



**TOWN OF ERIN  
Special Council Meeting  
AGENDA**

**November 23, 2016**

**6:30 PM**

**Municipal Council Chamber**

Pages

1. **Call to Order**
2. **Declaration of Pecuniary Interest**
3. **Draft 2017 Budget Presentation - to be circulated at the meeting**
4. **Draft 2017 Budget Report Updated as of November 23, 2017** 1 - 29
5. **Public Input Sesssion**
  - 5.1 **Public Comments**

Members of the public that wish to comment on the 2017 budget will be invited to speak.
  - 5.2 **Correspondence Received from the Public** 30
6. **Closed Session**

Matters under the following exemptions in the Municipal Act S. 239 (2) :

  - (a) the security of property of the municipality or local board (Capital Budget Request);
  - (b) personal matters about an identifiable individual, including municipal or local board employees(HR Matter);
  - (d) labour relations or employee negotiations (HR Matters)
7. **Return from Closed Session**
  - 7.1 **Motion to Reconvene**
  - 7.2 **Report Out**
8. **Consideration of Base Budget**
9. **Consideration of Resource Requests and Capital Requests**
10. **Adjournment**



## Staff Report

**Report #:** 2016-18F

**Date:** November-23-16

**Submitted By:** Ursula D'Angelo

**Subject:** Draft 2017 Budget Updated

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### Recommendations:

**Be it resolved that** Council receive the staff report Draft 2017 Budget Updated on November 23, 2016.

### Background:

On October 26, the Draft 2017 Budget was submitted to Council. During the presentation, departments presented their operations plans, resource requests and capital budget requests. Council had the opportunity to ask departments for clarification on the base budget, resource requests and capital budget requests. Results from discussions and new information since the first presentation are included in this report.

At the initial presentation, it was noted that Committees of Council Operations Plans, Resource Requests and Capital Budget requests were to be presented at the November 23 Special Council Meeting. The Executive Team does not have a position on these requests. These budget submission documents are included in Appendix A.

### New Resource Requests

Departments are able to submit new resource requests if important new information is received that was not available at the time of budget preparation. Appendix B is a new resource request submission for Water Source/Risk Management Inspector from the Water Department.

### Summary of Changes to Draft 2017 Budget

Due to discussions from Special Council meeting on October 26 meeting and confirmation of estimates, the Draft 2017 Operating Budget, Resource Request and 2017 Draft Capital Budget summaries were revised to reflect such changes and are included in Appendix C.

The following is a summary of changes to the Draft 2017 Budget.

Base Budget Changes

*Revenues*

1. \$5,200 reduction due to revised OMPF (Ontario Municipal Partnership Fund) as per confirmation letter from Ministry of Finance which is an addition to tax requirement.

*Expenditures*

2. \$1,500 increase in Fire Department due to new Water Department cross charges for ongoing Water testing at Hillsburgh Station.
3. \$30,400 expense in debt obligations for Fire and Roads Departments based on bank confirmation of debenture principal and interest payments
4. \$36,200 decrease in expense for Water Department's transfer to reserves to offset resource request valued at \$36,200 so impact to tax requirement is nil.

The following is a summary of changes to the Draft 2017 Base Operating Budget.

<b>Net Base Operating Results October 26, 2016</b>	660,811
<b>Revenues</b>	
1 OMPF (2017 Allocation)	-5,200
<b>Expenditures</b>	
2 Intra Dept charge - Water to Fire	1,500
3 Debenture (difference from estimate)	30,400
4 Water Transfer to Reserves to offset Resource Requests	-47,100
Subtotal Expenditures	-15,200
<b>Net Base Operating Surplus Results November 23, 2016</b>	<b>670,811</b>

Resource Requests

5. \$10,900 increase for Town's portion (12%) for the Provincially mandated Source Water Protection/Risk Management inspector
6. \$7,500 for Erin's 150 Celebration Committee which Council committed on September 13, 2016 (Resolution #16-359)

Capital Budget Requests

7. \$2,500 decrease in capital expense as a result of potential grant to offset Recreation's playground equipment at Barbour Fields.
8. \$30,000 decrease cost of a new theater roof at Centre 2000 due to Upper District School Board contribution.

Below is a summary table of changes Resource Requests and Draft 2017 Capital Budget.

	<b>Expenditures (Optional) October 26, 2016</b>	<b>806,100</b>
	<b>Resource Request Change</b>	
5	Source Water Protection	10,900
6	Canada 150 Celebration	7,500
	<b>Draft 2017 Capital Budget (Property Tax Funded)</b>	
7	Recreation - Playground Equipment Barbour Fields	-2,500
8	Centre 2000 - Theatre Roof	-30,000
	<b>Expenditures (Optional) November 23, 2016</b>	<b>792,000</b>

Tax levy is calculated by reducing the Net Base Operating surplus with the Expenditures (Optional). Thus, the changes discussed in the above tables resulted in tax levy requirement of \$121,189 or 2.02% municipal tax rate increase. However, these results may change depending on the Council direction at the end of this meeting and during closed session.

### **Financial Impact:**

The results of the Draft 2017 Budget recommend a \$121,189 or 2.02% tax levy increase for the Town's portion. It should be noted, that changes to the assessment values have not been estimated and are expected to generate additional revenues. At the time of this report, known estimates were not significant. A more reliable estimate will be presented at the November 23 Special Council meeting.

### **Consultation:**

Senior management

### **Communications Plan:**

Draft 2017 Budget presentation to Council. Council Report will be available on the Town's website

### **Conclusion:**

Thus, the changes from the October 26, 2016 meeting resulted in recommended tax levy increase of \$121,189 or 2.02% of municipal tax rate. However, these results may change depending on Council direction at this meeting.

**Appendices:**

Appendix A – Committees of Council Draft Budget Submissions

Appendix B – New Resource Requests

Appendix C – Draft 2017 Budget Summaries



# Committees of Council

- Operations Plans
- Capital Budget Requests
- Operation Budgets



## Operations Plan

**Department: Recreation – Ballinafad Community Centre**

**Budget Year: 2017**

**Resource Request(s) in priority sequence; type of expense (O=one-time or C=continuous)**

<b>Request #1 - Description</b>	<b>O/C</b>	<b>Associated Strategy or Plan</b>	<b>\$Cost</b>
Maintenance of Playground Equipment	O		\$2,500
<b>Service Impact</b>			
Exposed metal showing some rust spots would be coated with plastic material and resurfaced.			
<b>Implications of not getting resource</b>			
Safety and liability concerns. There was a public complaint.			

