

To: David Waters, RPP, MCIP, Manager of Planning and Development, Town of Erin

From: Nadia De Santi, MCIP, RPP, Strategic Advisor/Project Manager, WSP
Daniel Rende, MCIP, RPP, Deputy Project Manager/Senior Planner, WSP
Jane Law, MCIP, RPP, Project Planner, WSP

Subject: **Town of Erin Zoning By-law Update**
Zoning By-law Review – Community Information Meeting/Public Open House (December 10, 2025) Summary Memo

Date: February 4, 2026

1 Introduction

This Community Information Meeting/Public Open House Summary Memo presents a summary of the feedback received from the community through the Community Information Meeting/Public Open House (“POH”) that was held in-person at the Royal Canadian Legion Branch 422 in Erin, as part of the community engagement process for the Town of Erin Zoning By-law Review Project. The purpose of the POH on December 10, 2025 was to:

- Provide an introduction and overview of the Zoning By-law Update;
- Present the Background Discussion Paper;
- Obtain feedback on the Background Discussion Paper; and
- Gather comments and feedback from interested parties on how the existing Zoning By-law can be improved and what issues need to be addressed.

The feedback received through the POH will be considered in the preparation of the Draft Zoning By-law Amendment.

Figure 1 Photo from Open House (Source: Town of Erin staff)



2 Public Open House

The Notice of Public Open House posted in the Town's Wellington Advertiser newspaper on November 27, 2025 and December 4, 2025 and was posted on the Town's project webpage ([Home | Erin Engaged](#)) on November 19, 2025. The Notice of Public Open House was also posted on the Town's social media accounts with posts on the Town's Facebook account on November 12, 2025, November 19, 2025, and December 8, 2025 and posts on the Town's Instagram account on November 19, 2025 and December 8, 2025. The Background Discussion Paper was made available on the Erin Engaged project webpage for public review on December 10, 2025.

The agenda for the POH included introductory remarks by David Waters and a presentation by Jane Law and Daniel Rende of WSP, which included:

- Overview of the Zoning By-law Review Project, including project process and timeline;
- Presentation of the Discussion Paper, including key zoning issues and trends; and
- Next steps.

Approximately 32 people attended the POH (see **Figure 1** above). The following meeting materials were presented at the POH:

- Public Open House Presentation (see **Figure 2** and included in **Appendix A** to this Memo); and
- Display Boards.

Figure 2: Slide from POH Presentation

Background Discussion Paper
Zoning By-law Update

What is the Background Discussion Paper?

A Background Discussion Paper has been drafted to introduce the Zoning By-law project, summarize background research, and explore key zoning issues.

Background Discussion Paper Overview

1. Introduction	4. Town of Erin Ongoing & Future Studies
2. Planning Policy Context	5. Key Zoning Issues & Trends
3. Town of Erin Strategic Plans & Studies	6. Next Steps

3 Summary of Input

Table 1 provides a summary of input and comments received from interested parties at the POH and through the following comment period. Input and comments are shown in bolded text and responses from the Project Team are shown below the bolded text.

Table 1: Summary of Feedback Received on the Zoning By-law Business Paper (POH, December 10, 2025)

Theme	Question or Comment
Scope of ZBL Update	— Does the ZBL Update Project deal with septic matters or sewage? No, however, the Town received a grant from the Province for the Town to study the feasibility and cost of introducing sanitary servicing infrastructure for the existing homes in Erin Village. — Does the ZBL Update Project deal with prime and secondary agricultural lands? No, this will be addressed as part of a future Official Plan Review. — Does the ZBL Update Project provide guidance on running a business? To a certain extent – the ZBL will advise on what is permitted and not permitted. Farm-based businesses will be subject to different regulations compared to businesses in commercial areas. — Does the ZBL Update Project include an interactive map that links to section of the ZBL text? No. — Is there a way to integrate AI? Town Staff and WSP staff advised that while AI may be a helpful tool, information obtained may not be inaccurate. — Once changes to the ZBL are proposed, it should be made clear what is different between the existing and the updated ZBL. WSP staff confirmed that the updated ZBL document will be redlined showing changes. A summary paper, which will be made publicly available, will accompany the draft ZBL Amendment that will describe the proposed changes. — We are in favour of anything that makes the Zoning By-law easier or more efficient. The intent of the Project is to make the Zoning By-law both easier to understand and more efficient to implement.
Interfacing with other Policy Documents and Projects	— How does the By-law work with the Strategic Plan? The Strategic Plan is more high-level, and the Zoning By-law implements more specific matters related to permitted uses, regulations and building envelopes.

Theme	Question or Comment
	— When will there be an Official Plan Update? Town Staff advised that the Official Plan Update will be occurring in the future but is not part of the scope of this project. — The Hillsburgh Subdivision was developed without any guidelines. Town Staff advised that recent planning approvals for new subdivisions in Erin and Hillsburgh have occurred largely in a site-specific basis. Town-wide policies for the comprehensive planning of new development will be addressed in the future Official Plan Update. — What is happening to the Willboi's Project? Town Staff noted that this is a site-specific matter and that the owners have submitted a ZBL Amendment to permit the uses on the site. Town Staff advised that no decision has been made by Council yet.
Notice of the Zoning By-law Update Project	— More advance notice of any open house or public meeting was requested. Town Staff and WSP acknowledged the comment and advised that more advance notice will be provided in the future.
Project Funding	— How is the Zoning By-law Project being funded? Town staff advised that the project is mostly funded primarily through property taxes collected by the Town.
Enforcement of the ZBL	— How will the ZBL be enforced? Town staff confirmed that there is one by-law enforcement officer, which presents a staffing challenge. The updated ZBL, which includes updates to make the document easier to navigate and understand, is intended to make enforcement easier.

