THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

A G E N D A

Monday May 25, 2026

COMMITTEE OF ADJUSTMENT
7:30 p.m., Council Chambers, Fingal/Via Video Link

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1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

   (a) Minutes of Committee of Adjustment meeting of May 11, 2026

5. NEW BUSINESS

   (a) Minor Variance Application MV 2026-04, Firm Foundation Holdings Inc. Edward St (PLA 2026-17)

6. ADJOURNMENT

Meeting of the Committee of Adjustment
Monday May 11, 2026
Council Chambers, Fingal/Via Video Link

MEMBERS PRESENT: Chairperson: Mayor Grant Jones
Members: Deputy Mayor Justin Pennings
Councillor John Adzija
Councillor Scott Fellows

TOWNSHIP ADMINISTRATION PRESENT: Jeff Carswell Secretary-Treasurer
Michela Testani, Planner

C of A 2026-07 **MOVED BY: Member Pennings**
SECONDED BY: Member Fellows

RESOLVED THAT the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:30 p.m.** to hear application MV 2026-05 Derrough C/O Willsie Construction Inc., 9872 John St N.

CARRIED

C of A 2026-08 **MOVED BY: Member Pennings**
SECONDED BY: Member Adzija

RESOLVED THAT the minutes from the Committee of Adjustment Meeting of March 9th, 2026 are hereby adopted.

CARRIED

MV 2026-05 Derrough C/O Willsie Construction Inc

In attendance: B. Derrough, T. McLean

Chairperson Jones called the hearing to order and stated that this application for a Minor Variance to seek relief from the General Provisions of Section 3.1(vi) of Zoning By-law 2011-14, as amended to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses.

Chairperson Jones asked if any member of the Committee have a disclosure of interest concerning the Minor Variance application? None were declared

The Chairperson asked the Secretary-Treasurer what method of notice, and when was the notice given to the public for this hearing. Secretary-Treasurer Jeff Carswell responded that a sign was posted on the property prior to the May 1st, 2026 deadline and notices were mailed to property owners within 60 metres prior to April 29th.

Planner Michela Testani presented her report to the Committee and public.

Chairperson Jones asked if any Committee Members had any questions about the Planning Report. Member Pennings asked if there was only going to be one additional dwelling unit at this address. Ms. Testani responded yes.

Chairperson Jones asked the Secretary-Treasurer if any comments were received from Staff. Secretary Treasurer Jeff Carswell responded yes. Comments received from Township staff are included in Planning Report PLA 2026-15

Chairperson Jones asked the Secretary-Treasurer if we received any written submissions on this application. Secretary-Treasurer Jeff Carswell responded that no written comments were submitted.

Chairperson Jones asked if the owner and/or applicant in attendance? Please identify yourself so that the Township has a record of your attendance at this public hearing, with your name and civic address. B. Derrough owner of the property and T. McLean applicant identified themselves. They provided no additional comments.

Chairperson Jones asked if there were any further questions. No questions were answered.

C of A 2026-09 **MOVED BY: Member Pennings**
SECONDED BY: Member Fellows

RESOLVED THAT the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2026-15 regarding Application for Minor Variance MV 2026-05;.

AND THAT the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from the General Provisions, Section 3.1 Accessory Uses 3.1(vi) to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses as per the attached decision sheet.

CARRIED

TOWNSHIP OF SOUTHWOLD

COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION
APPLICATION NO. MV 2026-05

ATTACHED is a certified copy of the decision of the Committee of Adjustment in the matter of an Application MV 2026-05 for a Minor Variance pursuant to Section 45 (10) of the Planning Act, R.S.O. 1990, as amended.

The applicant, the Minister of Municipal Affairs, specified persons and certain public bodies may appeal the decision to the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal) by filing with the Secretary-Treasurer of the Committee of Adjustment, not later than the **1st day of June, 2026, at 5:00 p.m.**

HOW TO FILE AN APPEAL: Appeals are submitted to the Secretary-Treasurer via the Ontario Land Tribunal's (OLT) online e-file service.

1. Navigate to the OLT's e-file service at https://olt.gov.on.ca/e-file-service/.
2. On the e-file service, sign into your *My Ontario Account* (first time users will need to register for a *My Ontario Account*).
3. Submit the appeal via the e-file service and ensure that you select the correct approval authority, which in this case is listed as *"Township of Southwold (municipality) – CAO/Clerk"*.
4. Pay the fee required by the OLT. The fee schedule and methods of payment can be found on the OLT website at https://olt.gov.on.ca/fee-chart/. OLT payment options and instructions are available online. NB: Cheques must be made out to the 'Minister of Finance'.
5. Anyone filing an appeal that does not use the OLT's e-file portal may submit the required material directly to the CAO/Clerk at the address listed below. Please note that an additional administrative fee will apply. Forms can be downloaded from the OLT website above or are available for pick-up at the Township of Southwold Office, 35663 Fingal Line, Fingal.

Additional Information regarding this application for minor variance is available for review, at the Township of Southwold Municipal Office, or by contacting the Township Planner via phone at 519-769-2010 or e-mail at planning@southwold.ca, or available online at the Township's website at: www.southwold.ca/current-planning-applications

Dated this 12th day of May, 2026.

Jeff Carswell, CAO/Clerk
Secretary-Treasurer of the Committee of Adjustment
Township of Southwold
35663 Fingal Line
Fingal, Ontario N0L 1K0
Phone: 519-769-2010
E-mail: cao@southwold.ca

COMMITTEE OF ADJUSTMENT FOR
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

DECISION SHEET

****

Application No. MV 2026-05
Date of Hearing: May 11th, 2026
Owner/Applicant: Derrough/Willsie Construction Inc.
Agent: Willsie Construction Inc.
Description: PLAN 157 PT LOT 8 RP11R7344; PART 2
Municipal Address: 9872 John Street North

Lot Description:

Existing Lot Area	0.33 ha
Existing Lot Frontage	30.2 m
Existing Lot Depth	110.7 m

In the matter of Section 45(1) of The Planning Act R.S.O 1990, the Township of Southwold Comprehensive Zoning By-law 2011-14, and an application for **Minor Variance**.

The owner is requesting a Minor Variance to seek a relief provision of Zoning By-law 2011-14, as amended to permit an increased building height of 6.3 m to allow the development of a non-agricultural accessory building containing an additional dwelling unit and garage. Specifically, the minor variance will consider the following:

1. Relief from the provision of Section 3.1(vi) of Zoning By-law 2011-14, as amended to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses.

Decision:

2. The application is hereby **approved** to obtain Relief from the provision of Section 3.1 (vi) Accessory Building Height of Zoning By-law 2011-14, as amended, to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses.

Reasons for approval, in accordance with Report PLA 2026-15:

1. The variance does maintain the intent and purpose of the Official Plan.
2. The variance does maintain 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 land.
4. The variance is minor in nature.

The effect of written and oral submissions on the Decision is contained within Report PLA 2026-15 and the minutes of the Committee of Adjustment Meeting of May 11th, 2026.

We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 11th day of May, 2026.

RECORDED VOTE	**TO GRANT**	**TO REFUSE**	***Absent***	***Present***
Committee Member, John Adzija	✓		( )	(✓)
Committee Member, Scott Fellows	✓		( )	(✓)
Committee Member, Sarah Emons			(✓)	( )
Chairperson and Committee Member, Grant Jones	✓		( )	(✓)
Committee Member, Justin Pennings	✓		( )	(✓)

*******************CERTIFICATION OF COMMITTEE'S DECISION************************

I, Jeff Carswell, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 11th day of May, 2026.