<b>Request #1 - Description</b>	<b>O/C</b>	<b>Associated Strategy or Plan</b>	<b>\$Cost</b>
Play surface and border	O		10,000
<b>Service Impact</b>			
Swing set does not have play surface underneath it and CSA standard dictates that there needs to be a play surface boxing it in with either wood fiber or rubber mulch.			
<b>Implications of not getting resource</b>			
Safety and liability concerns. There was a public complaint.			

<b>Ballinafad Community Centre</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
	<b>BUDGET</b>	<b>ACTUAL*</b>	<b>BUDGET</b>
Surplus (Deficit)	\$ 10,697.50	\$ 10,697.50	\$ 11,013.48
<b>REVENUE</b>			
Grants - Halton Hills	\$ 1,500.00	\$ -	\$ 1,500.00
<b>Rental Income</b>			
Centre	\$ 25,000.00	\$ 30,025.00	\$ 30,000.00
Park	\$ 2,000.00	\$ 2,034.00	\$ 2,000.00
Fundraising	\$ 1,300.00	\$ 1,207.00	\$ 1,300.00
Other Revenue - Donations		\$ -	
Rental Deposit		\$ 975.00	
<b>Income: Subtotal</b>	<b>\$ 40,497.50</b>	<b>\$ 44,938.50</b>	<b>\$ 45,813.48</b>
Transfer from Reserves			
Town of Erin Funding: Operating Expenses	\$ 6,132.50	\$ 6,132.00	\$ 18,416.52
Building Insurance Costs	\$ 4,000.00	\$ 3,500.00	\$ 4,000.00
From CIL Reserve Funds Capital Grant	\$ -	\$ -	
GST/HST Credit Refund	\$ 900.00	\$ 900.00	\$ 900.00
<b>Town of Erin Funding: Subtotal</b>	<b>\$ 11,032.50</b>	<b>\$ 10,532.00</b>	<b>\$ 23,316.52</b>
<b>TOTAL REVENUE</b>	<b>\$ 51,530.00</b>	<b>\$ 55,470.50</b>	<b>\$ 69,130.00</b>
<b>EXPENDITURES</b>			
Booking Agent	\$ 2,000.00	\$ 2,179.99	\$ 2,200.00
Caretaking	\$ 3,000.00	\$ 2,502.50	\$ 3,000.00
<b>Maintenance</b>	\$ -	\$ -	
Centre	\$ 4,000.00	\$ 12,857.87	\$ 12,000.00
Park	\$ 4,000.00	\$ 2,264.93	\$ 4,000.00
Advertising	\$ 1,100.00	\$ 1,050.00	\$ 1,100.00
Bookkeeping/Office	\$ 2,600.00	\$ 2,366.42	\$ 2,500.00
Utilities	\$ 14,000.00	\$ 14,572.10	\$ 15,000.00
Telephone	\$ 1,300.00	\$ 1,347.09	\$ 1,300.00
Bank	\$ 30.00	\$ 30.00	\$ 30.00
Building Insurance	\$ 4,000.00	\$ 3,500.00	\$ 4,000.00
Rental Deposit		\$ 975.00	
<b>Expenditure Subtotal</b>	<b>\$ 36,030.00</b>	<b>\$ 43,645.90</b>	<b>\$ 45,130.00</b>
<b>DETAILED EXPENDITURES</b>			
Accessible Main Front Door Replacement (Grant?)	\$ 9,500.00	\$ -	\$ 9,500.00
Exterior Drainage Maintenance	\$ 2,000.00	\$ -	\$ 1,000.00
Microwave replacement (2)	\$ 500.00	\$ 311.12	\$ -
Playground Equipment (Grant?)	\$ 2,500.00	\$ -	\$ 12,500.00
Ladies Handicap Washroom and Accessibility	\$ 500.00	\$ -	\$ 500.00
Garage floor / roof (2017)	\$ 500.00	\$ 500.00	\$ 500.00
<b>Detailed Expenditures: Subtotal</b>	<b>\$ 15,500.00</b>	<b>\$ 811.12</b>	<b>\$ 24,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 51,530.00</b>	<b>\$ 44,457.02</b>	<b>\$ 69,130.00</b>
Transfer To Reserves			
<b>TOTAL EXPENDITURES AND RESERVES</b>	<b>\$ 51,530.00</b>	<b>\$ 44,457.02</b>	<b>\$ 69,130.00</b>
Surplus (Deficit)		\$ 11,013.48	

**Notes:****Actual amounts for January to September plus last quarter estimated amounts**

We would like the Town of Erin to have a contingency plan for our future costs of:

1 - Tractor replacement when necessary	Age: 15		19,000.00
2 - EMO Setup			
3 - Yearly help with costs to maintain the park.			
4 - Two Furnace replacements	Age: 26	01/09/1990	9,300.00
5 - One 3.5 ton air conditioners and one 2.5 ton ductless			7,200.00

**Budget approved by the Ballinafad Community Centre Hall Board:**

Gloria Buckley, Chair

*G Buckley*

Elizabeth van Ravens, Treasurer

*Elizabeth van Ravens*

Karen Smith, Secretary

*Karen Smith*

Vera Longstreet, Park

*Vera Longstreet*

Betty Sojka, Vice Chair

*Betty Sojka***Budget approved by Council Bylaw:**



## Operations Plan

**Department:** Environment and Sustainability Advisory Committee

**Budget Year:** 2017

### Summary Description of Services:

Initiating various environmental projects within the Town of Erin, advising Council on environmental issues and informing the public about various environmental issues.

