



TOWN OF ERIN  
REGULAR COUNCIL MEETING  
AGENDA

January 23, 2025

3:00 PM

Municipal Council Chamber

Pages

1. **Call to Order**
2. **Approval of Agenda**
3. **Declaration of Pecuniary Interest**
4. **Community Announcements**
5. **Adoption of Minutes** 1 - 4  
December 12th - Regular Council Meeting
6. **Business Arising from the Minutes**
7. **Delegations/Petitions/Presentations**
8. **Reports**
  - 8.1 **Boundary Road Agreements** 5 - 7
  - 8.2 **Appointments to the Grants Review Committee** 8 - 9
  - 8.3 **Award of RFT 2024-01W – A, B and C – Municipal Wells – Construction and Hydraulic Testing** 10 - 13
9. **Correspondence**
  - 9.1 **2025 Activity List** 14
10. **Closed Session**

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

(b) personal matters about an identifiable individual, including municipal or local board employees; with respect to advisory committee applications.

(c) a proposed or pending acquisition or disposition of land by the municipality or local board; with respect to a Town-owned property.
11. **Return from Closed Session**
  - 11.1 **Motion to Reconvene**

11.2 Report Out

**12. By-Laws**

15 - 17

Delegated Authority By-law; Boundary Road Agreements  
Confirming By-law

**13. Notice of Motion**

**14. Adjournment**



TOWN OF ERIN  
MINUTES OF THE REGULAR COUNCIL MEETING

December 12, 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:** Brian Kavanagh Acting Chief Administrative Officer  
Joe Forte Director of Planning & Development/Chief Building Official  
Nina Lecic Director of Legislative Services & Town Clerk  
Jennifer McPetrie Director of Community Services  
Wendy Parr Director of Finance & Treasurer  
Justin Grainger Deputy Clerk  
David Waters Manager of Planning & Development  
Jessica Peake Senior Planner  
Rebecca Danks Customer Service Representative

**1. Call to Order**

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

**2. Approval of Agenda**

Resolution # 24-259

Moved By Councillor Brennan  
Seconded By Councillor Aylard

**That the agenda be approved as circulated.**

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Community Announcements**

- EWFH Team continues its series of virtual workshops on a variety of topics. Please consult their website for more information.
- Erin Hills Acres is celebrating "Christmas in the Country" from December 12th to 14th. They are also open daily for Christmas tree cutting.
- On Saturday December 14th Jess For You presents "Breakfast With Santa" with seating at 9:00 AM and 10:00 AM.
- Santa can also be found at Bistro du Pain from 9:30 AM to 12:00 PM for a photo opportunity.

- You can skate with Santa on Sunday December 15th at Centre 2000, from 12:00 PM to 1:30 PM.
- On Tuesday December 17th Christmas caroling will be held at the Hillsburgh Library.
- Everdale Organic Farm celebrates its 26th anniversary. Donations are requested to support local food banks.
- Elliot Tree Farm is offering Christmas tree cutting until December 24th.
- Erin Village Alliance Church holds two events on December 24th at 3:00 PM for children and family and at 7:00 PM for a candlelight service.
- On Thursday January 23rd Jones Funeral Home sponsors a "Seniors Lifestyle Event" on estate planning and fraud protection at the Erin Legion.
- The Town is offering open skate events throughout the month of December.

Details on these and more at [www.erin.ca/whats-on/](http://www.erin.ca/whats-on/)

**5. Adoption of Minutes**

Resolution # 24-260

Moved By Councillor Ryan  
Seconded By Councillor Aylard

**That Council hereby adopts the following meeting minutes as circulated;  
November 28th - Regular Council Meeting  
And the Confidential Minutes of the Closed Session Meeting held on  
November 28th, 2024**

**Carried**

**6. Business Arising from the Minutes**

None.

**7. Delegations/Petitions/Presentations**

None.