4 Next Steps

The immediate next step in the Town of Erin Zoning By-law Update process will include the preparation of the Draft Zoning By-law Amendment, which will implement changes to the existing Zoning By-law, and which will address the feedback received from Town staff and interested parties. The Draft Zoning By-law Amendment will also include updated Schedules.

It is anticipated that the Draft Zoning By-law Amendment will be made available on the Erin Engaged project website for public review in late Spring 2026. This will be followed by a

Statutory Public Meeting, which is required under the Planning Act, where the Draft Zoning By-law Amendment will be presented to Council and the general public. The Statutory Public Meeting is anticipated to be held in Spring to mid 2026 and will provide an opportunity for community members and interested parties to review the materials and provide feedback to be considered for the final Draft Zoning By-law Amendment.

The Town would like to thank all of the community members who have participated in public engagement to date, including the Community Information Meeting/Public Open House.

For more information on the Town's Zoning By-law Update, please visit the project website at <https://erinengaged.erin.ca/zoning-by-law-review>.

Questions and comments can be directed to zblreview@erin.ca

Appendix

A

Public Open House Presentation



WELCOME!

Town of Erin

Zoning By-law Update

Community Information Meeting /
Public Open House

December 10, 2025

- Please sign-in at the front table
- Feel free to review the boards and maps
- Staff are available to answer questions

Quick Team Introductions



Nadia De Santi, MCIP RPP
Project Manager

Daniel Rende, MCIP RPP
Deputy Project Manager

Jane Law, MCIP RPP
Planning Support



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

Jessica Peake, MCIP, RPP
Senior Planner

Jasmine Malhi, Planning Technician

Joe Forte, Chief Building Official

Chris Vernon, Senior Communications
Officer

Ashley Harris, Zoning Examiner

What is Today's Open House about?

The purpose of today's open house is to:

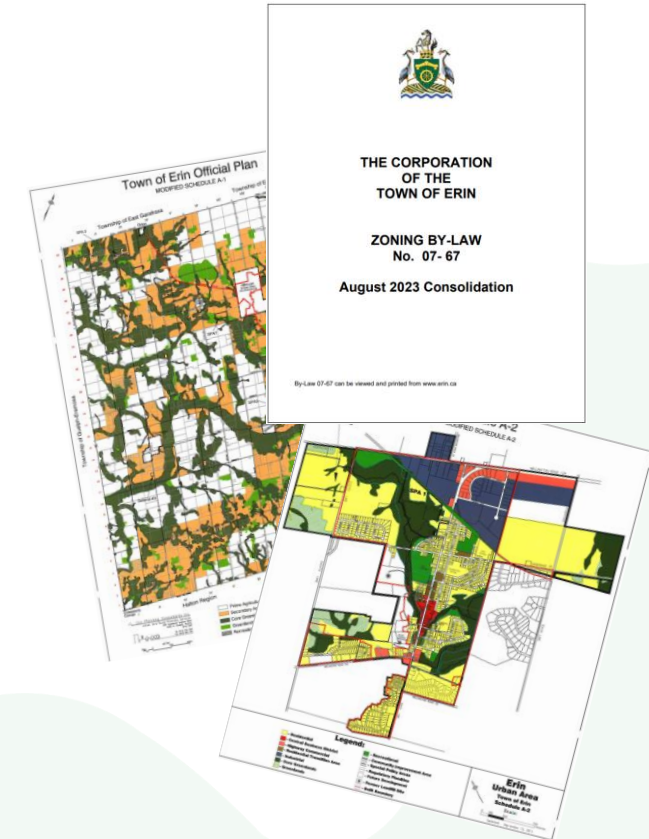
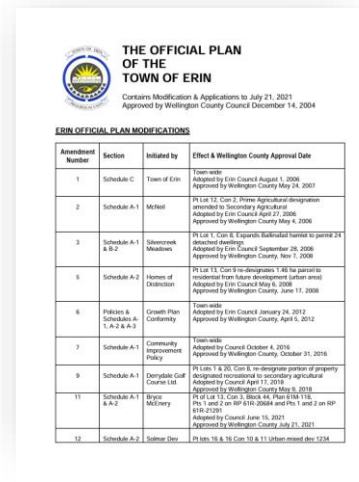
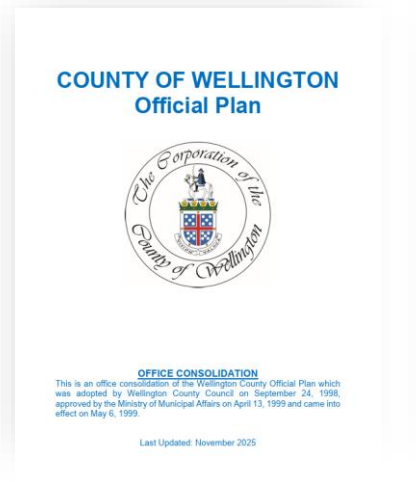
- 1. Introduce** the Zoning By-law Update project
- 2. Present** the Background Discussion Paper
- 3. Outline** why and how this project is being completed
- 4. Seek your input** on how the existing Zoning By-law can be improved & what issues need to be addressed

1. Zoning By-law Overview

Why is the Town doing a Zoning By-law update?