General duties of the committee include (but are not limited to):

- 1) Monthly submission to Erin Advocate
- 2) Publishing of brochure
- 3) Rental of space at Home and Lifestyle Show
- 4) Erection of turtle crossing signs
- 5) Pre-payment of rain barrels to be sold spring 2017
- 6) Committee member attendance at workshop or conference

Terms of Reference attached

### Resource Request(s) in priority sequence; type of expense (*O=one-time or C=continuous*)

<b>Request #1 - Description</b>	<b>O/C</b>	<b>Associated Strategy or Plan</b>	<b>\$Cost</b>
Request that any monies not spent in the budget year 2016 be added to the budget in 2017	O		TBD based on year end
<b>Service Impact</b>			
Allow additional environmental projects within the Town of Erin with unspent funds from prior year			
<b>Implications of not getting resource</b>			
No impact			



## **ENVIRONMENT & SUSTAINABILITY (ESAC)**

### **Advisory Committee**

### **TERMS OF REFERENCE**

(Approved by Council February 2, 2016)

#### **1.0 GOAL**

To provide advice and assist Council through the office of the Chief Administrative Officer (CAO/Town Manager) on matters associated with the environment and sustainability within the community.

#### **2.0 PRINCIPLES**

Principles that guide the Environment & Sustainability Advisory Committee (ESAC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to fostering a greater appreciation for the environment and sustainability within the Town of Erin
- A commitment to collaboration and partnership to achieve common objectives

#### **3.0 MANDATE**

The mandate of the Environment and Sustainability Advisory Committee (ESAC) is to provide advice to Council through the office of the Chief Administrative Officer (CAO) on a range of environmental and sustainability issues including but not limited to:

- To initiate and provide advice with respect to Town properties best suited for multi-faceted environmental conservation practices within the Town of Erin;
- To provide advice as to how sustainable environmental practices may be achieved through the adoption of appropriate municipal policies;
- To establish criteria for the evaluation of public facilities being considered for environmental upgrades;
- To promote the awareness of the Town of Erin's practices, policies and procedures and activity, through publications, events, public speaking, displays, signage and plaques;

- To advise on relevant development, applications and funding opportunities that may be available for undertaking environmental upgrades and fostering greater appreciation for sustainable development within the Town;
- To report to Council through the office of the CAO/Town Manager on environmental project opportunities and long-term sustainable practices;
- Communicating, and collaborating where appropriate, with other Town of Erin staff and committees.

#### **4.0 MEMBERSHIP AND RESPONSIBILITIES**

The Environment & Sustainability Advisory Committee (ESAC) shall consist of 5-13 members appointed by resolution of Council. The membership shall be comprised of members of the public and shall include one Councillor. Eligible members will be residents or taxpayers of the Town of Erin. To the greatest extent possible, public representation will be multi-sectored and will take into account the cultural make-up of the community.

- 4.1 Members shall be appointed for a one year term to run consistent with the appointments of Council representatives. Members may be appointed for a shorter more flexible terms in consideration of special circumstances (e.g.: non-resident “experts”, or to fill out a premature vacancy).
- 4.2 A Chair, and recording secretary for ESAC will be elected by majority vote among the members at the first meeting of every year. The Chair will be expected to be available to make presentations to Council at the request of the Chief Administrative Officer (CAO) relating to ESAC Reports.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, ESAC may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (5) members, the Council shall appoint an appropriate number of additional members as deemed necessary.

4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the ESAC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.

4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

## **5.0 REPORTING**

5.1 ESAC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.

5.2 ESAC reports to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. ESAC reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Chair may be present at Council meetings when ESAC Reports are being considered.

5.3 As part of its ongoing reporting requirements, ESAC shall prepare an annual Status Report, which shall be submitted to Council through the office of the Chief Administrative Officer (CAO/Town Manager) in January of each year. The Report shall among other things:

- a) Summarize the activities and achievements of ESAC over the previous year;
- b) Describe ongoing activities and issues and identify any priorities/concerns, and
- c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

5.4 The Committee shall keep proper minutes and records of every meeting and provide the Council with a copy of same, through The Clerk's office.

## **6.0 OPERATING BUDGETS**

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, may submit additional, special project funding requests.
- 6.2 Committee members will receive no remuneration for their involvement in ESAC Committee activities. An exception to this clause may be granted by resolution of Council if so requested by ESAC.

## **7.0 CONFLICT OF INTEREST**

- 7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

## **8.0 STAFF LIAISON AND SUPPORT SERVICES**

- 8.1 Administrative support to be provided by the Town will include: the coordination of ESAC related communications and correspondence; ensuring ESAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned facilities.
- 8.3 The Direct of Finance/Treasurer will administer the ESAC budget.

## **9.0 MEETINGS**

- 9.1 All committee meetings shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include ESAC members, with the approval of the Chair, provided a ESAC member chairs the sub-committee. Sub-committees shall report to the ESAC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to Council. On matters where there is significant lack of Committee consensus, minority positions may also be reported at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

## **10.0 AMENDMENTS**

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 ESAC may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.



## Operations Plan

**Department: Erin Tennis Club**

**Budget Year: 2017**

### Summary Description of Services:

The Erin Tennis Club maintains and operates an outdoor tennis facility located in Erin at Centre 2000. We oversee 5 newly resurfaced courts and a clubhouse with kitchen and washroom facilities. Our club has 250 members and is operated by a volunteer executive committee that meets 6 times a year. We operate annually on a self-sustainable basis with no external funding except for that needed for major capital investments (such as court resurfacing). The club provides adult and junior organised leagues and tournaments that promote the development of tennis skills, community spirit, and physical activity. These programs are administered by volunteers and funded by the collection of membership fees.

### Efficient and Effective Initiative(s)

<i>Description of initiative</i>	<i>Associated Strategy or Plan</i>	<i>\$ Savings</i>
Provide a clean safe sports facility that will be available for future use.		
Provide adult and junior tennis programs, tournaments, and socials		
Advertise and promote our club to attract new members		

### Resource Request(s) in priority sequence; type of expense (O=one-time or C=continuous)

<i>Request #1 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$Cost</i>
Purchase and installation of south fence windscreen	O		5000
<b>Service Impact</b>			

The tennis club is located in an area that is exposed to wind from all directions. There are no natural wind barriers. In the tennis community, our courts are generally considered to be quite windy. We currently have windfence on the north side of the courts and none on the remaining sides. Additional fencing would lead to greater playability of the courts.

**Implications of not getting resource**

Not having additional fencing results in fewer opportunities to play at the club due to wind. It is also difficult to compete with other clubs for members if we are perceived to have a windy facility.

<i>Request #2 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$Cost</i>
Purchase a new storage shed	O		3000

**Service Impact**

The club's outdoor equipment is stored in a shed during the year. Our existing metal shed has been in use since 2001. This shed has now partially collapsed. It is no longer able to protect the equipment that it houses. Additionally, its degeneration has exposed edges that act as a hazard to those who use it.

