

## Committee of Adjustment Application for Consent

### Complete Application

The application must be completed by the owner or authorized agent. If the application is being submitted by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

### Before the application is submitted

A pre-consultation meeting is not required for Committee of Adjustment applications; however, further information can be provided by Planning Department staff prior to the submission of an application. The purpose of communicating with a planner before you submit your application is: to review the proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff.

### Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete application, the applicant will be contacted and provided further direction for payment options.

### User Fees

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [User Fees | Norfolk County](#)

Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will



be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the time of submission.

### **Grand River Conservation Authority**

[Plan Review fees | Grand River Conservation Authority](#)

### **Long Point Region Conservation Authority**

[Planning Fees - Long Point Region Conservation Authority](#)

### **After the application is submitted**

In order for the application to be deemed complete, all of the components noted above are required. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once the application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is provided that is required to be posted on the subject lands summarizing the application and identifying the committee meeting date. The comments received from members of the community will be included in the planning report and given consideration.

**Additional studies** required as part of the complete application shall be at the sole expense of the applicant. Any required peer reviews shall be at the expense of the applicant. The peer reviewer shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

### **Notification Sign Requirements**

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals.

It is the applicant's responsibly to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of the Committee of Adjustment meeting. Applicants are responsible for removing the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

### **Contact Us**

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 8159 or [coa@norfolkcounty.ca](mailto:coa@norfolkcounty.ca)



**For Office Use Only:**

File Number	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Pre-consultation Meeting	_____	Well & Septic Info Provided	_____
Application Submitted	_____	Planner	_____
Complete Application	_____	Public Notice Sign	_____

**Check the type of planning application(s) you are submitting.**

- Consent/Severance
- Surplus Farm Dwelling Consent/Severance
- Boundary Adjustment/Land Conveyance
- Easement/Right-of-Way Severance

**Property Assessment Roll Number:** 49101140504

**A. Applicant Information**

**Name of Owner** Bailey Procyk

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

**Address** 690 Windham Road 5

**Town and Postal Code** Teeterville N0E 1V0

**Phone Number** \_\_\_\_\_

**Cell Number** 226-206-0134

**Email** bailey@veggiefamilypac.com

**Name of Authorized Applicant** Same as applicant

**Address** \_\_\_\_\_

**Town and Postal Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Cell Number** \_\_\_\_\_

**Email** \_\_\_\_\_



**Name of Authorized Agent** G. Douglas Vallee Limited - c/o Scott Puillandre  
**Address** 2 Talbot Street N  
**Town and Postal Code** Simcoe ON  
**Phone Number** 519-426-6270  
**Cell Number** \_\_\_\_\_  
**Email** scottpuillandre@gdvallee.ca

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

Owner                       Agent                       Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

NA

**B. Location, Legal Description and Property Information**

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

WDM CON 5 PT LOT 14RP 37R11280 PART 1

Municipal Civic Address: 690 Windham Rd 5

Land acquisition date (if known): 2020

Present Official Plan Designation(s): \_\_\_\_\_

Present Zoning: Ag

2. Is there a special provision or site specific zone on the subject lands?

Yes  No

If yes, please specify:

14-898

3. Present use of the subject lands:

Residential



4. Please describe **all existing and proposed** buildings and structures on the proposed **severed and retained lots** and whether they are to be retained, demolished or removed.

	Severed lot	Retained lot
Number of Existing Buildings/Structures	<u>1 - garage</u>	<u>Dwelling - to be demolished</u>
Number of Storey(s) for Existing Buildings/Structures	<u>1</u>	<u>2</u>
Number of Proposed Buildings/Structures	<u>0</u>	<u>1</u>
Number of Storey(s) for Proposed Buildings/Structures	<u>0</u>	<u>2</u>
Number of Dwelling Units per lot	<u>0</u>	<u>1</u>

5. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant?

Yes  No

If yes, identify and provide details of the building:

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6. If known, the length of time the existing uses have continued on the subject lands:  
Decades

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7. Existing use of abutting properties:

Agriculture - Farm and Rural Residential

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8. Does this proposal require a minor variance application?  Yes  No

9. Are there any easements or restrictive covenants affecting the subject lands?

Yes  No

If yes, describe the easement or restrictive covenant and its effect:

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**C. Zoning Review (chart must be completed in metric units)**

	Zoning By-law Requirement	Proposed	
		Severed lot	Retained lot
Lot area (sq.m.)	2000 sq m	1585m <sup>2</sup>	2803m <sup>2</sup>
Lot frontage (m)	30m	24.0m	45.0m
Lot depth (m)			
Front Yard Setback (m)	13m	>13.0m	NA
Left Side Yard Setback (m)	3m	5.85m	N/A
Right Side Yard Setback (m)	3m	>3m	NA
Rear Yard Setback (m)	9m	>9m	NA
Exterior side yard (if applicable) (m)	13m	N/A	NA
Height (m)	11m	1 Storey	NA
Lot coverage (%)			
Number of parking spaces			

Number of new lots to be created (not including retained lot): 0  
 Please provide a separate table if more than one severed lot is being proposed.

**i. Boundary Adjustment**

1. Proposed final lot size and frontage of the benefitting lot 57.87Ha and >700m

2. Identify the assessment roll number and property owner of the lands to which the lands will be conveyed:

49101140500 - Procyk Farms Limited



**ii. Easement/Right-of-Way Request(s)**

Width (m) \_\_\_\_\_

Depth (m) \_\_\_\_\_

Area (sq.m.) \_\_\_\_\_

Lot/Part number over which  
the easement is required \_\_\_\_\_

(must be identified on  
sketch) \_\_\_\_\_

Purpose of easement \_\_\_\_\_

**iii. Surplus Farm Dwelling Severances Only:** List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation.

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_



Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Workable Acreage: \_\_\_\_\_

Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_

Dwelling Present?:  Yes  No If yes, year dwelling built \_\_\_\_\_

Date of Land Purchase: \_\_\_\_\_

**Note: If additional space is needed, please attach a separate sheet.**

**D. Previous Use of the Property**

1. Has there been an industrial or commercial use on the subject lands or adjacent lands?

Yes  No  Unknown

If yes, specify the uses (for example: gas station, or petroleum storage):

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2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?

Yes  No  Unknown

3. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached?

Yes  No

**E. Provincial Policy**

1. Is the requested amendment consistent with the Provincial Planning Statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*?

Yes  No

If you answered no, please explain:

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2. It is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement ?

Yes  No

If you answered no, please explain:

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3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?

Yes  No

If you answered no, please explain: No in WHPA

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4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands ? Please check boxes, if applicable.

**Livestock facility or stockyard**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Significant Woodland**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Provincially Significant Wetland or other environmental feature**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Floodplain**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Non-operating mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Industrial or commercial use (specify the use(s))**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Active railway line**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Erosion**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

On the subject lands or  within 500 meters – distance \_\_\_\_\_



**F. Servicing and Access**

Indicate what services are available or proposed:

Water Supply

- Municipal piped water
- Individual wells
- Communal wells
- Other (describe below)

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Sewage Treatment

- Municipal sewers
- Septic tank and tile bed in good working order
- Communal system
- Other (describe below)

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Storm Drainage

- Storm sewers
- Open ditches
- Other (describe below)

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Existing or proposed access to subject lands:

- Municipal road
- Unopened road
- Provincial highway
- Other (describe below)

Name of road/street:

Windham Rd 5

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**G. Other Information**

Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

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## **H. Supporting Material to be submitted by Applicant**

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario regulation 197/96](#).

