



TOWN OF ERIN  
REGULAR COUNCIL MEETING  
AGENDA

April 10, 2025

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 PD2025-08 Statutory Public Meeting – Zoning By-Law Amendment (Z24-01), Thomasfield Homes Ltd., Part of Lot 23, Concession 7, Geographic Town of Erin	1 - 10
5. Community Announcements	
6. Adoption of Minutes	11 - 15
March 24th - Council Workshop	
March 27th - Regular Council Meeting	
And the Confidential Minutes of the Closed Session Meeting held on March 27th, 2025.	
7. Business Arising from the Minutes	
8. Delegations/Petitions/Presentations	
9. Reports	
9.1 F2025-07 Quarter 4 Variance Report Ending December 31, 2024	16 - 42
9.2 F2025-08 2024 Development Charges – Statement of the Treasurer	43 - 47
9.3 PD2025-09 Adoption of Heritage Designation By-laws - Erin Village	48 - 55
9.4 PD2025-10 County of Wellington Official Plan Review - 2024 Rural Residential Growth Analysis	56 - 67
10. Correspondence	
10.1 2025 Activity List	68
11. Closed Session	

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

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

**12. Return from Closed Session**

12.1 Motion to Reconvene

12.2 Report Out

**13. By-Laws**

69 - 97

Heritage Designation By-law; 48 Main Street  
Heritage Designation By-law; 74 Main Street  
Heritage Designation By-law; 76 Main Street  
Heritage Designation By-law; 174 Main Street  
Heritage Designation By-law; 180 Main Street  
Heritage Designation By-law; 182 Main Street  
Heritage Designation By-law; 192 Main Street  
Confirming By-law

**14. Notice of Motion**

**15. Adjournment**

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

<b>Department:</b> Planning & Development	<b>Report Number:</b> PD2025-08
<b>Business Unit:</b> Planning & Development	<b>Meeting Date:</b> 4/10/2025
<b>Presented/ Prepared By:</b> David Waters, Manager of Planning & Development	

### Subject

Statutory Public Meeting – Zoning By-Law Amendment (Z24-01), Thomasfield Homes Ltd., Part of Lot 23, Concession 7, Geographic Town of Erin

### Recommendation

**That report number PD2025-08 “Statutory Public Meeting – Zoning By-Law Amendment (Z24-01), Thomasfield Homes Ltd., Part of Lot 23, Concession 7, Geographic Town of Erin” be received for information.**

### Highlights

- The purpose of this report is to provide preliminary information for a statutory public meeting presenting a Zoning By-Law Amendment Application submitted by Thomasfield Homes.
- The draft plan of subdivision proposes a mix of single detached dwellings and townhouse dwellings and a “Multiple Residential” block for condominium townhouse units.

### Background

The Town of Erin is in receipt of an application for a Zoning By-law Amendment submitted by GSP Group on behalf of Thomasfield Homes Ltd. A related application has been made to the County of Wellington for a proposed draft plan of subdivision, File #23T-24001.

### Proposal

The purpose of the Zoning By-law Amendment Application is to facilitate the development of a proposed draft plan of subdivision by re-zoning the Subject Property from “FD” (“Future Development”) to a combination of “UR1” (“Urban Residential One”) and “OS1” (“Open Space Recreation”). The draft zoning by-law amendment is attached hereto as Appendix A.

The proposed draft plan of subdivision proposes 215 dwelling units in a mix of single detached and townhouse dwellings, and a “Multiple Residential” block for condominium townhouse units on municipal wastewater and water services. The draft plan also includes a 0.92-hectare park block, a ten-metre buffer to provide protection for an

adjacent woodland, a stormwater management block, a block for a sanitary pumping station and a 0.3-metre reserve block to provide an eventual road connection to the abutting lands to the northwest. The proposed draft plan of subdivision is attached hereto as Appendix B.

With regards to access, principal access to the proposed development will be provided from Wellington County Road 22 via Street A, although, in the longer term, Street C will connect to a future public road in the Carson Reed subdivision north of the Subject Property providing access to Station Street.

The public roads in the draft plan are intended to be built to an urban cross-section and will include a sidewalk on both sides of the road. The sidewalks will provide pedestrian connections throughout the subdivision, including the park block, and ultimately to the Carson Reed subdivision to the north.

According to the Planning Justification Report submitted with the planning application, it estimates that the 215 dwelling units in the proposed development will house approximately 604 people and 61 work-at-home jobs, for a gross density of approximately 47 people and jobs per hectare. The proposed development has a gross density of 15.2 units per hectare.

A Notice of Complete Application was issued by the Town of Erin for the Zoning By-law Amendment application on February 20, 2025. The first submission of the application has been circulated for review to Town departments and commenting agencies.

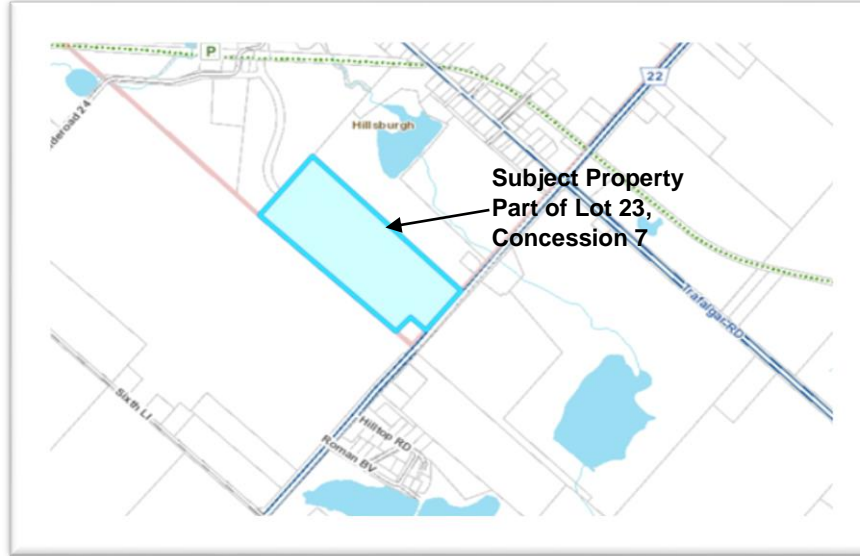
## **Discussion**

The property subject to the Zoning By-Law Amendment Application and proposed draft plan of subdivision has not been assigned a municipal address, but is described legally as Part of Lot 23, Concession 7, Geographic Township of Erin, and is located within the Hillsburgh Urban Area fronting Wellington County Road 22.

The Subject Property has a total site area of 14.4 ha. (35.5 acres) with a frontage of approximately 163 metres (534 ft.) on Wellington County Road 22. The location of the Subject Property is shown in Figure 1.

The Subject Property is unoccupied by buildings or structures and is currently being used for agricultural uses. The abutting lands east of the Subject Property contain a large woodlot and is part of a larger Provincially Significant Wetland ("PSW") that extends along the Erin Branch of the Credit River. The presence of a large woodlot and the Provincially Significant Wetland means that parts of the Subject Property along the shared lot line fall within the Regulated Area of Credit Valley Conservation.

Figure 1



The site's topography generally slopes downward both to the east and west, with the highest elevations being situated along the midline of the property running from the rear lot line to the front along Wellington Road 22. The grade becomes more pronounced east of the Subject Property, as the terrain slopes down towards the PSW and the Credit River.

Surrounding land uses are generally described as follows:

North: rural residential uses, agricultural uses, natural heritage features, Hillsburgh Village

South: rural residential uses, agricultural uses and natural heritage features.

East: rural residential uses, agricultural uses and natural heritage features, Hillsburgh Village

West: BlueTriton well, rural residential dwellings, agricultural uses and natural heritage features.

### Policy Review

This section of the report provides a high-level overview of the land use policy framework that applies to the Subject Property.

### **Provincial Planning Statement (2024)**

The Provincial Planning Statement (2024) directs growth and development within settlement areas which include urban areas and rural settlement areas. The 2024 PPS

speaks to general intensification and redevelopment which supports the achievement of complete communities by accommodating an appropriate range and mix of land uses, housing and transportation options, employment, public service facilities, institutional uses, recreation, parks and open space, and other uses to meet long-term needs of the community.

The 2024 PPS also promotes the implementation of phasing plans and policies to ensure that development within designated growth areas is orderly and aligns with the timely provision of infrastructure.

### **Greenbelt Plan (2017)**

The Subject Property is located within a Settlement Area identified as Towns/Villages in the Greenbelt Plan. The Plan directs development to these built-up Settlement Areas, which are designed to include a balanced mix of housing, employment opportunities, and access to infrastructure and services. This approach is intended to support the creation of complete communities.

Hillsburgh is located at the westerly edge of the Greenbelt Area shown on Schedule 1 to the Greenbelt Plan (2017) and is identified on that Schedule as a “Town/Village in the Protected Countryside” designation to which the policies of Section 3.4.3 apply.

### **County of Wellington Official Plan (WCOP)**

The Subject Property is within the “Designated Greenfield Area” and is one of two “Primary Urban Centres” as identified in the WCOP.

“Primary Urban Centres” are recognized as “larger urban places ... which have existing or planned sewer and water services.” The priorities for the County’s general growth strategy, set out in Section 3.1 of the WCOP, state that “the majority of growth will be directed to Primary Urban Centres that offer municipal water services and municipal sewage services”.

The density target for development in the Designated Greenfield Area is stated in Section 3.3.1 as “not less than 40 residents and jobs per hectare.” Development in the Designated Greenfield Areas as per Section 4.4.4 of the WCOP states that “the County will encourage increased densities and a broader mix of housing,” by requiring that new developments “achieve densities which promote the overall designated greenfield area density target” and that “strive to attain at least 16 units per gross hectare”.

Section 7.4.5 of the WCOP regarding residential uses in Primary Urban Centres, states that “Wellington will plan for a diverse range and mix of housing options, densities, and unit sizes on full municipal services”.

### **Town of Erin Official Plan (TEOP)**

Schedule “A-1” of the Town’s Official Plan identifies the Subject Property within the Village of Hillsburgh Urban Area. Schedule “A-3” to the TEOP shows the Subject Property as designated “Residential”.

A policy in section 4.7.1 of the Residential designation states that “new housing types are needed to provide a greater variety of residential accommodation as well as a more affordable housing supply”.

Section 4.7.2 b) of the Residential designation states the objective of providing a variety of dwelling types to satisfy a broad range of residential. Another objective of the Residential designation (section 4.7.2 h) encourages residential developments which incorporate innovative and appropriate design principles which contribute to public safety, affordability, energy conservation and that protect, enhance and properly manage the natural environment.

### **Community & Architectural Design Guidelines: ‘Urban Design Guidelines’ for the Villages of Erin & Hillsburgh (April 2021).**

The Town of Erin Community and Architectural Design Guidelines (the ‘Guidelines’) apply to the Villages of Erin and Hillsburgh, and are intended to help shape the form and character of future development within these areas by containing conceptual diagrams and recommendations that demonstrate the design intent of the Guidelines.

Section 5.0 of the Guidelines focuses on the development of new neighbourhoods like the Thomasfield Homes’ application. The Guidelines present a framework that enhances the existing character of the community by providing recommendations on Neighbourhood Structure, Public Realm and Built Form to guide the overall design of a development.

### **Town of Erin Comprehensive Zoning By-law 07-67**

The subject lands are currently zoned “FD” (“Future Development”) in the Town’s Comprehensive Zoning By-law 07-67, as amended. The FD zones does not permit the proposed plan of subdivision but does permit the following uses:

- agricultural uses
- a single detached dwelling on an existing lot subject to the applicable provisions of the R1 zone and other regulations of this By-law
- uses, buildings and structures existing on a lot zoned FD
- Additional residential dwelling unit.

An amendment to the Town’s Comprehensive Zoning by-law 07-67 is required to permit the proposed plan of subdivision.

### **Planning Process and Next Steps**

The draft Zoning By-law Amendment and 1st submission of the draft plan of subdivision materials are under review by Town staff and commenting agencies. Consideration for the review of this application includes, but is not limited to, the following:

- Consistency with the Provincial Policy Statement and Greenbelt Plan;
- Conformity with the County of Wellington Official Plan;
- Conformity with the Town of Erin Official Plan and Community & Architectural Design Guidelines;
- Conformity with the Town of Erin Zoning By-law 07-67;
- Land use compatibility with surrounding development and existing land uses;
- Appropriateness of the proposed site-specific zoning regulations; and,
- Comments received from Council, the public, Town staff and commenting agencies.

Following this statutory public meeting, Staff will review comments received at the public meeting and from the circulation of the application. During this stage of the process, Staff will work with the applicant to address agency comments received through the circulation of the planning application and public input prior to presenting a recommendation report at a future Council meeting.

### **Strategic Pillar**

Growth Management

### **Financial Impact**

There is no financial impact associated with the proposed recommendation.

### **Conclusion**

A recommendation report will be presented to Council for consideration at a future meeting following the public meeting and resolution of any concerns received through the circulation of the planning application and the input received from the public.

### **Attachments**

Appendix A – Draft Zoning By-Law Amendment  
Appendix B – Proposed draft plan of subdivision

David Waters, MCIP, RPP, PLE

Manager of Planning and Development

Rob Adams

Chief Administrative Officer



## Appendix “A” – Draft Zoning By-law Amendment

### THE CORPORATION OF THE TOWN OF ERIN

#### By-Law #25-XX

**Being a By-law to amend Zoning By-law 07-67, as amended, being the Zoning By-law for the Corporation of the Town of Erin, for lands known as Part of Lot 23, Concession 7 (Geographic Township of Erin)**

**Whereas** the Council of the Corporation of the Town of Erin deems it desirable to amend By-law 07-67, as amended, pursuant to Section 34 of the *Planning Act* (R.S.O. 1990, c. P.13), as amended;

**Now therefore the Council of the Corporation of the Town of Erin enacts as follows:**

1. That By-law No. 07-67, the Comprehensive Zoning By-law, is amended by rezoning the lands legally described as Part of Lot 23, Concession 7 (Geographic Township of Erin), from Future Development ‘FD’ to Urban Residential One ‘UR1’, Urban Residential One Site Specific XXX ‘UR1-XXX’, Open Space Recreation Site Specific XXX ‘OS1-XXX’, and Village Environmental Protection ‘EP1’, as shown on Schedule “A” to this By-law.
2. That Section 14 of By-law No. 07-67 is amended by adding the following:

OPEN SPACE ZONE	SPECIAL PROVISIONS
<p><b>OS1-1XX</b>  <b>By-law 24-XX</b>  Hillsburgh Trails (Thomasfield)  Pt Lot 23, Con 7  Roll # 09-16600</p>	<p>Notwithstanding the provisions of Section 11.1 or any other provisions of By-law 07-67 (as amended) to the contrary, no building or structure, including an accessory building or structure, shall be constructed on the lands zoned OS1-1XX on Schedule “A” to By-law 23-XX.</p> <p>All other provisions of By-law 07-67, as amended, shall apply.</p>

3. That Section 14 of By-law No. 07-67 is further amended by adding the following:

HOLDING & TEMPORARY USE BY-LAWS	SPECIAL PROVISIONS
<p><b>UR1-1XX (H)</b>  <b>By-law 24-XX</b>                      Hillsburgh Trails (Thomasfield)                      Pt Lot 23, Con 7                      Roll # 09-16600</p>	<p>Notwithstanding the provisions of Section 6.5 or any other provisions of By-law 07-67 (as amended) to the contrary, the uses permitted on the land zoned UR1-1XX (H) on Schedule "A" to By-law 24-XX shall be limited to a temporary turning circle until such time as the Holding (H) symbol is removed.</p> <p>The Council of the Town of Erin shall not remove the Holding (H) symbol until it is satisfied that the temporary turning circle that is partially located within the lands subject to said Holding (H) symbol is no longer necessary.</p> <p>All other provisions of By-law 07-67, as amended, shall apply.</p>

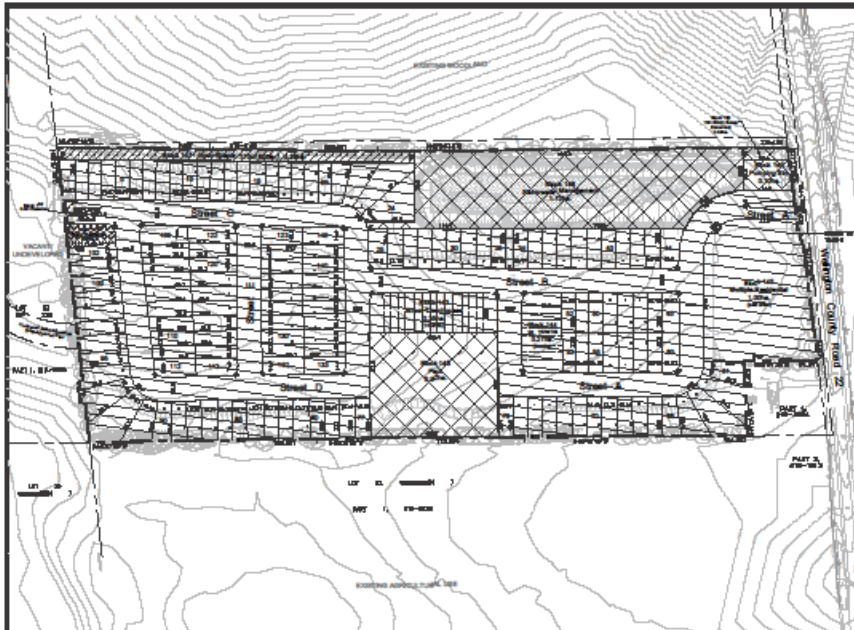
4. That the Subject Lands as shown on Schedule "A" to this By-law shall be subject to all other applicable regulations of Zoning By-law No. 07-67, as amended.





5. That this By-law shall come into force on the date it is passed by the Council of the Corporation of the Town of Erin, subject to the applicable provisions of the *Planning Act* (R.S.O. 1990, c. P.13), as amended.

Passed in Open Council on \_\_\_\_\_, 2025.

