be reviewed and evaluated in later phases of the Class EA process.

    - A review of possible WWTP sites.

- Comment on any particular planning application.

- The committee was reminded of the Master Plan process being followed. It was noted that the SSMP encompasses Phase 1 and Phase 2 of the Class EA.

- County population growth numbers were reviewed. It was noted that the difference between the 25 year growth projections in the Wellington County Official Plan and the most recent existing population estimates, is approximately 1,300 people in Erin Village and 690 people in Hillsburgh.

- Matt P. discussed the Problem/Opportunity Statement developed for the SSMP that states that the Town of Erin lacks a long term, comprehensive strategy for the provision of wastewater servicing in the villages of Erin and Hillsburgh. It was noted the future wastewater servicing strategy will have an impact on the other infrastructure components:

  - Water system needs;
  - Stormwater Management;
  - Transportation infrastructure.

- Matt P. reminded the LC that the Vision Statement developed by the committee provides a framework for assisting Council decisions and serves to give direction and assist in evaluating alternatives.

3.0 Assimilative Capacity Study (ACS)

- Matt P. outlined the work that has been completed on the ACS since the last LC meeting in December 2013. He reminded the group of the additional stream flow monitoring and data analysis that had been completed on the West Credit River downstream of the Erin village as requested by the CVC.

- Matt P. noted that the ACS focused on the area downstream of the 10th Line, and closer to Winston Churchill where the river flow and water quality provide the most assimilative capacity.

- Dale E. explained the development of the recently completed update of the ACS and what information was used to undertake the analysis:

  - Stream-flow data (7Q20 low flow): It was noted that the 7Q20 low flow had been provided by the CVC. The information has been peer reviewed by the Town hydrogeologist. Dale E. advised that the 7Q20 values used in the ACS have been reduced (by approximately 10%) to account for climate change and possible land-use change impacts.

  - Stream water quality data: The data used in the report is based on the long term water quality gauge at Winston Churchill and has been

updated to values through to the fall of 2013. It was noted that the period of record is extensive with over 30 years of data.

- Projected Sewage flow data: The anticipated average sewage flows are based on actual water usage numbers for the communities of Hillsburgh and Erin. It was explained that this is the most practical way to predict sewage usage at the moment (i.e., water in equals water out). It was noted that the projected sewage also includes an allowance for infiltration as per Ministry of Environment guidelines.

- Projected Treated Sewage (Effluent) Data: Dale E. noted that the anticipated level of treatment is based on fairly stringent effluent quality parameters and is similar to recent WWTP values used for newer facilities in the area (i.e., Orangeville, Georgetown).

- Dale discussed the results of the report and noted that the West Credit River, downstream of the 10th Line has assimilative capacity for an equivalent population of around 6,000 people. It was noted that both phosphorus and nitrogen are key parameters of concern and the addition of a larger population would push the concentrations of these parameters beyond the provincial objectives in the river.

- There was general discussion around the community growth potential given the assimilative capacity of the river. Assuming that all the existing community is allocated capacity, there remains "room" in the river for about 1,500 additional (or growth related) people (or equivalent population values).

- Dale E. noted that the update is currently in draft format but has been vetted through both the MOE and the CVC who have completed their own review of the document. The report is to be finalized in the near future and circulated to the CVC and MOE for final comment. The document will be incorporated into the final SSMP report.

- Dale E. discussed the recommendations that will contained in the report:

  - Need to proceed to Phase 3 and 4 of the Class EA to finalize WWTP alternatives (location, treatment technology, etc.);

  - At that time review the possibility of effluent storage and seasonal discharge which may allow an expanded population (might be able to expand the 1,500 growth number to 2,000 people).

  - As part of Phase 3 and 4 work and in defining the final outfall location, complete site specific dissolved oxygen and temperature modelling.

- Lou M. asked if the rural septage was taken into account in the assimilative capacity calculations. Lou was advised that the rural septage loading would not impact upon the 6,000 people.

- It was noted that over time, if it is found that the water quality in the river improves and/or actual sewage discharge rates are less, a reassessment could be undertaken in the future (i.e., + 10 to 20 years) as part of a re-rating exercise.

4.0 Planning and Servicing Strategies

- There was a discussion around planning and servicing strategies and how the following will impact any potential strategies:

    - Assimilative capacity of the West Credit River.
    - Vision Statement.
    - Problem Opportunity Statement.
    - Planning rules and policies.
    - Environmental impacts and mitigation.
    - Consequences.

- Matt P. discussed the 3 wastewater planning strategies that will be discussed in the SSMP report:

    - Status Quo: Individual servicing.
    - Big Pipe: Conveyance to another municipality for treatment.
    - Municipal Servicing.

- There was discussion around the strategies and what impacts they each may have including septic inspection programs, the cost and feasibility of the big pipe option, and the growth limits associated with each. It was noted that the main questions associated with the strategies around Municipal Servicing relate to who will be serviced (i.e., existing population and/or future population).

- Matt P. noted that in March a Council workshop was held to review the ACS population number and discuss possible planning strategies that need to be considered in the SSMP. Matt noted that from that workshop, Council passed a resolution requesting that the following scenarios be considered in the SSMP related to Municipal Servicing:

    - Existing Erin and Hillsburgh with future growth allocated to both communities.

    - Existing Erin and Hillsburgh with future growth allocated only to Erin Village.

- Existing Erin and Hillsburgh with growth allocated to only Hillsburgh.

- Matt P. discussed some of the pros and cons for each scenario which would be expanded upon in the SSMP. A detailed matrix was provided in the presentation package for the meeting. Future investigation will provide additional details as to how the strategies will meet the vision statement developed by the LC.

- A full financial evaluation of the servicing scenarios will be reviewed by Watson and Associates over the next few months.

- Matt S. wondered if the province could make Erin go with a Big-Pipe alternative. Matt P. suggested that the OP suggests that efforts should be made to service locally.

- There was discussion about two-tier servicing and examples of communities where this exists. Matt P. noted that BMROSS's historical involvement with areas where only portions of communities are initially fully serviced usually result in service extensions to the un-serviced areas at some point down the road.

5.0 General Discussion

- Roy V. asked at what stage a decision would be made regarding alternative technologies. Matt P. advised that these decisions would be made by Council as part of future Class EA phases.

- Roy V. inquired about sub-surface discharge and whether this alternative would allow additional sewage to be treated. Matt P. advised that significant hydrogeological study would be required to ascertain the feasibility of this option (such as a mass balance study to define the ground water chemistry and ability to receive the volume of effluent). This study could be a part of Phase 3 investigations to define a treatment solution, but is beyond the SSMP work. It was noted that this would be commented upon as part of the SSMP. John Kinkead offered to comment on the aspect of groundwater discharge and noted that recent septic system study work in Cheltenham resulted in the need for individual on-site systems costing upwards of $40K.

- Lou M. suggested that since there is only capacity for 6,000 people, it may be too costly to implement full servicing. Lou referenced the community vision related to creating a vibrant sustainable community. Matt P. noted that the financial impact would be thoroughly reviewed by Watson and Associates.

- Matt S. wondered if the County/Province would allow an O.P. amendment resulting in lower density and bigger lots.

- Lou M. wondered if there was any guarantee on a federal and provincial grants for the future. There was a discussion related to the number of grant programs announced over the last 6 years (i.e., Build Canada Fund, Stimulus, etc.) and how recent programs have been biased towards projects related to health and environment. Matt P. noted that the grant programs give priority to those municipalities who have their asset management plans in good shape.

- Roy V. asked if funding was still available for P3 projects. Matt P. noted that non-P3 projects have typically been 33.3% / 33.3% / 33.3% (federal / provincial / municipal) for recent programs

6.0 Next Steps

- The next steps in the SSMP process were presented.

- A review of servicing alternatives and the associated financial impacts will be undertaken.

- Council will direct which alternative will ultimately be presented in the SSMP.

- A draft SSMP will be completed and there will be a presentation to the public (public meeting).

- The council will accept the final SSMP and decide on an action plan.

- Matt. P. noted that it is hoped that there would be another LC meeting, likely not until June.

- It is hoped to complete the SSMP this summer.

The meeting concluded around 9:00 pm

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

Meeting Notes Prepared by:
Dale Erb
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Distribution: Liaison Committee

Servicing and Settlement Master Plan
Notice of Liaison Committee Meeting No. 15

When: 7:00 to 9:30(ish) pm
Wednesday July 23, 2014

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

Agenda Items:

- Review financial implications of SSMP
- The Final SSMP Report –next steps

RSVP: Matt Pearson
B.M. Ross & Associates Limited
1-888-524-2641 (Toll Free)
mpearson@bmross.net

Liaison Committee Meeting 15

July 22, 2014

Agenda

- Review Water Deficiencies and Future Needs
- Review Financial Impact of Sewage and Water Servicing
- Discuss what will be in SSMP
- Next Steps

2

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

3

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

4

What the SSMP will do

- Provide information for Council to decide on a course of action – facts, community values, implications of various strategies.
- Provide a tool to use in applying for senior government funding to implement any final solution

5

What the SSMP will not do

- It does not provide detailed information regarding technologies that will be reviewed and evaluated as part of a further Class EA process.
- It does not review the appropriateness of any particular site that may be part of a final solution. This review would be part of the next phase of a Class EA process.
- It does not comment on the appropriateness of any particular planning application. That is subject to a Planning Act process.

6

Population Growth

	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
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

7

Community Vision Statement

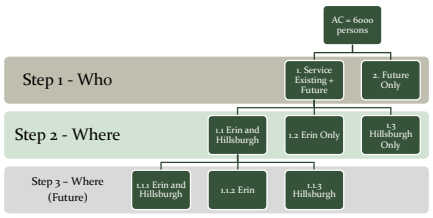
The Town of Erin will remain a vibrant, safe and sustainable community, located at the headwaters of the Credit and Grand Rivers. The Town will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base, and a range and mix of housing, a 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.

8

The Problem

- Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of wastewater servicing in the villages of Erin and Hillsburgh.
- The future wastewater servicing strategy will determine future needs related to other infrastructure components:
  - The capacity of the existing water system will need to be augmented to address current limitations and the needs of future development.
  - Need to assess existing and future stormwater management infrastructure.
  - Current transportation infrastructure may need upgrades to accommodate future growth.

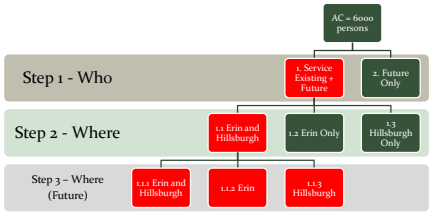
9



Next Steps (April 9th)

- Council makes a decision on:
  - Who is serviced (Existing or Future)
  - Where is serviced (Erin + Hillsburgh, Erin only or Hillsburgh only)
  - Where future growth is allocated (Erin + Hillsburgh, Erin only or Hillsburgh only)
- The identified municipal servicing strategies will be put forward to Watson & Associates for a financial analysis.
- BMROSS identifies impacts of planning strategies and impacts related to water, transportation and stormwater.

11



- Water Needs
- Financial Review

Going back to the Vision Statement

- **Will this planning strategy…**
  - ❑ create vibrant and sustainable communities?
  - ❑ create employment opportunities?
  - ❑ allow for a range and mix of housing?
    - ❑ housing for seniors
    - ❑ affordable housing
  - ❑ maintain the small town atmosphere?
  - ❑ allow for responsible development patterns?
  - ❑ allow for responsible servicing?
  - ❑ protect and preserve the natural environment?

Next steps in SSMP process

- The ACS is being completed based on new numbers from CVC.
- The ACS is reviewed by MOE and CVC and final population numbers are negotiated.
- Council will review where servicing and growth could go.
- Review of servicing alternatives, financial impacts.
- Council will direct which alternative is presented in the SSMP.
- Preparation of draft SSMP Report. August 12
- Presentation at Public Meeting. September 2
- Council acceptance of final SSMP.

Problem/Opportunity Statement

Wastewater

- Wastewater is treated exclusively by private, on-site wastewater treatment systems. Within the Built Boundary of the settlement areas (Hillsburgh and Erin Village), private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. Additionally, there are limited facilities in the area accepting septage from private systems for treatment.
- The settlement areas (Hillsburgh and Erin Village) have been identified as areas of modest growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035. Lots sized to include septic systems will not allow for projected future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.

17

Problem/Opportunity Statement

Water

- Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.
- The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.

18

Problem/Opportunity Statement

Stormwater Management

- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.

