



# **Municipality of West Elgin**

## **Agenda**

### **Committee of Adjustment**

**January 22, 2026, 3:45 p.m.**

**Council Chambers**

**160 Main Street**

**West Lorne**

**Meetings are held in-person at 160 Main Street, West Lorne, and the post-meeting recording available at [www.westelgin.net](http://www.westelgin.net), when available (pending no technical difficulties).**

**Zoom Link: <https://us02web.zoom.us/j/83955312275?pwd=7wsCT86RHLOtc1VFoaCMxubsa0VVfh.1>**  
**Pages**

**1. Call to Order**

**2. Adoption of the Agenda**

**Recommendation:**

**That West Elgin Committee of Adjustment hereby adopt the agenda of January 22, 2026, as presented.**

**3. Disclosure of Pecuniary Interest**

**4. Adoption of Minutes**

**Recommendation:**

**That West Elgin Committee of Adjustment hereby adopt the minutes of May 8, 2025 Committee of Adjustment, as presented.**

## **5. Purpose of Meeting**

The purpose of this Public Meeting of the West Elgin Committee of Adjustment is to allow the presentation of two (2) applications for Minor Variance and to allow interested members of the public an opportunity to ask questions or offer comments with regards to these applications.

Written comments must be submitted to the Secretary-Treasurer of the Committee. If any member of the public would like to be notified in writing of the Committee

of Adjustment's decision on a particular application they are to provide their name and mailing address to the Secretary-Treasurer at [clerk@westelgin.net](mailto:clerk@westelgin.net). This will also entitle you to be advised of possible Local Planning Appeals Tribunal hearings in the event the decision on an application is appealed.

Notice was sent via regular mail on January 9, 2026 to property owners within 60 m (200 ft) of the subject properties and to agencies requiring notice.

## **6. Minor Variance D-12 2-2025**

### **6.1 Planners Report**

4

Recommendation:

That West Elgin Committee of Adjustment hereby receives the report from Robert Brown, Planner, regarding Minor Variance Application D-13 2-2025 – Recommendation Report (Planning Report 2026-02).

And that West Elgin Committee of Adjustment grant Minor Variance D-13 2-2025, to obtain relief from Section 24.1, Table 23-1, item 2, to reduce the minimum lot frontage from 30 m to 10 m, without conditions.

### **6.2 Written Comments Received**

### **6.3 Public Comment**

### **6.4 Committee Comments**

## **7. Minor Variance D-12 3-2025**

## **7.1 Planners Report**

10

Recommendation:

That West Elgin Committee of Adjustment hereby receives the report from Robert Brown, Planner, regarding Minor Variance Application D-13 3-2025 – Recommendation Report (Planning Report 2026-03).

And that the West Elgin Committee of Adjustment grant Minor Variance D-13 3-2025, to obtain relief from Section 7.1, Table 7-1, item 2 to reduce the minimum lot frontage from 30 m to 12 m, without conditions.

## **7.2 Written Comments Received**

## **7.3 Public Comments**

## **7.4 Committee Comments**

## **8. Adjournment**

Recommendation:

That West Elgin Committee of Adjustment hereby closes this Public Meeting held pursuant the *Planning Act* at \_\_\_\_pm.



# Municipality of West Elgin

## Minutes

### Committee of Adjustment

May 8, 2025, 3:45 p.m.

Council Chambers

160 Main Street

West Lorne

**Present:** Richard Leatham  
Taraesa Tellier  
Bill Denning  
Ryan Statham

**Staff Present:** Terri Towstiuc  
Robert Brown, Planner  
Robin Greenall, Chief Administrative Officer

**This Meeting was held in Hybrid format and the recording is available at  
[www.westelgin.net](http://www.westelgin.net)**

**1. Call to Order**

Committee of Adjustment Chair to Call Meeting to Order at 3:45 pm.