[redacted]
Secretary-Treasurer

2026-05-11
Date

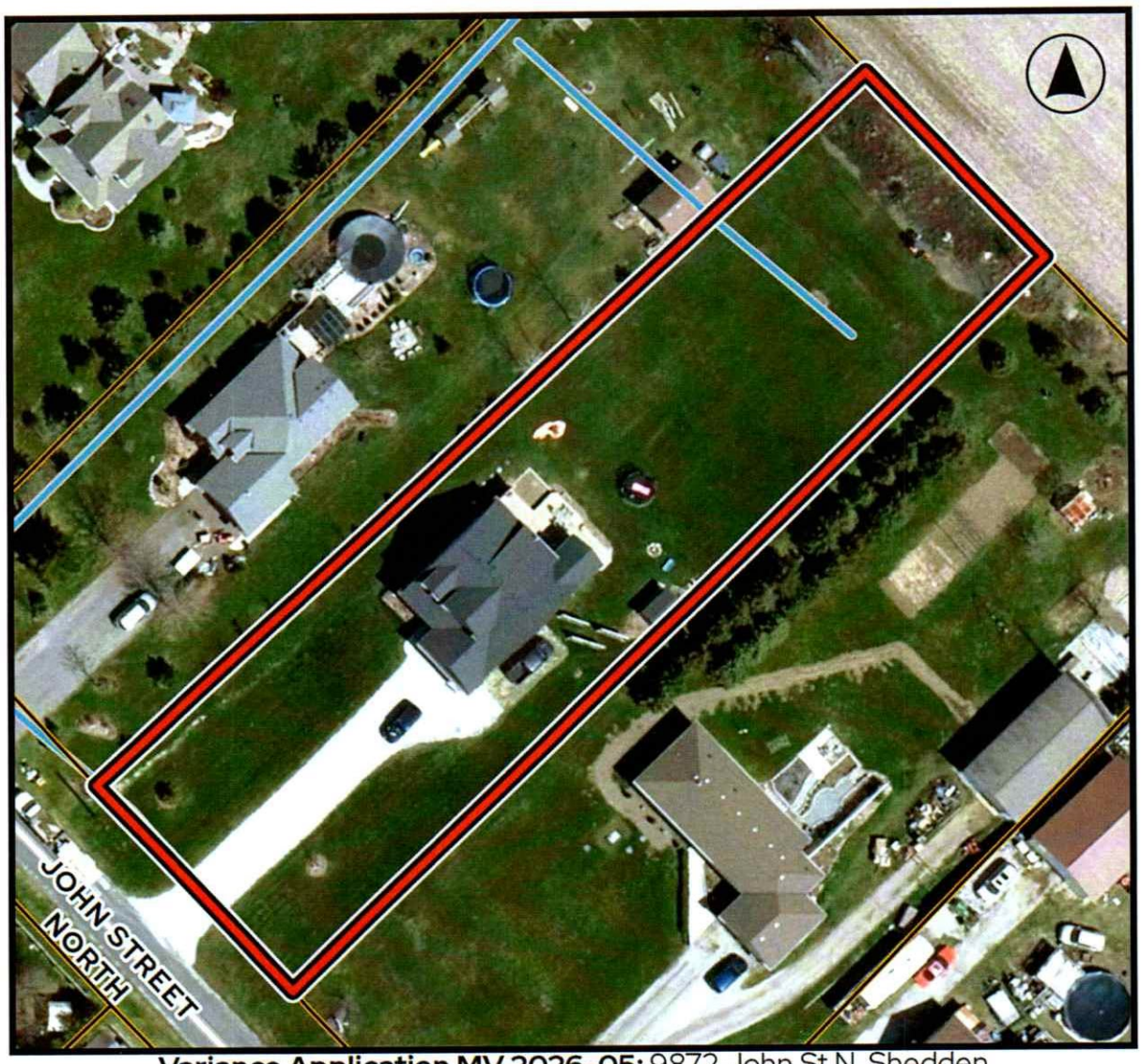
***************************NOTICE OF LAST DATE OF APPEAL*************************

NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THIS DECISION TO THE ONTARIO LAND TRIBUNAL (OLT) IS THE **1st, DAY OF JUNE, 2026 at 5:00 P.M.**

The decision of the Committee may be appealed to the Ontario Land Tribunal (OLT) by serving personally on or sending by registered mail to the Secretary-Treasurer of the Committee a Notice of Appeal and a copy of an appeal form which is available from the OLT website at www.olt.gov.on.ca setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the Secretary-Treasurer of the fee prescribed by the Tribunal as payable on an appeal from the Committee of Adjustment to the Tribunal.

Jeff Carswell, CAO/Clerk
Township of Southwold
35663 Fingal Line
Fingal, Ontario
N0L 1K0
Phone: 519-769-2010
Email: cao@southwold.ca

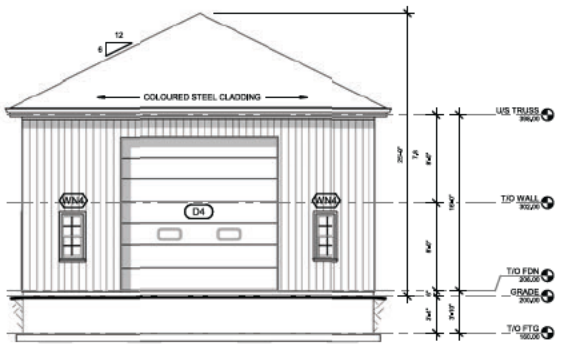
Schedule A: Subject Area Map 9872 John Street North – MV 2026-05



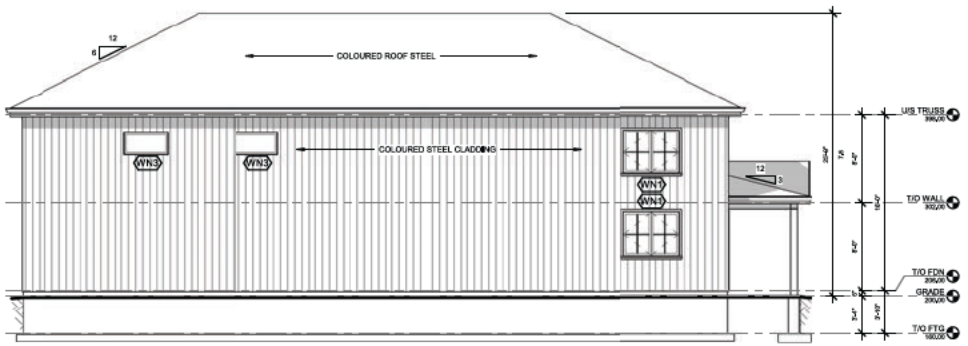
Variance Application MV 2026-05: 9872 John St N, Shedden

Township Roads | Minor Variance Location | Parcels | Municipal Drainage

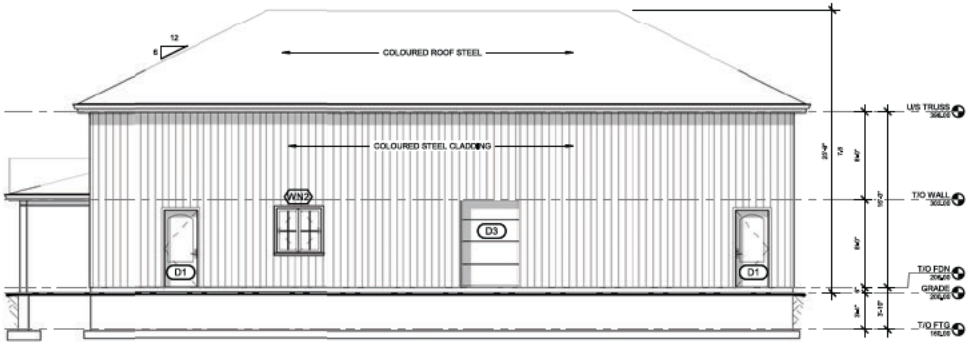
Appendix 1: Site Plan and Elevations



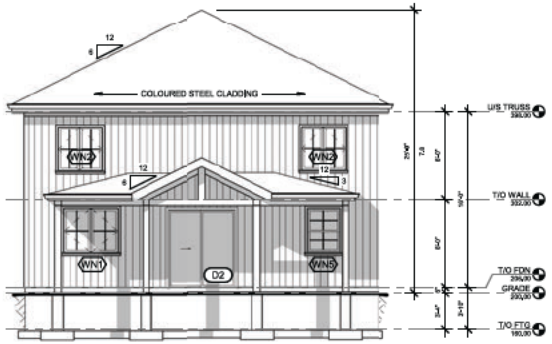
1 S-8 PROJECT WEST ELEVATION
3/16" = 1'-0"



2 S-8 PROJECT SOUTH ELEVATION
3/16" = 1'-0"



3 S-8 PROJECT NORTH ELEVATION
3/16" = 1'-0"



4 S-8 PROJECT EAST ELEVATION
3/16" = 1'-0"

PLANS TO BE DESIGNED.
DO NOT USE FOR CONSTRUCTION

DESIGNLOGIX ENGINEERING INC.
AGRICULTURE • COMMERCIAL • CIVIL
P: 905-512-2377
E: office@dlxengineering.com
DO NOT SCALE DRAWINGS
ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR AND ANY DISCREPENCIES REPORTED TO THE ENGINEER

ABBREVIATIONS

@	AT	O/H	OVERHEAD
c/w	COMPLETE WITH	PT	PRESSURE TREATED
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
O/H	OVERHEAD	T&G	TONGUE & GROOVE
EX.	EXISTING	T.O.	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U.S.	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

WALL TAG
WINDOW TAG
DOOR TAG
ELEVATION MARKER – PLAN
ELEVATION MARKER – SECTION
TRAVEL DISTANCE

PROJECT STATUS:

