



TOWN OF ERIN
REGULAR COUNCIL MEETING
AGENDA

October 10, 2024

3:00 PM

Municipal Council Chamber

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Declaration of Pecuniary Interest**
4. **Public Meetings**
 - 4.1 Application for Stage 1B (Earthworks) Site Alteration Permit for 5520 Eighth Line and 5552 Eighth Line, Mattamy (Erin) Limited and 2779181 Ontario Inc. (Coscorp); Public Meeting 1 - 6
 - 4.2 Application for Stage 1B (Earthworks) Site Alteration Permit for 5525 Eighth Line, EC (Erin) GP Inc. (Empire Developments); Public Meeting 7 - 13
5. **Community Announcements**
6. **Adoption of Minutes** 14 - 18

September 26th - Regular Council Meeting

And the Confidential Minutes of the Closed Session Meeting held on September 26th, 2024
7. **Business Arising from the Minutes**
8. **Delegations/Petitions/Presentations**
 - 8.1 Rotary Club of Erin - World Polio Day 19 - 25
9. **Reports**
 - 9.1 Infrastructure Services
 - 9.1.1 Roads
 - 9.1.1.1 Award of RFP 2024-02R – Transportation Master Plan 26 - 28
10. **New Business**

10.1	Councillor Brennan - Motion regarding Town branding	29
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11.1	2024 Activity List	30
12.	By-Laws	31
	Confirming By-law	
13.	Notice of Motion	
14.	Adjournment	



Town of Erin

Corporate Report

Department: Community Services	Report Number: PD2024-13
Business Unit: Planning & Development	Meeting Date: 10/10/2024
Presented/ Prepared By: David Waters, Manager of Planning & Development	

Subject

Application for Stage 1B (Earthworks) Site Alteration Permit for 5520 Eighth Line and 5552 Eighth Line, Mattamy (Erin) Limited and 2779181 Ontario Inc. (Coscorp); Public Meeting

Recommendation

That Council hereby receives Public Meeting report number PD2024-13 “Application for Stage 1B (Earthworks) Site Alteration Permit for 5520 Eighth Line and 5552 Eighth Line, Mattamy (Erin) Limited and 2779181 Ontario Inc. (Coscorp)” for information.

Highlights

The Town of Erin has received a Stage 1B Site Alteration application submitted by Mattamy (Erin) Limited and Coscorp Inc. to obtain a permit for major earthworks to be undertaken on lands located on west side of Eighth Line, north of Dundas Street West and south of Sideroad 17, within the Erin Urban Area. The application is seeking permission for the following works:

- Strip topsoil and stockpile topsoil to be re-used on site for landscaping use for lots, boulevards, parks, schools, ponds;
- Haul surplus material off-site and to the adjacent Erin site;
- Pre-grade the site in preparation for underground servicing and roads for the preparation of house construction;
- Construction of temporary Erosion and Sediment Control Basins and temporary sediment traps; and,
- Conversion of temporary Erosion and Sediment Control Basins to the Ultimate SWM Ponds.

Following the public meeting, a site alteration agreement including responses to the input received will be presented at a future Council meeting prior to the issuance of the permit.

Notice of the public meeting was published in the Wellington Advertiser, posted on the Town's website and mailed to all property owners with 120 metres of the subject lands.

Background

Mattamy (Erin) Limited and Coscorp Inc. were issued a Stage 1A Site Alteration Permit by the Town in March 2024 to permit vegetation removal, tree removal, tree preservation, clearing and grubbing on the subject lands including the installation and maintenance of required erosion and sediment controls (including silt fencing, swales, etc.).

The applicants have submitted planning applications for a plan of subdivision and zoning by-law amendment to permit the development of the subject lands for 618 dwelling units which are under review by the Town and County. A statutory public meeting was held in September 2022 to present the planning applications.

In accordance with Town of Erin By-law 16-30, the proposed earth works is considered a large-scale site alteration and requires Council to hold a Public Meeting to consider the application.

Discussion

The Town of Erin has received a Stage 1B Site Alteration application submitted by Mattamy (Erin) Limited and Coscorp Inc. to obtain a permit for major earthworks to be undertaken on two parcels of land, located at 5520 Eighth Line and 5552 Eighth Line, measuring approximately 36.10 hectares and 27.05 hectares, respectively. The subject lands are located on west side of Eighth Line, north of Dundas Street West and south of Sideroad 17, within the Erin Urban Area as shown on Figure 1.

Figure 1 – Location Map



Surrounding land uses include:

North: Existing rural residential dwellings
 East: Erin Heights Golf Course, existing residential subdivision
 South: Woodlands, Agricultural lands
 West: Woodlands, Agricultural lands

County of Wellington Official Plan

The subject property is designated “Urban System”, Settlement Area”, “Designated Greenfield.”

Town of Erin Official Plan

On Schedule A-1 of the Town of Erin Official Plan, the subject lands are designated “Residential”, “Core Greenlands”, “Greenlands” and within the Erin Urban Centre and Built Boundary.

Zoning By-law 07-67

The subject lands are zoned “Future Development”, “Environmental Protection 1”, “Environmental Protection 2.”

The application is seeking permission for the following works:

- Strip topsoil and stockpile topsoil to be re-used on site for landscaping use for lots, boulevards, parks, schools, pond;
- Haul surplus material off-site to the adjacent Erin Development site;
- Pre-grade the site in preparation for underground servicing and roads for the preparation of house construction;
- Construction of temporary Erosion and Sediment Control Basins and temporary sediment traps; and,
- Conversion of temporary Erosion and Sediment Control Basins to the Ultimate SWM Ponds.

Tree protection fencing will be installed at the dripline of trees identified for preservation for the duration of the earthworks and a traffic control plan will be implemented including flagging on Sideroad 17 & Eighth Line for construction vehicles crossing Eighth Line moving earth from the Mattamy/Coscorp property to the Empire site. The earthworks are expected to take approximately 11 months to complete. A conceptual grading plan is found in Appendix A to this report.

The applicant’s submission consists of the following reports and plans:

- Hydrogeological Assessment
- Tree Inventory and Preservation Plan Report
- Environmental Impact Study
- Erosion and Sediment Control Report and Drawings
- Preliminary Geotechnical Investigation Report

- Conceptual Grading Plan
- Two Environmental Site Assessment
- Traffic Control Plan

Requirements within Site Alteration By-law 16-30

The Town's Site Alteration By-law identifies submission requirements for site alteration applications. If an applicant proposes to place or dump or removal fill and alter the grade involving more than 1,000 cubic metres of fill or where the elevation of the site will increase or decrease by more than 1 metre at any point on the site, it is considered a large scale site alteration permit. By-law 16-30 outlines submission requirements for large scale site alteration applications, including the requirement for a Public Meeting before Council.

The purpose of this public meeting is for the applicant and any interested members of the public to be provided the opportunity to make representation. Notice for the public meeting was published in the Wellington Advertiser, posted on the Town's website and mailed to all landowners with 120 metres of the subject property.

