



**TOWN OF ERIN**

**MINUTES OF THE REGULAR COUNCIL MEETING**

**May 8, 2025**

**3:00 PM**

**Municipal Council Chamber**

<b>Present:</b>	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor
	Jamie Cheyne	Councillor
	Bridget Ryan	Councillor
<b>Staff Present:</b>	Rob Adams	Chief Administrative Officer
	Joe Forte	Director of Planning & Development/Chief Building Official
	Brian Kavanagh	Director of Infrastructure Services & Town Engineer
	Wendy Parr	Director of Finance & Treasurer
	Justin Grainger	Deputy Clerk
	David Waters	Manager of Planning & Development
	Jessica Peake	Senior Planner
	Jasmine Malhi	Planning Technician
	Hope Muldoon	Customer Service Representative
<b>Others Present:</b>	Joe Mullan	President, Ainely Group
	Mikaelle Steinberg	Mayor for a Day

**1. Call to Order**

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

**2. Approval of Agenda**

Resolution # 25-97

Moved By Councillor Brennan

Seconded By Councillor Cheyne

**That Council permits delegations by Trevor Crystal and Martin Rudd with respect to item 9.2, "PD2025-13 Erin Conditions of Draft Plan Approval 23T-21002, Hillsburgh Heights Inc., 5916 Trafalgar Road" on the agenda.**

**Carried**

Resolution # 25-98

Moved By Councillor Ryan

Seconded By Councillor Aylard

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

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Public Meetings**

**4.1 PD2025-12 Statutory Public Meeting – Zoning By-Law Amendment (Z25-01), Eco-Architect Consulting on behalf of 15082315 Canada Inc., 4910 Tenth Line**

Vishu Hood and Katie Pandry, representatives for the applicant, presented to Council with respect to report number PD2025-12.

Residents Ken Mackenzie, Sunjay Bedi, Maria Britto, Tom Hitchman, Wade Kosowan, and Dorie Platz addressed Council with respect to report number PD2025-12.

Resolution # 25-99

Moved By Councillor Aylard  
Seconded By Councillor Cheyne

**That report number PD2025-12 “Statutory Public Meeting – Zoning By-Law Amendment (Z25-01), Eco-Architect Consulting on behalf of 15082315 Canada Inc., 4910 Tenth Line” be received for information.**  
**Carried**

**5. Community Announcements**

- EWFH Team continues its series of virtual workshops on a variety of topics. Please consult their website for more information.
- Erin United Church holds a Drive-Thru Ham Dinner on Saturday, May 10th, from 5:00 PM to 7:00 PM.
- On May 10th and 11th, the County of Wellington will be giving away trees at the Hillsburgh and Erin Library Branches.
- On Friday, May 16th, the Erin Agricultural Society is holding a Drive-Thru Chicken BBQ.
- Hillsburgh Garden Club is holding a Spring Plant Sale on Saturday, May 17th, from 8:30 AM to 1:00 PM at 9042 Wellington Road 22.
- On Saturday, May 24th, the Tree Trust will hold an event at Anglican Church in Erin at 9:30 AM including pruning of a 100-year-old Maple, followed by a workshop and woodlot tour.
- Also on May 24th, the Rotary Club of Erin and Credit Valley Conservation will host a tree planting event along the Elora Cataract Trailway behind Centre 2000 from 9:30 AM to 12:00 PM.
- Also on May 24th, the Town hosts its annual Touch-A-Truck event at Town Hall from 10:00 AM to 12:00 PM.
- On Sunday, May 25th, the Lions Club holds their annual Guide Dog Walk starting at 12:00 PM at Centre 2000.
- Hillsburgh Home Hardware is holding its Grand Opening on May 30th.
- On Saturday, June 7th, the Erin Agricultural Society is holding a "Wild West Murder Mystery Night" as a fundraiser for its 175th Anniversary Celebration.
- On Sunday, June 8th, Over Here Arts Adventure are hosting "Art by the Pond" at the Hillsburgh Library from 10:00 AM to 4:00 PM.
- On Saturday, July 7th, a tractor parade and community celebration will be held starting at 10:00 AM in Hillsburgh and ending at the Erin Fairgrounds at 4:00 PM.
- Congratulations to Quinton Groves who became one of the youngest athletes to successfully pilot a bobsled from the top of the world's fastest bobsleigh track in Whistler, British Columbia.
- Hillsburgh Community Walks takes place each Sunday at 9:00 AM at the Hillsburgh Library.