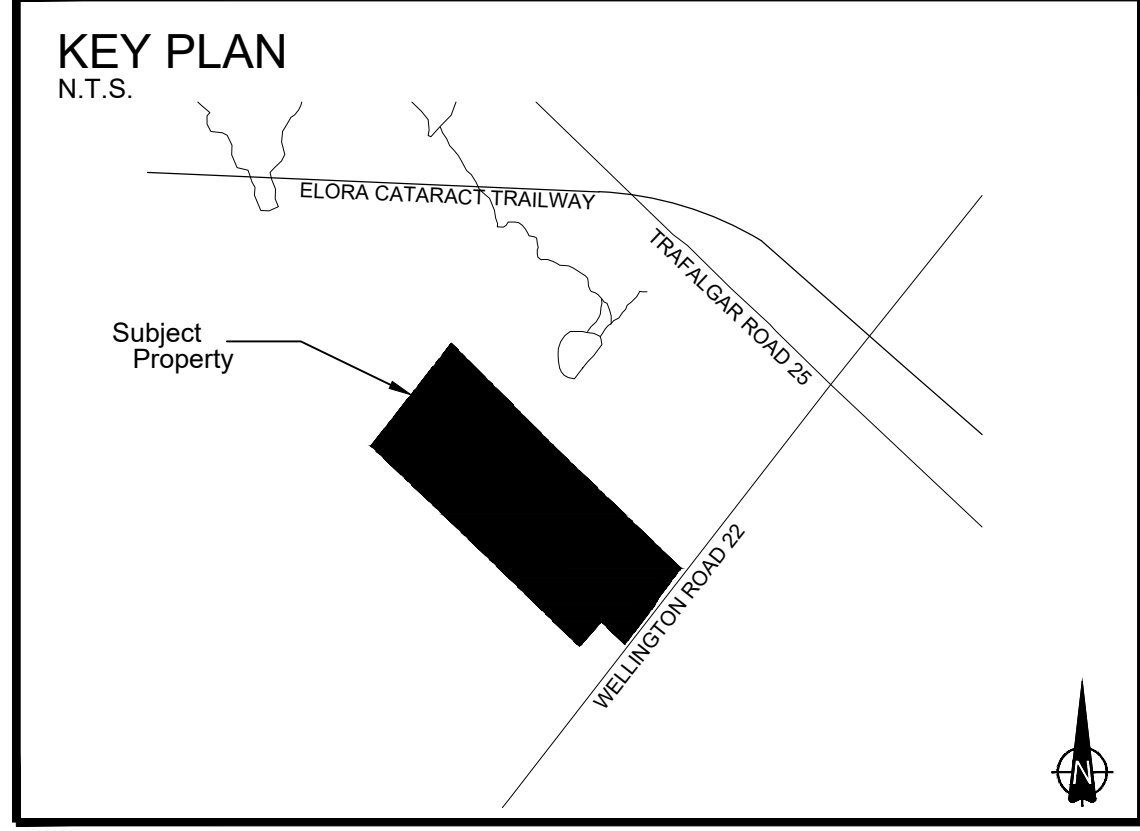
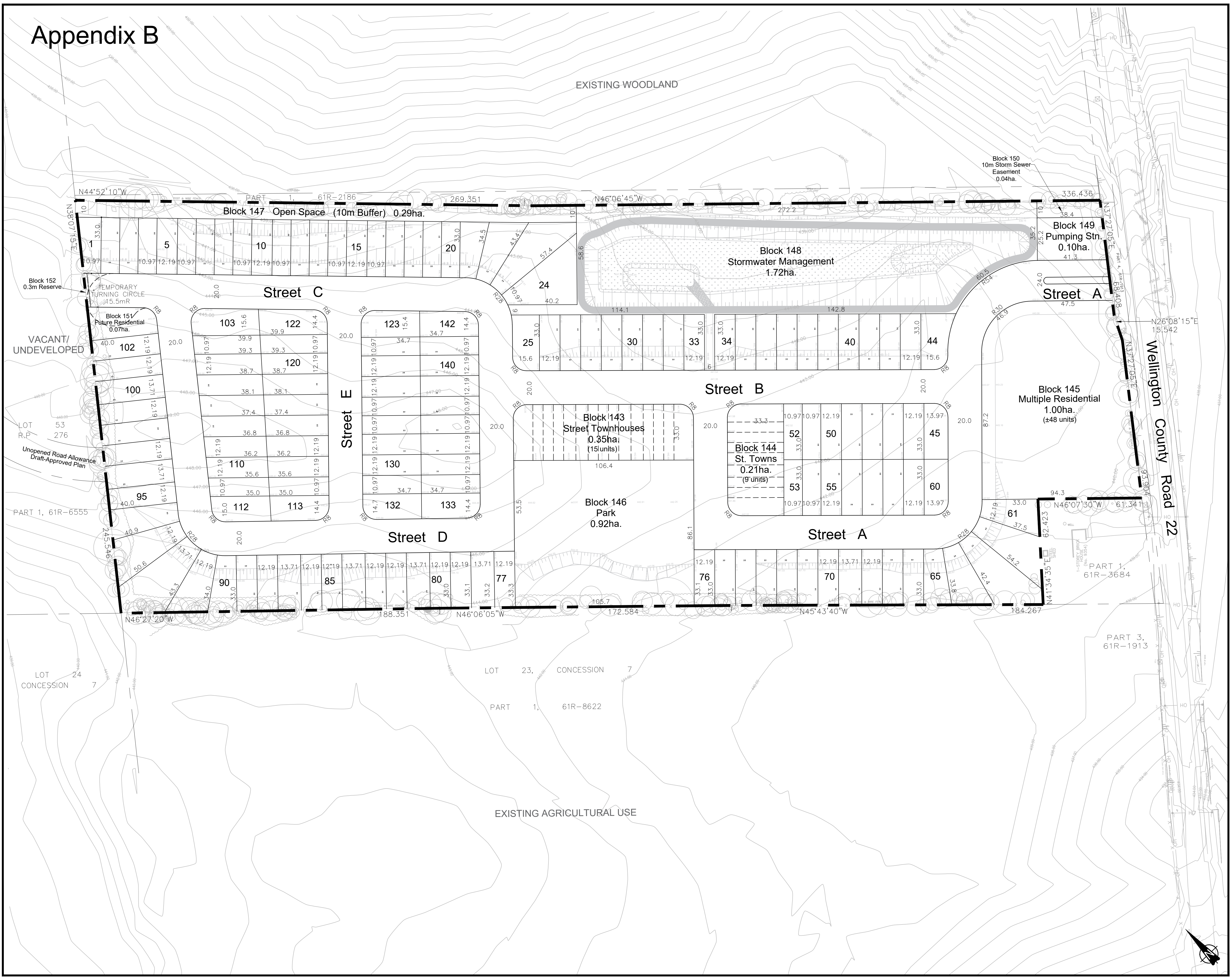
\_\_\_\_\_  
**Mayor, Michael Dehn**

\_\_\_\_\_  
**Clerk, Nina Lecic**



This Schedule "A" to By-Law No.07-67  Passed the ____ day of _____ 2024		_____ Mayor  _____ Clerk
<p align="center"><b>Schedule "A"</b></p> <p align="center">Map Forming Part of By-law No. ____</p> <p align="center">to Amend By-law No.07-67</p>		<p><b>Subject Property</b> Hillsburgh Trails Subdivision</p> <p> To be Zoned UR1</p> <p> To be Zoned OS1</p> <p> To be Zoned UR1-1XX (H)</p> <p> To be Zoned OS1-1XX</p>
Scale: N.T.S	File Name/Number:	
Date: May 8, 2024	Prepared By: GSP Group	

# Appendix B



## DRAFT PLAN OF SUBDIVISION

Part of Lot 23, Concession 7  
(Geographic Township of Erin)  
Town of Erin  
Wellington County

**LAND USE SCHEDULE**

DESCRIPTION	LOTS/BLKS.	UNITS	AREA (ha.)
Single Detached Residential	1-142	142	6.39
Street Townhouses	143, 144	24	0.56
Multiple Residential	145	±48	1.00
Park	146		0.92
Open Space	147		0.29
Stormwater Management	148		1.72
Pumping Station	149		0.10
10m Sewer Easement	150		0.04
Future Residential	151	1	0.07
0.3m Reserve	152		0.00
Roads			3.05
<b>Total</b>		<b>±215</b>	<b>14.14</b>

**NOTES**

1. TOPOGRAPHIC SURVEY PREPARED BY VAN HARTEN SURVEYING INC., DECEMBER 2021

**ADDITIONAL INFORMATION**  
(UNDER SECTION 51(17) OF THE PLANNING ACT)  
INFORMATION REQUIRED BY CLAUSES a,b,c,d,e,f,g,j and I ARE AS SHOWN ON THE DRAFT PLAN.

h) Municipal water supply  
i) Silt, Sandy Silt to Clayey Silt, Gravel, Sand  
k) All sanitary and storm sewers as required

**OWNER'S CERTIFICATE**

I AUTHORIZE THE GSP GROUP INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE COUNTY OF WELLINGTON.

*Thomas Field*  
THOMASFIELD HOMES LIMITED  
October 27, 2022  
DATE

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE CORRECTLY SHOWN.

*Jamie Laws*  
JAMIE LAWS, O.L.S.  
Van Harten Surveying Inc.  
October 19, 2022  
DATE

**GSP group**  
PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE  
gspgroup.ca

**REVISIONS**

March 8, 2023
February 29, 2024

Date: February 16, 2023    Drawn By: S.L.    Dwg. File Name: dp20200f.dwg  
Scale: 1:1,000 metric    Project No.: 20200



TOWN OF ERIN  
MINUTES OF THE COUNCIL WORKSHOP

March 24, 2025  
3:00 PM  
Municipal Council Chamber

- Present:** Michael Dehn Mayor  
Cathy Aylard Councillor  
John Brennan Councillor  
Bridget Ryan Councillor
- Absent:** Jamie Cheyne Councillor
- Staff Present:** Rob Adams Chief Administrative Officer  
Joe Forte Director of Planning & Development/Chief Building Official  
Brian Kavanagh Director of Infrastructure Services & Town Engineer  
Nina Lecic Director of Legislative Services & Town Clerk  
Jennifer McPetrie Director of Community Services  
Justin Grainger Deputy Clerk  
David Waters Manager of Planning & Development  
Jessica Peake Senior Planner
- Others Present:** Scott Wilson Chief Administrative Officer, County of Wellington  
Aldo Salis Director, Planning and Development, County of Wellington  
Sarah Wilhelm Manager of Policy Planning, County of Wellington  
Jameson Pickard Planner, County of Wellington

**1. Call to Order**

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

**2. Declaration of Pecuniary Interest**

None.

**3. Policy Planning Workshop**

Sarah Wilhelm, Manager of Policy Planning, provided a presentation on the County of Wellington's Official Plan and answered questions from Council.

**4. Adjournment**

There being no further business to discuss, the Mayor adjourned the meeting at the hour of 3:56 PM.

\_\_\_\_\_  
Mayor Michael Dehn

\_\_\_\_\_  
Town Clerk Nina Lecic



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

**March 27, 2025  
3:00 PM  
Municipal Council Chamber**

<b>Present:</b>	Michael Dehn	Mayor
	Cathy Aylard	Councillor
	John Brennan	Councillor (Via Microsoft Teams)
	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
	Alexandra Jagoe	Communications Specialist
<b>Others Present:</b>	Natalie Baker	Business Development Manager, Ontario Clean Water Agency
	Don Irvine	Senior Operations Manager, Ontario Clean Water Agency
	Kyle Davis	Risk Management Official, Wellington Source Water Protection

**1. Call to Order**

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

**2. Approval of Agenda**

Resolution # 25-53

Moved By Councillor Cheyne

Seconded By Councillor Ryan

**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.
- Congratulations to Ella Stamenkovic who won Gold for her second straight provincial title at the 2025 Skate Ontario Provincial Championships in Stratford.

- March 27th marks the opening gala of the 44th Annual Juried Exhibition of Fine Arts from 7:00 PM to 9:00 PM at the Wellington County Museum & Archives.
- A “Hop to It” handmade market will be held at the Erin Legion on April 6th from 10:00 AM to 2:00 PM. Erin United Church is selling Easter Goodies boxes of treats for \$35. Must pre-order at 519-994-1923 for pick up on April 12<sup>th</sup> at the church.
- Erin Chamber of Commerce presents the Erin Home Show from April 25th to 27th at the Fairgrounds. Admission is free and there will be a wide variety of vendors and exhibits. The Environment & Sustainability Advisory Committee will be holding their Earth Day celebrations during the Home Show.
- On April 26th the Upper Credit Humane Society is holding a rabies and microchip clinic at Premier Equipment starting at 10:00 AM.
- This year the ice at Centre 2000 will be extended to May. Please contact the Parks & Recreation Department for more information.

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

**5. Adoption of Minutes**

Resolution # 25-54

Moved By Councillor Ryan  
Seconded By Councillor Aylard

**That Council hereby adopts the minutes of the March 13th Regular Council Meeting as circulated.**

**Carried**

**6. Business Arising from the Minutes**

None.

**7. Delegations/Petitions/Presentations**

None.

**8. Reports**

**8.1 F2025-05 Insurance Renewal 2025**

Resolution # 25-55  
Moved By Councillor Aylard  
Seconded By Councillor Cheyne

**That Council hereby receives report number F2025-05 “Insurance Renewal 2025” for information;**

**And that Council approves Marsh Canada Inc. comprehensive insurance coverage for the term of April 1, 2025, to April 1, 2026, for the annual premium of \$263,983 plus tax.**

**Carried**

**8.2 F2025-06 Water Rates – April 1, 2025, to December 31, 2025**

Resolution # 25-56

Moved By Councillor Cheyne  
Seconded By Councillor Aylard

**That report number F2025-06 “Water Rates – April 1, 2025, to December 31, 2025” be received for information;**

**And that By-law 25-28, Water Service Rates and Service Fees and related schedules, as listed on the March 27, 2025, agenda be approved.**

**Carried**

**8.3 W2025-04 Drinking Water Annual and Summary Reports**

Resolution # 25-57

Moved By Councillor Aylard  
Seconded By Councillor Ryan

**That Council hereby receives report number W2025-04 “Drinking Water Annual and Summary Reports” for information.**

**Carried**

**8.4 W2025-05 Town of Erin 2024 Risk Management Official and Municipal Annual Reports for Source Water Protection**

Resolution # 25-58

Moved By Councillor Aylard  
Seconded By Councillor Cheyne

**That report number W2025-05 “Town of Erin 2024 Risk Management Official and Municipal Annual Reports for Source Water Protection” be received for information.**

**Carried**

**8.5 W2025-06 Appointments of Risk Management Inspectors / Alternate Risk Management Official**

Resolution # 25-59

Moved By Councillor Cheyne  
Seconded By Councillor Ryan

**That report number W2025-06 “Appointments for Risk Management Inspectors / Alternate Risk Management Official” be received for information;**

**And that By-law 25-29 as listed on the March 27, 2025, agenda be approved.**

**Carried**

**9. Correspondence**

Resolution # 25-60

Moved By Councillor Ryan  
Seconded By Councillor Aylard

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

**Carried**

**10. Closed Session**

Resolution # 25-61



Moved By Councillor Ryan  
Seconded By Councillor Cheyne

**That Council proceeds into a closed session at the hour of 3:50 PM to discuss the matter(s) under the following exemptions in the Municipal Act S. 239 (2) pertaining to:**

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

**Carried**

**11. Return from Closed Session**

**11.1 Motion to Reconvene**

Resolution # 25-62

Moved By Councillor Cheyne  
Seconded By Councillor Aylard

**That the meeting be reconvened into open session at the hour of 4:07 PM.**

**Carried**

**11.2 Report Out**

Resolution # 25-63

Moved By Councillor Ryan  
Seconded By Councillor Aylard

**That the verbal report be received for information.**

**Carried**

**12. By-Laws**

Resolution # 25-64

Moved By Councillor Aylard  
Seconded By Councillor Cheyne

**That the By-Laws numbered 25-28 to 25-30, inclusive, are hereby passed.**

**Carried**

**13. Notice of Motion**

None.

**14. Adjournment**

There being no further business to discuss, the Mayor adjourned the meeting at the hour of 4:08 PM.

\_\_\_\_\_  
Mayor Michael Dehn

\_\_\_\_\_  
Town Clerk Nina Lecic

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

<b>Department:</b> Corporate Services	<b>Report Number:</b> F2025-07
<b>Business Unit:</b> Finance	<b>Meeting Date:</b> 4/10/2025
<b>Presented/ Prepared By:</b> Wendy Parr, Director of Finance & Treasurer	

## Subject

Quarter 4 Variance Report Ending December 31, 2024

## Recommendation

**That Council hereby receives report number F2025-07 “Quarter 4 Variance Report Ending December 31, 2024” for information;**

**And that the operating surplus of \$198,078 be transferred to the Tax Stabilization Reserve.**

## Highlights

This report is to provide Council with fourth quarter financial results for 2024 outlined in the Operating Budget compared to Actual, in summary and by department, which had a surplus of \$198,078 (As shown in Appendix A).

As per the Annual Surplus Policy, staff recommend that the operating surplus of \$198,078 be transferred to the Tax Stabilization Reserve. The Annual Surplus Policy deems that the surplus be utilized in a manner which contributes to long term financial health and stability. Moreover, Appendix B includes the 2024 4<sup>th</sup> quarter results for the Capital Budget report on actual spending. The Reserves and Reserve Fund schedule is included in Appendix C with comments on how the reserves were used.

## Background

The overall financial results for the Town of Erin is a surplus of \$198,078 for the year ended December 31, 2024. Town staff have been sound fiscal stewards, demonstrating strong financial management as evidenced by the unqualified annual auditor’s reports and the past seven years of annual surplus. Prior year Capital Projects that were delayed due partially to supply chain shortages were carried forward to 2024 with many completed or near completion and the balance transferred to 2025.

## Discussion

### Operating Results by Department

Council is provided with a financial summary by department and account groupings of the Operating Budget, as well as a breakdown for each department/program results in Appendix A. The Capital budget expenditure results for the year ending December 31,

2024 are included in Appendix B. Appendix C provides a list of Reserves and Reserve Fund additions and disbursements throughout 2024 with comments and additions and disbursements discussed below.

Total program net results were generally on target with variances of note in Building, Planning, Fire and Water.

**Building – Net Operations Result \$2,366,063 or 2,265%.**

Net variance of 2,265% is due to the Building Permits and grading fees collected for the new subdivisions. Full-time positions were filled with less reliance on consultants.

**Planning – Net Operations Result (\$589,797) or (700%).**

Net negative variance is due to reduced collections of planning fees that are expected to continue at this level over the next number of years. Consulting fees were also higher than expected. This should improve in 2025 with 2 more full-time positions filled.

**Fire – Net operations Result (\$170,408) or (119%).**

Net result variance is due to major maintenance on the Fire vehicles in order to pass Safety Certification required by the Ministry of Transportation. Supplies and materials are high mainly due to Uniform purchases for new recruits.

**Water – Net operations Result is Nil**

Revenue for Water Systems was very close to budget at 16%. Expenses were higher than expected due to replacements of older water meters. General Maintenance and Repairs were the largest variance due to unexpected watermain repairs and service connections.

A transfer to/from Reserves is recorded at year end to balance Revenue to Expense. This entry essentially removes the effect of water from operating expenses and ensures that only residents on town water are charged for it.

**Capital Budget Results for the Fourth Quarter**

The total planned capital spending for 2024 included projects from the 2024 Capital budget and prior years carried forward. For the period ending December 31, 2024, \$7,900,000 was spent (excluding Wastewater) with some projects not completed. Appendix B provides a summary and status updates for all capital projects.

**The following is a status summary of Appendix B**

- The Strategic Plan was completed in-house with a budget savings of \$50,000
- Windows 2012 Servers were replaced.
- The Fire Department replaced Tanker 58.
- The Roads Department purchased a pick-up truck and Tandem Axle Snowplow.
- Culvert 2053, Bridge 5 and Culvert 10 were replaced and completed.
- Water Services for new wells was initiated with Engineering and Consulting. Construction to start in 2025.

- Replacement of water meters is ongoing with approximately 25% completed.
- Erin Community Centre renovation is 90% completed and expected to be finished by July 2025.
- Planning and Building purchased a new pick-up truck.

**Reserves and Reserve Funds for the Fourth Quarter**

Reserves and Reserve Funds increased by \$19,068,000 per the summary below. There was a \$233,000 increase to reserves and a \$18,800,000 increase to Reserve Funds. Appendix C lists all reserves and reserve funds with additions and disbursements.

	<b>Reserves</b>	<b>Reserve Funds</b>	<b>Total</b>
Opening Balance	12,181,384	6,554,580	18,735,963
Additions	1,335,988	23,386,938	24,722,926
Disbursements	1,102,801	4,553,563	5,656,365
Balance	12,414,571	25,387,954	37,802,524

For Reserves, the majority of the increases were transfers to fund future capital projects, and disbursements were a use of reserves for approved capital projects and grants according to Council approval.

For Reserve Funds, the most significant increase was in Development Charges collected due to the new developments. Disbursements were to fund eligible projects from Development Charges, loan payments and from grants.

**Strategic Pillar**

Service Excellence & Good Governance

**Financial Impact**

In summary, the total operating budget surplus of \$198,078 is recommended to be disbursed to the Tax Stabilization Reserve.