**2. Adoption of the Agenda**

**COA 2024- 01**

**Moved:** Ryan Statham

**Seconded:** Bill Denning

That West Elgin Committee of Adjustment hereby adopt the agenda of May 8, 2025, as presented.

**Carried**

**3. Adoption of Minutes**

**COA 2024- 02**

**Moved:** Taraesa Tellier

**Seconded:** Bill Denning

That West Elgin Committee of Adjustment hereby adopt the minutes of December 19, 2024, Committee of Adjustment, as presented.

**Carried**

**4. Disclosure of Pecuniary Interest**

None.

**5. Purpose of Meeting**

The purpose of this Public Meeting of the West Elgin Committee of Adjustment is to allow the presentation of one (1) application for Minor Variance and to allow interested members of the public an opportunity to ask questions or offer comments with regards to these applications.

Written comments must be submitted to the Secretary-Treasurer of the Committee. If any member of the public would like to be notified in writing of the Committee of Adjustment's decision on a particular application, they are to provide their name and mailing address to the Secretary-Treasurer at [clerk@westelgin.net](mailto:clerk@westelgin.net). This will also entitle you to be advised of possible Local Planning Appeals Tribunal hearings in the event the decision on an application is appealed.

Notice was sent via regular mail on Friday, April 25, 2025, to property owners within 60 m (200 ft) of the subject properties and to agencies requiring notice.

**6. Minor Variance Application D-13 1-2025 – Westerveld**

**COA 2024- 03**

**Moved:** Bill Denning

**Seconded:** Ryan Statham

That West Elgin Committee of Adjustment hereby receives the report from Robert Brown, Planner, regarding Minor Variance Application D-13 1-2025 – Recommendation Report (Planning Report 2025-09).

And that West Elgin Committee of Adjustment grant Minor Variance D-13 1-2025, to obtain relief from Section 4.22 to permit a total of two second dwelling units within a permitted single detached dwelling subject to compliance with all other requirements of the West Elgin Zoning By-law.

**Carried**

**6.1 Written Comments Received**

None received at Municipal Office.

**6.2 Committee Comments**

R. Statham asked about parking, inquiring if there is enough space available. Mr. Brown advised there will be two (2) spots for the main unit with one (1) spot for each secondary unit. The secondary units will be suitable for single family or single individuals.

**6.3 Public Comment**

Jesse Poppy, son of a neighbouring property, gave concerns regarding the water shed, parking and privacy due to height of the building. He also advised concerns of who the occupants of the units would be. Mr. Brown advised that the municipality has no input regarding the occupants, addressed corner lots and the challenges with no provisions, and that building services will be mindful of all items when/if building permits are issued.

**7. Adjournment**

**COA 2024- 04**

**Moved:** Taraesa Tellier

**Seconded:** Ryan Statham

That West Elgin Committee of Adjustment hereby closes this Public Meeting held pursuant to the *Planning Act* at 4:00 pm.

**Carried**

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Richard Leatham, Chair

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Terri Towstiuc, Secretary/Treasurer



## Staff Report

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**Report To:** Committee of Adjustment  
**From:** Robert Brown, Planner  
**Date:** 2026-01-12  
**Subject:** Minor Variance Application D-13 2-2025 – Recommendation Report  
(Panning Report -2026-02)

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### **Recommendation:**

That West Elgin Committee of Adjustment hereby receives the report from Robert Brown, Planner, regarding Minor Variance Application D-13 2-2025 – Recommendation Report (Planning Report 2026-02).

And that West Elgin Committee of Adjustment grant Minor Variance D-13 2-2025, to obtain relief from Section 24.1, Table 23-1, item 2, to reduce the minimum lot frontage from 30 m to 10 m, without conditions.

