



TOWN OF ERIN
Regular Council Meeting
AGENDA

July 7, 2022

3:00 PM

Municipal Council Chamber

Pages

1. Call to Order
2. Approval of Agenda
3. Declaration Pecuniary Interest
4. Public Meetings
 - 4.1. Zoning By-law (Z22-05) Andy MacIntyre, 5399 Wellington Road 52, Part Lot 13, Concession 10, Now Part 1 on Reference Plan 61R-3073; Public Meeting 1 - 8
5. Community Announcements
6. Business Arising from the Minutes
7. Delegations/Petitions/Presentations
8. Reports
 - 8.1. Corporate Services
 - 8.1.1. Finance
 - 8.1.1.1. EV Charging Station Financials 9 - 12
 - 8.2. Infrastructure Services
 - 8.2.1. Roads
 - 8.2.1.1. Purchase of 2022 Mack Tandem Axle Plow Truck 13 - 18
 - 8.2.2. Wastewater
 - 8.2.2.1. RFT 2022-03W - Sewage Pumping Station 19 - 22
 - 8.2.2.2. RFT 2022-04W - Town of Erin Linear Works 23 - 26
 - 8.2.3. Parks, Recreation & Culture
 - 8.2.3.1. 2022 Cemetery Site Inspections 27 - 29

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	Confirming	
12.	Notice of Motion	
13.	Adjournment	



Town of Erin

Corporate Report

Department: Corporate Services	Report Number: PD2022-22
Business Unit: Planning & Development	Meeting Date: 7/7/2022
Presented/ Prepared By: Jack Krubnik, Director of Planning & Development	

Subject

Zoning By-law (Z22-05) Andy MacIntyre, 5399 Wellington Road 52, Part Lot 13, Concession 10, Now Part 1 on Reference Plan 61R-3073; Public Meeting

Recommendation

Be it resolved that Council hereby receive report number PD2022-22 “*Zoning By-law (Z22-05) Andy MacIntyre, 5399 Wellington Road 52, Part Lot 13, Concession 10, Now Part 1 on Reference Plan 61R-3073; Public Meeting*” for information.

Background

In response to the Notice of Public Meeting for this proposed rezoning application, we provide Council with the following comments:

Location

The subject site is legally described as Part Lot 13, Concession 10, now Part 1 on Reference Plan 61R-3073, in the Town of Erin, and is municipally known as 5399 Wellington Road 52.

It is located on the east side of Wellington Road 52, south of Wellington Road 124. The total lot area of the property is approximately 0.36 hectares, with approximately 45 metres of frontage along Trafalgar Road. The site is currently occupied by a MacIntyre Family Funeral Home Ltd.

Surrounding land uses are residential and to the south is a child care centre. An aerial photo identifying the subject site is included with this report as **Appendix A**.

Proposal

Erin Fitness is proposing to relocate to this property and convert the existing funeral home into a commercial recreational use (fitness centre) with a medical clinic (chiropractic clinic). There are no proposed changes to the site, except for internal renovations.

Supporting Studies and Reports

- Planning Justification Report, prepared by GSP Group, dated June 2022

Provincial Regulations, Plans and Policies, Official Plans and Zoning

The Provincial Policy Statement (PPS), 2020 and A Place to Grow, the Growth Plan for the Greater Golden Horseshoe (the Growth Plan), 2020 requires the focus of growth and development to be within settlement areas, which includes urban areas and rural settlement areas. The subject property is within the Erin Urban Area.

The PPS also states that land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;
- d) prepare for the *impacts of a changing climate*;
- e) support *active transportation*;
- f) are *transit-supportive*, where transit is planned, exists or may be developed; and
- g) are *freight-supportive*.

Through the processing of this application, Staff will review the proposal against the PPS and Growth Plan, to ensure it is an efficient use of the land.

The County of Wellington Official Plan designates the subject property as Urban Centre. The County promotes and encourages the efficient use of land and growth within the built up areas. In addition, Section 3.5.1 states that new development within the Erin Urban Centre shall be serviced in a manner that conforms to the requirements of the Growth Plan and is consistent with the PPS.

The Town of Erin's Official Plan designates the subject property as Residential, as shown on **Appendix B**. The predominate use of land in those areas designated Residential shall be residential development. Non-residential uses, such as medical clinics, professional offices and personal services, may only be permitted subject to the appropriate Zoning By-law regulations and the policies of the Official Plan.

Through the review of this application, Staff will ensure the proposal conforms to the policies within the County and Town Official Plan.

The property is currently zoned Rural Commercial Site Specific (C3-109) in Erin's Zoning By-law 07-67, as amended, as shown in **Appendix C**. The lands can be used only for a funeral home, an accessory dwelling on the second floor, and buildings, structures and uses accessory to the foregoing uses. The applicant has submitted an application to rezone the lands to Highway Commercial (C2) Site Specific, to permit a commercial recreational use and medical clinic use.

Public and Agency Comments

To date, comments are forthcoming from the following agencies:

County of Wellington	<ul style="list-style-type: none"> At the time of writing this report, no comments have been received.
Erin Infrastructure Services	<ul style="list-style-type: none"> At the time of writing this report, no comments have been received.
Erin Building Services	<ul style="list-style-type: none"> At the time of writing this report, no comments have been received.
Erin Fire Services	<ul style="list-style-type: none"> At the time of writing this report, no comments have been received.
Canada Post	<ul style="list-style-type: none"> No comments.
Credit Valley Conservation Authority	<ul style="list-style-type: none"> At the time of writing this report, no comments have been received.

No additional comments have been received from the public, Town, County or Agency Staff to date.

NEXT STEPS

Planning Staff will be in attendance at this public meeting, to hear the applicant's presentation and any public comments. A recommendation report will be presented to Council for consideration, following the public meeting and resolution of any outstanding issues.

Strategic Pillar

Growth Management

Financial Impact

There is no financial impact associated with the proposed recommendation.

Conclusion

That this Public Meeting Report PD2022-22, regarding Zoning By-law Amendment Z22-05, be received for information.

Attachments

Appendix A – Location Map
 Appendix B – Town Official Plan Schedule
 Appendix C –Town Zoning Schedule
 Appendix D – Draft By-law

Jack Krubnik

Director of Planning and Development

Nathan Hyde

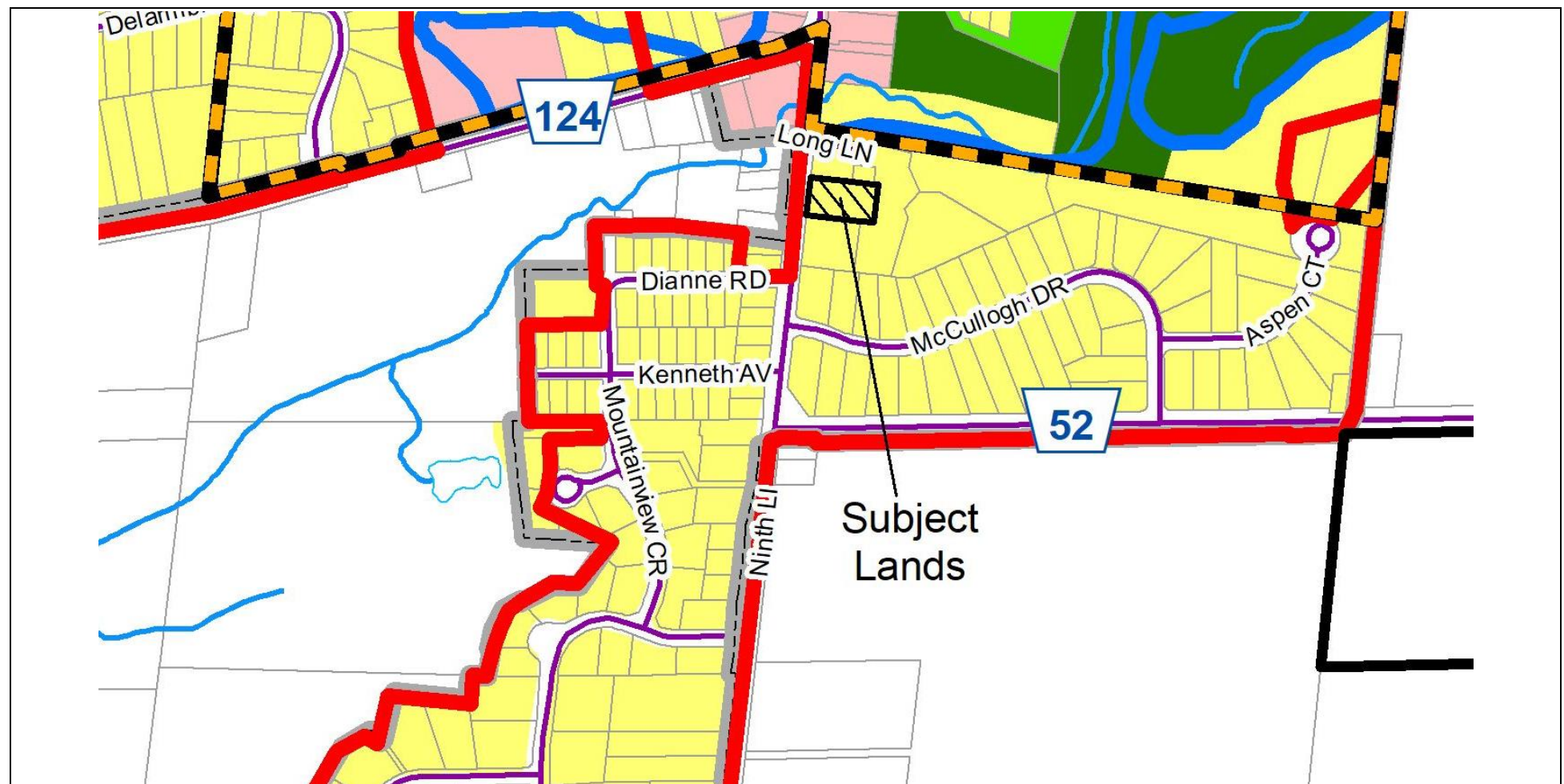
Chief Administrative Officer

Appendix A – Location Map



File No(s):	Z22-05
Address:	5399 Wellington Road 52
Legal Description:	Part Lot 13, Concession 10, Now Part 1 on RP 61R-3073

Appendix B – Town Official Plan Schedule



	File No(s):	Z22-05
	Address:	5399 Wellington Road 52
	Legal Description:	Part Lot 13, Concession 10, Now Part 1 on RP 61R-3073

THE CORPORATION OF THE TOWN OF ERIN BY LAW #



BY-LAW #22-XX

**Being a By-law to amend Zoning By-law 07-67 of the Town of Erin
pertaining to Part of S.W. 1/2 Lot 13, Concession 10,
Town of Erin,
County of Wellington**

Whereas the Council of the Corporation of the Town of Erin deems it in the public interest to pass a by-law to amend By-law 07-67; and,

And Whereas pursuant to the provisions of Sections 34 & 36 of the Planning Act R.S.O. 1990, as amended, by-laws may be amended by Councils of Municipalities;

Now therefore the Council of the Corporation of the Town of Erin enacts as follows:

1. That By-law 07-67 is hereby amended by re-zoning the lands shown on "Schedule A", affixed hereto, from the C3-109 Zone to the C2-XXX Zone.
2. That section 14 of By-law 07-67 is hereby amended by adding the following:

Notwithstanding the uses permitted in the Highway Commercial zone, the lands zoned C2-XXX may only be used for Commercial Recreation and Medical Clinic, and their accessory uses.
3. That Schedule "A" and all notations thereon, are hereby declared to form part of this By-law.
4. This by-law shall come into force and take effect upon being passed by Council, pursuant to the Planning Act, R.S.O. 1990, as amended.

Passed in Open Council on [date], 2022.

Mayor, Allan Alls

Clerk, Lisa Campion

TOWN OF ERIN
ZONING BY-LAW AMENDMENT No. _____

SCHEDULE 'A'



 LAND TO BE ZONED C2-XXX



Town of Erin

Corporate Report

Department: Corporate Services	Report Number: F2022-15
Business Unit: Finance	Meeting Date: 7/7/2022
Presented/ Prepared By: Oliver Gob, Director of Finance & Treasurer	

Subject

EV Charging Station Financials

Recommendation

Be it resolved that Council hereby receive report number F2022-15 “*EV Charging Station Financials*” for information.

Background

On May 12, Council passed resolution 22-120, a motion to direct staff to report to Council with respect to reimbursement and financials of EV charging stations. Staff have undertaken a review of how other municipalities handle cost recovery and have created Erin specific scenarios which are discussed below.

Discussion

Appendix A provides a list of municipalities that have level 2 EV charging stations and what they charge per hour. From this list, the municipalities that do charge for using the EV charging stations have stated that in addition to the cost recovery, charging a user fee helps with the turnover of the EV charging stations so that more residents have access to the stations.

Using a few rates per hour scenarios of charging \$1.50 per hour, \$2.00 per hour and \$2.50 per hour for using a Level 2 Charging station, the estimated cost recovery of the Capital Investment would be approximately 8.4 years, 4 years and 2.5 years respectively (Appendix B).

Other information for Council’s consideration is that some municipalities like the County of Wellington (Level 3 EV chargers), Surrey and Clarington offered a free-trial period for their EV charging station services to raise awareness and demand before implementing User Fees.

Strategic Pillar

Service Excellence & Good Governance

Financial Impact

There is no financial impact associated with the proposed recommendation.

Conclusion

That Council receive the report F2022-15 “*EV Charging Station Financials*” for information.

Attachments

Appendix A – EV Charging Rates for Level 2 Chargers


Appendix B – EV Charging Stations Forecasted Financials

Oliver Gob

Director of Finance & Treasurer

Nathan Hyde

Chief Administrative Officer

EV Charging Rates for Level 2 Chargers		
		
Municipality	Rate per Hour	Comments
Aurora, ON	\$ 2.50	
Barrie, ON	\$ -	No fee for charging vehicle but \$1.50 per hour parking charge applies.
Burlington, ON	\$ -	No fee for charging vehicle but \$1.75 per hour parking charge applies.
Caledon, ON	\$ -	
Campbell River, BC	\$ 2.00	
Clarington, ON	\$ 1.50	\$1.50 per hour for first 3 hours, \$4 per hour for subsequent hours.
Cochrane , AB	\$ 2.00	
Guelph, ON	\$ 1.50	
Kingston, ON	\$ 1.50	
London, ON	\$ 1.50	Plus \$1.50 per hour for parking where applicable
Marham, ON	\$ 1.50	
Orillia, ON	\$ 2.00	
Pembroke, ON	\$ 2.50	
Peterborough, ON	\$ 1.50	
Richmond Hill, ON	\$ -	
Richmond, BC	\$ 2.00	\$2.00 / hour for the first two hours; \$5.00 for every hour after
Surrey, BC	\$ 2.00	1st hour is at \$2, subsequent hours \$5 per hour
Town of Esquimalt, BC	\$ 1.00	
Vancouver, BC	\$ 2.00	



EV Charging Stations Forecasted Financials

EV Charging Hours Assumption Calculations

Number of LV 2 Charging Stations	4
Estimated number of sessions per station	2
Estimated Hours per session	5
Daily Estimated EV Charging Hours	40
Estimated Yearly Charging Hours	14,600

Revenue per Hour		
1.50	2.00	2.50

Estimated Annual Revenues	21,900	29,200	36,500
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Annual Variable Costs - (\$0.70 per hour)*	10,220	10,220	10,220
Maintenance*	2,602	2,602	2,602
Network Fee*	2,927	2,927	2,927

Total Estimated Annual Costs	15,748	15,748	15,748
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Estimated Residual Revenues over costs	6,152	13,452	20,752
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Estimated Capital Cost 51,940

Estimated Payback (in years)	8.4	3.9	2.5
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* Costs taken from Vancouver 2017 Council Report adjusted for inflation



Town of Erin

Corporate Report

Department: Infrastructure Services	Report Number: R2022-07
Business Unit: Roads	Meeting Date: 7/7/2022
Presented/ Prepared By: Nick Colucci, Director of Infrastructure Services Engineer	

Subject

Purchase of 2022 Mack Tandem Axle Plow Truck

Recommendation

Be it resolved that Council hereby receive report number R2022-07 “*Purchase of 2022 Mack Tandem Axle Plow Truck*” for information;

And that Council direct staff to accept the quotation received from Viking Cives Ltd. for the 2022 Mack Tandem Axle Plow Truck for a total contract value of \$365,000.00 excluding HST;

And that Council direct staff to utilize the capital reserve to fund the amount in excess of the \$330,000.00 amount approved in the 2022 Capital Budget for this purchase.