NO:	DATE:	STATUS:
1	FEB. 27, 2026	FOR APPROVAL
2	MAR. 4, 2026	FOR APPROVAL

CONTRACTOR NAME & ADDRESS:
WILLSIE CONSTRUCTION INC.
P.O. BOX 159, BELMONT, ONTARIO

PROJECT NAME & ADDRESS:
9872 JOHN STREET SHED
9872 JOHN STREET, NORTH,
SHEDDEN, ONTARIO

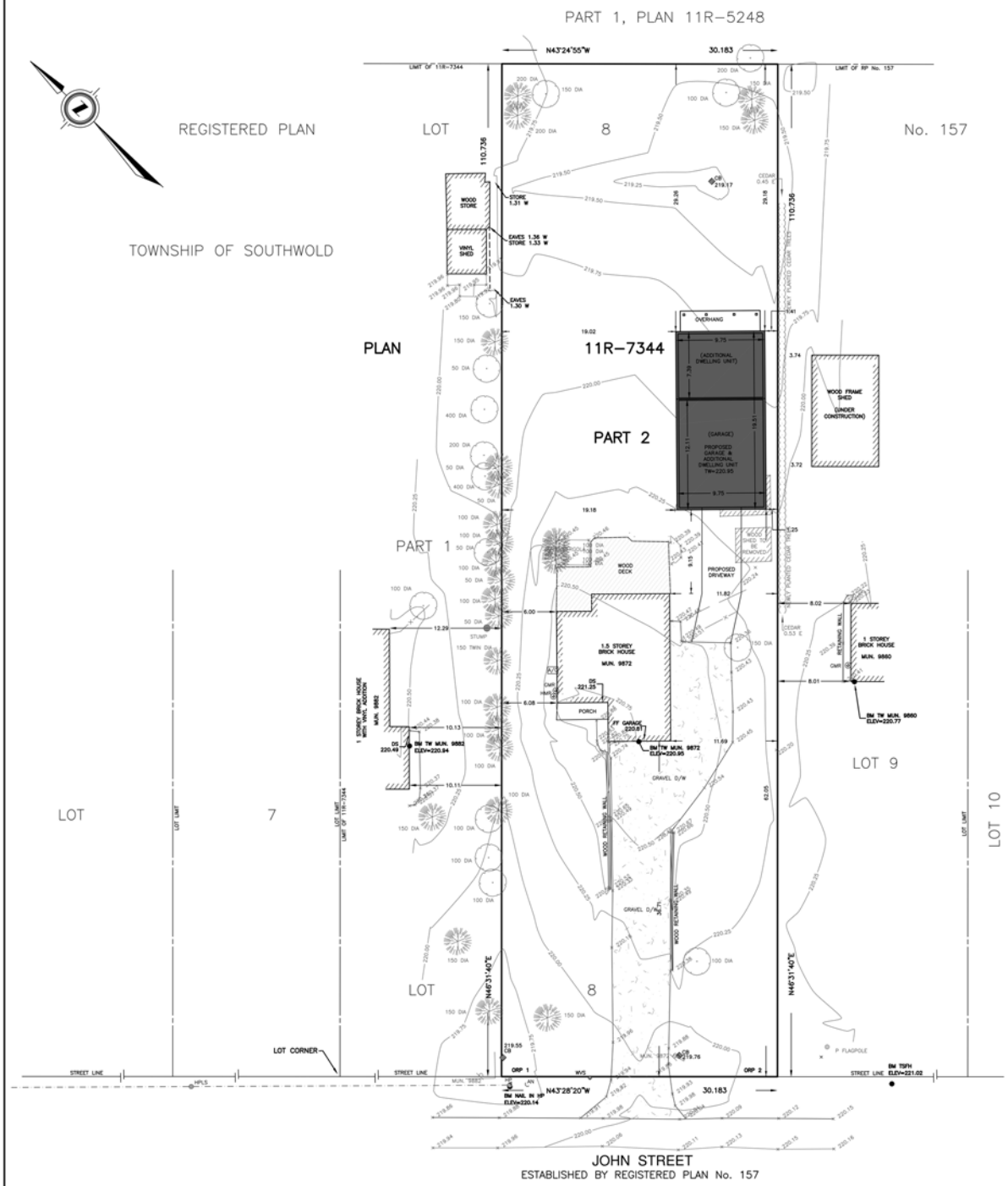
Date: MAR. 4, 2026
Scale: 3/16" = 1'-0"

PROJECT NORTH: TRUE NORTH:
Project #: DLX26-106
Drawn by: E.R.
Checked by: N.H.

DRAWING TITLE:
EAST & WEST ELEVATION

Sheet No.
S-8

2026-03-04 8:58:06 AM



INITIAL PLOT
OF PART OF
PART OF LOT 8,
REGISTERED PLAN No. 157
BEING ALL OF
PART 2,
PLAN 11R-7433
MUNICIPAL NUMBER 9872
IN THE
TOWNSHIP OF SOUTHWOLD
COUNTY OF ELGIN

SCALE 1:250

5 4 3 2 1 0 5 10 15
SCALE IN METRES

2026
ARCHIBALD, GRAY & McKAY LTD.
ONTARIO LAND SURVEYORS

TOPOGRAPHIC LEGEND

AN	DENOTES ANCHOR
BM	DENOTES BENCHMARK
CB	DENOTES CATCH BASIN
CONC	DENOTES CONCRETE
DIA	DENOTES DIAMETER IN mm
DS	DENOTES DOOR SILL
D/W	DENOTES DRIVEWAY
GAR	DENOTES GARDEN
GMR	DENOTES GAS METER
HMR	DENOTES HYDRO METER
HP	DENOTES HYDRO POLE
HPLS	DENOTES HYDRO POLE LIGHT STANDARD
LS	DENOTES LIGHT STANDARD
OHW	DENOTES OVERHEAD WIRES
P	DENOTES POST
RF	DENOTES RAIL FENCE
TW	DENOTES TOP OF WALL
WVS	DENOTES WATER SERVICE VALVE
N	DENOTES NORTH
E	DENOTES EAST
W	DENOTES WEST
S	DENOTES SOUTH

DENOTES CONIFEROUS TREE

DENOTES DECIDUOUS TREE

METRIC: DISTANCES, COORDINATES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SITE DATA
SITE AREA = 3341.89
LOT COVERAGE (EXISTING BUILDING) = 168.9 (5.05%)
LOT COVERAGE (NEW BUILDING) = 190.3 (5.69%)
LOT COVERAGE (TOTAL BUILDING) = 359.2 (10.75%)
(AREAS SHOWN ARE IN SQUARE METRES)

AGM
PLAN • SURVEY • ENGINEER
ARCHIBALD, GRAY & McKAY LTD.
3514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9
PHONE 519-685-5300
EMAIL info@agm.on.ca
FAX 519-685-5303
WEB www.agm.on.ca

DRAWN BY:	JP/AW/CRC	DIGITAL FILE:	S02601LG1.dwg
CHECKED BY:	JDZ	FIELDWORK BY:	YGH
FILE No:	50-0157-01-3	Plot date:	Apr 10, 2026

BUILDER:
WILLSIE HOMES

Chairperson Jones stated that please be advised that the last day for appealing this decision is June 1st , 2026. If you wish to be notified of the decision of the Committee in respect of this application, you must submit a written request to the Township of Southwold Committee of Adjustment. If you are not the applicant, you should request a copy of the decision since it may be appealed to the Ontario Land Tribunal by the applicant or another member of the public. This Committee of Adjustment meeting is now concluded.

C of A 2026-10 **MOVED BY: Member Fellows**
SECONDED BY: Member Adzija

RESOLVED THAT the meeting of the Committee of Adjustment to hear application MV 2026-05, Derrough C/O Willsie Construction Inc, 9872 John St Nadjourns, and the regular meeting of council reconvenes at **7:38 p.m.**

CARRIED

Chairperson

Secretary-Treasurer

TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 25, 2026

PREPARED BY: Michela Testani, Junior Planner

REPORT NO: PLA 2026-17

SUBJECT MATTER: Minor Variance Application MV 2026 - 04
Edward Street
Firm Foundation Holdings Inc. - Kevin Vanderveen

Recommendations:

1. That the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2026-17 regarding Application for Minor Variance MV 2026-04.

2. That the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from Section 3.48(j) (Added by By-Law 2022-44) of Zoning By- law 2011-14 to permit three front-facing entrances for a primary dwelling and two additional dwelling units whereas exterior entrances of an additional dwelling unit shall not be permitted on an elevation, or facade of the dwelling unit that faces the frontage of the primary dwelling unit, subject to the following condition of approval:

   > "That the applicant be responsible for the design, implementation and cost of a comprehensive servicing plan to service the subject lands to the satisfaction of the Municipality, and to the satisfaction of the Municipality of Dutton Dunwich."