**8. Reports**

**8.1 Zoning By-law Amendment Z21-09, Hillsburgh Heights Inc., 5916 Trafalgar Road**

Resolution # 24-261

Moved By Councillor Cheyne  
Seconded By Councillor Brennan

**That report number PD2024-18 "Zoning By-law Amendment Z21-09, Hillsburgh Heights Inc., 5916 Trafalgar Road" be received for information;**

**And that Council approves the Zoning By-law Amendment Application by Hillsburgh Heights Inc., 5916 Trafalgar Road, and adopts By-law 24-54, to amend Zoning By-law 07-67, as listed on the December 12, 2024, agenda.**

**Carried**

**8.2 2025 Parks and Recreation Rates and Fees**

Resolution # 24-262

Moved By Councillor Aylard  
Seconded By Councillor Cheyne

**That report number PR2024-04 “2025 Parks and Recreation Rates and Fees” be received for information;**

**And that By-law 24-55, to amend the Fees and Charges By-law, as listed on the December 12, 2024, agenda be approved.**

**Carried**

**8.3 Proposed Amendments to Seven Heritage Designation By-laws**

Resolution # 24-263

Moved By Councillor Ryan  
Seconded By Councillor Brennan

**That Council hereby receives report number PD2024-19 “Proposed Amendments to Seven Heritage Designation By-laws” for information;**

**And that Council authorizes and directs staff to publish and issue a Notice of Intention to Amend of By-laws numbered 23-48, 23-49, 23-51, 23-54, 23-57, 23-58 and 23-59.**

**Carried**

**8.4 First Quarter 2025 Water Service Rates and Service Fees and Interim Wastewater Rates**

Resolution # 24-264

Moved By Councillor Ryan  
Seconded By Councillor Cheyne

**Be it resolved that Council hereby receives report number F2024-30 “First Quarter 2025 Water Service Rates and Service Fees, and Interim Wastewater Rates” for information;**

**And that By-law 24-56, First Quarter 2025 Water Service Rates and Service Fees, as listed on the December 12, 2024, agenda be approved;**

**And that By-law 24-57, Interim Wastewater Rates, as listed on the December 12, 2024, agenda be approved.**

**Carried**

**9. New Business**

None.

**10. Correspondence**

**10.1 2024 Activity List**

Resolution # 24-265

Moved By Councillor Brennan  
Seconded By Councillor Aylard

**That Council receives correspondence item 10.1 for information.**

**Carried**

**11. By-Laws**

Resolution # 24-266

Moved By Councillor Ryan

Seconded By Councillor Cheyne

**That the By-Laws numbered 24-54 to 24-58, inclusive, are hereby passed.**

**Carried**

**12. Notice of Motion**

None.

**13. Adjournment**

There being no further business to discuss, the Mayor adjourned the meeting at the hour of 3:46 PM.

---

Mayor Michael Dehn

---

Town Clerk Nina Lecic



# Town of Erin

## Corporate Report

<b>Department:</b> Corporate Services	<b>Report Number:</b> C2025-01
<b>Business Unit:</b> Legislative Services	<b>Meeting Date:</b> 1/23/2025
<b>Presented/ Prepared By:</b> Brian Kavanagh, Director of Infrastructure Services & Town Engineer Justin Grainger, Deputy Clerk	

### Subject

Boundary Road Agreements

### Recommendation

That report number C2025-01 “Boundary Road Agreements” be received for information;

And that By-law 25-01 as listed on the January 23, 2025, agenda be approved.

### Background

Boundary road agreements allocate responsibility for costs for the maintenance and repair of highways that fall under the joint jurisdiction of the Town and a neighbouring municipality. Such works include routine road patrols, road repair, road widening, shoulder maintenance and winter road clearing.

In 2015, the Town entered into a 10-year boundary road agreement with Halton Hills which is now expired. Further, the Town either has no formal agreement or an expired agreement with the remaining adjacent municipalities. In 2011, Council directed staff to initiate the process of entering into agreements as listed below:

- Township of Centre Wellington – From 1st Line to Wellington County Rd #26
- Township of East Garafraxa – From 1st Line to Winston Churchill Blvd.
- Town of Caledon – From Erin/East Garafraxa Townline south to Wellington County Rd #22
- Town of Halton Hills – From Trafalgar Road to Erin/Eramosa Townline
- Township of Guelph/Eramosa – From Halton Hills Boundary to Wellington Rd #124

Since that direction, the Town’s agreements with Guelph/Eramosa and Halton Hills have expired and no additional agreements have been entered into. Therefore, staff have identified an opportunity to expedite this process and ensure responsibilities and costs are allocated equitably utilizing delegated authority.

