



vallee

*Consulting Engineers,
Architects & Planners*

April 17, 2026

Norfolk County Planning Department
Community Development Division
12 Gilbertson Drive,
Simcoe, ON N3Y 3N3

Attention: Alisha Cull BES, MCIP, RPP, Ec.D. | Manager of Planning Services
Reference: 688 Windham Road
Zoning By-law Amendment
Our Project 25-137

Please accept this package as our formal submission for a Zoning By-law Amendment submitted for 688 Windham Road.

Included in this submission are the following documents:

1. Signed Norfolk Zoning By-law Application Form;
2. Planning Brief prepared by G. Douglas Vallee Limited, dated February 10th, 2026;
3. Committee of Adjustment Report for File Numbers: BNPL2026031 Consent and BNPL2026047 Consent, dated April 15th, 2026.

This Zoning By-law Amendment is required to satisfy Condition 6 of File Number BNPL2026031, approved by the Committee of Adjustment on April 15th, 2026. The intent of this application is to adjust the extent of Special Provision 14.29 as a result of the boundary adjustment. A concurrent Zoning By-Law Amendment Application has been submitted for 690 Windham Road as a result of a related boundary adjustment approved under File Number BNPL2026047.

The submission has been made electronically through the CityView Portal, with payment of fees to follow once the application has been deemed complete. We trust that the materials included meet the requirements and expectations of Norfolk County.

Should you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your time and consideration.

Best regards,

James Canzano, BA Spec Hons
Planner

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

H:\Projects\2025\25-137 Proj\k Boundary Adjustment 690 Windam Rd 5 Norfolk\Planning\ZBA\0. Cover Letter - 688.docx



Development Application for Zoning By-law Amendment

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.

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 submission, the applicant will be contacted and provided further directions for payment options.

Pre-Consultation Meeting:

Pre-Consultation is highly recommended for Zoning By-law Amendment applications. The purpose of a Pre-Consultation meeting is to provide the applicant with an opportunity to present the proposed development, discuss potential issues, and for the Norfolk County and external agencies to identify the application requirements. The requirements, as detailed in the Pre-Consultation meeting comments, are valid for one year after the meeting date.

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](#)

Additional agency plan review fees may apply. Please see below for more information and forward fees directly to the applicable agency, as required:

Grand River Conservation Authority

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

Long Point Region Conservation Authority

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



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.

Development Application Process

Norfolk County staff will circulate the complete application to adjacent landowners, public agencies, and internal departments. Planning Act decision timeframes will apply in accordance with the provisions of Section 34 of the Planning Act. Norfolk County collects personal information submitted through this form under the authority of the Municipal Freedom of Information and Protection Act. Norfolk County will use this information for the purposes indicated by this form. Questions about collecting personal information can be directed to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for a complete application along with peer reviews may be required and shall be provided at the applicant's sole expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or planning@norfolkcounty.ca.

Notification Sign Requirements

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of the development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands.
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.



For Office Use Only:

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

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

- Zoning By-Law Amendment – Regular
- Zoning By-Law Amendment - Major
- Zoning By-Law Amendment - Minor
- Temporary Use By-law

Property Assessment Roll Number: 49101140500

A. Applicant Information

Note: It is the responsibility of the owner to notify the Planner of any changes in ownership or authorized applicant within 30 days of such a change

Name of Owner Procyk Farms (1994) Limited C/O PAUL PROCYK

Address 758 CONCESSION RD 3

Town and Postal Code WILSONVILLE, ONTARIO

Phone Number 519-443-4516

Cell Number 519-477-7470

Email P.PROCYK@SIMCOM.ON.CA

Name of Authorized Applicant Same as owner

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 519.426.6270x1010

Cell Number _____

Email scottpuillandre@gdvallee.ca

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both owner and agent noted above.