Background

The 2022 Capital Budget included a Capital Budget amount of \$330,000 for the purchase of a new tandem axle plow truck. While staff were preparing the tender document and contacting suppliers to finalize the specifications for the bid document staff became aware of a 2022 Mack Tandem Axle Plow Truck that was available as a result of a cancellation of an order. Staff obtained a detailed quotation and reviewed the specifications and found that this truck generally met the minimum specifications required by the Town of Erin for a tandem plow sander.

The quoted amount is slightly higher than the budgeted amount but is in line based on the current market conditions. Purchasing an in stock item will allow for immediate delivery saving at least 12 months on the delivery of a new truck after a tender.

Staff are prepared to recommend the purchase this 2022 Mack Tandem Axle Plow Truck in the amount of \$365,000.00 excluding HST.

Strategic Pillar

Investment in Community Assets

Financial Impact

The bid received from Viking Cives Ltd. in the amount of \$365,000.00 excluding HST is above the approved 2022 budget amount of \$330,000.00. Staff recommend to utilize the equipment reserve to fund the remaining amount.

Conclusion

That Council hereby receive report number **R2022-07 “Purchase of 2022 Mack Tandem Axle Plow Truck”** for information and direct staff to accept the quotation received from Viking Cives Ltd. for the 2022 Mack Tandem Axle Plow Truck for a total contract value of \$365,000.00 excluding HST and also direct staff to utilize the capital reserve to fund the amount in excess of the \$330,000.00 amount approved in the 2022 Capital Budget for this purchase.

Attachments

Appendix A – Specifications

Nick Colucci

Director of Infrastructure Services

Nathan Hyde

Chief Administrative Officer

Pro-Line Heavyweight 15' Spreader

15



Specifications

500T – Front Hitch

350AHW – All Hydraulic Wing

PL1415HW – 15' Stainless Steel Pro-Line body (15yd³ capacity)

Danfoss Load Sense Hydraulics

Bosch CS550 Spreader controls

Specifications



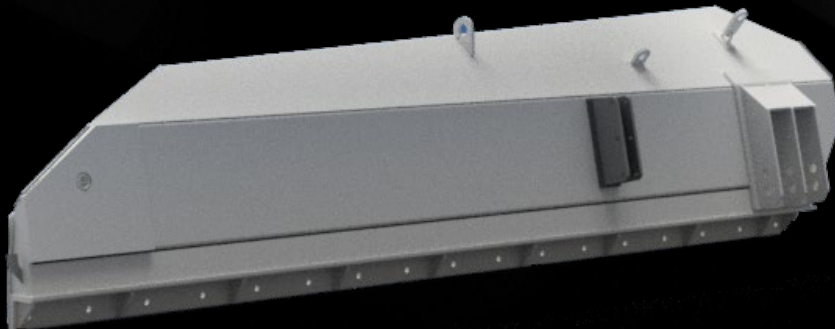
500T Hitch

Robust Construction ideal for expressways and rural highways.
Tilting Design allows for easy opening of hood for engine service.
Airflow Design leaves grill unobstructed for ideal vehicle operation.



AHW 350 Wing Harness

Integral Back-of-Cab Oil Tank with in tank return filter.
Hydraulic AHW Rear Lifting Arms eliminate the need for cable lift.
Vertical Wing Arm Slide for benching and shelving.
Hydraulically Extending Wing Arm allows the clearing path to be adjusted while plowing.
Front Tower Trip Hinge controlled by rubber compression spring.



156 AHW

Ultra Heavy Duty Panel Construction for extreme conditions.
Pre-Punched Cutting Edge Holes for easy blade installation.
Moldboard Curvature excels at casting snow farther from road.
13' length 12' cutting edge length

Specifications

Pro-Line Heavy Weight 1415

U-Style Design specifically designed for sand, salt and aggregate material spreading.

Self Tensioning Chain ensures that the chain is functioning properly, regardless of wear.

Front Discharge

Double Acting Tailgate for carrying large items.

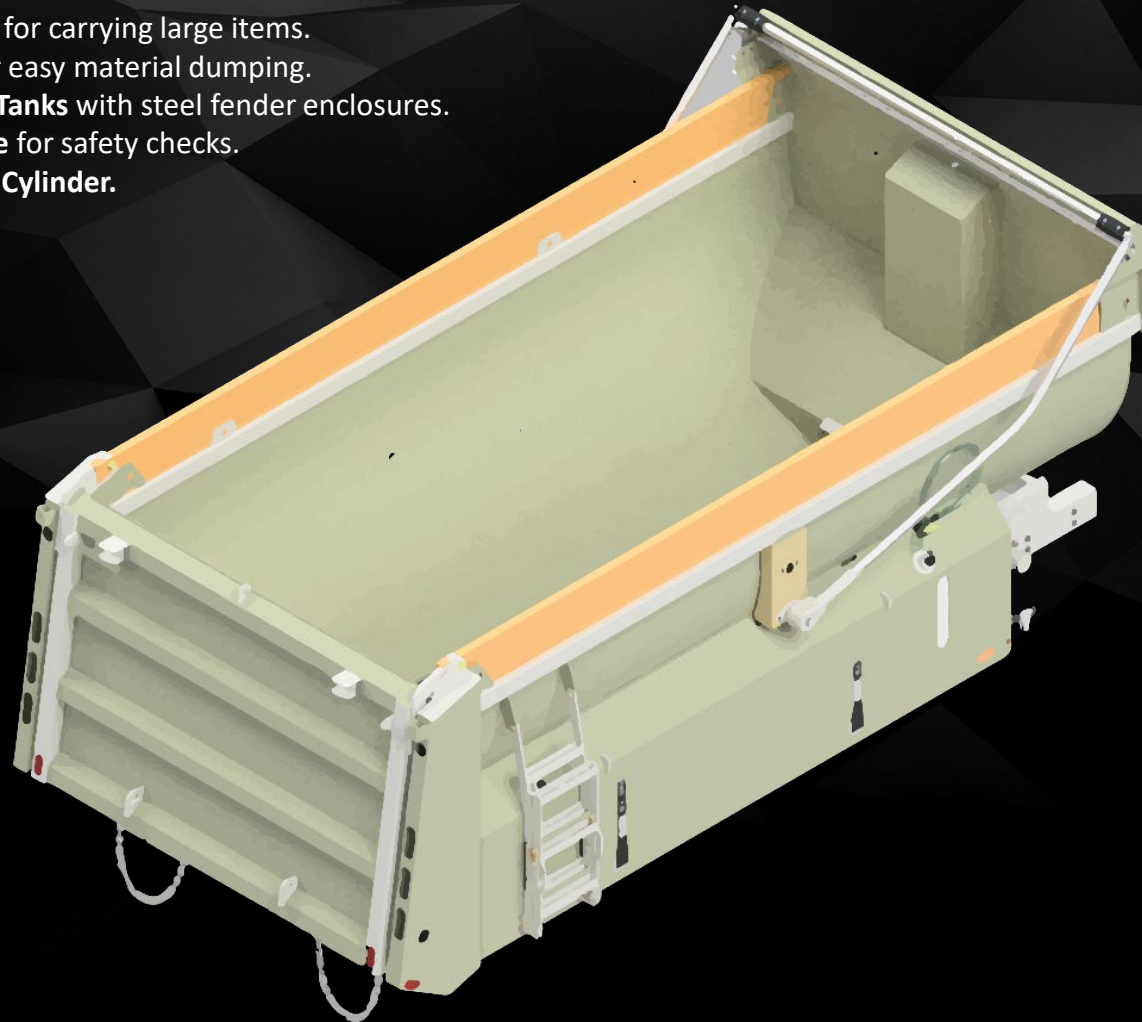
Air Tailgate Release for easy material dumping.

Body Mounted Liquid Tanks with steel fender enclosures.

Body Prop Dump Hinge for safety checks.

Trunnion Mount Hoist Cylinder.

Rear Coal Door



Mack Granite Chassis

18



2022 Mack Granite 64BR

MP8 415HP Mack Engine
Allison 450RDS Transmission
23 000lb front axle
46 000lb rear axle

In Stock and Ready for Pickup Today



Town of Erin

Corporate Report

Department: Infrastructure Services	Report Number: WW2022-05
Business Unit: Wastewater	Meeting Date: 7/7/2022
Presented/ Prepared By: Nick Colucci, Director of Infrastructure Services Engineer	

Subject

RFT 2022-03W - Sewage Pumping Station

Recommendation

Be it resolved that Council hereby receive report number WW2022-05 “RFT 2022-03W - Sewage Pumping Station” for information;

And that Council direct staff to proceed with entering into a contract with Bennett Mechanical Installations (2001) Ltd. in the amount of \$11,500,000.00 excluding HST.

Background

At the May 12, 2022 Council Meeting Council passed a resolution to proceed with tendering the Town of Erin Sewage Pumping Station with the following list of approved pre-qualified general contractors.

Pre-Qualified General Contractors
ASCO construction (Toronto) Ltd.
Bennett Mechanical Installations (2001) Ltd.
Clearway Construction Inc.
H.I.R.A. Ltd.
Jeviso Construction Corporation
North America Construction (1993) Ltd.
Peak Construction Group Ltd.
Torbear Contracting Inc.

The tender for the Town of Erin Sewage Pumping Station was posted electronically on Bids and Tenders on May 31, 2022. The tender was posted with a requirement that only the above named pre-qualified general contractors are able to bid the tender.

Strategic Pillar

Investment in Community Assets

Financial Impact

There are no financial implications as the amount is included in the Capital Budget and fully funded by developers.

Background

The tender closed on June 28, 2022 at 2:00 pm. The following table summarizes the bids received.

<u>Contractor Name</u>	<u>Bid Status</u>	<u>Corrected Bid Amount (excluding HST)</u>
Bennett Mechanical Installation (2001) Ltd.	Meets Tender Requirements	\$ 11,500,000.00
ASCO Construction Toronto Ltd	Did not meet Tender Requirements	\$ 12,159,621.00
Torbear Contracting Inc.	Meets Tender Requirements	\$ 13,575,000.00
North America Construction (1993) Ltd.	Meets Tender Requirements	\$ 14,396,000.00
Peak Constructdion Group Ltd.	Meets Tender Requirements	\$ 14,399,000.00
Clearway Construction Inc.	Meets Tender Requirements	\$ 15,834,056.90

Each bid submission was reviewed by our consultant, WSP and by staff.

The low bidder, Bennett Mechanical Installation (2001) Ltd., is a pre-qualified contractor able to complete this type of work. Their bid was found to meet all the tender requirements including being pre-qualified to bid on this work. Staff are recommending to award the contract to Bennett Mechanical Installation (2001) Ltd. in the amount of \$11,500,000.00

Conclusion

That Council receive report number WW2022-04 "RFT 2022-03W - Sewage Pumping Station" for information and direct staff to proceed with entering into a contract with Bennett Mechanical Installations (2001) Ltd. in the amount of \$11,500,000.00 excluding HST.

Attachments

Appendix A – WSP Analysis and Recommendation Memo dated June 29, 2022

Nick Colucci

Director of Infrastructure Services

Nathan Hyde

Chief Administrative Officer



MEMORANDUM

TO: Nick Colucci (Town of Erin)
FROM: Claudio Micelli (WSP)
SUBJECT: Erin Sewage Pumping Station Tender - Analysis and Recommendation
RFT NO.: RFT 2022-03W Sewage Pumping Station
DATE: June 29, 2022

WSP Canada Inc. (WSP) is pleased to submit herein, our analysis and recommendation on the submissions received in response to the Town of Erin's Request for Tender 2022-03W Sewage Pumping Station (RFT) for the Erin Trunks Sewers and SPS project.

INTRODUCTION

This RFT was an invitation by the Town to prospective bidders to submit bids for the construction of the Erin Sewage Pumping Station as part of the Town's Wastewater System. The sewage pumping station will be constructed in the community of Erin Village.

REQUEST FOR TENDER PROCESS

Early this year, the Town issued Request for Pre-Qualification 2022-01W (RFPQ) to pre-qualify general contractors for the construction of the Erin Sewage Pumping Station. The results of that RFPQ had eight (8) contractors pre-qualified to submit bids for this RFT. Six (6) of the eight pre-qualified contractors, as listed below, submitted bids. Of the two pre-qualified contractors that the Town did not receive a bid from, one notified the Town in advance that they did not have enough time to prepare their bid and the other was submitted late. The late bid was not considered a valid submission and not considered in this analysis.

The Town issued the RFT on May 31, 2022, and it closed on June 28, 2022.

All bidders used the Town's online bidding system (Bids & Tenders) and registered as a "Plan Taker" for this bid opportunity. This enabled the bidder to download the Bid Documents, to receive addenda email notifications, download addenda and to submit their bid electronically through the bidding system.

WSP is the Town's representative during this RFT process and as such, reviewed all inquiries and provided the appropriate responses to the Town which in turn responded directly to the Bids & Tenders platform. The question period ran from the time of RFT was issued until June 21, 2022.

A total of four (4) addenda were issued for this RFT.



SUBMISSIONS

A total of six (6) submissions were received prior to the RFT bid closing date from the following bidders listed from lowest bid to highest bid. The Engineer's Estimate is \$15,000,000.00.

1	Bennett Mechanical Installation (2001) Ltd.	\$ 11,500,000.00
2	ASCO Construction Toronto Ltd.	\$ 12,159,621.00
3	Torbear Contracting Inc.	\$ 13,575,000.00
4	North America Construction (1993) Ltd.	\$ 14,396,000.00
5	Peak Constructdion Group Ltd.	\$ 14,399,000.00
6	Clearway Construction Inc.	\$ 15,834,056.90 *

The bid amounts identified with an asterisk (*) are corrected totals and the corrected totals did not affect the order of the bids.

All submissions were assessed in terms of compliance to the requirements of the RFT. The following bid was not compliant with the reason listed.

- ASCO Construction Toronto Ltd.
 - o Failure to submit Schedule B – Pricing Form

RECOMMENDATION FOR CONTRACT AWARD

Based on our review and submission analysis, we recommend that Bennett Mechanical Installations (2001) Ltd., the compliant low bidder, be awarded the contract for this RFT.

Should you have any questions or require any additional information, please contact the undersigned at 289-982-4850 or via email at claudio.micelli@wsp.com.

Regards,

Claudio Micelli
Project Manager



Town of Erin

Corporate Report

Department: Infrastructure Services	Report Number: WW2022-04
Business Unit: Wastewater	Meeting Date: 7/7/2022
Presented/ Prepared By: Nick Colucci, Director of Infrastructure Services Engineer	

Subject

RFT 2022-04W – Town of Erin Linear Works

Recommendation

Be it resolved that Council hereby receive report number WW2022-04 “RFT 2022-04W – Town of Erin Linear Works” for information;

And that Council direct staff to proceed with entering into a contract with Nabolsy Contracting Inc. in the amount of \$40,995,763.00 excluding HST.

Background

At the May 12, 2022 Council Meeting Council passed a resolution to proceed with tendering the Town of Erin Linear Works with the following list of approved Micro-tunneling pre-qualified contractors.

Pre-Qualified Micro-Tunneling Contractors	
1	Erth Boring Co. Ltd.
2	Erritt Construction Ltd.
3	Michels Canada Co.
4	Technicore Underground Inc.
5	Ward & Burke Microtunnelling

The tender for the Town of Erin Linear Works was posted electronically on Bids and Tenders on May 19, 2022. The tender was posted publicly with a requirement that only the above named pre-qualified micro-tunneling contractors bid these sections of the tender. The remaining portions of the contract could be priced by any qualified general contractor.

