

Committee of Adjustment Meeting Minutes

The Committee of Adjustment met in person in the Council Chambers on October 8, 2025 at 3:00 p.m.

Those in attendance were:

Chair: Chuck Arrand

Member: Marc Royal

Member: Ken Walker

Member: Gord Zeggil

Councillor: None

Regrets: Councillor Robert McArthur

Staff: Secretary Treasurer, Colin Ens Funk
Deputy Secretary Treasurer, Lori Kennedy
Community Planner, Nick Ainley
Manager of Planning, Rossalyn Workman
Director of Planning, Derek Abbotts

1. Call to Order

The Chairman called the meeting to order at 3:02 pm.

2. Minutes

3.1 Minutes of the Committee of Adjustment meeting held on September 10, 2025.

Resolution:

Moved by Marc Royal, Seconded by Ken Walker, Be It Resolved That the Committee of Adjustment hereby approve the minutes dated September 10, 2025, as presented. Motion Carried.

3. Disclosure of Disqualifying Interest and General Nature Thereof

None.

4. Applications

4.1 Minor Variance File 25-A16 – 4198 County Road 124 (Bernard)

Emily Bernard, representative for the file and owner of the property, was available to answer questions.

Resolution:

Moved by Marc Royal, Seconded by Ken Walker, Be it resolved, that the Committee of Adjustment of the Township of Clearview hereby: Approves minor variance 25-A16 pertaining to lands at 4198 County Road 124 on the basis that it meets the prescribed tests in accordance with the Planning Act, subject to the following condition:

1. That notwithstanding Sections 2.6.1 .1, .2, .6, and 3.8.2 f), i), k), the detached accessory building shall otherwise comply with all other applicable provisions of the Zoning By-law;

And further, that minor variance 25-A16 be subject to the following term:

1. That reduced setbacks, increased height, and increased Gross Floor Area shall only apply to the detached accessory building as shown in sketches submitted by Emily Bernard, Bernard Design & Build, dated August 15, 2025, as shown in appendix C and D of this report.

Motion Carried.

4.2 Minor Variance File 25-A17 – 2076 Concession 6 (Jaczeko)

Lloyd Hunt, representative for the file was available to answer questions.

Resolution:

Moved by Gord Zeggil, Seconded by Marc Royal, Be it resolved, that the Committee of Adjustment of the Township of Clearview hereby: Approves minor variance 25-A17 pertaining to property located at 2076 Concession 8 on the basis that it meets the prescribed tests in accordance with the Planning Act, subject to the following conditions:

1. That notwithstanding Section 2.1 and 3.8.2 a), the lot shall otherwise comply with all other applicable provisions of the Zoning By-law;
2. That a Lot Grading and Drainage Plan be submitted, to the satisfaction of the Township; and
3. That a permit be obtained from the Nottawasaga Valley Conservation Authority.

Motion Carried.

4.3 Consent File 25-B10 – 7082 36/37 Sideroad (McEachern)

Ryan Brown and Kate Ratchford, representatives for the file, and members of the McEachern family, owners of the property, were available to answer questions.

Resolution:

Moved by Gord Zeggil, Seconded by Marc Royal, Be it resolved, that the Committee of Adjustment of the Township of Clearview hereby: Approves Consent Application 25-B10 pertaining to lands at 7082 36/37 Sideroad on the basis that it is desirable for the appropriate development and use of the lands and that the general intent and purpose of the Official Plan and the Zoning By-law are maintained, subject to the following conditions:

1. That the Owner's property taxes be in good standing with the Township of Clearview, and that the Owner shall pay any additional costs associated with this application.
2. That a registrable legal description of the severed lands and retained lands be provided to the Secretary-Treasurer together with a survey plan prepared by an Ontario Land Surveyor illustrating the consent consistent with the decision of the Committee of Adjustment.
3. That the applicant's solicitor provide an undertaking in writing to discharge any mortgage on the lands being severed from the property assessed as 432901000570800.
4. That the applicant's solicitor obtains a cancelation certificate from the Township, if required, to ensure that the severed and receiving parcel merge as one parcel. The Cancellation Certificate shall be obtained and all instruments be registered in an order and manner to the satisfaction of the Township.
5. That the land to be severed (698 m²) from 432901000570800 is conveyed into the same name as the owner of the abutting land and legally merged with the lands to the east, 7082 36/37 Sideroad, and being assessed as Roll No. 432901000570803 to the satisfaction of the Township of Clearview.
6. That the applicant's solicitor draws up deed(s) with a registerable description at no cost to Clearview Township. These draft documents shall be submitted to the Secretary Treasurer for review and approval prior to the issuance of the Certificate of Official. Copies of all documentation registered in conjunction with the application must be provided to the Secretary Treasurer following registration.

Motion Carried.

4.4 Minor Variance File 25-A11 – 2616 Fairgrounds Road South (Branigan)

Monica Branigan, owner of the property was available to answer questions.

Resolution:

Moved by Gord Zeggil, Seconded by Marc Royal, Be it resolved, that the Committee of Adjustment of the Township of Clearview hereby: Approves minor variance 25-A11 pertaining to lands at 2616 Fairgrounds Road South on the basis that it meets the prescribed tests in accordance with the Planning Act, subject to the following conditions:

1. That establishment of the Home Industry use is completed and operated in accordance with the plans attached in the schedules of this report; the development agreement registered on title, and subsequent plans that are required as a result of satisfying the comments of Township.
2. Prior to the issuance of a Building Permit the Owner is required to enter into a development agreement with the Township of Clearview that will implement and detail the Home Industry use. The Owner is responsible for all costs associated with the development agreement and the registration of the agreement on title, including the payment of the \$2000.00 fee and \$1000.00 deposit for creation of the agreement, any legal cost associated with the registration of the agreement and any other related costs.
3. The development agreement will be registered on the title of the property implementing all conditions of Minor Variance application 25-A11. The development agreement will also implement the following to the satisfaction of the Township:
 - a) All requirements of the Public Works Department as identified in their memorandum dated August 28, 2025.
 - b) All requirements of the Planning and Building Department addressing specific operational matters/items of the Home Industry use, including but not limited to; hours of operation, internal access/movements, parking, number of employees and patrons, location and scale of home industry use, etc.
 - c) Limit the Home Industry to a maximum of 24 participants weekly and a maximum of 16 teaching hours weekly, having an average

workshop size of 8 participants, with larger workshops up to 24 participants twice a year.

- d) Limit parking for the Home Industry to no more than eight (8) vehicles parked on the site at a given time, with the exception of a total of 24 vehicles parked on the site twice a year.

Motion Carried.

5. New Business

No new business.

7. Next Meeting – November 12, 2025

8. Adjournment

Resolution:

The Committee of Adjustment meeting adjourned at 3:37 p.m.

Chuck Arrand, Chair

Colin Ens Funk, Secretary-Treasurer

Board & Committee Meeting Minutes are not a Final Document of the Corporation until adopted by the Board/Committee.