Staff recommend that Council delegate its powers under the *Municipal Act, 2001* to the Director of Infrastructure Services for the purpose of entering into boundary road agreements with adjacent municipalities. All expenditures related to these agreements will remain subject to annual budgetary approval by Council. Further, the proposed delegation will harmonize the Town's process with Halton Hills, who is seeking renewal of the 2015 agreement, and has provided staff with the delegated authority to execute it. Finally, delegated authority will provide a streamlined decision-making process that allows for quicker resolution of boundary road issues, thus enhancing overall operational efficiency and improving inter-municipal relationships.

## **Discussion**

The terms of boundary road agreements are generally standard and address matters such as the scope of work for each municipality's section of a highway, liability insurance requirements, indemnification of the other party, responsibility for the issuance of permits, and a dispute resolution process. In cases where upper-tier municipalities have jurisdiction over boundary roads, those municipalities would be parties to an agreement.

In the case of Halton Hills, staff anticipate renewing the agreement under the same terms and conditions. Halton Hills has delegated the authority to approve and execute the agreement to their staff and Town staff recommend aligning with this practice. Agreements with other adjacent municipalities would be similar in content. Going forward, Council will continue to provide policy direction regarding the maintenance and repair of boundary roads through the budget process and staff will enter into agreements to implement that direction.

Delegated authority will enable staff to efficiently negotiate and approve such agreements and address previous Council direction. Additionally, the proposed delegation is consistent with best practice. For example, municipalities such as the City of Guelph, City of Oshawa, Town of Milton and Town of Oakville delegate powers and duties related to such agreements to a director of public works or equivalent senior staff member.

## **Strategic Pillar**

Investment in Community Assets

## **Financial Impact**

There is no financial impact associated with the proposed recommendation. Operating and capital expenditures related to the maintenance and repair of boundary roads are approved by Council as part of the annual budget process.

## **Conclusion**

To conclude, delegated authority will position the Town to work cooperatively with adjacent municipal partners to maintain and repair boundary roads.

## **Attachments**

None.



[Nina Lecic](#)

---

Director of Legislative Services & Town  
Clerk

[Rob Adams](#)

---

Chief Administrative Officer



Town of Erin

# Corporate Report

<b>Department:</b> Corporate Services	<b>Report Number:</b> C2025-02
<b>Business Unit:</b> Legislative Services	<b>Meeting Date:</b> 1/23/2025
<b>Presented/ Prepared By:</b> Justin Grainger, Deputy Clerk	

## Subject

Appointments to the Grants Review Committee

## Recommendation

That report number C2025-02 “Appointments to the Grants Review Committee” be received for information;

And that Council appoints Mayor Dehn and Councillor \_\_\_\_\_ to the Grants Review Committee for the 2025 application year.

## Background

At the Regular Meeting of April 25, 2024, Council adopted a Community Grant Policy that increased the maximum program funding amount to \$30k, established new criteria for evaluating applications and reviewing reporting, and set out the composition of the Grants Review Committee. Section 8.1 of the policy provides that Council shall annually appoint the Mayor and one other Member of Council to sit on the committee. The purpose of this report is to recommend Council appoint the required Members.

## Discussion

Under section 8.1 of the policy, the Committee shall be composed of the Mayor and one other Member of Council, the CAO, Director of Finance & Town Treasurer, and Director of Community Services. The policy further allows for the appointment of up to two additional Town staff by the CAO.

Regarding the procedure for appointing a Member, expressions of interest for the appointment shall be put on the floor. If there is more than one Member seeking appointment, Council shall vote on the appointment by majority.

The deadline for applying to the program is January 31, 2025. Following that, the Committee meets in March to review the applications and make award recommendations to Council. Those recommendations will be contained in a staff report that is presented to Council later that month as Council is ultimately responsible for awarding the grants. Therefore, to facilitate the consideration of applications, the Committee’s membership should be established prior to the above-mentioned deadline.

**Strategic Pillar**

Service Excellence & Good Governance

**Financial Impact**

There is no financial impact associated with the proposed recommendation.

**Conclusion**

In conclusion, through Council's appointments, the Community Grants Program will continue to support local non-profit and charitable organizations and promote community well-being and vitality.

**Attachments**

None.