Objectives:

1. **Simplify** and **streamline** land use planning in the Town and guide development in both urban and rural areas to accommodate the Town's growing population. A significant amount of time has passed since the existing Zoning By-law was approved 18 years ago in 2007.
2. Provide a **user-friendly** and **accessible** guide for compatible development that is **consistent with** and **conforms** to Provincial, County, and Town policy while remaining flexible to accommodate various building types.



What is a Zoning By-law?

What does Zoning regulate?



What is Zoning?

- A **legal tool** used to regulate the **use** of land and buildings, the **size** of lots, and the **location** and **height** buildings and structures

What is a Zoning By-law?

- Land in the Town of Erin is 'zoned' under different categories of **use**, associated with a symbol.
- Each 'zone' has a set of **permitted uses** and **regulations**.
- The Zoning By-law is used by landowners, members of the public, Town staff, and Town Council to inform development decisions.

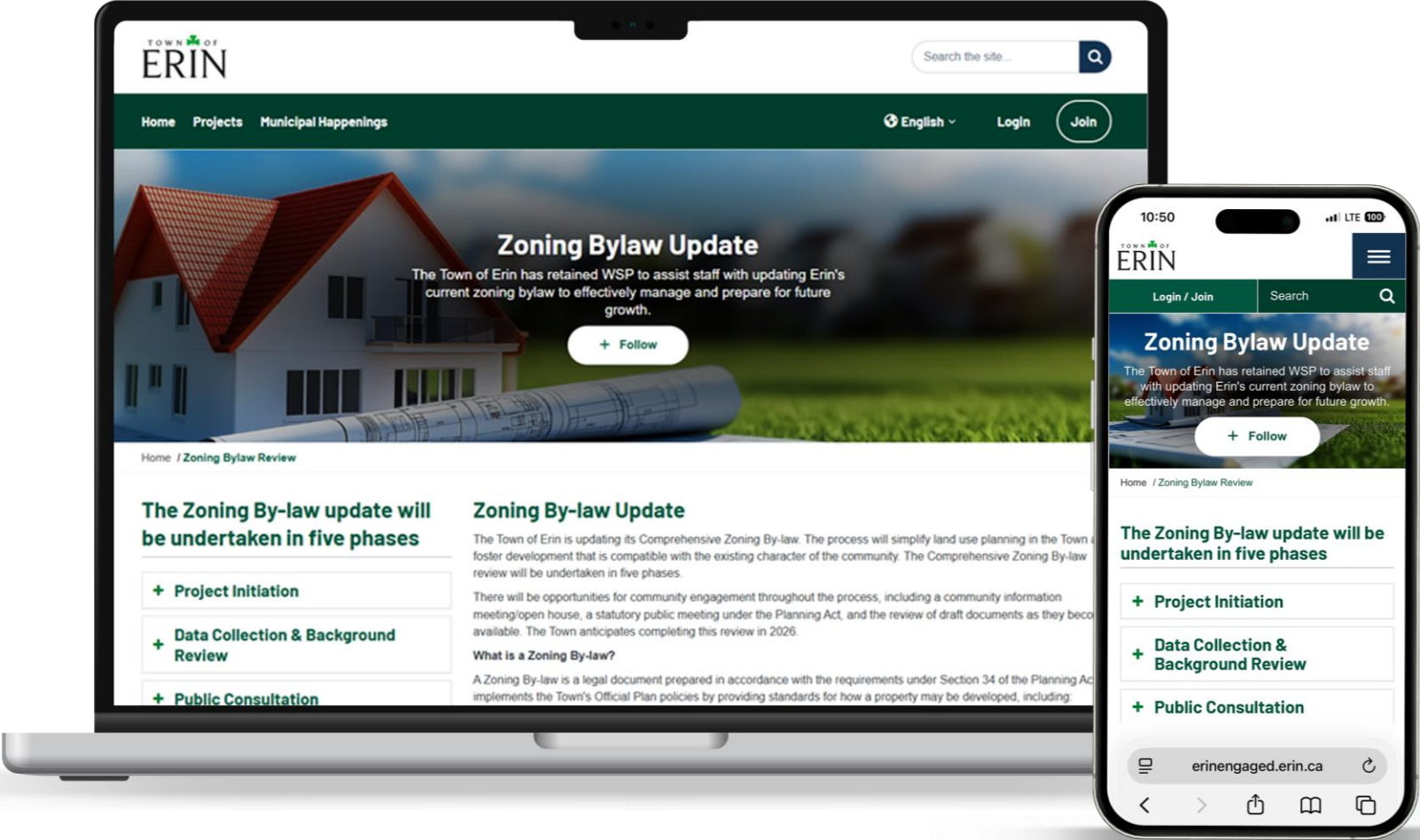
What if a proposed development does not meet the requirements of the Zoning By-law?

- The applicant will need to apply to amend the Zoning By-law (a 'rezoning') or seek a minor variance for relief from the By-law's requirements.

Project Timeline



Project Website



2. Background Discussion Paper

Background Discussion Paper



Background Discussion Paper

Zoning By-law Update

What is the Background Discussion Paper?

A Background Discussion Paper has been drafted to introduce the Zoning By-law project, summarize background research, and explore key zoning issues.

