
PLANNING ADVISORY COMMITTEE MINUTES

Monday, November 10, 2025, | 4:00 pm
Saugeen Room and Zoom

MEMBERS PRESENT Tim Norwood - Chair (Virtual) | Mark Ebert | Terry Leis | Keith Hopkins (Virtual)

OTHERS PRESENT Andrew Wilken, Secretary -Treasurer | Sherri Walden, CAO | Sue Paterson, Mayor | April Marshall, Economic Development Manager | Jordan Whitmore, Deputy Chief Building Official | Aindrita Sengupta, Building and Planning Assistant

REGRETS Harol Fleet | Tony Diaco

**DISCLOSURE OF
PECUNIARY INTEREST** None

DELEGATIONS None

1. Adoption of September 9, 2025, Regular Meeting Minutes

Moved by MARK EBERT / Seconded by TERRY LEIS

That the minutes of the September 9, 2025, regular meeting be approved as printed and circulated.

CARRIED

2. Business Arising from Minutes

The Secretary-Treasurer informed the Committee that Minor Variance Application A6-25, submitted by AUM Developers Ltd. for 645 10th Street, was granted by the Committee of Adjustment, approving reductions to the minimum number of loading spaces, the minimum distance between the property line and the parking area, and the rear yard setback. Town staff are now in discussion with the owner regarding next steps and a Site Plan Agreement is anticipated in the near future. The Secretary-Treasurer further reported that, for Minor Variance Application A7-25, the owners, Jeff Schaus and Heather Curran, have been granted approval by the Committee of Adjustment for a reduction in the rear yard setback to permit the construction of a rear-yard deck. A building permit for the covered deck has since been issued. In addition, Zoning By-law Amendment applications Z1-25, Z2-25, and Z3-25 were approved by Council. The Committee also advised that discussions are ongoing between Town staff and the proponents of the proposed 68-unit apartment development at 167 10th Street, with their Site Plan Control Agreement expected to be submitted by the end of the month.

3. Official Plan Update

The Secretary-Treasurer informed the Committee that the Town is continuing to work through the Official Plan update in relation to ongoing development and growth, which will be discussed further under New Business. Town staff are currently consulting with their planning consultant to determine whether it is advisable to proceed with the Official Plan update at this time or to temporarily pause the process in order to align it with potential municipal boundary adjustments. Further updates will be provided as information becomes available.

4. Development Charges Study Update

The Secretary-Treasurer informed the Committee that the Town is currently consulting with its consultant to assess whether it is advisable to proceed with the Development Charges Update at this time or to pause the process temporarily to align with potential boundary adjustment proposal. Additional updates will be provided as they become available.

**5. Minor Variance Application, A8-25, BWH-2024 GP INC (C/o Zain Shafiq) -----
----- 490-492 9th Avenue**

The Secretary-Treasurer informed the Committee that a Minor Variance Application has been received for 492 9th Avenue. The subject property contains two buildings with a total of five units and shared parking with the abutting lot. The owners are proposing to add two additional units on the second storey of the existing one-unit building, bringing the total number of units on the lot to seven. A variance is being requested from the Residential Type 5 (R5) zone requirement for a minimum of 10 units, as the proposed development would only have a total of seven units. In addition, a variance to the side yard setback is being sought to accommodate a raised deck and staircase that will provide access to the proposed upper-storey units.

Following a good discussion on the application, it was then:

Moved by KEITH HOPKINS / Seconded by TERRY LEIS

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Minor Variance Application No. A8-25.

CARRIED

**6. Consent Application, B10-25, Douglas & Christine Stead -----
322 10th Street**

The Secretary-Treasurer informed the Committee that a Consent Application has been received for 322 10th Street. The applicant is proposing a lot addition to the rear of the abutting property at 324 10th Street to make the land more buildable and developable. While there is currently no proposal to construct any buildings, the lot addition would prepare the property for potential future development.

Subsequent to a good discussion with regards to this application, it was then,

Moved by MARK EBERT / Seconded by KEITH HOPKINS

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Consent Application, B10-25.

CARRIED

7. Environmental Considerations

The Secretary-Treasurer advised the Committee that both applications qualify for a Site Plan Control Agreement, and any environmental issues will be reviewed by staff through such process.

8. Correspondence

8.1. Regarding the Ontario initiative to create a new Conservation Authority agency aimed at improving service delivery and protecting communities. The Secretary-Treasurer informed the Committee that the item is primarily for information. The article notes that the government plans to provide additional

details on the proposed agency, which is intended to streamline certain aspects of centralized permitting related to conservation authorities. The Secretary-Treasurer also noted that the Committee will be kept informed of any legislative updates as they are released.

9. New Business

- 9.1.** Regarding the new planning fee structure for 2026, the Secretary-Treasurer informed the Committee that the proposed fees represent an increase of approximately 10–15% compared to last year. A few additional infrastructure fees have also been introduced. The rationale for the increase is that some applications are becoming more complex, requiring additional staff time and third-party resources. As the municipality continues to grow, these adjustments are intended to help cover some of the associated development costs to assist with future land development background initiatives.
- 9.2.** Mayor Sue Paterson informed the Committee that Hanover and West Grey have reached an agreement in-principle to adjust boundary lines between the two municipalities. The proposed ‘mutual prosperity lands encompass approximately 1,600 acres that would be transferred from West Grey to Hanover.
A public meeting is scheduled for Wednesday, November 19th, at the Elmwood Community Centre. This will be a joint West Grey and Hanover Councils’ meeting.

10. Adjournment

Moved by KEITH HOPKINS

That the meeting now be adjourned at 4: 26 pm.

Chair, Tim Norwood

Secretary-Treasurer, Andrew Wilken