### **Purpose:**

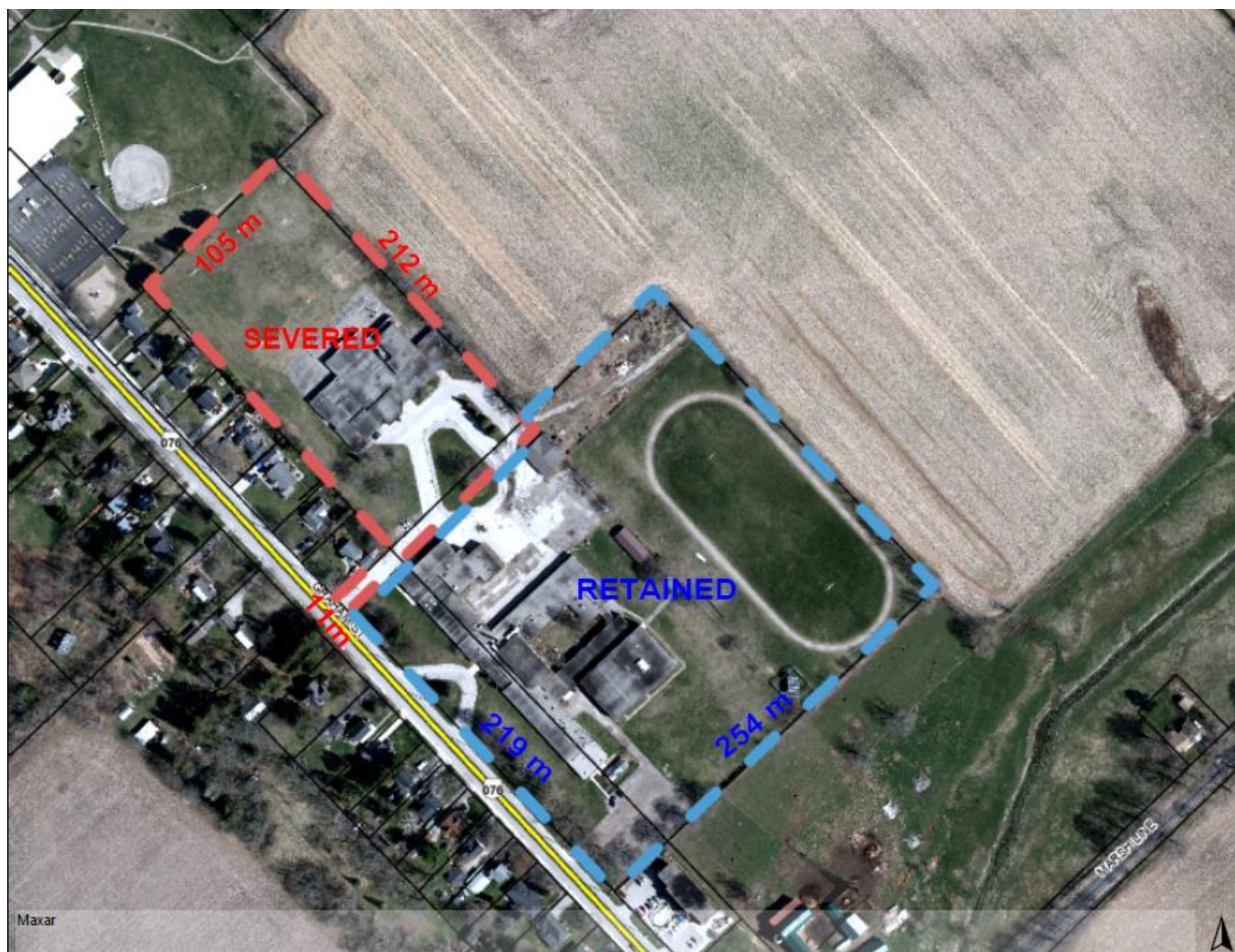
To grant relief from Section 24.1. Table 23-1 item 2, to reduce the minimum lot frontage from 30m to 10 m.