Summary:

- The requested variance would permit the construction of a new primary dwelling and two additional dwelling units.
- The proposal complies with all other provisions of Zoning By-law 2011-14.

Purpose:

The purpose of this report is to provide the Committee of Adjustment with background information to support the recommendation to approve Application MV 2025-04 for Minor Variance following the Public Hearing scheduled for May 25, 2026.

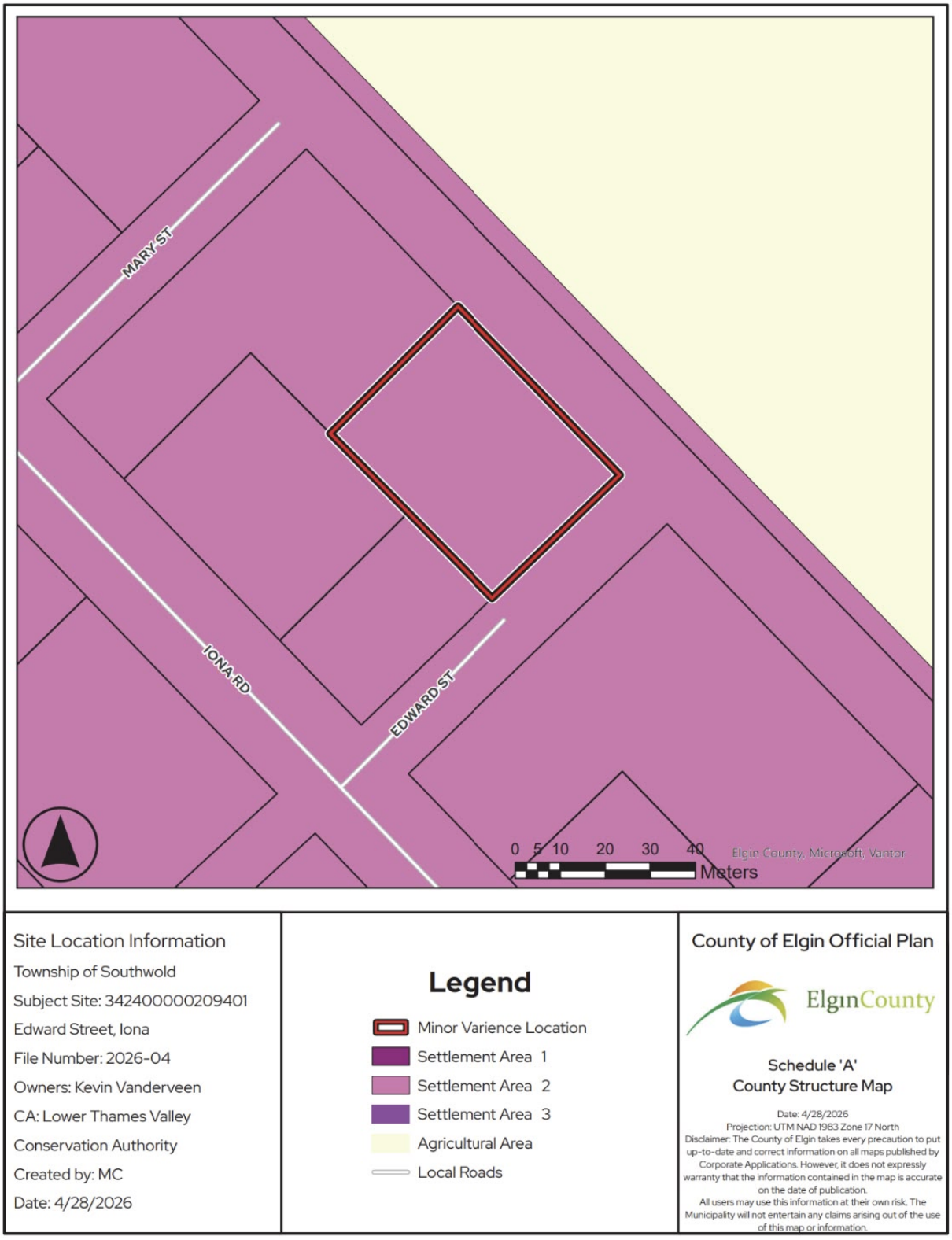
Background:

The subject lands are located on Edward Street and are legally described as PLAN 3 LOT 5 ETL AND PT LOT;5 W/S ARGYLE RP 11R7210;PARTS 1 & 2 and PLAN 3 LOT 6 PT LOT 5 RP;11R7210 PART 3 in the Township of Southwold. The subject site is highlighted in Figure 1.

The subject site is approximately 0.1978 ha in total area. The lands are designated within the Hamlets on Schedule '4' of the Township of Southwold Official Plan and zoned Residential 1 (R1) on Map 17A of the Township of Southwold Zoning By-Law 2011-14. The subject site is currently vacant. The lands are surrounded by Residential and Agricultural land uses.

Figure 1.0 Key Map of Subject Property

County Official Plan Key Map:



Site Location Information
Township of Southwold
Subject Site: 342400000209401
Edward Street, Iona
File Number: 2026-04
Owners: Kevin Vanderveen
CA: Lower Thames Valley
Conservation Authority
Created by: MC
Date: 4/28/2026

Legend

- Minor Varience Location
- Settlement Area 1
- Settlement Area 2
- Settlement Area 3
- Agricultural Area
- Local Roads

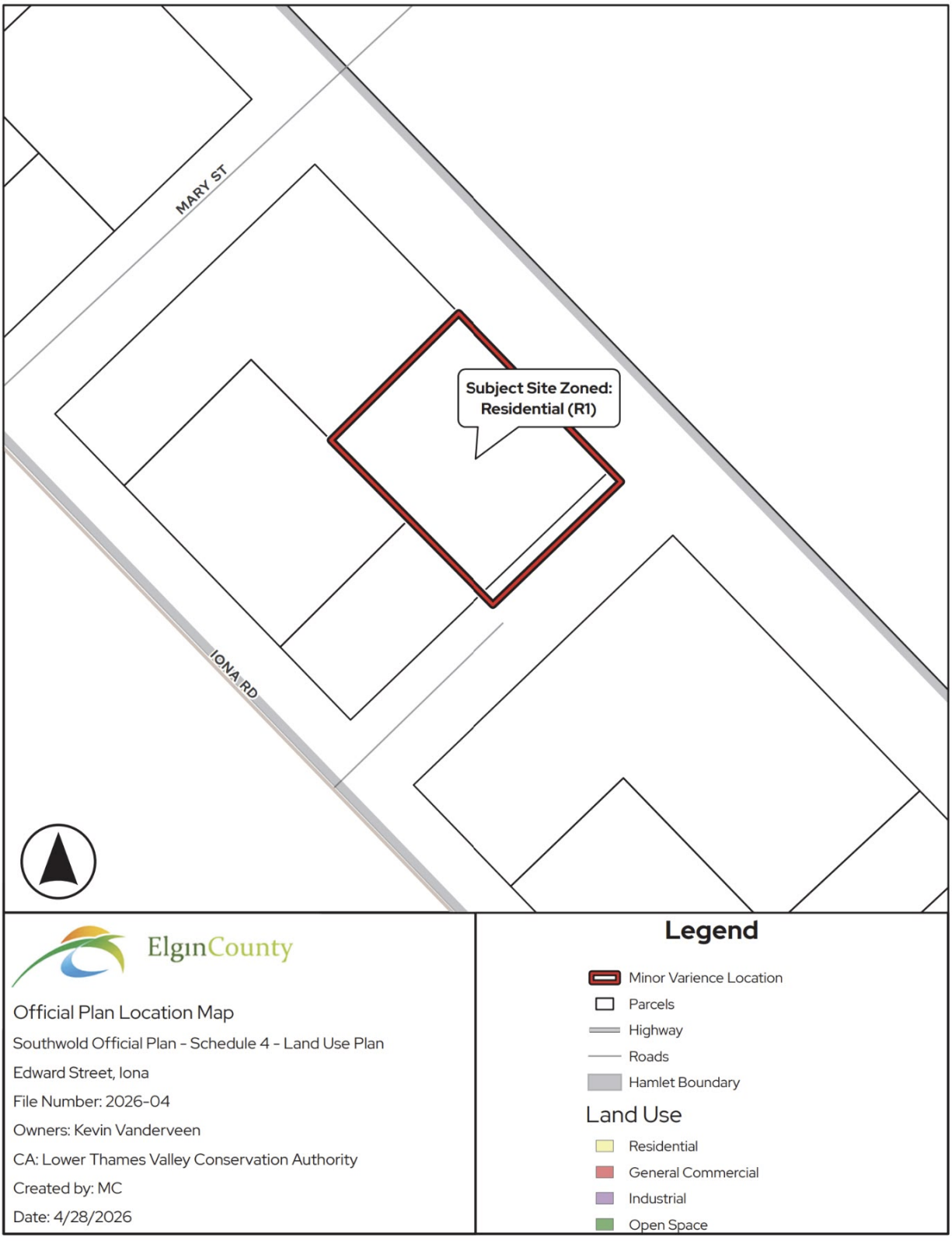
County of Elgin Official Plan

ElginCounty

Schedule 'A'
County Structure Map

Date: 4/28/2026
Projection: UTM NAD 1983 Zone 17 North
Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication.
All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.