### **i) Sketch in Metric Units**

A sketch showing the following, in metric units:

- a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- c) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- d) the approximate location, to the best of your knowledge, of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*);
- e) the current uses of land that is adjacent to the subject land (*for example, residential, agricultural or commercial*);
- f) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- g) the location and nature of any easement affecting the subject land; and
- h) location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures.

### **ii) Technical studies**

The following additional plans, studies and reports, including but not limited to, may also be required as part of the complete application submission.

- a) Environmental Impact Study
- b) On-Site Sewage Disposal System Evaluation Form
- c) Geotechnical Study
- d) Hydrogeological Review
- e) Minimum Distance Separation Calculations



Development approvals might be subject to Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.



**I. Transfers, Easements and Postponement of Interest**

The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner to undertake the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. The owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner to undertake the registration of postponements of any charges in favour of the County.

**Permission to Enter Subject Lands**

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

**Freedom of Information**

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.

  
\_\_\_\_\_  
Owner/Applicant/Agent Signature

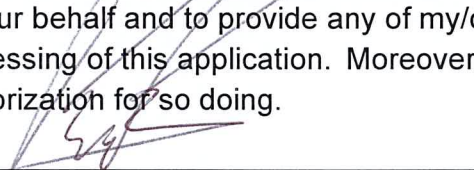
2026-01-28  
\_\_\_\_\_  
Date

**J. Owner's Authorization**

If the authorized applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We Bailey Procyk am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

  
\_\_\_\_\_  
Owner

2026-01-28  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**\*Note: If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.**



K. Declaration

I, Bailey Procyk of Teeterville

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

Town of Simcoe

Owner/Applicant/Agent Signature

In County of Norfolk

This 28 day of January

A.D., 2026

A Commissioner, etc.

**SCOTT PULLANDRE,**  
a Commissioner, etc., Province of Ontario,  
for G. Douglas Vallee Limited.  
Expires August 19, 2028.



**Boundary Adjustment | Planning Brief**  
**688 / 690 Windham Road 5, Norfolk County**

Date: February 10, 2026  
Project: 25-137



**vallee**  
*Consulting Engineers,  
Architects & Planners*

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**Introduction**

On behalf of Bailey Procyk (“the client”), G. Douglas Vallee Limited is making application for two boundary adjustments at 688 (“the Farm”) and 690 (“the Lot”) Windham Road 5 (Roll# 49101140500 / 49101140504 respectively) to be submitted concurrently.

The intent of these applications is to facilitate the construction of a dwelling in a more appropriate location on the Lot. The purpose of the Planning Brief is to evaluate the proposed planning applications in consideration of provincial and local policy.

Included with this submission are the following:

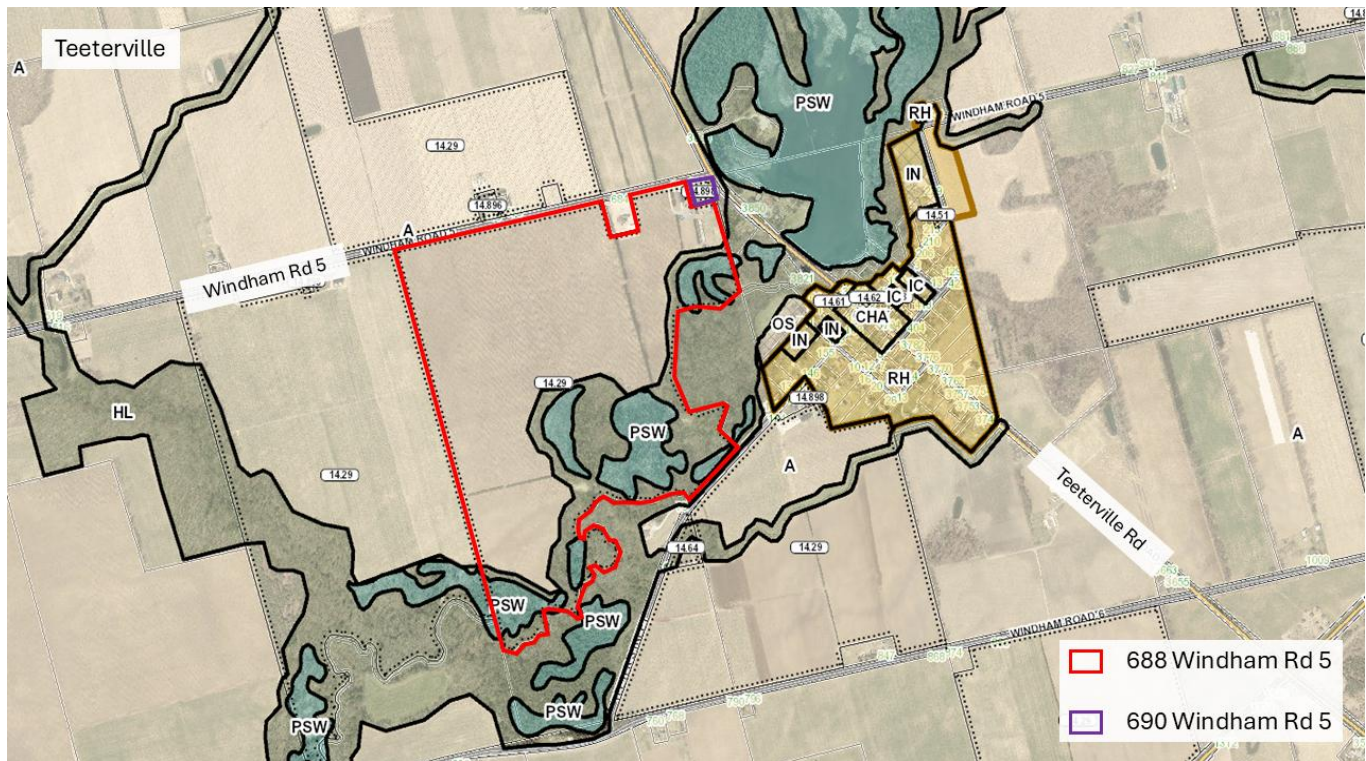
- Signed Norfolk County Consent Application Form for 688 Windham Road 5
- Signed Norfolk County Consent Application Form for 690 Windham Road 5
- Severance Sketch prepared by G. Douglas Vallee Limited

**Site Context**

As shown in Figure 1, the surrounding land uses are primarily agricultural and hamlet residential. The subject lands are adjacent to the Hamlet of Teeterville.

**688 Windham Road 5 – The Farm**

The approximately 59.5ha parcel fronts onto the south side of Windham Road 5 between Teeterville Road and Windham West Quarter Line Road. The parcel is zoned and designated Agriculture, Hazard Lands and



**Figure 1 – Subject Lands**

Provincially Significant Wetland. The parcel consists of approximately 22ha of significant woodlands, which are within the Long Point Regional Conservation Authority's generic regulation lines.