Background Discussion Paper Overview

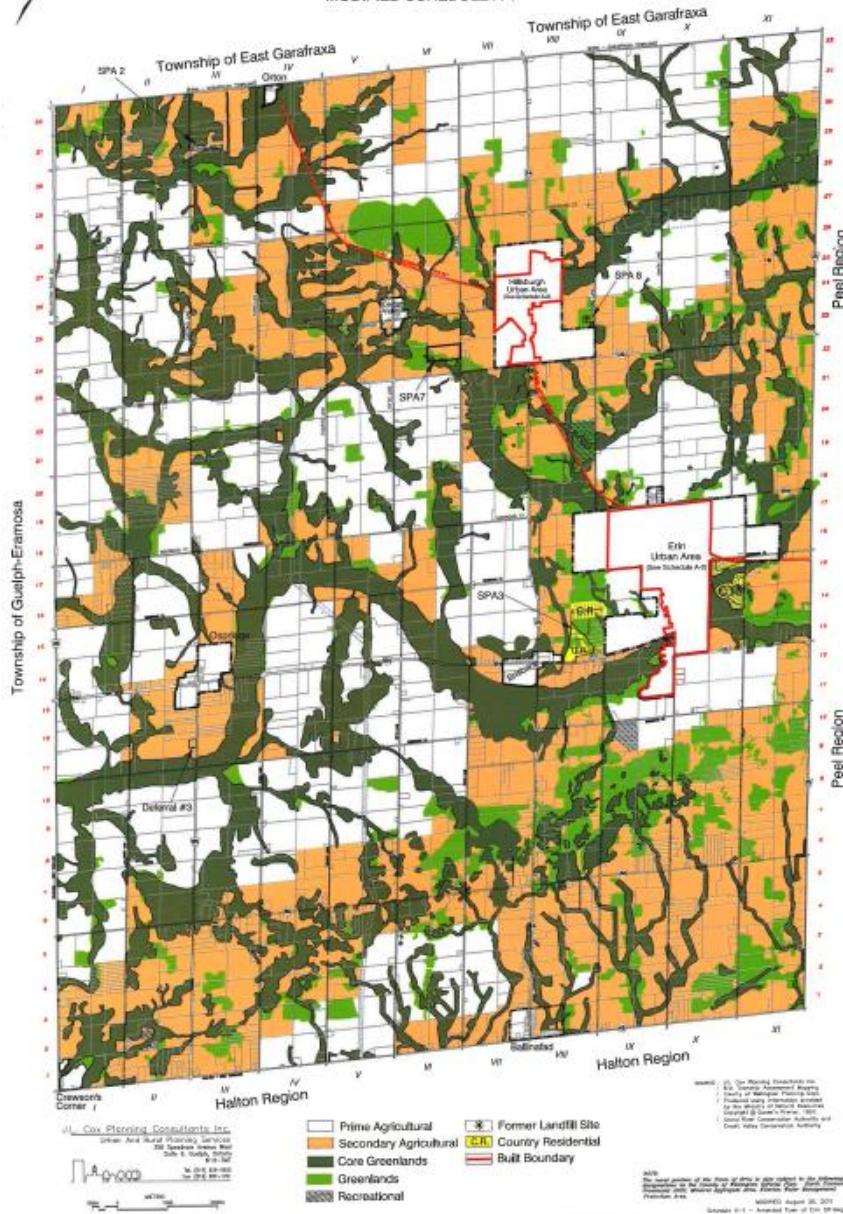
1. Introduction
2. Planning Policy Context
3. Town of Erin Strategic Plans & Studies
4. Town of Erin Ongoing & Future Studies
5. Key Zoning Issues & Trends
6. Next Steps

3. Key Zoning Issues

Feel free to add comments and ideas to the boards around the room – we welcome your input!

Official Plan Conformity

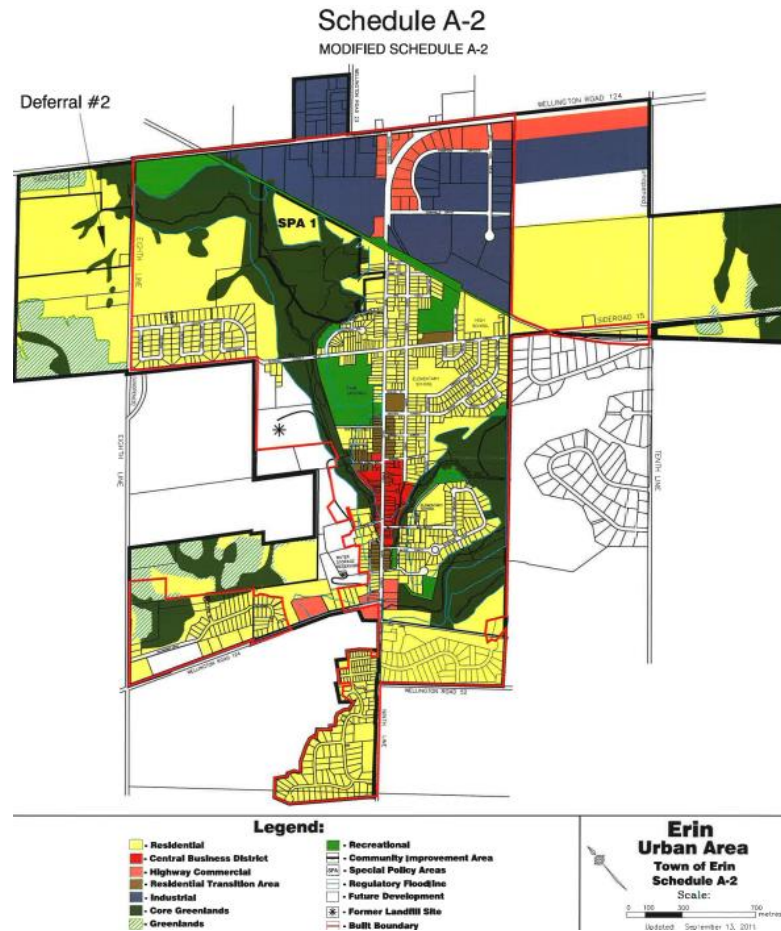
The Town of Erin Official Plan sets out several land use designations which permit different uses and guide development across the Town.