Local Official Plan Key Map and Zoning:



Consultation

Statutory Notice Requirements

Application for Minor Variance 2026-04 for Edward Street was proposed to be heard at the May 11, 2026 Public Hearing. The Notice of the Public Hearing was provided in accordance with the provisions of the Planning Act. Property owners within 60 metres of the subject lands were provided notice by hand delivery. Applicable persons and public bodies were provided notice of the Public Hearing and a request for comments via email and was also posted publicly on the Township's website. Signage advising of the date of the Public Hearing, as well as the purpose and effect of the application, was not placed on the subject property as the sign for posting was not posted by the Applicant by the required deadline.

As a result, the application for Minor Variance 2026-04 was deferred to the May 25, 2026 Public Hearing. A Notice of Deferral was provided in accordance with the circulation provisions of the Planning Act. Property owners within 60 metres of the subject lands were provided notice. Applicable persons and public bodies were provided notice of the Deferral and was also posted publicly on the Township's website.

The Notice of the Public Hearing for the May 25, 2026 hearing was provided in accordance with the provisions of the Planning Act. Property owners within 60 metres of the subject lands were provided notice by hand delivery. Applicable persons and public bodies were provided notice of the Public Hearing and a request for comments via email. Signage advising of the date of the Public Hearing, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Hearing were also posted publicly on the Township's website.

Public and Agency Comments

On May 9, 2026, a written submission was received in regard to the proposed development. The correspondence outlines concerns for the loss of privacy and light, the increase in traffic and noise, potentially negative impacts on the value of the property, the inconsistency with neighbourhood character and the inability to protect existing interests. Overall, stating that the proposed variance does not meet the intent of the Official Plan or the Zoning By-law, in addition to images of the subject lands from the resident's residence. The full written submission is included in Appendix 2 of this report.

To address these concerns, a full response has been provided in this report with a description of how the proposal meets the intent of the Official Plan and the Zoning By-law. The full response to the written submission is included in Appendix 3 of this report.

As a result to the comments received from Environmental Services, the application was circulated to the Municipality of Dutton Dunwich on May 4, 2026, for comments given the location of the subject lands and potentially requiring submetering from the Municipality of Dutton Dunwich. The Municipality of Dutton Dunwich anticipate that submetering through Dutton Dunwich and a more comprehensive servicing plan would be required, though they would need to review any revised proposal or supporting calculations to confirm suitability. The full written comment from Dutton Dunwich, provided on May 12, 2026, are included in Appendix 4 of this report.

Township Comments:

The following is a summary of the comments received at the time of writing this report:

Township Department	**Comments Received**
Infrastructure	No Comments.
Chief Administrative Officer	No Comments.
Building	No Comments.
Fire	No Comments.
Drainage	Only concern is that lot coverage and lot grading is such that neighbour lands do not have storm water directed to them.
Public Works	Will require ROP(s) from Township for entrances if approved. Design will need to meet Design Standards for residential entrances.
Environmental Services	Property is not serviced with municipal water and will require connection from Iona Road (no watermain on Edward). When the municipal water connection is made, the property shall only be permitted with one legal connection and one billing meter. Property can have submetering installed.

Overview and Analysis:

This analysis is provided prior to the Public Hearing. Should new information arise regarding this proposal, the Committee of Adjustment is advised to take such information into account when considering the recommendation provided by Township Staff.

Application for Minor Variance was reviewed with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Township of Southwold Official

Plan, and the Township of Southwold Zoning By-law 2011-14. A summary of the applicable planning policies and regulations is provided.

	Section(s)	Relevant Policy Direction
Provincial Planning Statement, 2024	Section 2.3.1.1 General Policies for Settlement Areas Section 2.3.1.3 General Policies for Settlement Areas Section 2.5.2 Rural Areas in Municipalities	• Settlement areas shall be the focus of growth and development. • Support of general intensification and redevelopment within Settlement Areas includes a range and mix of housing options. • Rural settlement areas shall be the focus of growth and development, where positive change shall be promoted.
Elgin County Official Plan	6.3 Permitted Uses	• Primary use of land shall be for the widest possible range of urban uses at the discretion of local municipalities.
Township of Southwold Official Plan	3.4.2 Secondary Dwelling Units 3.2.5.1 General Intensification 5.2.2.2 Permitted Uses	• Township recognizes the secondary dwelling units as an important housing option and are permitted in Settlement Areas. • Township encourages intensification through minor infilling within all settlement areas. • Secondary dwelling units are permitted in Residential areas.
Township of Southwold Zoning By-law 2011-14	Section 3.48 (c)(ii) Additional Dwelling Units (Added by By-Law 2022-44) Section 3.1 (j) Accessory Uses	• A maximum of three residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if no building or structure ancillary to the detached house, semi-detached house, or rowhouse contains any residential units. • Requires an additional dwelling unit to have its own exterior entrance separate from the exterior entrance to the primary

		dwelling unit, but shall not be permitted on an elevation, or façade of the dwelling unit that faces the frontage of the primary dwelling unit.

Minor Variance

The Applicant is requesting relief from the following provision of the Zoning By-law:

Section 3.48 (j) Additional Dwelling Units - An additional dwelling unit shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the dwelling unit that faces the frontage of the primary dwelling unit in the R1 and R2 Zones; and shall have no means of internal access to the primary dwelling unit.

- The Applicant proposes the construction of a primary dwelling on the subject site while containing two additional dwelling units with three front-facing entrances for a primary dwelling and two additional dwelling units. The proposed development will use the same façade and elevation for the three entrances that faces the frontage of the primary dwelling, where this is otherwise not permitted.

When presented with an Application for Minor Variance, the Committee of Adjustment must be satisfied the application meets the "Four Tests" of subsection 45(1) of the *Planning Act*:

Do the variances maintain the intent of the Official Plan?

Answer: Yes.

The subject lands are designated within the Iona Hamlet Area on the Land Use "Schedule 4" Map within the Township of Southwold Official Plan. The requested variance conforms to the Township's Official Plan, as the proposal facilitates appropriate residential infill and development on vacant land within the designated hamlet areas. Furthermore, the variances conform with the Township's Official Plan's policies permitting additional dwelling units within hamlet areas, thereby supporting the municipality's objectives for diversified and modest residential growth within the designated areas of the Official Plan.

It is planning staff's opinion that the proposed primary dwelling and additional dwelling units will not impede or adversely affect surrounding land uses and is an appropriate use of underutilized land.

Do the variances maintain the intent of the Zoning By-law?

Answer: Yes.

The subject site is zoned "Residential 1 (R1)" Zone within Zoning By-law 2011-14. The "Residential 1" zoning provisions permits additional dwelling units on lands given they adhere to standard regulations. The proposed additional dwelling units will not maintain separate façade or elevation entrances from the proposed primary dwelling. However, the development maintains the general intent and purpose of the Zoning By-law as the additional residential units are self-contained, increases the housing supply and is accessory to the proposed primary dwelling.

The requested minor variance supports the Township's objectives for housing development, residential intensification and therefore upholds the overall intent of the Township of Southwold Zoning By-law.

Are the variances an appropriate use of the land?

Answer: Yes.

The subject site is currently vacant and intended for the use of residential development, and the proposed development does not alter this intended use of the land. The requested minor variance seeks permission to construct a primary dwelling in addition to two additional dwelling units, where the additional dwelling units will not maintain separate façade or elevation entrances from the proposed primary dwelling.

The proposal represents an appropriate and efficient use of land, as the subject site is currently vacant and located within a designated Hamlet Area and carrying residential land use permissions. Hamlet Areas are intended to accommodate modest growth through infilling to support the County's and Township's housing objectives.

Overall, the development maintains the intent of the Township's planning framework by promoting intensification on an underutilized lot and contributing to the local housing supply in a manner that is compatible with the surrounding residential context.

Are the variances minor in nature?

Answer: Yes.