Next Steps

The applicant has provided the application submission requirements as per By-law 16-30. The application submission documents have been circulated to Town staff, the County of Wellington and Credit Valley Conservation Authority. Following the public meeting a Recommendation report with a site alteration agreement will be presented to Council for consideration prior to the issuance of the permit.

Strategic Pillar

Growth Management

Financial Impact

The application fees associated with a Site Alteration application are collected at the time of filing the application and included within the operating revenues of the Planning & Development Division of Community Services.

Conclusion

The Town of Erin has received a Stage 1B Site Alteration application submitted by Mattamy (Erin) Limited and Coscorp Inc. to obtain a permit for major earthworks to be undertaken on lands located on west side of Eighth Line, north of Dundas Street West and south of Sideroad 17, within the Erin Urban Area. The earthworks are expected to take approximately 11 months to complete.

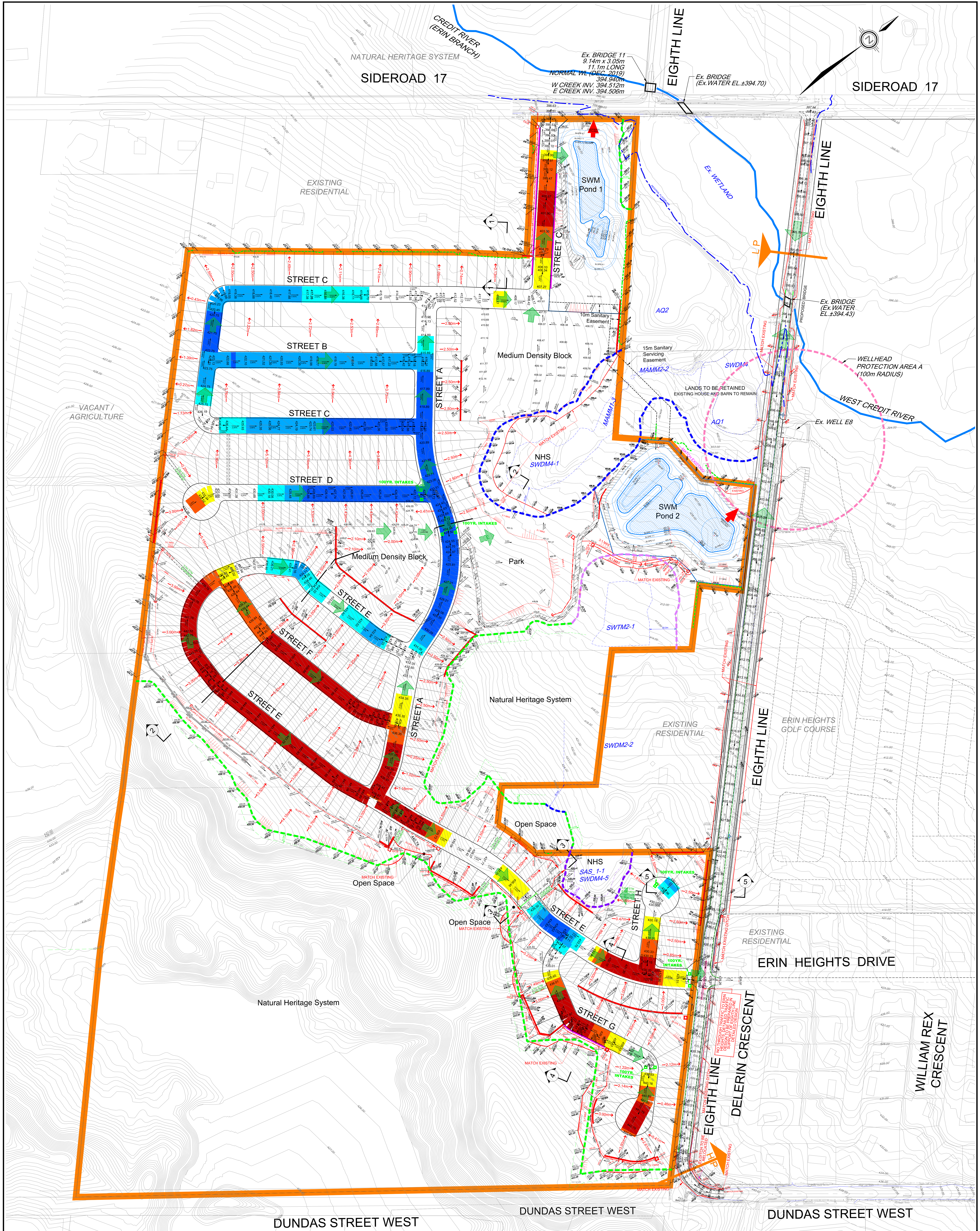
Following the public meeting a Recommendation report with a site alteration agreement will be presented to Council for consideration prior to the issuance of the permit.

Attachments

Appendix A – Conceptual Grading Plan

David Waters, MCIP, RPP, PLE
Manager of Planning & Development

Rob Adams
Chief Administrative Officer



LEGEND:

SITE BOUNDARY	PROPOSED CENTERLINE ELEVATION	CUT-FILL DEPTH ALONG CENTERLINE	HAZARD LINE AND BUFFERS
DEVELOPMENT LIMIT	PROPOSED ELEVATION EXISTING ELEVATION	CUT DEPTH (m)	10m NHS HAZARD LINE AND BUFFERS
WELLHEAD PROTECTION AREA A	EXISTING CONTOUR ELEVATION	1.00-2.00	DRIPLINE
STORM OVERLAND FLOW ARROW	PRIVATE RETAINING WALL	2.00-3.00	10m WETLAND HAZARD LINE AND BUFFERS
EMERGENCY STORM OVERLAND FLOW ARROW	PUBLIC RETAINING WALL	>3.00	DRIPLINE
	TREE PROTECTION FENCE	FILL DEPTH (m)	30m SWM HAZARD LINE AND BUFFERS
		0.00-1.00	DRIPLINE
		1.00-2.00	
		2.00-3.00	
		>3.00	

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Fax: (905) 475-3001
www.JSEL.ca

5520 EIGHTH LINE & 5552 EIGHTH LINE

TOWN OF ERIN

CONCEPTUAL GRADING PLAN

SCALE: 1:1250 PROJECT No: 21-1242

DATE: OCTOBER 2023 DRAWING: 6



Town of Erin

Corporate Report

Department: Community Services	Report Number: PD2024-14
Business Unit: Planning & Development	Meeting Date: 10/10/2024
Presented/ Prepared By: David Waters, Manager of Planning & Development	

Subject

Application for Stage 1B (Earthworks) Site Alteration Permit for 5525 Eighth Line, EC (Erin) GP Inc. (Empire Developments); Public Meeting

Recommendation

That Council hereby receives report number PD2024-14 “Application for Stage 1B (Earthworks) Site Alteration Permit for 5525 Eighth Line, EC (Erin) GP Inc. (Empire Developments); Public Meeting” for information.

