

SCHEDULE E

Form of Completion Report for Studies

1. Introduction

- a. The Project Team completed the UCWS EA Environmental Study Report. The Project Team consisted of Town's Engineer of Record (Triton Engineering Services Limited) through Paul Ziegler, Principal and Christine Furlong, P.Eng., the retained Engineering Consultant through Joe Mullan and Gary Scott, Public Liaison Consultant through Dave Hardy and Noah Brotman and; Hutchinson Environmental Sciences through Neil Hutchinson and Deborah Sinclair.

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2. The Feasibility Study

- a. The Town of Erin completed a Servicing and Settlement Master Plan (SSMP) to address servicing, planning, and environmental issues within the Town and to establish a recommended approach for wastewater management for both of the urban communities in order to address the wastewater issues within the communities and to facilitate growth, which is limited by the lack of wastewater servicing.

In 2016, The Town initiated the Urban Centre Wastewater Servicing Class Environmental Assessment (UCWS EA), which has the objective of completing the Class Environmental Assessment process for wastewater servicing within Erin Village and Hillsburgh based on the general alternative solution developed during the SSMP. The UCWS EA follows the Municipal Class Environmental Assessment (Class EA) process.

- b. The objective of the UCWS EA Environmental Study Report for wastewater servicing for the communities of Erin and Hillsburgh was to determine the preferred design alternatives for wastewater collection, treatment, and disposal.
- c. The UCWS EA used the process of the Municipal Class Environmental Assessment in order to meet the study objectives. The Municipal Class Environmental Assessment is a recognized planning process and directed by the Ontario Environmental Assessment Act. The Municipal Class Environmental Assessment document, prepared by the Municipal Engineers Association (MEA) outlines the procedures to be followed to satisfy Class EA requirements for water, wastewater and road projects. The process includes five phases:
 - Phase 1: Problem Definition
 - Phase 2: Identification and Evaluation of Alternatives to Determine a Preferred General Solution
 - Phase 3: Examination of Alternative Methods of Implementation of the Preferred General Solution
 - Phase 4: Documentation of the Planning, Design and Consultation Process
 - Phase 5: Implementation and Monitoring

Projects subject to the Class EA process are classified into four possible “Schedules” depending on the degree of expected impacts and are set by the proponent. The Schedules are A, A+, B and C. C is a recognized planning process under the Ontario classified as a Schedule C EA under the Municipal Class EA process.

- d. Public Consultation was conducted throughout the study. Key design considerations were directly impacted as a result of the public consultation process. Please refer to Section ES-8.0, page E14 of the UCWS EA Environmental Study Report.

3. Feasibility Study Findings and Recommendations

- a. The environmental findings related to the options explored through the evaluation process which involved identification of viable alternatives followed by conceptual design, sizing, and costing of each alternative and a detailed evaluation using screening criteria. The screening criteria were chosen to reflect key aspects of the component being evaluated. Four primary screening categories were used for the evaluation:

- Social/Cultural Impacts;
- Environmental Impacts;
- Technical Performance;
- Economic Impacts

Each category was given a weighting to capture its importance relative to the other categories used to evaluate each component.

The evaluation process was completed and documented in a series of technical memoranda prepared as part of Phase 3 of the Class EA. The quantitative results of the evaluation process are summarised in the Table on Section ES-5.2 page E9 of the UCWS EA Environmental Study Report.

- b. As part of the UCWS EA Environmental Study Report an “Opinion of Costs” was provided which examined the capital, operation and maintenance costs of the alternatives. Please refer to Section ES-6.0, page E12 of the UCWS EA Environmental Study Report.
- c. As per Section ES-9.0, page E15 of the UCWS EA Environmental Study Report the Table summarizes the recommended alternative designs for the five major components of the communal wastewater collection and treatment system proposed for the Town of Erin.

4. Lead Applicant’s Next Steps

- a. Although the UCWS EA defines the various limitations of the wastewater infrastructure components within the community, the UCWS EA makes recommendations for additional investigations to be completed which will assist to dictate the implementation schedule for the project’s next steps including:

- Completion of a parallel water supply Class EA to identify the servicing limits for water supply for the Urban Areas;
- Completing an Official Plan Review process to identify the limits of growth within the Urban Areas;

- Securing sufficient funding for the existing communities share of the project;
- Securing sufficient funding for the growth component of the project through a joint financing agreement with developers;

When all of these components are in place, the implementation of the entire project can proceed. When the Town secures sufficient funding for the Town component of the project and the Official Plan review has been completed, and a front end financing agreement is in place with developers for their share of trunk sewers; the Town could proceed with servicing of the existing communities. When the water supply Class EA, Official Plan Review and a cost sharing agreement with the Town, are all in place the servicing of the new development areas can proceed. The implementation of the above will benefit the Town's overall environment/quality of life through proper infrastructural and growth management planning strategies. The improved socio-economic environment will allow for increased community growth and benefit the Town financially.

5. Lessons Learned

- a. A recommendation to other municipalities interested in doing a similar process is to ensure the public and stakeholders are engaged early and often throughout the process so as to assess the immediate limitations and develop a process criteria.

If the Town were to proceed with a similar study, the Town would use additional tools such as virtual public meetings through the Town's website so as to further engage the public and keep all interested parties apprised of the Study's status.

- b. The Town experienced various Part 2 Order bump-up requests which is likened to an appeal process from members of the public and public. The Town overcame these challenges through additional public consultation with the appellants and provided additional information to the governing body, Ministry of Environment, Conservation and Parks (MECP) consistent with the Class EA process.

6. Knowledge Sharing

- a. <http://www.erin.ca/town-hall/wastewater-ea>
- b. As a result of this specific study and general public engagement within the community, the Town developed and adopted a "Citizen Engagement Charter" (the Charter). Part of a larger overall Communications Plan, the goal of the Charter is to; improve public participation in town initiatives and decisions; create an open dialogue in which the public can constructively voice thoughts and concerns; and improve how easily the public can access town information. The Charter also affirms a commitment to opening lines of communication between council, staff and the public; providing accurate information and updates in a timely manner to the public in

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as many “places” as possible; hosting public engagement sessions and ensuring open access to information.

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