While the Planning Act does not contain a definition of what is considered minor, the effects on the existing area and planning principles should be considered. In this instance, the proposed minor variance seeks relief to permit a primary dwelling with two additional dwelling units that has three front-facing entrances on the same façade and elevation that faces the frontage of the primary dwelling on the subject site, where this is otherwise not permitted. The intended use of the lands is not altered.

Accordingly, the variances can be characterized as minor in nature, as they represent limited deviations from the Zoning By-law standards, maintain the general intent and purpose of the Official Plan and Zoning By-law, and do not result in negative impacts on the surrounding area.

Conclusion:

Subject to receiving further questions and comments from the Committee of Adjustment and members of the public, staff is in a position to state that the application, as proposed:

i. Is in keeping with the general intent of the Official Plan.
ii. Is in keeping with the general intent of Zoning By-law 2011-14, as amended, for the Township of Southwold.
iii. Is desirable and will result in the appropriate development of the area
iv. Is minor in nature not causing any adverse impact that may result from granting this application.

Pursuant to Section 45(9) of the *Planning Act*, this recommendation is subject to the condition listed below to ensure adequate, efficient and desirable servicing can be provided to the subject lands, of which is to be presented within 2 years of Decision.

- That the applicant be responsible for the design, implementation and cost of a comprehensive servicing plan to service the subject lands to the satisfaction of the Municipality, and to the satisfaction of the Municipality of Dutton Dunwich.

Upon the Committee of Adjustment making a decision, the required Notice of Decision for the Minor Variance will be circulated within 10 days of the meeting. There is a 20-day appeal period during which objections to the decision may be submitted to the Ontario Land Tribunal by the applicant, Minister of Municipal Affairs, specified persons and certain public bodies.

The Committee of Adjustment should be able to demonstrate why the application does or does not meet the four tests for a minor variance under the Planning Act and state those reasons in making a decision.

Financial Implications:

There are no significant financial implications related to the consideration of Minor Variance Application MV 2026-04.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

☒ Managed Growth

☐ Welcoming and Supportive Neighbourhoods

☐ Economic Development

☐ Fiscal Responsibility and Accountability

Respectfully submitted by:
Michela Testani
Junior Planner

Reviewed by:
Mat Vaughan
Director of Planning and Development
(Elgin County)

Reviewed by:
Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

Approved for submission by:

Jeff Carswell
CAO/Clerk

Attachments:
Appendix 1 – Reference Plans for Edward Street.

DUE NORTH
DESIGN & DRAFTING INC.
www.duenorthdesign.ca
nicole@duenorthdesign.ca
519-317-7661
31914 Pioneer Line
Iona Station ON
N0L 1X0

NOTES:

1. DO NOT SCALE DRAWING.
2. ALL MATERIAL AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE LATEST REVISION OF THE ONTARIO BUILDING CODE.
3. ALL DIMENSIONS ARE TAKEN FROM BLOCK FACE, FOUNDATION FACE, STUD FACE, DECK FACE, COLUMN FACE OR COLUMN CENTERLINE.
4. ALL MATERIALS AND FINISHES TO BE VERIFIED BY THE OWNER PRIOR TO CONSTRUCTION.
5. ALL DRAWINGS ARE PROPERTY OF DUE NORTH DESIGN & DRAFTING INC. AND SHALL NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION.

FLOOR AREAS:
MAIN FLOOR: 1169 SQ FT.
GARAGE: 291 SQ. FT.

CONCEPTUAL ONLY

REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUED FOR CLIENT REVIEW	MAR 24, 2026

VANDERVEEN AQUISITIONS

DWELLING + TWO ADU'S

3D VIEW

Address:	9024 IONA RD IONA, ON
Project Number:	24-97
Date:	MAR 24, 2026
Drawn By:	NM

A0

Scale: REV: 1

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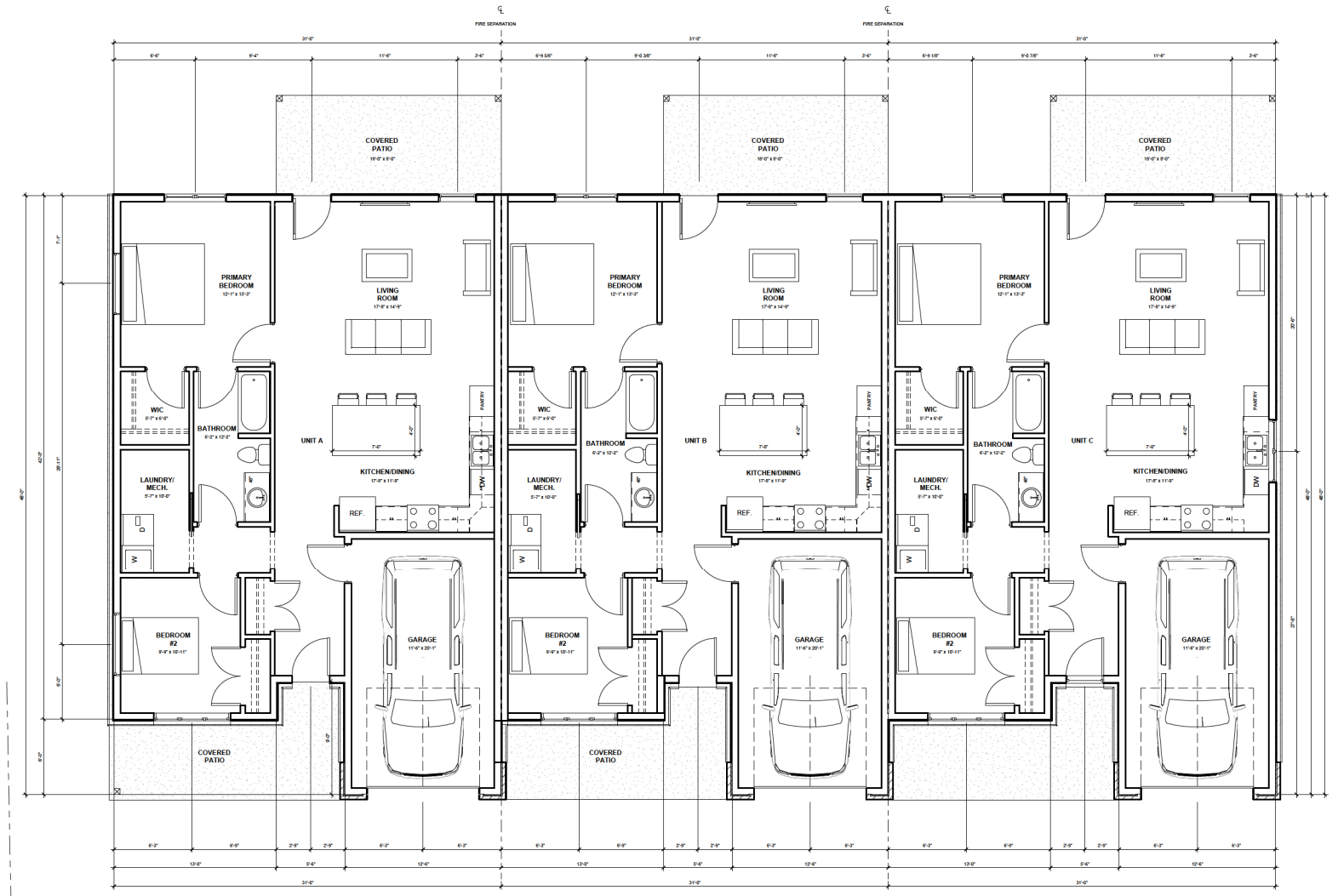

1 MAIN FLOOR PLAN I
1/4" = 1'-0"

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FLOOR AREAS:
MAIN FLOOR: 1169 SQ FT.
GARAGE: 291 SQ. FT.