**Conclusion**

The Quarter 4 Variance Financial Report ending December 31, 2024 provides Council with operating and capital spending for the Town of Erin. There was an operating surplus that is recommended to be dispersed to the Tax Stabilization Reserve.

**Attachments**

- Appendix A – Budget versus Actuals Quarter 4, 2024
- Appendix B – Capital Projects 2024 and Prior
- Appendix C – Reserves and Reserve Funds 2024

Wendy Parr  
Director of Finance & Treasurer

Rob Adams  
Chief Administrative Officer



## **Appendix A**

# **Town of Erin Budget vs Actuals Quarter 4**

*(For the period ending December 31, 2024)*



**Quarterly Variance Report**  
**For period ending December 31, 2024**

	Annual Budget Expense	Annual Budget Revenues	Net Budget	Actuals Expense	Actuals Revenues	Actuals Net	Net Variance	% of Budget
<b>Programs</b>								
Council	206,715		206,715	201,626		201,626	5,089	98%
Corporate Services	2,500,568	632,920	1,867,648	2,951,671	1,166,449	1,785,222	82,426	96%
Economic Development	286,529	35,000	251,529	246,878	30,000	216,878	34,651	86%
Modernization Grant							0	
Advisory Committees	90,669	24,063	66,606	40,530	13,231	27,299	39,307	41%
Building	750,834	860,100	(109,266)	768,216	3,243,545	(2,475,329)	2,366,063	2,265%
Planning	552,673	626,413	(73,740)	563,946	47,889	516,057	(589,797)	(700%)
By-Law Enforce/Crossing Guards	257,721	23,068	234,653	196,960	6,439	190,521	44,132	81%
Conservation Authorities	164,928		164,928	164,928		164,928	0	100%
Fire	1,119,596	222,398	897,198	1,357,581	289,975	1,067,606	(170,408)	119%
Emergency Planning	1,020		1,020	190		190	830	19%
Roads	3,464,372	214,450	3,249,922	3,055,937	202,805	2,853,132	396,790	88%
Streetlights	142,869	142,869		120,545	120,545	0	0	
Water	1,392,355	1,392,355		1,581,014	1,581,014	0	0	
Wastewater	142,650	142,650		8,096	8,096	0	0	
Parks & Recreation	1,612,916	700,236	912,680	1,977,848	474,482	1,503,366	(590,686)	165%
Cemeteries	10,000	10,000		6,066		6,066	(6,066)	
<b>Subtotal Programs</b>	<b>12,696,415</b>	<b>5,026,522</b>	<b>7,669,893</b>	<b>13,242,032</b>	<b>7,184,470</b>	<b>(6,057,562)</b>	<b>1,612,331</b>	<b>79%</b>
<b>Non-Program</b>								
Transfer for Capital Projects	1,002,000		1,002,000	1,760,628		1,760,628	(758,628)	176%
Transfer-Tax Rate Stabilization		410,000	(410,000)		410,000	(410,000)	0	100%
Infrastructure Renewal Transfer	860,082		860,082	886,158		886,158	(26,076)	103%
Tax Levy		8,344,275	(8,344,275)		8,389,140		44,865	101%
PILS and Supplementary Taxes		230,000	(230,000)		361,852	(361,852)	131,852	157%
Safe Restart Phase I								
OMPF		602,700	(602,700)		602,700	(602,700)		100%
Tax Write Offs	55,000		55,000	41,266		41,266	13,734	75%
<b>Subtotal Corporate</b>	<b>1,917,082</b>	<b>9,586,975</b>	<b>(7,669,893)</b>	<b>2,688,052</b>	<b>8,943,691</b>	<b>(7,075,640)</b>	<b>(594,253)</b>	
<b>Total</b>	<b>14,613,497</b>	<b>14,613,497</b>		<b>15,930,084</b>	<b>16,128,161</b>	<b>(198,078)</b>		



**Town of Erin**  
**Q4 for the period Ending December 31, 2024**

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Penalties & Interest	445,418	605,699	(160,281)	36%
Tax Levy	8,344,275	8,389,140	(44,865)	1%
PILS and Supplementary Taxes	230,000	361,852	(131,852)	57%
Streetlights	142,869	120,545	22,324	(16%)
Other Revenue	591,963	394,161	197,802	(33%)
Parks & Recreation Fees	604,546	393,170	211,376	(35%)
Fire & Emergency Fees	26,785	22,212	4,573	(17%)
Lease Revenue	29,627	86,675	(57,048)	193%
Water Revenues	1,358,663	1,581,014	(93,832)	16%
OMPF	602,700	602,700	0	0%
Grants	37,000	40,000	(3,000)	8%
Gravel Levy	160,000	177,762	(17,762)	11%
Building Permits	752,500	3,041,552	(2,289,052)	304%
Interest Income	120,600	482,066	(361,466)	300%
Cost Recovery	300,000	145,265	154,735	(52%)
Inter Dept Revenue	4,590	6,740	(2,150)	47%
Other Agreements	73,542	127,062	(53,520)	73%
Transfer from Reserves and Res Funds	788,419	101,199	687,220	(87%)
<b>Total Revenue</b>	<b>14,613,497</b>	<b>16,678,813</b>	<b>(2,065,316)</b>	<b>14%</b>
<b>Expenses</b>				
Labour Costs	5,941,674	6,341,623	(399,949)	(7%)
Supplies & Materials	274,766	301,060	(26,294)	(10%)
Equipment	64,406	42,854	21,552	33%
Gravel Resurface	446,592	406,251	40,341	9%
Sanding	205,999	119,204	86,795	42%
Calcium	199,757	240,324	(40,567)	(20%)
Consulting	367,743	368,628	(885)	(0%)
Roads Maintenance	241,373	244,037	(2,664)	(1%)
Resealing	88,434	8,945	79,489	90%
Service Agreements	1,097,468	923,908	173,560	16%
Winter Control	96,724	121,068	(24,344)	(25%)
General Maintenance & Repairs	246,473	1,151,969	(905,496)	(367%)
Sidewalk Maintenance	48,223	2,460	45,763	95%
IT Services	236,964	324,333	(87,369)	(37%)
Postage & Courier	10,193	21,159	(10,966)	(108%)

Telephone	49,614	72,476	(22,862)	(46%)
Hydro	366,458	378,411	(11,953)	(3%)
Natural Gas	139,358	69,989	69,369	50%
Fuel	206,853	187,279	19,574	9%
Water & Sewage	16,000	520	15,480	97%
Vehicle Maintenance	313,241	394,716	(81,475)	(26%)
LPAT		32,817	(32,817)	
Economic Development Activities	81,199	73,932	7,267	9%
Advertising	59,381	50,800	8,581	14%
Emergency Declaration Expenses	3,500	418	3,082	88%
Tax Write Offs	55,000	35,425	19,575	36%
Conservation Authorities	164,928	164,928	0	0%
Community Grants	23,500	31,000	(7,500)	(32%)
Other Expenses	295,660	419,931	(124,271)	(42%)
Contingency	8,510		8,510	100%
Audit, Insurance & Legal	545,696	632,312	(86,616)	(16%)
Debt Servicing	86,483	47,598	38,885	45%
Transfer to Capital	1,002,000	1,760,628	(758,628)	(76%)
Transfer to Reserve & Reserve Funds	1,593,688	494,212	1,099,476	69%
Inter Org Transfers	35,639	14,808	20,831	58%
<b>Total Expenses</b>	<b>14,613,497</b>	<b>15,480,022</b>	<b>(866,525)</b>	<b>(6%)</b>



**Council**  
**For period ending December 31, 2024**

	2024	2024	2024	2024
	Total	Total	Variance	%
	Budget	Actuals		
<b>Expenses</b>				
Labour Costs	176,685	184,566	7,881	4%
Other Expenses (Note 1)	24,500	11,742	(12,758)	(52%)
Audit, Insurance & Legal	5,530	5,318	(212)	(4%)
<b>Total Expenses</b>	<b>206,715</b>	<b>201,626</b>	<b>(5,089)</b>	<b>(2%)</b>

Note 1: Includes i.e. Convention, Association Fees, Miscellaneous expenses.





**Corporate Services**  
For period ending December 31, 2024

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Penalties & Interest	424,200	587,514	163,314	(38%)
Other Revenue	75,245	64,993	(10,252)	14%
Parks & Recreation Fees	12,875	25,057	12,182	(95%)
Lease Revenue		26,819	26,819	
Interest Income (Note 1)	120,600	482,066	361,466	(300%)
Transfer From Reserves & Reserve Funds		(20,000)	(20,000)	
<b>Total Revenue</b>	<b>632,920</b>	<b>1,166,449</b>	<b>533,529</b>	<b>(84%)</b>
<b>Expenses</b>				
Labour Costs	1,719,845	1,760,291	40,446	2%
Supplies & Materials	71,548	74,286	2,738	4%
Consulting	31,030	143,567	112,537	363%
Service Agreements	153,581	50,280	(103,301)	(67%)
General Maintenance & Repairs	16,232	50,095	33,863	209%
IT Services	151,994	250,782	98,788	65%
Postage & Courier	8,000	15,552	7,552	94%
Telephone (Note 2)	12,629	37,195	24,566	195%
Hydro	14,392	16,078	1,686	12%
Natural Gas	4,654	1,832	(2,822)	(61%)
Advertising	21,102	19,277	(1,825)	(9%)
Emergency Declaration Expenses		418	418	
Other Expenses	90,118	150,461	60,343	67%
Contingency	8,510		(8,510)	(100%)
Audit, Insurance & Legal (Note 3)	160,683	365,307	204,624	127%
Transfer to Reserve & Reserve Funds	36,250	16,250	(20,000)	(55%)
<b>Total Expenses</b>	<b>2,500,568</b>	<b>2,951,671</b>	<b>451,103</b>	<b>18%</b>

**Note 1:** Increase due to bank interest on deposits

**Note 2:** Increase in cell phone charges and phone lines

**Note 3:** Due to increased legal cases for development areas and other matters.



**Economic Development**  
For period ending December 31, 2024

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Grants (Note 1)	25,000	30,000	5,000	(20%)
Transfer from Reserves and Res Funds	10,000		(10,000)	100%
<b>Total Revenue</b>	<b>35,000</b>	<b>30,000</b>	<b>(5,000)</b>	<b>14%</b>
<b>Expenses</b>				
Labour Costs	137,524	120,166	(17,358)	(13%)
Supplies & Materials	3,787	31	(3,756)	(99%)
Telephone		213	213	
Economic Development Activities	73,845	73,932	87	0%
Advertising	18,875	11,424	(7,451)	(39%)
Other Expenses	48,038	27,478	(20,560)	(43%)
Audit, Insurance & Legal	4,460	13,634	9,174	206%
<b>Total Expenses</b>	<b>286,529</b>	<b>246,878</b>	<b>(39,651)</b>	<b>(14%)</b>

Note 1: Two Grants from Wellington County 1. \$25,000 and 2. \$5,000



**Advisory committees**  
For period ending December 31, 2024

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Other Revenue	10,395	6,491	(3,904)	38%
Inter Dept Revenue	4,590	6,740	2,150	(47%)
Transfer from Reserves and Res Funds	9,078		(9,078)	100%
<b>Total Revenue</b>	<b>24,063</b>	<b>13,231</b>	<b>(10,832)</b>	<b>45%</b>
<b>Expenses</b>				
Supplies & Materials	12,813	4,971	(7,842)	(61%)
General Maintenance & Repairs	2,764		(2,764)	(100%)
Postage & Courier	612	881	269	44%
Economic Development Activities	7,354		(7,354)	(100%)
Advertising	1,500		(1,500)	(100%)
Community Grants	20,500	20,500		
Other Expenses	8,929	3,513	(5,416)	(61%)
Transfer to Reserve & Reserve Funds	1,925	3,925	2,000	104%
Inter Org Transfers	34,272	6,740	(27,532)	(80%)
<b>Total Expenses</b>	<b>90,669</b>	<b>40,530</b>	<b>(50,139)</b>	<b>(55%)</b>



**Building**  
For period ending December 31, 2024

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Other Revenue (Note 1)	110,100	204,353	94,253	(86%)
Building Permits (Note 2)	750,000	3,039,192	2,289,192	(305%)
<b>Total Revenue</b>	<b>860,100</b>	<b>3,243,545</b>	<b>2,383,445</b>	<b>(277%)</b>
<b>Expenses</b>				
Labour Costs	553,278	660,327	107,049	19%
Supplies & Materials	4,929	2,886	(2,043)	(41%)
Consulting	101,050	51,524	(49,526)	(49%)
Service Agreements	964	903	(61)	(6%)
General Maintenance & Repairs		611	611	
IT Services	28,173	26,966	(1,207)	(4%)
Postage & Courier		11	11	
Telephone	2,111	1,843	(268)	(13%)
Fuel	3,370	1,833	(1,537)	(46%)
Vehicle Maintenance	3,030	5,195	2,165	71%
Advertising	2,500		(2,500)	(100%)
Other Expenses	7,854	6,258	(1,596)	(20%)
Audit, Insurance & Legal (Note 3)	12,675	5,245	(7,430)	(59%)
Transfer to Reserve & Reserve Funds	30,900		(30,900)	(100%)
Inter Org Transfers		4,614	4,614	
<b>Total Expenses</b>	<b>750,834</b>	<b>768,216</b>	<b>17,382</b>	<b>2%</b>

**Note 1:** Increased revenues due to increased grading Fees

**Note 2:** Increased building permits due to new developments

**Note 3:** No Legal fees allocated



**Planning**  
For period ending December 31, 2024

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Other Revenue	268,722	47,889	(220,833)	82%
Cost Recovery	300,000		(300,000)	100%
Transfer from Reserves and Res Funds	57,691		(57,691)	100%
<b>Total Revenue</b>	<b>626,413</b>	<b>47,889</b>	<b>(578,524)</b>	<b>92%</b>
<b>Expenses</b>				
Labour Costs	339,363	300,375	(38,988)	(11%)
Supplies & Materials	1,058	313	(745)	(70%)
Consulting	108,070	148,645	40,575	38%
Service Agreements	7,081		(7,081)	(100%)
IT Services	20,060	26,254	6,194	31%
Telephone		343	343	
LPAT (Note 1)		32,817	32,817	
Advertising	8,160	8,561	401	5%
Other Expenses	2,679	2,594	(85)	(3%)
Audit, Insurance & Legal	64,835	44,044	(20,791)	(32%)
Inter Org Transfers	1,367		(1,367)	(100%)
<b>Total Expenses</b>	<b>552,673</b>	<b>563,946</b>	<b>11,273</b>	<b>2%</b>

**Note 1:** OLT Appeals



**By-Law Enforcement/Crossing Guards  
For period ending December 31, 0224**

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Other Revenue	20,568	4,079	(16,489)	80%
Building Permits	2,500	2,360	(140)	6%
<b>Total Revenue</b>	<b>23,068</b>	<b>6,439</b>	<b>(16,629)</b>	<b>72%</b>
<b>Expenses</b>				
Labour Costs	175,088	161,854	(13,234)	(8%)
Supplies & Materials	1,285	51	(1,234)	(96%)
Consulting	1,020		(1,020)	(100%)
Service Agreements	61,616	16,239	(45,377)	(74%)
Telephone	642	135	(507)	(79%)
Vehicle Maintenance (Note 1)	1,040	7,426	6,386	614%
Other Expenses	3,135	6,168	3,033	97%
Audit, Insurance & Legal	13,895	5,087	(8,808)	(63%)
<b>Total Expenses</b>	<b>257,721</b>	<b>196,960</b>	<b>(60,761)</b>	<b>(24%)</b>

Note 1: Vehicle Maintenance relates to 2023 Ford pick-up accessories.



**Conservation Authorities  
For period ending December 31, 2024**

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Expenses</b>				
Credit Valley Conservation	84,466	84,466		
Grand River Conservation	80,462	80,462		
<b>Total Expenses</b>	<b>164,928</b>	<b>164,928</b>		

Note 1: Quarterly amounts due from CVC and GVCA



**Fire**  
**For period ending December 31, 2024**

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Other Revenue	42,444	2,625	(39,819)	94%
Fire & Emergency Fees	26,785	22,212	(4,573)	17%
Lease Revenue	29,627	36,877	7,250	(24%)
Other Agreements	73,542	127,062	53,520	(73%)
Transfer -Reserves and Reserve Funds	50,000	101,199	51,199	(102%)
<b>Total Revenue</b>	<b>222,398</b>	<b>289,975</b>	<b>67,577</b>	<b>(30%)</b>
<b>Expenses</b>				
Labour Costs	605,961	749,254	143,293	24%
Supplies & Materials (Note 1)	48,757	75,294	26,537	54%
Equipment	13,681	9,457	(4,224)	(31%)
Service Agreements	64,088	68,506	4,418	7%
Winter Control	12,608	16,413	3,805	30%
General Maintenance & Repairs	27,501	42,751	15,250	55%
IT Services	2,143	1,630	(513)	(24%)
Postage & Courier	321	387	66	21%
Telephone	8,534	14,097	5,563	65%
Hydro	21,806	21,195	(611)	(3%)
Natural Gas	12,090	10,055	(2,035)	(17%)
Fuel	5,358	3,575	(1,783)	(33%)
Vehicle Maintenance	44,471	66,341	21,870	49%
Advertising	3,121		(3,121)	(100%)
Community Grants	3,000	3,000		
Other Expenses (Note 2)	62,769	90,624	27,855	44%
Audit, Insurance & Legal	52,611	63,367	10,756	20%
Debt Servicing	30,776	21,635	(9,141)	(30%)
Transfer to Reserve & Reserve Funds	100,000	100,000	0	0%
<b>Total Expenses</b>	<b>1,119,596</b>	<b>1,357,581</b>	<b>237,985</b>	<b>21%</b>

Note 1: Includes Uniform purchase for new recruits

Note 2: Fire parts, supplies, membership, conference, training, special events, mileage



**Roads**  
**For period ending December 31, 2024**

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Other Revenue	15,450	25,508	10,058	(65%)
Grants	12,000		(12,000)	100%
Gravel Levy	160,000	177,297	17,297	(11%)
Transfer from Reserves and Res Funds	27,000		(27,000)	100%
<b>Total Revenue</b>	<b>214,450</b>	<b>202,805</b>	<b>(11,645)</b>	<b>5%</b>
<b>Expenses</b>				
Labour Costs	1,377,161	1,201,182	(175,979)	(13%)
Supplies & Materials	55,372	51,017	(4,355)	(8%)
Equipment	14,793	10,746	(4,047)	(27%)
Gravel Resurface	446,592	406,251	(40,341)	(9%)
Sanding	205,999	119,204	(86,795)	(42%)
Calcium (Note 1)	199,757	240,324	40,567	20%
Consulting	87,373	20,937	(66,436)	(76%)
Roads Maintenance	241,373	244,037	2,664	1%
Resealing	88,434	8,945	(79,489)	(90%)
Service Agreements	20,400	31,583	11,183	55%
Winter Control	27,968	49,338	21,370	76%
General Maintenance & Repairs	8,405	8,564	159	2%
Sidewalk Maintenance	48,223	2,460	(45,763)	(95%)
IT Services	7,803	7,483	(320)	(4%)
Telephone	9,645	3,051	(6,594)	(68%)
Hydro	9,645	10,282	637	7%
Natural Gas	9,001	7,191	(1,810)	(20%)
Fuel	193,125	178,296	(14,829)	(8%)
Vehicle Maintenance	240,000	308,423	68,423	29%
Advertising (Note 2)	1,071	5,489	4,418	413%
Other Expenses	17,358	16,037	(1,321)	(8%)
Audit, Insurance & Legal	64,035	46,271	(17,764)	(28%)
Debt Servicing	40,839	25,372	(15,467)	(38%)
Transfer to Reserve & Reserve Funds	50,000	50,000		0%
Inter Org Transfers		3,454	3,454	
<b>Total Expenses</b>	<b>3,464,372</b>	<b>3,055,937</b>	<b>(408,435)</b>	<b>(12%)</b>

Note 1: Calcium used an unanticipated increase in calcium.