19

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Liaison Committee Meeting No. 15
Meeting Notes

Date: July 23, 2014

Place: Town of Erin Municipal Office

Present	John Brennan	)	Councillor, Town of Erin
	Kathryn Ironmonger	)	CAO/Town Manager, Town of Erin
	Sally Stull	)	Planner, Town of Erin
	Jamie Cheyne	)	Heritage Committee
	Bill Dinwoody	)	Recreation and Culture Committee
	Shelley Foord	)	Village of Erin BIA
	Bob Wilson	)	Environmental Committee
	Matt Sammut	)	Concerned Erin Citizens
	Roy Val	)	Transition Erin
	Maurizio Rogato	)	SOLMAR Development Corp.
	Deanna MacKay	)	Member of the Public
	Chris Zuppan	)	
	Bonnie Peavoy	)	
	Christine Furlong	)	Triton Engineering Services Limited
	Lisa Courtney	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Matt Pearson	)	
	John Kinkead	)	Credit Valley Conservation (CVC)
	Jennifer Dougherty	)	

4 +/- members of the general public

Regrets:	Bob Gardner	)	Member of the Public
	Josie Wintersinger	)	Councillor, Town of Erin
	Deb Callaghan	)	Councillor, Town of Erin
	Barb Tocher	)	Councillor, Town of Erin
	Lou Maieron	)	Mayor, Town of Erin
	Jo Fillery	)	Member of the Public

1.0 Welcome, Agenda

- Matt P. provided an overview of the following agenda items:
  - Wastewater servicing
  - Water servicing
  - Financial impacts of servicing
  - Next steps

2.0 Background and History

- Matt P. reminded everyone that the goal of the SSMP is to identify strategies for community planning and municipal servicing over the next 25 years.
- Matt P. reviewed what the SSMP will provide when completed. It will provide the following:
  - Information for Council to decide on a course of action related to facts, community values, and implications of various strategies.
  - A tool to use in applying for senior government funding to implement any final solution.
- Matt P. reviewed what the SSMP will not provide when completed. It will not provide the following:
  - Detailed information regarding technologies that will be reviewed and evaluated in later phases of the Class EA process.
  - A review of possible WWTP sites.
  - Comment on any particular planning application.
- The committee was reminded of the Master Plan process being followed. It was noted that the SSMP encompasses Phase 1 and Phase 2 of the Class EA, through the Master Plan approach.

- Matt P. reminded the group of the vision statement and the problem/opportunity statement defined earlier in the study. Wastewater servicing was identified as a constraint in the Town. He also reminded the committee that Council recently decided that servicing strategies which centered around servicing existing residents first and dividing any remaining capacity to future development.

3.0 Wastewater Servicing

- Dale E. explained that Council gave direction to investigate servicing strategies based on 3 scenarios:
    - service existing residents in Hillsburgh and Erin Village and future development split between the communities;
    - service existing residents in Hillsburgh and Erin Village and future development in Erin Village;
    - service existing residents in Hillsburgh and Erin Village and future development in Hillsburgh.

- A conventional wastewater collection system in both communities was examined to determine the feasibility of a collection system and cost. An initial cost developed by BMROSS was based on servicing all lands within the urban boundaries. This cost has been revised based on the findings of the Assimilative Capacity Study (ACS). The initial cost in 2013 was estimated at $65 million and the revised estimate is now $58 million.

- Dale E. provided an overview of shared elements of a collection system, such as trunk sewers and a sewage pumping station. This information was provided to Watson and Associates Economists (Watsons) to conduct a financial analysis. John K. asked if the cost of a trunk sewer through Erin would be allocated to both existing and future development. Dale E. responded that a trunk sewer through Erin would benefit both existing and future residents, in both villages.

4.0 Water Servicing

- The existing water systems in Hillsburgh and Erin Village were briefly overviewed. Dale E. explained that there are a number of residents in both communities who are not currently connected to the water systems. He stated that the SSMP will recommend that all residents in the two villages connect to the water systems.

- Dale E. identified the water requirements, based on firm capacity, to service all existing residents in both communities:

- In Erin Village – bring the Bel-Erin well into service, no additional storage required.

- In Hillsburgh – additional storage required, replace the Hillsburgh Heights well.

- Roy V. asked if there are current deficiencies. Dale E. answered that there have been some occurrences when the firm capacity is exceeded, but these occurrences are not common. Christine F. added that exceedances of firm capacity do tend to occur in smaller communities.

- To service the existing residents and future development split between the two communities, Dale E. outlined the additional water system requirements:

    - Erin Village – would require the Bel-Erin well in service and an additional well.

    - Hillsburgh – additional storage required as well as a new well, and suggested the replacement of the Hillsburgh Heights well.

- Roy V. asked what the source of the lead in the Hillsburgh Heights well is. Christine F. explained the lead is naturally occurring in the groundwater.

- Matt S. asked if the water requirements include future industrial and commercial growth. Dale E. answered that existing commercial and industrial usage is included in the calculations. Matt P. added that the Town should set aside some capacity for infill, such as 20% as recommended by Gary Cousins. Roy V. asked if an industry could drill its own well. Matt P. responded that it would be up to the Municipality to decide whether or not to allow private wells where servicing is available. This could interfere with the existing wells in the Town.

- To service the existing residents of Erin Village and Hillsburgh, with future growth in Hillsburgh, the additional water system requirements are:

    - Erin Village – would require the Bel-Erin well in service.

    - Hillsburgh – additional storage required, a new well and replacement for Hillsburgh Heights well.

- To service the existing residents of Erin Village and Hillsburgh, with future growth in Erin Village, the additional water system requirements are:

    - Erin Village – additional storage required, the Bel-Erin well in service, and a new well.

- Hillsburgh – additional storage, a new well and replacement for the Hillsburgh Heights wells.

- Dale E. explained that interconnecting the systems was also evaluated. There are significant costs associated with interconnecting the systems, but it would maximize the redundancy in the system and reduce the number of additional wells required. Matt P. added that interconnecting the systems also has benefits from a source water protection standpoint, as there would be fewer wells to protect.

- Roy V. asked if the elevated tower in Erin is tall enough to supply Hillsburgh. Dale E. responded that the tower in Erin is not tall enough to supply Hillsburgh, if the systems were to be connected together.

- Matt S. asked if BMROSS will provide a recommendation related to connecting the two systems or leave it to Council to decide. Matt P. answered that BMROSS will present the benefits, costs and impacts of an interconnected system, but will not recommend one over the other.

5.0 Financial Impacts

- Matt P. explained that Watsons assessed the financial impacts of the water and wastewater servicing strategies. The strategies represent high level, conceptual, conservative scenarios. He reminded the group that different technologies will be briefly overviewed in the SSMP but not evaluated in detail. The financial analysis also included an examination of what components of the systems are for Erin Village, Hillsburgh, existing growth and future development.

- Matt S. asked why the costs associated to different components were estimated. Matt P. explained that the costs of the components were estimated to ensure the costs were split fairly between growth and existing residents. Matt P. also explained that 'equivalent units' were calculated for certain land-uses, such as commercial and industrial buildings.

- Roy V. asked why the number of units for water and wastewater (as calculated from the per unit cost) were different. Dale E. stated that the equivalent unit method of calculation is likely the cause of the difference between the units.

- Looking at the wastewater costs, Matt P. explained that the per unit cost for growth is less than existing because developers will install sewers in their own subdivisions. He also pointed out that the cost between the three scenarios are not materially different and are in line with similar projects recently done in Ontario.

- The costs associated with water services for only the existing populations of Erin Village and Hillsburgh and addressing existing deficiencies is estimated

to be $1.5 million for Hillsburgh and $1.25 million for Erin Village. With growth, the costs are estimated between $5 million and $6 million.

- Watsons also examined ways a project may be financed by the Municipality. Matt P. pointed out that municipalities have the ability to borrow at lower interest rates in comparison to other types of loans. Matt S. asked if the low rates are locked over the term of the loan. Matt P. responded that the rates are locked over the term of the loan and can be long term (10-40 years). He explained that Watsons found that based on the Town's debt capacity, a grant is required to finance the project, unless it is phased.

- Roy V. pointed out that if the development industry pays up front, it would assist in the financing of the project.

- Matt S. asked if the costs look at existing and future debt the Town may incur. Matt P. responded that Watsons examined other factors in their calculations. Matt S. raised concerns regarding current water rates and the costs that may be incurred if there is no development in the Town.

- Chris Z. reminded the group of the mind-map developed earlier in the process and relationships that it showed and that the challenge is finding the balance between those relationships.

- Maurizio R. stated the importance of the ACS goes beyond the natural environment and that it has socio-economic impacts. He referenced the inclusion of lands in the urban areas and asked if the socio-economic impacts had been discussed or stated. Matt P. responded that the numbers are based on science and discussions with the MOE and CVC. There may be an opportunity in the future to determine if there is more capacity in the river through, for example, seasonal discharge or effluent storage and that it is examined in a later phase. The other option is to revisit the ACS in the future when a history of flows and stream quality is established.

- Roy V. asked if sub-surface discharge is being considered and if there are any examples in the area. Matt P. answered, stating that it would require significant exploration of a site to determine feasibility, but may be addressed in Phase 3. John K. added that there is a small ground discharge system in Mono, where there is no option for surface discharge. He also pointed out the potential for impacts to aquifers and source water protection.

- Following this, Roy V. asked if a performance-based EA is being considered. Matt P. responded that the Town may choose either method going forward.

- Bob W. asked if discharge to the Grand River was possible. John B. stated that going to the Grand River would not be allowed as it is an inter-basin transfer of water.

- Bonnie P. reminded the group that the nearest treatment facility accepting septage from the Town is in Collingwood and asked what will be done if that facility stops accepting septage. Matt P. responded that the study has always considered that the Town would look after its own septage at any sewage facility it built.

6.0 Next Steps

- Kathryn I. explained to the group that if an EA is completed for servicing, the document can be used for 10 years and would serve as a tool for sourcing grants.

- John B. asked how long it would take to write an RFP for the next phases. Matt P. suggested that two months would be required. Roy V. asked who would be qualified to write the RFP. Matt P. answered that an engineer of the Town's choosing, but the process would also likely include staff and Council input.

- Matt P., on behalf of the Town, thanked the Liaison Committee members for their efforts in the process and for staying involved for the length of the process and adjourned the meeting at 9:05 pm.

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

Meeting Notes Prepared by:
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File No. 08128

Town of Erin
Erin Servicing and Settlement Master Plan

To: Members of Core Management Committee

Subject: Inaugural Meeting

When: 2:00 pm Wednesday, April 8th, 2009

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

Contact: Please advise of your attendence to:

Matt Pearson, MCIP RPP
Project Manager
BMROSS
519-524-2641
mpearson@bmross.net

The purpose of the initial meeting is to introduce the consultant project team to the committee, discuss the study process and the role of the committee, and to exchange information. This meeting should last approximately 2 hours. I look forward to meeting everyone.

Matt

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File No. 08128

Town of Erin

Servicing and Settlement Master Plan

Core Management Committee
Meeting No. 1

Meeting Notes

Date: April 8, 2009

Place: Town of Erin Office

Present:	Lisa Haas	)	Erin Town Manager
	Sally Stull	)	Erin Planner
	Gary Cousins	)	Wellington County Planning Department
	Greg Zwiers	)	Grand River Conservation Authority (GRCA)
	John Kinkead	)	Credit Valley Conservation (CVC)
	Julie Anne Lamberts	)	
	Patrick Donnelly	)	Region of Peel
	Kennedy Self	)	
	Dale Murray	)	Triton Engineering Services
	Jay McGuffin	)	Monteith Brown Planning Consultants (MBPC)
	Dave Stephenson	)	Natural Resource Solutions Inc. (NRSI)
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Steve Burns	)	
	Rick Steele	)	
Regrets:	Barb Slattery	)	Ministry of Environment

The meeting began with Matt welcoming everyone and thanking them for attending. The Servicing and Settlement Master Plan (SSMP) was introduced and that it will be a two year process within a Class EA approach and a planning horizon of up to 30 years.

A key component of the project is the community vision with the role of the Core Management Committee being to ensure technical input to the process. The handouts were discussed and included; a) core management 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.

1.0 Introductions – roundtable and include why participating and expectations from project

Peel Region – Kennedy & Patrick **ACTION BY:**

Attending since they are downstream and want to determine if they will be impacted by the SSMP. They have experience with the Cheltenham study, which is currently waiting on the community vision to be developed. Alton has started a similar project and has grown larger than Cheltenham. Protect the Credit River.

CVC – John K

Attending since they have an interest in natural resources and bringing experiences from the Cheltenham to the SSMP. CVC prepared a draft report for data gap analysis and the environmental component. The report was mostly a literature review and to be used in developing the field program for CVC staff.

Wellington County PD – Gary

The Town of Erin's plan outlines that before more development occurs, a SSMP should be undertaken. The source of this policy was a concern from the CA about continued development on private sewage services. The current population and employment numbers for Erin outline no growth until 2016, and then at the rate of other similar serviced areas in Wellington. These growth rates are not locked in and are open to discussion as to what works best with the SSMP. Gary outlined that there is not a blank slate for urban growth and constraints include the Greenbelt and more rigid natural environment policies. The lack of housing variety in Erin was mentioned as an issue and impacts both young and old since only single family dwellings are present and the high purchase prices (highest in County). More of the community types could be accommodated if services existed.

Triton Engineering – Dale

Dale mentioned that there was a similar process in Erin before amalgamation and that it failed during financing options of the proposed works. Recommended looking at the financial side early and examining CN Watson work.