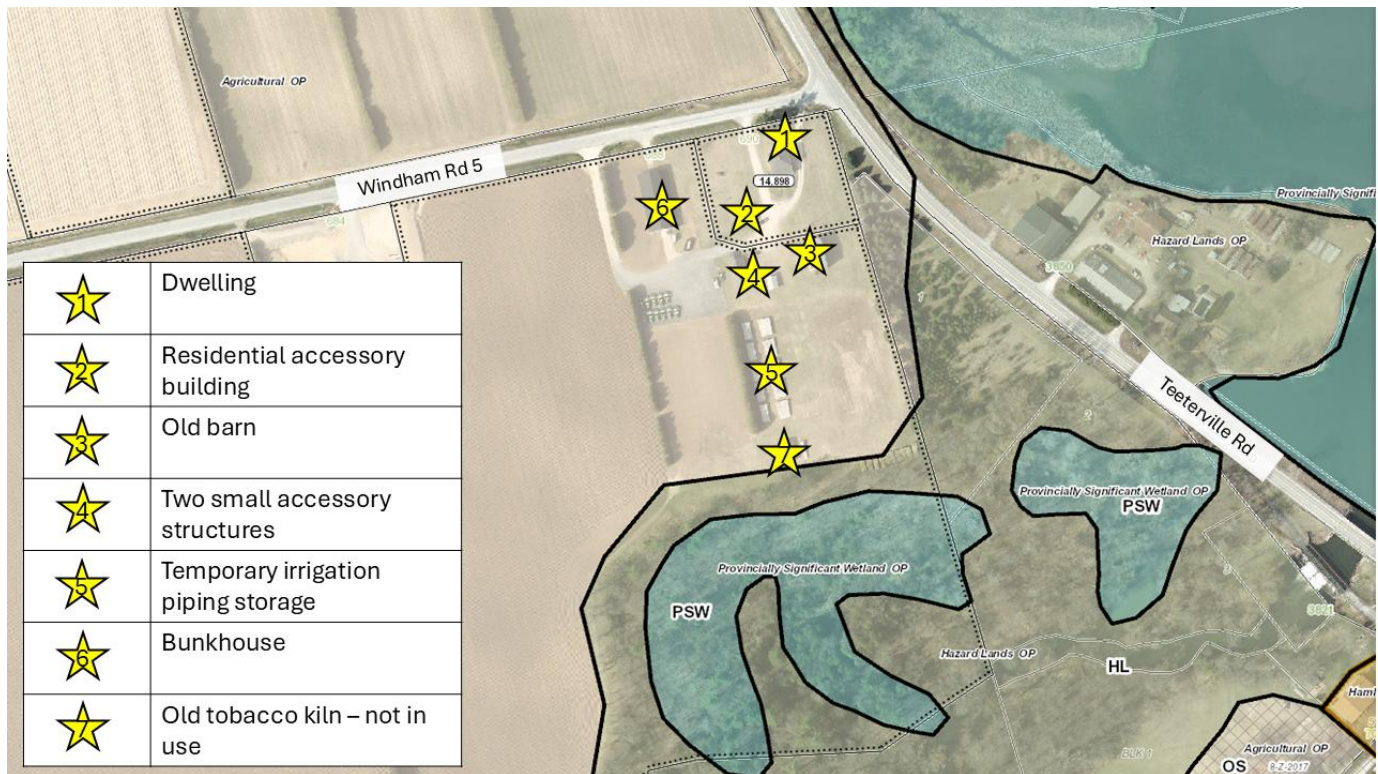
There are approximately 44ha of farmland in active production. There are presently two small accessory structures, temporary irrigation pipe storage and a bunk house present on the Farm (Figure 2). Additionally, the tobacco kilns depicted on the property in the Norfolk GIS mapping have since been removed. As a result of the surplus farm dwelling severance completed in 2019, the following special provision has been applied to the Farm:

*14.29 - A single detached dwelling shall not be permitted on the lands delineated by this Subsection*

**690 Windham Road 5 – The Lot**

The Lot is approximately 0.44ha and was created as a residential lot surplus to a farm operation in 2019. There is currently one dwelling with a detached garage present on the property. The dwelling is serviced by a private septic system and water well. Furthermore, the existing dwelling is more than 10 years old, as confirmed through historical basemap imagery available on Norfolk GIS, which shows the building has been in place at least as early as 2002. As a result of the surplus farm dwelling severance completed in 2019, the following special provision has been applied to the Lot:

*14.898 - In addition to the applicable regulation and provisions contained in this By-Law, Section 3.36 Surplus Farm Dwelling Severance Properties shall also apply to the lands having reference to this Subsection and shall supersede any Section of the By-Law where there is a conflict.*



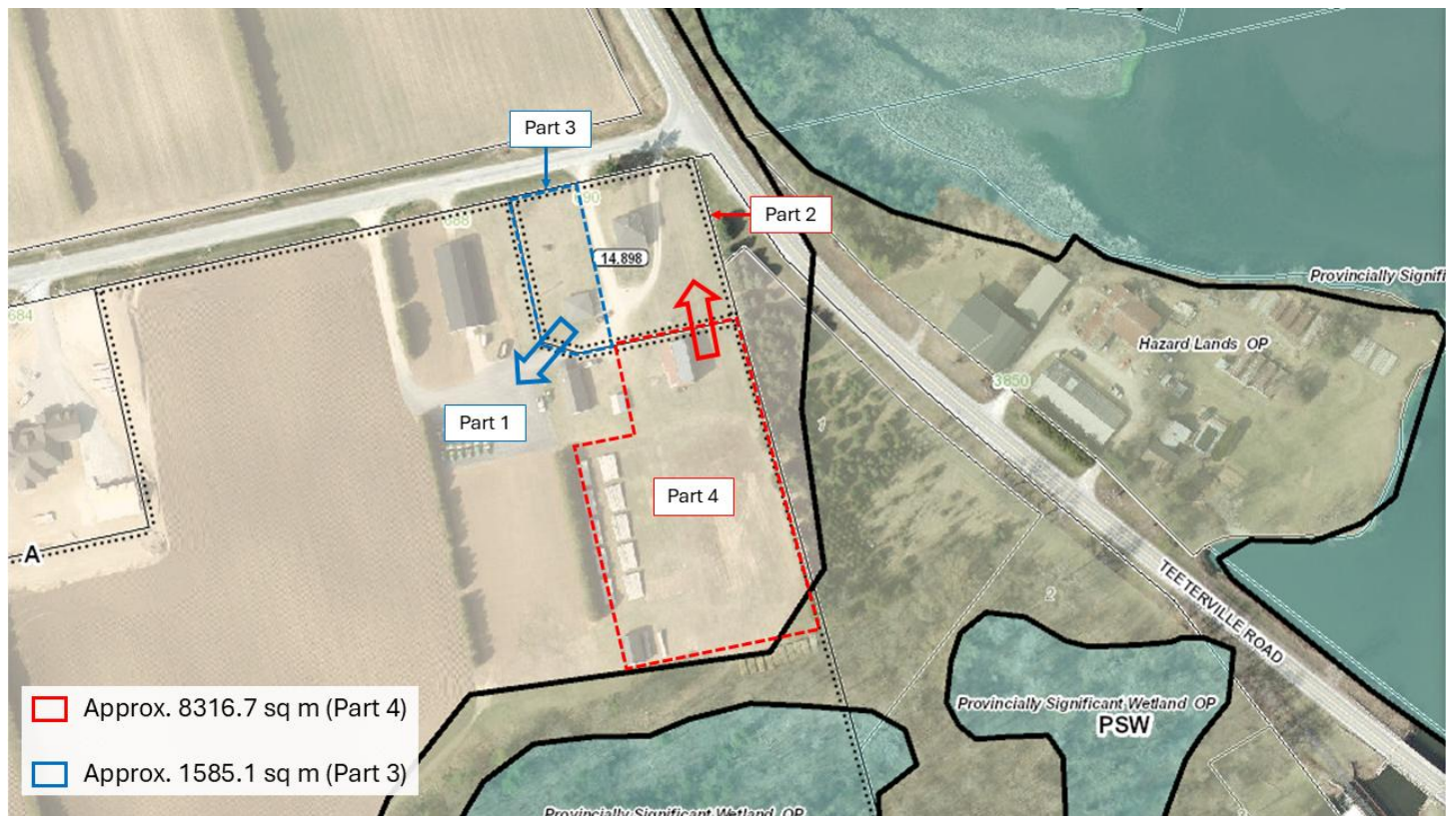
**Figure 2 – Existing Building and Structures**