Note 2: Advertising is high due to employment opportunities postings.





**Streetlights**  
For period ending December 31, 2024

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Streetlights	142,869	120,545	(22,324)	16%
<b>Total Revenue</b>	<b>142,869</b>	<b>120,545</b>	<b>(22,324)</b>	<b>16%</b>
<b>Expenses</b>				
General Maintenance & Repairs	21,012	5,612	(15,400)	(73%)
Hydro	49,294	40,503	(8,791)	(18%)
Audit, Insurance & Legal	428	619	191	45%
Transfer to Reserve & Reserve Funds	72,135	73,811	1,676	2%
<b>Total Expenses</b>	<b>142,869</b>	<b>120,545</b>	<b>(22,324)</b>	<b>(16%)</b>

**Note 1:** Streetlight revenue is recorded in Q4. Reserve transfer for net zero.



**Water**  
**For period ending December 31, 2024**

	2024 Total Budget	2024 Total Actuals	2024 Variance	2024 %
<b>Revenue</b>				
Penalties & Interest	21,218	18,185	(3,033)	14%
Other Revenue	12,474	19,452	6,978	(56%)
Water Revenues	1,358,663	1,452,495	93,832	(7%)
Cost Recovery		90,796	90,796	
<b>Total Revenue</b>	<b>1,392,355</b>	<b>1,580,928</b>	<b>188,573</b>	<b>(14%)</b>
<b>Expenses</b>				
Labour Costs	126,536	156,265	29,729	23%
Supplies & Materials	1,000	849	(151)	(15%)
Equipment		10,759	10,759	
Service Agreements	696,411	694,923	(1,488)	(0%)
Winter Control		13,646	13,646	
General Maintenance & Repairs (Note 1)	52,043	691,234	639,191	1,228%
IT Services	3,850	1,190	(2,660)	(69%)
Postage & Courier	1,260	4,328	3,068	243%
Telephone	2,786	3,950	1,164	42%
Hydro	136,578	106,917	(29,661)	(22%)
Other Expenses	10,268	89,454	79,186	771%
Audit, Insurance & Legal	17,001	18,581	1,580	9%
Transfer to Reserve & Reserve Funds	416,132	(211,168)	(627,300)	(151%)
<b>Total Expenses</b>	<b>1,463,865</b>	<b>1,580,928</b>	<b>117,063</b>	<b>8%</b>

**Note 1:** Variance is due to service connections, water main breaks and equipment repairs.



**Community Services**  
**For period ending December 31,**  
**2024**

	2024 Total Budget	2024 Total Actuals	2024 Varianc e	2024 %
<b>Revenue</b>				
Other Revenue	36,565	18,456	(18,109)	50%
Parks & Recreation Fees	591,671	368,113	(223,558)	38%
Lease Revenue		22,979	22,979	
Grants		10,000	10,000	
Gravel Levy		465	465	
Cost Recovery		54,469	54,469	
Transfer from Reserves and Res Funds	72,000		(72,000)	100%
<b>Total Revenue</b>	<b>700,236</b>	<b>474,482</b>	<b>(225,754)</b>	<b>32%</b>
<b>Expenses</b>				
Labour Costs (Note 1)	730,233	1,047,148	316,915	43%
Supplies & Materials	74,217	91,362	17,145	23%
Equipment	35,932	11,892	(24,040)	(67%)
Consulting	1,000	916	(84)	(8%)
Service Agreements	93,327	61,474	(31,853)	(34%)
Winter Control	56,148	41,671	(14,477)	(26%)
General Maintenance & Repairs (Note 2)	180,026	347,036	167,010	93%
IT Services	22,941	10,028	(12,913)	(56%)
Telephone	13,267	11,649	(1,618)	(12%)
Hydro	134,743	183,909	49,166	36%
Natural Gas	113,613	50,911	(62,702)	(55%)
Fuel	5,000	3,575	(1,425)	(29%)
Water & Sewage	16,000	520	(15,480)	(97%)
Vehicle Maintenance	24,700	7,331	(17,369)	(70%)
Advertising	3,052	6,049	2,997	98%
Emergency Declaration Expenses	3,500		(3,500)	(100%)
Community Grants		7,500	7,500	
Other Expenses	18,992	15,412	(3,580)	(19%)
Audit, Insurance & Legal	45,093	59,782	14,689	33%
Debt Servicing	14,868	591	(14,277)	(96%)
Transfer to Reserve & Reserve Funds	26,264	19,092	(7,172)	(27%)
<b>Total Expenses</b>	<b>1,612,916</b>	<b>1,977,848</b>	<b>364,932</b>	<b>23%</b>

**Note 1:** Labour costs are high due to additional staff for ice times and pre-hiring of summer staff.

**Note 2:** Variance is due to roof repairs, plumbing, electrical, and ice issues.



**Cemeteries**  
For period ending December 31,  
2024

	2024 Total Budget	2024 Total Actuals	2024 Varianc e	2024 %
<b>Revenue</b>				
T from Reserves and Res Funds	10,000		(10,000)	100%
<b>Total Revenue</b>	<b>10,000</b>		<b>(10,000)</b>	<b>100%</b>
<b>Expenses</b>				
General Maintenance & Repairs (Note 1)	10,000	6,066	(3,934)	(39%)
<b>Total Expenses</b>	<b>10,000</b>	<b>6,066</b>	<b>(3,934)</b>	<b>(39%)</b>

**Note 1:** Lawn maintenance by PropertyWorkz. Will be done in-house in 2025



## **Appendix B**

# **Town of Erin Capital Projects 2024 & Prior Quarter 4**

*(For the period ending December 31, 2024)*

**Status**



Project completed

In Progress

Project complications/delays being encountered

**Corporate Services**

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2024	1	Strategic Plan	Project completed	Project completed in-house	50,000			50,000
2023	2	Townhall Repairs (CPR0008)	In Progress	Town Hall Repairs	25,200	6,751		18,449
2023	3	HVAC System (CPR0009)	In Progress		25,300			25,300
2023	4	IT- System Upgrades- Software/Hardware (CPR0010)	In Progress	Data, Storage	117,000	8,209	26,379	82,412
2022	5	Windows 2012 Servers	Project completed	Project complete	20,000		14,276	5,724
2020	6	Electronic Records Management	In Progress	Image Advantage Cancelled and replaced by new ERDMS	80,000	37,049		42,951
<b>Total &gt;</b>					<b>317,500</b>	<b>52,009</b>	<b>40,655</b>	<b>224,836</b>

**Fire & Emergency Services Program**

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2024	7	Station 10 Feasibility Study	In Progress		50,000			50,000
2024	8	Station 50 Complete 2nd Floor	In Progress	JDC Consulting for completion	150,000		8,540	141,460
2024	9	Building Condition Project	In Progress		17,000			17,000
2024	10	Fire Hose Cache	In Progress	Ongoing Project	20,000		6,781	13,219
2023	11	Tanker 58 (FIR0011)	Project completed	Project completed	450,000		593,639	-143,639
2022	12	Confidence Maze	Project complications/delays being encountered	Project on hold.	85,000			85,000
<b>Total &gt;</b>					<b>772,000</b>	<b>0</b>	<b>608,960</b>	<b>163,040</b>

**Roads Program**

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2024	13	Surface Treatment Program			200,000			200,000
2024	14	Tandem Axle Snow Plow - Roll off with attachments			500,000			500,000
2024	15	Steamer Replacement			50,000			50,000
2024	16	Replacement Pick-Up		Purchase 2024 GMC	70,000		59,996	10,004
2024	17	Energy Conservation Projects			5,000			5,000
2024	18	Woodchipper Replacement			100,000			100,000
2024	19	Traffic Consolidation Study			100,000			100,000
2024	20	Roads Shop BCA			5,000			5,000
2023	21	<b>Culvert 2053 (RDS0017)</b>		Project completed	675,000	57,968	558,988	58,044
2023	22	Surface Treatment (RDS0020)		Project ongoing.	300,000	21,573		278,427
2023	23	Tandem Axle Snow Plow (RDS0022)		Project Completed	500,000		511,784	-11,784
2023	24	Energy Conservation Projects (RDS0019)			5,000			5,000
2022	25	<b>Bridge 5 (and Culvert 2053 tendered together for price reduction)</b>		Project completed	915,000	67,947	615,802	231,251
2022	26	Surface Treatment		Project ongoing.	300,000	0	86,247	213,753
2022	27	Winston Churchill Blvd		Caledon project has been delayed	125,000			125,000
2022	28	Energy Conservation Projects			5,000		0	5,000
2022	29	Roads Shop Renovation			129,500			129,500
2021	30	Energy Conservation Projects			5,000			5,000
2023	31	<b>Culvert 10 (Sideroad 17 West)</b>		Project Completed. Includes Esposito+Southshore Holdback pmt	2,128,209	219,676	1,560,136	348,398
2021					835,000	835,000		0
<b>Total &gt;</b>					<b>6,952,709</b>	<b>1,202,164</b>	<b>3,392,953</b>	<b>2,357,593</b>

#### Water Program

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2024	32	Water Service for New System		Engineering and Consulting. Ongoing project.	8,507,077	107,617	936,010	7,463,450
2024	33	Water Service Existing System			263,106			263,106
2024	34	Water Equipment to Extend life			45,000			45,000
2024	35	Meter Replacement		Ongoing Project	30,000		9,559	20,441
2024	36	Water Capital Equipment			5,000			5,000
2024	37	Water Building & Minor			15,000			15,000
2023	38	Water Service Existing (WTR0010)			263,106			263,106
2023	39	Water Equipment to Extend Life (WTR0009)			45,000			45,000
2023	40	Meter Replacement (WTR0004)		Ongoing Project	30,000		30,000	0

2023	41	Water Capital Equipment (WTR0005)		Ongoing Project	22,500			22,500
2023	42	Water Building & Minor (WTR0006)			15,000			15,000
2022	43	Water System Existing			263,106	12,439		250,667
2022	44	Water Equipment		OCWA - Equipment replacements, Ongoing project forward to 2024. SCADA	45,000		1,343	43,657
2022	45	Meter Replacement		Project Completed	30,000	6,692	23,308	0
2022	46	Water Capital Equipment		OCWA - Equipment replacements, Ongoing project forward to 2024. SCADA	35,000			35,000
2022	47	Water Building & Minor Repairs		BelErin Renovation - Balance - OCWA	15,000	10,401		4,599
2021	48	Meter Replacement		Project Completed	30,000		30,000	0
2021	49	Water Equipment		OCWA - Equipment replacements, Ongoing project forward to 2024. SCADA	72,300	10,318		61,982
2019/2020	50	Fire Hydrant Rehabilitation / Replacement Program; Meter Replacement Program		Project Completed	94,000	56,459	37,542	0
2020	51	Watermain (Douglas Cres to Orangeville)		Project on hold.	3,000,000		0	3,000,000
2020	52	Energy efficiency projects		Project forwarded 2024.	72,000	5,606	0	66,394
<b>Total &gt;</b>					<b>12,897,195</b>	<b>209,532</b>	<b>1,067,762</b>	<b>11,619,902</b>

**Waste Water Project**

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2024	53	Wastewater Treatment plant (WST0002)		Continuing From 2020 to 2026	14,538,800		38,315,920	- 23,777,120
2024	54	Wastewater Collection System (WST0003)		Continuing From 2020 to 2026	2,187,300	10,317,628	25,305,524	- 33,435,852
<b>Total &gt;</b>					<b>88,074,500</b>	<b>101,348,309</b>	<b>63,621,444</b>	<b>- 61,894,230</b>

**Parks & Recreation**

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2024	55	Replace 2017 GMC Siera		Project Completed	70,000		55,909	14,091
2024	56	Utility Trailer		Project Completed	30,000		14,126	15,874
2024	57	Tennis Club- Court Surface Replacement		Project initiated in 2025	250,000			250,000



2023	58	Ballinafad BCA (PKR0009)			15,000			15,000
2023	59	Parks Improvements (PKR0011)		Project Completed	40,500		125,358	-84,858
2023	60	Fundraising Feasibility Study- BenchMark Multi-Use Recreational Centre (PKR0021)			50,000			50,000
2022	61	HCC		Project Ongoing.	648,000		19,539	628,461
2022	62	Ballinafad BCA			25,500			25,500
2022	63	Barbour field		Project delayed. Reallocation to Parks in 2025	30,000			30,000
2022	64	Victoria Park		Project delayed. Reallocation to Parks in 2025	40,000			40,000
2021	65	Ballinafad BCA		Project ongoing.	54,000		3,285	50,715
2021	66	Parks		Project Completed	89,000	50,279	38,721	0
2020	67	Erin Community Centre		Annual amount	40,000			40,000
2020	68	Hillsburgh Community Centre Renovations		Ongoing Project	126,500	74,085	12,213	40,202
2020	69	Ballinafad		Project Completed	14,000	6,000	8,000	0
					<b>1,522,500</b>	<b>130,364</b>	<b>277,151</b>	<b>1,114,985</b>

#### Planning\_Building\_By-Law

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2024	70	Town of Erin Green Standards		Project ongoing.	25,000		19,610	5,390
2024	71	Cloudpermit Building Application Portal (BLDG0013)		Annual fees are expensed.	60,000			60,000
2024	72	Community Improvement Plan		Project completed	40,000			40,000
2024	73	Heritage Designation Reports		Annual fees are expensed.	60,000			60,000
2024	74	Planning & Development Vehicle		Project Completed	70,000		55,894	14,106
					<b>255,000</b>	<b>0</b>	<b>75,503</b>	<b>179,497</b>

#### Economic Development \_Parks

Original Budget Year	#	Project Title	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent in 2024	Remaining Budget Available in 2024
2020	75	Erin Community Centre Renovations		Project Ongoing. July 2025 finalized.	2,400,000	584,479	2,487,986	-672,465
					<b>2,400,000</b>	<b>584,479</b>	<b>2,487,986</b>	<b>-672,465</b>

113,191,404	103,526,856	71,572,414	
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## **Appendix C**

# **Town of Erin Reserves & Reserve Funds Quarter 4**

*(For the period ending December 31 ,2024)*



## Reserves and Reserve Funds 2024

DEPARTMENT		Description	BALANCE DEC 31 2023	2024 TRANSACTIONS		BALANCE DEC 31 2024
				ADDITION S	DISBURSEMENT S	
Unallocated	RESERVES	TAX STABILIZATION RESERVE	1,237,399	0	410,000	827,399
Unallocated	RESERVES	INFRASTRUCTURE RENEWAL	5,430,542	886,158	150,000	6,166,700
Unallocated	RESERVE FUND	Canada Community Building Fund	1,265,053	493,296	1,508,000	250,349
Unallocated	RESERVE FUND	Modernization Grant	1,442		1,442	
Unallocated	RESERVE FUND	Blue Triton Community Grant	34,924	28,063	46,568	16,419
Unallocated	RESERVE FUND	Safe Restart - Covid Grant	156,766		102	156,664
Unallocated	RESERVE FUND	OCIF FORMULA	1,039,221	487,476	1,174,790	351,906
<b>TOTAL Unallocated</b>			9,165,346			7,769,437
Administration	RESERVES	ELECTION EXPENSE	34,397	20,000		54,397
Administration	RESERVES	COMPUTER UPGRADES	79,865	16,250	26,379	69,736
Administration	RESERVES	ADMIN FILE MANAGEMENT	50,523			50,523
Administration	RESERVES	ADMIN OFFICE RENO RESERVES	29,157			29,157
Administration	RESERVES	INSURANCE CONTINGENCY	15,573			15,573
Administration	RESERVE FUND	ADMINISTRATION DC	-785,854	1,754,958	145,211	823,893
<b>TOTAL Administration</b>			-576,338			1,043,280
Building	RESERVE FUND	BUILDING DEPT REVENUE	94,693	8,306	55,894	47,105
Building	RESERVES	BUILDING DEPT CAPITAL	0	38		38
<b>TOTAL Building</b>			94,693			47,143
Econ.Development	RESERVES	ECONOMIC DEVELOPMENT	36,758	0	2,244	34,514
Econ.Development	RESERVE FUND	Main St Revitalization Grant	0			0
<b>TOTAL Econ Dev</b>			36,758			34,514
Fire	RESERVE FUND	FIRE SERVICES DC	68,633	2,663,712	351,199	2,381,146
Fire	RESERVES	FIRE CAPITAL	82,694		8,540	74,155
Fire	RESERVES	FIREHALL RESERVE	6,704			6,704
Fire	RESERVES	FIRE WAGE CONTINGENCY	121,584			121,584
Fire	RESERVES	FIRE VEHICLE RESERVE	317,675	100,000	0	417,675
<b>TOTAL Fire</b>			597,289			3,001,264
Recreation	RESERVES	CENTRE 2000 CAPITAL	274,504	8,048	100,000	182,552
Recreation	RESERVES	Barbour Field	119,345	4,843		124,188
Recreation	RESERVES	HILLSBURGH ARENA CAPITAL	-61,481	6,201	19,539	-74,818
Recreation	RESERVES	BALLINAFAD COMM CENTRE	70,355			70,355
Recreation	RESERVES	EMERGENCY RESPONSE Centre	200,000			200,000
Recreation	RESERVE FUND	CASH IN LIEU OF PARKLAND	1,286,996	112,885		1,399,880
Recreation	RESERVE FUND	PARKS & RECREATION DC	763,342	3,990,217	21,141	4,732,418
<b>TOTAL Recreation</b>			2,653,061			6,634,575
Roads	RESERVES	ROADS CAPITAL	298,496			298,496
Roads	RESERVES	SIDEWALK REPLACEMENTS	122,227	166,916		289,143
Roads	RESERVES	STREETLIGHTS	289,689	73,810		363,499



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

**Department:** Corporate Services

**Business Unit:** Finance

**Presented/**

**Prepared By:** Wendy Parr, Director of Finance & Treasurer

**Report Number:**  
F2025-08

**Meeting Date:**  
4/10/2025

## Subject

2024 Development Charges – Statement of the Treasurer

## Recommendation

**That Council hereby receives report number F2025-08 “2024 Development Charges – Statement of the Treasurer” for information.**

## Background

Pursuant to Section 43 of the Development Charges Act, 1997 (DCA) the Treasurer is required to provide Council with an annual financial statement relating to the Town’s Development Charge By-law and Reserve Funds.

The DCA requires collection of development charges (and associated interest) to have separate reserve funds. Section 33 through 36 of the DCA provides the following regarding reserve fund establishment and use:

Development Charges (DCs) for all Categories of Service except wastewater were collected under By-law 19-32 and its amending by-laws until they were repealed and replaced by By-law 24-35 in July 2024. DCs for wastewater services continue to be collected under By-law 23-09. The Categories of Service for which development charges are imposed include the following:

- a) Transportation Services
- b) Fire Protection Services
- c) Parks and Recreation Services
- d) Administration (Studies)
- e) Water Supply Services
- f) Wastewater Services

The municipality has established a reserve fund for each development charge collected. Money may be borrowed from the fund but must be paid back with interest (O.Reg. 82/98, s. 11(1) defines the Bank of Canada rate either on the day the By-law comes into force or, if specified in the By-law, the first business day of each quarter). Development Charge reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be used as an interim financial source for capital undertakings for which development charges may be spent (s.37).

