



## **Committee of Adjustment Minutes September 3, 2025 – 2:00 PM**

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

### **1.0 Call To Order**

The Chair called the meeting to order at 2:02 p.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 Lyon and Seconded by Clark**

That the agenda be approved.

**Carried.**

### **4.0 Minutes of the Previous Meeting**

**Moved by Clark and Seconded by Lyon**

That the minutes of June 4, 2025 are approved.

**Carried.**

### **5.0 Disclosure Of Pecuniary Interests**

Member Andrew Cunningham declared pecuniary interest to item 6.1 B03-2025 KOTYCK and left the room at 2:04 p.m.

### **6.0 Applications**

#### **6.1 B03-2025 KOTYCK**

Planner Tracey Atkinson presented the application of easement and draft conditions for consideration.

The Applicant Natalie Kotyck was in attendance and had no comments. Dave Ritchie, property owner, stated the proposed easement was surveyed but never registered.

### **Moved by Hawkins and Seconded by Clark**

That Application No. B03-2025 submitted by Natalie Kotyck for an easement to provide access to 678178 Centre Road (R#6-04100) over 678126 Centre Road (R#6-04000) be approved subject to the following:

- That the easement applies to an approximate 0.19 ha (0.46 acres) located along the north lot line of Roll#6-04000 and extending south to the benefiting property.
- That the language of the new easement is to the Township solicitor's satisfaction.
- That the 1966 easement of approximately 0.06 ha (0.15 acres) be retired to the satisfaction of the Township.
- 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 September 3, 2027 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 survey for the parcels reflects the approved configuration and is within +/- 5%, of the approved area/dimensions, when rounded to two decimal places.
- Road Widening: The applicant shall, at his/her own expense, convey to the Municipality sufficient lands, being a road widening of 3.05 m, along the frontage of Centre Road, fronting the applicant's property to meet the requirements of the Township for road widening as well as any land between the travelled road and the municipal road allowance, and in addition, any

bulged sections. 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 livestock fences shall be relocated to the satisfaction of the Director of Infrastructure.

- The registered owner shall obtain, from the Municipality, any required entrance approvals.
- An emergency number be installed at each entrance of a retained lot as per County Regulations.
- 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.
- NEC: That the language of the new easement is to the satisfaction of the Niagara Escarpment Commission.

**Carried.**

## **7.0 Adjournment**

**Moved by Lyon and Seconded by Hawkins**

That the Committee adjourns the meeting at 2:24 p.m. to meet again at the call of the Chair.

**Carried.**

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Chair

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Secretary