



**TOWNSHIP OF MELANCTHON  
COMMITTEE OF ADJUSTMENT HYBRID MEETING  
THURSDAY, JANUARY 11<sup>TH</sup>, 2024 - 9:30 A.M.**

***Committee meetings are recorded and will be available on the Township website under Quick Links – Council Agendas and Minutes within 5 business days of the Council meeting.***

**AGENDA**

Join Zoom Meeting  
<https://us02web.zoom.us/j/87502444510?pwd=YS9EK1pPZTlrSFcrT0hWYmRZT2hlZz09>  
Meeting ID: 875 0244 4510  
Passcode: 897998  
One tap mobile  
+15873281099,,87502444510#,,,,\*897998# Canada  
+16473744685,,87502444510#,,,,\*897998# Canada  
Dial by your location  
• +1 587 328 1099 Canada  
• +1 647 374 4685 Canada  
• +1 647 558 0588 Canada  
• +1 778 907 2071 Canada  
• +1 780 666 0144 Canada  
• +1 204 272 7920 Canada  
• +1 438 809 7799 Canada  
Meeting ID: 875 0244 4510  
Passcode: 897998

- 1. CALL TO ORDER**
- 2. ADDITIONS/DELETIONS/APPROVAL OF AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 4. APPROVAL OF MINUTES – December 14, 2023**
- 5. BUSINESS ARISING FROM MINUTES**
- 6. APPLICATION FOR CONSENT**
- 7. APPLICATION FOR MINOR VARIANCE**
- 8. APPLICATION FOR VALIDATION OF TITLE**
- 9. CERTIFICATE OF CANCELLATION**
- 10. APPLICATIONS ON FILE**
  1. B6/22 – Belford – Lots 32-34, Plan 332
  2. B3/23 – Part Lot 14, Concession 5 NE (Cherie Yap and Matthew Zabbal)
    1. Email from Grand River Conservation regarding Yap/Zabbal Application
    2. Letter from BA Nicolson Planning Services regarding Yap/Zabbal Application
- 11. DELEGATES**
- 12. CORRESPONDENCE**
- 13. ADJOURNMENT**

## Denise Holmes

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**From:** Denise Holmes  
**Sent:** Thursday, January 4, 2024 1:19 PM  
**To:** Denise Holmes  
**Subject:** B3-23 Yap/Zabbal Consent Application

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**From:** Diksha Marwaha <dmarwaha@melancthontownship.ca>  
**Sent:** Tuesday, January 2, 2024 12:59 PM  
**To:** Denise Holmes <dholmes@melancthontownship.ca>  
**Cc:** Kaitlin Dinnick <kdinnick@melancthontownship.ca>; Silva Yousif <syousif@melancthontownship.ca>  
**Subject:** FW: B3-23 Yap/Zabbal Consent Application

Hi Denise,


Happy New Year!

Forwarding you this email from Chris Lorenz regarding the Yap/Zabbal Consent Application to keep you in the loop.

Thanks,



Diksha Marwaha | Planning Coordinator | Township of Melancthon | [dmarwaha@melancthontownship.ca](mailto:dmarwaha@melancthontownship.ca) | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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**From:** Chris Lorenz <clorenc@grandriver.ca>  
**Sent:** Tuesday, December 19, 2023 11:11 AM  
**To:** Silva Yousif <syousif@melancthontownship.ca>  
**Cc:** Diksha Marwaha <dmarwaha@melancthontownship.ca>  
**Subject:** RE: B3-23 Yap/Zabbal Consent Application

Good morning Silva,

GRCA requires that the wetland onsite be delineated per Ontario Wetland Evaluation System (OWES) protocols and verified by the GRCA onsite at an appropriate time of year. This must occur between May 1 and October 31, as the verification of wetland limits depends on wetland vegetation presence and soil profiles, among other things. It is too late in the year to do this now and unfortunately must wait until approximately May 1.

Thanks,

Chris Lorenz, M.Sc.

Resource Planner  
Grand River Conservation Authority  
519-621-2763 ext. 2236

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**From:** Silva Yousif <[syousif@melancthontownship.ca](mailto:syousif@melancthontownship.ca)>  
**Sent:** Tuesday, December 19, 2023 10:58 AM  
**To:** Chris Lorenz <[clorenz@grandriver.ca](mailto:clorenz@grandriver.ca)>  
**Cc:** Diksha Marwaha <[dmarwaha@melancthontownship.ca](mailto:dmarwaha@melancthontownship.ca)>  
**Subject:** Re: B3-23 Yap/Zabbal Consent Application

Chris

we will need to bring back a recommendation to committee early in the new year regarding the deferral. would you be able to suggest when you can schedule the site visit to complete the required review?