Owner Agent Applicant

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

Toronto Dominion Bank

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 LOTS 14 and 15

Municipal Civic Address: 688 Windham Rd 5

Land acquisition date (if known): 2019

Present Official Plan Designation(s): Agriculture

Present Zoning: Agriculture

2. Is there a site-specific provision on the subject lands?

Yes No If yes, please specify the corresponding number:

14.29



3. Present use of the subject lands:

Agriculture

4. Please describe **all existing** buildings or structures on the subject lands and whether they will be retained, demolished or removed.

two barns and one storage shed to be retained

5. If an addition to an existing building is being proposed, please explain the proposed use.

N/A

6. Please describe **all proposed** buildings or structures/additions on the subject lands.

N/A

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being of cultural heritage value or interest?

Yes No

If yes, identify and provide details:

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

Decades

9. Existing use of abutting properties:

Agriculture - Farm and Rural Residential

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

Yes No

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



C. Purpose of Development Application

Note: Please complete all that apply.

- 1. Please describe the proposed development on the subject lands:
A zoning by-law amendment is required to adjust the extent of Special Provision 14.29
as a result of a boundary adjustment approved under Project Numbers BNPL2026031 and BNPL2026047

- 2. Please explain why it is not possible to comply with the provisions of the Zoning By-law :
Special provision 14.29 is no longer applicable to the lands severed under application BNPL2026031

- 3. Have the subject land or lands within 120 metres ever been and/or currently are the subject of a Planning Act application:
 - Plan of Subdivision Yes No
 - Official Plan Amendment Yes No
 - Zoning Bylaw, or Zoning Order Amendment Yes No
 - Site Plan Yes No
 - Consent/Minor Variance Yes No

If yes, indicate the application file number and the status of the application BNPL2026031 / BNPL2026047 - Approved 2026.04.15 with conditions

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):

- 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. Provide the information you used to determine the answers to the above questions:

Property owner

4. If you answered yes to any of the above questions in Section D, a previous land use inventory showing all known former uses of the subject lands, and/or when applicable, the adjacent lands, is required.

Is the land use inventory of former land uses attached? Yes No

E. Provincial Planning Statement

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

Yes No

If no, please explain:

2. It is 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 Planning Statement?

Yes No

If no, please explain:

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 no, please explain:

Not in WHPA



Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C, Intake Protection Zone (IP-Z), Issue Contributing Area (ICA), please attach relevant information and approved mitigation measures from the Risk Management Official.

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? 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

1. Indicate what services are available or proposed:

Water Supply

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

Storm Drain

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

Sewage Treatment

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

Existing or proposed access to subject lands

- Municipal road
- Provincial highway
- Unopened road
- Name of road/street: Windham Road 5
- Other (describe below):

2. Does the application require development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed?

Yes No

If yes, provide (i) Servicing Options Report and (ii) hydrogeological report with submission.

G. Other Information

1. Does the application involve a local business?

Yes No If yes, how many people are employed on the subject lands?

-
2. Indicate below or on a separate attachment, the applicant's proposed strategy for consulting with the public on the request for a zoning by-law amendment.

N/A

3. 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.

Please see Planning Brief prepared by G. Douglas Vallee Limited

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 545/06](#).

A sketch showing, in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location 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*) that,
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant's opinion, may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) 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;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land



The following additional plans, studies and reports, including but not limited to, **may** be required as part of a complete application submission:

- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Cut and Fill Plan
- Erosion and Sediment Control Plan
- Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- Plan and Profile Drawings
- Site Servicing Plan
- Storm water Management Plan
- Street Sign and Traffic Plan
- Street Tree Planting Plan
- Tree Preservation Plan
- Archaeological Assessment
- Environmental Impact Study
- Functional Servicing Report
- Agricultural Impact Assessment
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Calculations
- Noise or Vibration Study
- Record of Site Condition
- Stormwater Management Report
- Traffic Impact Study

The approval of the proposed development might be subject to additional federal or provincial legislation, municipal by-laws or other agency approvals.

