



TOWNSHIP OF SOUTHWOLD
COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION
APPLICATION NO. MV 2025-03

ATTACHED is a certified copy of the decision of the Committee of Adjustment in the matter of an Application MV 2025-03 for a minor variance pursuant to Section 45 (10) of the Planning Act, R.S.O. 1990, as amended.

The applicant, the Minister or a specified person or public body who has an interest in the matter 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 **13th day of October, 2025 at 5:00 p.m.**, a Notice of Appeal, accompanied by the Tribunal fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. Certified Cheque, Money Order or Credit Card payment are to be made payable to the Minister of Finance and in Canadian funds.

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 "*Southwold (Township of)*".
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/>.
5. Pay the fee of required by the Municipality, as outlined in the Municipality's User Fees and Charges By-Law, as amended.
 - OLT payment options and instructions are available online. NB: Cheques must be made out to the 'Minister of Finance'.
 - County payments can be made via electronic (in person only) or standard (cheque, money order) means. NB: Cheques and Money Order must be made out to: "Township of Southwold":
6. Anyone filing an appeal that does not use the OLT's e-file portal may submit the required material directly to the Secretary-Treasurer at the address listed above. 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 Office, 35663 Fingal Line, Fingal, Ontario, N0L 1K0.

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 23rd day of September, 2025.

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 2025-03
Date of Hearing: September 22, 2025
Owner/Applicant: Stephen and Emily Sipkens / Kevin Vanderveen
Agent: No agent
Description: Lots 7 & 8, Plan 274.
Municipal Address: 10117 Lynhurst Park Drive

Lot Description:

Existing Lot Area	531m ²
Existing Lot Frontage	12.912m
Existing Lot Depth	41.148m

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 a reduced lot frontage as a condition of consent (severance) application E 14-25. Specifically, the minor variance will consider the following:

1. Relief from the provision of Section 8.2 (b) to reduce the minimum lot frontage from 15m to 12.912m.

Decision:

The application is hereby **approved** to obtain relief from Section 8.2 (b) to permit a reduced minimum lot frontage of 12.912m.

Reasons for approval, in accordance with Report PLA 2025-27:

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 2025-27 and the minutes of the Committee of Adjustment Meeting of September 22, 2025.

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 22nd day of September, 2025.

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 22nd day of September, 2025.


Secretary-Treasurer

September 22, 2025
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 **13th, DAY OF OCTOBER, 2025 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

NOL 1K0
Phone: 519-769-2010
Email: cao@southwold.ca

Schedule A: Subject Area Map 10117 Lynhurst Drive – MV 2025-03

