



Township of Southgate
Minutes of Committee of Adjustment

January 22, 2025
9:00 AM
Holstein Council Chambers

Members Present: Member Brian Milne
Member Barbara Dobreen
Member Jason Rice
Member Martin Shipston
Member Joan John

Members Absent: Member Jim Ferguson
Member Monica Singh Soares

Staff Present: Lindsey Green, Clerk
Elisha Milne, Secretary-Treasurer
Holly Malynyk, Legislative & Records Coordinator
Victoria Mance, Junior Planner
Kenneth Melanson, Senior Manager, Development &
Community Services
Jim Ellis, Interim CAO
Phil Schram, Chief Building Official

Others Present: Bill White, Senior Planning Consultant Triton Engineering
Kory Chisholm, MHBC Planning Consultants
Ed Bourdeau, VG Architects

1. Call to Order

Secretary Treasurer Elisha Milne called the meeting to order at 9:00AM.

2. Elections

Moved By Member Milne

Seconded By Member Rice

Be it resolved that the Committee appoint Member Dobreen to be the Chair of the Committee of Adjustment for the 2025 term.

Member Dobreen declined the appointment of Chair.

Failed

Moved By Member Dobreen

Seconded By Member John

Be it resolved that the Committee appoint Member Shipston to be the Chair of the Committee of Adjustment for the 2025 term.

Carried

Moved By Member Dobreen

Seconded By Member Milne

Be it resolved that the Committee appoint Member John to be the Vice Chair of the Committee of Adjustment for the 2025 term.

Carried

3. Confirmation of Agenda

Moved By Member Milne

Seconded By Member Dobreen

Be it resolved that the Committee confirm the agenda as presented.

Carried

4. Declaration of Pecuniary Interest

No one declared a pecuniary interest related to any item on the agenda.

5. Adoption of Minutes

Moved By Member Rice

Seconded By Member Milne

Be it resolved that the Committee approve the minutes from the November 27, 2024, Committee of Adjustment meeting as presented.

Carried

6. Presentations

6.1 Kory Chisholm - MHBC Presentation on Consent Application B8-24 and Minor Variance Applications A13-24 and A14-24 regarding the Future BWDSB School Site

Moved By Member John

Seconded By Member Milne

Be it resolved that the Committee of Adjustment receive the MHBC Presentation on Consent Application B8-24 and Minor Variance Applications A13-24 and A14-24 regarding the BWDSB Future School Site as information.

Carried

7. Hearing

7.1 B8-24 - Dundalk Village Two Inc., Con 1 SWTSR Lot 225, CON 2 SWTSR Pt Lots 225 & 226 RP 16R7565 Part 1, Geographic Township of Proton, Township of Southgate

7.1.1 Application and Notice of Public Hearing

Click [here](#) for a link to the application documents on the Township website.

7.1.2 Comments Received from Agencies and the Public

Senior Planning Consultant Bill White reviewed comments received from Enbridge Gas, the Historic Saugeen Metis, the Saugeen Valley Conservation Authority, the Grand River Conservation Authority and the County of Grey.

There were no comments received from members of the public.

7.1.3 Applicant or Agent

The Agent, Kory Chisholm from MHBC Planning Consultants, was in attendance and available for any questions.

7.1.4 Committee Member Questions

Chair Shipston questioned if the parkland dedication would be impacted due to the severance.

Member Milne inquired about the allotted spaces for twelve portables and Ed Bourdeau from VG Architects provided clarification.

Member Dobreen inquired if additional parking has been considered with the potential addition of the portables to the site, as well inquired about an elevator and accessibility to the third floor of the school and Ed Bourdeau from VG Architects provided a response. Member Dobreen also questioned the temporary Storm Water Management Pond location and fencing for same and had questions regarding the fire suppression measures due to Southgate not having an aerial fire truck and Kory Chisholm from MHBC and Ed Bourdeau from VG Architects provided clarification.

Member John questioned if the portables would be intended for immediate or future use and Ed Bourdeau from VG Architects provided a response.

Chair Shipston inquired about the height restrictions regarding HVAC systems and any Zoning By-law exemptions and questioned the size and location of the proposed bus loop area due to current issues at existing schools and Ed Bourdeau from VG Architects and Senior Manager of Development and Community Services Ken Melanson provided a response.

7.1.5 Comments and Planning Report

Senior Planning Consultant Bill White reviewed the planning report and presented the intent of the proposal to the Committee Members.

7.1.6 Members of the Public to Speak

There were no members of the public in attendance to speak in support of or in opposition of the application.