Strategic Pillar

Investment in Community Assets

Financial Impact

There are no financial implications as the amount is included in the Capital Budget and fully funded by developers.

Background

The tender closed on June 23, 2022 at 2:00 pm. The following table summarizes the bids received.

<u>Contractor Name</u>	<u>Bid Status</u>	<u>Corrected Bid Amount (excluding HST)</u>
Brantford Engineering & Construction	Meets Tender Requirements	\$50,440,208.90
Clearway Construction Inc.	Meets Tender Requirements	\$44,144,473.79
Meme Excavation Company	Meets Tender Requirements	\$45,745,083.00
Nabolsy Contracting Inc.	Meets Tender Requirements	\$40,995,763.00
Network Sewer and Watermain Inc.	Meets Tender Requirements	\$48,340,515.34
North Rock Group Ltd.	Meets Tender Requirements	\$49,438,675.00

Each bid submission was reviewed by our consultant, WSP and by staff.

The low bidder, Nabolsy Contracting Inc., has completed work for the Town of Erin in the past. Their bid was found to meet all the tender requirements including using the pre-qualified tunneling contractor, Ward & Burke Microtunnelling. Staff are recommending to award the contract to Nabolsy Contracting Inc. in the amount of \$40,989,913.00

Conclusion

That Council receive report number WW2022-04 "RFT 2022-04W – Town of Erin Linear Works" for information and direct staff to proceed with entering into a contract with Nabolsy Contracting Inc. in the amount of \$40,995,763.00 excluding HST.

Attachments

Appendix A – WSP Analysis and Recommendation Memo dated June 28, 2022

Nick Colucci

Director of Infrastructure Services

Nathan Hyde

Chief Administrative Officer



MEMORANDUM

TO: Nick Colucci (Town of Erin)
FROM: Claudio Micelli (WSP)
SUBJECT: Erin Linear Works Tender - Analysis and Recommendation
RFT NO.: RFT 2022-04W Linear Works
DATE: June 28, 2022

WSP Canada Inc. (WSP) is pleased to submit herein, our analysis and recommendation on the submissions received in response to the Town of Erin’s Request for Tender 2022-04W Linear Works (RFT) for the Erin Trunks Sewers and SPS project.

INTRODUCTION

This RFT was an invitation by the Town to prospective bidders to submit bids for the construction of the linear works as part of the Town’s Wastewater System. The linear works will be constructed in the communities of Erin Village and Hillsburgh.

REQUEST FOR TENDER PROCESS

The Town issued the RFT on May 19, 2022, and it closed on June 23, 2022. The bid closing date was extended a week from it’s original bid closing date of June 16, 2022.

All bidders used the Town’s online bidding system (Bids & Tenders) and registered as a “Plan Taker” for this bid opportunity. This enabled the bidder to download the Bid Documents, to receive addenda email notifications, download addenda and to submit their bid electronically through the bidding system.

WSP is the Town’s representative during this RFT process and as such, reviewed all inquiries and provided the appropriate responses to the Town which in turn responded directly to the Bids & Tenders platform. The question period ran from the time of RFT was issued until June 17, 2022.

A total of five (5) addenda were issued for this RFT.

SUBMISSIONS

A total of six (6) submissions were received prior to the RFT bid closing date from the following bidders listed from lowest bid to highest bid. The Engineer’s Estimate is \$49,000,000.00.

1	Nabolsy Contracting Inc..	\$ 40,995,763.00 *
2	Clearway Constrution Inc.	\$ 44,144,473.79 *



3	Memme Excavation Company	\$ 45,745,083.00
4	Network Sewer & Watermain Ltd.	\$ 48,340,515.34
5	North Rock Group Ltd.	\$ 49,438,675.00 *
6	Brantford Engineering and Construction Ltd.	\$ 50,440,208.90

The bid amounts identified with an asterisk (*) are corrected totals and the corrected totals did not affect the order of the bids.

All submissions were assessed in terms of compliance to the requirements of the RFT. The following bids were not compliant with the reason listed.

- Nabolsy Contracting Inc.
 - o Insurance requirements not met
- Brantford Engineering & Construction Ltd.
 - o Tender Form was not sealed or witnessed
 - o Insurance requirements not met.

With Nabolsy Contracting Inc. as the low bidder, WSP contacted the firm and requested that they submit updated documentation stating that Nabolsy Contracting Inc. can meet the insurance requirements of the RFT. Nabolsy Contracting Inc. provided the required documentation and therefore their bid is deemed compliant.

RECOMMENDATION FOR CONTRACT AWARD

Based on our review and submission analysis, we recommend that Nabolsy Contracting Inc., the compliant low bidder, be awarded the contract for this RFT.

Should you have any questions or require any additional information, please contact the undersigned at 289-982-4850 or via email at claudio.micelli@wsp.com.

Regards,

Claudio Micelli
Project Manager



Town of Erin

Corporate Report

Department: Infrastructure Services	Report Number: PR2022-04
Business Unit: Parks, Recreation & Culture	Meeting Date: 6/30/2022
Presented/ Prepared By: Nick Colucci, Director of Infrastructure Services Engineer	

Subject

2022 Cemetery Site Inspections

Recommendation


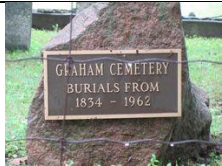

Be it resolved that Council hereby receive report number PR2022-04 “2022 Cemetery Site Inspections” for information;


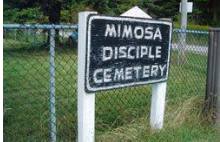
And that Council direct staff to proceed with obtaining accurate estimates for the necessary repairs to cemeteries to be included in future capital budgets.

Background

At the June 16th, 2021 Council passed a resolution for staff to conduct a complete review of repairs and renovations of Town cemeteries and report to Council their findings as well as a yearly plan to address issues.

Subsequently staff completed a visual inspection of each of the 9 cemeteries owned by the Town of Erin. The results of these inspections is noted in the table below:

Location	Photo	Description of Repairs	Estimated Repair Cost
Ballinafad Cemetery 9386 Erin-Halton Townline		Minor monument repairs, cleaning of monuments.	\$10,000
Graham Cemetery 5697 Tenth Line		Foundation repairs for 3 leaning monuments, fencing repairs.	\$20,000
Hillsburgh Pioneer Cemetery 65 Trafalgar Road		Minor concrete repairs, monument cleaning.	\$10,000

Lang Cemetery 5763 Ninth Line		Minor concrete repairs, monument cleaning.	\$10,000
Mcarthur Cemetery 5982 2 nd Line		Minor concrete repairs, monument cleaning.	\$10,000
Mimosa Disciple Cemetery 2 nd Line		Minor concrete repairs, monument cleaning.	\$25,000
Pleasant View Cemetery 6089 Ninth Line		Foundation repairs for 8 leaning monuments, rehabilitate 8 monuments with foundation, cleaning monuments.	\$40,000
Providence Cemetery 32 nd Sideroad at Ninth Line		Tree removals and trimming, concrete repairs, monument cleaning.	\$15,000
Erin Pioneer (formerly McMillan Cemetery) 5590 Wellington Rd. 23		Foundation repairs and rehabilitation, replace signage, tree removal and trimming.	\$75,000
TOTAL ESTIMATED REPAIR COSTS			\$215,000

Staff are proposing to obtain more accurate quotes on the various repairs to each cemetery location to have the repair work completed. Once more accurate quotations are received staff will include funds in the capital budget to make the necessary repairs.

Staff will prioritize the repairs based on risk and property damage.

The 2022 Operating Budget for Cemeteries included an addition amount of \$5,000 to commence some of these repairs.

Strategic Pillar

Investment in Community Assets

Financial Impact

The proposed repair budget of \$215,000 will be included in future capital budgets for Cemetery repairs.

Conclusion

That Council hereby receive report number PR2022-04 “2022 Cemetery Site Inspections” for information and direct staff to proceed with obtaining accurate estimates for the necessary repairs to cemeteries to be included in future capital budgets.

Attachments

None

Nick Colucci

Director

Nathan Hyde

Chief Administrative Officer



Town of Erin

Corporate Report

Department: Community Services	Report Number: PD2022-23
Business Unit: Planning & Development	Meeting Date: 7/7/2022
Presented/ Prepared By: Jack Krubnik, Director of Planning & Development	

Subject

Proposed Planning Act Application Tariff of Fees and Applicable Deposits

Recommendation

Be it resolved that Council hereby receive report number PD2022-23 “*Proposed Planning Fees 2022 Amendments*” for information;

And that Council approve the amending by-law as presented in Appendix A to this report;

And that Council approve an effective date of July 7, 2022 for implementation of the amended tariff of fees.

Highlights

Staff are recommending a minor update to the Towns Schedule A of By-law 01-28, in response to the *More Homes for Everyone Act, 2022, S.O. 2022, c.12 – Bill 109*, and the Town-Initiated Official Plan Amendment No.14. Mandatory pre-consultation meetings were introduced in Official Plan Amendment No.14. To ensure that applicants provide a comprehensive initial planning application submission and to assist staff and agencies in the processing of planning applications in a timely fashion, the tariff of fees related to pre-consultation meetings are being updated to ensure pre-consultation meeting fees better reflect the Town’s mandatory pre-consultation process.

Background

The objective of this report is to update the Town’s pre-consultation meeting rates and deposits, in response to the *More Homes for Everyone Act, 2022, S.O. 2022, c.12 – Bill 109*, and the Town initiated Official Plan Amendment No. 14 (OPA No. 14). OPA No.14 addresses a number of specific components of the Act as they relate to the refund of application fees, the timing for review, and the processing of development applications. The proposed amendment aims to ensure that applicants provide a comprehensive initial planning application submission, to assist staff in the processing of planning applications in a timely fashion, and to enable Council to provide a decision within the new statutory timelines.

A pre-consultation meeting is now a required component of the Development Review process, to assist applicants and the Town in defining the technical requirements for development application submissions ahead of time. At a pre-consultation meeting, Town staff, County staff, Town peer reviewers (i.e. consulting engineers) and other relevant agencies (i.e. conservation authority) are usually in attendance and will perform an in-depth review and provide comments to the applicant to ensure that the applications contain all required reports, studies and plans. The proposed amendment to Schedule A of By-law #01-28, aims to more appropriately capture the new requirements of the Town's pre-consultation process.

Planning fees and deposits for developments are collected through various application processes. Fees are collected to recover costs borne by the Town associated with the services provided. These fees include the consideration of peer review costs of the terms of reference and the final report/study.

The last update to the Town of Erin tariff of fees for the processing of applications made under the Planning Act was completed in 2019. It should be noted that pre-consultations were not a mandatory component of applications at that time, and there wasn't a need a more robust review at the pre-consultation (changes introduced by Bill 109).

The proposed Town of Erin Tariff of Fees structure will increase the ability for the Town to fund the services that are directly attributable to proposed development and lessen the impact on the tax levy, to better cover costs associated with staff time required at the pre-consultation stage to undertake such things as the review of plans and studies/reports, the review of terms of reference, and follow-up meetings and correspondence related to the proposal. In addition to the corresponding fees, the structure will also allow for the charging back of costs incurred by the Town for peer consultant reviews and any associated legal costs.

Deposits

Staff are also proposing that deposits be increased. This will allow the finance department to maintain sufficient balance to cover the costs of peer consultant reviews rather than requesting additional fees from the applicant. Increasing the deposit amount that is collected at the pre-consultation stage will benefit the applicant, as this will allow the applicant to have a better understanding of potential costs, when budgeting for their planning application fees. There have been misunderstandings in the past where an applicant was under the impression that the initial fees paid would cover all costs related to the processing of the application.

Staff will ensure that applicants are provided with clear direction and information regarding the deposit structure.

Strategic Pillar

Growth Management

Financial Impact

The More Homes for Everyone Act, 2022 will have significant impacts on the Town's ability to review applications in a timely way, as will the resulting fee refund schedule. This makes pre-consultation meetings an important component of the planning process for the Town of Erin. As a result, staff are recommending an update to the Town's Schedule A of By-law 01-28 Tariff of Fees to reflect this change related to pre-consultation meetings. Staff will need to continue to assess the implications from these legislative changes brought on by *The More Homes for Everyone Act, 2022* to evaluate if these changes will necessitate any further changes to the fee schedule for other development applications, and any additional changes to business processes in the future.

Conclusion

Staff recommend Council approve the amended Tariff of Fees and Applicable Deposits set out in Schedule A of By-law #01-28, Tariff of Fees for the processing of applications made under the Planning Act effective July 7, 2022.

Attachments

Appendix A – Amending By-law # 22-XX

Jack Krubnik

Director of Planning & Development

Nathan Hyde

Chief Administrative Officer



Appendix A

THE CORPORATION OF THE TOWN OF ERIN

By-Law #22-XX

A By-law to amend by-law #01-28 being a by-law to establish a Tariff of Fees for the processing of applications made under the Planning Act.

Whereas, the Corporation of the Town of Erin has enacted a by-law pursuant to Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, Council may by By-Law prescribe a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas, Council deems it appropriate and expedient to revise and refine the current fee system to reflect present conditions;

And Whereas Council wishes to ensure that applicants for planning applications pay the anticipated costs of the review and processing of their applications;

NOW THEREFORE be it resolved that the Council of the Corporation of the Town of Erin hereby enacts as follows:

1. That By-law 01-28 is amended by deleting Schedule "A" in its entirety, replacing it with Schedule "A" to this by-law.
2. That all other aspects of By-law # 01-28 remain in full force and effect.
3. This by-law shall come into force on the date it is passed by the Council of the Corporation of the Town of Erin.

Passed in Open Council on July 07th, 2022

Mayor, Allan Ails

Clerk, Lisa Campion

2022 amendment to: Schedule A to By-law 01-28

Effective Date: July 07, 2022

By-law 01-28: Being a By-law to establish a Tariff of Fees for the processing of applications made under the Planning Act

Schedule A to By-law 01-28, Tariff of Fees and Applicable Deposits

Application Type	2020 Rates ¹		2022 Rates ¹	
	Administrative (Non-refundable)	Deposit ²	Administrative (Non-refundable)	Deposit ²
Draft Plan of Condominium	3,000.00	8,000.00	3,000.00	8,000.00
Official Plan Amendment	8,000.00	5,000.00	8,000.00	5,000.00
General Zoning By-law Amendment	5,000.00	2,000.00	5,000.00	2,000.00
Zoning By-law Amendment - Aggregate	5,000.00	2,000.00	5,000.00	2,000.00
Site Plan Control – Minor Addition of 50% or less of existing gross floor area up to a maximum of 800 square metres (8,600 sq. ft.)	2,000.00	2,000.00	2,000.00	2,000.00
Site Plan Control – Major New building and/or addition greater than 50% of existing gross floor area or addition greater than 800 square metres (8,600 sq. ft.)	5,000.00	5,000.00	5,000.00	5,000.00
Site Plan Control Amendment	2,000.00	2,000.00	2,000.00	2,000.00
Plan of Subdivision (Draft or Otherwise) Base Fee	5,000.00	10,000.00	5,000.00	10,000.00
Plan of Subdivision (Draft or Otherwise) Per Unit Fee	200.00	n/a	200.00	n/a
Subdivision Agreement Amendment	2,000.00	2,000.00	2,000.00	2,000.00
Committee of Adjustment/ Minor Variance	700.00	n/a	700.00	n/a
Part Lot Control and Part Lot Exemption By-law Temporary Use Extension	1,000.00	n/a	1,000.00	n/a
Major Recirculation re: Draft Approval Lapse	1,500.00	1,000.00	1,500.00	1,000.00
Major Recirculation re: Design Revision by Applicant	1,500.00	1,000.00	1,500.00	1,000.00
Holding Zone Removal By-law	500.00	1,000.00	500.00	1,000.00
Consent Review and Condition Clearances	500.00	n/a	500.00	n/a
Zoning Review Meeting	n/c	n/a	n/a	n/a
Pre-Consultation Meeting	500.00	500.00	1,000.00	1,000.00
Deeming By-law	500.00	n/a	500.00	n/a
Additional Public Information Meeting	500.00	n/a	500.00	n/a
Grading Security (per residential lot) ³	-	5,000.00 ³	-	5,000.00 ³
Grading and Lot Siting Approval (per residential lot)	500.00	n/a	500.00	n/a
Request for Municipal Address Change	200.00	n/a	200.00	n/a
Development Agreement Creation ⁴	2,000.00	2,000.00	2,000.00	2,000.00
Disposal of Surplus Land	500.00	2,000.00	500.00	2,000.00
Encroachment Agreement	2,000.00	2,000.00	2,000.00	2,000.00
Property Information Report	75.00	n/a	75.00	n/a
Zoning Certificate/Letter	75.00	n/a	75.00	n/a
Request for Review of Property File (per address) ⁵	35.00	n/a	35.00	n/a
Creation of Neighbour Notification List	75.00	n/a	75.00	n/a
Heritage Property Review and Registration Coordination ⁶	500.00	1,000.00	500.00	1,000.00

Notes:

1. Most planning fees are exempt from HST. Fees which are not exempt are subject to 13% HST.
2. Deposit fee is collected to offset disbursements associated with application. Refundable amount will be reimbursed depending on the chargeable expenses incurred by the Town. All chargeable expenses incurred by the Town are payable by the applicant/owner if deposit funds are insufficient.
3. Deposits remaining, after chargeable expenses, are fully refundable upon completion of project and/or as per applicable agreement stipulations.
4. Development agreement creation includes, but not limited to, plan of subdivision agreements, development and site plan control agreements, service financing agreements, cash-in-lieu of parking agreements.
5. Request for review of physical or digital property file which does not require an application through the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.
6. Fees for heritage property research, preparation of report, council presentation and administration of registration will be billed at cost to the applicant.
7. The Town may require pre-consultation for other development applications such as minor variance applications.