Nina Lecic

Director of Legislative Services & Town  
Clerk

Rob Adams

Chief Administrative Officer



# Town of Erin Corporate Report

<b>Department:</b> Infrastructure Services	<b>Report Number:</b> W2025-01
<b>Business Unit:</b> Water	<b>Meeting Date:</b> 1/23/2025
<b>Presented/ Prepared By:</b> Brian Kavanagh, Director of Infrastructure Services & Town Engineer	

### Subject

Award of RFT 2024-01W – A, B and C – Municipal Wells – Construction and Hydraulic Testing

### Recommendation

**That Council hereby receives report number W2025-01 “Award of RFT 2024-01W – A, B and C – Municipal Wells – Construction and Hydraulic Testing” for information;**

**And that Council direct staff to proceed with the award to Aardvark Drilling Inc. in the amount of \$1,858,607.05, excluding HST.**

### Background

The Town of Erin is a growing community with significant development planned in both Erin and Hillsburgh. In accordance with the Wastewater Servicing Agreements with the Erin Developers, it is anticipated that approximately 2,815 new residential units will be constructed in Erin and 1,650 new residential units will be constructed in Hillsburgh over the next 10 to 15 years. Significant infrastructure upgrades will be required to accommodate this growth.

In 2015, the Town retained Triton Engineering to complete a Schedule B Water Class Environmental Assessment (EA) with the goal of identifying additional water supply to accommodate future growth in Erin and Hillsburgh. The EA was finalized and published in February 2020.

MECP recommends that communities be capable of supplying the Required Water Capacity to their system with their largest well out-of-service. This is to ensure the municipality still has sufficient water capacity to meet the daily demands under a worst-case scenario, whereby the largest well is out of service. This is referred to as Firm Capacity.

The Town has developed a water exploration program with an overall objective to construct a backup municipal well with a yield of at least 32 litres per second in Erin to

provide Firm Capacity for the existing well field, and to install a new municipal well and a backup well in Hillsburgh with yields of at least 21 litres per second.

**Discussion**

On November 19, 2024, the Town of Erin released three interrelated tenders for well drilling and testing as part of a program to establish future water supply sources. The tenders were issued separately with the intent of identifying vendors to complete different aspects of the work. The three tenders released were:

- Tender A – Test Well and Municipal Well Construction
- Tender B – Monitoring Well Construction
- Tender C – Hydraulic Testing for Test Wells and Municipal Wells

The tender period closed on December 5, 2024, with two bids received; one from Aardvark Drilling Inc. (Aardvark) and the other from Highland Water Well Drilling Inc. After review of the submissions by Town staff, it was determined that only the Aardvark submission was compliant.

A thorough tender review was completed by GEMTEC in association with Ainley & Associates Ltd. The tender prices submitted by Aardvark were compared with an indicative pre-tender cost estimate prepared in May 2024 by GEMTEC.

A summary of the cost comparison is provided in Table 1.

**Table 1 – Comparison of Tender Prices to Pre-tender Estimates**

<b>Tender</b>	<b>Pre-tender Estimate</b>	<b>Tender Price</b>
Tender A	\$1,002,500.00	\$1,218,052.59
Tender B	\$148,500.00	\$187,920.96
Tender C	\$349,250.00	\$452,633.50
<b>Total</b>	<b>\$1,500,250.00</b>	<b>\$1,858,607.05</b>

Aardvark’s schedule to complete the work is in line with expectations and appears reasonable. The total work program involving the drilling and testing of test wells and drilling and testing of municipal wells will require approximately 11 months to complete.

Aardvark provided a set of assumptions along with each tender related to the equipment, materials, and personnel that would be required to complete the work. GEMTEC has reviewed the assumptions under each tender and considers them to be reasonable.

The references provided by Aardvark and their subcontractor, Lotowater, are considered to be appropriate and applicable to the scope of work of the three tenders. Aardvark and Lotowater have a successful history of work within Erin and Hillsburgh; Aardvark was responsible for the successful drilling of well E9, and Lotowater conducted the testing. Further, Ainley has retained Lotowater to complete additional well testing on well E9

through the Water Supply Program and work was completed satisfactorily and within the expected time frame.

Staff have identified two options for proceeding with this project, as detailed below.

### **Option 1 – Award the Contract to Aardvark (recommended)**

Staff recommend that the contract be awarded to Aardvark for the following reasons:

- The RFT was issued under an open and competitive process and Aardvark’s price, while higher than the indicative pre-tender cost estimates, is considered to be reasonable and competitive.
- The development of new wells for the communities of Erin and Hillsburgh is critical and must proceed quickly in order to meet the demands of ongoing development. The schedule Aardvark is able to commit to is in line with staff expectations.
- Aardvark and Lotowater are known to the Town and have a successful history of work in the area.