J. 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 disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor’s responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

K. 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.

L. 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 Signature

APRIL 17/26

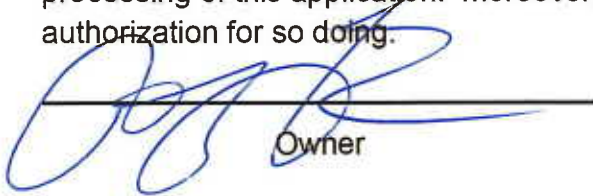
Date

M. Owner’s Authorization

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

I/We Procyk Farms (1994) Limited - c/o Paul Procyk am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited - c/o Scott Puillandre 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

APRIL 17/26

Date

Owner

Date



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

Date: February 10, 2026
Project: 25-137



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*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

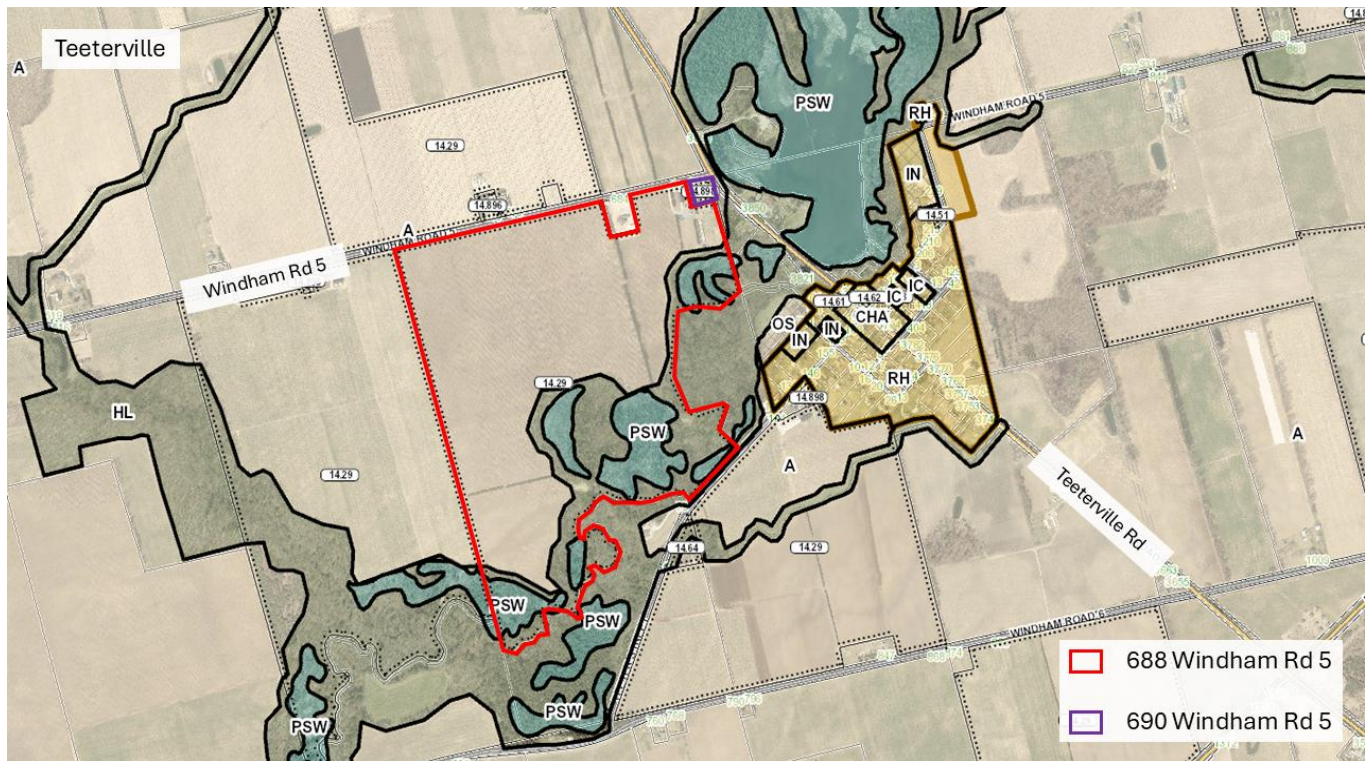


Figure 1 – Subject Lands

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.