Highlights

The Town of Erin has received a Stage 1B Site Alteration application submitted by EC (Erin) GP Inc. (Empire Developments) to obtain a permit for major earthworks to be undertaken on lands located on east side of Eighth Line, north of Dundas Street West and Erin Heights Drive, within the Erin Urban Area. The application is seeking permission for the following works:

- Strip topsoil and stockpile topsoil to be re-used on site for landscaping use for lots, boulevards, parks, schools, ponds;
- Import fill material from the adjacent Mattamy/Coscorp site;
- Pre-grade the site in preparation for underground servicing and roads for the preparation of house construction;
- Construction of temporary Erosion and Sediment Control Basins and temporary sediment traps; and,
- Conversion of temporary Erosion and Sediment Control Basins to the Ultimate SWM Ponds.

Following the public meeting a site alteration agreement including responses to the input received will be presented to a future Council meeting prior to the issuance of the permit.

Notice of the public meeting was published in the Wellington Advertiser, posted on the Town’s website and mailed to all landowners with 120 metres of the subject property.

Background

EC (Erin) GP Inc. (Empire Developments) was issued a Stage 1A Site Alteration Permit by the Town in March 2024 to permit vegetation removal, tree removal, tree preservation, clearing and grubbing on the subject lands including the installation and maintenance of required erosion and sediment controls (including silt fencing, swales, etc.).

The applicant has submitted planning applications for a plan of subdivision and zoning by-law amendment to permit the development of the subject lands for 288 dwelling units which are under review by the Town and County. A statutory public meeting was held in September 2022 to present the planning applications.

In accordance with Town of Erin By-law 16-30, the proposed earth works is considered a large-scale site alteration and requires Council to hold a Public Meeting to consider the application.

Discussion

The Town has received a Stage 1B Site Alteration application submitted by EC (Erin) GP Inc. (Empire Developments) to obtain a permit for major earthworks to be undertaken on the property located 5525 Eighth Line, measuring approximately 13.8 hectares and a portion of the site is currently operating as a 9-hole golf course. The subject lands are located on the east side of Eighth Line, north of Dundas Street West and Erin Heights Drive, within the Erin Urban Area as shown on Figure 1.

Figure 1 – Location Map



Surrounding land uses include:

North: Woodlands, Erin Heights Golf Course
 East: Woodlands and further east, existing residential dwellings, the Town of Erin's Main Street South

South: Existing residential subdivision
 West: Agricultural uses, Woodlands and the proposed Mattamy/Coscorp residential plan of subdivision

County of Wellington Official Plan

The subject property is designated “Primary Urban Centre”, Settlement Area”, and “Designated Greenfield” on Schedule A.

Town of Erin Official Plan

On Schedule A-1 of the Town of Erin Official Plan, the subject lands are designated “Residential”, “Core Greenlands” and within the Erin Urban Centre and Built Boundary.

Zoning By-law 07-67

The subject lands are zoned “Future Development”, “Environmental Protection 1.”

The application is seeking permission for the following works:

- Strip topsoil and stockpile topsoil to be re-used on site for landscaping use for lots, boulevards, parks, schools, ponds;
- Import fill material from the adjacent Mattamy/Coscorp site;
- Pre-grade the site in preparation for underground servicing and roads for the preparation of house construction;
- Construction of temporary Erosion and Sediment Control Basins and temporary sediment traps; and,
- Conversion of temporary Erosion and Sediment Control Basins to the Ultimate SWM Ponds.

Tree protection fencing to be installed at the dripline of trees identified for preservation for the duration of the earthworks and a traffic control plan will be implemented including flagging on Sideroad 17 & Eighth Line for construction vehicles crossing Eighth Line moving earth from the Mattamy/Coscorp property to the Empire site. The earthworks are expected to take approximately 11 months to complete. A conceptual grading plan and construction management plan are found in Appendix A and B, respectively, to this report.

The applicant’s submission consists of the following reports and plans:

- Construction Management Plan
- Scoped Environmental Impact Study (EIS) Report,
- Site Alteration Stage 1B Sediment Pond, Grading and Topsoil drawings
- Phase 2 Environmental Site Assessment
- Soil Remediation
- Erosion & Sediment Control Report
- Geotechnical Investigation

- Hydrogeological Assessment, Water Balance Assessment and Source Water Protection Analysis
- Site Alteration Security Cost Estimate
- Arborist Report and Tree Protection Plan

Requirements within Site Alteration By-law 16-30

The Town's Site Alteration By-law identifies submission requirements for site alteration applications. If an applicant proposes to place or dump or removal fill and alter the grade involving more than 1,000 cubic metres of fill or where the elevation of the site will increase or decrease by more than 1 metre at any point on the site, it is considered a large scale site alteration permit. By-law 16-30 outlines submission requirements for large scale site alteration applications, including the requirement for a Public Meeting before Council.

The purpose of this public meeting is for the applicant and any interested members of the public to be provided the opportunity to make representations. Notice for the public meeting was published within the Wellington Advertiser, posted on the Town's website and mailed to all landowners with 120 metres of the subject property.

Next Steps

The applicant has provided the application submission requirements as per By-law 16-30. The application submission documents have been circulated to Town staff, the County of Wellington and Credit Valley Conservation. Following the public meeting, a Recommendation report with a site alteration agreement will be presented to Council prior to the issuance of the permit.

Strategic Pillar

Growth Management

Financial Impact

The application fees associated with a Site Alteration application are collected at the time of filing the application and included within the operating revenues of the Planning & Development Division of Community Services.

Conclusion

The Town of Erin has received a Stage 1B Site Alteration application submitted by EC (Erin) GP Inc. (Empire Developments) to obtain a permit for earthworks to be undertaken on lands located on west side of Eighth Line, north of Dundas Street West and south of Sideroad 17, within the Erin Urban Area. The earthworks are expected to take approximately 11 months to complete.

Following the public meeting, a Recommendation report including a site alteration agreement will be presented to Council prior to the issuance of the permit.