2.0 Environmental Component, Draft Data Gap Analysis Report

	ACTION BY:
There was discussion about the importance of the environmental component and the status of the field work. Steve asked if BMROSS could obtain copies of the referenced reports. John K indicated that they would provide what they have permission to pass on. BMROSS to provide a list of required reports.	**BMROSS**
Matt asked if the GIS files could be obtained from the CVC. John K agreed to provide layers along with a data sharing agreement. BMROSS is to provide a list of required layers.	**BMROSS**
Dave Stephenson asked if all of the data gaps are pertinent to the needs of the SSMP and the timing of the final report. Julie Anne responded that all of the field work is complete and the gaps were filled in 2008. Julie Anne to provide a list of which data gaps were filled during the 2008 field program.	**CVC**
Julie Anne wondered if the deadline was moving forward with the later project start. Matt indicated that completion by the end of October 2009 would be fine. Steve asked if sections of the report necessary for the assimilative capacity could be obtained earlier, with John K agreeing. BMROSS to develop a list of necessary data and forward to CVC.	**BMROSS**
Dave asked if the group was satisfied with different levels of data ranging from quite extensive in the West Credit to lesser in other portions of the study area outside basin 15 in the CVC and to the GRCA area. The decision that this is fine was made since if there was to be any works, it would be constructed in basin 15 and outlet to the Credit River. Greg outlined that they have data that is suitable to make decisions for the SSMP and does not envision any impacts to the GRCA watershed.	
Dale recommended a meeting with Blackport Hydrogeology Inc. as soon as possible so that the project team can develop a clear picture of the groundwater system and surface water interactions. BMROSS will arrange a meeting.	**BMROSS**
Steve asked for clarification on the study area boundary. It was determined that the east boundary on the Terms of Reference was incorrect and should be shifted to Winston Churchill Blvd. Dale will make the necessary change and update the Terms of Reference.	**Triton**
Julie Anne asked if the Environment Component report should have public comments. It was felt that the report will be part of the public record as part of the Class EA process, but does not need public review.	
Dale was asked about studies on septic systems and indicated that two reports have been done (by the Health Unit and by MOE-CVC). He will forward copies to BMROSS. There was also an inspection that included holding tanks in Erin Village that will also be forwarded.	**Triton**

3.0 Roles, Process and Community Vision

	ACTION BY:
Matt outlined the process and roles of the study team, core management committee and liaison committee. There is a community workshop planned for May 4 to develop the community vision. The key to this project is finding out what people want.	
Julie Anne asked how the Liaison Committee was selected since staff are sometimes asked when in the field. Dale responded that there was advertising for interested individuals and that they tried for a cross-section of the community. Matt read off the make-up of the committee.	
The group was asked if they should each be interviewed to further understand issues and interests of each agency in the SSMP. There was no interest expressed, but Matt welcomed discussion at any point in the project.	**All**
The make-up of the Core Management Committee was discussed and the Ministry of Natural Resources and the Ministry of Agriculture, Food and Rural Affairs have not provided contacts. The First Nation representative did not respond to the meeting notice. These three groups will be contacted. Matt will send out a contact list for the Core Management Committee once these positions are filled.	**BMROSS**
Kennedy wondered if an invitation to join the Core Management Committee should be sent to Town of Caledon. BMROSS to follow-up.	**BMROSS**
Dale made a comment to the group that a good vision statement and what the community is to look like must be developed. This picture must be clearly provided to the engineers so that servicing options are consistent with the vision. Dale asked if it is going to be possible to develop a good vision. Matt responded that the planned process will achieve this goal.	
Gary felt that during the vision session, it has to be made clear that it is not a blank slate and the constraints to development must be outlined. These constraints include growth, densities and the importance of a variety of housing options. Gary offered a slide show he has prepared on the topic.	

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: Core Management Committee (including handouts to those not in attendance)

Servicing and Settlement Master Plan
Notice of Core Management Meeting No. 2

When: 2:00 to 4:00 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 Core Management Committee members prior to the meeting.

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

BMROSS
engineering better communities

MEMO OR TELEPHONE LOG

To: Chief Bryan LaForme
From: Lisa C-
Project:

File No: 08128
Date:
Time:
Phone No.

Chief Bryan LaForme

CMC Meeting 2

Electronic Invite sent March 23, 2012
Phoned 905-768-3858 March 30, 2012
↳ left a message

Background Report sent April 2, 2012
by Courier.

Defining Erin

Our Ideas Our Vision
Our Community

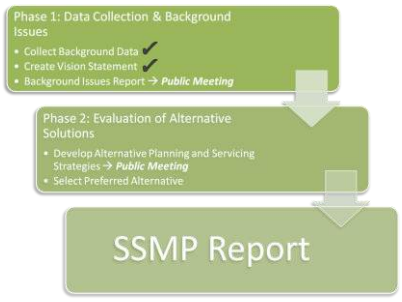
Core Management Committee Meeting 2

April 11, 2012

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

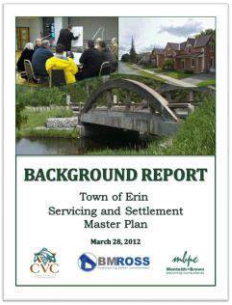
The SSMP Process



Core Management Committee

- Mandate of the Core Management Committee is to provide technical and policy input on the following key components of the SSMP:
  - Provide direction and monitor progress of the SSMP
  - Assist in the development of the Problem/Opportunity Statement
  - Provide comments/input on the Background Report
  - Review SSMP prior to adoption by the Town.

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.

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
• Credit River • Recreation • Scenic • Tourism • Pollution • Aggregates	• Atmosphere • Charm • Heritage • Safety • Friendly • Rural	• Senior • Heritage • Starter • High Cost • High Taxes • Aggressive Development	• Small Tax Base • Sewers • Tourism and Recreation • Transportation • Aggregates • Development

7

Liaison Committee

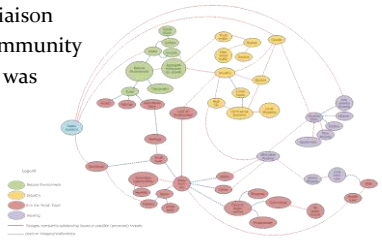
- Provides input and direction on the SSMP process.

Meeting	Date	Topic
1	April 8, 2009	Introduction to the SSMP
2	June 9, 2009	Brainstorming – Community Role and Function
3	October 19, 2009	Septic Systems 101
4	November 18, 2009	Community Planning 101
5	December 16, 2009	Introduction to Vision Statements
6	July 25, 2010	Drafting a Vision Statement
7	August 25, 2010	Finalizing the Vision Statement
8	November 3, 2010	CVC Draft Existing Condition Report

8

Determining a Vision

- Following an analysis of the linkages in the data gathered during the SWOT exercises and with input from the Liaison Committee, a community vision statement was developed.



9

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.

10

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

11

Population and Employment

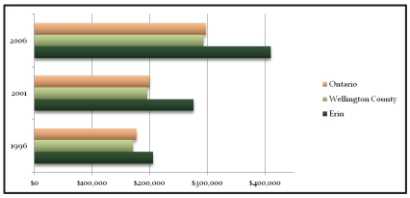
	1991	% Change (1991-1996)	% Change (1996-2001)	% Change (2001-2006)	% Change (2006-2011)
Town of Erin	11,145	6.0%	3.7%	0.9%	-3.4%
Wellington	159,609	7.4%	9.2%	7.0%	4.0%
Ontario	10,084,885	6.6%	6.1%	6.5%	5.7%

- 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.

12

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).



13

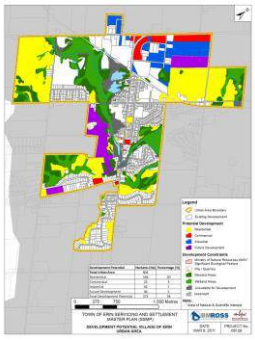
Population Growth

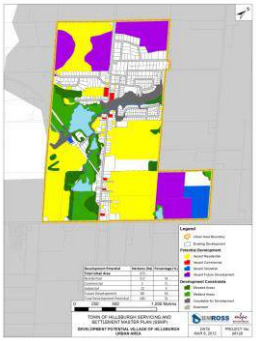
Town of Erin	2006	2011	2016	2021	2026	2031
Total Population	11,380	11,930	12,490	13,510	14,530	15,530
Households	3,810	3,960	4,160	4,510	4,850	5,180
Total Employment	5,550	3,590	3,780	4,600	5,020	5,460

	2006	2011	2016	2021	2026	2031
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

14

Future Development

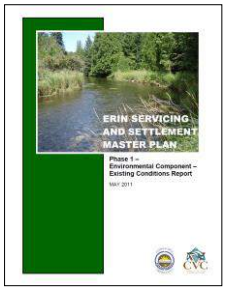




15

Environment

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



16

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.

17

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.

18

Infrastructure - Drinking Water

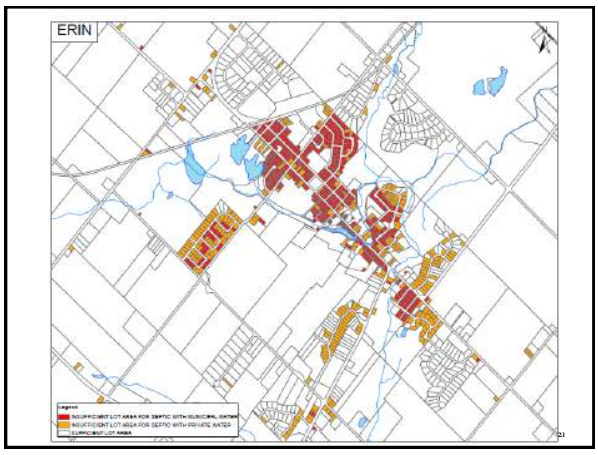
- 2 Municipal drinking water systems
- Erin Village
  - 2 Wells (E7, E8)
  - 849 service connections
  - 1,700 m^3 elevated tank
  - 24.9 km of watermain
- Hillsburgh
  - 2 Wells (H2, H3)
  - 224 service connections
  - 6.7 km of watermain
- Estimated 2,300 private wells in the Town.

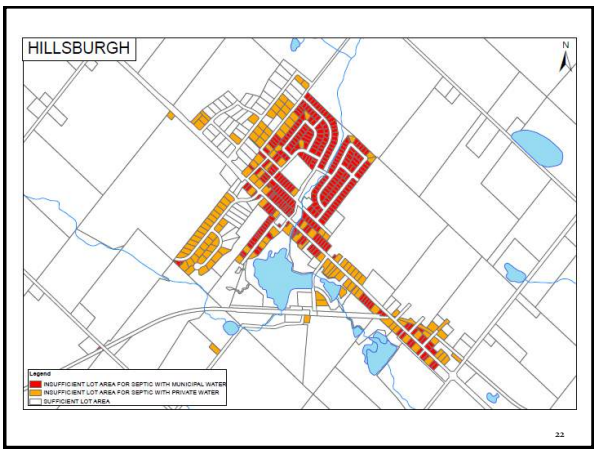
19

Wastewater

- Town is serviced exclusively by private Class 4 and 5 septic systems.
- Shared septic system for Centre 2000 and Erin High School.
- Since 1999:
  - 484 permits issued for new systems
  - 209 permits issued for replacement or alterations to existing systems.
- Many lots in the villages are too small for a septic system under current setback regulations.

20





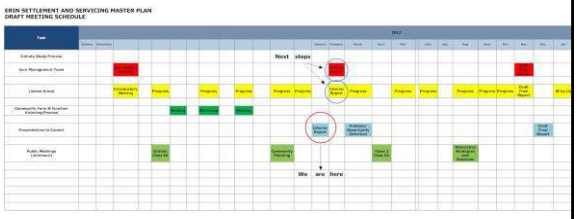
Moving Forward

- Receive input on Problem/Opportunity Statement from Core Management Committee and Liaison Committee.
- Finalize Problem/Opportunity Statement
  - Present to Council (April 17, 2012)
  - Present to Public (May 8) – this public meeting will also serve to introduce Phase 2 of the SSMP.

Moving Forward

- Initiate Phase 2 of the SSMP – Development of Alternative Solutions.
  - Develop alternative solutions
  - Develop evaluation protocol for alternatives
  - Consult with agencies and the public
  - Continued involvement of the Liaison Committee
- Selection of Preferred Solution
- SSMP Report
- Notice of Completion

Next Steps



25

Problem/Opportunity Statement

- The purpose of the Problem/Opportunity Statement is to define the starting point of the Master Plan Class EA and assist in defining the scope of the project.
- Problem/Opportunity Statement should address the magnitude and extent of a problem.
- Constitutes Phase 1 of the Class EA Process.

Problem/Opportunity Statement 1

The Town of Erin Official Plan outlines a community-based process for completing a Servicing and Settlement Master Plan to address servicing, planning and environmental issues within the Town. Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, was developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.

The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

The Problem/Opportunity Statement for the Town of Erin Servicing and Settlement Master Plan is as follows:

Presently, the current servicing infrastructure for urban areas of the Town of Erin is not consistent with Provincial and County policies and not sufficient to meet future projected need. Through the Master Plan approach alternative servicing strategies are evaluated to ensure the existing and future needs of the Town to 2035 are met, with consideration given to the following factors:

- **The Vision Statement reflecting residents' views of the future role and function of the community.**
- **Provincial policy, such as the Places to Grow Act, which directs urban growth and intensification within urban settlements of the Greater Golden Horseshoes; and the Greenbelt Plan, concerning the protection of agricultural lands in the Greater Golden Horseshoe.**
- **County of Wellington growth projections and policies.**
- **Protection and preservation of the natural environment**

Problem/Opportunity Statement 2

The Town of Erin Official Plan outlines a community-based process for completing a Servicing and Settlement Master Plan to address servicing, planning and environmental issues within the Town. Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, was developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.