### **Background:**

The subject lands are 7.06 ha (17.44 ac.) in area with 229 m+/- (751.3 ft.+/-) of frontage along Graham St. The property contains an existing secondary school and senior elementary school. The elementary school was closed after renovations to the Aldborough Public School in Rodney were completed. The Thames Valley District School Board (TVDSB) declared the building and property on which it was located surplus and it was listed for sale. The County of Elgin Land Division Committee (LDC) approved consent application E64-25 at the November 26, 2025 LDC meeting to sever the elementary school on a 2.26 ha (5.6 ac.) lot. As a condition of consent the applicant was required to address the reduced frontage of the proposed severed parcel. The Institutional (I) Zone requires a minimum frontage of 30 m; the severed parcel will have a frontage of approximately 10 m. Application for minor variance has therefore been submitted to address this reduction.

### **Financial Implications:**

The applicable fee was collected as outlined in the Fees and Charges By-law. There will be an increase in the assessed value of the subject property once ownership has changed from the TVDSB to private ownership since the school board does not pay property tax.



### **Policies/Legislation:**

#### **Provincial Planning Statement (2024)**

The proposed variance raises no issues of Provincial significance.

#### **County of Elgin Official Plan**

There are no issues of significance raised related to the County of Elgin Official Plan. The lands are designated Tier One Settlement Area on Schedule "A" – County Structure Plan of the CEOP.

#### **Four Tests of the Minor Variance:**

Section 45(1) of the *Planning Act* gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.



**1. Does the variance maintain the intent and purpose of the Municipality of West Elgin Official Plan?**

The subject lands are designated Residential as shown on the Land Use and Transportation Plan Schedule '4B' of the Official Plan. Lot frontage requirements are not something that are addressed directly in the Official Plan. The school on the property has been in place since the mid 1970's. Access to the school has always functioned separately from the secondary school to the south and servicing to the severed parcel is separate from the retained parcel with the exception of the stormwater outlet which does cut across the northwest corner of the retained lands. The reduction in the required frontage does not appear to create any limitation for the continued use of the existing building on the site. All other requirements will continue to comply with the applicable zoning.

Based on the foregoing the intent and purpose of the Official Plan is maintained.

**2. Does the variance maintain the intent and purpose of the Municipality of West Elgin Zoning By-law?**

The subject lands are zoned Institutional (I) Zone in the Municipality of West Elgin Zoning By-law 2015-36, Schedule "C" Map 6. The intent and purpose of minimum frontage requirements is to provide room for both access to a site and room to accommodate services such as water, sewer and storm drainage. Based on the details provided during the redevelopment of the secondary school all of the services to the severed parcel are located within the proposed frontage with the exception of the storm water outlet. There continues to be adequate room to relocate the storm outlet within the proposed frontage in the future. In the interim an easement is being established over the retained parcel in favour of the severed parcel for access to and maintenance of the existing storm outlet. Access to the site is also not being altered from what currently exists and has operated in this configuration since the senior elementary school was originally developed.

With these points in mind the variance does maintain the intent and purpose of the zoning by-law.

**3. Is the variance requested desirable for the appropriate and orderly development and use of the lands and buildings?**

Reuse of the existing building on the site can continue to function based on the proposed reduced lot frontage. As already noted, the frontage reduction will not change from what has existed since the school developed on the site. Based on reuse of the existing building on the severed parcel the variance is desirable for the appropriate and orderly development of the use, land, and buildings.

**4. Is the variance minor in nature?**

A minor variance is not solely based on a specific increase or decrease in a required zoning regulation but rather an assessment of any potential impacts that might result from granting relief.

The majority of the severed parcel was acquired by the TVDSB as a lot addition to the secondary school site in the early 1970's for the purpose of building the elementary school. As part of that

development the primary access point to both schools was over what is now proposed as the access point and frontage of just the new severed parcel. The secondary school undertook improvements on what is the retained lands in 2023 to install a new access parking area and bus drop-off in anticipation of the sale of the elementary school. These improvements now allow each site to operate or be used independently. As such the level of use and/or impact on the surrounding area should not change from what it has historically been. As such the variance is minor in nature.

