

TOWN OF  
**ERIN** Town of Erin  
**Corporate Report**

**Department:** Planning & Development

**Business Unit:** Building

**Presented/  
Prepared By:** David Waters, Manager of Planning &  
Development

**Report Number:**  
PD2025-14

**Meeting Date:**  
5/8/2025

## **Subject**

Recommendation Report – Agreement for Site Alteration Permit SA01-24 – 5520 Eighth Line and 5552 Eighth Line (Mattamy (Erin) Limited and Coscorp Inc.)

## **Recommendation**

**That Council receives report number PD2025-14 “Recommendation Report – Agreement for Site Alteration Permit SA01-24 – 5520 Eighth Line and 5552 Eighth Line (Mattamy (Erin) Limited and Coscorp Inc.)” for information;**

**And that the \$2.00 tipping charge be waived for any cubic metre of fill exported from or imported to the Lands originating from the Mattamy (Erin) Limited and Coscorp Inc. sites;**

**And that the Town Solicitor, along with such staff and external consultants as may be necessary, be authorized to negotiate and finalize the Site Alteration Agreements substantially in the form as attached as Appendices A and B, subject to such revisions as may be necessary to the satisfaction of the Director of Infrastructure Services & Town Engineer;**

**And that the Mayor and Town Clerk are hereby authorized to execute the Site Alteration Agreements once they are in their final form.**

## **Highlights**

- The Town of Erin’s Site Alteration By-law 16-30 prohibits and regulates the removal of topsoil, the placing or dumping of fill and the alteration of the grade of lands within the municipality (i.e. site alteration).
- Mattamy (Erin) Limited and Coscorp Inc. submitted a Site Alteration Application to obtain permission for earthworks including grading, re-grading and cut and fill operations.

## **Background**

The Town received from Mattamy (Erin) Limited and Coscorp Inc. a Stage 1B Site Alteration Application to obtain a permit for 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 as shown below.



In March 2024, Mattamy (Erin) Limited and Coscorp Inc. were issued a Stage 1A Site Alteration Permit by the Town to permit vegetation and 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 submitted planning applications for a draft plan of subdivision and zoning by-law amendment to permit 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 which are progressing towards zoning and draft plan approval.

The application requirements of By-law 16-30 were met, and the application was circulated to Town staff, the County of Wellington and Credit Valley Conservation for review and a public meeting was held on October 10, 2024, with notification of the meeting to property owners within 120 metres of the subject lands.

The most recent submission incorporates the comments from the circulation of the application and a Site Alteration Agreement will govern the earthworks and related activities permitted to be undertaken pursuant to the Site Alteration Permit issued by the Town.

## Discussion

By-law 16-30 identifies submission requirements for site alteration applications. If an applicant proposes to place or dump or remove 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, which ordinarily requires the execution of a Site Alteration Agreement that must be approved by Council.

By-law 16-30 lists submission requirements for large scale site alteration applications, including the requirement for a public meeting.

The proposed site alteration includes:

- Installation of erosion and sediment controls;
- Stripping, stockpiling and use of topsoil;
- Hauling surplus material off-site to the lands being developed by EC (Erin) GP Inc. ("Empire") which are municipally known as 5525 Eighth Line ("Empire Site"), located directly across the street from the subject lands;
- Pre-grade the site in preparation for underground servicing and roads for the preparation of house construction.

Prior to the commencement of site grading works, all siltation control measures will be installed and operational, the exact location to be determined in the field and approved by the project environmental consultant. The earthworks require a permit from Credit Valley Conservation.

In addition, the proposed Erosion and Sediment Control measures will be an extension of the works which were implemented during the Tree Removal works associated with the Stage 1A Site Alteration Agreement which did not have any negative impacts on the local environment.

Erosion and sediment control inspections, along with the required record keeping, will be completed by the Developer's Consultant in accordance with the overall environmental monitoring for the project and submitted to the Town Engineer. All damaged erosion and sediment control measures will be repaired and/or replaced by the Contractor within 48 hours' notice.