**Proposal**

As shown on Figure 3 below and the severance sketch provided, the applicant is seeking to submit two concurrent consent applications to conduct a boundary adjustment between the Farm and the Lot, as follows:

- **Consent 1:** Sever approximately 0.16ha of land (Part 3) from the Lot and add it to the Farm (Part 1) as a boundary adjustment.
- **Consent 2:** Sever approximately 0.83ha of land (Part 4) from the Farm and add it to the Lot (Part 2) as a boundary adjustment.

The resulting boundary adjustments would result in a net loss of 0.67ha of land from the Farm and a resulting lot size of 1.1ha for the Lot.



**Figure 3 – Severance Plan**

As outlined above, both the Farm and the Lot have existing site-specific special provisions related to the surplus farm dwelling severance completed in 2019. The severed lands (Parts 3 and 4) will need to include the special provision of the benefiting lands (Parts 1 and 2 respectively) as follows:

- Adjust the location of Site-Specific Provision 14.898 to include Part 4;
- Adjust the location of Site-Specific Provision 14.29 to include Part 3.

The proposed adjustment will only constitute a minor change to the physical extent of the existing land use permissions for both the Farm and the Lot, and not an amendment to the actual land use permissions themselves. For this reason, section 9.4.6 of the official plan considers this type of amendment as a technical update, handled through a housekeeping amendment.

## Discussion

In 2019, when the surplus farm dwelling severance was completed, the Lot (0.44ha) was an appropriate size and layout for the existing dwelling and the neighbouring land uses. However, since the severance was completed, the lot was purchased by the applicant (from their farm business). The applicant is now seeking to construct a more desirable and size appropriate house to raise their young family in. Additionally, the applicant would like to ensure they have sufficient lot area to potentially construct a future detached Accessory Residential Dwelling Unit (ARDU) on the lot for family planning and succession purposes.

Based on the concept building designs provided by the applicant, it is anticipated that the current lot configuration is no longer an appropriate size.

Additionally, since the surplus farm dwelling severance was completed in 2019, the farm building located immediately adjacent to the existing dwelling has been converted into a bunkhouse to accommodate temporary farm workers. The proximity of the two structures creates potential land use conflicts, as neither the farm workers nor the applicant has adequate privacy. Allowing for a deeper residential parcel will allow for the new dwelling to be located further back on the lot, creating a clear separation between the two uses.

As shown on Figure 3 above, Part 3 (~0.16ha) would be conveyed to the Farm (Part 1). The existing septic system for the bunkhouse is located on west side of the structure. Conveyance of Part 3 would provide an ideal location for additional space to support an expansion of the existing septic capacity or a space to locate a secondary septic bed in the event of the current system failing. This updated lot configuration would allow for future flexibility for the farm operation, ensuring its long-term viability.

Both the PPS and the Norfolk County Official plan permit minor boundary adjustments in Agricultural areas. However, neither document provides clarity or context regarding what constitutes “minor”. This policy flexibility allows for site specific conditions to be considered to establish the minor nature of an application.

## Site-Specific Considerations

1. The current lot configuration of the surplus farm dwelling severance from 2019 is no longer suitable in size or layout. The proposed lot configuration would provide enough lot area for the applicant to build a more suitable and size appropriate house, while offering future flexibility in case they need to construct a detached ARDU. Furthermore, the proposed lot configuration would reduce potential land use conflicts by allowing for an increased separation between the existing bunkhouse and future dwelling.
2. The lands conveyed to the farm parcel (Part 3) would provide an area to enlarge the existing bunkhouse and/or provide additional area to locate a septic system in. This additional area would help ensure the long-term viability of the farm operation.

3. The lands being severed from the farm parcel are not cultivated for active production. Due to the location of Part 4 being tucked behind existing cedar hedges, the area is not convenient for active production as it is too small for large farm equipment.
4. The proposed lot configuration will allow for a more suitable driveway location to service 690 Windham Road 5 (the Lot). The existing easterly driveway which serves the Lot is located approximately 10.0m from the intersection of Windham Road 5 and Teeterville Road. Through the consent process, a condition of approval can seek to have this driveway removed with the westerly driveway remaining. The remaining driveway will be located at a more appropriate 40.0m from the intersection.
5. The farm parcel will remain sufficiently large enough (greater than ~145ac / ~59ha) to maintain viability for agriculture uses that are common in Norfolk County and maintain flexibility for future changes in economic conditions and in the type or size of agricultural operations.
6. The resulting lot size of the Lot (1.10ha) is aligned with other residential lots within the Agricultural Zone permitted in Norfolk County. Norfolk County has recently approved similar applications and lot size proposals under application BNPL2025293 and BNPL2025343.

The above noted site-specific considerations help establish the minor nature of the proposed consent applications. As no new lots are being proposed, the minor nature of these applications was considered during the planning review outlined below.

### Planning Review

The proposed Zoning By-law amendment was prepared considering several planning documents, including the *Planning Act*, Provincial Planning Statement, Norfolk County Official Plan, and the Norfolk County Zoning By-law.

### Planning Act

Table 1 - Planning Act Review	
Section	Comment
<b>Section 2</b>	Lists matters of provincial interest which all land use decisions in Ontario shall have regard to.  The proposed boundary adjustments have been reviewed against Section 2 of the Planning Act. Overall, the applications have regard to all matters of provincial interest.
<b>Section 3</b>	Requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.”

	As outlined in this report, the proposed boundary adjustments are consistent with the applicable provincial plans.
<b>Section 53</b>	Permits a Committee of Adjustment to make decisions on applications for changes to land configuration in the form of Consents.

**Provincial Planning Statement 2024 (PPS)**

The Provincial Planning Statement 2024 (PPS) is Ontario's key policy framework for guiding land use planning to promote efficient, sustainable, and equitable growth. It aims to encourage compact development, optimize the use of land and infrastructure, and create complete, inclusive communities with diverse housing, transportation, and employment options. The PPS also seeks to protect natural resources, mitigate environmental impacts, and ensure public health and safety. Additionally, it supports economic growth by safeguarding employment lands and promoting land use compatibility to prevent conflicts. Ultimately, the PPS balances Ontario's growth needs with long-term environmental, social, and economic sustainability.

