



NOTICE OF STATUTORY PUBLIC MEETING
Minor Variance Application A-07/26
63 Sylvan Drive, Township of North Dumfries

TAKE NOTICE that the Council (the “Committee”) for The Corporation of the Township of North Dumfries (the “Township”) will be considering a Minor Variance Application (File No. A-07/26) at a Public Meeting scheduled for **Tuesday, June 23rd, 2026, at 6:00 pm**. The Minor Variance Application seeks to permit the construction of a stone retaining wall, part of which is proposed within the front yard of the subject property, extending toward Sylvan Drive to the south.

This Meeting will be a hybrid Committee Meeting. Interested members of the Public have the option of either attending the Meeting in-person or alternatively to connect to the meeting through a virtual electronic platform.

Information in terms of how to register and participate through the virtual meeting platform, if that engagement option is selected, is included as Appendix ‘A’ to this Notice. Please refer to Appendix ‘A’ so that you can be engaged and have the ability to directly participate in this upcoming Statutory Public Meeting if you wish to participate in the Meeting through a remote connection.

Application(s)	Minor Variance Application A-07/26
Related Application(s)	N/A
Owner(s):	Franco Manni
Applicant / Agent	N/A
Legal Description:	CON 8 SUB DIV PT LOT 2 WEST OF GRAND RIVER RP67R3484 PT 2
Civic Address:	63 Sylvan Drive, Township of North Dumfries
Assessment Roll No.:	30010300410900
<u>Public Meeting:</u>	<u>Tuesday, June 23, 2026, at 6:00 pm</u>
Location:	In-Person Participation: North Dumfries Community Complex, Dumfries Room (Ayr Farmers Mutual Community Centre) 2958 Greenfield Road, Ayr Virtual Meeting Participation: See Appendix “A” as to how to participate in the virtual meeting.

Purpose of Statutory Public Meeting:

The purpose of the Public Meeting is to present background information and to receive public and agency input on the proposal. Any person may participate in the hybrid Statutory Public Meeting by attending in-person or virtually (see Appendix A to this Notice for directions to participate virtually) and/or provide written comments on the proposal and/or may make verbal representation at the time of the meeting.

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Location & Property Context:

The subject property is municipally addressed as 63 Sylvan Drive and is located on the north side of Sylvan Drive within the Riverview Rural Settlement Area in the Township of North Dumfries.

The property has an approximate area of 0.21 hectares (2,111 square metres) and a corresponding lot frontage of approximately 30.48 metres (100.0 feet) along Sylvan Drive.

The subject property is currently vacant. The Owner is proposing to develop the lot with a new single-detached dwelling, with the proposed retaining wall facilitating the associated site grading and driveway construction. Surrounding land uses are characterized by rural residential uses.

The subject property is zoned Z.3 – Rural Residential in General Zoning By-law No. 689-83.

A location map of the subject property is included below for context.

Figure 1: Location Map



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Purpose and Effect of the Planning Application:

The purpose of the proposed Minor Variance Application is to facilitate the construction of a stone (armour stone) retaining wall on the subject property, part of which is proposed within the front yard of the subject property, extending toward Sylvan Drive to the south. The proposed retaining wall is intended to support site grading and driveway construction associated with the development of a new single-detached dwelling on the currently vacant lot. As per the submitted application materials, the proposed retaining wall will vary in height due to the existing slope of the property, ranging from approximately 1.2 metres to 2.9 metres in height. As the proposed retaining wall exceeds 0.91 metres in height, it is considered a “structure” under the Zoning By-law and, as it is proposed to be located between the street line and the established building line, relief from the Zoning By-law is required.

The following relief is therefore being requested from General Zoning By-law No. 689-83:

1. Section 6.5.1 of the Zoning By-law (Prohibited Obstructions) provides that, except as specifically permitted elsewhere in the By-law, no person shall construct or locate any building or structure between the street line or lines and any building line established by the By-law. The Owner is seeking relief from this provision to permit the proposed retaining wall (structure), with a maximum height of approximately 2.9 metres, to be located between the street line and the required building line.

For More Information:

Members of the Public are encouraged to contact Township Staff to secure more information about the proposed planning application, and/or, to learn more about the Public Meeting process and how to be engaged in the review / decision making process.

Items submitted by the Owner in support of the proposed Application have been posted onto the Township’s website [www.northdumfries.ca]. To view / download these items, please access the Planning home page and follow the link to “Current Planning Applications”. The “**63 Sylvan Drive (A-07/26)**” icon will be one of the listed current planning applications on that page.