Any fees not included in Table 1 for planning applications and/or developments, post approval revisions, equivalents, inspections outside of normal working hours, additional meetings and all other expenses incurred that are authorized by the Chief Building Official will be charged at the rate of \$100.00 per staff member, per hour.



Town of Erin

Corporate Report

Department: Community Services	Report Number: PD2022-21
Business Unit: Planning & Development	Meeting Date: 7/7/2022
Presented/ Prepared By: Elizabeth Howson, Macaulay Shiomi Howson Ltd.	

Subject

FINAL RECOMMENDATION REPORT *Official Plan Interim Growth Management Amendment Requirements*

Recommendation

Be it resolved that Council hereby receive report number PD2022-21 “*FINAL RECOMMENDATION REPORT Official Plan Interim Growth Management Amendment Requirements*” for information;

And that Council direct that revised Official Plan Amendment 13 which reflects the results of public and agency consultation, while implementing the requirements outlined in the County of Wellington Official Plan Amendment 99 Settlement Agreement and the County of Wellington Official Plan Special Policy 3.5.1 to amend the Town’s Official Plan “to confirm future growth in each of Hillsburgh and Erinand to update its official plan policies regarding growth management”, be adopted;

And That Council direct that Official Plan Amendment 13 be submitted to the County of Wellington for approval in accordance with the Planning Act, together with Reports PD2021-22, PD 2021-33, PD2021-35 and PD2022-21 which provide background on the amendment;

And That Council confirm, as part of the submission of OPA 13 to the County for approval, that the projected 2041 population and employment for the Urban Settlement Areas in Official Plan Amendment 13 is considered appropriate and is based on the most current available background information, recognizing that it exceeds the current ranges in the County Official Plan for 2041 for the Town of Erin, Hillsburgh and Erin Urban Settlement Areas.

Highlights

Reports PD2021-22 and PD2021-33 presented at the October 19, 2021 and December 7, 2021 Council meetings respectively, outlined the background to the requirement for the Town to prepare an Official Plan Interim Control Growth Management Amendment.

As directed by Council in accordance with the regulations under the *Planning Act* the proposed Official Plan Amendment was circulated for public and agency review. Report PD2021-35 presented at the December 16, 2021 Statutory Public Meeting summarized the background and the comments received to date. No comments were made by the

public at the Public Meeting; however, written submissions were received from 201 members of the public or stakeholders both before and after the public meeting with several residents submitting more than one comment. In addition, written comments were provided by the Credit Valley Conservation Authority, the Grand River Conservation Authority and the County of Wellington (the County).

Based on the input received a number of modifications are proposed to the draft Official Plan Amendment and the revised Amendment (See Appendix A) is recommended for adoption by Council. The modifications include:

- clarification of the current status of the sewage treatment facility;
- provision of specific direction with respect to the Town's approach to the review of draft plans of subdivision, official plan and zoning amendments until the sewage treatment facility is constructed and operational;
- clarification of the existing hierarchy of development including the priority given to intensification and designated greenfield areas for development;
- addition of a description of the background to the provision of municipal services for the Urban Settlements of Erin and Hillsburgh; and,
- addition of household projections to Table 1 Hillsburgh and Erin Urban Centre Projected Population and Employment.

In addition, in response to comments from the County it is recommended that Reports PD2021-22, PD 2021-33, PD2021-35 and PD2022-21, which provide background on Official Plan Amendment 13 (OPA 13), be provided to the County. Further, it is recommended that the Council confirm, as part of the submission of OPA 13 to the County for approval, that the projected 2041 population and employment for the Hillsburgh and Erin Urban Settlement Areas is considered appropriate and is based on the most current available background information, recognizing that it exceeds the current ranges in the County Official Plan for 2041 for the Town of Erin Urban Settlement Areas

Background

As outlined in the previous reports related to OPA 13, Wellington County Council adopted County Official Plan Amendment 99 (OPA 99) in 2016 to implement Amendment No. 2 to the Growth Plan for the Greater Golden Horseshoe, 2006 (Growth Plan 2006). This Amendment introduced a new Schedule 3 allocating growth forecasts to affected municipalities to 2041. Owners of development lands in Erin appealed the growth policies of OPA 99.

A settlement was reached between the Appellants, the County and the Town which states, among other matters: "Amendments to the Town's official plan will be required to confirm future growth in each of Hillsburgh and Erin to 2036 and 2041 and to update its official plan policies regarding growth management, including policies to guide the appropriate timing, phasing, servicing, location and financing of such growth."

Special Policy 3.5.1 of the County of Wellington Official Plan implements the direction in the OPA 99 settlement. It states:

"Table 7 provides forecasted growth for the Town of Erin. The 2036 and 2041 Population and Household growth forecasts for Hillsburgh and Erin Urban Centres combined are

provided as ranges to recognize the Town of Erin is in the process of determining its future potential to accommodate growth on municipal water and wastewater services in the two Urban Centres.....The Town is currently conducting Class Environmental Assessments for municipal water and wastewater servicing and is undertaking associated public consultation. Upon completion of these Class EA processes, Town Council will take the necessary steps to determine the appropriate amount of growth within the ranges set out in Table 7 for each of Hillsburgh and Erin to 2036 and 2041...”

However, it should be noted that the policy continues to say “so long as those growth forecasts are within the ranges in Table 7, no further amendment to this Plan will be required.”

The Town’s Official Plan has not been updated and only reflects forecasts to 2031. Further, the Town’s Official Plan states

“The Servicing and Settlement Master Plan must be completed and approved before any major development is permitted. The Study will be undertaken by the Town in consultation with the County and Credit Valley Conservation Authority. The master plan will be implemented by an amendment to the Official Plan for the Town of Erin.”

This is found in Section 3.6.6, Urban Areas - Special Policy of the Town’s Official Plan. It should be noted that the Study was completed in 2014, although further work was carried out by the Town through the Class Environmental Assessment (EA) which provides for additional population and employment growth.

OPA 13 has been prepared ahead of the results of the County’s current municipal comprehensive review and new Official Plan at the direction of the County. The County feel that these matters need to be addressed immediately as a basis for assessing new development in the Urban Centres, instead of waiting for the results of the County’s ongoing review process which will provide updated population and employment forecasts for the Town. This direction was reinforced by the release of the proposed Wellington County Official Plan Amendment No. 119 (Proposed County OPA 119), Municipal Comprehensive Review for public review in late 2021 which does not update the current growth projections which provide forecasts only to 2041.

With respect to growth management, the only reference in the Settlement Agreement is

“to update its official plan policies regarding growth management, including policies to guide the appropriate timing, phasing, servicing, location and financing of such growth.”

The Growth Management Strategy prepared for the Town by Dillon Consulting does include fourteen recommended Official Plan policy directions. However, a review has indicated that implementation of the majority of the recommendations is premature outside of a comprehensive review of the Official Plan which cannot commence until the completion of the ongoing County of Wellington Official Plan review. Further, implementation of the recommendations is not necessary to address the OPA 99 Settlement Agreement and Special Policy 3.5.1 of the County Official Plan with respect to the current specific amendments directed by the County.

As directed by Council in accordance with the regulations under the *Planning Act* the proposed Official Plan Amendment was circulated for public and agency review. Report PD2021-35 presented at the December 16, 2021 Statutory Public Meeting summarized

the background and the comments received to date. No comments were made by the public at the Public Meeting; however, written submissions were received from 201 members of the public or stakeholders both before and after the public meeting with several residents submitting more than one comment.

The majority of these comments (200) raised only one issue which relates to paragraph 3 of Section 2.19 and a concern that:

“The paragraph allows the Town of Erin to make an arbitrary decision, at any time, that could result in any property owner than may have a sewage collection pipe close to their property becoming financially responsible for a portion of the cost of the collection system as well as having to immediately decommission their perfectly good septic system as well as the related cost to do so.”

In addition, written comments were provided by the Credit Valley Conservation Authority, the Grand River Conservation Authority and the County.

Based on the input received a number of modifications are recommended to the draft Official Plan Amendment and the revised Amendment is recommended for adoption by Council (See Appendix A).

Analysis

The input from the public and agencies is summarized in Table 1 below, together with recommended modifications to the proposed Official Plan amendment and related recommended directions.

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
1. Public Submissions regarding Section 2.17, paragraph 3	
<p>All 200 submissions related to this issue followed the same or similar format or raised the same issue as follows</p> <p>“The purpose of this letter it to object to the 3rd paragraph of section 2.17, paragraph 3;</p> <p><i>“Where, and as local municipal services become available along property boundaries, adjacent owners shall connect to municipal services and decommission any existing wells and septic tanks. Adjacent owners may be subject to service area charges.”</i></p>	<p>Review</p> <p>Section 3.6.4 Extension of Services of the current Town of Erin Official Plan was approved in 2004. It provides direction regarding connections to local municipal services, specifically water services.</p> <p>Municipal services include water, wastewater and storm sewers. The amendment proposed to Section 3.6.4 of the Town’s Official Plan was intended to clarify the applicability of the current policy to wastewater services.</p> <p>The timing, execution and payment terms for the connection of existing development to the wastewater system have yet to be</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments

Comment	Review and Recommendation
<p>This paragraph allows the Town of Erin to make an arbitrary decision, at any time, that could result in any property owner that may have a sewage collection pipe close to their property becoming financially responsible for a portion of the cost of the collection system as well as having to immediately decommission their perfectly good septic system as well as all the related cost to do so.</p> <p>This is not acceptable.</p> <p>The Town does not have the legal right to “force” any existing property into connecting into a new municipal service nor the legal right to “force” a property owner to pay for “any” portion of the new municipal system. The Town of Erin cannot “force” anyone to go into debt for any reason. The Town of Erin cannot “force” changes to any existing private property nor can the Town of Erin place a “Levy” on a property for municipal services not connected to the property.</p> <p>I trust the Town of Erin will remove this paragraph from the proposed Amendment and confirm by return mail, to the address above, a response to this letter prior to any presentation of the Amendment to the Council.</p> <p>Also, I wish to be made aware of any presentation, at least 24 hours prior to the presentation, to be made to the Council regarding the proposed Amendment OPA-13.</p>	<p>determined and will be brought to Council at a later date. As such, it considered to be premature to amend the Official Plan at this time. The matter should be reviewed on a comprehensive basis and the timing will depend on the construction schedule for the wastewater treatment plant. The Town has advised that it is very aware of the potential financial impact on existing property owners and continues to advocate for funding from higher levels of government.</p> <p>Recommendation</p> <p>That no amendment be made to the Official Plan at this time with respect to connections for existing development to the wastewater treatment system, in particular that no such changes be made to the third paragraph of Section 3.6.4 Extension of Services in Item 2.17 of OPA 13.</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
<p>Lastly, this letter is also an “Official” “Request of Notice of Decision” stating the acceptance or denial of the Amendment as provided by the Municipal Act immediately following the decision.”</p>	
2. Mr. Robert Pearson	
<p>2.1 “Until such time as the Town of Erin has fully engaged the required Indigenous Peoples, the Town of Erin should not move forward on any development, including the proposed Official Plan Amendment. This is required by the specific Treaty referred to and has been reminded of the Town’s obligations detailed in numerous emails * sent to Mayor Alls, Town of Erin Council and the Town’s legal representative by Mr. Aaron Detlor** acting as Legal Council for Haudenosaunee Confederacy. The Town can find necessary steps to make contact with the Confederacy at this web site. https://www.haudenosauneeconfederacy.com/”</p>	<p>Review</p> <p>Proposed OPA 13 does not relate to specific development, but rather implements the results of a settlement regarding OPA 99 to the County Official Plan. County Council adopted OPA 99 in 2016 to implement Amendment No. 2 to the Growth Plan, 2006. This Amendment introduced a new Schedule 3 allocating growth forecasts to affected municipalities to 2041. Owners of development lands in Erin appealed the growth policies of OPA 99.</p> <p>A settlement was reached between the Appellants, the County and the Town which states, among other matters: “Amendments to the Town’s official plan will be required to confirm future growth in each of Hillsburgh and Erin to 2036 and 2041 and to update its official plan policies regarding growth management, including policies to guide the appropriate timing, phasing, servicing, location and financing of such growth.”</p> <p>Special Policy 3.5.1 of the County of Wellington Official Plan implements the direction in the OPA 99 settlement. Proposed OPA 13, as noted, does not relate to a specific development, but rather is designed to implement Special Policy 3.5.1 of the County Plan.</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
	<p>The Town has carried out consultation with all groups as required by the Planning Act and its regulations. This includes the following, if applicable:</p> <p>“The chief of every First Nation council, if the First Nation is located on a reserve any part of which is within one kilometre of the area in which the proposed official plan or plan amendment would apply.”</p> <p>Recommendation</p> <p>That no additional consultation be required with respect to proposed OPA 13 prior to adoption.</p>
<p>2.2 “The Town of Erin paid for and is considering options of realigning itself with a different Region. Consequently, the Town should not present any Official Plan Amendments to Wellington County until such time as a final decision has been made regarding this matter as the Town of Erin may be aligned with a different Region that may have different standards and By-laws.”</p>	<p>Review</p> <p>There are no definite plans for any governance changes affecting the Town. Consequently, there is no reason not to proceed with proposed OPA 13. This is particularly true as it is being prepared at the direction of the County of Wellington to implement a settlement with respect to County OPA 99 which was adopted in 2016.</p> <p>Recommendation</p> <p>That the Town not delay adoption of proposed OPA 13 due to any potential governance changes.</p>
<p>2.3 “Regarding the second paragraph of item 2.18 on page 6 (page 10 of the pdf) which states: “Until such time as the Town establishes a sewage treatment facility Council will only support development on individual private systems for minor development and infilling proposals such as a single detached dwelling on small vacant lots....” In using the phrase “establishes a sewage treatment</p>	<p>Review</p> <p>The Official Plan is a policy document not a regulation or legal agreement. As such the intent is to provide general direction which will be implemented through specific regulations such as zoning by-laws, and other approvals such as draft plan of subdivision and site plan. Therefore, specific definitions for terms such as “minor development” are generally not required. Rather, each specific set of circumstances</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
<p>facility” the Town cannot enter into any development until the facility is fully built, operational and proven to be adequate for any and all inflow and outflow requirements. In addition to the same paragraph, the terms “minor development” and “small vacant lots” need to be specifically defined as does “large development”. Lastly, “sewage treatment facility” needs to be specifically defined as a there also needs an approved “collection system” in place to accommodate any development. This can only be accomplished upon the first 2 item above being met.”</p>	<p>will be evaluated in the context of all the applicable policies.</p> <p>However, clarification of the phrase “establishes a sewage treatment facility” is appropriate, as the intent is not to limit conditional approval of development “until the facility is fully built, operational and proven to be adequate for any and all inflow and outflow requirements”.</p> <p>Recommendation</p> <p>That Item 2.18 of proposed OPA 13 be modified to delete the phrase “establishes a sewage treatment facility Council will only support” in the second paragraph of Section 3.6.5 Sanitary Sewage Treatment and to replace it with the phrase “has an approved sewage treatment facility operational in the Urban Centres, Council will only provide final approval of”.</p>
3. Mr. Paul Tomkinson	
<p>3.1 “The Town and its Consultants have not fully communicated in the prescribed manner with the Indigenous Peoples or the necessary levels of Government. Only now when the town has been exposed to this error has the town filed communication. Yet it is still incomplete and has not been accepted by eth Indigenous People. Any and all future land clearing or construction must cease until this is clarified. The Town is spending money on a project that may not proceed.”</p>	<p>Review</p> <p>This comment appears to be referring to the construction of the sewage treatment plant. As noted above, proposed OPA 13 does not relate to specific development, including the sewage treatment plant, but rather implements the results of a settlement regarding OPA 99 to the County Official Plan.</p> <p>The Town has carried out consultation will all groups as required by the Planning Act and its regulations. This includes the following, if applicable:</p> <p>“The chief of every First Nation council, if the First Nation is located on a reserve any part of which is within one kilometre of the area in which the proposed official plan or plan amendment would apply.”</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
	<p>Recommendation</p> <p>That no additional consultation be required with respect to proposed OPA 13 prior to adoption.</p>
<p>3.2 “The Town divulged to the Taxpayers the exact costs which will be incurred by the Taxpayers for the secondary sewer (sic) lines in the roads or the proper costs for the individual homes to hook up to the secondary lines. Some Taxpayers have had estimates done for the individual hook ups, some of which are 10x greater than the town estimates given at the public meeting. Taxpayers could be easily on the hook for a \$100,000 extra. This could in some cases force people to sell their home.”</p>	<p>Review and Recommendation</p> <p>See the response in Item 1 of Table 1 to the submissions with respect to Section 2.17, paragraph 3.</p>
<p>3.3 “The Archaeological report by WSP is flawed. A resident of Erin has a significant collection of Historical Artifacts. Some of these Artifacts are believed to be Paleo in nature. The resident is in the process of getting this entire collection Authenticated. Members of Town Council were certainly aware of this collection yet no mention of its is made in the WSP report. This resident along with another was present on site when test digs were done yet Artifacts laying in plain view were ignored. This significance of these Artifacts being Paleo will rewrite the history books as we presently know them. This is not something that should be destroyed in the name of progress or for the almighty dollar. Again, any</p>	<p>Review</p> <p>This comment appears to be referring to the construction of the sewage treatment plant. As noted above, proposed OPA 13 does not relate to specific development, including the sewage treatment plant, but rather implements the results of a settlement regarding OPA 99 to the County Official Plan.</p> <p>Recommendation</p> <p>That no modification is required to proposed OPA 13 prior to adoption with respect to the WSP Archaeological Report.</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
and all construction must stop until this is verified.”	
4. Mattamy Corporation	
<p>“We have reviewed the report and proposed OPA included in the Council report going to Council today and just wanted some clarification on the second paragraph of item 2.18 on page 6 (page 10 of the pdf) which states:</p> <p>“Until such time as the Town establishes a sewage treatment facility Council will only support development on individual private systems for minor redevelopment and infilling proposals such as a single detached dwelling on small vacant lots...”</p> <p>I don’t believe this is the intent but I read this to day that the Town cannot approve draft plans until the treatment facility is established – it could be interpreted that established means built.</p> <p>We want to ensure staff can process and Council can approve development applications while the facility is underway and under construction.</p> <p>As a suggestion for consideration, to add clarify(sic) could a statement such as the following be added in the policy:</p> <p>“Until such time as the sewage treatment facility is constructed and operational, the Town will accept and process applications for draft plan of subdivision and zoning by-law amendment subject to draft plan</p>	<p>Review</p> <p>Draft plan approval does not reflect final approval of development and will include conditions related to requirements for full municipal services. However, to ensure that there is no concern with interpretation as discussed in Section 2.3 of this table, the policy is proposed to be clarified, and a policy direction similar to that proposed by Mattamy Corporation can be added for further certainty.</p> <p>Recommendation</p> <p>That Item 2.18 of proposed OPA 13 be further modified beyond that set out in Section 2.3 of this report to add the following new paragraphs after the second paragraph of Section 3.6.5 Sanitary Sewage Treatment:</p> <p>“</p> <p>However, until such time as the sewage treatment facility to serve the Urban Centres is operational, the Town will work with the County to review and process applications for draft plan of subdivision. The Town will also accept and process applications for amendments to the zoning-by-law and other applicable development applications, as appropriate.</p> <p>The Town will recommend to the County that draft plan approval may be granted subject to draft plan conditions which require the sewage treatment facility to be operational prior to registration. Approval of zoning by-laws may be granted subject to a holding provision which requires the</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
of subdivision condition (sic) which requires operation of the sewage treatment facility prior to registration.”	sewage treatment facility to be operational prior to the lifting of the holding zone.”
5. Credit Valley Conservation Authority (CVC)	
<p>CVC staff have reviewed the draft OPA and generally have no comments however clarity is requested on the following statement under proposed Section 3.6.6 Urban Areas – Special Policy:</p> <p>“Projects which would result in improved environmental protection or benefit may also be considered in conjunction with the conservation authority.”</p> <p>Please clarify the intent of this statement and what is meant by ‘projects’. Aside from the above comment, we have no concerns with the proposed OPA as drafted.</p>	<p>Review</p> <p>The CVC comment is in reference to item 2.19 of the proposed amendment. The statement referenced is in the current Official Plan. The intent is to establish that improved environmental protection or benefit is a criterion which will be considered in evaluating any development including infrastructure projects.</p> <p>Recommendation</p> <p>That no modification is required to proposed OPA 13 prior to adoption with respect to the CVC comments.</p>
6. Grand Valley Conservation Authority (GRCA)	
The GRCA has no objection to the proposed Official Plan Amendment 13. We note that the directions are specific to areas outside the GRCA watershed.	<p>Recommendation</p> <p>That no modification is required to proposed OPA 13 prior to adoption with respect to the GRCA comments.</p>
7. County of Wellington Planning and Development Department	
<p>Background</p> <p>“The Town’s proposed OPA is a necessary step to address requirements of a settlement agreement reached with the Town of Erin, the County of Wellington and a private third party related to an appeal of County OPA 99. The primary purpose of OPA 99 was to extend the growth forecast in the County Official Plan to 2041, to be consistent with the in effect Growth Plan at the time. Given the uncertainty around municipal servicing in the Town, the population and household numbers in</p>	

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
<p>Erin and Hillsburgh were combined and shown as a range to allow the Town to allocate growth once more details were available related to servicing. As part of the resolution of the OPA 99 Ontario Municipal Board Hearing, a settlement was reached in 2017. In the OPA 99 Settlement Agreement, the Town agreed to do the following:</p> <ol style="list-style-type: none"> 1) Town Council will determine, by Council resolution, the amount of population growth considered appropriate for each of Hillsburgh and Erin to 2036 and 2041; and 2) The Town's official plan will be required to confirm future growth in each of Hillsburgh and Erin to 2036 and 2041 and to update its official plan policies to guide the appropriate timing, phasing, servicing, location and financing of such growth. <p>The amendment proposes to address item two above and revise the Town's Official Plan to allocate growth to 2041."</p>	
<p>7.1 "Additional changes to section 2.1 – Introduction – should be considered in OPA 13. Language that clarifies the Town's preferred hierarchy for growth management should be added, which prioritizes growth to the planned serviced settlement areas of Erin and Hillsburgh, then hamlet areas and to a lesser extent rural lands."</p> <p>7.2 "Additional language should be added to the last paragraph of section 2.1 – Introduction -to clarify that the Town has spent considerable resources investigating the feasibility of municipal servicing. Suggested language could include the following:</p> <p><i>"Corresponding to its rural setting, the Town is able to offer only limited municipal services at this time. However, the Town has undertaken considerable study through a Class Environmental Assessment to determine the feasibility of providing</i></p>	<p>Review Comment 7.1</p> <p>The hierarchy for growth management is already identified both implicitly and explicitly throughout the Official Plan. For instance, Section 2.0 Community Vision identifies the Town of Erin as a primarily rural community with Erin and Hillsburgh as the main settlement areas and notes that additional settlement is accommodated in hamlet areas. A similar reference is found in Section 2.2, Vision Statement in 2.2.2 b) which states "That new residential development be provided for primarily by the expansion of the existing settlement areas of Erin and Hillsburgh. Limited expansion of other hamlet areas will also be considered where appropriate."</p> <p>The policy section referenced by the County, Section 1.1 General, sets out the organization of the Plan. As such, it does not provide policy direction. Therefore, if a more specific reference is required to the growth management hierarchy, it is not an appropriate location. It is proposed to build on the existing statements with respect to the</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
<p><i>full municipal servicing to the Urban Areas of Erin and Hillsburgh. It is the Town's vision that the Urban Areas be fully serviced where appropriate, by municipal water and wastewater services in a manner that is economically feasible and socially and environmentally responsible."</i></p>	<p>growth management hierarchy in Section 2.0 Community Vision.</p> <p>Review Comment 7.2</p> <p>The County's proposed language with respect to section 2.1 provides additional background with respect to municipal services in the Town. Similar wording which reflects the current status of the project with the recent award of a contract for the construction of the sewage treatment plant and the pending tender for the conveyance infrastructure can be added at the end of Section 2.1.</p> <p>Recommendation</p> <p>That item 2.4 of proposed OPA 13 be modified to add a specific reference to the growth management hierarchy and more background with respect to municipal services such that item 2.4, which establishes modifications to Section 2.1 of the Official Plan, will read as follows:</p> <p>"By modifying Section 2.1 Introduction:</p> <p>i) By adding the following new sentence at the end of the fourth paragraph: "In particular, the Town will build on the existing hierarchy of development by prioritizing growth in the serviced settlement areas of Erin and Hillsburgh; permitting some limited growth in the hamlet areas; and ensuring that the attributes of the rural areas are maintained by permitting limited development which builds on rural character and leverages rural amenities and assets."; and,</p> <p>ii) By deleting the last sentence "Municipal sanitary sewage disposal is not available in any part of the</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
	<p>Town.” and replacing it with the following:</p> <p>“However, the Town has completed a Class Environmental Assessment process to determine the feasibility of providing full municipal servicing to the Urban Areas of Erin and Hillsburgh. The Urban Areas will be fully serviced where appropriate, by municipal water and wastewater services in a manner that is economically feasible and socially and environmentally responsible.”</p>
<p>7.3 “Additional changes to section 2.2.2 – Residential Growth -should be considered in OPA 13. Particularly, section 2.2.2 b) of the Town’s Official Plan should be revised so settlement area boundary expansion to accommodate growth is not a key message. Wording that supports intensification and greenfield development in accordance with section 3.5.5 and 3.5.6 of the Town’s Official Plan should be a priority. Then where necessary and in accordance with the Growth Plan, Greenbelt Plan and the County Official Plan, settlement area expansions may be considered when deemed necessary to accommodate forecasted growth.”</p>	<p>Review</p> <p>The wording of Section 2.2.2 b) can be modified to reflect the current policy framework which prioritizes intensification and greenfield development in the settlement area boundary.</p> <p>Recommendation</p> <p>That item 2.5 of proposed OPA 13 be modified to add a specific reference to prioritizing growth through intensification and in the greenfield areas within the settlement boundaries such that item 2.5 will read as follows:</p> <p>“By modifying Section 2.2.2 Residential Growth:</p> <ul style="list-style-type: none"> i) By deleting the phrases “consisting of primarily single detached dwellings,” and “given the lack of municipal sewers” in Section 2.2.2 a); and, ii) By deleting Section 2.2.2 b) and replacing it with the following: “That new development be provided for primarily through intensification and development of designated

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
	<p>greenfield areas in the existing settlement boundaries of Erin and Hillsburgh. Expansion of these settlement areas may be considered where deemed necessary to accommodate forecasted growth in conformity with Provincial policy and the County Official Plan. Some limited development in, and expansion of, existing hamlet areas may also be considered.”</p>
<p>7.4 “With regard to proposed changes to section 2.3.2 -Current County Growth Forecast – the proposed OPA shows 2041 population and employment numbers as a total growth number, as opposed to total population and total employment number at 2041. This differs from the Town’s Official Plan, County Official Plan and Provincial documents display population and employment figures. These numbers should be revised in OPA 13 as follows:</p> <ul style="list-style-type: none"> -Display total Population at 2041 for Settlement Areas of Erin and Hillsburgh, the Rural Area and the overall Town of Erin; -Display total Employment at 2041 for the Town of Erin; and - Add new tables to show the total number of households at 2041 for Erin and Hillsburgh, the Rural Area and the overall Town of Erin household number for 2041. <p>These revisions will align proposed OPA 13 with the current County Official Plan and allow for additional</p>	<p>Review</p> <p>The focus of the County Plan, Section 3.5.1, Special Policy: Hillsburgh and Erin Urban Centres, is to direct that the total projected growth established in Table 7 of the County Plan for the Settlement Areas be allocated between the Hillsburgh and Erin Urban Centres through an amendment to the Town’s Official Plan. Specifically, Section 3.5.1 directs that:</p> <p>“Upon completion of these Class EA processes, Town Council will take the necessary steps to determine the appropriate amount of growth within the ranges set out in Table 7 for each of Hillsburgh and Erin to 2036 and 2041. The official plan for the Town of Erin will require amendment to confirm the future growth forecasts for Hillsburgh and Erin to 2036 and 2041”.</p> <p>The primary purpose therefore of proposed OPA 13 was to establish the amount of growth to 2041 and to allocate it between the two Urban Centres. There is no indication in Section 3.5.1 of a requirement to provide updated population and employment projections for the Rural Area or the Town of Erin as a whole. That process is being undertaken through the County’s Municipal</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
<p>clarity about forecasted growth in the Town of Erin.”</p>	<p>Comprehensive Review (MCR). The only approach to address the direction identified by the County, without replicating the MCR, is to try to modify the County’s current Table 7 and add it to the Town’s Official Plan. This would mean mixing two different methodologies, and current and historical data, an approach which is not appropriate or defensible.</p> <p>However, projected households can be added to Table 1 to the Town’s Official Plan as proposed in OPA 13. The projected population growth reflects the calculation of the current planned capacity of the sewage treatment plan. This calculation assumes 2.8 people per unit (ppu) which forms the basis for the household projection which would be added to Table 1.</p> <p>Recommendation</p> <p>That Table 1 Hillsburgh and Erin Urban Centre Projected Population and Employment in Item 2.8 of OPA 13 appropriately addresses the requirements of the County Official Plan, Section 3.5.1. However, to address the County’s concern that the Table should include a projected number of households, an additional section should be added identifying the additional number of households to 2041 as set out in Attachment 1 to this report.</p>
<p>7.5 “County Staff require additional details about how the Town has arrived at the total urban population growth figure of 11, 540 and the total urban employment growth figure of 2, 128. It is unclear in the material provided which data has been used to determine future growth and the base year being calculated from.”</p>	<p>Review</p> <p>As outlined in Reports PD 2021-33 and PD 2021-35, the population and employment projections reflect the capacity of the sewage treatment plant and when the development utilizing that capacity is anticipated to occur.</p> <p>As directed by Section 3.5.1 of the County Official Plan, the projections and allocation</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments

Comment	Review and Recommendation																
	<p>between the two Urban Centres take into account the results of the Class Environmental Assessment for municipal wastewater servicing, as well as for water, which have now been completed by the Town. The wastewater servicing Environmental Assessment (EA) is the key document which identifies the potential for new greenfield development and intensification in the two Urban Centres, while also recognizing provision for servicing existing development. That EA has identified a total of approximately 4,467 Single Detached Equivalent's (SDE's) for all new development including intensification (i.e., residential, commercial, employment and infill/intensification) which results in the following allocation for residential population growth:</p> <table border="1" data-bbox="740 1041 1263 1268"> <thead> <tr> <th data-bbox="747 1045 902 1150">Residential SDEs</th> <th data-bbox="909 1045 1026 1150">Growth</th> <th data-bbox="1032 1045 1149 1150">Existing</th> <th data-bbox="1156 1045 1256 1150">Total Residential</th> </tr> </thead> <tbody> <tr> <td data-bbox="747 1155 902 1188">Erin</td> <td data-bbox="909 1155 1026 1188">2,534</td> <td data-bbox="1032 1155 1149 1188">1,733</td> <td data-bbox="1156 1155 1256 1188">4,267</td> </tr> <tr> <td data-bbox="747 1192 902 1226">Hillsburgh</td> <td data-bbox="909 1192 1026 1226">1,587</td> <td data-bbox="1032 1192 1149 1226">540</td> <td data-bbox="1156 1192 1256 1226">2,127</td> </tr> <tr> <td data-bbox="747 1230 902 1264">Total</td> <td data-bbox="909 1230 1026 1264">4,121</td> <td data-bbox="1032 1230 1149 1264">2,273</td> <td data-bbox="1156 1230 1256 1264">6,394</td> </tr> </tbody> </table> <p>The potential for population related development is generally distributed between Hillsburgh and Erin on a 39%/61% basis. It is appropriate to allocate future population growth on this same proportionate basis between the two Urban Centres and the Official Plan amendment is based on this principle. With respect to projected population this will result in a total population, assuming 2.8 people per unit (ppu) by 2041 of 5,956 in Hillsburgh and 11,948 in Erin with a total for both of +/- 17,904.</p> <p>With respect to employment, Work At Home (WAH) and No Fixed Place of Work (NFPW)</p>	Residential SDEs	Growth	Existing	Total Residential	Erin	2,534	1,733	4,267	Hillsburgh	1,587	540	2,127	Total	4,121	2,273	6,394
Residential SDEs	Growth	Existing	Total Residential														
Erin	2,534	1,733	4,267														
Hillsburgh	1,587	540	2,127														
Total	4,121	2,273	6,394														

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
	<p>employment, which reflect approximately 30% of total employment, is accounted for in the residential SDEs. The projected employment of 1,010 is to be accommodated by 361 SDEs allocated for employment lands. The majority of this employment (+/-88%) would be located in the Erin Urban Centre.</p> <p>Recommendation</p> <p>That Report Nos. Reports PD2021-22, PD 2021-33, PD 2021-35 and PD 2022-21 be submitted to the County Planning and Development Department in response to their request for additional details about how the Town has arrived at the total urban population growth figure of 11, 538 and the total urban employment growth figure of 1,010.</p>
<p>7.6 “Based on our current understanding of OPA 13, it appears the Town intends to project 2041 growth beyond the 2041 population, household and employment figure projections contained in the current County Official Plan. County staff notes that any 2041 population, household and employment figures proposed, which do not fall within the current ranges identified in the County Official Plan Table 7 (Town of Erin – Projected Growth in Wellington County to 2041) does not conform to the County Official Plan.</p> <p>As the Town is aware, the Planning and Development Department is working to address Growth Plan conformity as part of the ongoing Municipal Comprehensive Review and will allocate 2051 growth</p>	<p>Review</p> <p>Review with the Town’s consultants has identified that, given the financial arrangements for the construction of the sewage plant, it is anticipated that the current population and employment forecasts will be achieved no later than 2041, rather than 2051. Through the review process it was also determined that the forecast provided should reflect provision for employment as well as population, and that it should clarify that the projection is for growth including intensification and greenfield development in addition to existing development. The Amendment reflects these changes. As a result, the projected growth exceeds the ranges in the County Official Plan which were established as part of OPA 99.</p> <p>However, the County Official Plan recognizes the potential that there may be a need to amend the County Plan to</p>

Table 1: OPA 13 Review of Public, Stakeholder and Agency Comments	
Comment	Review and Recommendation
through a future amendment to the County Official Plan.”	<p>implement the required growth forecasts for the Town as it provides that there will be no need for further amendments if the projections fall in the County’s ranges. This wording leaves the potential open that if the projections to 2041 based on the results of the class environmental assessments do not fall in the current ranges that situation can be addressed through an amendment. This is appropriate as the forecasts should reflect the best available information to inform the public, other stakeholders and agencies who require this information to make planning decisions including planning for infrastructure related to transportation, stormwater management, services and community facilities, to support projected growth.</p> <p>Recommendation</p> <p>That the Town confirm, as part of the submission of OPA 13 to the County for approval, that the projected 2041 population and employment for the Urban Settlement Areas, based on the most current information, exceeds the current ranges in the County Official Plan for 2041 for the Town of Erin Urban Settlement Areas.</p>

Strategic Pillar

Growth Management

Financial Impact

No adverse impacts on the Town’s finances associated with the proposed recommendation.

Conclusion

The proposed Official Plan amendment modified as recommended in Table 1 to this Report in response to the input from the public, agencies and other stakeholders (See Appendix A), and as required by the County of Wellington Official Plan Amendment 99 Settlement Agreement, and the County of Wellington Official Plan, is designed to implement the wastewater EA and confirm future population growth in each of Hillsburgh and Erin on a proportionate basis. In addition, it provides an employment forecast for the Hillsburgh and Erin Urban Centres. The proposed amendment builds on existing policy directions to also update the Official Plan polices regarding growth management, to reflect the introduction of municipal services to the Urban Areas and the phasing of the services and related development. However, the population growth forecasts to 2041 exceed the ranges in the County Official Plan. This reflects the financial arrangements for the construction of the sewage plant, which means that it is anticipated that the population and employment forecasts will be achieved no later than 2041. The County should be advised of this as part of the submission of the proposed Official Plan amendment to them for approval.

Attachments

Appendix A – Official Plan Amendment No.13

Elizabeth Howson

Planning Consultant

Nathan Hyde

Chief Administrative Officer

Attachment 1

Table 1 Hillsburgh and Erin Urban Centre Project 2041 Population And Employment

Hillsburgh and Erin Urban Centres	2041
<i>Projected Additional Population Growth</i>	11,538
<i>Projected Additional Household Growth</i>	4,121
<i>Allocation between Hillsburgh and Erin Urban Centres</i>	Approximately 39% of any new population assigned to the Urban Centres will be allocated to the Hillsburgh Urban Centre and 61% will be allocated to the Erin Urban Centre
<i>Projected Additional Employment Land Related Growth</i>	1,010
<i>Allocation between the Hillsburgh and Erin Urban Centres</i>	The majority of the projected additional employment land related growth will be allocated to the Erin Urban Centre - +/- 88%

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THE CORPORATION OF THE TOWN OF ERIN

OFFICIAL PLAN AMENDMENT NO. 13

(Hillsburgh and Erin Urban Centres Distribution and Growth Management,
Town of Erin, County of Wellington)

July 7 2022



THE CORPORATION OF THE TOWN OF ERIN

BY-LAW No. 2022-xxx

A By-law to adopt an amendment to the Official Plan of the Town of Erin – Official Plan Amendment No. 13 – Hillsburgh and Erin Urban Centres Distribution and Growth Management

The Official Plan for the Corporation of the Town of Erin is amended as follows:

1. The text attached hereto as Part Two is adopted as an amendment to the Official Plan for the Corporation of the Town of Erin.

Passed in Council on July 07, 2022

Mayor, Allan Alls

Clerk, Lisa Champion

**AMENDMENT NO. 13
TO THE OFFICIAL PLAN OF THE TOWN OF ERIN**

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STATEMENT OF COMPONENTS

PART ONE - INTRODUCTION is included for information purposes and is not an operative part of this Official Plan Amendment.

PART TWO - THE AMENDMENT, consisting of the text attached hereto, is an operative part of this Official Plan Amendment.

THE APPENDICES are not an operative part of this Official Plan Amendment.

PART ONE - INTRODUCTION

1. PURPOSE

To amend the provisions of the Official Plan of the Town of Erin (Town of Erin Official Plan 2021) as required by the County of Wellington Official Plan Amendment 99 Settlement Agreement, and the County of Wellington Official Plan, to confirm future growth in each of the Hillsburgh and Erin Urban Centres on a proportionate basis to 2041. The proposed amendment also updates the Official Plan polices regarding growth management, to reflect the introduction of municipal services to the Urban Areas and the direction regarding the phasing of the services and related development builds on the existing policy directions.

2. LOCATION

This Amendment applies to all lands in the Town of Erin, County of Wellington.

3. BASIS

Wellington County Council adopted County Official Plan Amendment 99 (OPA 99) in 2016 to implement Amendment No. 2 to the Growth Plan for the Greater Golden Horseshoe (Growth Plan 2006), 2006. This Amendment introduced a new Schedule 3 allocating growth forecasts to affected municipalities to 2041. Owners of development lands in Erin appealed the growth policies of OPA 99.

A settlement was reached between the Appellants, the County and the Town which states, among other matters: “Amendments to the Town’s official plan will be required to confirm future growth in each of Hillsburgh and Erin to 2036 and 2041 and to update its official plan policies regarding growth management, including policies to guide the appropriate timing, phasing, servicing, location and financing of such growth.”

Special Policy 3.5.1 of the County of Wellington Official Plan implements the direction in the OPA 99 settlement. It states: “Table 7 provides forecasted growth for the Town of Erin. The 2036 and 2041 Population and Household growth forecasts for Hillsburgh and Erin Urban Centres combined are provided as ranges to recognize the Town of Erin is in the process of determining its future potential to accommodate growth on municipal water and wastewater services in the two Urban Centres. The Town is currently conducting Class Environmental Assessments for municipal water and wastewater servicing and is undertaking associated public consultation. Upon completion of these Class EA processes, Town Council will take the necessary steps to determine the appropriate amount of growth within the ranges set out in Table 7 for each of Hillsburgh and Erin to 2036 and 2041...”

An Official Plan Amendment is required to address the requirements of the OPA 99 Settlement Agreement and the Special Policy 3.5.1 of the County Official Plan - specifically confirmation of future growth in each of Hillsburgh and Erin to 2041 and updated growth management policies. The Amendment has been prepared ahead of the results of the County's current municipal comprehensive review and new Official Plan at the direction of the County of Wellington who feel that these matters need to be addressed immediately as a basis for assessing new development in the Urban Centres, instead of waiting for the results of the County's ongoing review process.

The Official Plan Amendment does not, however, reflect the precise direction in the referenced documents – which is that future growth in each of Hillsburgh and Erin be established to 2036 and 2041 in accordance with the forecasted growth for the Town in Table 7 of the County of Wellington Official Plan. Rather the Amendment establishes forecasted population and employment for the two Urban Centres which is based on the projected capacity of the sewage plant now that it has been established through completion of the Environmental Assessment (EA) which population and employment is anticipated to be achieved no later than 2041.

With respect to the growth management policies, the amendment also updates the Official Plan polices regarding growth management, to reflect the introduction of municipal services to the Urban Areas and the direction regarding the phasing of the services and related development builds on the existing policy directions.

Once the County municipal comprehensive review and new Official Plan is complete, the Town will undertake a comprehensive review of their Official Plan to bring it into conformity with the Growth Plan and the new County Plan, as well as to reflect current Town initiatives.

PART TWO - THE AMENDMENT

1. PURPOSE

To amend the provisions of the Official Plan of the Town of Erin (Town of Erin Official Plan 2021) as required by the County of Wellington Official Plan Amendment 99 Settlement Agreement, and the County of Wellington Official Plan, to confirm future growth in each of the Hillsburgh and Erin Urban Centres on a proportionate basis to 2041. The proposed amendment also updates the Official Plan policies regarding growth management, to reflect the introduction of municipal services to the Urban Areas and the direction regarding the phasing of the services and related development builds on the existing policy directions.

2. THE AMENDMENT

The Official Plan of the Town of Erin is hereby amended as follows:

2.1 By deleting the term “2031” in the second paragraph of Section 1.1, General, and replacing it with the term “2041”.

2.2 By deleting the second sentence of Section 1.3, Relationships with the County of Wellington Official Plan, “The County of Wellington amendment to include policies of the Provincial Greenbelt Plan is forthcoming.” and replacing it with the following:

“The County of Wellington Official Plan has been amended to include policies of the Provincial Greenbelt Plan.”

2.3 By deleting the following reference to the County Plan:
 “(<https://www.wellington.ca/en/resident-services/pl-landusepolicies.aspx#Wellington-County-Official-Plan>)”

at the end of the Section 1.3, Relationships with the County of Wellington Official Plan, and replacing it with the following sentence:

“The County Official Plan is also required to be amended to conform with A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan). The Town of Erin Official Plan will require further amendment to conform to the Growth Plan and the amended County Official Plan.”

2.4 By modifying Section 2.1 Introduction:

i) By adding the following new sentence at the end of the fourth paragraph:
 “In particular, the Town will build on the existing hierarchy of development

by prioritizing growth in the serviced settlement areas of Hillsburgh and Erin; permitting some limited growth in the hamlet areas; and ensuring that the attributes of the rural areas are maintained by permitting limited development which builds on rural character and leverages rural amenities and assets.”; and,

- ii) By deleting the last sentence, “Municipal sanitary sewage disposal is not available in any part of the Town.” and replacing it with the following: “However, the Town has completed a Class Environmental Assessment process to determine the feasibility of providing full municipal servicing to the Hillsburgh and Erin Urban Centres. The Urban Centres will be fully serviced where appropriate, by municipal water and wastewater services in a manner that is economically feasible and socially and environmentally responsible.”

2.5 By modifying Section 2.2.2 Residential Growth: “

- i) By deleting the phrases “consisting of primarily single detached dwellings,” and “given the lack of municipal sewers” in Section 2.2.2 a) Residential Growth; and,
- ii) By deleting Section 2.2.2 b) and replacing it with the following:

“That new development be provided for primarily through intensification and development of designated greenfield areas in the existing settlement boundaries of Hillsburgh and Erin Urban Centres. Expansion of these settlement areas may be considered where deemed necessary to accommodate forecasted growth in conformity with Provincial policy and the County Official Plan. Some limited development in, and expansion of, existing hamlet areas may also be considered.”

2.6 By adding the following at the end of the first paragraph of Section 2.3.1, Relationship to the County Growth Strategy, after the phrase “overall growth strategy”:

“including any updates to the County Official Plan to conform with A Place to Grow: Growth Plan for the Greater Golden Horseshoe, Office Consolidation 2020”.

- 2.7 By adding to the third sentence of Section 2.3.1, Relationship to the County Growth Strategy, the phrase “as of 2021” after the phrase “The County growth strategy”.
- 2.8 By deleting Section 2.3.2, Current County Growth Forecast and replacing it with the following:

“2.3.2 Current County Growth and Urban Centre Forecast

Projected growth for the Town of Erin to 2041 is found in Table 7 of the County of Wellington Official Plan. Table 1 updates those projections for population and employment for the Urban Centres of Hillsburgh and Erin. Table 1 also provides direction with respect to the appropriate allocation of growth to each of Hillsburgh and Erin. The allocation of growth is proportionate and reflects the results of the Town’s Class Environmental Assessments for municipal water and wastewater service in conformity with the direction in Section 3.5.1 of the County Official Plan.

The County’s growth forecast is under review by the County in conformity with the Growth Plan 2020 and will be updated by the County for the Town in its entirety through an amendment(s) to the County Plan to 2051. Once the County Plan is approved by the Province, Table 1 will be amended to reflect the adjusted projected population and employment for the Town in its entirety.

Table 1 Hillsburgh and Erin Urban Centre Projected 2041 Population and Employment

Hillsburgh and Erin Urban Centres	2041
<i>Projected Additional Population Growth</i>	11,538
<i>Projected Additional Household Growth</i>	4,121
<i>Allocation between Hillsburgh and Erin Urban Centres</i>	Approximately 39% of any new population assigned to the Urban Centres will be allocated to the Hillsburgh Urban Centre and 61% will be allocated to the Erin Urban Centre
<i>Projected Additional Employment Land Related Growth</i>	1,010
<i>Allocation between the Hillsburgh and Erin Urban Centres</i>	The majority of the projected additional employment land related growth will be allocated to the Erin Urban Centre - +/- 88%

- 2.9 Delete the phrase “and the lack of municipal sewage treatment” at the end of the

first sentence of Section 3.5.1 Variety of Housing.