## Discussion

### 2024 Development Charges – Statement of the Treasurer

The information that is included in the Treasurer’s Statement is prescribed by s.43 (2) and O. Reg. 82/98. In the appendices of this Council Report, Appendix A “Development Charges Reserve Fund – Treasurer’s Statement 2024”, shows the revenues and disbursements and the year-end fund balances broken into service components.

In 2024, approximately \$21,936,000 was collected for development charges compared to \$303,000 collected in 2023. This increase was due to the new residential developments. 2024 interest earned on the reserve funds amounted to \$112,200.

The DCA requires municipalities to spend DC funds on “growth related capital projects”. The Development Charges Reserve Fund total balance increased by \$20,580,000 with collections and interest earned higher than the amounts transferred to the Capital Fund.

### 2024 Cash in Lieu of Parkland – Statement of Treasurer

With the proclamation of the Smart Growth for Our Communities Act (Bill 73), a Treasurer’s Statement is required annually respecting funds collected for Cash in Lieu of Parkland under Section 42 of the Planning Act. As per Section 42 of the Planning Act, a municipality may require, as a condition of development, that land be conveyed to the Town for park and other public recreational purposes. Also, Council may require a payment in lieu of these funds for the acquisition of land to be used for park or other recreational purposes including the improvement or repair of buildings and the acquisition of machinery for park or other public recreational purposes. In Appendix B, the Treasurer’s Statement outlines the reserve fund activity for 2024. During the year, the Town collected \$67,500 down from \$98,700 collected in 2023 and earned \$112,800 interest compared to \$91,700 in 2023. There were no transfers to the Capital Fund in 2024.

## Strategic Pillar

Investment in Community Assets

## Financial Impact

There is no financial impact associated with the recommendation of this report.

## Conclusion

That Council receives the report F2025-08 “2024 Development Charges – Statement of the Treasurer” for information.

## Attachments

Appendix A – Development Charges Reserve Fund – Treasurer’s Statement 2024

Appendix B – Cash in lieu of Parkland Reserve Fund – Treasurer’s Statement 2024

Wendy Parr

Director of Finance & Treasurer

Rob Adams

Chief Administrative Officer

**TOWN OF ERIN**  
**Development Charges Reserve Fund - Treasurers Statement**  
**January 1 to December 31, 2024**

Appendix A

	Services to which the Development charges Relate						TOTAL
	TRANSPORTATION SERVICES	FIRE SERVICES	WATER SERVICES	WASTEWATER SERVICES	PARKS & REC SERVICES	ADMINISTRATION	
	Non-Discounted Services			Discounted Services			
<b>Opening Balance January 1, 2024</b>	\$ 1,881,810	\$ 68,633	\$ 31,036	\$ 319,329	\$ 763,342	\$ (785,855)	\$ 2,278,294
<b>Add:</b>							
Development charges collections	\$ 8,336,050	\$ 2,632,437	\$ 1,535,598	\$ 3,729,286	\$ 3,948,655	\$ 1,754,958	\$ 21,936,985
Interest Earned	\$ 182,387	\$ 31,275	\$ 30,317	-	\$ 41,562	\$ (145,211)	\$ 112,196
Repayment of Monies Borrowed	-						
<b>Sub- Total</b>	\$ 8,518,437	\$ 2,663,712	\$ 1,565,915	\$ 3,729,286	\$ 3,990,217	\$ 1,609,747	\$ 22,049,180
<b>Less:</b>							
Transferred to Operating Fund		\$ 101,199			\$ 42,872		\$ 144,070
Transferred to Capital Fund	\$ 138,383	\$ 250,000	\$ 936,010				\$ 1,324,392
Loan to other DC service Category Credits							
<b>Sub- Total</b>	\$ 138,383	\$ 351,199	\$ 936,010	-	\$ 42,872	-	\$ 1,468,463
<b>Closing Balance December 31, 2024</b>	\$ 10,261,864	\$ 2,381,147	\$ 660,941	\$ 4,048,614	\$ 4,710,687	\$ 823,893	\$ 22,859,012

Service Categories for which the Development Charges Reserve fund was Established

- 1) Transportation Services: roads, Sidewalks, Streetlights and Bridges, Depots and Domes, Rolling stock \$ 20,580,718
- 2) Fire Protection Services: Fire Facilities, Fire Vehicles, Equipment and Gear
- 3) Water Services: Facilities and Storage, Distribution Systems
- 4) Wastewater Services: Treatment and Collection Facilities
- 5) Parks & Recreation Services: Parkland Development, Amenities & Trails, Recreation Facilities, Parks & Recreation Vehicles and Equipment
- 6) Administration Studies

**Amount Transferred to Capital or Operating Fund - Treasurers Statement**

**January 1 to December 31, 2024**

	Total Amount spent in 2024	Portion Financed from DC's	Portion Financed Alternatively	Alternative Source of Financing
<b>Capital Fund Transactions</b>				
<b>Transportation</b>				
10% Culvert 10	\$ 1,560,136	\$ 52,136	\$ 1,508,000	\$
Miller Paving	\$ 86,247	\$ 86,247	\$	\$
<b>Fire Protection Services</b>				
Tanker 58 - DC Portion	\$ 250,000	\$ 250,000	\$	\$
Hillsburgh Station 50-Debt (Principal and Interest)	\$ 101,199	\$ 101,199	\$	\$ -
<b>Water Services</b>				
Water System Development	\$ 936,010	\$ 936,010	\$	\$
<b>Parks and Recreation</b>				
Carberry Park	\$ 21,141	\$ 21,141	\$	\$
Barbourfields Expansion (Principal and Interest)	\$ 21,731	\$ 21,731	\$	\$
<b>Total</b>	<b>\$ 2,976,463</b>	<b>\$ 1,468,463</b>	<b>\$ 1,508,000</b>	



**TOWN OF ERIN**  
**Cash in Lieu of Parkland - Treasurers Statement**

**January 1 to December 31, 2024**

**Opening Balance: January 1, 2024**

\$ 1,286,996

Add:

CIL Parkland Collections

\$ 67,500

Interest Earned

\$ 112,885

Repayment of monies borrowed

Sub Total

\$ 180,385

Less:

Amount Transferred to Operating Fund

Amount Transferred to Capital Fund

Credits

Sub-Total

\$ -

\$ -

**Closing Balance: December 31, 2024**

\$ 1,467,380

Section 42 of the Planning Act

TOWN OF  Erin  
**ERIN** **Corporate Report**

<b>Department:</b> Planning & Development	<b>Report Number:</b> PD2025-09
<b>Business Unit:</b> Planning & Development	<b>Meeting Date:</b> 4/10/2025
<b>Presented/ Prepared By:</b> David Waters, Manager of Planning & Development	

**Subject**

Adoption of Heritage Designation By-laws - Erin Village

**Recommendation**

**That Council receives report number PD2025-09 “Adoption of Heritage Designation By-laws – Erin Village” for information;**

**And that Council withdraws its decision to designate the subject property at 35 Main Street under Part IV of the Ontario Heritage Act as per the Notice of Objection dated February 12, 2025;**

**And that Council adopts By-laws 25-31 to 25-37, inclusive, to designate, 48 Main Street, 74 Main Street, 76 Main Street, 174 Main Street, 180 Main Street, 182 Main Street and 192 Main Street, respectively, in accordance with Part IV, Section 29 of the Ontario Heritage Act, as listed on the April 10, 2025, agenda;**

**And that Council directs staff to carry out the remaining requirements for each property as prescribed under the Ontario Heritage Act, following the adoption of the by-laws.**

**Highlights**

- The purpose of this report is to request that Council adopts Heritage Designation By-laws for seven properties in Erin Village.
- In November of 2024, Council supported the staff recommendation to issue eight Notices of Intent to Designate (NOID) for the above noted properties.
- During the 30-day objection period, the Town received an objection from 35 Main Street.
- Staff are recommending Council withdraws the Notice of Intent to Designate to provide additional time to review new information from the property owner and consult with the Heritage Committee and Council.
- Following the passing of the heritage designation by-laws, staff will carry out all remaining responsibilities for each property in accordance with the OHA.

## Background

Following consultation with the Heritage Committee, Town staff received direction from Council in November of 2024 to publish a Notice of Intention to Designate (NOID) for eight listed heritage properties in Erin Village.

In January 2025, the Notice of Intention to Designate was served to each property owner and sent to the Ontario Heritage Trust. In addition, each Notice was published in the Wellington Adviser and posted on the Town of Erin website.

Each Notice included a description of the property; a statement of cultural heritage value or interest applying to each respective property; a list of heritage attributes for each respective property and information on the objection process and timeline. This satisfies the notice requirements of Section 29 (4.1) of the Ontario Heritage Act.

During the 30-day objection period, the Town received an objection from the owner of 35 Main Street which is discussed herein.

## Discussion

Section 29(8) of the Ontario Heritage Act requires a municipality to pass its designation by-law within 120 days from the date of the publication of the Notice of Intention to Designate. For the eight properties in Erin Village, designating by-laws are required to be passed by Council before May 23, 2025.

The Ontario Heritage Act prescribes the following next steps to ensure the designation of each property:

- A copy of each of the registered by-law is served on the property owner and the Ontario Heritage Trust in accordance with Section 28(8).
- The Clerk must ensure that a copy of each of the by-laws that come into force are registered against the properties affected in the appropriate Land Registry Office in accordance with Section 29(19).
- Staff must ensure that a Notice of Passing of each by-law be published in a newspaper having general circulation in the municipality in accordance with Section 29(8).

### Notice of Objection – 35 Main Street

The objection letter submitted by the solicitor representing the owner argues that the property does not meet the necessary threshold for designation under the Ontario Heritage Act meeting two out of the nine possible criteria outlined in Ontario Regulation 9/06. While meeting the minimal threshold for designation under these criteria, it is the opinion of the solicitor that the analysis does not provide a strong or compelling basis for designation (see Appendix A).

Based on seven out of nine criteria listed in Ontario Heritage Act Regulation 9/06, the solicitor concludes that 35 Main Street was deemed to be overwhelmingly unrepresentative of heritage significance with regards to Historical/Associative Value and Contextual Value and designation should be reconsidered.

### Staff Response

The Town's heritage consultant (ARA) reviewed the objection letter and is of the opinion that the McEnery family has associative value which is direct and significant to the community. This building has been occupied for 90 years and used for business for more than 50 years by members of the McEnery family. ARA is of the view that 35 Main Street satisfies the Historical/Associative Value criteria for designation O.Reg 9/06 of the Ontario Heritage Act.

ARA maintains the 35 Main Street is a legitimate historic building (despite the additions) and "Supports" the late 19th and early 20th century character of the historic Village of Erin. 35 Main Street satisfies the Contextual Value criteria for designation under O.Reg 9/06 of the Ontario Heritage Act.

The property owner is proposing to present additional information for consideration by the Heritage Committee and Council and request Council delay passing a heritage designation by-law for 35 Main Street at this time.

Given the above, Staff are recommending Council withdraw the NOID for 35 Main Street to provide more time for the owner to present new information for consideration by Heritage Committee and Council. Withdrawing the NOID will not result in delisting or prevent the Town from re-issuing notice to designate the subject property.

### **Strategic Pillar**

Healthy Lifestyle & Vibrant Community

### **Financial Impact**

This report is administrative in nature and does not have any financial implications beyond the publication of the Notice of Passage for the seven properties. However, should Council pass a by-law to designate any of the properties under Part IV, Section 29 of the Ontario Heritage Act, and should an objection to the by-law be received within 30 days after the date of publication of the Notice of Passage, this objection would result in a hearing at the Ontario Land Tribunal which would have associated financial implications in terms of legal support.

### **Conclusion**

Planning staff are recommending Council pass heritage designation by-laws for seven properties located in the Village of Erin.

Staff are recommending that Council withdraw the Notice of Intention to Designate 35 Main Street to provide additional time for new information to be considered by Heritage Committee and Council. Withdrawing the Notice does not prevent the Town from re-issuing notice to designate for the subject property.

Protection of each property is consistent with Provincial policy directing municipalities to conserve significant built heritage resources (Provincial Policy Statement, 2024, policy

4.6.1) and the Town's Official Plan principles and policies respecting heritage conservation.

**Attachments**

Appendix A – 35 Main Street Objection Letter

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

Rob Adams  
Chief Administrative Officer



**WILK LAW**  
122 Prince George Drive  
Toronto, Ontario M9B 2Y2

Office. (647) 503-1075  
Fax. (647) 503-1076

Reply To: Monika Wilk  
Extension: 101  
E-mail: [monika@wilklaw.ca](mailto:monika@wilklaw.ca)

February 12, 2025

*Delivered Via Registered Mail and Email to [david.waters@erin.ca](mailto:david.waters@erin.ca)*

**Corporation of the Town of Erin**

5684 Trafalgar Rd.  
Hillsburgh, ON N0B 1Z0

Attention: Town Council/Heritage Committee/Planning Department

Dear Town Council/Heritage Committee/Planning Department,

RE: Appeal of Heritage Designation for 35 Main Street, Erin

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I am writing on behalf of the McEnery family to formally appeal the heritage designation of their property at 35 Main Street, Erin on the grounds that it does not meet the necessary threshold for designation under the *Ontario Heritage Act*. Specifically, the designation relies only on the following:

1. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community; and,
2. The property has contextual value because it is important in defining, maintaining or supporting the character of an area;

out of the nine possible criteria outlined in Ontario Regulation 9/06. Although perhaps meeting a minimal threshold for discussion under these criteria, the analysis under these criteria does not provide a strong or compelling basis for designation.

**Lack of Significant Cultural Heritage Value**

Under the *Ontario Heritage Act*, a property must meet at least one of three broad categories of criteria: design/physical value (*not met*), historical/associative value (*not met*), or contextual value (*not met*), and the Town relies on criteria in two of these categories because the threshold for historical significance under any one category is simply not met with respect to this property. While 35 Main Street has been assessed under criteria pointing to its historical value and criteria suggesting its contextual value, a closer examination shows that despite the property's existence in the history of this Town, the current building lacks the requisite historical, architectural, and community significance that the Ontario Heritage Designation is meant to preserve.

- A. **The Building's Lack of Historical/Associative Value.** The first criterion relied on by Council in Recommendation Report Number PD2024-17 claims that 35 Main Street has historical/associative value because of its building's "90-year continuous occupation and use by the McEnergy family." Although this may be true, this has very little to do with the current look of the building itself and its significance to the community 90 years ago. It would be a more useful exercise to review images of the building 90 years ago and compare those to the building that exists now (which Report PD2024-17 did without the visual of the 90-year-old photographs for effect) to determine instead that in light of significant alterations to all elevations of the building in every direction, it would be impossible to preserve the 90-year-old building's historical/associative value without reverting its features back to its original envelope or facade.

The McEnergy family is not interested in having the Ontario Heritage Designation on their property. What they are interested in, is the continued renovation, improvement and betterment of this property as they have done over their 90 years of business in the now Town of Erin without additional legislative or political restrictions. The Town of Erin should recognize historically significant business owners and members of this community and appreciate instead the McEnergy family's continued ability to contribute to this community and its heritage. It would be more historically significant and detrimental if the McEnergy family stopped the improvements to 35 Main Street and/or worse, decided to leave the Town of Erin, rather than designating the property as Ontario Heritage to serve in the preservation of any aspect of the building on 35 Main Street that is left from 90 years ago, particularly as the Town of Erin moves into an era of significant development and expansion and the McEnergy family maintains its significant stake in business and the preservation of its family legacy in this town. The simple fact that the Ontario Heritage Designation on this particular property aims to preserve McEnergy family history without the cooperation or agreement of the McEnergy family should in itself form the basis of this appeal. There is no historical feature or aspect of the building's exterior that is tied to the McEnergy's existence in business there.

- B. **The Property's Lack of Contextual Value.** The second criterion relied on in Report PD2024-17 describes 35 Main Street as having contextual value as a result of non-specific features such as "setback, massing, style, [and] decorative details consistent with the character of the historic village of Erin." However, these same features were described in the consideration of other criteria as being insufficient for the purpose of defining the property's cultural or historical significance or in other words, deemed "not a rare, unique, representative, or early example of a style, type or construction method." These same features that are supporting the criterion that gives 35 Main Street its contextual value, are largely obscured by "the construction of later additions" to the building and described under another criterion of the analysis as "modest construction [that] is consistent with the character of the neighbourhood [but] part of the fabric of the street rather than a visual landmark." This attempt at designation of 35 Main Street as Ontario Heritage property necessitates that we reconcile the property's purported "contextual value" with evidence that "35 Main Street is *not* physically linked to its surroundings. There is *no* demonstrated material connection between the property and its surroundings. 35 Main Street is *not* functionally linked to its surroundings. The property's function is *not* dependant on its surroundings. [And,] 35 Main Street is *not* visually linked to its surroundings." The two criteria

pertaining to the contextual heritage value of a property are not mutually exclusive. 35 Main Street cannot be both a “transition property ... help[ing] to define the entrance (south boundary) to the historic commercial core and the residential portion” and also **not** physically, visually or functionally linked to its surroundings.

Report PD2024-17 mentions a similar “transition property” at the opposite end of the historic commercial core, namely Stanley Park. Notably, despite the Park’s presence in the history of Erin and its large lot that borders the pond which contains a historic plaque about the founding of Erin, as well as the location of the Park at the north end of the historic commercial core, this transition property does not meet the criteria for Ontario Heritage Designation and is not deemed in its entirety to be historically significant. The Ontario Heritage Designation with respect to Stanley Park is limited to the entrance gate, or the only structure that holds the value of historical heritage significance. Report PD2024-17 refers to the significance of the property of 35 Main Street in history rather than the building on that property. It is perhaps the historical plaque, the McEnery sign or the cenotaph across the street that are better indicators of structures with historical significance that meet the threshold of Ontario Heritage designation. The building on 35 Main Street simply does not meet the criteria of “contextual value because it is important in defining, maintaining or supporting the character of an area.” If replacing the building at 35 Main Street with an entirely new building that had “setback, massing, style, and decorative details consistent with the character of the historic village of Erin” and the McEnery family continued to do business in it, could satisfy the conditions used to meet this criterion in Report PD2024-17, then the designation of Ontario Heritage on the current building at 35 Main Street does not make sense.

### **Comparative Analysis & Precedent**

Other properties with similar and perhaps even stronger claims to heritage designation have been not designated or limited or re-evaluated based on similar weak applications of criteria. We respectfully request that 35 Main Street be re-assessed with a more balanced consideration of the *Ontario Heritage Act’s* intent, which is to preserve truly significant properties rather than broadly applying designation without clear justification.

On the basis of seven out of nine criteria listed in *Ontario Heritage Act* Regulation 9/06, 35 Main Street was deemed to be overwhelmingly unrepresentative of heritage significance. Council is relying on extremely weak indications of heritage significance under only two of the nine criteria, which analyses are themselves contradicted by findings contrary to historical significance under the other seven criteria. The simple age of a building or structure is not enough for a designation under Ontario Heritage legislation. Similarly, the continued use of a building by a historically significant family is also not enough for a designation under Ontario Heritage legislation. Town Council and the Heritage Committee have simply not met the threshold for heritage designation under the Act with respect to 35 Main Street.

### **Request for Reconsideration**

Given the weak application of the criteria, we appeal the designation of 35 Main Street under the *Ontario Heritage Act*. We trust that this analysis has provided some valuable perspective and more than sufficient grounds for appeal, but the McEnerys would be very happy to present additional information or discuss this matter further, as required. It goes without saying that the individuals/families whose historical



significance the Council is trying to preserve should have a valued and recognized opinion on this matter. Please advise of the next steps in the appeal process.

Thank you for your time and consideration. We look forward to your response.