The subject lands are located in a prime agricultural area as defined by the PPS. Section 4.3 of the PPS requires planning authorities to take an *agricultural system* approach, based on provincial guidance, to enhance the agricultural land base, as well as support and foster the long-term economic prosperity and productive capacity of the *agri-food network*.

Section 4.3.3.2 of the PPS generally permits lot adjustments in prime agricultural areas, provided it is for legal or technical reasons. The PPS defines a Legal or technical reasons as follows:

*severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.*

As outlined above, the proposed applications are considered minor boundary adjustments which do not result in the creation of a new lot. Given the minor nature of these boundary adjustments, a decision to approve these applications is consistent with the Provincial Planning Statement 2024.

**Norfolk County Official Plan (NCOP)**

Section 7.2 of the Norfolk County Official Plan establishes the overarching objective of protecting the agricultural land base by preventing unnecessary fragmentation, minimizing the loss of prime agricultural lands, and mitigating potential land-use conflicts within the Agricultural Area.

Section 7.2.3 further requires that any consent minimize the amount of agricultural land removed from production and ensure that any severed lot is appropriately sized for its intended residential function. The Official Plan also permits minor boundary adjustments for technical or corrective purposes, provided they do not compromise agricultural viability.

As outlined above, there are site-specific considerations which contribute to the minor nature of this application. Approval of the boundary adjustments would allow for a more appropriate lot configuration for both the Farm and the Lot which contribute to the success of the farm operation.

Therefore, a decision by the Committee of Adjustment to approve these applications would align with the policies of the Norfolk County Official Plan.

### **Zoning By-law of Norfolk County 1-Z-2014**

Section 12.1.2 of the zoning bylaw permits a minimum lot size of 40ha for agricultural parcels. The boundary adjustment would see a final lot size of 59ha for the Farm and 1.1ha (11,119m<sup>2</sup>) for the Lot. It is our opinion that both lots comply with all zone provisions of a lot in the Agricultural zone under the Norfolk County Zoning Bylaw and no additional planning approvals are required.

The existing special provisions on the severed parcels (Parts 3 and 4) can be adjusted to reflect the existing special provisions on the benefitting lands (Parts 1 and 2 respectively). This minor update to the extent of those provisions can be conducted as a housekeeping amendment.

As outlined in this report the proposed boundary adjustments meet the intent and purpose of the Norfolk County Zoning Bylaw.

### **Minor Variance and Amendment**

The County pre-consultation minutes requested that a Minor Variance application be submitted to account for a reduced lot size and lot frontage for the Lot. However, the final frontage of the Lot is intended to be greater than the required 30m. As such a minor variance is not required to recognize the lot frontage.

Additionally, the County pre-consultation minutes requested that a Minor Variance application be submitted to account the final lot size of the Lot (~1.1ha). It is assumed this was requested by Norfolk County to recognize the minimal lot size of less than 40ha for an agricultural parcel. However, as a legally existing lot of record created by way of surplus farm dwelling severance the existing lot meets the minimum requirement of 2,000 sq m. The proposed boundary adjust is seeking to increase the final lot area, thereby increasing compliance with the bylaw.

As such, Section 3.25 of the Norfolk County Zoning Bylaw is applicable, and it is our opinion that a minor variance is not required.

### **Summary**

The applicant is seeking to conduct minor boundary adjustments between 688 Windham Road 5 and 690 Windham Road 5. As outlined in this report, these applications are considered minor boundary adjustments that does not result in the creation of a new lot. The final lot area for 688 Windham Road 5 (the Farm) will remain sufficiently large enough to support the agricultural operation, while the final lot size for 690 Windham Road 5 (the Lot) will be more appropriate to accommodate the residential use.

The proposed boundary adjustments do not create bylaw deficiencies as all zoning provisions have been achieved. The conveyed lands (Parts 3 and 4) will adopt the existing special provisions of the benefitting lands (Parts 1 and 2 respectively) as part of a housekeeping amendment.

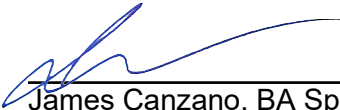
**Boundary Adjustment | Planning Brief**  
**688 / 690 Windham Road 5**  
**Our Project 25-137**

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As outlined in this report, the proposed boundary adjustments comply with applicable local and provincial policies. As such, a decision by the Committee of Adjustment to approve the boundary adjustments at 688 and 690 Windham Road 5 are consistent Provincial Planning Statement, conforms to the Norfolk County Official Plan and complies with the provisions of the Norfolk County Zoning By-law.

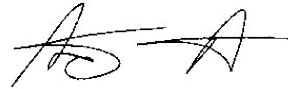
Report prepared by:

Report Reviewed by:



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James Canzano, BA Spec Hons  
Planner  
**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners



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Scott Puillandre CD, RPP, MCIP, MSc  
Senior Planner  
**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners





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Ministry of  
Consumer and  
Commercial  
Relations

**CERTIFICATE**  
This is to certify that these  
articles are effective on

Ministère de  
la Consommation  
et du Commerce  
**CERTIFICAT**  
Ceci certifie que les présents  
statuts entrent en vigueur le

Ontario Corporation Number  
Numéro de la compagnie en Ontario

**1084127**

**JULY 18 JULIET, 1984**

Director / Directeur  
Business Corporations Act / Loi de sur les compagnies

Trans Code A 18	Line No 0 20	Stat 0 28	Corp Type A 29	Method Incorp 3 30
Share S 31	Notice Rec'd N 32	Jurisdiction ONTARIO 33 _____ 47		

**ARTICLES OF INCORPORATION  
STATUTS CONSTITUTIFS**

Form 1  
Business  
Corporations  
Act,

Formule  
numéro 1  
Loi de  
sur les  
compagnies

1. The name of the corporation is: Dénomination sociale de la compagnie:

P	R	O	C	Y	K	F	A	R	M	S	(	1	9	9	4	)	L	I	M	I	T	E	D
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

2. The address of the registered office is: Adresse du siège social:

R.R. # 1

(Street & Number or R.R. Number & if Multi-Office Building give Room No.)  
(Rue et numéro ou numéro de la R.R. et, s'il s'agit d'un édifice à bureau, numéro du bureau)

WILSONVILLE, ONTARIO

(Name of Municipality or Post Office)  
(Nom de la municipalité ou du bureau de poste)

N | O | E | 1 | Z | O

(Postal Code)  
(Code postal)

Township of Townsend

(Name of Municipality, Geographic Township)  
(Nom de la municipalité, du canton)

in

County of Haldimand-Norfolk

dans le/la

(County, District or Regional Municipality)  
(Comté, district, municipalité régionale)