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

**6. Adoption of Minutes**

Resolution # 25-100

Moved By Councillor Brennan  
Seconded By Councillor Ryan

**That Council hereby adopts the following meeting minutes as circulated;  
April 17th - Education and Training Session**

**April 24th - Regular Council Meeting  
And the Confidential Minutes of the Closed Sessions held on April 17th and  
24th, 2025**

**Carried**

**7. Business Arising from the Minutes**

None.

**8. Delegations/Petitions/Presentations**

**8.1 East Wellington Community Services - Agency Overview**

Resolution # 25-101

Moved By Councillor Cheyne

Seconded By Councillor Brennan

**That the presentation by Kari Simpson of East Wellington  
Community Services be received for information.**

**Carried**

**8.2 Delegation - Trevor Crystal**

Resolution # 25-102

Moved By Councillor Aylard

Seconded By Councillor Ryan

**That the delegation by Trevor Crystal be received for information.**

**Carried**

**8.3 Delegation - Martin Rudd**

Resolution # 25-103

Moved By Councillor Cheyne

Seconded By Councillor Brennan

**That the delegation by Martin Rudd be received for information.**

**Carried**

**9. Reports**

**9.1 F2025-09 Donation Policy**

Resolution # 25-104

Moved By Councillor Ryan

Seconded By Councillor Aylard

**That report number F2025-09 “Donation Policy” be received for  
information;**

**And that Council adopts the Donation Policy as presented in  
Appendix A of this report.**

**Carried**

**9.2 PD2025-13 Erin Conditions of Draft Plan Approval 23T-21002,  
Hillsburgh Heights Inc., 5916 Trafalgar Road**

Resolution # 25-105

Moved By Councillor Aylard

Seconded By Councillor Cheyne

**That report number PD2025-13 “Erin Conditions of Draft Plan  
Approval 23T-21002, Hillsburgh Heights Inc., 5916 Trafalgar Road” be  
received for information;**

**And that Council approves the Erin Conditions of Draft Plan  
Approval attached to this report as Appendix D and recommends**

**that Draft Plan of Subdivision 23T-21002 be granted Draft Plan Approval by the County of Wellington.**

**Carried**

**9.3 PD2025-14 Recommendation Report – Agreement for Site Alteration Permit SA01-24 – 5520 Eighth Line and 5552 Eighth Line (Mattamy (Erin) Limited and Coscorp Inc.)**

Resolution # 25-106

Moved By Councillor Cheyne  
Seconded By Councillor Brennan

**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.**

**Carried**

**9.4 PD2025-15 Recommendation Report – Agreement for Site Alteration Permit SA02-24 – 5525 Eighth Line, EC (Erin) GP Inc. (Empire Developments)**

Resolution # 25-107

Moved By Councillor Cheyne  
Seconded By Councillor Aylard

**That Council receives report number PD2025-15 “Recommendation Report – Agreement for Site Alteration Permit SA02-24 – 5525 Eighth Line, EC (Erin) GP Inc. (Empire Developments)” for information;**

**And that the \$2.00 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 Agreement substantially in the form as attached as Appendix A, 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 Agreement once it is in its final form.**

**Carried**

**10. New Business**

**10.1 Councillor Aylard - Motion regarding environmental sustainability**

Resolution # 25-108

Moved By Councillor Aylard  
Seconded By Councillor Brennan

**Whereas the Strategic Plan 2025 & Beyond has been adopted by Council on April 24, 2025;**

**And whereas the Strategic Plan includes a new pillar titled Environmental Sustainability;**

**And whereas the Environmental Sustainability pillar outlines the following objectives and associated actions:**

- **Objective 2.1 – Develop and implement a Climate Change Adaptation Strategy, including the following actions:**
  - **Action 2.1.3 – Launch a community education campaign on circular economies, sustainable development, and green initiatives.**
  - **Action 2.1.4 – Boost communication and participation in conservation efforts and environmental activities.**