### **Circulation of the Application:**

to the applicable agencies for comment. All neighboring property owners within 60 metres of the subject lands were circulated with the public notice on January 9, 2026, 13 days prior to the public hearing (minimum 10 days required). The notice was also posted on the Municipal website, and signage was posted on the subject property in full view of the fronting road allowance.

### **Other Agencies**

The application was circulated to the County of Elgin, LTVCA and internal staff. No objections or concerns were noted by staff or the County. The subject parcel is not located in a regulated area.

### **Public Comments**

At the time of submission of this report, no comments from the public have been received related to the Minor Variance.

### **Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,



Robert Brown, H. Ba, MCIP, RPP  
Planner, Municipality of West Elgin



## Report Approval Details

Document Title:	Minor Variance Application D-13 2-2025 - Recommendation Report - 2026-02-Planning.docx
Attachments:	
Final Approval Date:	Jan 15, 2026

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall



## Staff Report

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**Report To:** Committee of Adjustment  
**From:** Robert Brown, Planner  
**Date:** 2026-01-12  
**Subject:** Minor Variance Application D-13 3-2025 – Recommendation Report  
(Planning Report – 2026-03)

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### **Recommendation:**

That West Elgin Committee of Adjustment hereby receives the report from Robert Brown, Planner, regarding Minor Variance Application D-13 3-2025 – Recommendation Report (Planning Report 2026-03).

And that the West Elgin Committee of Adjustment grant Minor Variance D-13 3-2025, to obtain relief from Section 7.1, Table 7-1, item 2 to reduce the minimum lot frontage from 30 m to 12 m, without conditions.

### **Purpose:**

To grant relief from Section 7.1. Table 7-1, item 2, to reduce the minimum lot frontage from 30 to 12 m.

### **Background:**

The subject lands are 1.37 ha (3.39 ac.) in area with 13 m+/- (42.6 ft.+/-) of frontage along Queen's Line. (See Figure One) The property is vacant and the result of a recently approved consent (E56-25) by the County of Elgin Land Division Committee. The parcel is the remnant lands from the re-establishment of a rural residential lot that had merged on title as the result of the death of one of the joint owners. A condition of the consent application requires the owner to make application and get approval for a minor variance to recognize the reduced frontage.

### **Financial Implications:**

The applicable fee was collected as outlined in the Fees and Charges By-law. There will not be any change in the assessment value of the property as a result of the requested variance.

### **Policies/Legislation:**

#### **Provincial Planning Statement (2024)**

The proposed variance raises no issues of Provincial significance.

## County of Elgin Official Plan

There are no issues of significance raised related to the County of Elgin Official Plan. The lands are designated Agricultural on Schedule “A” – County Structure Plan of the CEOP.



### Four Tests of the Minor Variance:

Section 45(1) of the *Planning Act* gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.

#### 1. ***Does the variance maintain the intent and purpose of the Municipality of West Elgin Official Plan?***

The subject lands are designated Residential as shown on the Land Use and Transportation Plan Schedule '4B' of the Official Plan. Lot frontage requirements are not something that are addressed directly in the Official Plan. The lot configuration of the retained parcel has been in

place since the 1960's and only changed as a result of the lands merging with an abutting lot. The reduction in the required frontage will not limit access to the balance of the lands to the south and is more of a technical issue resulting from the re-establishment of the property as a standalone lot. All other requirements will continue to comply with the applicable zoning.

Based on the foregoing the intent and purpose of the Official Plan is maintained.

**2. *Does the variance maintain the intent and purpose of the Municipality of West Elgin Zoning By-law?***

The subject lands are zoned Restricted Agricultural (A3) Zone in the Municipality of West Elgin Zoning By-law 2015-36, Schedule "C" Map 1. The intent and purpose of minimum frontage requirements is to provide room for both access to a site and room to accommodate services specific to a rural area such as water, hydro, gas and phone. Access to the site is not being altered from what currently exists and has functioned in this configuration since it was created. The proposed 12 m is also adequate room to accommodate any future services for development on the parcel.