The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

The Problem/Opportunity Statement for the Town of Erin Servicing and Settlement Master Plan is as follows:

Presently, the Town of Erin lacks a comprehensive, long term strategy for water and wastewater infrastructure. Additionally, the existing partial water servicing and reliance on privately owned septic systems for wastewater treatment will not be sufficient to address future need. Through the Master Plan approach, the Town is presented with the opportunity to properly plan for the provision of services, while giving consideration to the following factors:

- **The Vision Statement reflecting residents' views of the future role and function of the community.**
- **Provincial policy, such as the Places to Grow Act, which directs urban growth and intensification within urban settlements of the Greater Golden Horseshoes; and the Greenbelt Plan, concerning the protection of agricultural lands in the Greater Golden Horseshoe.**
- **County of Wellington growth projections and policies.**
- **Protection and preservation of the natural environment**

Problem/Opportunity Statement 3

The Town of Erin Official Plan outlines a community-based process for completing a Servicing and Settlement Master Plan to address servicing, planning and environmental issues within the Town. Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, was developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.

The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

The Problem/Opportunity Statement for the Town of Erin Servicing and Settlement Master Plan is as follows:

Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of water and wastewater servicing in the villages of Erin and Hillsburgh. Through the Master Plan process, the Town is presented with the opportunity to address the following limitations associated with the current status of servicing within the Town's urban areas:

- **The Town of Erin has been identified as an area for growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035.**
- **Wastewater is treated exclusively by private, on-site septic systems. Given increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells, some residents may not have the space required for a replacement septic system. Additionally, lot sizes required for on-site septic systems will not allow for the projected future development and would result in the development of large lots and lead to expensive housing options that do not meet the needs of the community as identified in the Vision Statement.**
- **Partial water servicing in Erin and Hillsburgh limits the efficiency, in terms of operation and cost, of the system and inhibits future development.**

Questions?

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

File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Core Management Committee Meeting No. 2
Meeting Notes

Date: April 11, 2012

Place: Town of Erin Office

Present:	Lisa Hass	)	Town Manager
	Sally Stull	)	Town Planner
	Dale Murray	)	Triton Engineering Services Ltd.
	Jennifer Maestre	)	Region of Peel
	Gary Cousins	)	Wellington County
	Barbara Slattery	)	Ministry of Environment (by teleconference)
	Jamie Ferguson	)	Grand River Conservation Authority
	Ray Blackport	)	Blackport Hydrogeology Inc.
	Jennifer Dougherty	)	Credit Valley Conservation (CVC)
	Alisha Chauhan	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Lisa Courtney	)	

1.0 Introductions and Agenda

- The meeting began with Matt P. welcoming and thanking everyone for attending. Following introductions, he provided a brief overview of the purpose of the SSMP and the progress made to date.
- The purpose and mandate of the Core Management Committee was also reviewed.

2.0 Servicing and Settlement Master Plan Background Report

- Matt P. provided an overview of the Background Report:
  - A large effort went into the first phase of the SSMP and collection of data for the Background Report. The first phase makes up 60% of the work involved in the SSMP process.

- The Background Report examined data and issues relating to four study components: Community Design, Form and Function; Community Planning; Environment; and Infrastructure.
- Community Design, Form and Function examined the values of residents of the Town, as well as what residents envision for the future. Numerous SWOT (Strengths-Weaknesses-Opportunities-Threats) workshops were held during the first phase of the SSMP and data from these workshops helped define the value set of the community. Mindmapping exercises were used to identify linkages between different aspects of the community and values. The mindmapping exercises in turn, helped in the development of a Vision Statement.
- Members of Liaison Committee set up by the Town acted as ambassadors for the community. The Liaison Committee was heavily involved in the development of the Vision Statement.
- The Vision Statement serves a critical purpose of guiding the SSMP process.
- The Community Planning section of the Background Report provides and overview of applicable Provincial, County and Municipal planning policies, as well as the current socio-economic characteristics of the Town.
- Analysis of population and employment statistics show the Town's population tends towards older professionals and their children. The population of young professionals and young children is decreasing in the Town. 55% of those employed who live in the Town work outside of Wellington County.
- The Town of Erin is expected to experience some growth. The growth forecast for the Town is set by the County and there is ample land available for development in Erin Village and Hillsburgh.
- Environment component of the Background Report was completed by the CVC. Found the local environment is in fair to good condition.
- An analysis of lot sizes in Erin Village and Hillsburgh revealed that many properties in the villages may be too small to site a Class 4 septic system and leaching field under current setback requirements.

- Gary C. asked if residents with small lots will be able to replace septic systems in the future and pointed out that there will be many people in the Town that will raise that question. Matt P. responded that residents may be required to put in a tertiary septic system or holding tank. Dale M. added that the cost of replacing a septic system in the Town is likely to be very high given that old leaching fields may have to be dug up and disposed of.

- Following the presentation of the findings of the Background Report, Matt P. outlined the next steps in the SSMP process. The process will move forward following the Class EA approach.

- Jennifer D. asked whether studies for the EA, such as the assimilative capacity study, will be conducted in the summer and if effluent targets will be set. Matt P. responded that the study will occur in the summer and that effluent targets will be discussed with the CVC and MOE.
- Gary C. asked if alternative solutions will be designed based on the current population or the projected future forecast. Matt P. answered that the ability to expand will be considered when designing the alternatives. The maximum discharge will also be examined.
- Dale M. asked if discharge would occur into a Policy I or II stream. Jennifer D. suggested that it would be Policy I for phosphorus and that nitrogen may present a greater concern, however it is dependent on location.

3.0 Problem/Opportunity Statement

- A draft Problem/Opportunity Statement was presented to the Committee for review and comments. Comments received include:
  - Reorder of bullet points to emphasize existing problems.
  - The statement needs to be more inclusive of all aspects of the Master Plan, including stormwater management and transportation.
  - Suggestions for rewording sentences for greater clarity and understanding.
- The Problem/Opportunity statement will be revised in light of the Committee's comments and will be presented to Town Council on April 17, 2012. The statement will also be circulated to the Committee.

4.0 Next Steps

- Present Problem/Opportunity Statement to Council.
- Host Public Meeting to present Problem/Opportunity Statement and introduce Phase 2 of the SSMP

Meeting concluded at 4:00 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
Toll free: 1-888 -524-2641

Distribution: Core Management Committee

Servicing and Settlement Master Plan
Core Management Meeting No. 3
Agenda

When: 1:30 to 4:00 pm
Monday, May 13, 2013

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

Agenda Items:

- Status of the SSMP
- Draft Assimilative Capacity Study
  - Presentation of results
  - Discussion of CVC, MOE comments
  - Implications for SSMP
- Next Steps

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p. (519) 524-2641 • f. (519) 524-4403
www.bmross.net

File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Core Management Committee Meeting No. 3
Meeting Notes

Date: May 13, 2013

Time: 1:30 PM – 3:30 PM

Place: Town of Erin Municipal Office

Present:	John Brennan	)	Councillor
	Andrew Hartholt	)	Chief Building Official
	Kathryn Ironmonger	)	Acting CAO/Town Manager
	Sharon Marshall	)	Director of Finance
	Frank Smedley	)	Water Superintendent
	Sally Stull	)	Town Planner
	Josie Wintersinger	)	Councillor
	Larry Van Wyck	)	Road Superintendent
	Manpreet Dhesi	)	Ministry of Environment
	Craig Fowler	)	
	Thomas Lewis	)	
	Barbara Slattery	)	
	Lisa Williamson	)	
	Gary Cousins	)	Wellington County
	Dale Murray	)	Triton Engineering Services Ltd.
	Kennedy Self	)	Region of Peel
	John Kinkead	)	Credit Valley Conservation (CVC)
	Greg Zwiers	)	Grand River Conservation Authority
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Lisa Courtney	)	

1.0 Introductions and Process Review

- The meeting began with Matt P. welcoming and thanking everyone for attending. Following introductions, Matt P. provided an overview of the SSMP process and work completed to date.
- Matt P. also provided an overview of recent public and Council meetings and told the Committee the Assimilative Capacity Study (ACS) is still in a draft form and undergoing technical review, and as such has not been released to the public.

2.0 Assimilative Capacity Study

- Dale E. explained to the Committee that the data used in the in draft ACS came from data collected by the CVC for the Background Report and the previous ACS study completed in 1995 by Triton. Data to the year 2010 was used in the draft ACS. Mass balance equations were calculated for different population scenarios to determine possible effluent levels. The draft version of ACS was sent to MOE and CVC for review.
- John K. stated that there was a meeting between the CVC, MOE, BMROSS and former CAO of the Town to discuss the draft ACS. Following the meeting, the CVC and MOE submitted comments on ACS. John K. provided an overview of the comments from the CVC:
    - Further study of low flow conditions at the 10th Line is needed. Suggests installation of a streamflow gauge to collect low flow data during the summer months.
    - Suggested that CVC, MOE and BMROSS further discuss the existing background conditions and the implications of climate change on low flow conditions.
    - Stormwater may impact the river and needs further examination in the ACS.
- John K. also reminded the group that any wastewater treatment plant would likely need to include the best technologies available.
- The importance of reserving capacity for the existing population was also stressed.
- Matt P. stated that the population numbers will come out of the ACS, and reiterated that it is important to service the existing population. He also pointed out that there are numerous development pressures.

3.0 The Draft SSMP Report

- Gary C. asked for clarification of the lot size assessment. Matt P. and Andrew H. answered that the lot size assessment shows there are a large number of properties that will not be able to replace septic systems with traditional Class 4 systems given the current setbacks and regulations. There was a discussion of the associated implications.

- Matt P. reminded the group that the Problem/Opportunity Statement identifies septic system replacement in the villages as an existing issue. Matt P. asked if development would be allowed without servicing. Gary C. responded that development would be very limited given County and Provincial planning policies.
- John B. suggested that the public may not understand the extent and future impacts of existing problems relating to septic systems. Larry V. added that the problems are not visible, making it difficult for people to understand.
- Dale M. provided a number of comments on the structure of the SSMP Report, reminding the group that the purpose of the Report is to assist Council in making a decision.
- There was a brief discussion of growth scenarios and the impacts to possible solutions. Following this discussion, John B. asked the opinion of the MOE. Barb S. replied that the MOE will not offer an opinion on growth, but will comment on the EA process and technical aspects, such as the ACS. She commented that the Master Plan process has fulfilled the appropriate processes.
- John B. posed a question regarding developers completing Schedule C projects. Barb S. indicated that a developer could do a Schedule C EA project themselves, however, in her experience the developer has always partnered with a municipality.

4.0 Next Steps

- Moving forward, Matt P. indicated that BMROSS would work with MOE and CVC on completing the ACS. This will include the installation of a new stream gauge. The data will be collected until October or November. The SSMP will not be finalized until the new data is considered. BMROSS will also have discussions with Town Staff and the Project Manager regarding the SSMP Report.
- John B. suggested another meeting of the Core Management Committee. Dale M. suggested another meeting in six weeks.

Meeting concluded at 3:30 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
Toll free: 1-888-524-2641

Distribution: Core Management Committee

Defining Erin

Our Ideas Our Vision
Our Community

Core Management Committee Meeting 4

March 5, 2014

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

2

What the SSMP will do

- Provide information for Council to decide on a course of action – facts, community values, implications of various strategies.
- Provide a tool to use in applying for senior government funding to implement any final solution

3

What the SSMP will not do

- It does not provide detailed information regarding technologies that will be reviewed and evaluated as part of a further Class EA process.
- It does not review the appropriateness of any particular site that may be part of a final solution. This review would be part of the next phase of a Class EA process.
- It does not comment on the appropriateness of any particular planning application. That is subject to a Planning Act process.

4

What has been done to date

5

Core Management Committee

- Mandate of the Core Management Committee is to provide technical and policy input on the following key components of the SSMP:
  - Provide direction and monitor progress of the SSMP
  - Assist in the development of the Problem/Opportunity Statement
  - Provide comments/input on the Background Report
  - Review SSMP prior to adoption by the Town.

6

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.

7

Problem/Opportunity Statement

- Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of water and wastewater servicing in the villages of Erin and Hillsburgh. The following limitations are associated with the current status of servicing within the Town's urban areas:

8

Problem/Opportunity Statement

Wastewater

- Wastewater is treated exclusively by private, on-site wastewater treatment systems. Within the Built Boundary of the settlement areas (Hillsburgh and Erin Village), private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. Additionally, there are limited facilities in the area accepting septage from private systems for treatment.
- The settlement areas (Hillsburgh and Erin Village) have been identified as areas of modest growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035. Lots sized to include septic systems will not allow for projected future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.

9

Problem/Opportunity Statement

Water

- Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.
- The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.

10

Problem/Opportunity Statement

Stormwater Management

- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

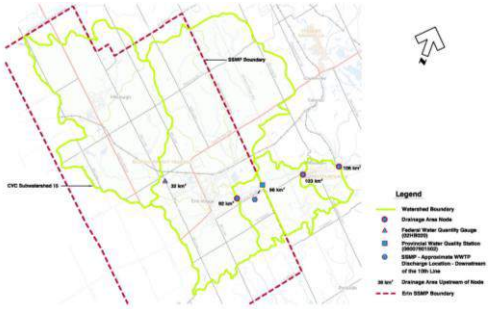
- Current transportation infrastructure may need upgrades to accommodate future growth.