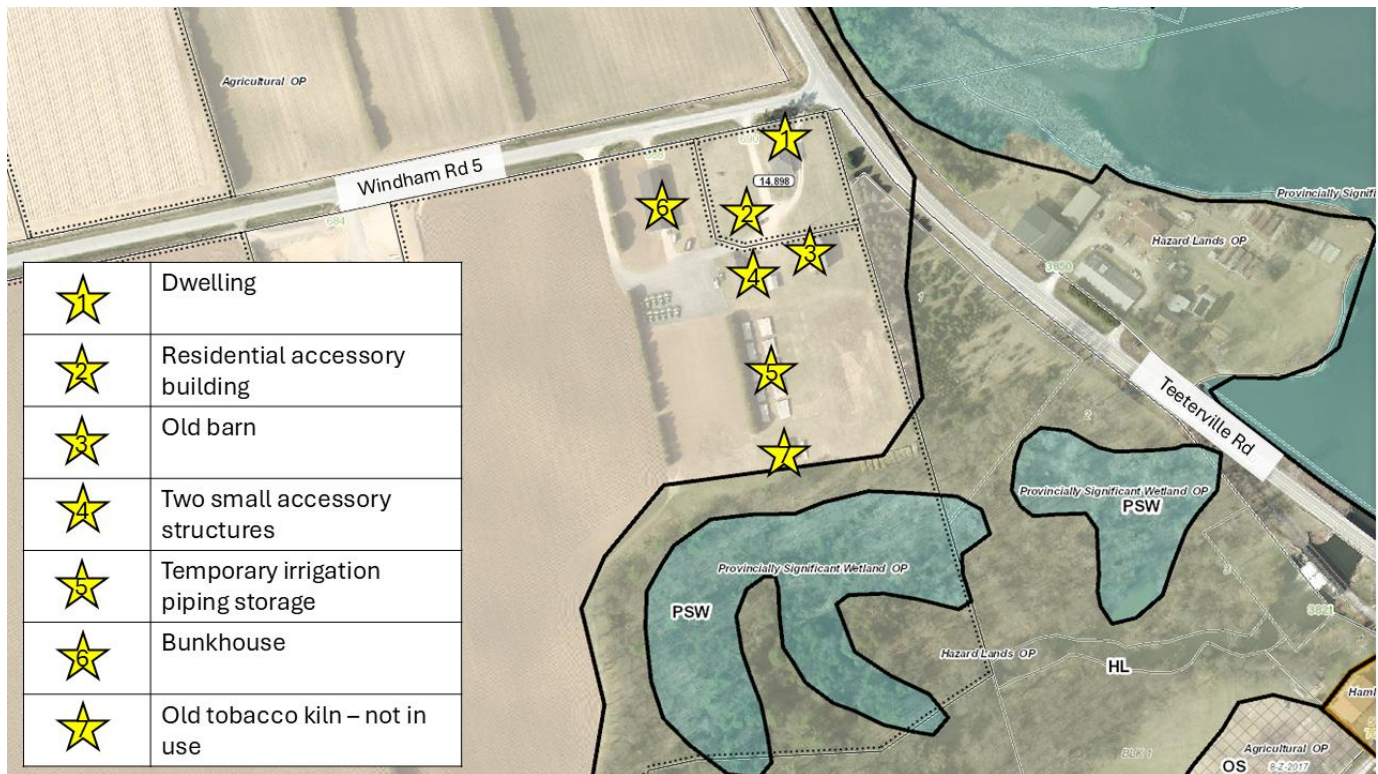


Figure 2 – Existing Building and Structures

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.