CONCEPTUAL ONLY

REVISIONS

NO	DESCRIPTION	DATE
1	ISSUED FOR CLIENT REVIEW	MAR 24, 2026

VANDERVEEN AQUISITIONS

DWELLING + TWO ADU'S

MAIN FLOOR PLAN

Address:	9024 IONA RD IONA, ON
Project Number:	24-97
Date:	MAR 24, 2026
Drawn By:	NM

A1

Scale: 1/4" = 1'-0" REV: 1

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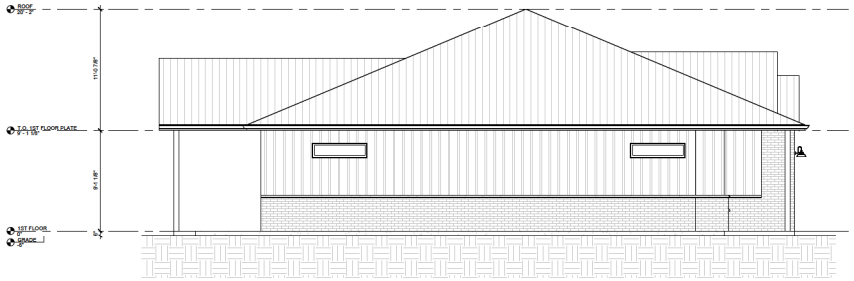
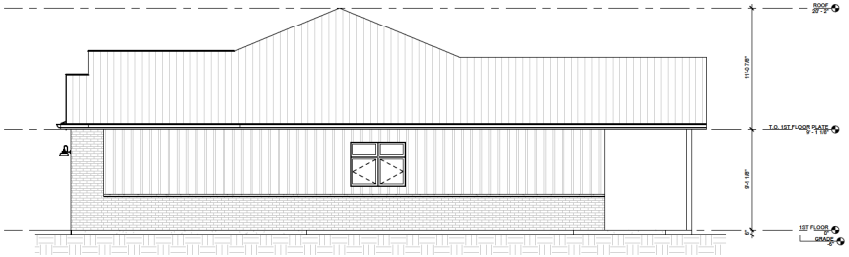
1 FRONT ELEVATION
3/16" = 1'-0"



2 LEFT ELEVATION
3/16" = 1'-0"



3 RIGHT ELEVATION
3/16" = 1'-0"

4 REAR ELEVATION
3/16" = 1'-0"

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FLOOR AREAS:
MAIN FLOOR: 1169 SQ FT.
GARAGE: 291 SQ. FT.

CONCEPTUAL ONLY

REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUED FOR CLIENT REVIEW	MAR 24, 2026

VANDERVEEN AQUISITIONS

DWELLING + TWO ADU'S

ELEVATIONS

Address: 9024 IONA RD IONA, ON

Project Number: 24-97

Date: MAR 24, 2026

Drawn By: NM

A2

Scale: 3/16" = 1'-0" REV: 1

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SITE PLAN

COUNTY OF ELGIN

TOWN OF IONA

MUNICIPALITY OF SOUTHWOLD

NOTE:
DRAWING IS FOR REFERENCE ONLY. THE MEASUREMENTS PROVIDED ARE BASED ON MEASUREMENTS PROVIDED BY ORIGINAL BUILDING LOCATION SURVEY. LOCATIONS OF BUILDING AND PATHWAYS MAY HAVE BEEN MODIFIED TO ILLUSTRATE PROPOSED DEVELOPMENT. THIS DOCUMENT HAS NOT BEEN PREPARED BY REGISTERED ONTARIO LAND SURVEYOR.

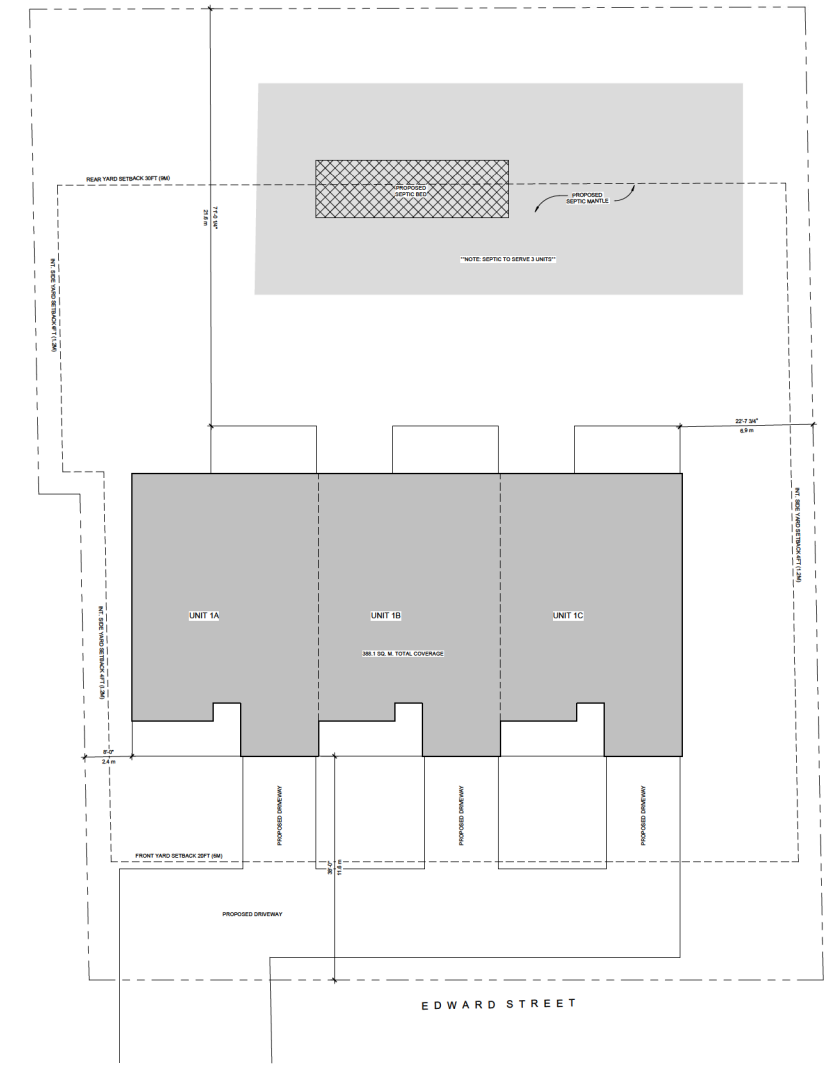
ZONING REGULATIONS FOR 81 PROPERTY

LOT COVERAGE

LOT AREA TOTAL	= 1978.6 m² (21297.5 ft²)
ALLOWABLE LOT COVERAGE ON SITE	= 40% = 791.4 m² (8519 ft²)
TOTAL LOT COVERAGE	= 463 m² (23.4%)
PROPOSED DWELLING PROPOSED COVERED PORCHES	= 388.1 m² (4178 ft²) = 74.9 m² (806 ft²)

SETBACKS

INT. SIDE YARD SETBACK	= 1.2 m
REAR YARD SETBACK	= 9 m
FRONT YARD SETBACK	= 6 m



1 SITE PLAN
1" = 10'-0"

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FLOOR AREAS:
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CONCEPTUAL ONLY

REVISIONS

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DWELLING + TWO ADU'S

SITE PLAN

Address: 9024 IONA RD IONA, ON

Project Number: 24-97
Date: MAR 24, 2026
Drawn By: NM

S1

Scale: 1" = 10'-0" REV: 1

2026-03-24 4:11:59 PM

Appendix 2 – Written Public Comment, May 9, 2026

SUBMISSION IN OPPOSITION TO MINOR VARIANCE APPLICATION

To: The Committee of Adjustment - The Township of Southwold

Re: Notice of Public Hearing regarding Minor Variance Application – May 11, 2026

Property: Plan 3 Lot 5 ETL and PT Lot; 5 W/S Argyle RP 11r7210; Parts 1&2 and Plan 3 Lot 6 pt lot 5 RP; 11R7210 Part 3

Township of Southwold

Date: May 9, 2026

Dear Committee Members,

I am writing to formally submit my opposition to the application for a Minor Variance concerning the construction of a triplex on the property adjacent to my residence (located at 9022 Iona Rd).

I purchased my property specifically for the privacy, space, and rural character of this small hamlet. The proposed development fundamentally alters the conditions under which I bought my home and will negatively impact my quality of life in the following ways:

1. LOSS OF PRIVACY AND LIGHT

When we purchased our home, the lot beside us was completely vacant, containing only a garage, and the land behind the garage was protected by a dense stand of tall pine trees. This natural buffer provided the privacy and seclusion we sought when moving from the city.

- The proposed triplex requires the removal of these mature pine trees, destroying the natural screen that currently protects our backyard.

- With the construction of a multi-unit dwelling so close to our property line, our backyard will be completely exposed.

- We already have a duplex directly across from our kitchen window, which has forced us to keep curtains drawn to avoid looking into neighbors' windows. Adding a triplex next door will eliminate any remaining sense of privacy and light for our home.

2. INCREASE IN TRAFFIC AND NOISE

The character of our side road has already changed significantly due to the construction of the new duplex across the street, again by the same builder. Where it was a vacant space with trees, the trees were removed and replaced with a duplex.

- Previously, traffic on this road was minimal. The arrival of two additional families has already increased volume and noise levels.

- A triplex will introduce three to four times the number of residents compared to a single-family home. This will result in a substantial increase in traffic, parking congestion, and noise, disrupting the quiet country atmosphere we moved here to enjoy.

