



COMMITTEE OF ADJUSTMENT MEETING MINUTES

March 19, 2026, 6:00 p.m.

Members Present: Margaret Louter, Angelo Miniaci, Eric Lehtinen, Paul Johnston,
Chris Van de Laar, Natalie Early

Members Absent: Steve Bartolini

Staff Present: Natalie Thomson, Aimee Alderman, Alex Boekestyn, Connor
Maclsaac

1. CALL TO ORDER

Chair Eric Lehtinen called the meeting to order and confirmed quorum at 6:00 p.m.

2. ADOPTION OF AGENDA

Moved by: Chris Van de Laar

Seconded by: Angelo Miniaci

that the agenda be adopted, as presented.

APPROVED

3. CONFLICT OF INTEREST

3.1 Margaret Louter - CONFLICT OF INTEREST

Item 5.2 File B-01/26 and B-02/26. A professional connection with one of the parties involved in the application.

4. REQUEST FOR WITHDRAWAL OR ADJOURNMENT

There were no requests.

5. APPLICATIONS

5.1 Minor Variance Application A-01/26 and Fence Variance Application A-01-26 – 513 Gate Street, CDS-26-042

Natalie Thomson summarized the notice and mentioned one comment received from a neighbour.

Connor MacIsaac summarized the staff report and noted the removal of minor variance request #2 as the pool equipment is to be relocated to a different area that is permitted in the Zoning By-Law.

Andrew Prowse (home owner) was present on behalf of the application.

The Chair called on those registered to speak in support or against the proposal. There was no one in the audience who wished to speak for or against the application.

Committee members did not have any questions.

Moved by: Angelo Miniaci

Seconded by: Chris Van de Laar

To accept the modified recommendation of the staff report to remove variance request #2 and that Minor Variance A-01/24 and Fence Variance Fv-02/24 be approved.

Decision: RECOMMENDATION ACCEPTED / APPLICATION APPROVED.

Reasons: The Committee of Adjustment considered all the written and oral submissions and agrees with the minor variance report analysis and recommendation that this application meets the four Planning Act tests for minor variance:

1. The variance is minor in nature.
2. The variance is appropriate for the development of the land.
3. The general intent and purpose of the Zoning By-law is maintained.
4. The general intent and purpose of the Official Plan is maintained.

The Chair summarized the decision.

5.2 Consent Applications B-01/26 and B-02/26 – Lands West of 228 East and West Line, CDS-26-048

Margaret Louter exited the room at 6:11pm due to a declared conflict.

Natalie Thomson summarized the notice.

Alex Boekestyn summarized the staff report.

Navleen Kaur and Aaron Butler (NPG Planning Solutions Inc.) were present on behalf of the application. Navleen delivered a brief presentation.

The Chair called on those registered to speak in support or against the proposal. There was no one in the audience who wished to speak for or against the application.

The following topics were discussed:

- Configuration of proposed new lot lines

Moved by: Natalie Early

Seconded by: Angelo Miniaci

To accept the recommendation of the staff report that Consent Application B-01/26 be approved subject to the following conditions:

1. That the owner/applicant provides a legal description of Part 2, acceptable to the Registrar, together with 1 digital copy to-scale of the deposited reference plan, if applicable, or a copy of all instruments and plans referred to in the legal description, to the satisfaction of the Director of Planning, Building and Development Services, for use in the issuance of the Certificates of Consent;
2. That pursuant to *Planning Act* Section 50 (12), it is hereby stipulated that Section 50 (3) or 50 (5) shall apply to any subsequent conveyance of, or other transaction involving the identical subject parcels of lands (Part 2); that Part 2 is merged in title with Part 5 and they become one parcel of land; and that the owner/applicant provides a lawyer's undertaking, to the satisfaction of the Director of Planning, Building and Development Services, that Part 2 shall be conveyed to the owner of Part 5 and to prepare and register the application(s) to consolidate the lands and forward a copy of receipted application(s) within two years of issuance of the consent certificates;
3. That the owner/applicant provides a lawyer's undertaking, to the satisfaction of the Director of Planning, Building and Development Services, to forward a copy of documentation confirming the transaction, i.e. transfer of Part 2, has been

carried out, the documentation to be provided within two years of issuance of the consent certificates, or prior to the issuance of a building permit, whichever occurs first;

and that Consent Application B-02/26 be approved subject to the following conditions.

4. That the owner/applicant provides a legal description of Part 3, acceptable to the Registrar, together with 1 digital copy to-scale of the deposited reference plan, if applicable, or a copy of all instruments and plans referred to in the legal description, to the satisfaction of the Director of Planning, Building and Development Services, for use in the issuance of the Certificates of Consent;
5. That pursuant to *Planning Act* Section 50 (12), it is hereby stipulated that Section 50 (3) or 50 (5) shall apply to any subsequent conveyance of, or other transaction involving the identical subject parcels of lands (Part 3); that Part 3 is merged in title with Part 4 and they become one parcel of land; and that the owner/applicant provides a lawyer's undertaking, to the satisfaction of the Director of Planning, Building and Development Services, that Part 3 shall be conveyed to the owner of Part 4 and to prepare and register the application(s) to consolidate the lands and forward a copy of receipted application(s) within two years of issuance of the consent certificates; and,
6. That the owner/applicant provides a lawyer's undertaking, to the satisfaction of the Director of Planning, Building and Development Services, to forward a copy of documentation confirming the transaction, i.e. transfer of Part 3, has been carried out, the documentation to be provided within two years of issuance of the consent certificates, or prior to the issuance of a building permit, whichever occurs first.

Decision: RECOMMENDATION ACCEPTED / APPLICATION APPROVED.

Reasons: The Committee of Adjustment agrees with the consent report analysis and recommendation that, subject to the conditions of provisional consent, these applications meet Planning Act requirements, are consistent with the Provincial Planning Statement, and conforms with the

Greenbelt Plan, Niagara Region Official Plan and the Town Official Plan regarding the boundary adjustments.

The Chair summarized the decision.

6. MINUTES FOR APPROVAL

Margaret Louter rejoined the meeting at 6:20pm.

The February 19, 2026 minutes were approved by unanimous consent.

7. STAFF UPDATES

There were no staff updates.

8. NEXT MEETING DATE

Thursday, April 16, 2026 at 6:00pm.

9. ADJOURNMENT

The meeting was adjourned at 6:22 pm.