11

Assimilative Capacity

12

West Credit River - Monitoring



West Credit River 7Q20 Flows 8th to 10th Line

Month	7Q20 Flow at the 8th Line (02HB020)	7Q20 Flow downstream of the 10th Line (Transposed Data)				
	CVC Analysis Update	CVC Suggested Flow	Reduction Factor [1] 10%	Design Value (Reduced by Reduction Factor)		Correlation 8th to the 10th (No Reduction Factor)
	L/s	L/s	L/s	L/s	m³/s	
Jan	202	366	37	329	0.329	181%
Feb	192	347	35	312	0.312	181%
Mar	253	464	46	418	0.418	183%
Apr	307	568	57	511	0.511	185%
May	217	395	40	355	0.355	182%
June	164	293	29	264	0.264	179%
July	170	305	31	274	0.274	179%
Aug	147	261	26	235	0.235	178%
Sept	128	224	22	202	0.202	175%
Oct	185	334	33	301	0.301	181%
Nov	250	458	46	412	0.412	183%
Dec	252	462	46	416	0.416	183%

Notes: 1. Reduction factor is an estimation of impacts related to future climate and landuse changes.

14

West Credit River Quality Data

Comparison – 10th Line to Winston Churchill

Parameter	Winston Churchill		10th Line	
	75th Percentile	Maximum	75th Percentile	Maximum
Phosphorous, mg/L	0.013	0.022	0.019	0.030
Nitrate-Nitrogen, mg/L	2.28	2.40	2.20	2.40
Unionized Ammonia, mg/L	0.01	0.013	1.48	10.95
BOD5, mg/L	0.725	1.1	2	2
E. Coli, cts/100 mg/L	67	820	160	840
TSS, mg/L	3.1	7	ND	ND

PWQMN - Winston Churchill

Parameter	Concentrations					
	Average	Min.	Max	25th	75th	PWQO
Phosphorus (mg/L)	0.013	0.002	0.058	0.012	0.016	0.03
Nitrate-Nitrogen (mg/L)	1.777	0.324	3.38	1.44	2.01	2.93 [1]
Un-ionized Ammonia-NH3 (ug/L)	0.258	0.006	2.152	0.067	0.347	20
BOD_5 (mg/L)	0.751	0.2	4.8	0.4	0.9	DO>5
Ecoli (cts/100mL	40	4	1400	13	110	100
TSS (mg/L)	3.79	0.5	30.3	1.5	4.15	25 [1]
TKN (mg/L)	0.383	0.03	1.8	0.3	0.42	N/A

15

Impact Assessment

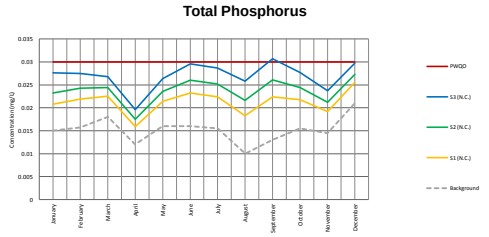
Population Scenarios

	Serviced Population	Average Day Design Flow		
		Sewage 1.	Extraneous 2.	Total 3.
	(people)	(m³/d)	(m³/d)	(m³/d)
Scenario 1	3,000	1,020	270	1,290
Scenario 2	4,280	1,460	390	1,850
Scenario 3	6,000	2,040	540	2,580

Notes:
1. Average Sewage = Average sewage demand (340 L/cap.day) x Population
2. Average Extraneous = Average extraneous flow (90 L/cap.day) x Population
3. Total Average Design Flow = Average Sewage + Average Extraneous

16

Impact Assessment



17

Recommendations

- Phase 3 and 4 of Class EA process
- WWTP Plant Alternatives
- Possibility of Seasonal Discharge
- Finalize WWTP Outfall Location
  - DO
  - Temperature

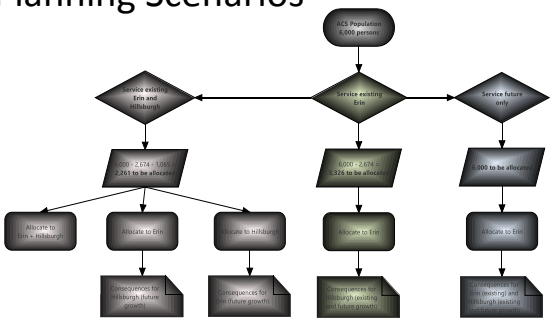
18

Planning & Servicing Strategies

- What is feasible given the Assimilative Capacity
- How do they relate to the Vision Statement
- How do they relate to the Problem Opportunity Statement
- Review compliance with overarching rules/policy
- Review environmental impacts and mitigations
- What are the consequences

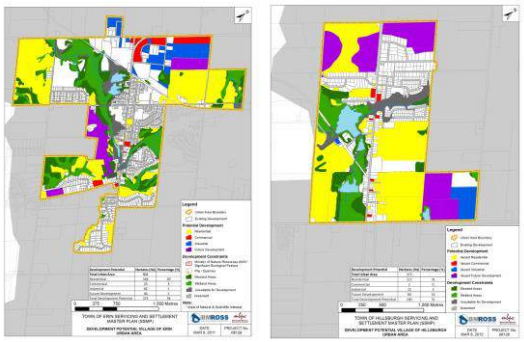
19

Planning Scenarios



20

Future Development



21

Going back to the Vision Statement

- **Will this planning strategy…**
  - create vibrant and sustainable communities?
  - create employment opportunities?
  - allow for a range and mix of housing?
    - housing for seniors
    - affordable housing
  - maintain the small town atmosphere?
  - allow for responsible development patterns?
  - allow for responsible servicing?
  - protect and preserve the natural environment?

22

Infilling and Intensification

23

Questions?

24

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Core Management Team Meeting No. 4
Meeting Notes

Date: March 5, 2014

Time: 1:30 PM – 4:30 PM

Place: Town of Erin Municipal Office

Present:	John Brennan	)	Councillor
	Andrew Hartholt	)	Chief Building Official
	Kathryn Ironmonger	)	Town Manager/CAO
	Lou Maieron	)	Mayor
	Frank Smedley	)	Water Superintendent
	Craig Fowler	)	Ministry of Environment
	Barbara Slattery	)	
	Gary Cousins	)	Wellington County
	Christine Furlong	)	Triton Engineering Services Ltd.
	Dale Murray	)	Triton Engineering Services Ltd.
	Jennifer Dougherty	)	Credit Valley Conservation (CVC)
	John Kinkead	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Lisa Courtney	)	

1.0 Introductions and Process Review

- The meeting began with Matt P. welcoming and thanking everyone for attending. Following introductions, Matt P. provided an overview on the work completed for the Assimilative Capacity Study.
- He also explained that the purpose of the meeting was to gather technical input and feedback on servicing strategies prior to a workshop with Council on March 20, 2014.

2.0 SSMP Process

- Matt P. reminded the group of the purpose of the SSMP as a guide for moving forward and a tool for obtaining upper level government funding. He also reminded the group that the SSMP will not include an examination of detailed, technical servicing alternatives.
- An overview of the community's vision, as well as a review of the identified problems was provided:
    - There is no long-term water and wastewater management strategies for the Town.
    - Existing septic systems are aging and small lots may constrain the replacement of septic systems.
    - Town has partial water servicing. Planning strategies will identify where additional water services are required.
    - Need to identify stormwater and transportation requirements for the future.

3.0 Assimilative Capacity

- Dale E. provided an overview of the Assimilative Capacity Study (ACS). Dale noted that in February 2013 an initial assimilative capacity study was drafted, however, following consultation with CVC and the MOE, it was identified that additional water monitoring should be completed. The additional monitoring was conducted in the fall of 2013 and this data was used to calculate the assimilative capacity. Dale E. noted that the data used in the assimilative capacity calculations also reflects river quality data up to September 2013 and 10% reduction in the low flow values as recommended by the CVC to account for climate change and land use changes in the future.
- John B. asked if the ACS is available. Matt P. responded that the study is still in draft form, but once it is finalized and following final review by the CVC and MOE it will be available.
- Dale E. explained that 3 population scenarios were used for a comparative analysis in the ACS related to mixed river concentrations. Phosphorous is considered a key "parameter of concern" in the West Credit River and based on the effluent criteria, is the limiting factor. Given this limiting factor, there is capacity for approximately 6,000 persons.
- Dale E. also noted that the ACS will likely suggest an outfall closer to Winston Churchill Blvd., where the assimilative capacity of the West Credit River is at its greatest.
- Lou M. asked what the current populations of Erin and Hillsburgh are. Lisa C. responded that based on data from the 2011 census, the populations are in Erin and Hillsburgh are 2,674 and 1,065, respectively. Gary C. noted an undercount in the census data and stated that the County is working on updated population counts. He offered to provide this data when it is

available. *Post-meeting Note: Gary C. provided updated population counts to BMROSS.*

- Lou M. asked if the population of the communities is enough to support servicing and suggested there may be more opportunity for future growth if effluent storage is used. It was agreed that the potential for effluent storage is something that could be reviewed further as part of the later EA phases.
- Matt P. reminded the group that many smaller communities have municipal wastewater services.
- John B. asked if there is a formula for converting from residential persons to commercial or industrial. Dale E. responded that the 6,000 persons is an equivalent population and includes commercial and industrial uses.
- Lou M. questioned whether or not water quality could be improved in Hillsburgh and if that would allow for a greater assimilative capacity number. John K. stated that finding the source of the loadings is an entirely separate study. Christine F. added that any improvements to water quality would have to be long term and stable. Jennifer D. noted that the West Credit is a losing stream (have groundwater recharge) through Hillsburgh so it has less flow to buffer the effects of aging septic systems. In Erin, there are groundwater inputs into the river, as well as more wetland buffers which assist in improving water quality.
- Gary C. asked what assumptions were made with respect to treatment to determine the AC. Dale E. responded that ACS assumes tertiary treatment, given the strict effluent criteria that must be met. Frank S. asked if tertiary treatment included microfiltration and expressed concerns about the operational and long term maintenance costs associated with that technology. Matt P. stated that the specific treatment technologies would be evaluated during an EA process and not as part of the SSMP.

4.0 Servicing Strategies

- Matt P. asked the group for their opinion on the importance of servicing the existing populations of Erin and Hillsburgh. Gary C. responded that the assimilative capacity is relatively limited and suggested that the existing residents be serviced. He suggested there may be consequences for the villages if something were to occur and the capacity was given exclusively to future development.
- Matt P. asked Gary C. if the lands identified for future development in Hillsburgh could be serviced on septic systems. Gary C. responded that a small number for rounding out may be allowed, but to develop entire, large areas on septic systems would be difficult with current policies.
- With respect to servicing only Erin Village, John B. asked if the cost would cost less, what the consequences would be for Hillsburgh, and if new development in Hillsburgh could be on septic. Gary C. responded that generally, growth is not encourage on septic systems and private wells.
- Lou M. expressed concern over possible litigation from developers who do not get capacity.

- Matt P. asked if the Town could develop with lower density targets from the rest of the County. Gary C. indicated that it would put the County in a difficult position, and it's unlikely that the other County Councilors would allow lower densities in the Town of Erin. Lou M. asked if the village of Erin was serviced and had higher densities, would Hillsburgh be allowed to grow on septics. Gary C. responded that it would be difficult to allow growth beyond a small number on septic systems.
- There was also a brief discussion on a 'big pipe' option. Matt P. stated that while the Official Plans of Wellington and neighbouring regions allow for a big pipe solution, generally other regions are not interested in this option. He also explained obtaining capacity from another municipality usually comes at a premium.

5.0 Next Steps

- Matt P. reminded the group of the workshop scheduled with Council on March 20th.
- The group developed an outline for the Council workshop which includes: a brief explanation of when and how the financial evaluations of alternatives will be done; the servicing alternatives; the consequences and impacts of the alternatives; and a brief discussion of impacts to water, stormwater management and traffic associated with the alternatives. The goal of the workshop will be to inform Council so a decision on what servicing strategies will be evaluated in detail in the SSMP can be made.

Meeting concluded at 4:30 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
Toll free: 1-888-524-2641

Distribution: Core Management Team

Liaison Committee Meeting 15

July 22, 2014

Agenda

- Review Water Deficiencies and Future Needs
- Review Financial Impact of Sewage and Water Servicing
- Discuss what will be in SSMP
- Next Steps

2

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

3

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

4

What the SSMP will do

- Provide information for Council to decide on a course of action – facts, community values, implications of various strategies.
- Provide a tool to use in applying for senior government funding to implement any final solution

5

What the SSMP will not do

- It does not provide detailed information regarding technologies that will be reviewed and evaluated as part of a further Class EA process.
- It does not review the appropriateness of any particular site that may be part of a final solution. This review would be part of the next phase of a Class EA process.
- It does not comment on the appropriateness of any particular planning application. That is subject to a Planning Act process.

6

Population Growth

	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
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

7

Community Vision Statement

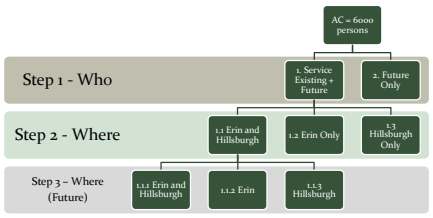
The Town of Erin will remain a vibrant, safe and sustainable community, located at the headwaters of the Credit and Grand Rivers. The Town will continue to capitalize on its proximity to large urban centres, while maintaining its excellent community spirit. With a strong employment base, and a range and mix of housing, a 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.