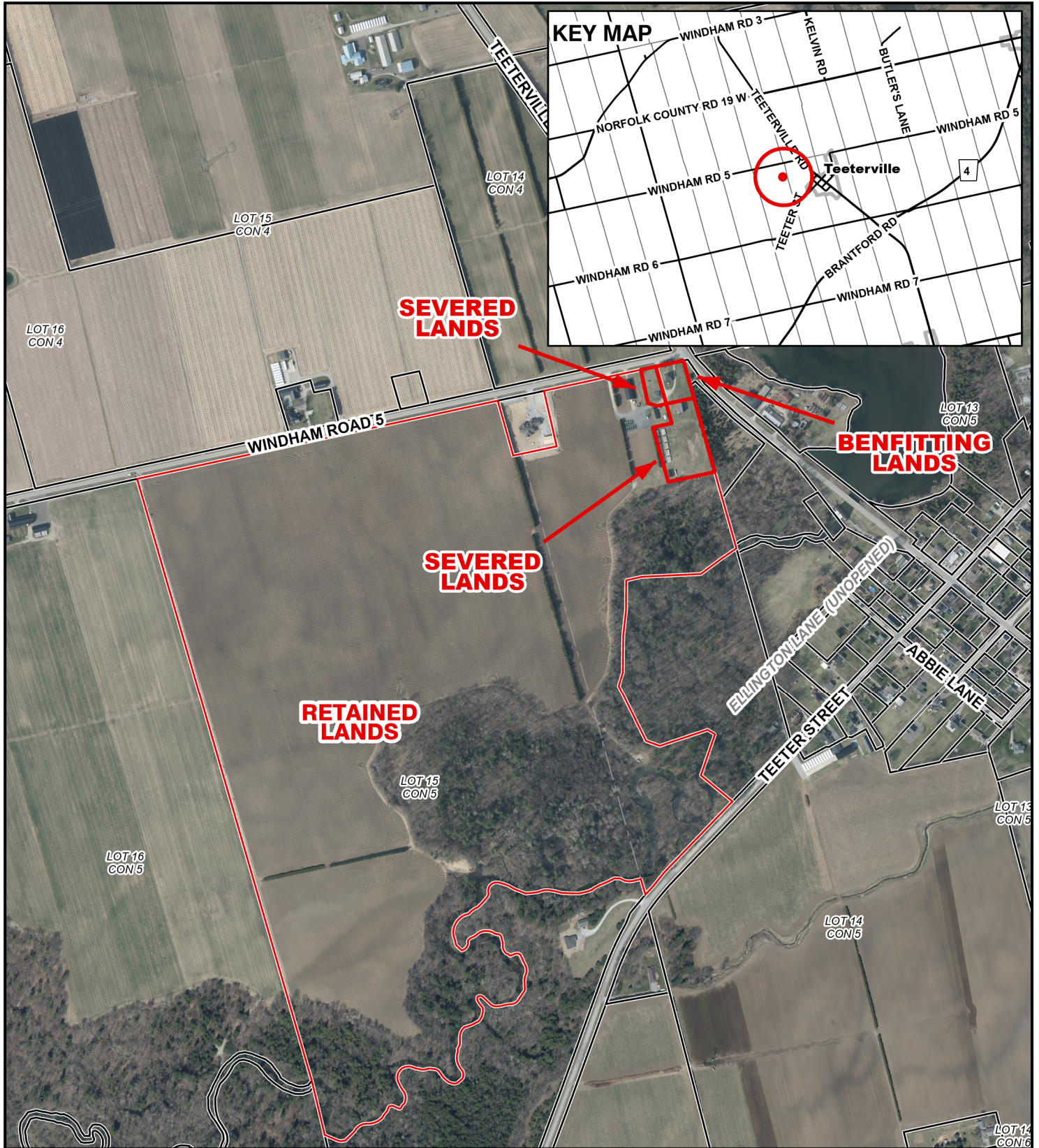
3. Number (or minimum and maximum number) of directors is: Nombre (ou nombres minimal et maximal) d'administrateurs:

Minimum One (1); Maximum Five (5)

4. The director(s) is/are:

Administrateur(s):

First name, initials and last name Prénom, initiales et nom de famille	Residence address, giving Street & No. or R.R. No., Municipality and Postal Code Adresse personnelle, y compris la rue et le numéro, le numéro de la R.R., le nom de la municipalité et le code postal	Resident Canadian State Yes or No Résident Canadien Oui/Non
Michael Procyk	R.R. # 1 Scotland, Ontario NOE 1R0	Yes
Rod Wheeler	R.R. # 1 Wilsonville, Ontario NOE 1Z0	Yes
Paul Procyk	R.R. # 1 Scotland, Ontario NOE 1R0	Yes
Danny Procyk	R.R. # 1 Wilsonville, Ontario NOE 1Z0	Yes