Best Regards,

**WILK LAW**

A handwritten signature in black ink, appearing to read "Monika Wilk", written in a cursive style.

Monika Wilk

cc. Bryce McEnergy, Brenda McEnergy

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

<b>Department:</b> Planning & Development	<b>Report Number:</b> PD2025-10
<b>Business Unit:</b> Planning & Development	<b>Meeting Date:</b> 4/10/2025
<b>Presented/ Prepared By:</b> David Waters, Manager of Planning & Development	

### Subject

County of Wellington Official Plan Review - 2024 Rural Residential Growth Analysis

### Recommendation

**That Council hereby receives report number PD2025-10 “County of Wellington Official Plan Review - 2024 Rural Residential Growth Analysis” for information;**

**And Council endorses the policy option of a minor expansion of the Hamlet Settlement Area boundaries within the Town of Erin outside of the Greenbelt Plan to accommodate the additional units required to achieve the 2051 rural growth forecast.**

### Highlights

- The purpose of this report is to recommend a preferred policy approach to accommodate 2051 rural growth as part of the County’s Official Plan Review.
- County Planning staff reviewed the long-term rural growth needs of a number of municipalities in Wellington County. The County concluded that forecasted rural growth for Centre Wellington, Guelph/Eramosa, Mapleton, and Minto can be accommodated through current supply opportunities in the rural area.
- As shown in Table 1 of the County’s report, 600 and 580 additional units are required in Puslinch and Erin, respectively, to achieve their respective 2051 rural growth forecasts.
- The preferred policy approach for allocating future rural growth in the Town of Erin is a minor expansion of the Hamlet Settlement Area boundaries outside the Greenbelt Plan.
- An existing community structure already exists within these Rural Settlement Areas to accommodate limited infill development rather than expanding existing rural cluster areas or amending the lot creation criteria of Section 10.4.4 of the County Official Plan for the Secondary Agriculture designation.

### Background

The September 2024 County of Wellington Planning Committee staff report entitled “Official Plan Review - 2024 Rural Residential Growth Analysis”, dated September 12,

2024, presents a review of the rural residential growth needs for the County and identifies policy options to accommodate forecasted demand. The County's report is attached hereto as Appendix A.

As shown in Table 1 of the County Planning Committee staff report, 580 additional units are required in Erin to achieve its 2051 growth forecasts. After reviewing the vacant residential supply available in the rural areas in the Town of Erin, the County Planning Committee report states that a significant proportion of forecasted growth can be accommodated by existing vacant supply options.

Table 1 below shows the supply of vacant units located outside the Urban Area in the Town of Erin as presented in the County Planning report.

Table 1  
Supply of Vacant Units Outside the Urban Area  
in the Town of Erin (July 2024)

Supply Category	Units
Vacant units in Secondary Urban Centers, Hamlets and other Rural Residential Areas	112
Existing Vacant Rural Lots	70
Potential Supply from New Rural Severances under Current Policies	278
<b>Total Vacant Supply</b>	<b>460</b>

Table 2 below combines the long-term demand and existing vacant supply to highlight the remaining growth that needs to be accommodated in the Town of Erin through rural growth policy options as identified in the County Planning report.

Table 2  
Vacant Unit Supply Outside the Urban Area  
in the Town of Erin (July 2024)

	Units
Long-Term Rural Housing Demand	580
Existing Vacant Rural Residential Supply	460
<b>Rural Area Need</b>	<b>-120</b>

## Discussion

To address the forecasted supply shortfall in the rural areas of the County in accordance with the direction of the County Official Plan, the report identifies the following four policy options under consideration:

- 1) Rural Settlement Area Expansions

Current Provincial and County policies permit the expansion of settlement areas, subject to detailed criteria being met. The Official Plan prioritizes rural growth to rural settlement areas, as these areas are established and often have existing amenities present to service the community.

2) Country Residential Areas

Existing Country Residential Areas are designated on Schedule B of the County Official Plan. These areas exist in Puslinch, Erin and Wellington North but are largely built out. The County Official Plan does not permit new Country Residential Areas to be established.

3) Secondary Agricultural Area Lot Creation

The Secondary Agricultural Area designation provides for a wider variety of uses than the Prime Agricultural Areas and includes a limited opportunity for new rural residential lot creation by severance. Both the Township of Puslinch and Town of Erin have received consistent demand for rural lots over the years.

4) Rural Clusters

Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule "A" or "B" in the County Official Plan and are not expected to grow but they may be recognized in the zoning by-law. Any opportunities for lot creation in rural clusters can be facilitated in accordance with the secondary agricultural area lot creation policies of the County Official Plan

Based on the results of the County's rural residential growth analysis, changes to the rural area policies of the Official Plan will need to be considered to address forecasted rural residential growth needs identified in Puslinch, Erin, and Wellington North. While the Official Plan establishes a hierarchy for directing growth, County Planning is considering a combination of policy options to address the unique characteristics of each municipality and is requesting comments from the Town of Erin.

The Greenbelt Plan/Growth Plan limits settlement area boundary expansion to Towns/Villages. This means that Hamlets like Brisbane and Ballinafad in the Town of Erin are not permitted to expand their current settlement area boundaries.

#### Staff Response

Staff do not recommend the policy approach of expanding existing rural cluster areas or amending the criteria of Section 10.4.4. of the County Official Plan in the Secondary Agriculture designation to increase opportunity for lot severances in the rural area which will exacerbate the following:

- Continued fragmented residential development in the rural area resulting in a proliferation of driveway entrances that impact the existing rural streetscape outside of a designated settlement area boundary.

- Conflicts between agricultural operations and new residents.
- Increasing farmland prices and servicing costs for municipalities.

Therefore, Staff's preferred policy approach for allocating additional rural growth forecasted for the Town of Erin is a minor expansion of the Rural Settlement Area boundaries where a community structure already exists to accommodate limited infill development.

## **Strategic Pillar**

Growth Management

## **Financial Impact**

There are no financial impacts associated with the recommendations of this report.

## **Conclusion**

County Planning staff reviewed the long-term rural growth needs of the area municipalities in Wellington County. An additional 120 units are required in Erin's rural area to accommodate 2051 forecasted growth.

Staff's preferred policy approach for the County to allocate forecasted rural growth in the Town of Erin is a minor expansion of the Rural Settlement Area boundaries outside the Greenbelt Plan where a community structure already exists to accommodate limited infill development.

## **Attachments**

Appendix A – County of Wellington Planning Committee Report, September 12, 2024

David Waters, MCIP, RPP, PLE

Manager of Planning and Development

Rob Adams

Chief Administrative Officer



# COUNTY OF WELLINGTON

## Committee Report

**To:** Chair and Members of the Planning Committee  
**From:** Jameson Pickard, Senior Policy Planner  
**Date:** Thursday, September 12, 2024  
**Subject:** **Official Plan Review - 2024 Rural Residential Growth Analysis**



PLANWELL

### 1.0 Purpose:

The purpose of this report is to detail planning staff's review of the rural residential growth needs in the County and determine if changes to rural growth policies are necessary.

### 2.0 Background:

To date, much of the focus of the Official Plan Review has been on urban growth. In the last progress report on the Official Plan Review, staff committed to initiate the Rural Residential Growth component of our work plan in the fall of 2024. This phase of work is particularly important to Puslinch as it is the only municipality in the County where all of its growth is considered rural, due to lack of municipal services. Staff recognizes the need for attention to the Township's growth and launched the Puslinch by Design study to identify additional Rural Employment lands.

This report presents the results of our rural residential growth analysis and sets the stage to:

1. Allow for local input into rural growth options;
2. Determine how changing the Secondary Agricultural Area lot creation policies impacts the County's ability to meet the rural growth forecasts for Puslinch, Erin and Minto; and
3. Take new Provincial policies into consideration.

### 3.0 Consultation:

It should be noted that formal consultation on rural growth policies has not occurred to date. However, since the launch of the County's Official Plan Review, staff have received the following public, municipal and stakeholder comments related to rural residential growth:

Requests to re-set the date to allow additional lot creation in the Secondary Agricultural Area

- 7 Puslinch residents
- 5 Erin residents
- 1 Minto resident

Requests to allow expansion of Secondary Urban Centres (only applicable to Puslinch)

- 2 for Aberfoyle
- 2 for Morriston

## Requests to allow expansion of Hamlets/Estate Residential Development

- 2 for Puslinch (Arkell, Audrey Meadows)
- 1 for Erin (Ospringe)
- 3 Centre Wellington (Inverhaugh)
- 3 Guelph/Eramosa (Ariss)
- 2 Mapleton (Wallenstein, Alma)

The County also received Municipal comments:

### **Puslinch**

Council would like more flexibility for rural residential growth in Secondary Agricultural Areas including policy options to support:

- More severances (allowing up to three from a lot and without a date limitation)
- Establishment of new settlements
- Expansion of hamlets
- Expansion of estate residential subdivisions
- Removal of 1 km fringe policy, which limits major growth within 1 km of a settlement area boundary

### **Mapleton**

Township comments on their 2051 growth forecasts requested that more growth be allocated to urban areas in the municipality than was originally planned. County Staff revised the growth forecasts to address these comments by re-allocating some of the rural growth to urban areas.

### **Minto**

Council would like more options for rural residential growth in Secondary Agricultural Areas to allow for minor infilling and rounding out in areas where rural growth is already clustered. In response, staff added the following policy to the Official Plan through OPA 119:

#### **“6.5.4 Rural Clusters**

Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule “A” or “B” and are not expected to grow but they may be recognized in the zoning by-law. New lots may only be allowed in rural clusters in accordance with section 10.4.

As part of a *municipal comprehensive review*, the County will assess the impact of constraints such as the *Provincial Agricultural System*, *Natural Heritage System* and *Greenbelt Plan* on the potential future supply of rural residential lots in the Secondary Agricultural Area, including rural clusters. This assessment will consider, among other things, whether changes to the rural residential lot creation policies are needed.”

The above policy will be considered as part of this analysis, but we note that under section 4.0 of this report that Minto has enough supply to 2051 to meet its growth needs without identifying rural clusters.

The County also received detailed comments from the Wellington Federation of Agriculture through the Housing Friendly Policy review. WFA's comments are summarized below:

#### **Wellington Federation of Agriculture (WFA)**

The WFA supports housing policy that directs growth and development to existing urban areas and limits growth that fragments and erodes the viability of Wellington's rural areas. WFA's comments were specifically critical of rural residential lot creation in the County's rural areas. While WFA acknowledges that rural lot creation does create housing, they advise that the creation of new rural settlements and/or rural residential lots in these areas leads to land use incompatibilities at the expense of agriculture. WFA also noted that lower quality soils are an asset for certain crop and livestock activities that should be protected and maintained. WFA's comments put forward several policy recommendations that they believe would help build more homes and preserve farmland.

Planning Staff will consider all relevant feedback received to date in the review and deliberation of rural growth options.

## **4.0 Rural Residential Growth Needs:**

In determining if a change to rural growth policies is appropriate, it is necessary to consider the long-term rural residential growth needs of the County. It should be noted that County Staff reviewed Centre Wellington, Guelph/Eramosa, Mapleton, and Minto's long-term rural growth needs and are satisfied forecasted rural growth can be accommodated through current supply opportunities in the rural area. The following sections outline the long-term rural growth needs of Puslinch, Erin, and Wellington North.

### **4.1 Long-term Rural Residential Growth Needs**

As part of the County's MCR staff reviewed and extended municipal population and household forecasts from 2041 to 2051. This also included a review and extension of our member municipalities rural forecasts. The following table provides an overview of the new 2051 rural household forecasts, implemented by OPA 120, for Puslinch, Erin, and Wellington North and details the amount of household growth remaining to achieve these forecasts over the next 27 years:

**Table 1. Rural Household Demand in Puslinch, Erin and Wellington North**

	<b>Puslinch</b>	<b>Erin</b>	<b>Wellington North</b>
2051 Rural Household Forecast	3,560	3,170	1,705
2021 Census Households	2,860	2,520	1,490
Rural Area Buildout Since Census to End of 2023	100	70	50
<b>Growth Required to Achieve Forecast</b>	<b>600</b>	<b>580</b>	<b>165</b>

Using the 2051 household forecasts and reducing it by the 2021 census household counts and further by rural residential building permits issued between the census and the end of 2023, both Puslinch and



Erin require approximately 600 additional units each to achieve their forecasts. Wellington North requires approximately 165 additional units. The following section outlines existing vacant supply options available to accommodate some of the anticipated rural growth to 2051.

#### 4.2 Existing Vacant Residential Supply

Within Puslinch, Erin and Wellington North there are existing areas where rural growth can already be accommodated. The County maintains an inventory which monitors the levels of vacant residential supply across the County, including the rural area. This potential supply needs to be factored into the overall analysis of rural demand. Table 2 outlines the existing vacant supply that exists in Puslinch, Erin, and Wellington North's rural areas as of July 2024.

**Table 2. Vacant Unit Supply in Puslinch, Erin and Wellington North (July 2024)**

Supply Category	Puslinch	Erin	Wellington North
Vacant units in Secondary Urban Centers, Hamlets and other Rural Residential Areas	73	112	77
Existing Vacant Rural Lots	73	70	38
Potential Supply from New Rural Severances under Current Policies	204	278	0
<b>Total Vacant Supply</b>	<b>350</b>	<b>460</b>	<b>115</b>

#### 4.3 Summary of Rural Need

After reviewing the vacant residential supply available in the rural areas of Puslinch, Erin and Wellington North we see that large shares of growth can be accommodated through existing vacant supply options. Table 3 brings together the long-term demand and existing vacant supply to highlight the remaining growth that needs to be accommodated through other rural growth measures.

**Table 3. Rural Area Need**

	Puslinch	Erin	Wellington North
Long-Term Rural Housing Demand	600	580	165
Existing Vacant Rural Residential Supply	350	460	115
<b>Rural Area Need</b>	<b>-250</b>	<b>-120</b>	<b>-50</b>

Based on the results of the rural residential growth needs analysis, Puslinch requires approximately 250 additional units in its supply, Erin requires approximately 120 additional units in its supply, and Wellington North requires approximately 50 units in its supply. This need represents approximately 0.7% of the County's 2051 household forecast. Based on these results, changes to rural growth management policies in Puslinch, Erin and Wellington North are necessary to address the shortfalls in supply over the long-term.

## 5.0 Addressing the Rural Residential Need

There are certain policy options the County can consider that would provide more opportunities for supply in rural areas. The diversity of Puslinch, Erin, and Wellington North will require a custom

approach to addressing rural growth needs but should be prioritized in accordance with the hierarchy established in the Official Plan for directing growth. The Official Plan directs:

- the majority of growth to the fully serviced urban centres;
- a limited amount of rural growth directed to Secondary Urban Centres and Hamlets (rural settlement areas); and
- to a lesser extent, rural growth is directed to Secondary Agricultural Areas.

The following sections review the different options to grow the vacant residential supply in Puslinch, Erin and Wellington North’s rural areas.

### 5.1 Rural Settlement Area Expansions

In the County, rural settlement areas are considered Secondary Urban Centres and Hamlets and are identified on Schedule A – County Growth Structure in the Official Plan. Over time, these areas have played an important role in accommodating growth in the County’s rural areas and now have limited opportunities for additional growth due to build out. This raises the opportunity to consider expansions of these areas and allow them to continue to play a role in accommodating growth and supporting vibrant rural communities.

A significant constraint to rural settlement area expansions is the Greenbelt Plan. This plan prohibits the expansion of settlement areas reliant on private services. This is an important policy consideration for Puslinch and Erin, which have rural settlement areas located within the regulated area of the Greenbelt Plan. Table 4 identifies the rural settlement areas in Puslinch, Erin and Wellington North and identifies which rural settlement areas are subject to the Greenbelt Plan.

**Table 4. Rural Settlement Areas in Puslinch, Erin and Wellington North**

Within the Greenbelt	Outside of the Greenbelt
Brisbane (Erin) Ballinafad (Erin) Morriston (Puslinch)	Orton (Erin) Cedar Valley (Erin) Ospringe (Erin) Crewson Corner’s (Erin) Arkell (Puslinch) Aberfoyle (Puslinch) Conn (Wellington North) Damascus (Wellington North) Riverstown (Wellington North) Kenilworth (Wellington North)

#### Preliminary Observations

Current Provincial and County policies permit the expansion of settlement areas, subject to detailed criteria being met. The Official Plan prioritizes rural growth to rural settlement areas, as these areas are established and often have existing amenities present to service the community. As part of the Official Plan Review, the County is prepared to work with Puslinch, Erin and Wellington North to discuss options to address rural growth needs by potential expansions to rural settlement areas (outside of the Greenbelt).

## 5.2 Country Residential Areas

Existing Country Residential Areas are designated on Schedule B of the of the Official Plan. These areas exist in Puslinch, Erin and Wellington North but are largely built out. The County Official Plan does not permit new Country Residential Areas to be established.

### Preliminary Observation

Staff will conduct a further review of the new Provincial Planning Statement to determine whether the new polices are intended to allow estate residential subdivisions outside of rural settlement areas.

## 5.3 Secondary Agricultural Area Lot Creation

Most of the rural part of the County is designated Prime Agricultural Area in which new residential lots are not permitted, but there are some areas designated Secondary Agricultural Area in Puslinch, Erin, and Minto. The Secondary Agricultural Area designation provides for a wider variety of uses than the Prime Agricultural Areas and includes a limited opportunity for new rural residential lot creation by severance.

Rural residential lot creation has played an important role in addressing rural growth needs in the County since the creation of the Plan in 1999. Table 5 below shows the numbers of rural residential lots that have been created since 2014 in the County’s Secondary Agricultural Area. Both the Township of Puslinch and Town of Erin have received consistent demand for rural lots over time, while the Town of Minto has experienced consistent, but much lower levels of rural residential lot creation.

**Table 5. Historical Secondary Agricultural Area Residential Lot Creation**

Year	Puslinch	Erin	Minto	Total
2014	5	19	1	25
2015	31	9	1	41
2016	18	12	0	30
2017	34	15	2	51
2018	14	4	2	20
2019	11	1	1	13
2020	9	8	1	18
2021	19	10	3	32
2022	13	9	1	23
<b>Total</b>	<b>154</b>	<b>87</b>	<b>12</b>	<b>253</b>

Revisions to the current Secondary Agricultural Area lot creation policies in the Official Plan is an opportunity to increase supply of rural residential lots. Lot creation for residential uses in the Secondary Agricultural Area is regulated by the following policies under Section 10.4.4:

“One new lot for residential purposes may be permitted from a parcel of land existing on March 1, 2005, provided that:

- a) the lot generally meets a 0.4 ha minimum lot size and is not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage and water services, while taking into account

- site constraints such as grading, sightlines, natural heritage features, hazardous lands, and minimum distance separation formulae requirements;
- b) the accessory buildings referred to in a) above may include a hobby barn, subject to local regulations;
  - c) the lot has access to an open public road;
  - d) the residential use will not hinder or preclude the present use or future potential for agricultural or mineral aggregate operations;
  - e) the residential use is compatible with surrounding development;
  - f) the use is well removed from any settlement area boundary;
  - g) the lands have been owned by the applicant for at least 5 years.

Residential lots in the Secondary Agricultural Area are to be considered part of the rural portion of the local municipal growth strategy. In considering new residential lots the County will assess whether other locations exist on the same property which would provide a more appropriate site given the overall policies of this Plan.

For the purposes of this section, if a parcel of land was the subject of a severance application that was submitted before March 1, 2005, then the severed and retained parcels will be deemed to have existed on March 1, 2005, and a new residential lot may be considered.”

