



Committee of Adjustment Minutes August 5, 2026 – 9:00 AM

Present: Earl Hawkins, Chair
Patricia Clark
Andrew Cunningham
Kim Lyon
Tracey Atkinson – CAO/Planner
Roseann Knechtel – Clerk/Planning Coordinator

Regrets: Janet Horner

1.0 Call To Order

The Chair called the meeting to order at 9:01 a.m.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3.0 Approval of the Agenda

Moved by Clark and Seconded by Lyon

That the agenda be approved.

Carried.

4.0 Minutes of the Previous Meeting

Moved by Lyon and Seconded by Clark

That the minutes of May 5, 2026 are approved.

Carried.

5.0 Disclosure Of Pecuniary Interests - None

6.0 Applications

6.1 B02-2026

Planner Tracey Atkinson provided an overview of the application, describing the purpose of the boundary adjustment and the draft conditions of consent.

The Applicant was in attendance.

There were no comments from the public.

The Committee discussed the payment of parkland dedication and the location of the new lot line.

Moved by Lyon and Seconded by Cunningham

That Application No. B02-2026 submitted by Christopher Sexton for a boundary adjustment between 798248 3rd Line (R# 5-05950) and CON 3E PT LOT 25 PLAN 87 LTS 7,8 PT LOTS 4,5,6 STREET BLK B & RES DESC INC RP7R4988 PARTS 1,4,6,10,19,21,23 (R#5-06000) be approved subject to the following:

- That the consent applies to a boundary adjustment of approximately 4.73 ha (11.7 acres) when rounded to two decimal places from CON 3E PT LOT 25 PLAN 87 LTS 7,8 PT LOTS 4,5,6 STREET BLK B & RES DESC INC RP7R4988 PARTS 1,4,6,10,19,21,23 (R# 5-06000) to CON 3 E E PT LOT 25 RP 7R1433 PART 1 798248 3RD LINE MULMUR (798248 3rd Line E / R# 5-05950).
- All costs pertaining to this application, survey expenses and all others applicable shall be borne by the applicant. All legal costs, engineering peer reviews, and consultant fees be paid, including a 10% administration fee, as per the Township's Tariff of Fees By-law. Where the costs are unknown at the time of issuance of a Certificate of Official, a deposit shall be required in the amount of \$2,000
- The deed for the subject severance must be presented to the Secretary Treasurer prior to two years after the date of decision; being August 5, 2028 less two weeks for processing for review and approval.
- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- Two paper copies of the registered plan of survey and one pdf copy. The copy of the draft R-plan shall be circulated to the Township for review prior to registration.
- One digital autocadd (.dwg) drawing be provided, including documentation (such as email confirmation) from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies of the R-plan.
- The severed parcel shall be subject to Section 50(3) of the Planning Act, as applicable.
- The solicitor for the owner of the lot to which the severed parcel is to be added shall provide an undertaking to make an application for consolidation within thirty days following registration of the deed for the resulting enlarged parcel, and to provide the Township with documentation which demonstrates that the consolidation has taken place.
- That the survey for the parcels reflects the approved configuration and is within +/- 10%, of the approved area/dimensions, when rounded to two decimal places.
- The solicitor for the owner shall provide an Acknowledgement and Direction, with the draft transfer in preparation attached, for signature by the signing officers for the municipality, including authorization to permit electronic registration of the transfer.

The solicitor shall prepare an undertaking to transfer said road widening to the Township within 30 days of the completion

- Road Widening: The applicant shall, at his/her own expense, convey to the Municipality a road widening being 3.05 m, along the frontage of 3rd Line EHS, fronting the properties of Roll# 5-06000 and Roll# 5-05950, to meet the requirements of the Township for road widening as well as any land between the travelled road and the municipal road allowance. Surveys are to be submitted to the Municipality, for review and approval, prior to registration. Deeds are to be submitted to the Municipality, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances and the Municipality has a good and marketable title. A copy of the plan of survey depicting the widening shall be provided to the Municipality for their records. The Municipality shall be consulted prior to commencing a survey to determine the amount of road widening required. All diseased and dead trees and fences shall be relocated to the satisfaction of the Director of Infrastructure.
- Conveyance of any road widening required by the County of Dufferin
- The registered owner shall obtain, from the Municipality or County of Dufferin, any required entrance approvals.
- An emergency number shall be installed at each entrance of a retained lot as per County Regulations, to the satisfaction of the County of Dufferin.
- That a permit shall be acquired from the Niagara Escarpment Commission if required.
- Parkland: Cash in lieu of parkland shall be paid in accordance with the Parkland Dedication By-law in effect at the time of the payment.
- Taxes: Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the stamping of the deeds.

Carried.

6.2 B03-2026

Planner Tracey Atkinson provided an overview of the application, describing the purpose of the severance and the draft conditions of consent.

The Applicant was in attendance.

There were no comments from the public.

The Committee did not have any comments.

Moved by Cunningham and Seconded by Lyon

That Application No. B03-2026 submitted by Tupling Farms Inc. for a lot creation from 596317 2nd Line West / (R# 3-21700) be approved subject to the following:

- That the lot creation applies to the creation of a lot having a maximum area of 0.50 ha (1.24 acres) when rounded to two decimal places. That the survey for the parcels reflects the approved configuration and is within +/- 5%, of the approved area/dimensions, when rounded to two decimal places.
- All costs pertaining to this application, survey expenses and all others applicable shall be borne by the applicant. All legal costs, engineering peer reviews, and consultant fees be paid, including a 10% administration fee, as per the Township's Tariff of Fees By-law. Where the costs are unknown at the time of issuance of a Certificate of Official, a deposit shall be required in the amount of \$2,000.
- The deed for the subject severance must be presented to the Secretary-Treasurer prior to two years after the date of decision; being August 5, 2028 less two weeks for processing for review and approval.
- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- Two paper copies of the registered plan of survey and one pdf copy. The copy of the draft R-plan shall be circulated to the Township for review prior to registration.
- One digital autocadd (.dwg) drawing be provided, including documentation (such as email confirmation) from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies of the R-plan.
- That the applicant undertake a Township Zoning By-law Amendment, to re-zone the severed lands to the Rural Residential (RR) zone and restrict residential uses on the remnant (retained) agricultural lands by re-zoning the retained lands to Agricultural Exception One (A-1).
- Road Widening: The applicant shall, at their own expense, convey to the Municipality a road widening being 3.05 m, along the frontage of 2nd Line West and 5 Sideroad, on both the severed and retained lands, to meet the requirements of the Township for road widening. Surveys are to be submitted to the Municipality for review and approval, prior to registration. Deeds are to be submitted to the Municipality, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances and the Municipality has a good and marketable title. A copy of the plan of survey depicting the widening shall be provided to the Municipality for their records. The Municipality shall be consulted prior to commencing a survey to determine the amount of road widening required.
- All diseased and dead trees and fences shall be relocated to the satisfaction of the Director of Infrastructure.
- The solicitor for the owner shall provide an Acknowledgement and Direction, with the draft transfer in preparation attached, for signature by the signing officers for the municipality, including authorization to permit electronic registration of the transfer. The solicitor shall prepare an undertaking to transfer said road widening to the Township within 30 days of the completion.
- PARKLAND: Cash in lieu of parkland shall be paid in accordance with the Parkland Dedication By-law in effect at the time of the payment.
- TAXES: Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the stamping of the deeds.

Carried.

7.0 Adjournment

Moved by Lyon and Seconded by Clark

That the Committee adjourns the meeting at 9:27 a.m. to meet again at the call of the Chair.

Carried.

Chair

Secretary