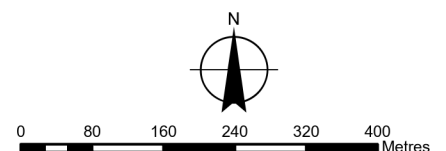


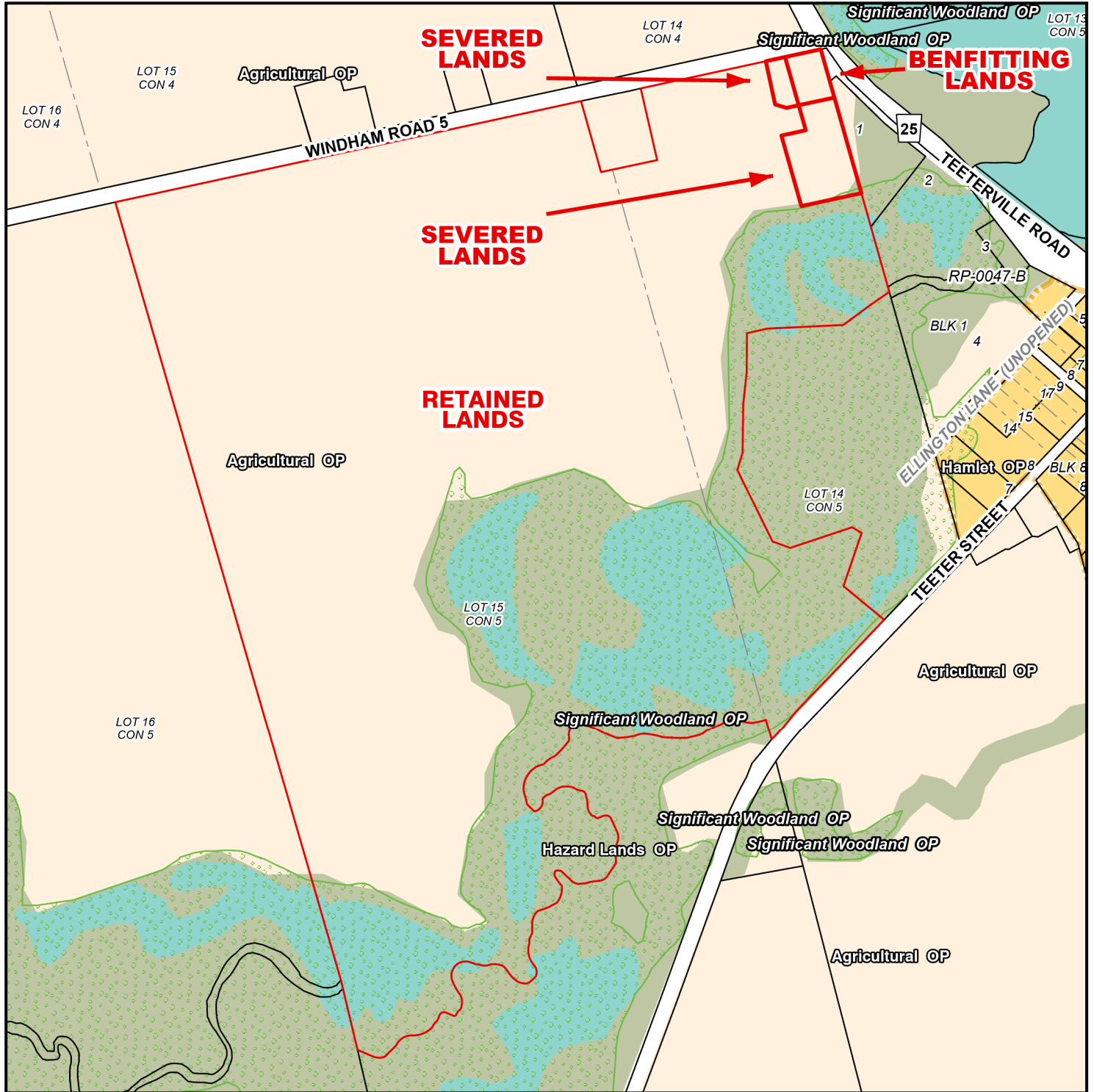
**Legend**

- Subject Lands
- Lands Owned

3/12/2026

2020 Air Photo



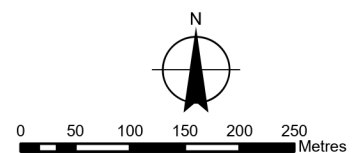


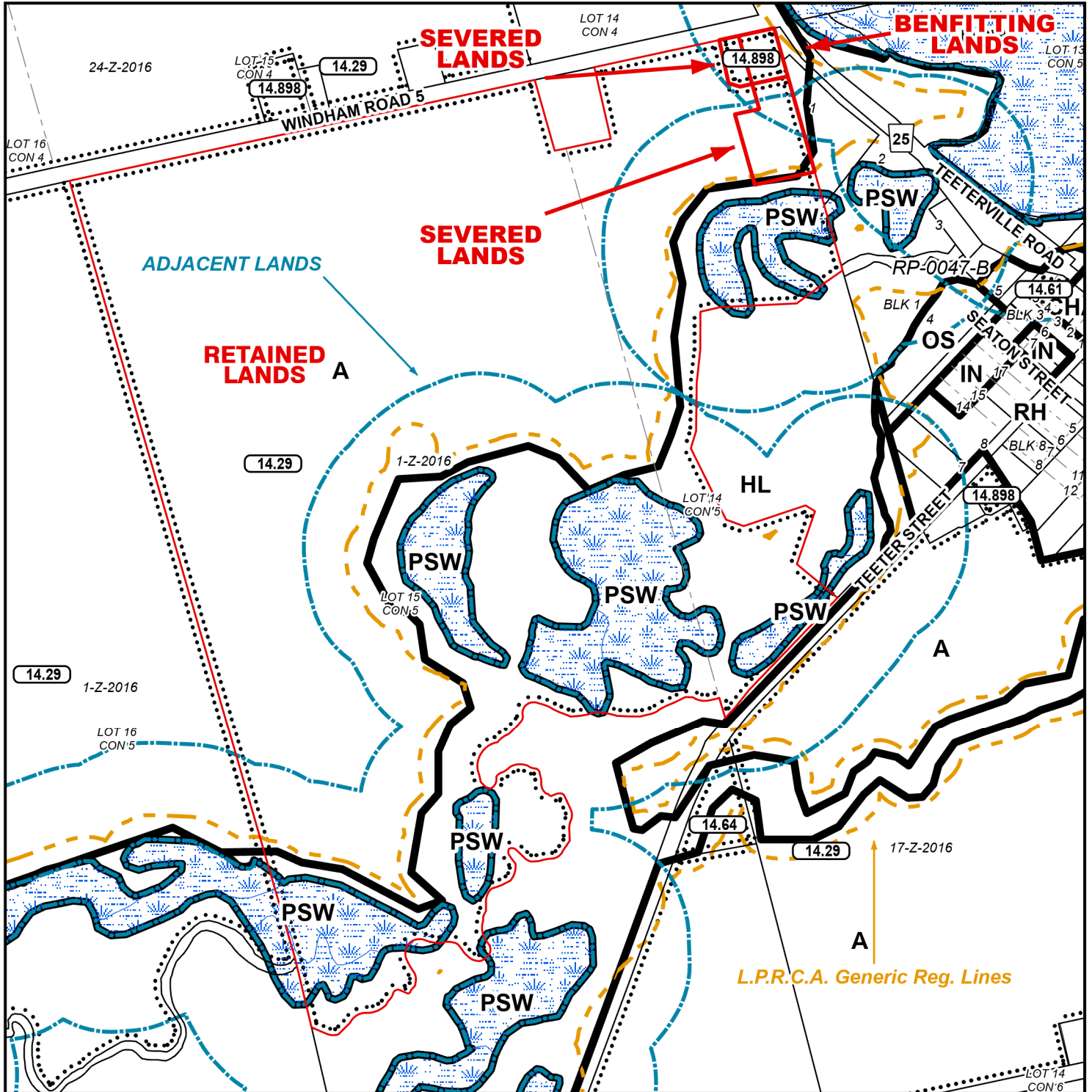
**Legend**

- Subject Lands
- Lands Owned

- Official Plan Designations
- Agricultural
  - Hazard Lands
  - Provincially Significant Wetland
  - Hamlet
  - Hamlet Area Boundary
  - Significant Woodland

3/12/2026





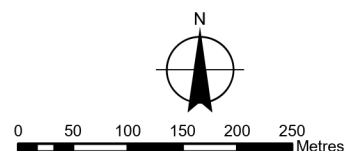
ZONING BY-LAW 1-Z-2014

3/12/2026

**LEGEND**

- Subject Lands
- Lands Owned
- Adjacent Lands
- Wetland
- LPRCA Generic RegLines

- (H) - Holding
- A - Agricultural Zone
- CHA - Hamlet Commercial Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- IN - Neighbourhood Institutional Zone
- OS - Open Space Zone
- PSW - Provincially Significant Wetland Zone