### **Traffic Management Plan**

As part of the site alteration application, a Traffic Management Plan was prepared to ensure works can be safely completed. Two construction entrances are proposed from Eighth Line; one at the southwest corner of the Site and one toward the northwest corner of the Site for moving fill between sites. The main entrance for all construction equipment to access the site is proposed from 17th Side Road, whereas the earth moving activities between the Sites will be via the Eighth Line entrances.

Traffic controls will be implemented, including flagging staff or portable signals facing all four directions, for all construction equipment crossing the Eighth Line to ensure the safety of the public using the Eighth Line and to avoid a full closure of Eighth Line during earth moving activities.

### **Site Alteration Agreement**

The site alteration agreements are based on the Town's standard form of agreement, which in turn has been prepared to implement the requirements of By-law 16-30. The term of 24 months from the date of its execution enables the works to be completed to the satisfaction of the Town including rectifying any deficiency, or to return

the Lands to a stable, safe and tidy condition. The site alteration agreements are attached hereto as Appendices A and B.

Each Site Alteration Agreement includes conditions to ensure that these activities are undertaken under the supervision of the Town and its consulting engineer in accordance with the recommendations of the applicant's technical consultants, which have been Peer Reviewed and generally accepted by the Town.

The agreement requires any site alteration activities are undertaken in a manner that will limit erosion, sedimentation, or stormwater impacts, dust impacts, noise impacts, or dirt/debris accumulating on adjacent public highways. The agreement also ensures that temporary construction access is provided to the satisfaction of the Town.

### **Tipping Fee**

By-law 16-30 requires a \$2.00 charge per cubic metre of fill material exported off site. The applicant is requesting the \$2.00 charge per cubic metre be waived for any fill either not originating from the subject lands or that is not placed on the Empire site if removed from the subject lands because each site is proposed to be graded in a way that will ensure a significant volume of fill will remain on the three properties.

In addition, the requirement for a Hauling Route is not required because no soil will be imported that doesn't originate from the Mattamy/Coscorp and Empire sites. Fill material not exported to the Empire site will be stockpiled and placed on the Park Block in the Mattamy plan of subdivision to eventually be transported off site. Any of this excess fill will be subject to a tipping fee in the event it is exported pursuant to the Site Alteration Permit and Phase 1B Site Alteration Agreement. Per the requirements of the Municipal Act, once development can proceed in accordance with an approved draft plan of subdivision the site alteration permit and any associated tipping fee will no longer apply.

Otherwise, no changes to the standard form of agreement have been proposed and through a review of the application submission materials, Town staff are confident that the proposed site alteration activities will proceed in accordance with the requirements of By-law 16-30 and applicable legislation. The approval of the attached Site Alteration Agreement will allow the Chief Building Official to issue a site alteration permit to the applicant pursuant to By-law 16-30.

### **Public Comments**

Comments including written submissions received by the Town during the public meeting, are summarized in a comment matrix attached hereto as Appendix C. These comments are addressed through the Site Alteration Agreement or during the draft plan of subdivision approval process.

### **Strategic Pillar**

Infrastructure & Finances

## **Financial Impact**

The fee and deposit associated with this application are collected at the time of filing the application and included within the operating revenues of the Building Division of the Planning and Development Department.

## **Conclusion**

This report recommends that the Town Solicitor, along with such staff and external consultants as may be necessary, be authorized to negotiate and finalize the Site Alteration Agreements substantially in the form attached hereto as Appendices A and B.

## **Attachments**

Appendix A – Mattamy (Erin) Limited Site Alteration Agreement

Appendix B – Coscorp Inc. Site Alteration Agreement

Appendix C – Public Comment Response Matrix

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Manager of Planning & Development

Rob Adams

Chief Administrative Officer