Attachments

Appendix A – Conceptual Proposed Grading Plan

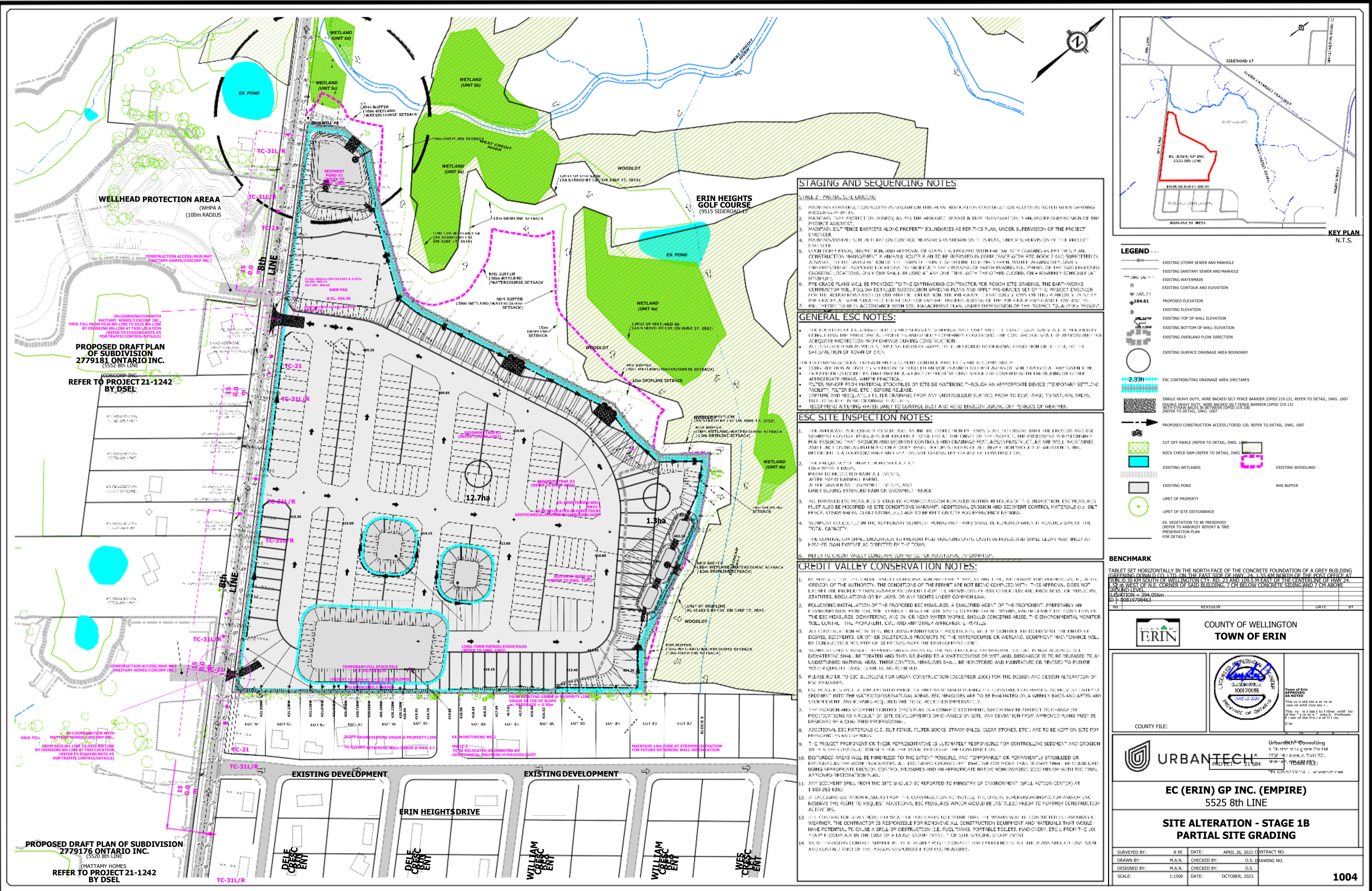
Appendix B – Construction Management Plan

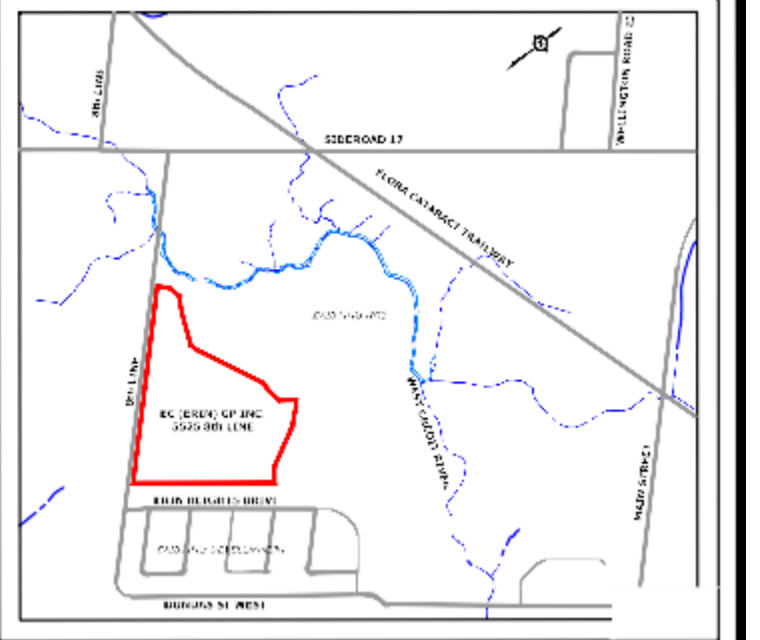
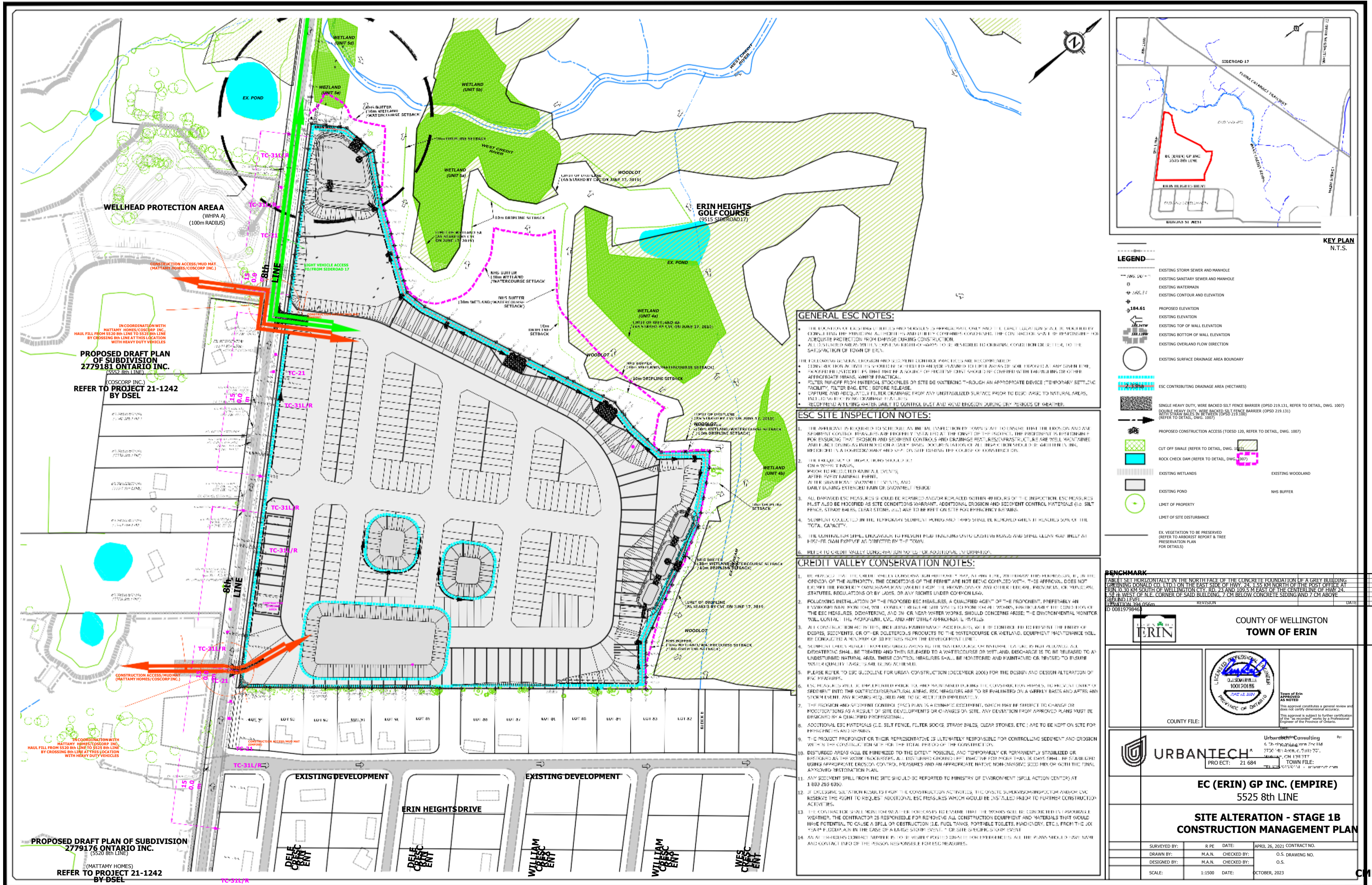
David Waters, MCIP, RPP, PLE