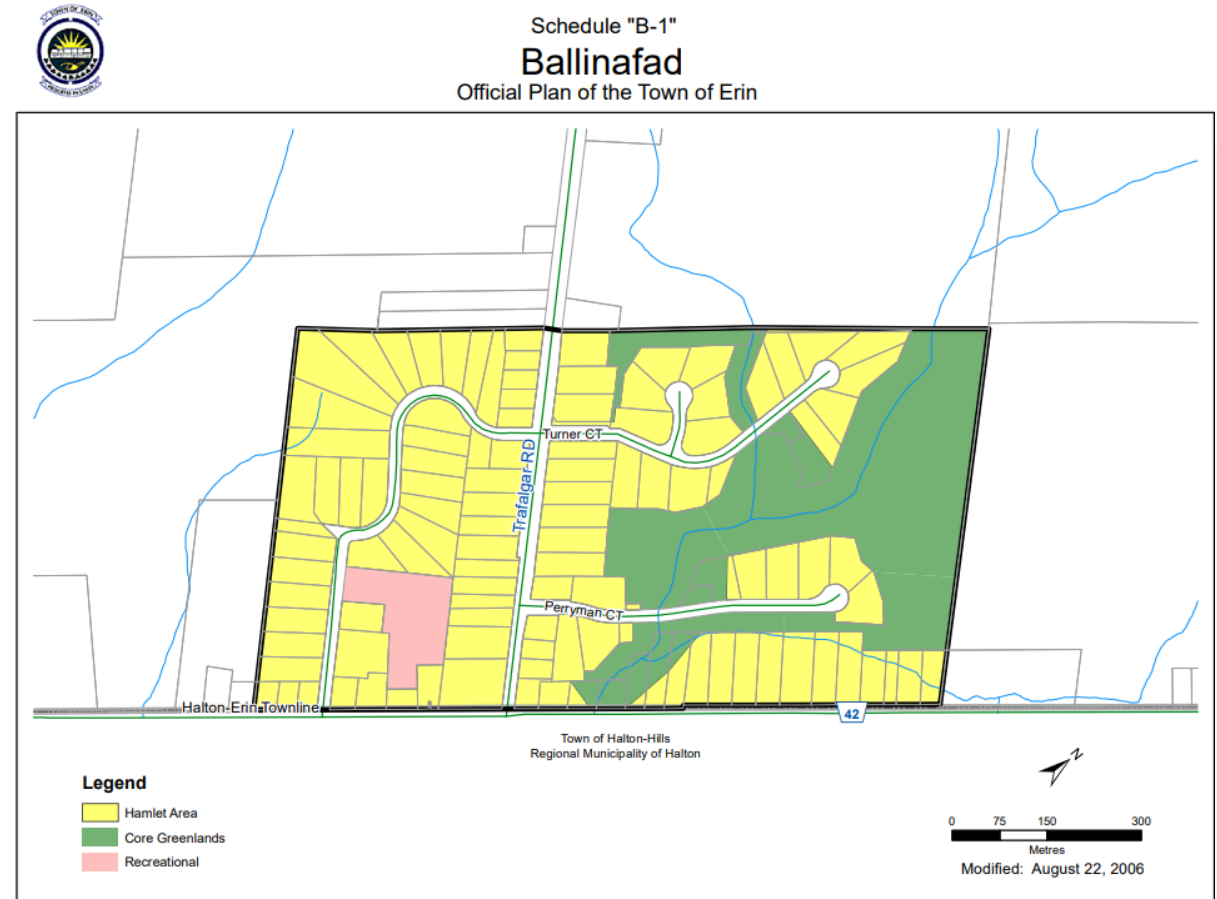
Agricultural Area & Greenlands

Official Plan Conformity

Urban Areas



Hamlets



User-Friendly Document Format & Structure

User Guide →

Section Dividers & Headers ↓

Section 16

Community Commercial (CC) Zone

16.2.2 Regional Shopping Centre (Level 2) Standards

The following standards shall apply to any development consisting of greater than 13,935 m² aggregate gross leasable area:

Provision	Requirement for Regional Shopping Centre (Level 2)
a) Minimum Lot Area	40,500 m ²

City of Cornwall

User Guide to the Comprehensive Zoning By-law

Zone boundaries are outlined in red on the Zoning Map.

Each property is associated with a Zone symbol (e.g. RES 10, GC, OSP).

The different colours within the red Zone boundaries identify the land use classification of the properties within that Zone (e.g. Residential, Commercial, Open Space).

The Zoning Map Legend explains the Zone symbols and land use classification colours.

Some properties will have more than one Zone symbol that applies. For example, some properties may be split up into more than one Zone, or may have a Zone symbol that contains a suffix.

The following summarizes the meaning of different types of Zone symbols:

This is a base Zone. The acronyms for each base Zone are explained in the Zoning Map legend. For example, GI means the General Institutional Zone. Most properties in the City are identified only with a base Zone.

Each base Zone has its own section in this Zoning By-law (Sections 4 to 29) which details permitted uses, lot and building requirements, and additional provisions that apply to all properties within that Zone.