7.1.7 Further Questions from the Committee

Member Milne inquired if the temporary construction road could be implemented in from Highway 10 through the adjacent lands instead of being routed through established residential areas and Kory Chisholm from MHBC Planning Consultants provided a response.

7.1.8 Approval or Refusal

Moved By Member Dobreen

Seconded By Member Milne

Be it resolved that the Committee of Adjustment:

1. Receive for information Staff Report PL2025-006 for File B8-24 Dundalk Phase 2 Inc., Concessions 1 & 2 SWTSR Part Lots 225, 226 (Glenelg Phase 3); and
2. Approve consent File B8-24 subject to the following conditions:
 1. **That** minor variance A13-24 on Section 5.4(b) is in full force and effect so that the temporary access permitted is for construction purposes only.
 2. **That** an agreement be executed to provide that the temporary access be built and maintained to a standard satisfactory to the Township, that all Township vehicles and other public authorities be permitted access on the temporary road and public roads within the subdivision will be constructed by the owner to the Township's

satisfaction before occupancy of the school is permitted.

3. **That** an agreement provides for water and sanitary facilities during construction including fire protection satisfactory to the Township Fire Department.
4. **That** the proposed school site conveyance does not reduce any parkland dedication requirements that may apply to the entire Glenelg Phase 3 subdivision.
5. **That** a reference plan of survey be provided including a description and/or terms for the temporary access to the severed lot to the satisfaction of Township Public Works.
6. **That** standard conditions apply as recommended by other agencies and Township Departments including that all requirements of the Township, financial or otherwise, be addressed to the satisfaction of the Township Staff prior to issuance of a certificate of consent.
7. **That** all outstanding taxes, fees, and charges are paid, if any.

Carried

7.2 A13-24 - Dundalk Village Two Inc. (Road Access) and A14-24 - Dundalk Village Two Inc. (Height), Con 1 SWTSR Lot 225, CON 2 SWTSR Pt Lots 225 & 226 RP 16R7565 Part 1, Geographic Township of Proton, Township of Southgate

7.2.1 Application and Notice of Public Hearing

Click [here](#) for a link to the application documents on the Township website.

7.2.2 Comments Received from Agencies and the Public

Senior Planning Consultant reviewed comments received on both application A13-24 and A14-24 from Enbridge Gas, the Historic Saugeen Metis, the Saugeen Valley Conservation Authority, and the Grand River Conservation Authority. There were no comments received for members of the public

7.2.3 Applicant or Agent

The Agent, Kory Chisholm from MHBC Planning Consultants, was in attendance and available for any questions.

7.2.4 Committee Member Questions

Member Rice questioned the temporary roadways and roadway standards, and what happens if the school is projected to open, and the roads are not yet assumed by the Township and Senior Planning Consultant Bill White provided a response.

7.2.5 Comments and Planning Report

Senior Planning Consultant Bill White reviewed the planning report relating to Minor Variance Application A13-24 and A14-24 and presented the intent of both proposals to the Committee Members.

7.2.6 Members of the Public to Speak

There were no members of the public in attendance to speak in support of or in opposition of the application.

7.2.7 Further Questions from the Committee

There were no further questions from Members of the Committee.

7.2.8 Approval or Refusal

Moved By Member Milne

Seconded By Member Rice

Motion #1:

Be it resolved that the Committee of Adjustment receive for information Staff Report PL2025-005 for files A13-24 and A14-24 Dundalk Phase 2 Inc., Concessions 1 & 2 SWTSR Part Lots 225, 226 (Glenelg Phase 3); and

That the Committee approve minor variance application A13-24 on Section 5.4(b) of the Zoning By-law regarding lot frontage on a public street, subject to the following condition:

1. That the temporary access be for construction purposes only and that the access be built and maintained to a standard satisfactory to the Township and that all Township vehicles and other public authorities be permitted access on the temporary road.

Carried

Moved By Member Dobreen

Seconded By Member John

Motion #2:

Be it resolved that the Committee of Adjustment approve minor variance application A14-24 on Section 5.3 of the Zoning By-law regarding maximum building height of 11 metres maximum subject to the following conditions:

1. That site plan approval be obtained for the proposed school before a building permit issued and the 1.6 metres additional building height only apply to part of the building proposed to be 3 stories, and building elevations be included in the site plan agreement to verify the areas where maximum building height of 11 metres is to be exceeded.

Carried

8. Adjournment

Moved By Member Dobreen

Seconded By Member John

Be it resolved that the Committee adjourn the meeting at 10:07 AM.

Carried

Chair Martin Shipston

Secretary-Treasurer Elisha Milne