Manager of Planning & Development

Rob Adams

Chief Administrative Officer





LEGEND

	EXISTING STORM SEWER AND MANHOLE
	EXISTING SANITARY SEWER AND MANHOLE
	EXISTING WATERMAIN
	EXISTING CONTOUR AND ELEVATION
	PROPOSED ELEVATION
	EXISTING ELEVATION
	EXISTING TOP OF WALL ELEVATION
	EXISTING BOTTOM OF WALL ELEVATION
	EXISTING OVERLAND FLOW DIRECTION
	EXISTING SURFACE DRAINAGE AREA BOUNDARY
	ESC CONTRIBUTING DRAINAGE AREA (HECTARES)
	SINGLE HEAVY DUTY WIRE BACKED SILT FENCE BARRIER (OPSD 219.131, REFER TO DETAIL, DWG. 1007) WITH STRAW BALES ON BETWEEN (OPSD 219.131) REFER TO DETAIL, DWG. 1007
	PROPOSED CONSTRUCTION ACCESS (TOESD 120, REFER TO DETAIL, DWG. 1007)
	CUT OFF SWALE (REFER TO DETAIL, DWG. 1007)
	ROCK CHECK DAM (REFER TO DETAIL, DWG. 1007)
	EXISTING WETLANDS
	EXISTING POND
	LIMIT OF PROPERTY
	LIMIT OF SITE DISTURBANCE
	EX. VEGETATION TO BE PRESERVED (REFER TO ARBORIST REPORT & TREE PRESERVATION PLAN FOR DETAILS)
	EXISTING WOODLAND
	NIS BUFFER

GENERAL ESC NOTES:

- THE ESC MEASURES SHALL BE INSTALLED AND MAINTAINED TO PREVENT EROSION AND SEDIMENTATION FROM THE CONSTRUCTION SITE TO ADJACENT AREAS AND TO PROTECT THE ENVIRONMENT FROM POLLUTION DURING CONSTRUCTION.
- ALL ESC MEASURES SHALL BE MAINTAINED AT ALL TIMES TO ENSURE THEY REMAIN EFFECTIVE AND TO BE REPAIRED IMMEDIATELY UPON FAILURE TO THE SATISFACTION OF TOWN OF ERIN.
- THE FOLLOWING GENERAL EROSION AND SEDIMENT CONTROL PRACTICES ARE RECOMMENDED:
 - 200% SLOPE PROTECTION WITH 100% WETLAND WATERCOURSE SETBACK (10M DROPLINE SETBACK).
 - APPROPRIATE MEASURES, WHERE PRACTICAL.
 - FILTER MOUND OR MATERIAL STOCKPILES ON SITE DE WATERING THROUGH AN APPROPRIATE DEVICE (TEMPORARY SETTLING FACILITY, FILTER BAG, ETC.) BEFORE RELEASE.
 - CAPTURE AND ADEQUATELY FILTER DRAINAGE FROM ANY UNSTABILIZED SURFACE PRIOR TO DISCHARGE TO NATURAL AREAS, INCLUDING EROSION CONTROL MEASURES.
 - RECORD KEEPING: DAILY LOGS TO MONITOR AND RECORD EROSION DURING DRY PERIODS OF WEATHER.

ESC SITE INSPECTION NOTES:

- THE ESC MEASURES SHALL BE INSPECTED AS PART OF THE ESC INSPECTION TO ENSURE THAT THE ESC MEASURES ARE MAINTAINED AND OPERATING AS INTENDED. THE ESC MEASURES SHALL BE INSPECTED AT THE FOLLOWING INTERVALS:
 - ON A DAILY BASIS.
 - BEFORE EACH RAINFALL EVENT.
 - AFTER EVERY RAINFALL EVENT.
 - DAILY DURING EXTENDED RAIN OR SIGNIFICANT WIND.
- ALL DAMAGED ESC MEASURES SHOULD BE REPAIRED AND/OR REPLACED WITHIN 48 HOURS OF THE INSPECTION. ESC MEASURES MUST ALSO BE MODIFIED AS SITE CONDITIONS WARRANT. ADDITIONAL EROSION AND SEDIMENT CONTROL MATERIALS (E.G. SILT FENCE, STRAW BALES, CLEAR STONES, ETC.) ARE TO BE KEPT ON SITE FOR EMERGENCY USE ONLY.
- SEDIMENT COLLECTED IN THE TEMPORARY SEDIMENT POND(S) SHOULD BE REMOVED WHEN IT REACHES 50% OF THE TOTAL CAPACITY.
- THE CONTRACTOR SHALL TAKE MEASURES TO PREVENT POND TRAPPING ONTO ADJACENT WETLANDS AND SHALL BE RESPONSIBLE AT ALL TIMES FOR POND MAINTENANCE AS DIRECTED BY THE TOWN.
- REFER TO CREDIT VALLEY CONSERVATION NOTES FOR ADDITIONAL INFORMATION.