**Implications of not getting resource**

Not having a shed would put the equipment in the shed at risk to environmental damage.

<i>Request #3 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$Cost</i>
Purchase and install video security system.	O		2000

**Service Impact**

In the past, our club has been subjected to vandalism of a minor nature. A video security system would allow us to gather information which could be used to identify the offenders. A system that could record activities at the entrance to the facility and the clubhouse would also act as a deterrent.

**Implications of not getting resource**

A security system would help us protect the property and equipment. Without this system it is not possible to monitor the facility after hours.

ERIN TENNIS CLUB  
BUDGET 2017

<b>Status:</b> <b>Approved by Executive</b> 10/4/2016	<b>2016</b> <b>Budget</b>	<b>2017</b> <b>Budget</b>	<b>%</b> <b>change</b>
<b>INCOME</b>			
Membership Dues	14,867.55	15,000.00	-0.9%
Tournament and Social Fees	1,500.00	1,500.00	0.0%
Group Tennis Lessons	300.00	400.00	-33.3%
Donations	0.00	0.00	
Interest Income	0.00	1.00	
Sub-Total Revenues	16,667.55	16,901.00	-1.4%
Transfer from Reserves	0.00	0.00	
Total Revenues	16,667.55	16,901.00	-1.4%
<b>EXPENSES</b>			
Light Heat Water	1,670.00	1,670.00	0.0%
Office and Misc. Supplies	50.00	50.00	0.0%
Website	200.00	200.00	0.0%
Court, Grounds and Clubhouse	4,000.00	4,000.00	0.0%
Advertising	500.00	500.00	0.0%
Newsletter/Flyer	250.00	250.00	0.0%
Postage	500.00	500.00	0.0%
Inter County Teams	225.00	240.00	-6.7%
Club Tournaments and Events	1,800.00	2,000.00	-11.1%
Group Tennis Lessons	900.00	900.00	0.0%
Tennis Balls	1,000.00	1,000.00	0.0%
Sub-Total Expenses	11,095.00	11,310.00	-1.9%
Transfer to Reserves	5,572.55	5,591.00	-0.3%
Total Expenses	16,667.55	16,901.00	-1.4%
<b>NET ZERO</b>	0.00	0.00	



## Operations Plan

**Department: Let's Get Hillsburgh Growing Committee (LGHG)**

**Budget Year: 2017**

### Summary Description of Services:

We are working to make Hillsburgh a more beautiful place to live, work and visit. Here are some of the projects we do.

We hold a Spirit of the Hills Day each August as a way of bringing the whole community together for fun and to introduce vendors and businesses. Each year we put out the hanging flower baskets and planters in the summer and Christmas wreaths in winter. We help maintain the Historical Park. Another ongoing project is putting up laser cut steel signs along Trafalgar Road. We purchased and erected the Welcome to Hillsburgh signs. We hire a person to clean up litter in the downtown area. We hold fall decorating, snowmen and scarecrow contests to make the Village more colourful and promote community spirit. We have a craft show/baking sale to promote local craftspeople. We bought new planters for the downtown flowers and are replacing the benches in the area as well. We are replacing the historical banners on the arena. We meet monthly, but more often as the Spirit of the Hills Day is pending or as needed. We currently have nine members on the Committee. The minutes from Committee meetings are submitted to Council for their review and information purposes.

### Efficient and Effective Initiative(s)

<i>Description of initiative</i>	<i>Associated Strategy or Plan</i>	<i>\$ Savings</i>
Continue putting up laser steel cut signs		
New benches for downtown		
Continue with the projects above that have not been completed.		
<b>Help with Canada 150 Day</b>		



## Operations Plan

**Department: Erin’s 150 Celebration Committee**

**Budget Year: 2017**

**Summary Description of Services:**

The Town of Erin’s 150 Committee was brought together to organize the 150<sup>th</sup> Birthday Celebrations on Canada Day weekend 2017. Our plan is to include the whole Town in these celebrations.

We will promote our Canada Day weekend celebrations at upcoming events beginning with the Erin Fall Fair Welcome booth, the Town’s Santa Claus Parade Float, the Mayor’s Levee on New Year’s Day, Celebrate Erin and Annual Events taking place within the Town leading up to our Canada Day Weekend Celebration. The Town’s website will include an Erin’s 150 Celebration page and further promotion will take place using other social media platforms.

Our events will be themed to honour and celebrate the history – back to basics, old time fun, get your red & white on. Everyone is invited to participate in promoting our Town and celebrating our history.

**Efficient and Effective Initiative(s)**

<i>Description of initiative</i>	<i>Associated Strategy or Plan</i>	<i>\$ Savings</i>
<b>Fireworks at the Mayor’s Levee to kick off the 150<sup>th</sup> birthday celebrations</b>		
<b>Educational workshops throughout the year about the history i.e. 100<sup>th</sup> Vimy Ridge, women’s rights, etc.</b>		
<b>Educational/Awareness booth for LGBTQ+ at the MacMillan Park Canada Day event</b>		
<b>Musician costs and Contest prizes</b>		
<b>Breakfast in Ballinacfad</b>		

**Resource Request(s) in priority sequence; type of expense (O=one-time or C=continuous)**

<b>Request #1 - Description</b>	<b>O/C</b>	<b>Associated Strategy or Plan</b>	<b>\$Cost</b>
<b>Council Approved</b> 150 Celebrations			\$7500
<b>Service Impact</b>			
Residents will come together and feel part of the community and learn about our history. This has positive impacts on the quality of life of our community members and allows people to feel connected.			
<b>Implications of not getting resource</b>			
We would not qualify for the Ontario grant to offset other costs to ensure successful celebrations. The community may feel a disconnect if we can't host celebrations at multiple sites and engage all Town of Erin residents (Hillsburgh, Orton, Ballinafad, Village of Erin, etc)			

# OPERATIONS PLAN



**Budget Year: 2017**

## Summary Description of Services:

The focus of the Village of Erin BIA is to provide management, oversight and execution of activities related to the Downtown Business Improvement Area. The primary goal of the Village of Erin BIA is the promotion of this Area as a business and shopping area. Priorities include improvement, beautification, and maintenance.

