



## COMMITTEE OF ADJUSTMENT MINUTES

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Monday, November 27<sup>th</sup>, 2023

5:00 p.m.

Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario  
Council Chambers

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### ATTENDANCE:

<b>Members Present:</b>	Chair, Larry Sparks Peter Siemons Richard Schooley
<b>Members Absent:</b>	None
<b>Staff Present:</b>	Noelle Reeve, Planner Garry Welsh, Secretary/Treasurer
<b>Applicants/Agents Present:</b>	Mathieu Nolet, Owner
<b>Public Present:</b>	None

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### 1. CALL TO ORDER

The Chair called the meeting to order at 5:00 p.m.  
A quorum was present.

### 2. AMENDMENTS/APPROVAL OF AGENDA

The Agenda was adopted as presented.

### 3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None at this time.

#### 4. APPROVAL OF MINUTES

i) **Committee of Adjustment Meeting – October 16<sup>th</sup>, 2023.**

The minutes of the Committee of Adjustment meeting held on October 16<sup>th</sup>, 2023, were approved as circulated.

#### 5. INTRODUCTION

The Chair welcomed the attendees and introduced the Committee Members, the Planner and the Secretary/Treasurer and identified the applicants. The Planner then provided an overview of the Minor Variance application review process to be followed, including:

- the mandate and responsibilities of the Committee
- a review of available documentation
- the rules of natural justice, the rights of persons to be heard and to receive related documentation on request and the preservation of persons' rights.
- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding this/these application(s) should leave their name and mailing address with the Secretary/Treasurer.

The Chair advised that this Committee of Adjustment is charged with making a decision on the applications tonight during this public meeting. The decision will be based on both the oral and written input received and understandings gained.

Based on the above, the Committee has four decision options:

- Approve – with or without conditions
- Deny – with reasons
- Defer – pending further input
- Return to Township Staff – application deemed not to be minor

The agenda for this meeting included the following application(s) for Minor Variance:

**MV23-12– Giroux and Nolet – 623 Upper Scotch Line**, Concession 10, Part Lot 13, geographic Township of North Burgess

#### 6. APPLICATIONS

i) **FILE #: MV23-12 – Giroux and Nolet**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and PowerPoint in the agenda package. The Planner noted that the proposed site for the second unit is appropriately located behind the existing house.

The Planner also confirmed that Tay Valley Township would not allow a trailer to be used as a secondary housing unit. A prefabricated manufactured home requires stamped approval from the Canadian Standards Association (CSA).

b) APPLICANT COMMENTS

The applicant noted that the second unit will have electrical service and water, extended from the existing house. The structure will be situated on a foundation of compacted gravel and cinder blocks with a vinyl skirting.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2023-13**

**MOVED BY:** Richard Schooley  
**SECONDED BY:** Peter Siemons

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV23-12 is approved, to allow a variance from the requirements of Sections 3.19.1 and 3.19.3 (Second Dwelling Unit and Second Dwelling) of Zoning By-Law 2002-121, for the lands legally described as 623 Upper Scotch Line, Concession 9, Part Lot 13, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-010-35003;

- To permit a second dwelling to be constructed at a distance of greater than the maximum allowed 12m from the existing dwelling with its own septic system.”

**ADOPTED**

7. **NEW/OTHER BUSINESS**

None.

8. **ADJOURNMENT**

The meeting adjourned at 5:10 p.m.

  
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Chairperson

  
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Secretary/Treasurer