If a dash and a number follows the Zone symbol (e.g. "MUC-1"), then the property is subject to a site-specific Exception Zone. The provisions for each individual Exception Zone are found in the Zoning By-law document under a subsection within the base Zone section (e.g. Section 14 Mixed-Use Commercial Zone, Subsection 14.4, Exception Zones).

An Exception Zone contains provisions that override, or are in addition to, the base Zone provisions. For example, a property with the Exception Zone MUC-1 will be subject to the provisions of the Mixed-Use Commercial (MUC) Zone, and site-specific exception provisions.

City of Cornwall Final Comprehensive Zoning By-law

Council Adopted January 10, 2022

Amended by By-law 18-34 & 20-06

Amended by By-law 18-34

Amended by By-law 21-53 and 23-47

5 Any accessory building or structure which is not an integral part of the main building shall maintain a minimum separation distance of 3.0 m from a main building on an adjacent lot.

3 Building Height

The building height of an accessory building used for an agricultural use in an "A" zone shall not exceed 11.0 m. The building height of all other accessory buildings in the "A" zone shall not exceed 4.5 m. The building height of an accessory building in all other zones shall not exceed 4.5 m.

4 Lot Coverage

The total lot coverage of all accessory buildings on a lot shall not exceed 10% of the lot area. The area of an open swimming pool shall not be calculated in determining lot coverage.

Provided the maximum lot coverage is not exceeded for accessory buildings or structures, the maximum ground floor area permitted for an accessory building or structure located on a lot is as follows:

1 On a lot 0.8 ha (2 ac) in size or less the maximum ground floor area for a building is 1 16 m² (1 250 ft²); and is larger than 0.8 ha (2 ac) in size for an accessory building or structure the maximum ground floor area shall be 464.5 m² (5 000 ft²).

or Use

all be established on any lot or site structure.

By-law to the contrary, a private dwelling unit within any zone wherein a dwelling unit is regulated:

not closer to any lot line than the main building on such lot.

not closer to any lot line than the accessory building located on such lot.

for pumping or filtering or similar use with the regulations applicable to

Page 44 of 136

(Consolidated)

3 Additional Dwelling Units within Accessory Buildings or Structures

In addition to Section 4.1.1 detached additional residential dwelling units within accessory buildings or structures, are subject to the following:

1 The detached additional residential dwelling unit shall be located on the same lot as the main building (detached dwelling, semi-detached dwelling unit, or townhouse dwelling) and shall not be severed from the primary residential dwelling unit.

2 The detached additional residential dwelling unit can occupy a part of or the entirety of a detached accessory building or structure.

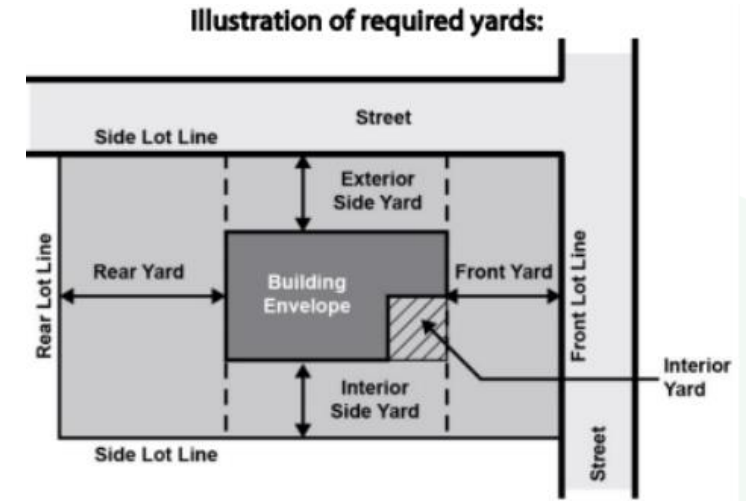
3 The detached additional residential dwelling unit shall comply with the minimum required yard standards of the zone in which the unit is situated.

4 The detached additional residential dwelling unit is to be screened and/or

User-Friendly Document Format & Structure

	.5 Any accessory building or structure which is not an integral part of the main building shall maintain a minimum separation distance of 3.0 m from a main building on an adjacent lot.
Amended by By-law 18-34 & 20-06	3 Building Height The building height of an accessory building used for an agricultural use in an "A" zone shall not exceed 11.0 m. The building height of all other accessory buildings in the "A" zone shall not exceed 4.5 m. The building height of an accessory building in all other zones shall not exceed 4.5 m.
Amended by By-law 18-34	4 Lot Coverage The total lot coverage of all accessory buildings on a lot shall not exceed 10% of the lot area. The area of an open swimming pool shall not be calculated in determining lot coverage. Provided the maximum lot coverage is not exceeded for accessory buildings or structures, the maximum ground floor area permitted for an accessory building or structure located on a lot is as follows: .1 On a lot 0.8 ha (2 ac) in size or less the maximum ground floor area for a building is 1 16 m² (1 250 ft²); and is larger than 0.8 ha (2 ac) in size for an accessory building or structure the maximum ground floor area shall be 464.5 m² (5 000 ft²).
Amended by By-law 18-34 and 23-47	2 Additional Residential Dwelling Units within the Same Building as the Primary Residential Dwelling Unit In addition to Section 4.1.1, additional residential dwelling units within the main building or attached to the main building are subject to the following: .1 When exterior alterations to the main building are proposed for an additional residential dwelling unit, the following applies: a. Shall comply with the minimum required yard standards of the Zone in which such building is situated; and b. Shall be to the rear or side of the main building, unless the additional residential dwelling unit is within an existing garage converted for such use. .2 Each dwelling unit shall have a separate, private entrance. .3 Notwithstanding Section 4.1.1.3, if located in a basement, the additional residential dwelling unit(s) may occupy the entirety of the basement floor area. .4 An additional residential dwelling unit within the same building as the primary residential dwelling unit shall not exceed the height of the main building.
Amended by By-law 21-53 and 23-47	3 Additional Dwelling Units within Accessory Buildings or Structures In addition to Section 4.1.1 detached additional residential dwelling units within accessory buildings or structures, are subject to the following: .1 The detached additional residential dwelling unit shall be located on the same lot as the main building (detached dwelling, semi-detached dwelling unit, or townhouse dwelling) and shall not be severed from the primary residential dwelling unit. .2 The detached additional residential dwelling unit can occupy a part of or the entirety of a detached accessory building or structure. .3 The detached additional residential dwelling unit shall comply with the minimum required yard standards of the zone in which the unit is situated. .4 The detached additional residential dwelling unit is to be screened and/or

