



**The Corporation of the Town of Saugeen Shores
Committee of Adjustment Meeting Minutes**

**Monday, November 17, 2025, 5:00 p.m.
Council Chambers
600 Tomlinson Drive
Port Elgin, Ontario**

Present: Diane Huber, Deputy Mayor
Mike Myatt, Vice Deputy Mayor
Richard Beckett
Michael Martin
Hope Wallace
Cheryl Grace, Councillor
Herb Schmid

Staff Members: Mark Paoli, Director, Development
Services
Dana Mitchell, Secretary-
Treasurer/Zoning Coordinator
Candace Hamm, Development Services
Officer
Jake Bousfield-Bastedo, Planner
Julie Steeper, Planner
Ashlynn Kennedy, Licensing and Records
Clerk

1. Call To Order

Chair Huber called the meeting to order at 5:00 p.m.

2. Land Acknowledgement

Member Grace read the land acknowledgement.

3. Disclosure of Pecuniary Interest and Nature

None declared.

4. Additions, Deletions, or Amendments

None.

5. Adoption of Minutes

5.1 Committee Minutes - May 17, 2025

Moved by: M. Martin

Seconded by: H. Wallace

That the Committee of Adjustment approve the minutes of May 17, 2025, as presented.

CARRIED

6. New Business

6.1 Committee of Adjustment 2026 Calendar

Moved by: C. Grace

Seconded by: H. Schmid

That the Committee of Adjustment approves the 2026 meeting dates, as presented.

CARRIED

7. Public Hearings

7.1 Minor Variance - A-2024-029 5116 Highway 21

Chair Huber declared the public hearing open and indicated the purpose of the public hearing.

Planner Julie Steeper presented the report regarding the subject file. This application seeks to reduce the minimum parking spaces required in order to facilitate the proposed expansion of the existing Canadian Tire store in Port Elgin. As per Section 13.5.11 of the Zoning By-law, as amended, the minimum required number of parking spaces is 730, whereas 707 (676 parking spaces on a seasonal basis) are proposed.

Chair Huber asked if any members of the public would like to address the Committee on this matter.

Brooke Burlock, Agent for the Applicant, was present to answer any questions regarding the application.

There were no other members of the public wanting to address to the Committee on this matter.

Secretary-Treasurer, Dana Mitchell, reports that there are no further comments.

Committee members had the following clarifying questions:

- A question was raised regarding the flow of traffic, asking to confirm that the proposed temporary soil compound (TSC) will not impede traffic. Planner Steeper confirmed the TSC will not impact traffic.

In the absence of any further questions, Chair Huber declared the public hearing closed.

Committee members had the following comments:

- A question was raised regarding a potential second sign. It was clarified that the second sign was an error and has been removed from the site plan.
- A question was raised regarding how stop sign locations are determined in the internal parking lot. It was clarified that these are determined by the developer and that comments could come forward during the site plan process.
- A comment was made regarding the transient nature of parking in this parking lot and that the reduction would not cause any foreseeable mischief.
- A comment was made regarding the concern with the delivery of soil products and the reduction in size of the parking lot due to the TSC. The Agent clarified that the store would schedule to avoid the most active times.

Moved by: M. Myatt

Seconded by: M. Martin

The application for Minor Variance from Comprehensive Zoning By-law 75-2006 is hereby **granted**:

- To reduce the minimum number of parking spaces required under Section 13.5.11 (HC-11 zone) of the Zoning By-law from 730 to shall be 707 (676 parking spaces on a seasonal basis).

subject to the following conditions:

1. That any future development on the property conforms to the provisions of the Zoning By-law.
2. That the decision applies only to the proposed development as indicated on Schedule 'A' attached to and forming part of this decision.

CARRIED

7.2 Minor Variance - A-2024-043 Wellington Street

Chair Huber declared the public hearing open and indicated the purpose of the public hearing.

Planner Jake Bousfield-Bastedo presented the report regarding the subject file. The application proposes to reduce the minimum frontage requirement for semi-detached dwellings of the 'R2' zone from 10m to 9.1m and reduce the minimum interior side yard requirement from 1.2m to 0.9m. The variances would facilitate the severance of the parcel and construction of a semi-detached building over the severed and retained parcels.

Chair Huber asked if any members of the public would like to address the Committee on this matter.

Stuart Doyle, Agent for the Applicant, was present to answer any questions regarding the application.

There were no other members of the public wanting to address to the Committee on this matter.

Secretary-Treasurer, Dana Mitchell, reports that there are no further comments.

Committee members had the following clarifying questions:

- A question was asked regarding if Jake was aware of other examples within Saugeen Shores with reduced frontage. Jake was not aware of any others, not to say they don't exist, but not off the top of his head.
- A question was raised regarding the 0.9m measurement used frequently. It was clarified that the 0.9m is the interior side yard setback for an accessory structure.
- A question was raised regarding the concern from the neighbour regarding the inability to access property for roof raking for snow. It was clarified that although it may have been used in the past, the intention is for access to be provided from one's own lot.
- A question was asked regarding Wellington Street being deemed a Collector's road.

In the absence of any further questions, Chair Huber declared the public hearing closed.

Committee members had the following comments:

- A comment was made regarding the neighbour's ability to access their AC unit. It was clarified that any property needs to be maintainable from its own property.
- A comment was made regarding the proposed size of the units. It was clarified that the units will be around 1400 square feet.

Moved by: C. Grace

Seconded by: H. Schmid

The application for Minor Variance from Comprehensive Zoning By-law 75-2006 is hereby **granted**:

- To decrease the required minimum frontage for a semi-detached dwelling from 10m to 9.1m; and
- To decrease the minimum interior side yard setback from 1.2m to 0.9m.

subject to the following conditions:

1. That the decision applies only to the proposed development as indicated on Schedule 'A' attached to and forming part of this decision.

Reasons:

1. The variance maintains the intent and purpose of the Official Plan.
2. The variance maintains the intent and purpose of the Zoning By-law.
3. The variance requested is desirable for the appropriate and orderly development and use of the lands and buildings.
4. The variance is minor in nature.

CARRIED

8. Report of Municipal Officers/Committees

9. Next Meeting

The next meeting will be held on December 15, 2025, if required.

10. Adjournment

Moved by: H. Wallace

Seconded by: C. Grace

That this Committee of Adjustment meeting of November 17, 2025, hereby adjourns at 5:33 p.m.

CARRIED