While not the only limiting factor, one of the main policies limiting residential lot creation in the Secondary Agricultural Area designation is the requirement that only one new lot can be created from an original lot that existed as of March 1, 2005. Once a new lot from the original March 2005 parcel has been created, a second new residential lot is not permitted.

#### Preliminary Observations

Staff have completed an analysis in Puslinch and Erin to estimate the number of eligible parcels that could be severed in the Secondary Agricultural Area designation at various dates. While it may be necessary to consider adjusting the March 1, 2005 date, this decision cannot be finalized until the amount of rural growth to be directed to rural settlement areas is first determined. New rural residential lot creation is not permitted in Wellington North as their rural area is designated entirely as Prime Agricultural Area. Accordingly, other growth options will need to be considered in Wellington North.

#### **5.4 Rural Clusters**

Rural clusters are long-established small groups of housing with occasional commercial, industrial or institutional uses located in the Secondary Agricultural Area designation. These areas are not designated on Schedule “A” or “B” in the Official Plan and are not expected to grow but they may be recognized in the zoning by-law. Policy 6.5.4 of the Official Plan speaks to rural clusters in the Secondary Agricultural Areas and commits the County to review these areas through the Official Plan Review.

#### Preliminary Observations

Due to the new Provincial Planning Statement, previous constraints to rural lot creation (Provincial Agricultural and Natural Heritage Systems) are no longer a factor outside of the Greenbelt Plan. This reduces pressures for new supply opportunities, such as rural clusters, to help accommodate rural

growth. Further, through the consent analysis described in Section 5.3 of this report, any opportunities for lot creation in rural clusters can be facilitated in accordance with the secondary agricultural area lot creation policies of the Official Plan. As a result, rural cluster policies may no longer be necessary.

## 6.0 Summary

Based on the results of the rural residential growth analysis, changes to the rural area policies will need to be considered to help address rural residential growth needs identified in Puslinch, Erin, and Wellington North. While the Official Plan establishes a hierarchy to direct growth, staff anticipate that a combination of policy changes will be necessary to address the diversity that exists across these municipalities.

## 7.0 Next Steps

Planning Staff is open to discuss the results of the rural residential growth analysis with all member municipalities. Consultation with Puslinch, Erin, and Wellington North, is required to determine the appropriate composition of rural growth options to address identified need. Once municipal input is received, staff will report back to the Planning Committee, with a path forward to satisfy identified rural residential growth needs. Staff will also factor in the new Provincial Planning Statement.

## 8.0 Strategic Action Plan:

This report relates to the following objectives and priorities in the County's Strategic Action Plan:

- Making the best decisions for the betterment of the community
- To assist in solving the current housing crisis

## 9.0 Recommendation:

That the 2024 Rural Residential Growth Analysis report be received for information.

That Planning Staff be directed to consult with the Township of Puslinch, the Town of Erin and the Township of Wellington North to determine the appropriate approach to addressing rural growth needs in these municipalities.

That the County Clerk circulate this report to Member Municipalities for information.

Respectfully submitted,



Jameson Pickard, B.URPL, MCIP, RPP  
Senior Policy Planner

## 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	The Town has retained planning and engineering consultants to complete technical reports to support a severance application to create two lots and apply for an OPA and ZBA.
2	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 – 31

**Being a By-law to designate 48 Main Street under Part IV, Section 29 of the Ontario Heritage Act, as being of cultural heritage value or interest.**

**Whereas**, Section 29 of the *Ontario Heritage Act, 1990* (the "Act") authorizes the council of a municipality to enact by-laws to designate a property to be of cultural heritage value or interest;

**And Whereas**, the Council of The Corporation of the Town of Erin (the "Council") has consulted with the Town of Erin Heritage Committee, with respect to the designation of the property as being of cultural heritage value or interest;

**And Whereas**, the Council has caused notice of its intention to designate the property to be given in accordance with subsections 29(3), 29(4) and 29(4.1) of the *Act*;

**And Whereas**, the statement of cultural heritage value or interest and description of the heritage attributes in respect of the property are set out in Schedule "A" to this by-law;

**And Whereas**, no notice of objection to the proposed designation of the property has been served on the Town Clerk for The Corporation of the Town of Erin.

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

1. That the property at 48 Main Street (the "Property"), more particularly described in Schedule "B" to this by-law, is designated as being of cultural heritage value or interest for reasons set out in Schedule "A" to this by-law.
2. That a copy of this by-law be registered against the Property described in Schedule "B" to this by-law in the property Land Registry Office.
3. That a copy of this by-law be served upon the owner of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published in the newspaper having general circulation to The Corporation of the Town of Erin as required by the *Ontario Heritage Act, 1990*.
4. And that this By-law shall come into force and take effect upon the day of its passing, subject to the applicable provisions of the *Ontario Heritage Act, 1990*.

**Passed in open Council on April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**

## Schedule "A" to By-law 25-31

### Description

This property consists of a two-storey Italianate building constructed circa 1895.

### Statement of Cultural Heritage Value or Interest

**48 Main Street is a representative example of a building constructed in the Italianate style.** The two-storey red brick building follows a rectangular plan and has a flat roof with a decorative parapet consisting of an angled brick course topped by ornate sections of angled brick and headers with rhythmically placed square sections of regular brick framed and unadorned brick pilasters on corners which are features found on Italianate commercial buildings. 48 Main Street has rhythmically placed window openings of various sizes but predominantly rectangular openings with solid large rock faced lintels and sills. Typical of commercial buildings constructed in the Italianate architectural style, the north section of the façade has a formal recessed entrance with an asymmetrically placed rectangular door opening topped with large transom and sidelight beside the large storefront windows which are also topped with a transom and surrounded by wood panels. The decorative window and door surrounds and parapet detailing displayed on the façade is carried through to the south elevation where there is also a two-storey canted bay window with rockface lintels and sills.

**48 Main Street is directly associated with the historic commercial core in the Village of Erin.** The development of the commercial core in the mid-to-late 19th century played a significant role in the social and economic development and growth of the Village of Erin. The lot lines, layout, and built form of the historic core is consistent with typical 19th century rural commercial streetscape found throughout Ontario. An earlier frame building located on the site burned in 1894 and was replaced with the red brick building circa 1895 by Eliza and Frank Anderson.

The subject property was originally used for commercial purposes until 1920, when the building was converted into two separate residences. At this time the Leslie family lived in the south part of the building, and the Marshall Thompson family rented the north section. The building resumed its use for commercial activity beginning in the 1940s. 48 Main Street housed several important historic commercial businesses including A.J. Thompson's furniture and undertaker business, a hardware shop, a shoemaker shop, a tailor shop, Dr. Abbot's Dental Practice, Steel and Foster's General Store and as Nathan Dilman and Mr. Gorelik's General Store.

**48 Main Street is important in supporting and maintaining the late 19th century and early 20th century character of the commercial core in the historic Village of Erin.** The historic commercial core is distinguished by the uniformed setback of buildings which are predominantly constructed in the Italianate style. As the southernmost building on the west side of Main Street's commercial core, 48 Main Street helps define the historic streetwall associated with the commercial core. The streetscape is comprised of predominantly one- to two-and-a-half storey commercial buildings of primarily brick construction with narrow and uniformed setbacks along the street.

Furthermore, the stylistic similarities between several properties including red brick construction, flat rooflines, decorative brickwork, and formal and balanced entrances, strengthens their contribution to the historic character of the area. 48 Main Street contributes to the historic fabric of the area and exhibits setback, massing, and decorative details consistent with the historic commercial core and is part of the streetwall along Main Street between Charles Street and Church Boulevard.

### Description of Heritage Attributes

48 Main Street is a representative example of the Italianate style. The property contains the following heritage attributes that reflect this value:

- The two-storey building constructed in an Italianate architecture style
- Red brick construction that follows a rectangular plan
- Flat roof with a decorative parapet framed and unadorned brick pilasters on corners
- Rhythmically placed window openings of various sizes but predominantly rectangular openings with solid large rock faced lintels and sills



- Rectangular door openings and transom with solid large rock faced lintels
- A formal recessed entrance with an asymmetrically placed rectangular door opening topped with large transom and sidelight beside
- Large storefront windows which are topped with a transom and surrounded by wood panels
- A two-storey canted bay window with rockface lintels and sills

48 Main Street is directly associated with the historic commercial core in the Village of Erin. The property contains the following heritage attributes that reflect this value:

- The two-storey building constructed in an Italianate architecture style
- A formal recessed entrance with an asymmetrically placed rectangular door opening topped with large transom and sidelight beside
- Rectangular door openings and transom with solid large rock faced lintels and sills
- Large storefront windows which are topped with a transom and surrounded by wood panels
- Part of the streetwall along Main Street between Charles Street and Church Boulevard
- 48 Main Street is important in supporting and maintaining the late 19th century and early 20th century character of the commercial core in the historic Village of Erin. The property contains the following heritage attributes that reflect this value:
  - The two-storey building constructed in an Italianate architecture style
  - Overall massing, setback, and decorative details
  - Part of the streetwall along Main Street between Charles Street and Church Boulevard

**Schedule "B" to By-law 25-31**

Legal Description

PART LOT A SW/S MAIN STREET, UNREGISTERED PLAN 61 & 282, ERIN VILLAGE



THE CORPORATION OF THE TOWN OF ERIN

By-Law #25 – 32

**Being a By-law to designate 74 Main Street under Part IV, Section 29 of the Ontario Heritage Act, as being of cultural heritage value or interest.**

**Whereas**, Section 29 of the *Ontario Heritage Act, 1990* (the "Act") authorizes the council of a municipality to enact by-laws to designate a property to be of cultural heritage value or interest;

**And Whereas**, the Council of The Corporation of the Town of Erin (the "Council") has consulted with the Town of Erin Heritage Committee, with respect to the designation of the property as being of cultural heritage value or interest;

**And Whereas**, the Council has caused notice of its intention to designate the property to be given in accordance with subsections 29(3), 29(4) and 29(4.1) of the *Act*;

**And Whereas**, the statement of cultural heritage value or interest and description of the heritage attributes in respect of the property are set out in Schedule "A" to this by-law;

**And Whereas**, no notice of objection to the proposed designation of the property has been served on the Town Clerk for The Corporation of the Town of Erin.

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

1. That the property at 74 Main Street (the "Property"), more particularly described in Schedule "B" to this by-law, is designated as being of cultural heritage value or interest for reasons set out in Schedule "A" to this by-law.
2. That a copy of this by-law be registered against the Property described in Schedule "B" to this by-law in the property Land Registry Office.
3. That a copy of this by-law be served upon the owner of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published in the newspaper having general circulation to The Corporation of the Town of Erin as required by the *Ontario Heritage Act, 1990*.
4. And that this By-law shall come into force and take effect upon the day of its passing, subject to the applicable provisions of the *Ontario Heritage Act, 1990*.

**Passed in open Council on April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**

## Schedule "A" to By-law 25-32

### Description

The property consists of a two-storey Italianate building constructed between 1871-1895.

### Statement of Cultural Heritage Value or Interest

**74 Main Street is a representative example of the Italianate architecture style.** The two-storey brick building follows a rectangular plan with flat roof and ornate brick parapet which showcases a decorative band which consists of slightly raised buff brick organized to create a cross pattern topped by several courses of corbelled brick which are common features of commercial building constructed in the Italianate architectural style. The Italianate style often includes the use of dichromatic brickwork which is also expressed in the raised quoin and the decorative voussoirs comprised of alternating courses of buff and red brick which create an ornate hood mould on the rhythmically placed segmentally arched window openings on the upper storey of the façade. The symmetrical façade has a centrally placed and recessed storefront entryway with a single door topped by rectangular transom and flanked by large storefront window openings with wood panel surrounds which are common features of Italianate commercial buildings.

**74 Main Street is associated with the commercial core in the historic Village of Erin and Thomas Carberry.** The development of the commercial core in the mid-to-late 19th century played a significant role in the social and economic development and growth of the Village of Erin. The lot lines, layout, and built form of the historic core is consistent with typical 19th century rural commercial streetscapes found throughout Ontario. 74 Main Street was built as a commercial property between 1871 and 1895 for general store proprietor Thomas Carberry, who lived further up on Main Street at 162 Main Street.

**Thomas Carberry was born on January 10, 1832, in Toronto. He was married to Jane Graham (1835-1921) in 1857, and they had at least six children.** Thomas participated in both economic and civic matters in the Village of Erin. He was the town reeve in 1881 along with Dr. Henry Gear and J.J. Carroll and the operator of a general store at the subject property. Carberry later rented 74 Main Street to other business owners before selling the building in 1922. 74 Main Street was used predominately as a general store and a dry goods and grocery store before the building was subdivided in the 1940s into two separate buildings. 74 Main Street housed several important historic commercial businesses including Thomas Carberry's General Store, Ritchie & Ramesbottom's General Store, George Cook's grocery and dry goods store, and Larry Smiley's \$0.50 and \$1.00 store.

**74 Main Street is important in supporting and maintaining the late 19th century and early 20th century character of the commercial core in the historic Village of Erin.** The historic commercial core is distinguished by the uniformed setback of buildings which are predominantly constructed in the Italianate style. The streetscape is comprised of predominantly one- to two-and-a-half storey commercial buildings of primarily brick construction with narrow and uniformed setbacks along the street. Furthermore, the stylistic similarities between several properties including red brick construction, flat rooflines, decorative brickwork, and formal and balanced entrances, strengthens their contribution to the historic character of the area. 74 Main Street contributes to the historic fabric of the area and exhibits setback, massing, and decorative details consistent with the historic commercial core and is part of the streetwall along Main Street between Charles Street and Church Boulevard.

### Description of Heritage Attributes

74 Main Street is a representative example of the Italianate architecture style. The property contains the following heritage attributes that reflect this value:

- Two-storey building constructed in the Italianate architecture style
- Rectangular plan with flat roof
- Symmetrical façade

- Ornate brick parapet
- Dichromatic brickwork expressed in parapet, raised quoin and the decorative voussoirs
- Rhythmically placed segmentally arched window openings on the upper storey of the façade

**74 Main Street is associated with the commercial core in the historic Village of Erin and Thomas Carberry.** The property contains the following heritage attributes that reflect this value:

- Two-storey building constructed in the Italianate architecture style
- Overall massing, setback, and decorative details
- Centrally placed and recessed storefront entryway with a single door topped by rectangular transom and flanked by large storefront window openings with wood panel surrounds

**74 Main Street is important in supporting and maintaining the late 19th century and early 20th century character of the commercial core in the historic Village of Erin.** The property contains the following heritage attributes that reflect this value

- Two-storey building constructed in the Italianate architecture style
- Overall massing, setback, and decorative details
- Part of the streetwall along Main Street between Charles Street and Church Boulevard

**Schedule "B" to By-law 25-32**

Legal Description

PART LOT 9, UNREGISTERED PLAN 61 & 282, VILLAGE OF ERIN,



THE CORPORATION OF THE TOWN OF ERIN

By-Law #25 – 33

**Being a By-law to designate 76 Main Street under Part IV, Section 29 of the Ontario Heritage Act, as being of cultural heritage value or interest.**

**Whereas**, Section 29 of the *Ontario Heritage Act, 1990* (the "Act") authorizes the council of a municipality to enact by-laws to designate a property to be of cultural heritage value or interest;

**And Whereas**, the Council of The Corporation of the Town of Erin (the "Council") has consulted with the Town of Erin Heritage Committee, with respect to the designation of the property as being of cultural heritage value or interest;

**And Whereas**, the Council has caused notice of its intention to designate the property to be given in accordance with subsections 29(3), 29(4) and 29(4.1) of the *Act*;

**And Whereas**, the statement of cultural heritage value or interest and description of the heritage attributes in respect of the property are set out in Schedule "A" to this by-law;

**And Whereas**, no notice of objection to the proposed designation of the property has been served on the Town Clerk for The Corporation of the Town of Erin.

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

1. That the property at 76 Main Street (the "Property"), more particularly described in Schedule "B" to this by-law, is designated as being of cultural heritage value or interest for reasons set out in Schedule "A" to this by-law.
2. That a copy of this by-law be registered against the Property described in Schedule "B" to this by-law in the property Land Registry Office.
3. That a copy of this by-law be served upon the owner of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published in the newspaper having general circulation to The Corporation of the Town of Erin as required by the *Ontario Heritage Act, 1990*.
4. And that that this By-law shall come into force and take effect upon the day of its passing, subject to the applicable provisions of the *Ontario Heritage Act, 1990*.

**Passed in open Council on April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**

## Schedule "A" to By-law 25-33

### Description

The property consists of a two-storey Italianate building constructed between 1871-1895.

### Statement of Cultural Heritage Value or Interest

**76 Main Street is a representative example of the Italianate architecture style.** The two-storey brick building follows a rectangular plan with flat roof and ornate brick parapet which showcases a decorative band which consists of slightly raised buff brick organized to create a cross pattern topped by several courses of corbelled brick which are common features of commercial building constructed in the Italianate architectural style. The Italianate style often includes the use of dichromatic brickwork which is also expressed in the raised quoin and the decorative voussoirs comprised of alternating courses of buff and red brick which create an ornate hood mould on the segmentally arched window openings on the upper storey of the façade. There is wood banding flanked by large wood bracket located above the modern storefront cladding and asymmetrical placed entryway with a single door which are common features of Italianate commercial buildings.

**76 Main Street is associated with the commercial core in the historic Village of Erin, Thomas Carberry, and the Steen family.** The development of the commercial core in the mid-to-late 19th century played a significant role in the social and economic development and growth of the Village of Erin.

The lot lines, layout, and built form of the historic core is consistent with typical 19th century rural commercial streetscapes found throughout Ontario. 76 Main Street was built as a commercial property between 1871 and 1895 for general store proprietor Thomas Carberry, who lived further up on Main Street at 162 Main Street. Thomas Carberry was born on January 10, 1832, in Toronto. He was married to Jane Graham (1835-1921) in 1857, and they had at least six children. Thomas participated in both economic and civic matters in the Village of Erin. He was the town reeve in 1881 along with Dr. Henry Gear and J.J. Carroll and as the operator of a general store at the subject property. Carberry later rented 76 Main Street to other business owners before selling the building in 1922. The building was subdivided in the 1940s into two separate buildings at which time 76 Main Street was purchased by Fredrick Steen.

Frederick Waldie "Fred" Steen was born on August 15, 1912, in Toronto Township, Peel County, Ontario. Fred Steen was the founder of Steen's Dairy, which was one of the few privately owned dairies in southern Ontario and the only privately owned dairy in Wellington County. Fred Steen established Steen's Dairy in 1944 as a single man operation, delivering milk door-to-door in Erin, Hillsburgh, Belfountain, and Ballinafad.

The Steen's operated a dairy bar at 76 Main Street that sold milkshakes, ice cream, and other treats, and purchased Maple Leaf Dairy in 1960 in order to expand their operation. The Steen family remained the owners of the subject property, which continued to be operated as Steen's Dairy, until September 30, 2014. 76 Main Street housed several important historic commercial businesses including Thomas Carberry's General Store, Ritchie & Ramesbottom's General Store, George Cook's grocery and dry goods store, and Steen's Dairy.

76 Main Street is important in supporting and maintaining the late 19th century and early 20th century character of the commercial core in the historic Village of Erin. The historic commercial core is distinguished by the uniformed setback of buildings which are predominantly constructed in the Italianate style. The streetscape is comprised of predominantly one- to two-and-a-half storey commercial buildings of primarily brick construction with narrow and uniformed setbacks along the street. Furthermore, the stylistic similarities between several properties including red brick construction, flat rooflines, decorative brickwork, and formal and balanced entrances, strengthens their contribution to the historic character of the area. 76 Main Street contributes to the historic fabric of the area and exhibits setback, massing, and decorative details consistent with the historic commercial core and is part of the streetwall along Main Street between Charles Street and Church Boulevard.