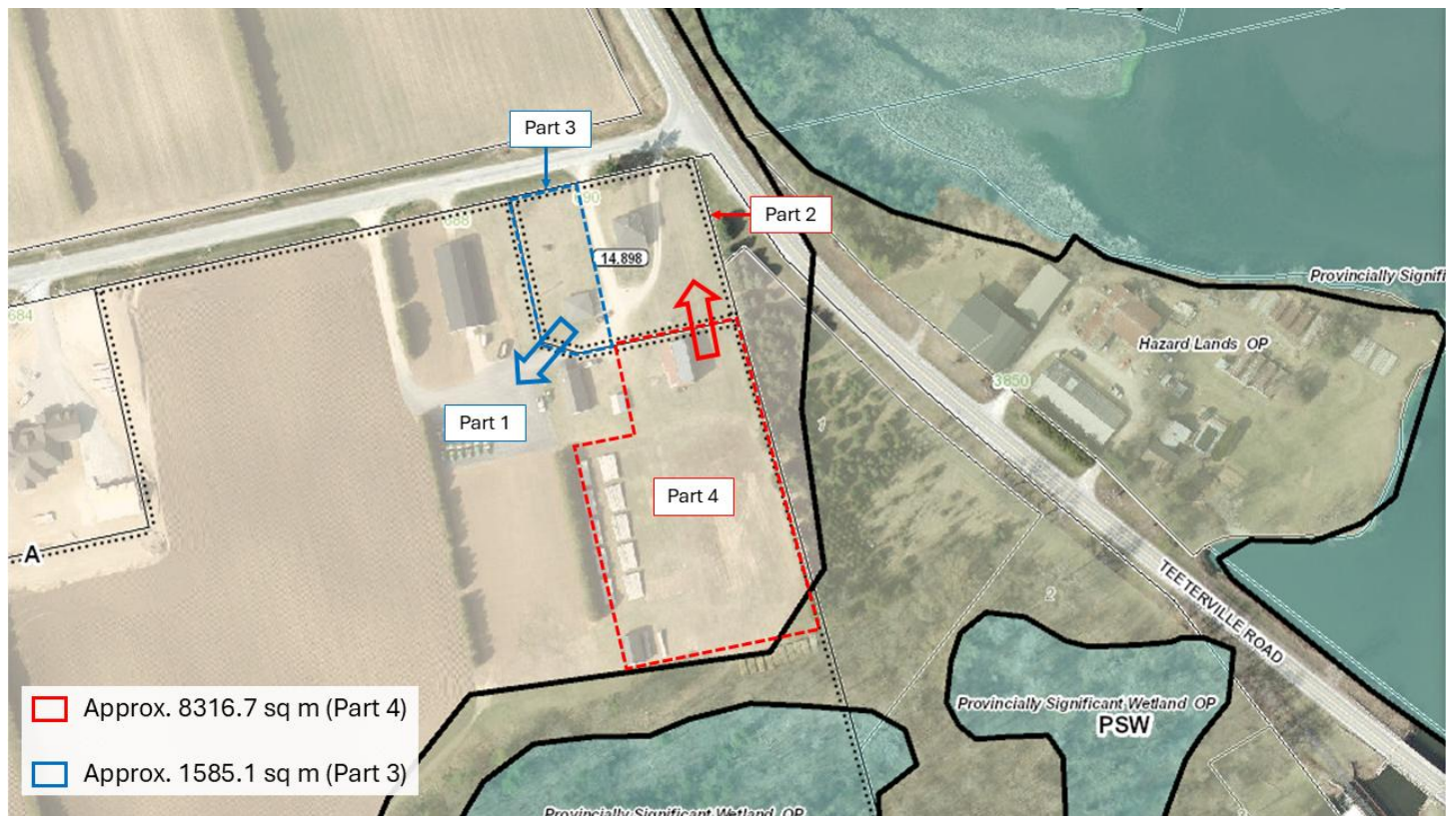


Figure 3 – Severance Plan

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
Section 2	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.
Section 3	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.
Section 53	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 (11,119m²) 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