3. NEGATIVE IMPACT ON PROPERTY VALUE

The value of our property is intrinsically linked to its rural setting, privacy, and the low-density nature of the neighbourhood.

- Converting a vacant lot with natural tree cover into a high-density triplex directly adjacent to our home will likely result in a significant decrease in our property value.

- The unique selling points of our home—seclusion and space—are being compromised by this development.

4. INCONSISTENCY WITH NEIGHBOURHOOD CHARACTER

This is a small hamlet, not a larger town or city with a demand for high-density multi-unit complexes.

- The proposal to build a triplex in this specific location is inconsistent with the existing residential pattern of the area.

- While there may be a need for multi-unit housing in other areas, such developments should be located on the outskirts of communities or in zones designated for higher density, rather than being imposed upon existing low-density residential neighbourhoods.

- It is reasonable to assume that the property owner/builder would not wish to have a high-density development constructed immediately next door to their own home if it were situated in a similar context.

5. INABILITY TO PROTECT EXISTING INTERESTS

While the property in question was available for purchase by anyone, not all existing residents have the financial means or opportunity to purchase adjacent land to protect the value and enjoyment of their own homes. We chose this location specifically to escape the density and busyness of urban living. This application directly contradicts the very reason we moved here.

CONCLUSION

The proposed variance does not meet the intent of the official plan or the zoning by-law for this area. The cumulative impact of the new duplex across the street and the proposed triplex next door will destroy the privacy, quiet, and rural character that defines this neighborhood.

I respectfully request that the Committee of Adjustment deny this application for a Minor Variance to preserve the integrity of our community and the property values of existing residents.

Please find attached pictures referencing the property(s) next door from the view of my kitchen window, outside directly below my kitchen window, the sunroom - directly off the kitchen, and my driveway (immediately outside the sunroom) for your perusal.

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To: The Committee of Adjustment - The Township of Southwold
Re: Notice of Public Hearing regarding Minor Variance Application – **May 11, 2026**
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- The proposal to build a triplex in this specific location is inconsistent with the existing residential pattern of the area.
- While there may be a need for multi-unit housing in other areas, such developments should be located on the outskirts of communities or in zones designated for higher density, rather than being imposed upon existing low-density residential neighbourhoods.
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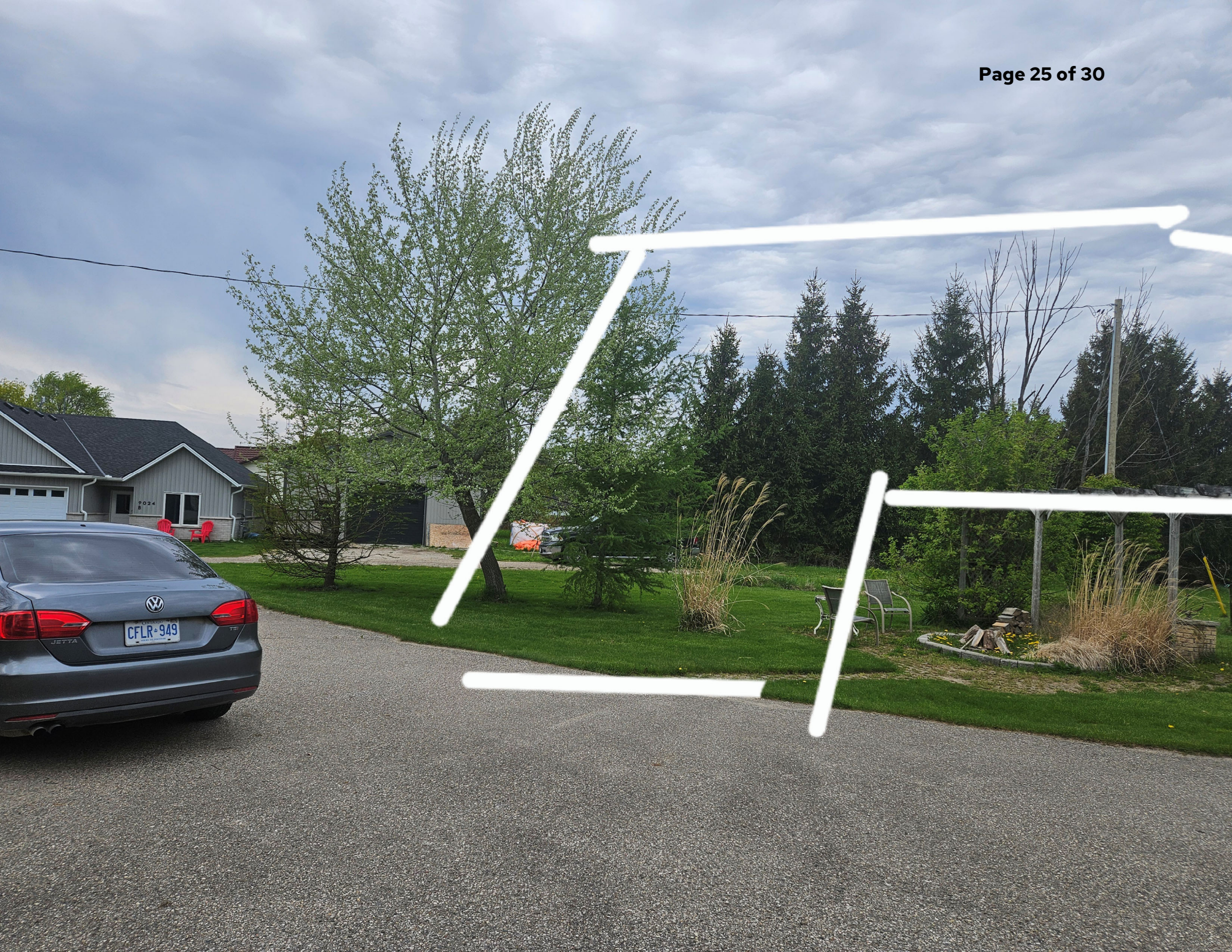
Sincerely,

Laura Platt
[redacted]

9024
A
9024
B


2024
JETTA
CFLR 949

9024
B

Appendix 3 – Written Public Comment Response

Hi,

Thank you for your comments.

As part of determining support for a minor variance, there are four tests required to be met as a requirement of the Planning Act. Below is the following list of the four tests:

- Do the variances maintain the intent of the Official Plan?
- Do the variances maintain the intent of the Zoning By-law?
- Are the variances an appropriate use of the land?
- Are the variances minor in nature?

Please see below for how the proposed development satisfies each test.

Do the variances maintain the intent of the Official Plan?

The subject lands are designated within the Iona Hamlet Area on the Land Use "Schedule 4" Map within the Township of Southwold Official Plan. The requested variance conforms to the Township's Official Plan, as the proposal facilitates appropriate residential infill and development on vacant land within the designated hamlet areas. Furthermore, the variances conform with the Township's Official Plan's policies permitting additional dwelling units within hamlet areas, thereby supporting the municipality's objectives for diversified and modest residential growth within the designated areas of the Official Plan.

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faces the frontage of the primary dwelling on the subject site, where this is otherwise not permitted. The intended use of the lands are not altered.

Accordingly, the variances can be characterized as minor in nature, as they represent limited deviations from the Zoning By-law standards, maintain the general intent and purpose of the Official Plan and Zoning By-law, and do not result in negative impacts on the surrounding area.

In addition to satisfying the four tests, the proposed development maintains the required setbacks in the "Residential 1" zone. Thus, maintaining the required distance from neighbouring properties.

Thank you,

Michela Testani

Appendix 4 – Municipality of Dutton Dunwich Comments, May 12, 2026

Hi Michela,

Thank you for forwarding the application for our review.

After speaking with Ryan and reviewing the proposed development based on existing infrastructure and long-term servicing considerations, we have concerns with the current servicing approach. At present, Mary Street and Queen Street north of Edward Street terminate with a 6-inch dead-end watermain and fire hydrant, which services the existing properties along those streets. Edward Street, however, is serviced from the main along Iona Road, with a 2-inch service currently extending to the corner development.

From our perspective, extending another individual service from Iona Road to accommodate this application is not an efficient or desirable solution, particularly considering the undeveloped lands to the east and the potential for future expansion. In addition, no servicing calculations have been provided with this application to demonstrate that a 2-inch service would be adequate in terms of total demand (including number of units/faucets and total development area).

As a municipality, we generally avoid individual service connections and would prefer to see a servicing strategy that accounts for current and future development in the area. Given these factors, we anticipate that submetering through Dutton Dunwich and a more comprehensive servicing plan would be required, though we would need to review any revised proposal or supporting calculations to confirm suitability.

Please let us know if additional information is required from our end, or if further discussion would be helpful.