8

The Problem

- Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of wastewater servicing in the villages of Erin and Hillsburgh.
- The future wastewater servicing strategy will determine future needs related to other infrastructure components:
  - The capacity of the existing water system will need to be augmented to address current limitations and the needs of future development.
  - Need to assess existing and future stormwater management infrastructure.
  - Current transportation infrastructure may need upgrades to accommodate future growth.

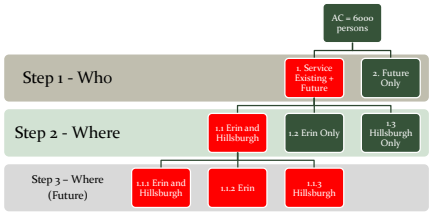
9



Next Steps (April 9th)

- Council makes a decision on:
  - Who is serviced (Existing or Future)
  - Where is serviced (Erin + Hillsburgh, Erin only or Hillsburgh only)
  - Where future growth is allocated (Erin + Hillsburgh, Erin only or Hillsburgh only)
- The identified municipal servicing strategies will be put forward to Watson & Associates for a financial analysis.
- BMROSS identifies impacts of planning strategies and impacts related to water, transportation and stormwater.

11



- Water Needs
- Financial Review

Going back to the Vision Statement

- **Will this planning strategy…**
  - ❑ create vibrant and sustainable communities?
  - ❑ create employment opportunities?
  - ❑ allow for a range and mix of housing?
    - ❑ housing for seniors
    - ❑ affordable housing
  - ❑ maintain the small town atmosphere?
  - ❑ allow for responsible development patterns?
  - ❑ allow for responsible servicing?
  - ❑ protect and preserve the natural environment?

Next steps in SSMP process

- The ACS is being completed based on new numbers from CVC.
- The ACS is reviewed by MOE and CVC and final population numbers are negotiated.
- Council will review where servicing and growth could go.
- Review of servicing alternatives, financial impacts.
- Council will direct which alternative is presented in the SSMP.
- Preparation of draft SSMP Report. August 12
- Presentation at Public Meeting. September 2
- Council acceptance of final SSMP.

Problem/Opportunity Statement

Wastewater

- Wastewater is treated exclusively by private, on-site wastewater treatment systems. Within the Built Boundary of the settlement areas (Hillsburgh and Erin Village), private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. Additionally, there are limited facilities in the area accepting septage from private systems for treatment.
- The settlement areas (Hillsburgh and Erin Village) have been identified as areas of modest growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035. Lots sized to include septic systems will not allow for projected future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.

17

Problem/Opportunity Statement

Water

- Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.
- The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.

18

Problem/Opportunity Statement

Stormwater Management

- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.

19

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Core Management Team Meeting No. 5
Meeting Notes

Date:	July 23, 2014		
Time:	1:30 PM – 4:00 PM		
Place:	Town of Erin Municipal Office		
Present:	John Brennan	)	Councillor
	Kathryn Ironmonger	)	Town Manager/CAO
	Sally Stull	)	Planner
	Josie Wintersinger	)	Councillor
	Barbara Slattery	)	Ministry of Environment
	Christine Furlong	)	Triton Engineering Services Ltd.
	Jennifer Dougherty	)	Credit Valley Conservation (CVC)
	John Kinkead	)	
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Dale Erb	)	
	Lisa Courtney	)	

1.0 Process Update

- The meeting began with Matt P. welcoming and thanking everyone for attending. He reminded the group that at the last Core Management Team (CMT) meeting, the committee discussed what servicing options to put forward to Council.

- Following that meeting, Council provided direction to BMROSS that capacity (based on the ACS) should be given to existing residents in Erin Village and Hillsburgh and the remainder to future development. A motion of Council directed BMROSS to investigate water and wastewater servicing strategies related to the following three scenarios:

- Servicing the existing population in Erin Village and Hillsburgh, and future growth in Erin Village.
- Servicing the existing population in Erin Village and Hillsburgh, and future growth in Hillsburgh
- Servicing the existing population in Erin Village and Hillsburgh, and future growth split between Hillsburgh and Erin Village.

- Given these scenarios, conceptual water and wastewater servicing strategies were identified and given to Watson and Associates Economists (Watsons) for financial analyses.

- Matt P. explained that this meeting will provide an overview of the water and wastewater servicing strategies identified, the financial analyses and next steps in the master plan process.

2.0 Wastewater Servicing

- Matt P. reminded the group that the service population from the Assimilative Capacity Study (ACS) should be considered a conservative estimate. It uses the most recent river flow data, municipal well pumping records, and includes a factor for climate change. The ACS will be included in the final master plan report as an appendix, and data from the ACS will form the basis of the section in the SSMP about how the service population was determined. Matt P. advised that the ACS could be revisited in the future, when there is a history of inflow data, additional surface water quality data, and stream flow data.

- Dale E. explained that a conceptual gravity sanitary collection system was assessed to determine feasibility from a collection perspective as well to establish an estimated cost. A collection system for Erin Village and Hillsburgh was examined and information was provided to Watsons to evaluate costs and financial feasibility.

- The conceptual wastewater collection system includes:
  - A trunk sewer from Hillsburgh to Erin
  - A trunk sewer through Erin
  - Sub-trunks, potentially shared with future development
  - A main pumping station

- It was found that the different population scenarios generally do not influence the conceptual design of the sanitary collection system. An initial cost (in 2013), which included servicing all the lands available within the urban boundaries of the two communities was estimated at $65 million. With the defined service population from the ACS, the cost of the wastewater system is now estimated at $58 million.

3.0 Water Servicing

- Dale E. provided an overview of the existing water systems in Erin Village and Hillsburgh. Presently, there are two wells in service in each community. The water systems were evaluated to determine needs and upgrades that would be required to service the existing populations of both communities (as there are a number of residents not currently connected) as well as the population scenarios, based on firm capacity.

- In Erin Village, most people are already connected. Dale E. explained that there is sufficient storage to service the existing population (including those not connected), but the Town should consider putting the Bel-Erin well back into service for additional redundancy.

- In Hillsburgh, to service the existing population including those not currently connected, additional storage will be required, as well as an additional well. Dale E. also suggested that the Town also consider replacing the Hillsburgh Heights well, which has elevated lead concentrations requiring treatment.

- Dale E. explained the water requirements for the three population scenarios:

    - For future development split between the two villages, Erin Village would require that the Bel-Erin system be put into service with the addition of a new well. In Hillsburgh it would require expanded storage as well as additional well supply.

    - If all future development occurred only in Hillsburgh, Erin would require returning the Bel-Erin well into service. In Hillsburgh, additional storage and a new well would be required. Dale E. also suggested replacing the Hillsburgh Heights well.

    - If future development occurred in Erin Village, the village would require some additional storage and a new well, in addition to bringing the Bel-Erin well into service. In Hillsburgh, additional storage and a new well would be required, in addition to replacing the Hillsburgh Heights well.

- Jenn D. asked if there was any consideration given to joining the two systems together. Dale E. responded that the costs haven't been formally presented, but it has been roughly estimated by BMROSS. It is estimated to be a more expensive option than the required upgrades for each community, but the costs weren't significantly different. Dale E. suggested that joining the two systems would require a detailed cost/benefit analysis.

- John K. asked if Ray Blackport (the Town's hydrogeologist) had provided information or comments on the Town's water requirements. Matt P. responded that Ray provided information on potential well sites and the availability of water at those sites. Dale E. discussed the potential well sites and added that the information from Ray will be included in the final report.

4.0 Financial Impacts

- Matt P. explained that Watsons completed a financial analysis of the water and wastewater scenarios to determine conservative costs and establish the feasibility.

- John B. raised a question about how sewage flows for certain uses, such as arenas, are calculated. Dale E. responded that sewage flows are based on water inflow compared to a single residential unit (equivalent units).

- Matt P. pointed out that the costs presented by Watsons for the three scenarios, represent the gross cost before a grant and are only 'up to the property line'.

- John K. stated that the costs presented for existing residents for sanitary servicing are comparable to the cost of a tertiary on-site system. He also suggested that the Town write the CVC to initiate discussions on using the rail trail.

- The information provided by Watsons regarding financing options available to the Municipality (such as through the Municipal Act and Development Charges) was overviewed by Matt P. Kathryn I. asked if the same financial information would be provided to the Liaison Committee. Matt P. responded that the financial information was a large part of the next Liaison Committee meeting presentation.

- Following that, Kathryn I. explained the next steps in the SSMP process. At the August 12th Council meeting, Council will received the final report. On September 2, 2014, Council will hear delegations regarding Council's decision whether or not to move forward with the recommendations of the SSMP. This follows the advice from the Town's solicitor.

- John B. asked how contestable the service population determined by the ACS is. Dale E. responded that the ACS is very conservative and it may be possible to get a small increase in the population. Barb S. added that the MOE has been lenient in the revisit of the ACS and its effluent assumptions and there could have been a more constrained application of the effluent quality criteria.

- John K. added that the CVC can provide documentation to BMROSS regarding the climate change component of the ACS, which was a 10% reduction.

- Matt P. explained that Watson's analyses looked at the feasibility of water and wastewater servicing. If the Town doesn't get a grant, any project would need to be phased. He stated that the final report will include a chapter on phasing.

- There was a brief discussion on prescriptive and non-prescriptive environmental assessments. Matt P. stated that two methods will be mentioned in the final report.

- Matt P. asked if industrial lands could be serviced privately. Jenn D. responded that partial servicing is contrary to the Provincial Policy Statement. Christine F. pointed out that some municipalities set aside capacity for industry, for example 10%. Matt P. stated that the Town will have to decide in the future whether or not to set aside capacity for industrial users, and how much.

- Matt P. explained to the group that the 'big pipe' option will also be discussed in the SSMP. John K. reminded the group that a 'big pipe' option to the Grand River would be an inter-basin transfer of water and not allowed under the Canada-US agreement.

- Dale E. brought up sub-surface discharge of effluent, which had been proposed in a question from a resident. John K. suggested that it would be difficult to evaluate that treatment option without a site, as it has very specific site requirements. Matt P. pointed out an example of sub-surface discharge in Omemee, in Kawartha Lakes. The CVC, MOE and Ray Blackport are providing comments on the feasibility of subsurface discharge and how it could be evaluated as a future effluent receiving option.

5.0 Next Steps

- Matt P. stated that the financial analysis by Watsons would be discussed at the Liaison Committee on July 23, 2014.

- The SSMP final report will be given to Council on August 12, 2014.

- Jenn D. asked how input from residents at the public meeting will be received.

- Kathryn I. explained that residents will have the opportunity to appear as delegations on September 2, 2014 and tell Council their opinion on whether or not to proceed with Phases 3 and 4.

- Kathryn I. asked if the cost of Phases 3 and 4 of the EA will be estimated for the final report. Matt P. responded that it would require significant time and effort to establish a cost and would be extremely difficult to do without preparing a Terms of Reference, which would define the required steps in detail. This would form the basis for the Town to proceed to an RFP for future consulting services.

Meeting concluded at 4:00 pm

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

Meeting Notes Prepared by:
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lcourtney@bmross.net
Toll free: 1-888-524-2641

Distribution: Core Management Committee

Defining Erin

Our Ideas Our Vision
Our Community

Town of Erin Servicing and Settlement Master Plan

Draft Background Report

January 17, 2012

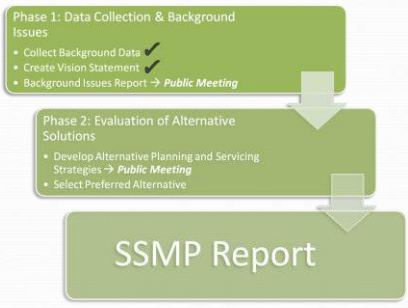
1

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

2

The SSMP Process



3

Phase 1
Background Data and Issues

- Data relating to the following categories was collected:
  - Community Design, Form and Function
  - Community Planning
  - Environment
  - Existing Infrastructure
- Summarized into the Background Report.

4

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.

5

Community Form and Function Workshops

- Workshops with:
  - Council and Staff
  - The Public
  - Erin Village BIA
  - Brampton Real Estate Board
- Completed Strength, Weakness, Opportunity and Threat exercises.

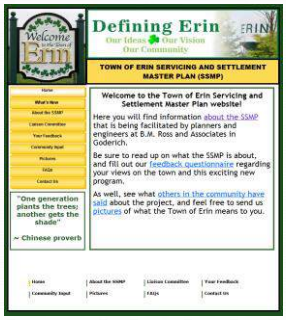
6

Community Form and Function Workshops

- To determine what features or characteristics are valued, missing from, or desired in the Town, we asked:
  - What is the community's greatest asset?
  - What are the reasons you like to live here?
  - What do you like least about the Town?
  - Is there a place here for your children when they grow up?
  - What would make you leave the Town?
  - What would make the Town a better place to live in?

7

Defining Erin Website



www.erin.ca/definingerin

- Information on the SSMP, and Liaison Committee and meetings.
- SWOT feedback questionnaire.

8

9

Community Form and Function Workshops

Themes and key characteristics from the SWOT exercises:

Natural Environment	"Small Town"	Housing	Industry
• Credit River • Recreation • Scenic • Tourism • Pollution • Aggregates	• Atmosphere • Charm • Heritage • Safety • Friendly • Rural	• Senior • Heritage • Starter • High Cost • High Taxes • Aggressive Development	• Small Tax Base • Sewers • Tourism and Recreation • Transportation • Aggregates • Development

10

Liaison Committee

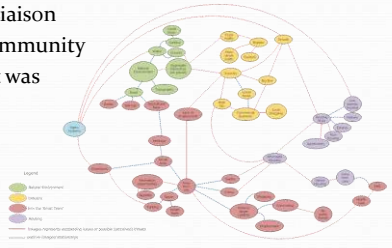
- Provides input and direction on the SSMP process.