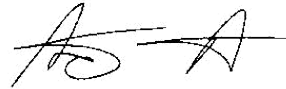
As outlined in this report, the proposed boundary adjustments comply with applicable local and provincial policies. As such, a decision by the Committee of Adjustment to approve the boundary adjustments at 688 and 690 Windham Road 5 are consistent Provincial Planning Statement, conforms to the Norfolk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

Report prepared by:

Report Reviewed by:



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



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





M. Declaration

I, PAUL PROCYK of NORFOLK COUNTY

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:

Simcoe

Owner/Authorized Applicant Signature

In The County of Norfolk

This 17th day of April

A.D., 2026

JAMES JOHN CIARALLO-CANZANO,
a Commissioner, etc., Province of Ontario,
for G. Douglas Vallee Limited.
Expires February 26, 2028.



Working together with our community

Committee of Adjustment Meeting – April 15, 2026

Applicant BAILEY PROCYK
File Number BNPL2026031 Consent and BNPL2026047 Consent
Location WDM CON 5 PT LOT 14 (688 and 690 Windham Rd 5, Teeterville)
Division Community and Development Services
Department Planning and Realty Services
Purpose For Decision

Public Notice Summary and Proposal

BNPL2026031: An application has been received to sever a parcel with a frontage of 24.24 m, an irregular depth, and an area of 1,585.09 square metres and a retained parcel having an area of 2,803.29 square metres as a result of a boundary adjustment in the A Zone. Lands will be added to the existing farm parcel immediately adjacent to the west having an address of 688 Windham Road 5 with roll number: 3310491011405000000. Final lot size: 59.1585 hectares.

BNPL2026047: An application has been received to sever a parcel with no frontage, an irregular depth, and an area of 8,316.71 square metres and a retained parcel having an approximate area of 59.0 hectares as a result of a boundary adjustment in the A Zone. Lands will be added to the existing parcel immediately adjacent to the north having an address of 690 Windham Road 5 with roll number: 3310491011405040000. Final lot size: 1.112 hectares.

Recommendation(s)

That applications BNPL2026031 and BNPL2026047 affecting the lands described as WDM CON 5 PT LOT 14 (688 and 690 Windham Rd 5, Teeterville), Norfolk County, be APPROVED.

Reason

These applications are consistent with the *Planning Act, R.S.O. 1990, c. P.13*, as amended ("*Planning Act*"), Provincial Planning Statement, 2024, ("*PPS 2024*") conforms with the policies of the Norfolk County Official Plan ("*Official Plan*") regarding policies related to activities of the Committee of Adjustment including consent to sever policies in the Agricultural designation and meets the intent of the Norfolk County Zoning By-Law 1-Z-2014 ("*Zoning By-Law*").

Planning Considerations

Site Context:

As shown in Figures 1 and 2 below, the subject lands are located at 688 and 690 Windham Road 5. Part of the lands have frontage along the south side of Windham Road 5. The subject lands contain a dwelling, detached garage, barn, two small sheds, temporary irrigation pipe storage, and a bunkhouse. The final lot area of the farm parcel will be approximately 59.1585 hectares. The final lot area of the residential parcel will be approximately 1.12 hectares.



Figure 1.
WDM CON 5 PT LOT 14
690 Windham Rd 5, Teeterville



Figure 2.
WDM CON 5 PT LOT 14,15
688 Windham Rd 5, Teeterville

Policy Context

Based on the Committee of Adjustment Terms of Reference, regard must be had to Section 51(24) of the *Planning Act*, be consistent with the PPS 2024, adhere to the Official Plan and meet the intent and purpose of the Zoning By-Law.

Planning Act Considerations

The proposal is consistent with the *Planning Act*.

The Planning Authority has regard to the *Planning Act* in consideration of this proposal. The public notice requirements as set out in Section 3 of Ontario Regulations 197/96 and 200/96 have been adhered to.

Public notice signage was posted and observed on March 30, 2026. Public notices for the committee of adjustment hearing have been circulated to neighbours and those that have requested such notice on April 2026.