CREDIT VALLEY CONSERVATION NOTES:

- BE ADVISED THAT THE CREDIT VALLEY CONSERVATION AUTHORITY (CVA) IS A REGULATORY BODY WITHIN THE JURISDICTION OF THE TOWN OF ERIN. THE CVA'S APPROVAL DOES NOT EXEMPT THE PROJECT FROM ANY FEDERAL, PROVINCIAL, OR MUNICIPAL STATUTES, REGULATIONS OR BY-LAWS, OR ANY RIGHTS UNDER COMMON LAW.
- FOLLOWING INSTALLATION OF THE PROPOSED ESC MEASURES, A QUALIFIED AGENT OF THE PROJECT, PREFERABLY AN ENVIRONMENTAL PROFESSIONAL, SHALL CONDUCT VISUAL MONITORING OF THE ESC MEASURES, DRAINAGE, AND ON OR NEAR WATER WORKS. SHOULD CONCERNS ARISE, THE ENVIRONMENTAL MONITOR WILL NOTIFY THE PROJECT, CVA, AND ANY OTHER APPLICABLE AGENCIES.
- ALL CONSTRUCTION ACTIVITIES, INCLUDING MAINTENANCE ACTIVITIES, WILL BE CONTROLLED TO PREVENT THE ENTRY OF DEBRIS, SEDIMENTS, OR OTHER DEleterious PRODUCTS TO THE WATERCOURSE OR WETLAND. EQUIPMENT MAINTENANCE WILL BE CONDUCTED AT A MINIMUM OF 30 METERS FROM THE WATERCOURSE.
- SEWAGE TANKS, PORTABLE TOILETS, AND OTHER TEMPORARY STRUCTURES, WHICH ARE NOT ALLOWED, ALL DEWATERING SHALL BE TREATED AND THEY RELEASED TO A WATERCOURSE OR WETLAND. DISCHARGE IS TO BE RELEASED TO AN UNDISTURBED NATURAL AREA. THESE CONTROL MEASURES SHALL BE MONITORED AND MAINTAINED OR REVISED TO ENSURE WATER QUALITY TARGETS ARE BEING ACHIEVED.
- PLEASE REFER TO ESC GUIDELINES FOR URBAN CONSTRUCTION (DECEMBER 2006) FOR THE DESIGN AND DESIGN ALTERATION OF ESC MEASURES.
- ESC MEASURES SHALL BE IMPLEMENTED PRIOR TO ANY WORK BEING CONDUCTED ON THE CONSTRUCTION SITE. TO PREVENT ENTRY OF SEDIMENT INTO THE WATERCOURSE OR WETLANDS, ESC MEASURES ARE TO BE MAINTAINED ON A DAILY BASIS AND AFTER ANY STORAGE AND REMOVAL REQUIRED ARE TO BE REINSTALLED IMMEDIATELY.
- THE PROJECT AND APPLICABLE ESC PLAN IS A DYNAMIC DOCUMENT, WHICH MAY BE SUBJECT TO CHANGE OR MODIFICATIONS AS A RESULT OF SITE DEVELOPMENTS OR CHANGES ON SITE. ANY DEVIATION FROM APPROVED PLANS MUST BE DESIGNED BY A QUALIFIED PROFESSIONAL.
- ADDITIONAL ESC MATERIALS (E.G. SILT FENCE, FILTER SOCKS, STRAW BALES, CLEAR STONES, ETC.) ARE TO BE KEPT ON SITE FOR REAPPLICATION AND REPAIRS.
- THE PROJECT PROPRIETOR OR THEIR REPRESENTATIVE IS COMPLETELY RESPONSIBLE FOR CONTROLLING SEDIMENT AND EROSION ON THE CONSTRUCTION SITE AT ALL TIMES TO PROTECT THE ENVIRONMENT.
- DISTURBED AREAS WILL BE MINIMIZED TO THE EXTENT POSSIBLE, AND TEMPORARILY OR PERMANENTLY STABILIZED OR RESTORED AS THE WORK PROGRESSES. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION USING APPROPRIATE EROSION CONTROL MEASURES AND AN APPROPRIATE NATIVE NON-INVASIVE SEED MIX OR WITH THE FINAL APPROVED RESTORATION PLAN.
- ANY SEDIMENT SPILL FROM THE SITE SHOULD BE REPORTED TO MINISTRY OF ENVIRONMENT (SPILL ACTION CENTERS) AT 1-800-269-6939.
- IF UNUSUAL SITUATION RESULTS FROM THE CONSTRUCTION ACTIVITIES, THE ON-SITE SUPERVISOR/INSPECTOR AND/OR CVA AGENTS ARE TO REQUEST ADDITIONAL ESC MEASURES WHICH WOULD BE INSTALLED PRIOR TO FURTHER CONSTRUCTION ACTIVITIES.
- THE CONTRACTOR SHALL MONITOR WHETHER FORECASTS INDICATE THAT THE WEATHER WILL BE CONDUCTIVE TO UNUSUAL WEATHER. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL CONSTRUCTION EQUIPMENT AND MATERIALS THAT WOULD HAVE POTENTIAL TO CAUSE A SPILL OR OBSTRUCTION (E.G. FUEL TANKS, PORTABLE TOILETS, MACHINERY, ETC.) FROM THE JOB AREA IMMEDIATELY IN THE CASE OF A LARGE STORM EVENT OR SITE SHUTTING DOWN EVENT.
- AS AN INDUSTRY CONTRACTOR, THE CONTRACTOR IS TO BE RESPONSIBLE FOR THE DESIGN AND IMPLEMENTATION OF ALL PLANS, SPECIFICATIONS AND CONTRACTS OF THE PROJECT, RESPONSIBLE FOR ESC MEASURES.

BENCHMARK

TABLET SET HORIZONTALLY IN THE NORTH FACE OF THE CONCRETE FOUNDATION OF A GREY BUILDING GREENING DONALD CO. LTD.) ON THE EAST SIDE OF HWY. 24, 1.5 KM NORTH OF THE POST OFFICE AT ERIN, 10-30 KM SOUTH OF WELLINGTON CITY, RD. 23 AND 105.2 M EAST OF THE CENTERLINE OF HWY. 24, 1.5 M WEST OF N.E. CORNER OF SAID BUILDING, 7 CM BELOW CONCRETE SIDING AND 7 CM ABOVE FINISH LEVEL.

REVISION	DATE	BY
01	2021.02.20	URBANTECH

COUNTY OF WELLINGTON
TOWN OF ERIN

URBANTECH CONSULTING INC.
PROJ. NO. 21-684
TOWN FILE: 2021-01-01

EC (ERIN) GP INC. (EMPIRE)
5525 8th LINE

SITE ALTERATION - STAGE 1B
CONSTRUCTION MANAGEMENT PLAN

SURVEYED BY:	R.P.E.	DATE:	APRIL 26, 2021	CONTRACT NO.:
DRAWN BY:	M.A.N.	CHECKED BY:	O.S.	DRAWING NO.:
DESIGNED BY:	M.A.N.	CHECKED BY:	O.S.	
SCALE:	1:1500	DATE:	OCTOBER, 2023	

PROPOSED DRAFT PLAN OF SUBDIVISION
2779176 ONTARIO INC.
(5520 8th LINE)
(MATTHEW HOMES)
REFER TO PROJECT 21-1242
BY DSEL

PROPOSED DRAFT PLAN OF SUBDIVISION
2779181 ONTARIO INC.
(5525 8th LINE)
(COSCORP INC.)
REFER TO PROJECT 21-1242
BY DSEL



**TOWN OF ERIN
MINUTES OF THE REGULAR COUNCIL MEETING**

**September 26, 2024
3:00 PM
Municipal Council Chamber**

Present:	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
Staff Present:	Rob Adams	Chief Administrative Officer
	Scott Bates	Interim Director of Fire & Emergency Services/Fire Chief
	Joe Forte	Director of Planning & Development/Chief Building Official
	Nina Lecic	Director of Legislative Services & Town Clerk
	Wendy Parr	Director of Finance & Treasurer
	Brian Kavanagh	Director of Infrastructure Services & Town Engineer
	Justin Grainger	Deputy Clerk
	Chris Vernon	Senior Communications Officer

1. Call to Order

Mayor Dehn called the meeting to order at the hour of 3:00 PM.