**STREETSCAPE - Storage, Maintenance & Replacement: Wreaths, Banners, Hanging Baskets, & Tree Lights**

**SPECIAL EVENTS - Entertainment, Advertising & Supplies: Upside Down Sale, Red Hat Play Day, Summer Celebration, Summer/Fall Partnered Events & Window Wonderland**

**CHRISTMAS IN THE COUNTRY - Entertainment, Advertising and Supplies: Christmas in the Country Event and Campaign**

**ADVERTISING - Village Promotion, Graphic Design, and Website. Includes participating in, and coordination of, collaborative advertising campaigns**

**COLLABORATION – shared activities, learning, and collaboration between business owners, and liaison with Town of Erin departments**

## Resource Request:

To ensure the continued provision of services by the Village of Erin BIA, as outlined above, the management board of the Area has developed a budget for the 2017 Fiscal Year (attached).

Due to the increasing costs associated with service provision, and restriction of the BIA levy, it is not possible to provide all services using the levy funding alone.

For the Fiscal Year 2017, the Village of Erin BIA requests a grant from the Town of Erin in the amount of **\$13,500** to assist with costs related to service provision.

**For questions about this document, or the Village of Erin BIA please contact:**

**Chris Bailey (Chair)**

**519.833.9258**

**[villageoferin@gmail.com](mailto:villageoferin@gmail.com)**

Village of Erin BIA		2017 Budget
<b>EXPENSES:</b>		
Streetscape: (#7304)	Storage, Maintenance & Replacement for Wreaths, Banners, Hanging Baskets & Tree Lights	13,000.00
Special Events (#7306)	Entertainment, Advertising & Supplies for Upside Down Sale, Red Hat Play Day, Summer Celebration, Fall Events & Window Wonderland	9,875.00
Advertising (#7301)	Village Promotion, Graphic Design, and Website	2,450.00
Group Advertising(#7303)	In the Hills Collaborative Advertising Campaign (see Revenue for partial offset)	*Net cost to BIA \$3,000 20,600.00
Administration: (#7310)	Admin.Asst.	2,875.00
Miscellaneous: (#7302)	Other Misc Expenses	200.00
<b>TOTAL BIA EXPENSES</b>		<b>48,800.00</b>
<b>REVENUES:</b>		
Surplus/Deficit from 2016	TBD at Year End	0.00
BIA Special Levy		17,200.00
Transfer from Reserves	TBD at Year End	0.00
Collaborative Advertising - In the Hills	Revenue from participants	*Net cost to BIA \$3,000 17,600.00
Other Revenue		500.00
Grant Request from Town of Erin		13,500.00
<b>TOTAL BIA REVENUE</b>		<b>48,800.00</b>

			2017 Budget	
<b>EXPENSES:</b>				
<b>Streetscape: (#7304)</b>	Wreaths(storage/maint)		\$3,000.00	\$3,000.00
	Banners	Installation	\$900.00	
		Cleaning	\$500.00	
		Replacement	\$2,800.00	
		Arms - refurbish/replace	\$675.00	\$4,875.00
	Hanging Baskets		\$5,000.00	\$5,000.00
	Christmas Tree Lights		\$125.00	\$125.00
<b>Total Streetscape</b>				<b>\$13,000.00</b>
<b>Special Events (#7306)</b>	Upside Down Sale/St Patty's Day	Advertising	\$500.00	
		Posters/flyers	\$150.00	
		Decorations/Enhancements	\$250.00	\$900.00
	Red Hat Play Day	Decorations/Enhancements	\$150.00	\$150.00
	Summer Celebration	Advertising	\$450.00	
		Posters/flyers	\$100.00	
		Entertainment	\$1,200.00	\$1,750.00
	Summer/Fall Event	Advertising	\$450.00	
		Posters/flyers	\$100.00	
		Entertainment	\$800.00	\$1,350.00
	Window Wonderland	Advertising	\$850.00	
		Posters/flyers	\$150.00	
		Entertainment	\$225.00	
		Horse & Carriage	\$650.00	\$1,875.00
	Christmas in the Country & Santa Parade	Flyers	\$1,400.00	
		Distribution	\$1,250.00	
		Advertising	\$500.00	
		Prize	\$500.00	
		Parade Float	\$0.00	\$3,650.00
<b>Total Special Events</b>				<b>\$9,675.00</b>
<b>Advertising (#7301)</b>	Village Promotion	Graphic Design/Marketing Support	\$550.00	
		Photography/Videography	\$0.00	
		Partner Advertising	\$0.00	
		Shop Local: KYC, Guides, etc.	\$1,600.00	\$2,150.00
	Web Page		\$300.00	\$300.00
<b>Total Advertising</b>				<b>\$2,450.00</b>
<b>Group Advertising(#7303)</b>	In the Hills	\$19400 + \$1200 design	\$20,600.00	\$20,600.00
<b>Administration: (#7310)</b>	Admin.Asst.			\$2,875.00
<b>Miscellaneous: (#7302)</b>	Other Misc Expenses			\$200.00
Transfer to Reserves				\$0.00
<b>TOTAL BIA EXPENSES</b>				<b>\$48,800.00</b>
<b>REVENUES:</b>	Surplus/Deficit from 2016		\$0.00	
	BIA Special Levy		\$17,200.00	
	Transfer from Reserves		\$0.00	
	Collaborative Advertising - In the Hills	\$14,400 merchants + \$3,200 Tourism	\$17,600.00	
	Grant from Town		\$13,500.00	
	Web Page Revenue		\$0.00	
	Wagon Ride Revenue		\$500.00	
<b>TOTAL BIA REVENUE</b>				<b>\$48,800.00</b>



## Operations Plan

**Department: Trails Advisory Committee**

**Budget Year: 2017**

**Summary Description of Services:**

The mandate of the Trails Advisory Committee (TAC) is to provide advice to Council through the office of the Chief Administrative Officer (CAO/Town Manager) on a range of multi-disciplined trail development including but not limited to:

- To initiate and provide advice with respect to the properties best suited for multi-disciplined trails use within the Town of Erin;
- To provide advice as to how trail development features may be achieved through the adoption of appropriate municipal policies;
- To establish criteria for the evaluation of public and/or private properties of interest;
- To promote the awareness of the Town of Erin’s existing network of trails and those proposed through publications, events, public speaking, displays, signage and plaques;
- To advise on relevant development, applications and funding opportunities that may be available for trail development in the Town; 2 TAC Terms of Reference – February 2, 2016
- To report on multi-disciplined trail development opportunities in a broader sense as it relates to mandate features and utilization;
- Communicating, and collaborating where appropriate, with other Town of Erin staff

**Efficient and Effective Initiative(s)**

<i>Description of initiative</i>	<i>Associated Strategy or Plan</i>	<i>\$ Savings</i>
Walking Trails Development. Updating of existing trail ways within the Town of Erin. Will include, trail head kiosks, interpretive signage, road signage, benches, clearing away brush and general maintenance. Will also include connecting new trail ways with old.	The “Trails Committee” is systematically upgrading all walking trails in the Town of Erin.	<b>\$2000.00</b>

**Resource Request(s) in priority sequence; type of expense (O=one-time or C=continuous)**

<i>Request #1 - Description</i>	<i>O/C</i>	<i>Associated Strategy or Plan</i>	<i>\$Cost</i>
<b>Service Impact</b>			
<b>Implications of not getting resource</b>			



## APPENDIX B

### Operations Plan

**Department: Water**

**Budget Year: 2017**

**Resource Request(s) in priority sequence; type of expense (O=one-time or C=continuous)**

<b>Request #3 - Description</b>	<b>O/C</b>	<b>Associated Strategy or Plan</b>	<b>\$Cost</b>
Hire one Source Protection Coordinator/Risk Management Inspector on a 3 year contract basis to support the activity of the Risk Management Officer. This position fulfills the responsibility for 6 towns of the County (Minto excluded) and represents 12% of the work effort anticipated. Upon conclusion of the 3 year contract, a re-evaluation of the effort required and where it is being exerted will occur. <b><i>This position is a mandatory requirement of the Province.</i></b>	C	Clean Water Act; Source Protection Plans	10,900.00
<b>Service Impact</b>			
This additional resource will permit the Town to meet statutory requirements.			
<b>Implications of not getting resource</b>			
The responsibilities of this position will be assigned to existing staff. As this is a new requirement and the level of effort only estimated, there is uncertainty Town Hall has the capacity to fulfill its statutory responsibilities within existing funding levels. This will result in a budgetary variance.			

**TOWN OF ERIN**  
**DRAFT 2017 OPERATING BUDGET (By Account Groupings)**  
**BY-LAW # 16 -**  
**SCHEDULE "A"**

# APPENDIX C

	2015 ACTUALS	2016 BUDGET	2017 BUDGET	NET BUDGET CHANGE	
				\$\$	%
<b>OPERATIONS</b>					
<b>REVENUE</b>					
General Expenses/Revenues (Surplus fwd.)	156,625	-	-	-	0.0%
Revenues from Assessment Increases	-	-	-	-	0.0%
Tax Levy Requirement	5,762,584	5,985,655	5,985,655	-	0.0%
PILS and Supplementary taxes	122,401	122,509	122,500	(9)	0.0%
OMPF Allocation	588,000	595,300	590,100	(5,200)	-0.9%
Tax Write/Offs	(40,564)	(90,000)	(90,000)	-	0.0%
From Working Capital Reserves	-	10,132	10,132	-	0.0%
Grants and Subsidies	171,408	156,564	106,600	(49,964)	-31.9%
Municipal Recoveries	60,361	50,000	43,200	(6,800)	-13.6%
Licences, Permits and Rents	1,022,939	1,079,612	1,108,750	29,138	2.7%
Fines and Penalties	383,377	394,757	384,000	(10,757)	-2.7%
User Fees and Charges	1,799,584	1,777,528	1,859,800	82,272	4.6%
Sales revenue	-	-	-	-	0.0%
Other revenue	116,297	77,937	77,300	(637)	-0.8%
Internal Recoveries	67,004	38,750	28,500	(10,250)	-26.5%
Capital Project Recovery	8,550	(15,500)	-	15,500	-100.0%
Transfer from Reserves	175,338	98,805	80,300	(18,505)	-18.7%
<b>Total Revenue</b>	<b>10,393,904</b>	<b>10,282,049</b>	<b>10,306,837</b>	<b>24,788</b>	<b>0.2%</b>
<b>EXPENDITURES</b>					
Labour Costs	4,002,826	4,258,084	4,231,930	(26,154)	-0.6%
Supplies, Materials and Equipment	2,908,089	3,193,477	3,163,530	(29,947)	-0.9%
Purchased Services	427,284	505,242	526,420	21,178	4.2%
Debt Charges	413,404	277,772	435,900	158,128	56.9%
Insurance and Financial	255,542	270,068	273,200	3,132	1.2%
Internal Charges	41,875	42,198	42,500	302	0.7%
Transfer to Reserves	1,284,516	696,512	739,650	43,138	6.2%
Transfer to Infrastructure Renewal Reserve	219,413	222,896	222,896	-	0.0%
Tax Stabilization Reserve	292,679	-	-	-	0.0%
	<b>9,845,628</b>	<b>9,466,249</b>	<b>9,636,026</b>	<b>169,777</b>	<b>1.8%</b>
<b>Net Base Operating Results (Deficit)</b>	<b>548,276</b>	<b>815,800</b>	<b>670,811</b>	<b>(144,989)</b>	<b>-17.8%</b>
Increase Infrastructure Reserve Contributions			120,000	120,000	
Resource Requests	-	-	171,300	171,300	1.8%
Transfer for Capital Projects	548,276	815,800	500,700	(315,100)	
<b>Expenditures (Optional)</b>	<b>548,276</b>	<b>815,800</b>	<b>792,000</b>	<b>(23,800)</b>	
<b>NET OPERATING RESULT (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>(121,189)</b>	<b>(121,189)</b>	
			Tax Levy Increase	121,189	
			% Tax Levy Change	2.02%	