Provincial Planning Statement, 2024

Section 4.3.3 of the PPS 2024 outlines the policies for lot creation and lot adjustments in Prime Agricultural Areas.

Section 4.3.3.2 states, "Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons." Legal or technical reasons are defined as "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."

The applications meet the definition of legal or technical reasons. This is a boundary adjustment intended to facilitate a better construction location on the residential parcel, and configure the farm parcel in a manner that is more suitable for agricultural use. No new lot will be created. Therefore, the proposal is consistent with the PPS 2024.

Norfolk County Official Plan

The applications conform to the general intent and purpose of the Official Plan.

The subject lands are designated as Agricultural in the Norfolk County Official Plan. Section 7.2.3 details lot creation and lot adjustment policies in the Agricultural Designation.

Section 7.2.3 vi) states that consents may be permitted for "technical reasons including minor boundary adjustments, corrections of deeds, quit claims, easements or rights-of-way, or other purposes that do not create an additional separate lot, and which do not change the lot configuration such that a non-agricultural lot is created which would not be in conformity with the policies of this Plan."

The applications are for boundary adjustments, and no new lots will be created. Therefore, the proposals conform to the Agricultural lot creation and adjustment policies.

Norfolk County Zoning By-Law 1-Z-2014

The subject lands are zoned Agricultural (A) Zone.

Section 12.1.2 of the Zoning By-law permits a minimum lot size of 40 hectares for farm parcels. If the boundary adjustments are approved, the final lot size of the farm parcel will be approximately 59 hectares. The existing residential lot was the result of a surplus farm dwelling severance several years ago. The lot area of the residential parcel would be 1.1 hectares, which is an increase in size and is greater than the minimum lot area requirement of a surplus farm dwelling lot of 2,000 square metres.

The existing special provisions on the severed and retained lands (14.898 and 14.29) require amendment to reflect the proposed new lot fabric. The minor rezoning is a condition of the severances.

The applications comply to the general intent and purpose of the Zoning By-Law.

Public or Technical Comments

No public comments were received during the consideration of this application. Should any be received prior to the meeting date, committee members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County departments and applicable agencies. All comments are summarized in Attachment 1 of this report. No issues were raised in the technical comments.

Conclusion

Given the above, it is the professional opinion of planning staff that the proposals meet the *Planning Act*, PPS 2024, conform with the Official Plan and meet the intent and purpose of the Zoning By-Law. The proposals are recommended for APPROVAL.

Attachment(s)

- Attachment 1 – Technical Comments
- Attachment 2 – Conditions
- Attachment 3 – Location Map
- Attachment 4 – Official Plan Map
- Attachment 5 – Zoning By-Law Map
- Attachment 6 – Context Map

Approval

Reviewed and approved by
Alisha Cull, BES, MCIP, RPP, Ec.D.
Acting Director, Planning and Realty Services



BNPL2026031
BNPL2026047
BAILEY PROCYK
Hearing Date April 15, 2026

Prepared by
Joshua Mueller
Planner

Attachment 1 – Technical Comments

Zoning

The existing residential accessory structure will require a change of use permit to a farm building to be permitted on the farm property.

Building

The Building Department has reviewed the proposal for severance and has the following conditions:

1. Receipt of a letter from the Building Department that the spatial separation of the existing farm buildings to the new property line has been completed.
- 1 Storey metal sided building (5.5m tall) at 16.95m and 10.54m to new property lines as well as the 1 storey metal sided building (4.1m tall) at 3.69m and 7.36m to new property lines.
2. Existing on-site sewage system evaluation for the camp for housing of workers to be completed and submitted for evaluation by the Building Department, also ensure setback compliance requirements with OBC 8.2.1.6.
3. Existing residential accessory (garage) that is proposed to be on the severed land benefiting the agricultural property will require a change of use permit and a spatial separation calculation to be completed (2 garage doors facing new proposed property line), or a demolition permit of the residential accessory building.
4. Existing 2 storey residential dwelling unit on the retained lands requires a demolition permit and demolition.
5. The septic system serving the residential dwelling unit is currently located on the portion that is being severed to benefit Part 1, therefore the septic system is required to be decommissioned.