S



Silva Yousif | Sr.Planner | Township of Melancthon |  
[syousif@melancthontownship.ca](mailto:syousif@melancthontownship.ca) | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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**From:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Sent:** Monday, December 18, 2023 10:48 AM  
**To:** Silva Yousif <[syousif@melancthontownship.ca](mailto:syousif@melancthontownship.ca)>  
**Cc:** Kaitlin Dinnick <[kdinnick@melancthontownship.ca](mailto:kdinnick@melancthontownship.ca)>; Diksha Marwaha <[dmarwaha@melancthontownship.ca](mailto:dmarwaha@melancthontownship.ca)>  
**Subject:** RE: B3-23 Yap/Zabbal Consent Application

Hi Silva,

At the Committee of Adjustment meeting held on December 14<sup>th</sup>, Committee directed Staff to bring the appropriate motion to the COA meeting on January 11<sup>th</sup> to approve the application, with conditions.

Thank you.

***Denise B. Holmes, AMCT***

***CAO/Clerk, Township of Melancthon***

***519-925-5525 Ext. 101***

**The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.**

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**From:** Silva Yousif <[syousif@melancthontownship.ca](mailto:syousif@melancthontownship.ca)>

**Sent:** Thursday, December 14, 2023 2:47 PM

**To:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>

**Cc:** Kaitlin Dinnick <[kdinnick@melancthontownship.ca](mailto:kdinnick@melancthontownship.ca)>; Diksha Marwaha <[dmarwaha@melancthontownship.ca](mailto:dmarwaha@melancthontownship.ca)>

**Subject:** Re: B3-23 Yap/Zabbal Consent Application

Denise

Please forward the committee decision from this morning so we can communicate with GRCA accordingly - no rush- whenever you get a chance

thanks,

S



**Silva Yousif | Sr.Planner | Township of Melancthon |**  
**[syousif@melancthontownship.ca](mailto:syousif@melancthontownship.ca) | [www.melancthontownship.ca](http://www.melancthontownship.ca) |**

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December 20<sup>th</sup>, 2023

Township of Melancthon  
157101 Highway 10,  
Melancthon, Ontario L9V 2E6

Attention: Denise Holmes, Secretary-Treasurer Committee of Adjustment

RE: File No. B3/23

We herein provide a response to comments provided at the recent public meeting.

An Environmental Impact Assessment was undertaken, field work was completed in 2021. The intent of the study was as follows: “The EIS assesses whether construction and residential use, with tiered mitigation if/as required, can proceed without negative impact to the ecological features and functions of the Melancthon Provincially Significant Wetland (PSW) Complex #1. This is detailed in the impact assessment section of the report to ensure separation distance from PSW support features and functions.” This is consistent with the PPS. The Biologist has advised SAAR initially liaised with both the municipality and GRCA, receiving comments helpful in guiding the scope of the EIS. SAAR did reach out to GRCA but was unable to arrange an on-site meeting. The existing mapping is most often a ‘broad brush approach’ not always resulting from on-site evaluation, this study contributes to the knowledge of this area and was able to more accurately show the PSW boundary on the subject property. The study results and recommendations found a suitable building envelope which would not negatively impact the features and functions the PSW. On this basis we are confident that concerns of the GRCA can be successfully addressed. SAAR has been in recent contact with the GRCA however due to the time of year not met on site, a joint meeting has now been scheduled for May of 2024.

The EIS included consideration of the policies of the Growth Plan, which directs the protection of ecological features and their natural heritage system connectivity. New development has criteria which must be satisfied to test that there is no negative impact upon the natural heritage or hydrologic feature. The development envelope identified by the EIS would not be within a key natural heritage feature.

The County and Township Official Plans are consistent with the PPS and Growth Plan in that they do not support development within a PSW. No development is proposed within the natural heritage feature, PSW. As detailed in the EIS, the parcel has sufficient upland area to setback from the wetland, which meets the PPS test of no negative impact, and establishes a building envelope where site alteration will not remove or degrade wetland

habitat or support ecology. The location of a lot line is irrelevant to this assessment, the location of site alteration is the test, this is recognized in the 'general' statement in the official plan and the requirement for site alteration to be supported by an EIS.

The envelope shown to satisfy the PPS has also been assessed in regard to MDS and engineering standards for the ability to support the proposed single family dwelling. Reports in regard to both of these areas of concern confirm that development will satisfy MDS and that the lands can accommodate the proposal with private water and sewage system.

Our Biologist has assessed the property and found that there is a site which can accommodate the proposed residential development without negative impact upon the natural heritage feature and has more accurately mapped the boundary, we are confident the concerns of the GRCA can be addressed. The Engineering report prepared by GM BluePlan shows that the site can also provide suitable servicing to accommodate a residential use. There would not appear to be any negative impact upon agricultural activity in the area.

We would appreciate, if the Committee of Adjustment is satisfied with the information before them, that conditional approval be granted.

I will be out of communication from the 27<sup>th</sup> of December to Jan 2. Please feel free to contact me before or thereafter if you have any questions.

Respectfully Submitted,



Beverly Nicolson, MSc, RPP  
B.A. Nicolson Planning Services

Cc: Diksha Marwaha Planning Coordinator, Silva Yousif Senior Planner, Linda Sober SAAR