With these points in mind the variance does maintain the intent and purpose of the zoning by-law.

**3. *Is the variance requested desirable for the appropriate and orderly development and use of the lands and buildings?***

The requested variance will not alter or create any new development potential on the subject lands. The reduction in lot frontage simply addresses a technical matter resulting from the re-establishment of the former lot pattern. The variance is desirable for the appropriate and orderly development of the use, land, and buildings.

**4. *Is the variance minor in nature?***

The minor variance recognizes what was the existing reduced frontage for the retained parcel that existed prior to the re-establishment of the lands as a separate lot. There is no impact on surrounding development, adequate room for access to the site and the ability to accommodate any necessary serving to the lot as such the variance is minor in nature.

**Circulation of the Application:**

Information was sent to the applicable agencies for comment. Neighbouring property owners within 60 metres of the subject lands were circulated with the public notice on January 9, 2026, 12 days prior to the public hearing (minimum 10 days required). The notice was also posted on the Municipal website, and signage is posted on the subject property in full view of the fronting road allowances.

**Other Agencies**

The application was circulated to the County of Elgin, LTVCA and internal staff. No objections or concerns were noted by staff or the County. The LTVCA has no objection to the proposed minor variance but did note that a portion of the property is located within a regulated area and would be subject to permits should development proceed within 30 meters of the area of concern. The full comment is attached as Appendix A.

## Public Comments

At the time of submission of this report, no comments from the public have been received related to the Minor Variance.

## Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,



Robert Brown, H. Ba, MCIP, RPP  
Planner, Municipality of West Elgin



## Report Approval Details

Document Title:	Minor Variance Application D-13 3-2025 - Recommendation Report - 2026-03-Planning.docx
Attachments:	- Appendix A - LTVCA Comment - Campbell.pdf
Final Approval Date:	Jan 15, 2026

This report and all of its attachments were approved and signed as outlined below:

Robin Greenall

Jan 9th, 2025

**APPENDIX A**

Municipality of West Elgin  
22413 Hoskins Line  
Rodney, ON N0L 2C0

Attn: **Robert Brown**

Re: **Minor Variance Application (File Number: D-13 3-2025)**  
**0 Queens Line**  
**Part of Lot 17, Concession 8**  
**Municipality of West Elgin**

The staff at the LTVCA have undertaken a file search with respect to the above noted property and its relation to provincial planning objectives as outlined in the Provincial Planning Statement 2024 and the Conservation Authorities Act and regulations. Under a 2001 agreement between the Conservation Authorities, MNR and MMAH, the Conservation Authority has been delegated the responsibility to represent provincial interests in planning matters related to natural hazards. The LTVCA also needs to ensure that the applicant and the municipal planning authorities are aware of the requirements set forth by the Conservation Authorities Act and its "Prohibited Activities, Exemptions and Permits" regulations (O. Reg. 41/24)

The proposed Minor Variance application D-13 3-2025, is to to reduce the frontage requirement of the subject property from 30m to 13m.

After reviewing our files and mapping, staff have no objections to the proposed application. However, portions of the subject properties are subject to the Authority's regulations. The issue of concern in this area is the wetlands on the southeastern end of the property.

A permit from this office is required prior to any works/construction/site alteration taking place within 30 meters of the abovementioned wetlands, which is considered a regulated area under the Conservation Authority's policies. The lands are not subject to flooding of a general nature and therefore the flood proofing of structures on the property is not required. However, the flood proofing of structures for the purposes of prevention of flood damage from local drainage waters is always recommended.

I trust that this is satisfactory, but if you should have any questions or require more information, please call the office.

Yours truly,



Robert Guo  
Planning Technician