- 2.10 Delete the phrase “until such time as municipal wastewater servicing is provided” at the end of the second sentence of Section 3.5.4 Affordable Housing.
- 2.11 Delete the phrase “this constraint and” in the third sentence of Section 3.5.4 Affordable Housing after the word “Given”.
- 2.12 Delete the phrase “once municipal sewage service is available” at the end of Section 3.5.5 a) Residential Intensification.
- 2.13 Delete the phrase “subject to the appropriate levels of servicing, after the phrase “In Greenfield areas,” in the first paragraph of Section 3.5.6. Greenfield Housing and add the phrase “particularly in areas with full municipal services,” after the phrase “a broader mix of housing,”.
- 2.14 Add the phrase “or the lot has full municipal sewer and water services” at the end of Section 3.5.8 f) Accessory Garden Suite.
- 2.15 Delete the portion of the first sentence of Section 3.6.1 after the word “recognizing” - “there are not municipal sanitary sewage systems in the municipality” - and replace it with the following:

 “municipal sanitary sewage and water systems are only planned for the Hillsburgh and Erin Urban Centres.”
- 2.16 Add the word “sewage” after the phrase “Infrastructure such as roads” in Section 3.6.3, c) General Policies.
- 2.17 Delete the first two paragraphs of Section 3.6.4, Extension of Services and replace with the following:

“3.6.4 Extension of Services

The Hillsburgh and Erin Urban Centres have municipal water service systems and a planned municipal sanitary sewage system. New development in the Hillsburgh and Erin Urban Centres will be required to connect to the municipal water and sewage systems, wherever feasible. It is the intention of the Town, over time and where practical to provide municipal water and sewage service from the Town’s central systems to all lands within the designated Urban Centres or any approved expansion of those Urban Centres.

However, the Town recognizes that not all parts of the Urban Centres currently have access to municipal water or sewage services, where no municipal service is available to small vacant lots within the urban areas limited development such as a single detached dwelling, may be permitted on individual private services on vacant lots where in compliance with the provisions of the Zoning By-law or an approved amendment thereto.”

- 2.18 Delete the first four paragraphs of Section 3.6.5 Sanitary Sewage Treatment and replace them with the following:

“3.6.5 Sanitary Sewage Treatment

At the present time there are no municipal sanitary sewage facilities in the Town of Erin. All sanitary sewage treatment is by individual private systems. However, a sewage treatment system is planned for the Hillsburgh and Erin Urban Centres and once constructed all major new development shall be required to connect to the system.

Until such time as the Town has an approved sewage treatment facility operational in the Urban Centres, Council will only provide final approval of development on individual private systems for minor redevelopment and infilling proposals such as a single detached dwelling on small vacant lots. Such proposals must demonstrate the viability of the development on individual services and demonstrate that the proposed development will not result in an unacceptable level of impact on ground and surface water resources.

However, until such time as the sewage treatment facility to serve the Urban Centres is operational, the Town will work with the County to review and process applications for draft plan of subdivision. The Town will also accept and process applications for amendments to the official plan, zoning-by-law and other applicable development applications, as appropriate.

The Town will recommend to the County that draft plan approval may be granted subject to draft plan conditions which require the sewage treatment facility to be operational prior to registration. Approval of zoning by-laws may be granted subject to a holding provision which requires the sewage treatment facility to be operational prior to the lifting of the holding zone.

Consideration may be given by the Town to approving communal sanitary sewage systems to accommodate new development outside the Urban Centres, where it is demonstrated to the satisfaction of the Town that the proposed communal system is technically sound and financially feasible.

Site specific multi-lot or multi-unit development applications outside the Urban Centres relying on communal or individual servicing systems will be required to undertake an assessment of the viability of all reasonable servicing options and an assessment of the impact of the proposed means of servicing on ground and surface water. Consideration will be given to the policies of Section 11.2 of the County Official Plan.”

- 2.19 Delete Section 3.6.6 Urban Areas – Special Policy and replace it with the following:

“3.6.6 Urban Areas - Special Policy

Implementation of the Class Environmental Assessments through the construction of new or expansion of municipal water or wastewater systems are to serve growth in a manner that supports achievement of the intensification target and density target and the projected population.

The Town, may, in its Official Plan identify new land use designations but these designations will not be implemented through further planning approvals until the review of site specific planning applications is completed and approved. The Town shall phase development based on availability of municipal water and sewage services in the Urban Areas.

Projects which would result in improved environmental protection or benefit may also be considered in conjunction with the conservation authority.”

3. IMPLEMENTATION AND INTERPRETATION

This Official Plan Amendment shall be implemented and interpreted in accordance with the implementation and interpretation provisions set out in the Amendment and the relevant sections of the Official Plan.



LGHG MEETING MINUTES

May 18th, 2022

7:00 PM

via Zoom

Present: Jackie, Lloyd, Trevor, Jamie, Katie, Rhowan

Absent: Jeff

1. Call to Order @ 7:03 PM
2. Approval of Agenda/Additions to Agenda.
 - 2.1. Approval of Agenda – moved by Jackie, 2nd by Trevor
 - 2.2. Additions to Agenda – Facebook page
3. Declaration of Pecuniary Interest. None noted.
4. Topics of Discussion/Business arising from previous minutes.
 - 4.1. Approval of Minutes of Apr 13th, 2022 meeting – moved by Jackie, 2nd by Trevor
 - 4.2. Accounts – received a deposit for Stamps for \$1470 and a T-Shirt for \$15
 - 4.3. Community Sign Board – Posts are up, Trevor working on board and roof. Should be completed by next meeting. Trevor will reach out if he needs help.
 - 4.4. Family Fun Day (Trevor) – Discussion included and in no particular order
 - 4.4.1. Our Aug 20 date is in the calendar but not confirmed yet with the town. We should hear soon. Lloyd will let us know.
 - 4.4.2. Food Trucks a definite go, Trevor has explored some additional options.
 - 4.4.3. Lloyd has spoken with parks department and boulders at the entrance to the park can be moved. No issue with having cars park towards the back fence along the tree line.
 - 4.4.4. We will need 3 portable toilets as well as 2 sinks for the amount of people we are expecting. Based on previous years attendance.

- 4.4.5. Drive by into Erin will be too costly and logistically a nightmare. Lloyd will have a talk with some of the drivers for some feedback.
- 4.4.6. Do we do a silent auction again?
- 4.4.7. Discussed having the local cider company come in and set up a booth, not to serve but to sell.
- 4.4.8. Trevor has a solar powered generator that we can use. We also have access to 3 power outlets as well as power from the pump house – this one has to be arranged with the water department.
- 4.5. Planters (Lloyd) – contract has been signed and planters should start to be installed by the end of the month (May). Jamie has also talked to The Flower Shed that does planters for Milton and they would be interested in bidding for next year.
- 4.6. Plow at north sign (Jamie) – has been installed. Some minor adjustments required.
- 4.7. Winter Decorations (Lloyd) – Trevor and Katie will schedule a time to go up to Orangeville where they are being stored to sort and test them. They will have to talk to Scott that manages this store.
- 4.8. Parkette – the stage floor has been constructed and lattice installed at the back. Noted that they will come back and do some additional work including possibly enforcing the lattice.
- 4.9. Facebook Posts – Katie to include Trevor as an admin so that he can help with posting
- 4.10. Flags at the Scrapbook Club – Jamie and/or Katie will talk to the owners to see if we can sell and/or display flags there.
- 5. Round Table
 - 5.1. The lights on the bridge have been ordered and the town paid for it. They are a heritage style light. Will be installed when they come in and can be scheduled with the electrician.
 - 5.2. Regarding buildings around town that appear run down or in a state of disrepair. Owners cannot be forced to complete projects; their only obligation is to maintain safety in and around the property.

5.3. Jamie discussed doing a mural on the arena – the town isn't prepared to do anything at this point until a decision has been made about what will happen with the building.

5.4. Resume discussion about trail signs that we talked about prior to COVID to be installed at the Elora Cataract Trail to promote and direct traffic to businesses in town. It could be time to pursue further.

6. Next Meeting Date: June 15th, 2022

7. Adjournment @ 8:20 pm



Heritage Committee Minutes
Thursday May 19, 2022, 7:15 p.m.
Zoom Meeting

Members Present: Margaret Barnstaple, Jamie Cheyne, Laurie DaSilva, Phil Gravelle, Julia Grys, Frank Huarte and Bob Wilson.

Member Absent: Chris Tynan.

1. Call to Order by Laurie at 7:15 p.m. Frank Huarte, a new member, was welcomed by our Committee, and introductions were made all around.

2. Adoption of the Minutes

Moved by: Bob

Seconded by: Phil

Be it resolved that the TEHC minutes of April 25, 2022 be approved as circulated.

Carried

3. Additions to the Agenda. None

4. Declaration of Pecuniary Interest. None

5. Topics for Discussion

5.1 Demolition Requests. 9559 Sideroad 10. The demolition application as well as photos had been circulated by email. This property is at the corner of 9th Line and 10 Sideroad. The owner lives across the road. The house had multi owners in the past 10 years or so and been rented out. It was unoccupied when the current owner bought the property and had been set on fire by an arsonist several years ago. Photos provided show the inside is uninhabitable and unsalvageable. The outside has no remarkable features.

Moved by: Bob

Seconded by: Phil

Be it resolved that the Town of Erin Heritage Committee has no objection to the demolition of the house and other buildings at 9559 Sideroad 10.

Carried

6. Roundtable. Postponed until June meeting

7. Next Meeting.**Moved by:** Margaret**Seconded by:** Laurie**Be it resolved that the next meeting be June 20th at 7 p.m. Carried**

Please note that the TEHC has been invited to tour the brick building at 5916 Trafalgar Road North on Wednesday, May 25th at 2 p.m. where a subdivision is planned.

8. Adjournment**Moved by:** Julia**Seconded by:** Phil**Be it resolved that the meeting adjourn at 7:45 p.m. Carried**



Mayor's Report

July 7, 2022

Mayor Alls to present a verbal report.



New Business

Submitted by: Councillor Michael Robins

Submission Date: June 30, 2022

Subject Matter: Roads

Consideration Date: July 7, 2022

Be it resolved that Staff shall present a report to Council addressing:

- 1) Key metrics for Roads Department
- 2) Methodologies to track and gather feedback from constituents regarding quality of work, particularly as it relates to pruning trees and shrubs on the side of Town roads.
- 3) Develop and communicate policies regarding roadside pruning and compensation, if any, for damages to homeowner property.



New Business

Submitted by: Councillor Michael Robins

Submission Date: June 30, 2022

Subject Matter: Wastewater

Consideration Date: July 7, 2022

Be it resolved that Staff shall present a report to Council outlining:

- 1) Current plans to provide wastewater services to existing households, including updated best estimates for timelines and costs.
- 2) Update environmental risks relating to aging septic systems and provide plans to address these risks in the events of delays.

THE CORPORATION OF THE TOWN OF ERIN



By-Law #22-35

A By-law to amend By-Law 01-28 being a By-law to establish a Tariff of Fees for the processing of applications made under the Planning Act.

Whereas, the Corporation of the Town of Erin has enacted a by-law pursuant to Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, Council may by By-Law prescribe a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas, Council deems it appropriate and expedient to revise and refine the current fee system to reflect present conditions;

And Whereas Council wishes to ensure that applicants for planning applications pay the anticipated costs of the review and processing of their applications;

NOW THEREFORE be it resolved that the Council of the Corporation of the Town of Erin hereby enacts as follows:

1. That By-law 01-28 is amended by deleting Schedule "A" in its entirety, replacing it with Schedule "A" to this by-law.
2. That all other aspects of By-law # 01-28 remain in full force and effect.
3. This by-law shall come into force on the date it is passed by the Council of the Corporation of the Town of Erin.

Passed in Open Council on July 7, 2022

Mayor, Allan Alls

Clerk, Lisa Campion

2022 amendment to: Schedule A to By-law 01-28

Effective Date: July 07, 2022

By-law 01-28: Being a By-law to establish a Tariff of Fees for the processing of applications made under the Planning Act

Schedule A to By-law 01-28, Tariff of Fees and Applicable Deposits

Application Type	2020 Rates ¹		2022 Rates ¹	
	Administrative (Non-refundable)	Deposit ²	Administrative (Non-refundable)	Deposit ²
Draft Plan of Condominium	3,000.00	8,000.00	3,000.00	8,000.00
Official Plan Amendment	8,000.00	5,000.00	8,000.00	5,000.00
General Zoning By-law Amendment	5,000.00	2,000.00	5,000.00	2,000.00
Zoning By-law Amendment - Aggregate	5,000.00	2,000.00	5,000.00	2,000.00
Site Plan Control – Minor Addition of 50% or less of existing gross floor area up to a maximum of 800 square metres (8,600 sq. ft.)	2,000.00	2,000.00	2,000.00	2,000.00
Site Plan Control – Major New building and/or addition greater than 50% of existing gross floor area or addition greater than 800 square metres (8,600 sq. ft.)	5,000.00	5,000.00	5,000.00	5,000.00
Site Plan Control Amendment	2,000.00	2,000.00	2,000.00	2,000.00
Plan of Subdivision (Draft or Otherwise) Base Fee	5,000.00	10,000.00	5,000.00	10,000.00
Plan of Subdivision (Draft or Otherwise) Per Unit Fee	200.00	n/a	200.00	n/a
Subdivision Agreement Amendment	2,000.00	2,000.00	2,000.00	2,000.00
Committee of Adjustment/ Minor Variance	700.00	n/a	700.00	n/a
Part Lot Control and Part Lot Exemption By-law	1,000.00	2,000.00	1,000.00	2,000.00
Temporary Use Extension	1,000.00	n/a	1,000.00	n/a
Major Recirculation re: Draft Approval Lapse	1,500.00	1,000.00	1,500.00	1,000.00
Major Recirculation re: Design Revision by Applicant	1,500.00	1,000.00	1,500.00	1,000.00
Holding Zone Removal By-law	500.00	1,000.00	500.00	1,000.00
Consent Review and Condition Clearances	500.00	n/a	500.00	n/a
Zoning Review Meeting	n/c	n/a	n/a	n/a
Pre-Consultation Meeting	500.00	500.00	1,000.00	1,000.00
Deeming By-law	500.00	n/a	500.00	n/a
Additional Public Information Meeting	500.00	n/a	500.00	n/a
Grading Security (per residential lot) ³	-	5,000.00 ³	-	5,000.00 ³
Grading and Lot Siting Approval (per residential lot)	500.00	n/a	500.00	n/a
Request for Municipal Address Change	200.00	n/a	200.00	n/a
Development Agreement Creation ⁴	2,000.00	2,000.00	2,000.00	2,000.00
Disposal of Surplus Land	500.00	2,000.00	500.00	2,000.00
Encroachment Agreement	2,000.00	2,000.00	2,000.00	2,000.00
Property Information Report	75.00	n/a	75.00	n/a
Zoning Certificate/Letter	75.00	n/a	75.00	n/a
Request for Review of Property File (per address) ⁵	35.00	n/a	35.00	n/a
Creation of Neighbour Notification List	75.00	n/a	75.00	n/a
Heritage Property Review and Registration Coordination ⁶	500.00	1,000.00	500.00	1,000.00

Notes:

1. Most planning fees are exempt from HST. Fees which are not exempt are subject to 13% HST.
2. Deposit fee is collected to offset disbursements associated with application. Refundable amount will be reimbursed depending on the chargeable expenses incurred by the Town. All chargeable expenses incurred by the Town are payable by the applicant/owner if deposit funds are insufficient.
3. Deposits remaining, after chargeable expenses, are fully refundable upon completion of project and/or as per applicable agreement stipulations.
4. Development agreement creation includes, but not limited to, plan of subdivision agreements, development and site plan control agreements, service financing agreements, cash-in-lieu of parking agreements.
5. Request for review of physical or digital property file which does not require an application through the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.
6. Fees for heritage property research, preparation of report, council presentation and administration of registration will be billed at cost to the applicant.
7. The Town may require pre-consultation for other development applications such as minor variance applications.