\*60,000 for 1% tax rate

**DRAFT 2017 OPERATING BUDGET  
Expenditures and Revenues by Department**

Departments	2015 Actuals			2016 Budget			DRAFT 2017 OPERATING BUDGET			Budget Change in Net	
	Expenditures	Revenues	Net	Expenditures	Revenues	Net	Expenditures	Revenues	Net	\$	%
Council	129,593	-	129,593	144,280	-	144,280	147,200	-	147,200	2,920	2%
General Government	1,440,496	483,086	957,410	1,451,914	450,432	1,001,482	1,457,300	439,550	1,017,750	16,268	2%
Building	324,118	324,118	-	319,500	319,500	-	340,000	340,000	-	-	0%
Bylaw/Crossing Guards	73,421	500	72,921	71,749	2,200	69,549	71,850	2,200	69,650	101	0%
Conservation Authorities	168,525	21,093	147,432	204,785	49,932	154,853	154,000	-	154,000	(853)	-1%
Fire	886,347	168,859	717,488	795,542	138,000	657,542	905,700	130,200	775,500	117,958	18%
Emergency Planning	-	-	-	1,500	-	1,500	1,500	-	1,500	-	0%
Animal Control	36,881	35,780	1,101	53,846	40,030	13,816	53,850	40,100	13,750	(66)	0%
Roads	2,687,963	81,079	2,606,884	2,631,498	86,200	2,545,298	2,734,500	86,200	2,648,300	103,002	4%
Streetlights	127,156	127,156	-	178,971	178,971	-	196,000	196,000	-	-	0%
Water	1,558,296	1,553,230	5,066	1,475,801	1,475,801	-	1,475,600	1,522,700	(47,100)	(47,100)	0%
Environmental Services	18,280	-	18,280	23,370	-	23,370	23,370	-	23,370	-	0%
Recreation & Culture	1,415,795	741,277	674,518	1,423,634	710,430	713,204	1,384,350	723,800	660,550	(52,654)	-7%
Planning	126,330	28,231	98,099	76,407	32,000	44,407	78,400	34,000	44,400	(7)	0%
Cemetery	45,957	8,172	37,785	36,190	-	36,190	36,190	-	36,190	-	0%
Town Rental Facilities	22,217	25,447	(3,230)	21,170	24,400	(3,230)	21,170	24,400	(3,230)	-	0%
Committees of Council	95,526	103,328	(7,802)	92,050	28,400	63,650	92,050	28,400	63,650	-	0%
Economic Development	132,911	61,410	71,501	191,096	72,107	118,989	191,300	72,100	119,200	211	0%
BIA	43,724	42,092	1,632	50,050	50,050	-	48,800	48,800	-	-	0%
Infrastructure Tax transfer to Reserves	219,413	-	219,413	222,896	-	222,896	222,896	-	222,896	-	0%
Tax Stabilization Reserves	292,679	-	292,679	-	-	-	-	-	-	-	0%
	9,845,628	3,804,858	6,040,770	9,466,249	3,658,453	5,807,796	9,636,026	3,688,450	5,947,576	139,780	2%
<b>Non Department Revenues</b>											
General Expenses/Revenues (Surplus fwd.)		156,625	(156,625)		-	-		-	-	-	0%
2016 Tax Levy		5,762,584	(5,762,584)		5,985,655	(5,985,655)		5,985,655	(5,985,655)	-	0%
PILS and Supplementary taxes		122,401	(122,401)		122,509	(122,509)		122,500	(122,500)	9	0%
OMP Allocation		588,000	(588,000)		595,300	(595,300)		590,100	(590,100)	5,200	-1%
Tax Write/Offs		(40,564)	40,564		(90,000)	90,000		(90,000)	90,000	-	0%
Taxation from Increase in Assessment		-	-		10,132	(10,132)		-	-	-	0%
From Working Capital Reserves		-	-		-	-		10,132	(10,132)	-	0%
		6,589,046	(6,589,046)		6,623,596	(6,623,596)		6,618,387	(6,618,387)	5,209	-0.08%
<b>Net Operating Results/(Surplus)</b>	<b>9,845,628</b>	<b>10,393,904</b>	<b>(548,276)</b>	<b>9,466,249</b>	<b>10,282,049</b>	<b>(815,800)</b>	<b>9,636,026</b>	<b>10,306,837</b>	<b>(670,811)</b>	<b>144,989</b>	
Increase Infrastructure Reserve Contributions							120,000		120,000	120,000	
Resource Requests							171,300		171,300	171,300	
Transfers for Capital Projects	548,276	-	548,276	815,800	-	815,800	500,700		500,700	(315,100)	-39%
	548,276	-	548,276	815,800	-	815,800	792,000	-	792,000	(143,800)	
<b>Net Results/(Surplus)</b>	<b>10,393,904</b>	<b>10,393,904</b>	<b>-</b>	<b>10,282,049</b>	<b>10,282,049</b>	<b>0</b>	<b>10,428,026</b>	<b>10,306,837</b>	<b>121,189</b>	<b>121,189</b>	
(with Capital and Resource Requests)											

\*60,000 for 1% tax rate

Tax Levy Increase	121,189
% Tax Levy Increase *	2.02%

### 2017 Resource Requests Submitted

#	Department	Description	Cost	O=One time or C=Continuous	Recommended
1	Fire	Administrative staff from 2 days a week to 5 days a week	50,400	C	-
2	Fire	Fire Fighter protective gear/uniform	12,000	C	-
3	Fire	First Responders training	8,000	O	8,000
4	Fire	Additional Prevention Officer	4,500	C	-
5	Economic Development	Public washrooms	5,500	O	5,500
6	Economic Development	Replenish operating budget to 2015 Budget due to reduction in 2016 Budget to fund for capital projects.	30,000	C	30,000
7	Roads	Administrative staff from 3 days a week to 5 days a week	24,600	C	-
8	Recreation	Mandatory 10 year service to Fire Suppression System at Centre 2000	3,000	O	3,000
9	Recreation	Hillsburgh Community Centre – brine used to keep ice surface cool was analyzed and the recommendations was to install Brine Filter	3,500	O	-
10	Recreation	Increase operations budget for parks and playground maintenance	5,000	O	5,000
11	Recreation	Repairs to kitchen floor at the Hillsburgh Community Centre	3,000	O	3,000
12	Clerk	PT Administrative Assistant	38,000	C	-
13	Clerk	PT Administrative Assistant - computer/furniture/training	3,000	O	-
14	Clerk	Videotaping Council meetings	18,000	C	-
15	Water	Leak detection mechanism	24,000	O	24,000
16	Water	Summer student - vacation coverage	12,200	C	12,200
17	Water	Source Water Protection Share of Costs	10,900	C	10,900
18	Ballinafad Communit Centre	Swing Set plastic coating	2,500	O	-
19	Ballinafad Communit Centre	Play surface and border	10,000	O	-
20	Environment & Sustainability Committee	Unspent funding from 2016 carryforward to 2017	-	O	-
21	Erin Tennis Club	Install and purchase south fence wind screen	5,000	O	-
22	Erin Tennis Club	New storage shed	3,000	O	-
23	Erin Tennis Club	Video security system	2,000	O	-
24	Erin's 150 Celebration Committee	<b>Council Approved</b> - Canada 150 celebration with grant application	7,500	O	7,500
<b>Subtotal</b>			<b>285,600</b>		<b>109,100</b>
25	CAO	2 PT Administrative contract staff (3 days) - assist all departments with administration work		O	62,200
<b>Total</b>			<b>285,600</b>		<b>171,300</b>