Meeting	Date	Topic
1	April 8, 2009	Introduction to the SSMP
2	June 9, 2009	Brainstorming – Community Role and Function
3	October 19, 2009	Septic Systems 101
4	November 18, 2009	Community Planning 101
5	December 16, 2009	Introduction to Vision Statements
6	July 25, 2010	Drafting a Vision Statement
7	August 25, 2010	Finalizing the Vision Statement
8	November 3, 2010	CVC Draft Existing Condition Report

11

Determining a Vision

- Following an analysis of the linkages in the data gathered during the SWOT exercises and with input from the Liaison Committee, a community vision statement was developed.



12

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.

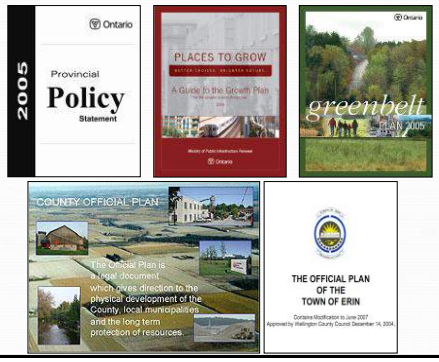
13

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

14

Policy



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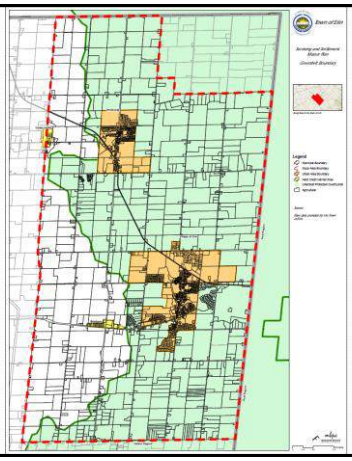
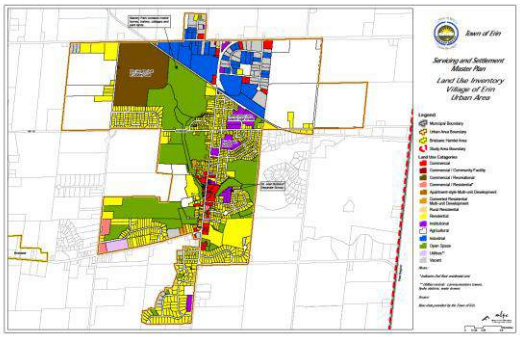


16

Existing Land Uses – Erin Village



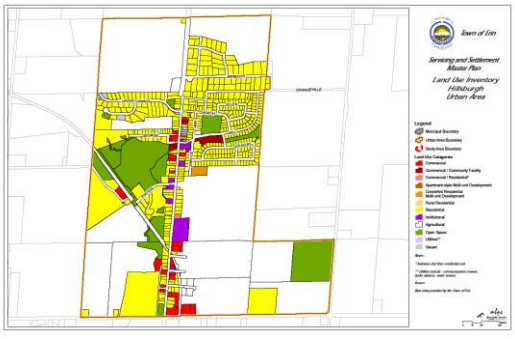
17

Existing Land Uses – Erin Village

- Residential
  - 1,273 residential dwelling units (2007).
  - Most are single-detached dwellings.
  - 2 3-storey apartment buildings and no townhouses.
- Commercial
  - Most commercial use concentrated along Main Street.
  - Includes: banks, grocery store, specialty shops, restaurants, offices and more.
  - Many commercial buildings have second-floor residential unit.
- Industrial
  - Found primarily north of Cataract Trail.
  - Includes: manufacturing, distribution and storage facilities.

18

Existing Land Uses – Hillsburgh



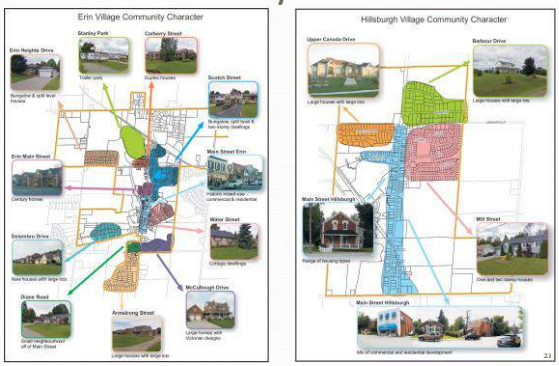
19

Existing Land Uses – Hillsburgh

- Residential
  - 513 residential dwelling units (2007).
  - 95% are single-detached dwellings .
  - 1 2-storey apartment buildings and no townhouses.
- Commercial
  - Most commercial use concentrated along Main Street.
  - Includes: furniture store, bakery, grocery store, hair salon, bank, offices and more.
  - Some vacant commercial spaces on Main Street.
- Industrial
  - No industrial land uses within the urban boundary.

20

Community Character



21

Cultural Heritage Resources

- Includes: residential, commercial and institutional buildings.
- Heritage designation based on date of construction (prior to 1930).
- 143 heritage buildings in Erin Village .
- 119 heritage buildings in Hillsburgh.
- Source of civic pride and benefit the local economy through tourism.

22

Population and Employment

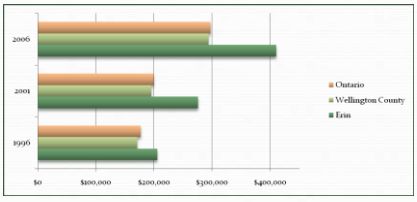
	2006	% Change (1991-1996)	% Change (1996-2001)	% Change (2001-2006)
Town of Erin	11,145	6.0%	3.7%	0.9%
Wellington County	159,609	7.4%	9.2%	7.0%
Ontario	10,084,885	6.6%	6.1%	6.5%

- Town of Erin population: 11,145 (2006).
- 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.

23

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).



24

Population Growth

	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

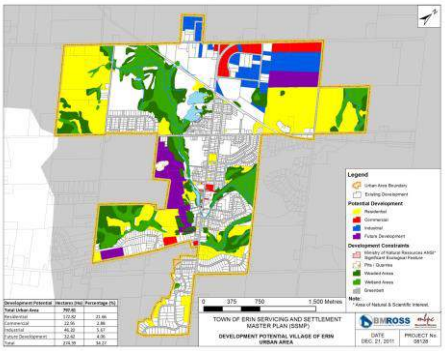
	2006	2011	2016	2021	2026	2031
ERIN VILLAGE						
Total Population	3,020	3,000	3,100	3,540	3,980	4,400
Households	1,030	1,050	1,090	1,240	1,390	1,530
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

25

Commercial Cores

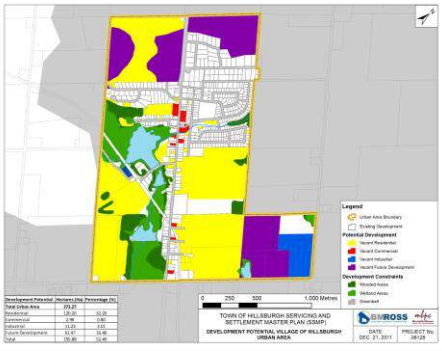
26

Future Development – Erin Village



27

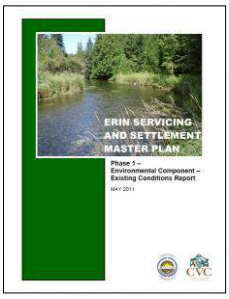
Future Development – Hillsburgh



28

Environment

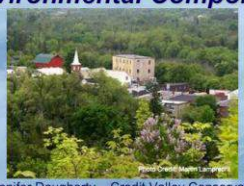
- Undertaken by CVC.
- Studied:
  - Hydrogeology
  - Hydrology and Hydraulics
  - Natural Heritage
  - Fluvial Geomorphology
  - Macroinvertebrates and Fisheries
  - Water Quality
  - Septic System Assessment



29

ERIN SSMP

Draft CVC Existing Condition Report - Environmental Component



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

November 3rd, 2010

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.

31

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.

32

Infrastructure - Drinking Water

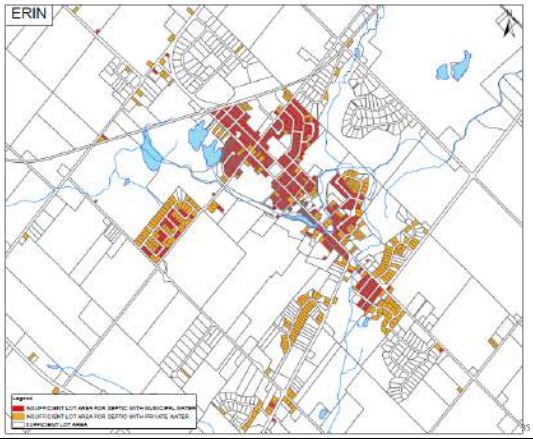
- 2 Municipal drinking water systems
- Erin Village
  - 2 Wells (E7, E8)
  - 849 service connections
  - 1,700 m³ elevated tank
  - 24.9 km of watermain
- Hillsburgh
  - 2 Wells (H2, H3)
  - 224 service connections
  - 6.7 km of watermain
- Estimated 2,300 private wells in the Town.

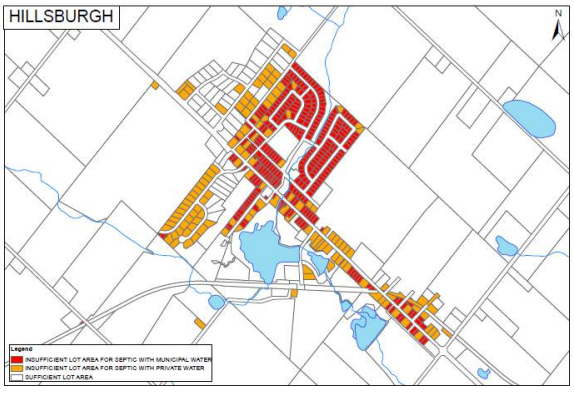
33

Wastewater

- Town is serviced exclusively by private Class 4 and 5 septic systems.
- Shared septic system for Centre 2000 and Erin High School.
- Since 1999:
  - 484 permits issued for new systems
  - 209 permits issued for replacement or alterations to existing systems.
- Many lots in the villages are too small for a septic system under current setback regulations.

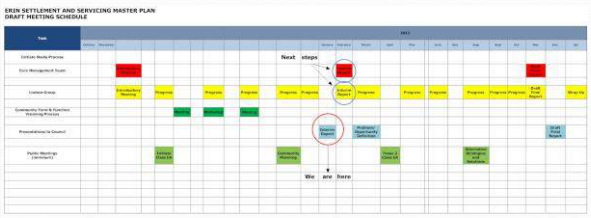
34





36

Next Steps



37

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File No. 08128

Town of Erin
Servicing and Settlement Master Plan
Meeting with Council
Meeting Notes

Date: January 17, 2012

Place: Town of Erin Municipal Office

Present:	Lou Maieron	)	Mayor
	John Brennan	)	Councillor
	Deb Callaghan	)	Councillor
	Barb Tocher	)	Councillor
	Josie Wintersinger	)	Councillor
	Lisa Hass	)	Town Manager
	Kathryn Ironmonger	)	Clerk
	Frank Smedley	)	Water Superintendent
	Sally Stull	)	Planner
	Dale Murray	)	Triton Engineering Services Ltd.
	Matt Pearson	)	B.M. Ross and Associates (BMROSS)
	Dale Erb		
	Lisa Courtney		
	Stacey Peel		
	30+ Members of the public		

Matt P. presented a brief overview of the SSMP process. The overview was followed by a presentation of the findings of the Background Report. The Background Report is currently is a draft form and will be submitted to the Council for approval within a few weeks. Council was not presented with a copy of the report at this meeting.

Following his presentation, Matt P. suggested that an electronic version be made available to the public following approval of the Report from Council. A public meeting, discussing the report and the next steps in the process (introduction of a problem/opportunity statement) will also be held following approval of the Report.

Following the presentation, Council was invited to ask questions or provide comments. The Councillors thanked Matt for his presentation and did not have any questions or specific comments. Mayor Maieron wondered how much effort should be put into the SSMP, given the uncertainty of the outcome at this stage. He made reference to the Greater Golden Horseshoe Plan and government funding made available to only larger centres (such as Kitchener-Waterloo) for improvements related to future growth. He also questioned the assimilative capacity of the Credit River and if a sewage treatment plant would be possible as a servicing option. He also spoke to general concerns regarding development and growth.

The meeting was adjourned at 10 PM.

Defining Erin

Our Ideas Our Vision
Our Community

Town of Erin Servicing and Settlement Master Plan

February 6, 2013

1

The Servicing and Settlement Master Plan

- A plan to encompass the community's visions and ideas, while approaching planning and servicing issues in a comprehensive, rational and environmentally-minded way.
- The SSMP will identify strategies for community planning and municipal servicing over the next 25 years, specific to the needs and wants of the residents of the Town.