For more information about this matter, including information about appeal rights, please contact Brock Linklater, Senior Planner via Phone: (519) 632-8800 ext. 129 or E-Mail: blinklater@northdumfries.ca during regular business hours, Monday to Friday, between 8:30 am and 4:30 pm.

Important Information About Making a Submission and Appeals

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposal, you must make a written request to the Secretary-Treasurer of the Committee of Adjustment, Township of North Dumfries, 106 Earl Thompson Road, 3rd Floor, P.O. Box 1060, Ayr, Ontario N0B 1E0 or via Email: clerk@northdumfries.ca.

Only the applicant, the Minister or a specified person or public body that has an interest in the matter may file an appeal within 20 days of the making of the decision. If a person or public body that files an appeal of a decision of the Committee of Adjustment in respect of the proposed application does not make an oral or written submission to the Committee of Adjustment before it gives or refuses to give an approval, the Ontario Land Tribunal may dismiss the appeal.

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Please note that under the Freedom of Information and Protection of Privacy Act, unless otherwise stated in the submission, any personal information such as name, address, telephone number and property location included in the submission will become part of the public record files for this matter and will be released, if requested, to any person.

Providing Comments and Requesting Further Notification:

The purpose of the Statutory Public Meeting is to present information and to receive input on the proposal. Any person or agency may attend the meeting in-person or virtually, provide written comments on the proposal and/or may make verbal representation in-person or virtually at the time of the meeting.

You may also provide comments about the proposed planning application in writing to the Township in-advance of the meeting. Any comments received **on or before 4:30 p.m. on Tuesday, June 23rd, 2026** will be presented to the Committee of Adjustment at the Public Meeting.

This information is collected and maintained for creating a record that is available to the public. Please note that while the Township may redact personal information such as your email addresses and phone number, your submissions will otherwise be made public in its entirety.

Should you wish to be notified of any future decision regarding this application, please:

- Submit a written request, noting that you wish to be kept informed, to the Township of North Dumfries Planning Department, 106 Earl Thompson Road, 3rd Floor, P.O. Box 1060, Ayr, ON, N0B 1E0;
- Email your request noting that you wish to be kept informed to Brock Linklater, Senior Planner at blinklater@northdumfries.ca.

Dated: June 3, 2026

APPENDIX A PARTICIPATION IN A HYBRID STATUTORY PUBLIC MEETING

The Committee of Adjustment meeting scheduled for June 23rd, 2026, to deal with Minor Variance Application A-07/26 will be a hybrid meeting where members of the Public can decide whether to attend in-person or opt to appear virtually.

Below is information on how you can submit comments, view or participate in the meeting. You may also contact the Committee of Adjustment Secretary-Treasurer by sending an email to clerk@northdumfries.ca or by phone at 519-632-8800 ext. 122 if you have any questions.

HOW TO PARTICIPATE

If you decide to attend the Statutory Public Meeting virtually rather than in-person, you can view or participate in the meeting as follows:

1. Watch the livestream via the Township of North Dumfries YouTube site. Members of the public are invited to view this open meeting electronically by accessing the meeting stream at: <https://calendar.northdumfries.ca/council>. Under the Video column, click on the link for the meeting date that you wish to watch. Note – you do not need a YouTube account to watch the livestream. You cannot directly participate in the Public Meeting via the livestream YouTube feed. This is for viewing only.
2. To participate directly in the Public Meeting, please **REGISTER** with the Committee of Adjustment Secretary-Treasurer **on or before 4:30 pm on Tuesday June 23rd, 2026**. To register, please email clerk@northdumfries.ca or phone 519-632-8800 ext.122. When registering you must provide your name, phone number, email address and the application number you would like to comment on. Once you are registered, the Committee Secretary-Treasurer will forward information on how to connect to the Zoom meeting (ie: Zoom meeting link or conference call number).

If you are unsure whether or not you would like to speak at the Public Meeting but want to listen and have the option to comment on a particular application, please register with the Committee Secretary-Treasurer. You will not be required to speak if you do not want to.

3. If you would like to comment on a particular application but are not available to attend the Public Meeting virtually, you can submit a letter by mail; deliver the letter to the Township Municipal Office or, submit an email to clerk@northdumfries.ca Any correspondence submitted will be provided to the Committee of Adjustment and will form part of the public record.