Any fees not included in Table 1 for planning applications and/or developments, post approval revisions, equivalents, inspections outside of normal working hours, additional meetings and all other expenses incurred that are authorized by the Chief Building Official will be charged at the rate of \$100.00 per staff member, per hour.



THE CORPORATION OF THE TOWN OF ERIN

OFFICIAL PLAN AMENDMENT NO. 13

(Hillsburgh and Erin Urban Centres Distribution and Growth Management,
Town of Erin, County of Wellington)

July 7 2022



THE CORPORATION OF THE TOWN OF ERIN

By-Law # 22-36

A By-law to adopt an amendment to the Official Plan of the Town of Erin – Official Plan Amendment No. 13 – Hillsburgh and Erin Urban Centres Distribution and Growth Management

The Official Plan for the Corporation of the Town of Erin is amended as follows:

1. The text attached hereto as Part Two is adopted as an amendment to the Official Plan for the Corporation of the Town of Erin.

Passed in Open Council on July 7, 2022

Mayor, Allan Alls

Clerk, Lisa Campion

**AMENDMENT NO. 13
TO THE OFFICIAL PLAN OF THE TOWN OF ERIN**

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STATEMENT OF COMPONENTS

PART ONE - INTRODUCTION is included for information purposes and is not an operative part of this Official Plan Amendment.

PART TWO - THE AMENDMENT, consisting of the text attached hereto, is an operative part of this Official Plan Amendment.

THE APPENDICES are not an operative part of this Official Plan Amendment.

PART ONE - INTRODUCTION

1. PURPOSE

To amend the provisions of the Official Plan of the Town of Erin (Town of Erin Official Plan 2021) as required by the County of Wellington Official Plan Amendment 99 Settlement Agreement, and the County of Wellington Official Plan, to confirm future growth in each of the Hillsburgh and Erin Urban Centres on a proportionate basis to 2041. The proposed amendment also updates the Official Plan polices regarding growth management, to reflect the introduction of municipal services to the Urban Areas and the direction regarding the phasing of the services and related development builds on the existing policy directions.

2. LOCATION

This Amendment applies to all lands in the Town of Erin, County of Wellington.

3. BASIS

Wellington County Council adopted County Official Plan Amendment 99 (OPA 99) in 2016 to implement Amendment No. 2 to the Growth Plan for the Greater Golden Horseshoe (Growth Plan 2006), 2006. This Amendment introduced a new Schedule 3 allocating growth forecasts to affected municipalities to 2041. Owners of development lands in Erin appealed the growth policies of OPA 99.

A settlement was reached between the Appellants, the County and the Town which states, among other matters: “Amendments to the Town’s official plan will be required to confirm future growth in each of Hillsburgh and Erin to 2036 and 2041 and to update its official plan policies regarding growth management, including policies to guide the appropriate timing, phasing, servicing, location and financing of such growth.”

Special Policy 3.5.1 of the County of Wellington Official Plan implements the direction in the OPA 99 settlement. It states: “Table 7 provides forecasted growth for the Town of Erin. The 2036 and 2041 Population and Household growth forecasts for Hillsburgh and Erin Urban Centres combined are provided as ranges to recognize the Town of Erin is in the process of determining its future potential to accommodate growth on municipal water and wastewater services in the two Urban Centres. The Town is currently conducting Class Environmental Assessments for municipal water and wastewater servicing and is undertaking associated public consultation. Upon completion of these Class EA processes, Town Council will take the necessary steps to determine the appropriate amount of growth within the ranges set out in Table 7 for each of Hillsburgh and Erin to 2036 and 2041...”

An Official Plan Amendment is required to address the requirements of the OPA 99 Settlement Agreement and the Special Policy 3.5.1 of the County Official Plan - specifically confirmation of future growth in each of Hillsburgh and Erin to 2041 and updated growth management policies. The Amendment has been prepared ahead of the results of the County's current municipal comprehensive review and new Official Plan at the direction of the County of Wellington who feel that these matters need to be addressed immediately as a basis for assessing new development in the Urban Centres, instead of waiting for the results of the County's ongoing review process.

The Official Plan Amendment does not, however, reflect the precise direction in the referenced documents – which is that future growth in each of Hillsburgh and Erin be established to 2036 and 2041 in accordance with the forecasted growth for the Town in Table 7 of the County of Wellington Official Plan. Rather the Amendment establishes forecasted population and employment for the two Urban Centres which is based on the projected capacity of the sewage plant now that it has been established through completion of the Environmental Assessment (EA) which population and employment is anticipated to be achieved no later than 2041.

With respect to the growth management policies, the amendment also updates the Official Plan policies regarding growth management, to reflect the introduction of municipal services to the Urban Areas and the direction regarding the phasing of the services and related development builds on the existing policy directions.

Once the County municipal comprehensive review and new Official Plan is complete, the Town will undertake a comprehensive review of their Official Plan to bring it into conformity with the Growth Plan and the new County Plan, as well as to reflect current Town initiatives.

PART TWO - THE AMENDMENT

1. PURPOSE

To amend the provisions of the Official Plan of the Town of Erin (Town of Erin Official Plan 2021) as required by the County of Wellington Official Plan Amendment 99 Settlement Agreement, and the County of Wellington Official Plan, to confirm future growth in each of the Hillsburgh and Erin Urban Centres on a proportionate basis to 2041. The proposed amendment also updates the Official Plan policies regarding growth management, to reflect the introduction of municipal services to the Urban Areas and the direction regarding the phasing of the services and related development builds on the existing policy directions.

2. THE AMENDMENT

The Official Plan of the Town of Erin is hereby amended as follows:

2.1 By deleting the term “2031” in the second paragraph of Section 1.1, General, and replacing it with the term “2041”.

2.2 By deleting the second sentence of Section 1.3, Relationships with the County of Wellington Official Plan, “The County of Wellington amendment to include policies of the Provincial Greenbelt Plan is forthcoming.” and replacing it with the following:

“The County of Wellington Official Plan has been amended to include policies of the Provincial Greenbelt Plan.”

2.3 By deleting the following reference to the County Plan:
 “(<https://www.wellington.ca/en/resident-services/pl-landusepolicies.aspx#Wellington-County-Official-Plan>)”

at the end of the Section 1.3, Relationships with the County of Wellington Official Plan, and replacing it with the following sentence:

“The County Official Plan is also required to be amended to conform with A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan). The Town of Erin Official Plan will require further amendment to conform to the Growth Plan and the amended County Official Plan.”

2.4 By modifying Section 2.1 Introduction:

i) By adding the following new sentence at the end of the fourth paragraph:
 “In particular, the Town will build on the existing hierarchy of development

by prioritizing growth in the serviced settlement areas of Hillsburgh and Erin; permitting some limited growth in the hamlet areas; and ensuring that the attributes of the rural areas are maintained by permitting limited development which builds on rural character and leverages rural amenities and assets.”; and,

- ii) By deleting the last sentence, “Municipal sanitary sewage disposal is not available in any part of the Town.” and replacing it with the following: “However, the Town has completed a Class Environmental Assessment process to determine the feasibility of providing full municipal servicing to the Hillsburgh and Erin Urban Centres. The Urban Centres will be fully serviced where appropriate, by municipal water and wastewater services in a manner that is economically feasible and socially and environmentally responsible.”

2.5 By modifying Section 2.2.2 Residential Growth: “

- i) By deleting the phrases “consisting of primarily single detached dwellings,” and “given the lack of municipal sewers” in Section 2.2.2 a) Residential Growth; and,
- ii) By deleting Section 2.2.2 b) and replacing it with the following:

“That new development be provided for primarily through intensification and development of designated greenfield areas in the existing settlement boundaries of Hillsburgh and Erin Urban Centres. Expansion of these settlement areas may be considered where deemed necessary to accommodate forecasted growth in conformity with Provincial policy and the County Official Plan. Some limited development in, and expansion of, existing hamlet areas may also be considered.”

2.6 By adding the following at the end of the first paragraph of Section 2.3.1, Relationship to the County Growth Strategy, after the phrase “overall growth strategy”:

“including any updates to the County Official Plan to conform with A Place to Grow: Growth Plan for the Greater Golden Horseshoe, Office Consolidation 2020”.

- 2.7 By adding to the third sentence of Section 2.3.1, Relationship to the County Growth Strategy, the phrase “as of 2021” after the phrase “The County growth strategy”.
- 2.8 By deleting Section 2.3.2, Current County Growth Forecast and replacing it with the following:

“2.3.2 Current County Growth and Urban Centre Forecast

Projected growth for the Town of Erin to 2041 is found in Table 7 of the County of Wellington Official Plan. Table 1 updates those projections for population and employment for the Urban Centres of Hillsburgh and Erin. Table 1 also provides direction with respect to the appropriate allocation of growth to each of Hillsburgh and Erin. The allocation of growth is proportionate and reflects the results of the Town’s Class Environmental Assessments for municipal water and wastewater service in conformity with the direction in Section 3.5.1 of the County Official Plan.

The County’s growth forecast is under review by the County in conformity with the Growth Plan 2020 and will be updated by the County for the Town in its entirety through an amendment(s) to the County Plan to 2051. Once the County Plan is approved by the Province, Table 1 will be amended to reflect the adjusted projected population and employment for the Town in its entirety.

Table 1 Hillsburgh and Erin Urban Centre Projected 2041 Population and Employment

Hillsburgh and Erin Urban Centres	2041
<i>Projected Additional Population Growth</i>	11,538
<i>Projected Additional Household Growth</i>	4,121
<i>Allocation between Hillsburgh and Erin Urban Centres</i>	Approximately 39% of any new population assigned to the Urban Centres will be allocated to the Hillsburgh Urban Centre and 61% will be allocated to the Erin Urban Centre
<i>Projected Additional Employment Land Related Growth</i>	1,010
<i>Allocation between the Hillsburgh and Erin Urban Centres</i>	The majority of the projected additional employment land related growth will be allocated to the Erin Urban Centre - +/- 88%

- 2.9 Delete the phrase “and the lack of municipal sewage treatment” at the end of the

first sentence of Section 3.5.1 Variety of Housing.

- 2.10 Delete the phrase “until such time as municipal wastewater servicing is provided” at the end of the second sentence of Section 3.5.4 Affordable Housing.
- 2.11 Delete the phrase “this constraint and” in the third sentence of Section 3.5.4 Affordable Housing after the word “Given”.
- 2.12 Delete the phrase “once municipal sewage service is available” at the end of Section 3.5.5 a) Residential Intensification.
- 2.13 Delete the phrase “subject to the appropriate levels of servicing, after the phrase “In Greenfield areas,” in the first paragraph of Section 3.5.6. Greenfield Housing and add the phrase “particularly in areas with full municipal services,” after the phrase “a broader mix of housing,”.
- 2.14 Add the phrase “or the lot has full municipal sewer and water services” at the end of Section 3.5.8 f) Accessory Garden Suite.
- 2.15 Delete the portion of the first sentence of Section 3.6.1 after the word “recognizing” - “there are not municipal sanitary sewage systems in the municipality” - and replace it with the following:

“municipal sanitary sewage and water systems are only planned for the Hillsburgh and Erin Urban Centres.”
- 2.16 Add the word “sewage” after the phrase “Infrastructure such as roads” in Section 3.6.3, c) General Policies.
- 2.17 Delete the first two paragraphs of Section 3.6.4, Extension of Services and replace with the following:

“3.6.4 Extension of Services

The Hillsburgh and Erin Urban Centres have municipal water service systems and a planned municipal sanitary sewage system. New development in the Hillsburgh and Erin Urban Centres will be required to connect to the municipal water and sewage systems, wherever feasible. It is the intention of the Town, over time and where practical to provide municipal water and sewage service from the Town’s central systems to all lands within the designated Urban Centres or any approved expansion of those Urban Centres.

However, the Town recognizes that not all parts of the Urban Centres currently have access to municipal water or sewage services, where no municipal service is available to small vacant lots within the urban areas limited development such as a single detached dwelling, may be permitted on individual private services on vacant lots where in compliance with the provisions of the Zoning By-law or an approved amendment thereto.”

- 2.18 Delete the first four paragraphs of Section 3.6.5 Sanitary Sewage Treatment and replace them with the following:

“3.6.5 Sanitary Sewage Treatment

At the present time there are no municipal sanitary sewage facilities in the Town of Erin. All sanitary sewage treatment is by individual private systems. However, a sewage treatment system is planned for the Hillsburgh and Erin Urban Centres and once constructed all major new development shall be required to connect to the system.

Until such time as the Town has an approved sewage treatment facility operational in the Urban Centres, Council will only provide final approval of development on individual private systems for minor redevelopment and infilling proposals such as a single detached dwelling on small vacant lots. Such proposals must demonstrate the viability of the development on individual services and demonstrate that the proposed development will not result in an unacceptable level of impact on ground and surface water resources.

However, until such time as the sewage treatment facility to serve the Urban Centres is operational, the Town will work with the County to review and process applications for draft plan of subdivision. The Town will also accept and process applications for amendments to the official plan, zoning-by-law and other applicable development applications, as appropriate.

The Town will recommend to the County that draft plan approval may be granted subject to draft plan conditions which require the sewage treatment facility to be operational prior to registration. Approval of zoning by-laws may be granted subject to a holding provision which requires the sewage treatment facility to be operational prior to the lifting of the holding zone.

Consideration may be given by the Town to approving communal sanitary sewage systems to accommodate new development outside the Urban Centres, where it is demonstrated to the satisfaction of the Town that the proposed communal system is technically sound and financially feasible.

Site specific multi-lot or multi-unit development applications outside the Urban Centres relying on communal or individual servicing systems will be required to undertake an assessment of the viability of all reasonable servicing options and an assessment of the impact of the proposed means of servicing on ground and surface water. Consideration will be given to the policies of Section 11.2 of the County Official Plan.”

- 2.19 Delete Section 3.6.6 Urban Areas – Special Policy and replace it with the following:

“3.6.6 Urban Areas - Special Policy

Implementation of the Class Environmental Assessments through the construction of new or expansion of municipal water or wastewater systems are to serve growth in a manner that supports achievement of the intensification target and density target and the projected population.

The Town, may, in its Official Plan identify new land use designations but these designations will not be implemented through further planning approvals until the review of site specific planning applications is completed and approved. The Town shall phase development based on availability of municipal water and sewage services in the Urban Areas.

Projects which would result in improved environmental protection or benefit may also be considered in conjunction with the conservation authority.”

3. IMPLEMENTATION AND INTERPRETATION

This Official Plan Amendment shall be implemented and interpreted in accordance with the implementation and interpretation provisions set out in the Amendment and the relevant sections of the Official Plan.



THE CORPORATION OF THE TOWN OF ERIN

By-Law # 22-37

A By-law to confirm the proceedings of Council at its Regular Meeting held July 7, 2022

Whereas, Section 5, Subsection 1 of the *Municipal Act*, being Chapter 25 of the Statutes of Ontario, 2001, the powers of a municipal corporation are to be exercised by its Council;

And Whereas, Section 5, and Subsection 3 of the *Municipal Act* the powers of every Council are to be exercised by By-Law;

And Whereas, it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Erin at its meeting held **July 7, 2022** be confirmed and adopted by By-Law;

Now therefore, the Council of the Corporation of the Town of Erin Enacts as Follows:

1. That the action of the Council at its Regular Meeting held on **July 7, 2022** in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.
2. That the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Town to all such documents.
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter of thing referred to in subsection 65 (1) of the **Ontario Municipal Board Act**, R.S.O. 1990, Chapter 0.28, shall not take effect until the approval of the Ontario Municipal Board with respect thereto, required under such subsection, has been obtained.
4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with **Environmental Assessment Act**, R.S.O. 1990, Chapter E.18.

Passed in open Council on July 7, 2022.

Mayor, Allan Alls

Clerk, Lisa Campion