**And whereas the development of a new municipal website has been approved as part of the 2025 Budget and is scheduled for launch in Q4 2025.**

**Therefore, be it resolved that Council directs staff to report back with a strategy to create a dedicated web page on the new website focused on Environmental Sustainability;**

**And that staff be directed to assemble an ad hoc committee or task force by the end of Q2 2025 as part of the strategy that includes members of the Environmental Sustainability Advisory Committee (ESAC) and other community thought leaders, to harness the local expertise and passion for environmental action;**

**And that this committee will focus on the choices that we can make in our everyday lives as stewards of our land. And this committee will assist in creating content with direct links that includes, but not limited to, local resources, learning opportunities, upcoming events and activities, and practical ways to make a difference. Every effort matters;**

**And that this is recognized as the initial and manageable phase of creating the overall Climate Change Adaptation Strategy in the future.**

**Carried**

**11. Correspondence**

**11.1 2025 Activity List**

Resolution # 25-109

Moved By Councillor Brennan  
Seconded By Councillor Cheyne

**That Council receives the Activity List for information.**

**Carried**

**12. Closed Session**

Resolution # 25-110

Moved By Councillor Cheyne  
Seconded By Councillor Ryan

**That Council proceeds into a closed session at the hour of 6:05 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 a construction project.

(b) personal matters about an identifiable individual, including municipal or local board employees; with respect to CAO performance review.

Carried

### **13. Return from Closed Session**

#### **13.1 Motion to Reconvene**

Resolution # 25-111

Moved By Councillor Ryan

Seconded By Councillor Brennan

**That the meeting be reconvened into open session at the hour of 6:58 PM.**

Carried

#### **13.2 Report Out**

Resolution # 25-112

Moved By Councillor Cheyne

Seconded By Councillor Ryan

**That, with respect to item 3.1 on the closed session agenda, the verbal report be received for information.**

**And that, with respect to item 3.2 on the closed session agenda, staff proceed as directed.**

Carried

### **14. By-Laws**

Resolution # 25-113

Moved By Councillor Ryan

Seconded By Councillor Cheyne

**That the By-Law numbered 25-42 is hereby passed.**

Carried

### **15. Notice of Motion**

**Mayor Dehn presented the following Notice of Motion which will be considered at the Regular Meeting of May 22, 2025:**

Whereas the Town of Erin processes applications for amendments to the Zoning By-law and Site Plan Approval under the *Planning Act*;

And whereas ensuring compliance with existing Town by-laws, including the Building Code Act, site alteration by-laws, and current zoning regulations, is crucial for orderly development and the protection of community standards;

And whereas applications for zoning changes often relate to properties where existing compliance issues may be present or arise during the development process;

And whereas requiring confirmation of compliance prior to considering a zoning change application would streamline the review process, ensure existing regulations are respected, and prevent the legitimization of non-compliant situations through rezoning;

Therefore, be it resolved that Council direct Staff to amend the Town of Erin's procedures for processing Zoning By-law Amendment and Site Plan Control

applications to require that, as part of a complete application submission, all applicants must provide:

1. A current Clearance Certificate and a current Property Information Report be identified as mandatory item on the pre-consultation checklist issued by the Planning and Building Departments; and,
2. Written confirmation from the Town of Erin Planning and Building Departments certifying that the subject property is, at the time of application, in compliance with all applicable Building Permits, Site Alteration By-laws, and the existing Zoning By-law regulations applicable to the property.

And that Staff be directed to prepare any necessary amendments to the Town's Fees and Charges By-law or Application Forms to reflect this new requirement and report back to Council.

**16. Adjournment**

There being no further business to discuss, the Mayor adjourned the meeting at the hour of 7:01 PM.

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Mayor Michael Dehn

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Town Clerk Nina Lecic