**TOWN OF ERIN**  
**2017 DRAFT CAPITAL BUDGET**  
*2nd DRAFT - Nov. 23, 2016*

Project Description	Submitted	Recommended	2017						2018 Draft Budget	2018															
			SOURCES OF FINANCE							SOURCES OF FINANCE															
			Gas Tax/Grants/OCIF	Trade-Ins, Recoveries	Reserves, Reserve Funds	Development Charges	Debt	Property Tax		Grants	Trade-Ins, Recoveries	Reserves, Reserve Funds	Development Charges	Debt	Property Tax										
<b>GENERAL GOVERNMENT</b>																									
Council approved Project Ontario 150 Capital Grant - Town Hall - Renovations	303,000	303,000	151,500		50,000	50,000			51,500																
IT System Upgrades	23,000	23,000							23,000																
Town Hall - Security Cameras, Access control	15,000	15,000							15,000																
Video Recording Council Meetings	10,000																								
<b>General Government - Totals</b>	<b>351,000</b>	<b>341,000</b>	151,500	-	50,000	50,000	-		89,500																
<b>FIRE &amp; EMERGENCY</b>																									
Radio System upgrade, 2 repeaters for Pumpers 11 & 52	20,000	20,000							20,000																
Hydraulic shears for auto extrication	33,000																								
Erin Firehall 10 expansion - parking, bunker gear room	210,000	50,000				50,000																			
Replace Water Tanker - 1990 International	460,000																								
Erin Firehall 10 - Extractor for vehicle diesel fumes	85,000	85,000							85,000																
<b>Fire Dept - Totals</b>	<b>808,000</b>	<b>155,000</b>				50,000			105,000																
<b>ROADS</b>																									
Council approved Project with Grant Application to Canada 150 Infrastructure: Station St Rehabilitation, includes Bridge 2064	2,442,308	1,221,154	610,577					610,577		1,221,154	610,577														
Council approved Project with Grant Application for OCIF Top Up: Daniel St	2,437,500	1,218,750	645,000					573,750		1,218,750	645,000														
Salt Dome shingle replacement	50,000	50,000			50,000																				
Replace Pickup truck #10 - 2008 Dodge	50,000																								
Sidewalk Maintenance Implementation	60,000	60,000	60,000																						
Grader Refurbishment - 2003 Volvo G740B	250,000	250,000			250,000																				
New Single Axle Snow Plough Truck	250,000																								
Thompson Cr Resurfacing	125,000	125,000	125,000																						
Vinyl Salt Storage structure	30,000	30,000							30,000																
Bridge Culvert maintenance - OCIM structure inspection	606,700	606,700	226,276		380,424																				
Crosswalk on Main St Erin	50,000	50,000			50,000																				
Paving of Parking Lot at 109 Main St, Erin	65,000	65,000			65,000																				
<b>Roads Dept - Totals</b>	<b>6,416,508</b>	<b>3,676,604</b>	1,666,853	-	795,424			1,184,327	30,000		1,255,577												1,184,327		
<b>RECREATION</b>																									
Centre 2000 Sewage Agreement	20,000	20,000							20,000																
Barbour Fields Septic System - Reserve Contribution	25,000	25,000							25,000																
Hillsburgh Community Centre - Accessibility Renovations	11,200	11,200	10,000						1,200																
Playground equipment program - Barbour Fields 2017	10,000	10,000	2,500						7,500																
Arena Rooftop HVAC Units (2 at ECC) (1 at HCC)	34,500	34,500	34,500																						
Sports Fields -replace Compact Tractor, mower, forks, etc	26,750																								
Sports Fields - bleacher replacement program	11,000	11,000							11,000																
Replace 30hp Compressor # 2 at Erin Arena	56,000	56,000																							
Victoria Park - rehabilitate garage, roof, and washrooms	25,000	25,000							25,000																
Centre 2000 - Theatre Roof replacement	60,000	30,000							30,000	30,000													30,000		
Hillsburgh Arena -ice surface lighting upgrade to florescent	15,000	15,000	2,000						13,000																
Erin Arena replace rubber flooring - lobby, dressing rooms	35,000	35,000	17,500						17,500																
Centre 2000 - Generator for Emergency Response Plan	390,000																								
<b>RECREATION DEPT - Totals</b>	<b>719,450</b>	<b>272,700</b>	66,500	-					206,200															30,000	



## Corporation of the Town of Erin

5684 Trafalgar Rd.  
Hillsburgh, ON N0B 1Z0  
Phone: 519-855-4407

(delivered as email attachment)

November 16, 2016

For inclusion in the November 23 Public meeting on the 2017 Budget.

Attention: Mayor and all of Council

### **RE: Budget for Signage**

In the absence of a budget for portable signage, I wish to propose Council approve an amount of \$5000 to acquire such signs for the Town of Erin.

Based on preliminary costing, the portable signs from Orangeville-based manufacturer, Canamex Promotions, the Town can acquire 4 portable signs (securable) that then can be located throughout the Township, when and where needed to communicate all events of interest to the whole community.

This budget request is made in advance to my future request to Council to direct staff to develop a signage policy in the 2017 Corporate Work Plan that addresses the criteria for communicating not only emergency notification but also special events that affect the community at large.

Thank you.

Roy VAL  
Resident of Erin  
18 Pine Ridge Road  
Erin, ON N0B 1T0

cc Dina Lundy; Town Clerk