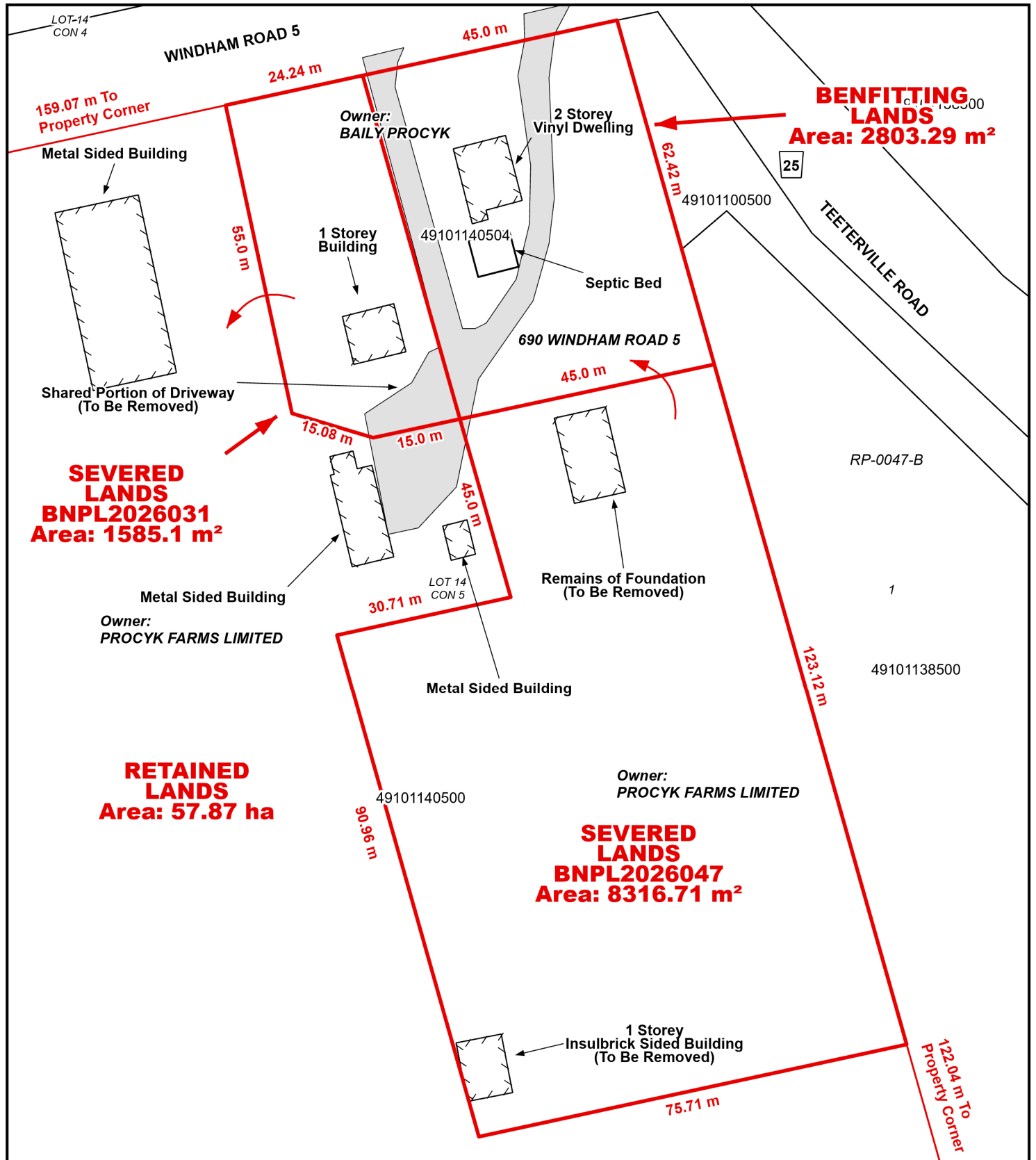
# MAP D

## CONCEPTUAL PLAN

Geographic Township of WINDHAM

BNPL2026031

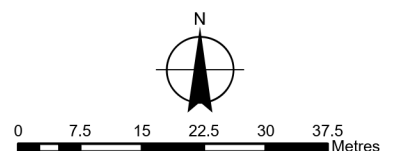
BNPL2026047



### Legend

-  Subject Lands
-  Lands Owned

3/12/2026



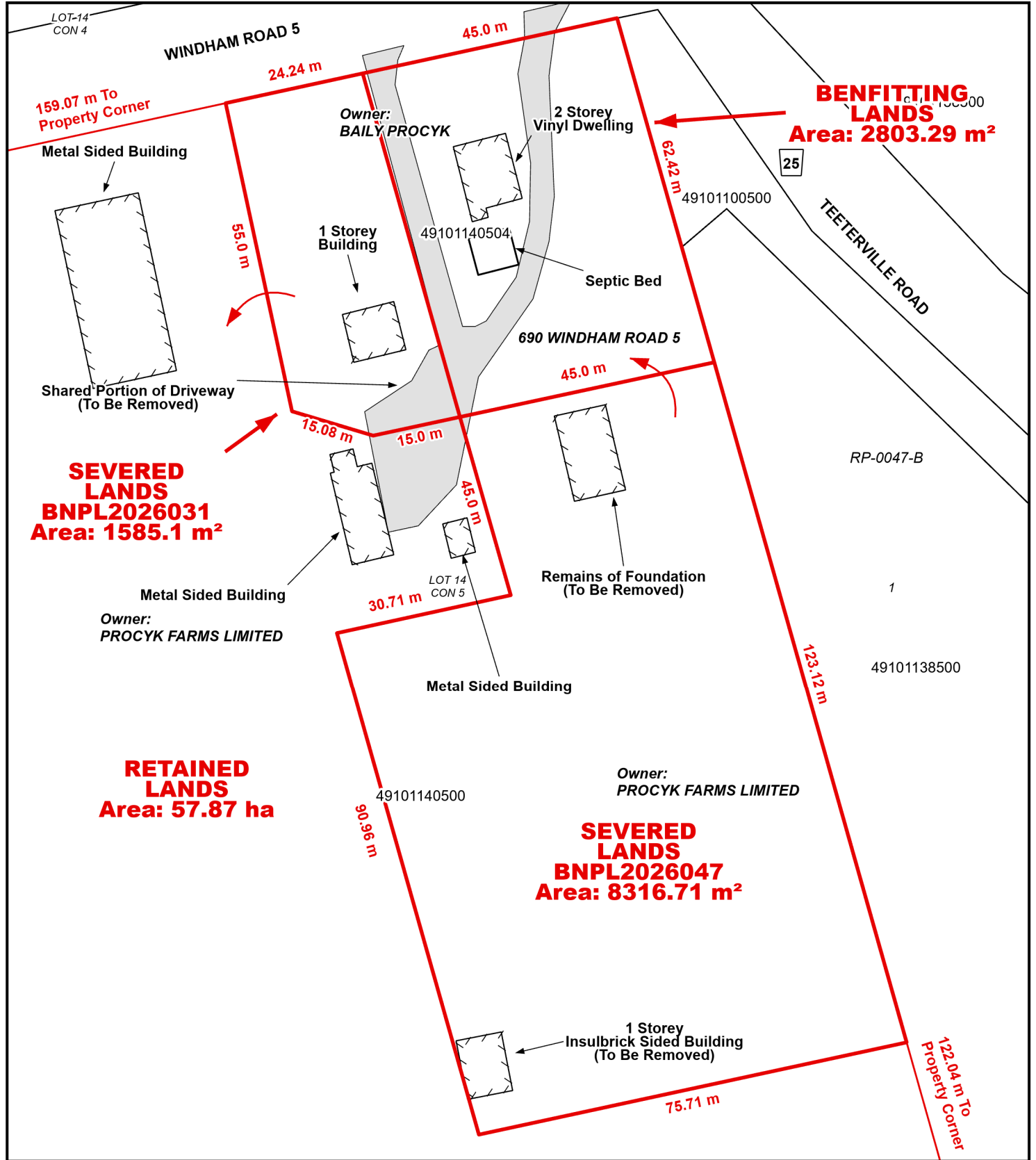
# LOCATION OF LANDS AFFECTED

## CONCEPTUAL PLAN

Geographic Township of WINDHAM

BNPL2026031

BNPL2026047



### Legend

-  Subject Lands
-  Lands Owned

3/12/2026