Diagrams to Illustrate Provisions



Consistent Tables for Performance Standards

Table 7-1: Lot and Building Requirements for Permitted Low-Density Residential Uses (Single-Detached, Semi-Detached, Duplex Dwellings)

Provision	Requirement for Low-Density Residential Uses		
	Single-Detached Dwelling	Semi-Detached Dwelling	Duplex Dwelling
a. Minimum Lot Area	420 m ²	210 m ² per Dwelling Unit	420 m ²
b. Minimum Lot Frontage	15 m	9 m per Dwelling Unit	15 m
c. Minimum Front Yard	6 m	6 m	6 m

Key Issues

Definitions

- Review for clarity
- Ensure all defined terms have definitions
- Group permitted uses
- Remove/update outdated or redundant terms
- Add illustrations where appropriate

Can be simplified

Bed and Breakfast (B & B) Establishment - Class 1 and 2

Amended by
By-law 20-06

shall mean a single detached *dwelling* or part thereof in which the proprietor resides and supplies accommodation and meals to overnight guests on a temporary basis for monetary gain. A *bed and breakfast* does not mean a *boarding house* or rooming house, a *group home*, a *hotel*, a *restaurant* or a *motel* in accordance with this By-law. A Class 1 B & B may contain up to 2 guest rooms and a Class 2 B & B may contain up to 3 guest rooms. All B & B establishments must comply with the Ontario Building Code Act and Building Code, the Fire Protection and Prevention Act and Ontario Fire Code.

Outdated

Video Rental Outlet

shall mean the rental of *video* tapes or disks and equipment for home viewing and includes *accessory uses* such as the sale of *video* tapes or disks and snack foods.

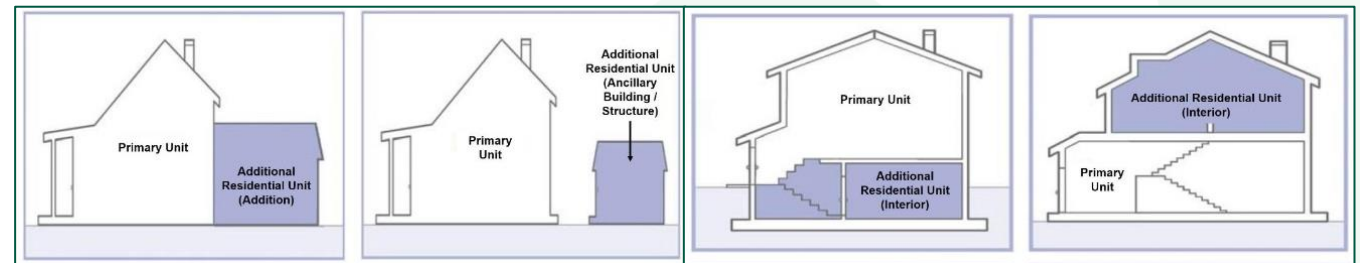
Additional Residential Units

- Simplify definitions – Attached and Detached
- Remove provisions that hinder development of ARU's (e.g. # of bedrooms, max. unit size)
- Remove requirement for each unit to have a private dedicated entrance – allow shared stairway

Amended by
By-law 23-47

Additional Residential Dwelling Unit

shall mean a *dwelling unit* that is self-contained, subordinate to and located within the same *building* or on the same lot of a primary residential dwelling unit. An additional residential dwelling unit shall meet the provisions identified in Section 4.1 of this By-law. For the purpose of this By-law, a *stacked townhouse dwelling* is not permitted to have an *additional residential dwelling unit*.



Key Issues

5.7.1 MINIMUM REQUIRED PARKING RATE SCHEDULE

a) Minimum Required Parking Rate Schedule

Parking spaces shall be provided in the minimum quantity specified in Column 2 hereunder for each use listed in Column 1:

Column 1	Column 2
i. Residential Uses	
Single Detached Dwelling; Semi-Detached Dwelling; Street Townhouse Dwelling	a) In PRA 1, no parking spaces are required. b) In all other areas, 1 per unit.
Duplex Dwelling	a) In PRA 1, no parking spaces are required. b) In all other areas, a total of 1 parking space.