2. Approval of Agenda

Resolution # 24-208

Moved By Councillor Brennan
Seconded By Councillor Ryan

Be it resolved that the agenda be approved as amended.

Carried

Amendment:

Moved By Councillor Aylard
Seconded By Councillor Brennan

That Item 13, "Notice of Motion", be moved up in the agenda to appear after Declarations of Pecuniary Interest.

Carried

3. Declaration of Pecuniary Interest

None.

13. Notice of Motion

Councillor Brennan presented the following Notice of Motion:

Whereas, Council and staff initiated an expedited re-branding process in order to save tax dollars on the implementation of a new logo;

And Whereas, the timeline of this process did not allow for meaningful public participation;

And Whereas, there was a significantly negative reaction from concerned residents to the newly adopted logo such that Council and staff made the decision to delay the logo on the new water tower;

Therefore, be it resolved that Council directs staff to dispense with the newly adopted logo and assemble variations of the shamrock logo previously used;

And that consultation with the public on a possible new design be sought before implementation of the final design.

4. Community Announcements

- EWFH Team continues its series of virtual workshops on a variety of topics. Please consult their website for more information.
- On September 28th, the Wellington Plowmen's Match takes place at 5505 Fourth Line in Rockwood.
- On September 29th, Bela Farm at 5750 Sixth Line in Hillsburgh is holding a "Gather for the Greenbelt" event featuring live music and local treats.
- The Fall Fair takes places over Thanksgiving Day weekend, October 11th to 14th.
- On October 12th, the Erin Legion will be serving a hot Fall Fair Breakfast from 8:30 AM to 11:00 AM.
- The Fall Rural Romp celebrations continue in southern Wellington County over the next 10 days.
- Everdale Farm is hosting Community Harvest Days on September 28th, and October 5th, 19th and 26th.
- The Wellington Dufferin Women's Association is holding their annual Witches Walk on October 25th.

Details on these and more at www.erin.ca/whats-on/

5. Adoption of Minutes

Resolution # 24-209

Moved By Councillor Ryan

Seconded By Councillor Cheyne

Be it resolved that Council hereby adopts the following meeting minutes as circulated;

September 12th - Regular Council Meeting

And the Confidential Minutes of the Closed Session Meeting held on September 12th, 2024.

Carried

6. Business Arising from the Minutes

None.

7. Delegations/Petitions/Presentations

None.

8. Reports

8.1 Corporate Services

8.1.1 Finance

8.1.1.1 Proposed 2025 Budget Guidelines

Resolution # 24-210

Moved By Councillor Aylard

Seconded By Councillor Brennan

That report number F2024-23 “Proposed 2025 Budget Guidelines” be received for information;

And that staff proceed as outlined.

Carried

8.1.1.2 Second Quarter Financial Report for the Period Ending June 30, 2024

Resolution # 24-211

Moved By Councillor Cheyne

Seconded By Councillor Ryan

That report number F2024-24 “Second Quarter Financial Report for the period ending June 30, 2024” be received for information.

Carried

8.1.2 Legislative Services

8.1.2.1 Reappointment of the Town’s Representative to the Grand River Conservation Authority (GRCA)

Resolution # 24-212

Moved By Councillor Brennan

Seconded By Councillor Aylard

That report number C2024-11 “Reappointment of the Town’s Representative to the Grand River Conservation Authority (GRCA)” be received for information;

And that Council supports the appointment of Chris White as Grand River Conservation Authority Board Member until the end of the 2022-2026 term of Council;

And that this resolution be circulated to the GRCA, Township of Guelph/Eramosa and the Township of Puslinch.

Carried

9. Correspondence

9.1 2024 Activity List

Resolution # 24-213

Moved By Councillor Ryan
Seconded By Councillor Cheyne

Be it resolved that Council receives correspondence item 9.1 for information.

Carried

10. Closed Session

Resolution # 24-214

Moved By Councillor Cheyne
Seconded By Councillor Brennan

Be it resolved that Council adjourns the meeting to proceed into a closed session at the hour of 3:45 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; with respect to litigation matters.

Carried

11. Return from Closed Session

11.1 Motion to Reconvene

Resolution # 24-215

Moved By Councillor Brennan
Seconded By Councillor Aylard

Be it resolved that the meeting be reconvened into open session at the hour of 4:05 PM.

Carried

11.2 Report Out

Resolution # 24-216

Moved By Councillor Ryan
Seconded By Councillor Cheyne

Be it resolved that the closed session report be received for information.

Carried

12. By-Laws

Resolution # 24-217

Moved By Councillor Cheyne
Seconded By Councillor Ryan

Be it resolved that By-Law number 24-46 is hereby passed.

Carried

14. Adjournment

There being no further business to discuss, the Mayor adjourned the meeting at the hour of 4:07 PM.

Mayor Michael Dehn

Town Clerk Nina Lecic

Rotary
Club of
Erin

WORLD POLIO DAY 24 OCTOBER

Rotary  | 

A Brief History

- 1979 - Rotary International started an multi year project in the Philippines
- 1985 - Polio Plus – first and largest internationally coordinated private sector support of a public health issue
- 1988 – WHO launched the Global Eradication Initiative - Rotary is a founding partner with Unicef and US CDC
- 1994 – Polio was eliminated in Americas

A Brief History

- 2000 – 550M children received the vaccine and Western pacific region was declared polio free
- 2006 – only four polio endemic countries remained
- 2009 – Rotary had raised \$800M. Bill and Melinda Gates Foundation pledges \$355M plus \$200M challenge to Rotary
- 2014 – Polio cases are down by 99% since 1988
- 2020 – Africa is certified as polio-free

Impact

- Today, only two countries remain polio endemic - Pakistan and Afghanistan
- Rotary has contributed \$2.7B U.S. and countless volunteer hours to fight polio since 1979

Going Forward

- Rotary International has committed \$50M U.S. annually with the Gates Foundation matching 2 to 1 equaling \$150M
- Rotary Club of Erin does its part with members making personal contributions to the Polio Plus fund

Why this Matters to Erin

- Despite the incredible success, polio can return and polio anywhere is a threat everywhere
- Increased public awareness is key ensure that eradication efforts can continue
- Rotary Club of Erin supports the worldwide efforts through supporting World Polio Day
- Council's support of World Polio Day contributes to the strength of movement

What Council Can do

- Proclaim October 24 as World Polio Day in Erin
- Raise the World Polio Day flag at Town Hall on October 24, 2024





Town of Erin Corporate Report

Department: Infrastructure Services	Report Number:
Business Unit: Roads	R2024-01
Presented/ Prepared By: Brian Kavanagh, Director of Infrastructure Services & Town Engineer	Meeting Date: 10/10/2024

Subject

Award of RFP 2024-02R – Transportation Master Plan

Recommendation

That report number R2024-01 “Award of RFP 2024-02R – Transportation Master Plan” be received for information;

And that Council directs staff to proceed with the award of contract to 30 Forensic Engineering Inc. in the amount of \$81,648.00 excluding HST.

