



**The Corporation of the Town of Essex**  
**Committee of Adjustment Meeting Minutes**

July 15, 2025, 5:00 pm  
Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Pocock, Phil  
Vice Chair - Sauve, Danny  
Member - Baker, William  
Member - Child, Matthew  
Member - Lester, Dorene

Also Present: Ian Rawlings, Junior Planner  
Marsha Buchta, Recording Secretary

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at [clerks@essex.ca](mailto:clerks@essex.ca) or 519-776-7336 extension 1100 or 1101.

**1. Call to Order**

The Chair called the meeting to order at 4:59 p.m.

**2. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**3. Declarations of Conflict of Interest**

There were no declarations of conflict of interest noted at this time.

**4. Adoption of Published Agenda**

**4.1 Committee of Adjustment Meeting Agenda for July 15, 2025**

**COA25-07-40**

Moved By Dorene Lester

Seconded By Matthew Child

**That** the published agenda for the July 15, 2025 Committee of Adjustment Meeting be adopted as presented.

**Carried**

**5. Adoption of Minutes**

**5.1 Committee of Adjustment Minutes for June 17, 2025**

**COA25-07-41**

Moved By Dorene Lester  
Seconded By William Baker

**That** the minutes of the Committee of Adjustment meeting held June 17, 2025, be adopted as circulated.

**Carried**

**6. Reports from Administration/Applications**

**COA25-42**

Moved By Dorene Lester  
Seconded By William Baker

**That** the report entitled Committee of Adjustment Regular Meeting, July 15, 2025, be received.

**Carried**

**6.1 B-12-25 | 400 Centre Street East, Harrow | Greater Essex County District School Board**

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 400 Centre Street East, Harrow, Ward 4. The applicants are proposing to sever a  $\pm 0.828$  ha (2.046 acre) parcel from the existing  $\pm 3.897$  ha (9.63 acres) institutional lot to be added to the adjacent property identified as 0 County Road 20. The retained institutional lot is proposed to have an area of  $\pm 3.069$  ha (7.584 acres). The applicant is proposing this consent for the purposes of a lot addition.

Mr. Ian Rawlings, Junior Planner, provided an overview of the application by way of the presentation titled Committee of Adjustment, Regular Meeting, July 15, 2025.

Mr. Michael Davis of Siv-ik Planning and Design Inc. was present virtually as a Delegate to the application.

Mr. Dan Sauve questioned if a fence would be put up between the playground and the severed area along Sinasac Street.

Mr. Davis explained a fence is a condition of the Purchase and Sale Agreement.

Ms. Dorene Lester conveyed that further development agreements would be required for an extension of Sinasac. Additionally, the School Board has strict safety regulations; adding the condition would place the burden of expense on the school board rather than the developer.

**COA25-07-43**

Moved By Danny Sauve, Vice Chair  
Seconded By Matthew Child

**That** the application be approved with an additional condition to put up a fence along the rear of the property.

**COA25-07-44**

Moved By Dorene Lester

Seconded By William Baker

That application B-12-25 be approved to sever a  $\pm$  0.828 ha (2.046 acre) parcel from the existing  $\pm$  3.897 ha (9.63 acres) institutional lot to be added to the adjacent property identified as 0 County Road 20 subject to the following conditions:

1. That at the time the conveyance is prepared for certification, a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, be submitted to the satisfaction of the Town of Essex;
2. That the appropriate documents for the conveyance be prepared and suitable for registration. All copies shall have original signatures and one digital copy will remain as a record with the Town;
3. That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
4. That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
5. That the severed parcel be consolidated with the lands known as 0 County Road 20. In accordance with Subsection 3 of Section 50 of the Planning Act, the applicant shall submit to the Secretary-Treasurer satisfactory evidence that the transferee of the severed portion of the property and the owner of the abutting property are identical, together with an undertaking from the applicant's solicitor to consolidate the severed portion and the abutting into one parcel. Within thirty days of the issuance of the certificate of consent to sever, the applicant shall provide evidence to the Secretary-Treasurer that an application to consolidate parcels has been filed with the Land Registry Office;
6. That all of the above conditions be fulfilled on or before July 15<sup>th</sup>, 2027, as per Section 53(41) of the Planning Act, R.S.O. 1990.

**Reason for Decision:**

The Application is in keeping with subsection 6.4 of the Town of Essex Official Plan respecting "Consents".

Carried

**7. Adjournment**

**COA25-07-45**

Moved By Dorene Lester

Seconded By Matthew Child

**That** the meeting be adjourned at 5:18 p.m.

**Carried**

**8. Future Meetings**

Tuesday, August 19, 2025, at 5:00 p.m. in Council Chambers, 33 Talbot Street, South, Essex ON.

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Chair

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Recording Secretary