← Ex. City of Hamilton

Parking Requirements

- Review, consolidate, and streamline all parking provisions
- Ensure all permitted uses have parking space requirements where needed
- Include parking diagrams to illustrate requirements



← Ex. City of Mississauga

Electric Vehicle Parking Spaces

- Include minimum electric vehicle requirements for EV parking spaces or “EV ready” parking spaces

Key Issues

Site-Specific Exemptions

- Review for relevance and conformity to Zoning By-law

Amenity Area Requirements

- Consolidate Private Outdoor and Common Outdoor Amenity Area requirements

Agriculture-Related Uses & On-Farm Diversified Uses

- Review definitions and provisions for agriculture-related uses and on-farm diversified uses

AGRICULTURAL ZONE By-law, Location, Roll #	SPECIAL PROVISIONS
5464 6th Line Roll # 4-036 Timed Investments, By-Law 92-26 Lot 26, Con 3, 5933 2nd Line Roll # 6-099 Loupén Lot 8 & 9, Con 5 5197 4th Line Roll # 4-006 Rae, By-law 90-8 Lot 18, Con 1 5597 WCR 26 Roll #6-001	
A-102 By-law 02-07 White Tanning, Lot 7, Con. 1, 5153 Erin-Eramosa Townline Roll # 1-02201	In addition to the uses permitted in the Agricultural zone, the lands zoned A-102 may be used as a tannery subject to the following: Tannery use including industrial building, single storey detached dwelling and barn – maximum floor area – 2,730m ² . The single storey detached dwelling may only be used as a dwelling for tannery employees or for office or storage purposes accessory to the tannery. The barn may only be used for storage purposes.
A-104 By-law 88-13 Barden Lot 32, Con 11 6128 Winston Churchill Blvd Roll # 8-162	In addition to the provisions of the Agricultural zone, the lands zoned A-104 may be used for a private guest house, exclusive of kitchen facilities, in a converted existing accessory building, and buildings, structures and uses accessory to the foregoing permitted uses.
A-105 By-law 89-19 Lot 32, Con 1 6144 First Line Roll # 6-0300	Notwithstanding the permitted uses in the Agricultural zone, the lands zoned A-105 may also be used for a small meeting room facility with accessory dining facilities for groups of not more than 20 persons and providing accessory overnight accommodation for no more than 10 persons and for bed and breakfast purposes. The land zoned A-105 shall not be used for a medical clinic or for medical, psychiatric or counselling services or for a group home, crisis care centre or halfway house.
A-106 By-law 90-25 Rogers Lot 2, Con 6 4958 6th Line	Notwithstanding any other provisions of this By-law in addition to the permitted uses of the Agricultural zone, the lands zoned A-106 may be used for a second permanent single detached dwelling and two (2) kennel buildings, provided that the second dwelling is located not closer than

Agriculture-related use

Amended by By-law 21-53 shall mean a use that is *farm-related commercial* and *farm-related industrial uses* that are directly related to *farm operation* in the area, that support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to *farm operations* as a primary activity.

On-farm diversified use

Amended by By-law 21-53 Shall mean a use that is secondary to the principal *agricultural use* that is greater than 4 hectares in size, and is limited in area. *On-farm diversified uses* include, but are not limited to, a *home occupation*, a *home industry*, *agri-tourism uses*, *alternative accommodations*, and uses that produce value-added agricultural products, but does not include wedding or similar event venues.

Key Issues

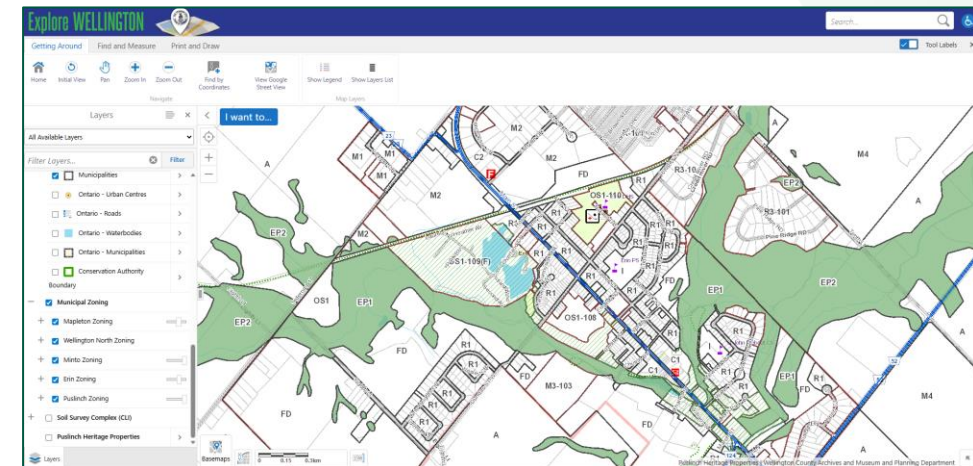
Re-Zoning & Minor Variances

- Examine trends in applications and approvals to understand if certain provisions need to be reviewed and revised

The image shows two overlapping forms from the Town of Erin. The front form is the 'Zoning By-law Amendment Application' (Page 2 of 11), and the back form is the 'Minor Variance Application'. Both forms include sections for general information, applicant details, and proof of ownership.

Zoning By-law Mapping Updates

- Update Zoning Schedules and corresponding online maps to reflect revisions



Stay Involved

Project Updates

- You are invited to stay informed by signing up for email updates on upcoming public meetings and the release of future reports.
- The content from this public open house and future project deliverables will be posted on the Erin Engaged project website:
- <https://erinengaged.erin.ca/zoning-bylaw-review>

Next Steps

- We will summarize input received from today's public meeting to inform the future Draft Zoning By-law Amendment

Getting in Touch

- Project Email: zblreview@erin.ca