Background

The Town is seeking consulting services to complete the municipality’s first Transportation Master Plan. The plan will serve as a strategic framework to address current and future transportation needs, ensuring efficient, safe, and sustainable mobility.

By analyzing existing infrastructure, predicting future demand, and incorporating various modes of transport, the plan aims to enhance connectivity, reduce congestion, and support economic development. Additionally, it promotes community engagement, aligning transportation initiatives with the values and priorities of residents while fostering environmental sustainability and resilience as the Town grows.

The benefits of a Transportation Master Plan include:

- **Strategic Planning:** Provides a long-term vision for transportation systems, ensuring alignment with growth and development goals.
- **Improved Mobility:** Enhances accessibility and connectivity, making it easier for residents to travel within the municipality and to surrounding areas.
- **Sustainable Development:** Promotes sustainable transportation options, such as cycling, walking and micromobility, reducing reliance on cars and lowering emissions.

- **Economic Growth:** Facilitates economic development by improving access to jobs, services, and amenities, attracting businesses and investment.
- **Safety Enhancements:** Identifies and addresses safety concerns, leading to safer transportation options for all users, including pedestrians and cyclists.
- **Public Engagement:** Encourages community involvement in the planning process through two public information centre events, ensuring that the transportation system reflects the needs and desires of residents.

To procure consulting services for this project, Town staff prepared a Request for Proposals (RFP) document that was advertised publicly on the online procurement portal “Bids & Tenders”. The RFP closed on September 12, 2024.

An RFP Review Committee including three representatives from the Finance and Infrastructure departments reviewed the submissions and scored the proposals, as per the scoring criteria outlined in the RFP document.

The process of evaluation used by the Review Committee to determine which proposal, if any, would result in an award, involved an assessment to ensure compliance and additional criteria relevant to the Town’s requirements for this contract based upon the following:

Item	Evaluation Criteria Description	Scoring
Technical Proposal (75 points)		
1	Understanding of Requirements	10
2	Experience of Key Personnel	20
3	Management and Methodology	25
4	Work Plan and Schedule	15
5	Past Projects and References	5
Financial Proposal (25 points)		
6	Financial Proposal - Budget	25
Total		100

Nine compliant proposals were received. The following table summarizes the bidders and their respective pricing:

Consultant Name	Bid Price (excluding HST)
30 Forensic Engineering Inc.	\$81,648.00
R.J. Burnside & Associates Limited	\$88,304.97
R.V. Anderson Associates Limited	\$90,600.00
Gannett Fleming Canada ULC	\$95,924.39
Concept Dash Inc.	\$96,330.00

Paradigm Transportation Solutions Limited	\$99,000.00
Momentum Transport Consultancy	\$99,265.00
Egis Canada Ltd.	\$99,870.00
T.Y. Lin International Canada Inc.	\$127,150.00

Discussion

The proposal submitted by 30 Forensic Engineering Inc. received the highest technical score from the Review Committee, in addition to receiving the highest financial score as the lowest price bid. Staff consider the proposal to represent good value for money, and therefore recommend that the contract be awarded to 30 Forensic Engineering Inc. The project is planned to begin in October 2024 and be completed in early Summer 2025.

Strategic Pillars

Investment in Community Assets
Growth Management

Financial Impact

The 2024 Capital Budget includes \$100,000 for completion of the Transportation Master Plan project. The preferred proponent's bid price is \$81,648.00 excluding HST, which is within the project budget.

Conclusion

That Council hereby receives report number R2024-01 "Award of RFP 2024-02R – Transportation Master Plan" for information and direct staff to proceed with the award of contract to 30 Forensic Engineering Inc. in the amount of \$81,648.00 excluding HST.

Attachments

None.

[Brian Kavanagh](#)

Director of Infrastructure Services &
Town Engineer

[Rob Adams](#)

Chief Administrative Officer



New Business

Submitted By: Councillor Brennan

Submission Date: September 26, 2024

Subject Matter: Town Branding

Consideration Date: October 10, 2024

Whereas, Council and staff initiated an expedited re-branding process in order to save tax dollars on the implementation of a new logo;

And Whereas, the timeline of this process did not allow for meaningful public participation;

And Whereas, there was a significantly negative reaction from concerned residents to the newly adopted logo such that Council and staff made the decision to delay the logo on the new water tower;

Therefore, be it resolved that Council directs staff to dispense with the newly adopted logo and assemble variations of the shamrock logo previously used;

And that consultation with the public on a possible new design be sought before implementation of the final design.

Activity List 2024

	Description of Request	Responsibility	Date Directed	Suggested Completion	Status
1	Recommendation report to Council required regarding the disposition of two residential lots as outlined within report PD2022-15.	Planning & Development	27-Apr-23	TBD	Town to initiate severance applications to create two lots and apply for an OPA and ZBA.
2	Recommendation report to Council required regarding Z23-02, Blackthorn Development Corporation, 63 & 63A Trafalgar Road.	Planning & Development	8-Jun-23	TBD	Final recommendation report for the OPA considered on April 11 th . A Public Meeting was held on May 9 th regarding the ZBA and a recommendation report will be presented to Council for their consideration at a future meeting.
3	Staff were directed to bring a report to Council respecting the wastewater system inclusive of: a summary of the project, recommendations on management of existing septic systems until the time of hookup, clarification on the process regarding a Sewer Connection By-law, and a summary of advocacy for funding.	Infrastructure Services	14-Dec-23	TBD	Staff will be presenting a report to Council at the October 24, 2024 meeting.
4	Staff were directed to expedite a report analyzing the options for fast-tracking the Transportation Master Plan.	Infrastructure Services	14-Mar-24	2025	The RRP Report is on this October 10, 2024 agenda.
5	Staff were authorized to publish and issue Notice of Intention to Designate heritage properties within the Town of Erin and return to Council with by-laws designating the properties following the 30-day objection period.	Planning & Development	14-Mar-24	Q4	Designation by-laws must be passed within 120 days of the publication of notice.
6	Commitment to the creation of Green Community Standards.	Planning & Development	27-Jun-24	Q4	Staff are currently reviewing past work completed respecting Green Community Standards. A staff task team will be started in November of 2024, with reporting back to Council in 2025.



THE CORPORATION OF THE TOWN OF ERIN

By-Law # 24 – 47

A By-law to confirm the proceedings of Council at its Regular Meeting held October 10, 2024.

Whereas, it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Erin (hereinafter referred to as “Council”) at its meeting held on **October 10, 2024** be confirmed and adopted by by-law;

Now Therefore, the Council of the Corporation of the Town of Erin hereby enacts as follows:

1. That the proceedings and actions of the Council at its Regular Meeting held on **October 10, 2024** 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 Corporation of the Town of Erin 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 Corporation of the Town of Erin to all such documents.

Passed in open Council on October 10, 2024.

Mayor, Michael Dehn

Town Clerk, Nina Lecic