3

The SSMP Process

Phase 1: Data Collection & Background Issues
- Collect Background Data ✓
- Create Vision Statement ✓
- Background Issues Report → ***Public Meeting*** ✓

Phase 2: Evaluation of Alternative Solutions
- Develop Alternative Planning and Servicing Strategies → ***Public Meeting***
- Select Preferred Alternative

SSMP Report

4

Community Form and Function Workshops

Themes and key characteristics from the SWOT exercises:

Natural Environment	"Small Town"	Housing	Industry
• Credit River • Recreation • Scenic • Tourism • Pollution • Aggregates	• Atmosphere • Charm • Heritage • Safety • Friendly • Rural	• Senior • Heritage • Starter • High Cost • High Taxes • Aggressive Development	• Small Tax Base • Sewers • Tourism and Recreation • Transportation • Aggregates • Development

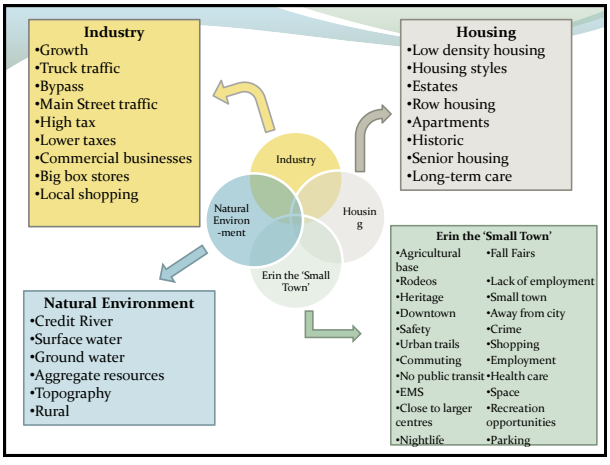
5

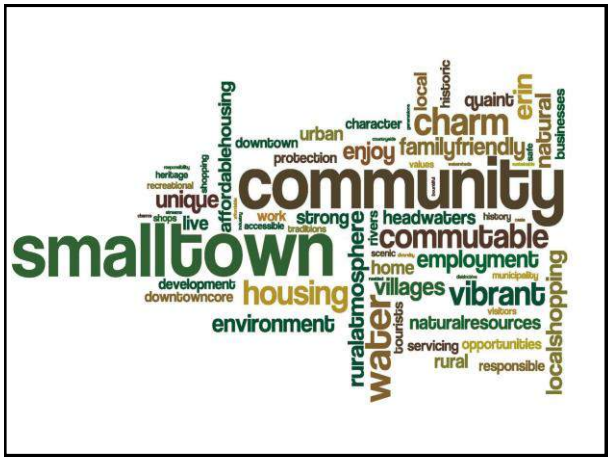
What would make Erin a better place to live

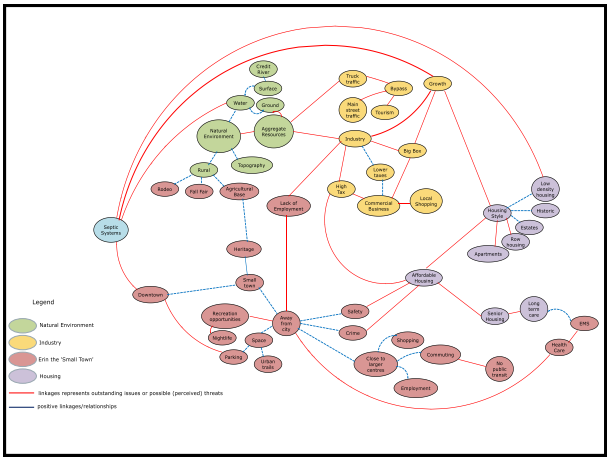
GROUP 1	GROUP 2	GROUP 3
-Public sewer system -Emphasize recreational industry -Control downtown traffic -Countryside more accessible -Better roads -Affordable and senior housing -More parkland and safe bike paths -Parking -Family health team building -Housing design with small town feel -McDonalds -Swimming 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	-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 -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	-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

One reason you like to live here?

GROUP 1	GROUP 2	GROUP 3
-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	-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	-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



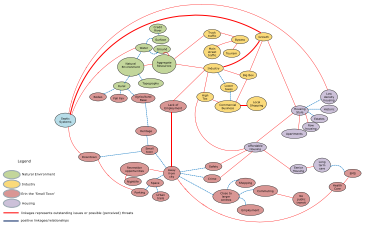




Low Density Housing → Septic Systems → Environment

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



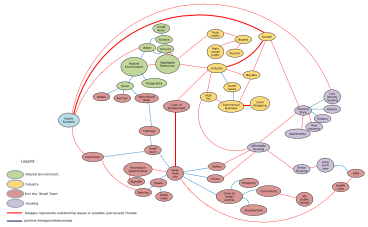
Alternative Linkages
-alternative septic systems
-sanitary sewers

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

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

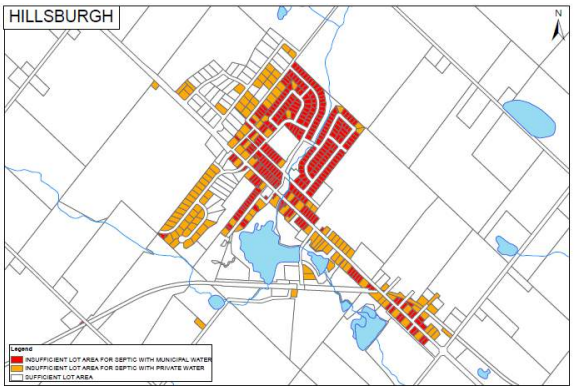


Alternatives Linkages
-smaller lots for smaller homes

To Consider/Possible Action
-changing perceptions/stigmas
-design examples
-bylaws for style

Town of Erin Septic 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



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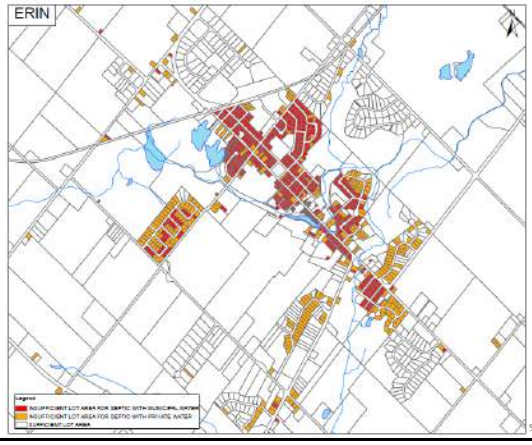


Final Thoughts

"Out of sight – out of mind"

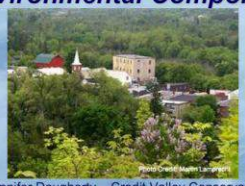
"Nobody plans for the expense of having a septic system fail"

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

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

ERIN SSMP

Draft CVC Existing Condition Report - Environmental Component



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

November 3rd, 2010

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.

18

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.

19

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

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.

2.2

Problem/Opportunity Statement

- Under the Master Plan approach, infrastructure requirements are assessed in conjunction with existing and future land uses using environmental planning principles over extended time-periods and geographic areas. Servicing scenarios are evaluated using environmental, technical and financial sustainability lenses to define a preferred strategy. From community input and feedback, a Vision Statement outlining the community's ideas for the future of the Town, has been developed. The Vision Statement will serve as a guide throughout the SSMP process, assuring the development of the SSMP is consistent with the community's goals for the future.
- The first phase of the Master Plan process is the definition of a Problem/Opportunity statement. This statement serves to provide guidance and direction during the development of alternative community planning and servicing strategies during the second phase of the SSMP process.

Problem/Opportunity Statement

- Presently, the Town of Erin lacks a long term, comprehensive strategy for the provision of water and wastewater servicing in the villages of Erin and Hillsburgh. The following limitations are associated with the current status of servicing within the Town's urban areas:

Problem/Opportunity Statement

Wastewater

- Wastewater is treated exclusively by private, on-site wastewater treatment systems. Within the Built Boundary of the settlement areas (Hillsburgh and Erin Village), private property investment and redevelopment is restrained by increasingly stringent setbacks required for septic systems, small lot sizes and the presence of private wells. Additionally, there are limited facilities in the area accepting septage from private systems for treatment.
- The settlement areas (Hillsburgh and Erin Village) have been identified as areas of modest growth under the Places to Grow Act and by Wellington County population projections. At present, the servicing infrastructure is inadequate to meet future demand to 2035. Lots sized to include septic systems will not allow for projected future development to occur in a manner consistent with the need for smaller, less-expensive homes in the community as identified in the Vision Statement.

Problem/Opportunity Statement

Water

- Partial water servicing in Erin Village and Hillsburgh limits the operational and cost efficiency of the systems and inhibits redevelopment and future development.
- The capacity of the existing system will need to be augmented to address current limitations and the needs of future development.

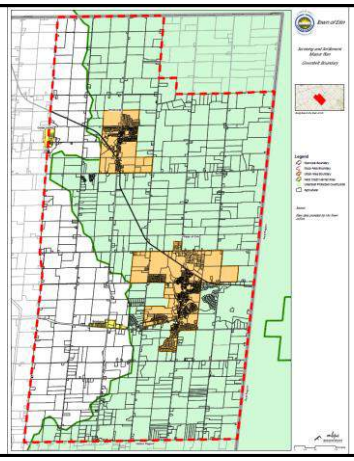
Problem/Opportunity Statement

Stormwater Management

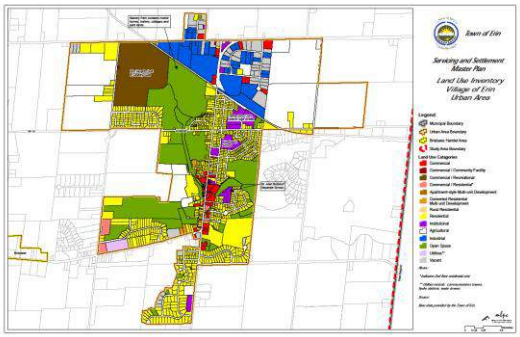
- The West Credit River currently shows impacts from urban stormwater drainage, resulting from limited stormwater management infrastructure. Given existing impacts and potential future impacts relating to development, there is a need to assess existing and future stormwater management infrastructure.

Transportation

- Current transportation infrastructure may need upgrades to accommodate future growth.



Existing Land Uses – Erin Village



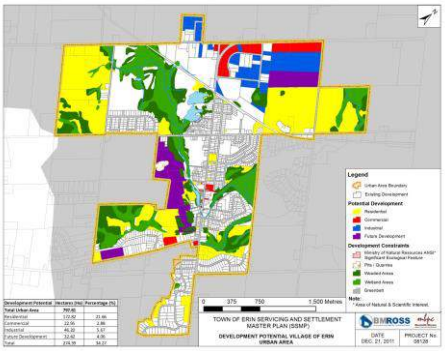
29

Existing Land Uses – Erin Village

- Residential
  - 1,273 residential dwelling units (2007).
  - Most are single-detached dwellings.
  - 2 3-storey apartment buildings and no townhouses.
- Commercial
  - Most commercial use concentrated along Main Street.
  - Includes: banks, grocery store, specialty shops, restaurants, offices and more.
  - Many commercial buildings have second-floor residential unit.
- Industrial
  - Found primarily north of Cataract Trail.
  - Includes: manufacturing, distribution and storage facilities.

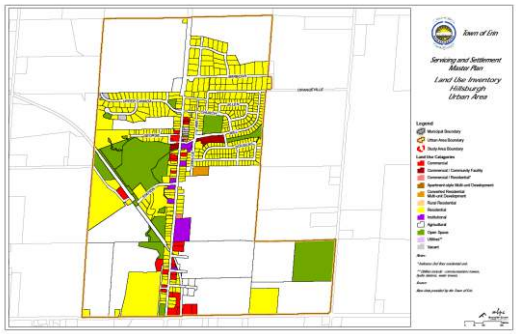
30

Future Development – Erin Village



31

Existing Land Uses – Hillsburgh



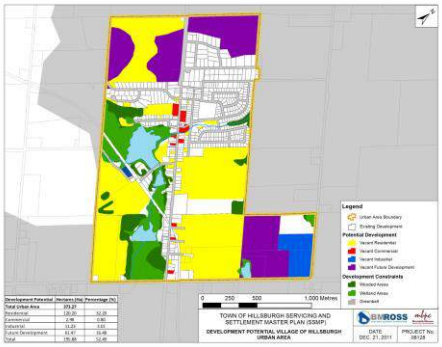
32

Existing Land Uses – Hillsburgh

- Residential
  - 513 residential dwelling units (2007).
  - 95% are single-detached dwellings .
  - 1 2-storey apartment buildings and no townhouses.
- Commercial
  - Most commercial use concentrated along Main Street.
  - Includes: furniture store, bakery, grocery store, hair salon, bank, offices and more.
  - Some vacant commercial spaces on Main Street.
- Industrial
  - No industrial land uses within the urban boundary.

33

Future Development – Hillsburgh



34

Population Growth

	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
ERIN VILLAGE						
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
HILLSBURGH						
Total Population	1,240	1,280	1,380	1,610	1,850	2,080
Households	410	430	460	540	610	690

35

Wastewater Treatment 101

Collection System
- Sewer system collects waste and transfers it via gravity or pressure

Wastewater Treatment Plant
- Where primary, secondary and tertiary treatment processes occur

Effluent discharged into Receiver
- Effluent Quality Criteria (EQC) determine level of treatment required