### **Description of Heritage Attributes**

**76 Main Street is a representative example of the Italianate architecture style.** The property contains the following heritage attributes that reflect this value:

- Two-storey building constructed in the Italianate architecture style
- Rectangular plan with flat roof
- Ornate brick parapet
- Dichromatic brickwork expressed in parapet, raised quoin and the decorative voussoirs
- Segmentally arched window opening on the upper storey of the façade
- Wood banding flanked by large wood bracket

**76 Main Street is associated with the commercial core in the historic Village of Erin, Thomas Carberry and the Steen family.** The property contains the following heritage attributes that reflect this value:

- Two-storey building constructed in the Italianate architecture style
- Overall massing, setback, and decorative details

**76 Main Street is important in supporting and maintaining the late 19th century and early 20th century character of the commercial core in the historic Village of Erin.**

The property contains the following heritage attributes that reflect this value:

- Two-storey building constructed in the Italianate architecture style
- Overall massing, setback, and decorative details
- Part of the streetwall along Main Street between Charles Street and Church Boulevard

**Schedule "B" to By-law 25-33**

Legal Description

PART LOT 9, UNREGISTERED PLAN 61 & 282, VILLAGE OF ERIN



THE CORPORATION OF THE TOWN OF ERIN

By-Law #25 – 34

**Being a By-law to designate 174 Main Street under Part IV, Section 29 of the Ontario Heritage Act, as being of cultural heritage value or interest.**

**Whereas**, Section 29 of the *Ontario Heritage Act, 1990* (the "Act") authorizes the council of a municipality to enact by-laws to designate a property to be of cultural heritage value or interest;

**And Whereas**, the Council of The Corporation of the Town of Erin (the "Council") has consulted with the Town of Erin Heritage Committee, with respect to the designation of the property as being of cultural heritage value or interest;

**And Whereas**, the Council has caused notice of its intention to designate the property to be given in accordance with subsections 29(3), 29(4) and 29(4.1) of the *Act*;

**And Whereas**, the statement of cultural heritage value or interest and description of the heritage attributes in respect of the property are set out in Schedule "A" to this by-law;

**And Whereas**, no notice of objection to the proposed designation of the property has been served on the Town Clerk for The Corporation of the Town of Erin.

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

1. That the property at 174 Main Street (the "Property"), more particularly described in Schedule "B" to this by-law, is designated as being of cultural heritage value or interest for reasons set out in Schedule "A" to this by-law.
2. That a copy of this by-law be registered against the Property described in Schedule "B" to this by-law in the property Land Registry Office.
3. That a copy of this by-law be served upon the owner of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published in the newspaper having general circulation to The Corporation of the Town of Erin as required by the *Ontario Heritage Act, 1990*.
4. And that this By-law shall come into force and take effect upon the day of its passing, subject to the applicable provisions of the *Ontario Heritage Act, 1990*.

**Passed in open Council on April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**

## Schedule "A" to By-law 25-34

### Description

The property consists of a two-storey Italianate building constructed circa 1891.

### Statement of Cultural Heritage Value or Interest

**174 Main Street is a representative example of a building constructed in the Italianate architectural style.** The two-storey building follows a rectangular plan with a truncated hip roof which showcase wide overhanging eaves adorned with rhythmically placed paired wood ornamental brackets which are key features associated with the Italianate architectural style. The symmetrical and balanced façade with rhythmically placed door openings and large segmentally arched window openings surrounded by a tooled keystone and stone blocks create a decorative hood mould effect contrasting the red brick construction which is a characteristic of the Italianate architectural style.

**174 Main Street is directly associated with the historic Village of Erin and John Sibley.** 174 Main Street is located within the historic core of the Village of Erin. The development of the historic core in the 19th and early 20th century played a significant role in the social and economic development of the Village of Erin. The lot lines, layout, and built form of the historic core is consistent with typical 19th century rural communities found throughout Ontario. 174 Main Street has direct association with John C. Sibley. John Corbett Sibley was born in September 1839, in Wyoming, New York, and married Mary McLachlan (1844-1893) on February 15, 1869, in Wellington, Ontario. As early as 1871, John Sibley worked as a carriage maker in the historic Village of Erin. In 1884 John Sibley is noted as being one of three carriage makers serving the Village of Erin. John C. Sibley died on October 20, 1894, in Wellington and is buried in Erin Cemetery.

**174 Main Street is important in supporting and maintaining the late 19th and early 20th century character of the historic Village of Erin.** The residential portions, extending from the commercial core and into several side streets, were developed at the same time as the commercial core and supports the legibility and character of the historic village core. Located on or just off Main Street, the residential buildings are comprised of predominantly one to two-and-a-half storey residences, primarily brick construction, with modest setbacks. 174 Main Street exhibits setback, massing, style, decorative details consistent with the character of the historic Village of Erin.

### Description of Heritage Attributes

**174 Main Street is a representative example of a building constructed in the Italianate architectural style.** The property contains the following heritage attributes that reflect this value:

- Two-storey Italianate building
- Red brick construction
- Truncated hip-roof
- Rectangular plan
- Wide overhanging eaves with rhythmically placed paired wood ornamental brackets
- Rhythmically placed segmentally arched window and door openings surrounded by a tooled keystone and large stone blocks creating a decorative hood mould effect and stone sills

**174 Main Street is directly associated with the historic core in the Village of Erin and John Sibley.** The property contains the following heritage attributes that reflect this value:

- Two storey Italianate building
- Overall massing, setback, and decorative details

**174 Main Street is important in supporting and maintaining the late 19th and early 20th century character of the historic Village of Erin.** The property contains the following heritage attributes that reflect this value.

- Two-storey Italianate building
- Overall massing, setback, and decorative details
- Location on the corner of Main Street and Centre Street

**Schedule "B" to By-law 25-34**

Legal Description

LOT 7, PLAN 167, TOWN OF ERIN



THE CORPORATION OF THE TOWN OF ERIN

By-Law #25 – 35

**Being a By-law to designate 180 Main Street under Part IV, Section 29 of the Ontario Heritage Act, as being of cultural heritage value or interest.**

**Whereas**, Section 29 of the *Ontario Heritage Act, 1990* (the "Act") authorizes the council of a municipality to enact by-laws to designate a property to be of cultural heritage value or interest;

**And Whereas**, the Council of The Corporation of the Town of Erin (the "Council") has consulted with the Town of Erin Heritage Committee, with respect to the designation of the property as being of cultural heritage value or interest;

**And Whereas**, the Council has caused notice of its intention to designate the property to be given in accordance with subsections 29(3), 29(4) and 29(4.1) of the *Act*;

**And Whereas**, the statement of cultural heritage value or interest and description of the heritage attributes in respect of the property are set out in Schedule "A" to this by-law;

**And Whereas**, no notice of objection to the proposed designation of the property has been served on the Town Clerk for The Corporation of the Town of Erin.

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

1. That the property at 180 Main Street (the "Property"), more particularly described in Schedule "B" to this by-law, is designated as being of cultural heritage value or interest for reasons set out in Schedule "A" to this by-law.
2. That a copy of this by-law be registered against the Property described in Schedule "B" to this by-law in the property Land Registry Office.
3. That a copy of this by-law be served upon the owner of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published in the newspaper having general circulation to The Corporation of the Town of Erin as required by the *Ontario Heritage Act, 1990*.
4. And that this By-law shall come into force and take effect upon the day of its passing, subject to the applicable provisions of the *Ontario Heritage Act, 1990*.

**Passed in open Council on April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**

## Schedule "A" to By-law 25-35

### Description

The property consists of a two-storey Gothic Revival building constructed between 1877 and 1891.

### Statement of Cultural Heritage Value or Interest

**180 Main Street is a representative example of a building constructed in the Gothic Revival architectural style.** The two-storey, L-shaped building, with cross-gable roof has large gable ends, a prominent front gable, and smaller steeply pitched front gable peak, which is typical of Gothic Revival buildings. The expression of dichromatic design through the ornamental brickwork is conveyed in the diamond motifs found in the gable peaks, the design patterns on the bay window, and the painted quoins, which are all representative of Gothic Revival design.

The segmentally arched window openings, including the paired openings in the front gable, have ornate voussoirs creating a hood mould effect, which is accentuated by the painted brickwork which showcase the Italianate influences on the Gothic design. The one-storey porch with segmentally arched door opening and decorative surrounds located on the asymmetrical but balanced façade are representative of the Gothic Revival architecture style.

**180 Main Street is associated with the historic Village of Erin. 180 Main Street is located within the historic core of the Village of Erin.** The development of the historic core in the 19th and early 20th century played a significant role in the social and economic development of the Village of Erin. The lot lines, layout, and built form of the historic core is consistent with typical 19th century rural communities found throughout Ontario.

**180 Main Street is important in supporting and maintaining the late 19th and early 20th century character of the historic Village of Erin.** The residential portions, extending from the commercial core and into several side streets, were developed at the same time as the commercial core and supports the legibility and character of the historic village. Located on, or just off, Main Street, the residential buildings are comprised of predominantly one to two-and-a-half storey residences, primarily brick construction, with modest setbacks. 180 Main Street exhibits setback, massing, style, decorative details consistent with the character of the historic Village of Erin.

**180 Main Street is visually linked to the adjacent building to the south (178 Main Street).** The buildings located at 178 and 180 Main Street are mirror images of each other and share the same orientation, massing, height, setback and decorative detailing.

### Description of Heritage Attributes

**180 Main Street is a representative example of a building constructed in the Gothic Revival architectural style.** The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival building
- L-shaped plan
- Red brick construction
- Asymmetrical but balanced façade with central entranceway
- Cross gable roof with end gables and two front gable peaks
- Segmentally arched window and door openings with brick hood moulds
- One-storey bay window
- Decorative brick detailing (painted white) including diamond motif on gables, quoins, and design on bay-window

**180 Main Street is associated with the historic Village of Erin.** The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival building
- Overall massing, setback, and decorative details



**180 Main Street is important in supporting the 19th century character of Main Street in the historic Village of Erin.** The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival building
- Overall massing, setback, and decorative details
- Location on Main Street

**180 Main Street is visually linked to the adjacent building to the south (178 Main Street).** The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival building
- Overall massing, setback, and decorative details
- Location on Main Street

**Schedule "B" to By-law 25-35**

Legal Description

LOT 10, PLAN 167, TOWN OF ERIN



THE CORPORATION OF THE TOWN OF ERIN

By-Law #25 – 36

**Being a By-law to designate 182 Main Street under Part IV, Section 29 of the Ontario Heritage Act, as being of cultural heritage value or interest.**

**Whereas**, Section 29 of the *Ontario Heritage Act, 1990* (the "Act") authorizes the council of a municipality to enact by-laws to designate a property to be of cultural heritage value or interest;

**And Whereas**, the Council of The Corporation of the Town of Erin (the "Council") has consulted with the Town of Erin Heritage Committee, with respect to the designation of the property as being of cultural heritage value or interest;

**And Whereas**, the Council has caused notice of its intention to designate the property to be given in accordance with subsections 29(3), 29(4) and 29(4.1) of the *Act*;

**And Whereas**, the statement of cultural heritage value or interest and description of the heritage attributes in respect of the property are set out in Schedule "A" to this by-law;

**And Whereas**, no notice of objection to the proposed designation of the property has been served on the Town Clerk for The Corporation of the Town of Erin.

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

1. That the property at 182 Main Street (the "Property"), more particularly described in Schedule "B" to this by-law, is designated as being of cultural heritage value or interest for reasons set out in Schedule "A" to this by-law.
2. That a copy of this by-law be registered against the Property described in Schedule "B" to this by-law in the property Land Registry Office.
3. That a copy of this by-law be served upon the owner of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published in the newspaper having general circulation to The Corporation of the Town of Erin as required by the *Ontario Heritage Act, 1990*.
4. And that this By-law shall come into force and take effect upon the day of its passing, subject to the applicable provisions of the *Ontario Heritage Act, 1990*.

**Passed in open Council on April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**

## Schedule "A" to By-law 25-36

### Description

The property consists of a two-storey Italianate building constructed between 1891 and 1899.

### Statement of Cultural Heritage Value or Interest

**182 Main Street is a representative example of the Italianate architectural style.** The two-storey brick building follows a rectangular plan with a truncated hip roof with wide overhanging eaves, decorative cornice with moulded frieze board and rhythmically placed ornamental paired wood brackets which are key features associated with Italianate architecture.

All windows have segmentally arched openings topped by a rock faced arch with a pronounced keystone which creates a decorative hood mould effect. The symmetrical façade showcases the off-centre entranceway with rectangular door opening and transom and one-storey open front porch adorned with brackets and supported by wooden post which are all representative elements of the Italianate architectural style.

**182 Main Street is directly associated with the historic Village of Erin. 182 Main Street is located within the historic Village of Erin.** The development of the historic core in the 19th and early 20th century played a significant role in the social and economic development of the Village of Erin. The lot lines, layout, and built form of the historic core is consistent with typical 19th century rural communities found throughout Ontario.

**182 Main Street is important in supporting and maintaining the late 19th and early 20th century character of the historic Village of Erin.** The residential portions, extending from the commercial core and into several side streets, were developed at the same time as the commercial core and supports the legibility and character of the historic village core. Located on or just off Main Street, the residential buildings are comprised of predominantly one to two-and-a-half storey residences, primarily brick construction, with modest setbacks. 182 Main Street exhibits setback, massing, style, decorative details consistent with the character of the historic Village of Erin.

### Description of Heritage Attributes

**182 Main Street is a representative example of the Italianate architectural style.** The property contains the following heritage attributes that reflect this value:

- Two-storey building constructed in the Italianate architecture style
- Red brick construction
- Rectangular plan
- Truncated hip roof with wide overhanging eaves, decorative cornice with moulded frieze board and rhythmically placed ornamental paired wood brackets
- Segmentally arched window openings topped by a rock faced arch with a pronounced keystone which creates a decorative hood mould effect
- Symmetrical façade with off-centre entranceway with rectangular door opening and transom
- One-storey open front porch with brackets supported by wooden posts

**182 Main Street is directly associated with the historic core in the Village of Erin.** The property contains the following heritage attributes that reflect this value:

- Two-storey Italianate residence
- Overall massing, setback, and decorative details

**182 Main Street is important in supporting and maintaining the late 19th and early 20th century character of the historic Village of Erin.** The property contains the following heritage attributes that reflect this value:

- Two-storey Italianate residence
- Overall massing, setback, and decorative details
- Location on Main Street

**Schedule "B" to By-law 25-36**

Legal Description

LOT 11 PLAN 167, TOWN OF ERIN



THE CORPORATION OF THE TOWN OF ERIN

By-Law #25 – 37

**Being a By-law to designate 192 Main Street under Part IV, Section 29 of the Ontario Heritage Act, as being of cultural heritage value or interest.**

**Whereas**, Section 29 of the *Ontario Heritage Act, 1990* (the "Act") authorizes the council of a municipality to enact by-laws to designate a property to be of cultural heritage value or interest;

**And Whereas**, the Council of The Corporation of the Town of Erin (the "Council") has consulted with the Town of Erin Heritage Committee, with respect to the designation of the property as being of cultural heritage value or interest;

**And Whereas**, the Council has caused notice of its intention to designate the property to be given in accordance with subsections 29(3), 29(4) and 29(4.1) of the *Act*;

**And Whereas**, the statement of cultural heritage value or interest and description of the heritage attributes in respect of the property are set out in Schedule "A" to this by-law;

**And Whereas**, no notice of objection to the proposed designation of the property has been served on the Town Clerk for The Corporation of the Town of Erin.

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

1. That the property at 192 Main Street (the "Property"), more particularly described in Schedule "B" to this by-law, is designated as being of cultural heritage value or interest for reasons set out in Schedule "A" to this by-law.
2. That a copy of this by-law be registered against the Property described in Schedule "B" to this by-law in the property Land Registry Office.
3. That a copy of this by-law be served upon the owner of the Property and upon the Ontario Heritage Trust, and to cause notice of this by-law to be published in the newspaper having general circulation to The Corporation of the Town of Erin as required by the *Ontario Heritage Act, 1990*.
4. And that this By-law shall come into force and take effect upon the day of its passing, subject to the applicable provisions of the *Ontario Heritage Act, 1990*.

**Passed in open Council on April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**

## Schedule "A" to By-law 25-37

### Description

The property consists of a two-storey, limestone Gothic Revival building constructed between 1902 and 1907.

### Statement of Cultural Heritage Value or Interest

**192 Main Street is a representative example of the Gothic Revival architectural style and a rare example in the historic Village of Erin of a residential building constructed with limestone.** The two-storey building follows a L-shaped plan with cross gable roof line that has a large front gable and steep central gable peak adorned with overhanging eaves and ornamental bargeboard which is typical of Gothic Revival buildings.

The limestone exterior is heavily mortared with raised tuckpointing to create a random ashlar appearance and showcases raised quoins. The use of limestone material is rare in the historic village as most buildings are constructed with brick. The building includes segmentally arched and rectangular window openings which are all framed by limestone reveal quoining and adorned with a single, rusticated, carved stone detail or by a raised keystone with stringers, both of which create a hood mould effect. A pair of narrow windows with segmentally arched openings with rusticated raised keystone with stringers that create a hood mould are also present on the façade and reflect the Italianate architectural influence. The asymmetrical but balanced façade includes a centered entryway opening topped by a rectangular transom and one-storey porch consists of an architrave supported by square wood columns which sit on masonry piers which are all representative of the Gothic Revival style.

**192 Main Street is directly associated with the historic core in the Village of Erin.**

The development of the historic core in the 19th and early 20th century played a significant role in the social and economic development of the Village of Erin. The lot lines, layout, and built form of the historic core is consistent with typical 19th century rural communities found throughout Ontario.

**192 Main Street is important in supporting and maintaining the late 19th and early 20th century character of the historic Village of Erin.** The residential portions, extending from the commercial core and into several side streets, were developed at the same time as the commercial core and supports the legibility and character of the historic village core. Located on or just off Main Street, the residential buildings are comprised of predominantly one to two-and-a-half storey residences, primarily brick construction, with modest setbacks. 192 Main Street exhibits setback, massing, style, decorative details consistent with the character of the historic Village of Erin.

### Description of Heritage Attributes

**192 Main Street is a representative example of the Gothic Revival architectural style and a rare example in the historic Village of Erin of a residential building constructed with limestone.** The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival residence
- Asymmetrical but balanced façade
- L-shaped plan
- Limestone envelope with raised tuckpointing and raised quoins
- Cross gable roof with front and side gables and steep central gable peak
- Ornate bargeboard on gables
- Segmentally arched and rectangular window openings with decorative lintels, limestone reveal quoining and stone sills
- Paired narrow windows with segmentally arched openings with rusticated raised keystone with stringers that create a hood mould
- Central entranceway with rectangular transom
- One-storey open front porch supported by wood posts on masonry piers



**192 Main Street is directly associated with the historic core in the Village of Erin.**

The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival residence
- Overall massing, setback, and decorative details

**192 Main Street is important in supporting and maintaining the late 19th and early 20th century character of the historic Village of Erin.**

The property contains the following heritage attributes that reflect this value:

- Two-storey Gothic Revival residence
- Overall massing, setback, and decorative details
- Location on Main Street

**Schedule "B" to By-law 25-37**

Legal Description

LOT 16 PLAN 167, TOWN OF ERIN



**THE CORPORATION OF THE TOWN OF ERIN**

**By-Law # 25 – 38**

**A By-law to confirm the proceedings of Council at its Regular Meeting held April 10, 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 **April 10, 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 **April 10, 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 April 10, 2025.**

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**Mayor, Michael Dehn**

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**Town Clerk, Nina Lecic**