### **Option 2 – Re-tender the Project**

Given that there was only one compliant bidder and the tender prices are higher than the pre-tender estimates, the Town may choose to re-tender the project in an effort to attain multiple bids and better pricing. However, given the diligent process utilized in tendering the work, and no identified benefits of rescoping or rescheduling the project, it is considered unlikely that a similar process, repeated a short time after the original procurement, would yield different results. In addition, the time required to re-tender the project would place additional risk on the Town’s ability to provide adequate water sources in a timely manner to support growth needs. As such, re-tendering is not recommended.

### **Strategic Pillar**

Investment in Community Assets  
Growth Management

### **Financial Impact**

The project will be funded through Development Charges. The 2024 and 2025 ‘Water Service for New’ capital project budgets (\$8,507,077 and \$5,000,000, respectively) provide adequate funding to complete the project.

### **Conclusion**

That Council hereby receive report number W2025-01 “RFT 2024-01W – A, B and C – Municipal Wells – Construction and Hydraulic Testing” for information and direct staff to proceed with the award of contract to Aardvark in the amount of \$1,858,607.05 excluding

HST. The award is considered good value for money and provides a work schedule that is in line with growth-driven needs.

### **Attachments**

None.

Brian Kavanagh

Director of Infrastructure Services &  
Town Engineer

Rob Adams

Chief Administrative Officer

## Activity List 2025

	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	Q1 2025	A report to present the Zoning By-law Amendment is scheduled for the February 13, 2025 Council meeting.
3	Commitment to the creation of Green Community Standards.	Planning & Development	27-Jun-24	TBD	Staff are: <ul style="list-style-type: none"> <li>• Aligning efforts with Wellington Couy and the Tri-County Green Standards;</li> <li>• Collaborating with the development community;</li> <li>• Developing a Green Charter.</li> </ul>





## THE CORPORATION OF THE TOWN OF ERIN

### By-Law # 25 – 01

**Being a By-law to delegate certain powers and duties to the Director of Infrastructure Services and Town Engineer for the administration and execution of boundary road agreements.**

**Whereas**, section 23.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “*Act*”), authorizes a municipal council to delegate its powers and duties under the *Act* or any other *Act* to a person or body, subject to the rules and restrictions set out in Part II of the *Act*;

**And Whereas**, section 29.1 of the *Act* provides that municipalities having joint jurisdiction over a boundary line highway may enter into an agreement to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part;

**And Whereas**, the Council of The Corporation of the Town of Erin deems it desirable to delegate certain powers pursuant to the provisions of the *Act* and the restrictions and provisions of this By-law, including for financial matters within approved budgets;

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

1. In this By-law:

“**Boundary Road Agreement**” means an agreement entered into pursuant to section 29.1 of the *Act* between The Corporation of the Town of Erin and a municipality having joint jurisdiction over any highways forming the boundary line.

“**Town**” means The Corporation of the Town of Erin or the land within the geographic limits of The Corporation of the Town of Erin as the context requires;

2. That the following powers and duties are hereby delegated to the Director of Infrastructure Services and Town Engineer or their designate:

(a) to negotiate, approve and/or amend, and execute existing and newly formed **Boundary Road Agreements** with municipalities adjacent to the **Town**; and,

(b) to execute any documents reasonably necessary to carry out the purposes and intent of each such agreement or to amend or renew an agreement.

3. That should there be a contradiction between By-law Number 25-01 and previous By-laws enacted by the **Town**, By-law Number 25-01 shall prevail.

4. That for the purpose of section 23.2(4) of the *Act*, Council is of the opinion that the powers delegated under this By-law are of a minor nature having regard to the number of people, the size of the geographic area, and the time period affected by the exercise of each such power;

5. And that this By-law shall come into force and take effect upon the day of its passing.

**Passed in open Council on January 23, 2025.**

---

**Mayor, Michael Dehn**

---

**Town Clerk, Nina Lecic**



**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law # 25 – 02**

**A By-law to confirm the proceedings of Council at its Regular Meeting held January 23, 2025.**

**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 **January 23, 2025** 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 **January 23, 2025**, 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 January 23, 2025.**

---

**Mayor, Michael Dehn**

---

**Town Clerk, Nina Lecic**