By decommissioning the septic system that serves the dwelling unit the dwelling unit will no longer have a sanitary system and may/would not be permitted to be used as a temporary dwelling unit while the new dwelling is being built.

Development Engineering

Development Engineering has reviewed application BNPL2026031 and BNPL2026047 and have the following Condition(s) and/or Comment(s):

1. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32. Access to the current residential property adjacent to the junction of Windham Road 5 and Teeterville Road must be removed. (Condition)

2. As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application. (Comment).

3. As per Norfolk County By-law 2017-04, a lot grading plan may be required at time of building permit application. (Comment).

Fire

Norfolk Fire does not have a concern with this proposal at this time.

Canada Post

Please be advised that Canada Post does not have any comments on this application for severance and boundary adjustments as this will not affect mail delivery.

Attachment 2 – Conditions**BNPL2026031**

1. Confirmation that property taxes are paid and up to date, or payment of any outstanding taxes.
2. Confirmation from the Chief Building Official, or designate, indicating their requirements have been satisfied concerning spatial separation.
3. Confirmation from the Chief Building Official, or designate, indicating their requirements regarding on-site sewage treatment (OBC Part 8) have been satisfied.
4. Confirmation from the Chief Building Official, or designate, indicating their requirements regarding a change of use permit have been satisfied.
5. The severed parcel becomes part and parcel of the abutting lands presently owned by Procyk Farms (1994) Limited and Procyk Farms Limited, assessment roll number 331049101140500.
6. Subject to final approval of the required zoning amendment.
7. The solicitor acting in the transfer shall provide their undertaking in the following manner. “In consideration of the Certificate of Official, I undertake to ensure that all of the time of the registration of the said Certificate of Official or deed upon which time it has been affixed, the name of the registered owner of the abutting lands is the same as that of the Grantee in the said deed.”
8. Three (3) copies of the registered reference plan (survey) of the severed parcel shall be submitted to the Secretary-Treasurer.
9. Three (3) copies of the deed for the severed parcel of land, or if filing by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation shall be submitted to the Secretary-Treasurer.
10. The solicitor acting in the transfer shall provide an undertaking to provide the Secretary-Treasurer with a copy of the first page of the Receipted Transfer upon completion of the electronic registration.
11. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

LAPSING DATE: APRIL 15, 2028

BNPL2026047

1. Confirmation that property taxes are paid and up to date, or payment of any outstanding taxes.
2. Confirmation from the Chief Building Official, or designate, indicating their requirements have been satisfied concerning spatial separation.
3. Confirmation from the Chief Building Official, or designate, indicating their requirements regarding on-site sewage treatment (OBC Part 8) have been satisfied.
4. Confirmation from Public Works (Roads Department) indicating that their requirements have been satisfied concerning an entrance permit and removal of existing entrance at the junction of Windham Road 5 and Teeterville Road.
5. The severed parcel becomes part and parcel of the abutting lands presently owned by Bailey William Procyk, assessment roll number 3310491011405040000.
6. Subject to final approval of the required zoning amendment.
7. The solicitor acting in the transfer shall provide their undertaking in the following manner. "In consideration of the Certificate of Official, I undertake to ensure that all of the time of the registration of the said Certificate of Official or deed upon which time it has been affixed, the name of the registered owner of the abutting lands is the same as that of the Grantee in the said deed."
8. Three (3) copies of the registered reference plan (survey) of the severed parcel shall be submitted to the Secretary-Treasurer.
9. Three (3) copies of the deed for the severed parcel of land, or if filing by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation shall be submitted to the Secretary-Treasurer.
10. The solicitor acting in the transfer shall provide an undertaking to provide the Secretary-Treasurer with a copy of the first page of the Receipted Transfer upon completion of the electronic registration.
11. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

LAPSING DATE: APRIL 15, 2028

Attachment 3 – Location Map

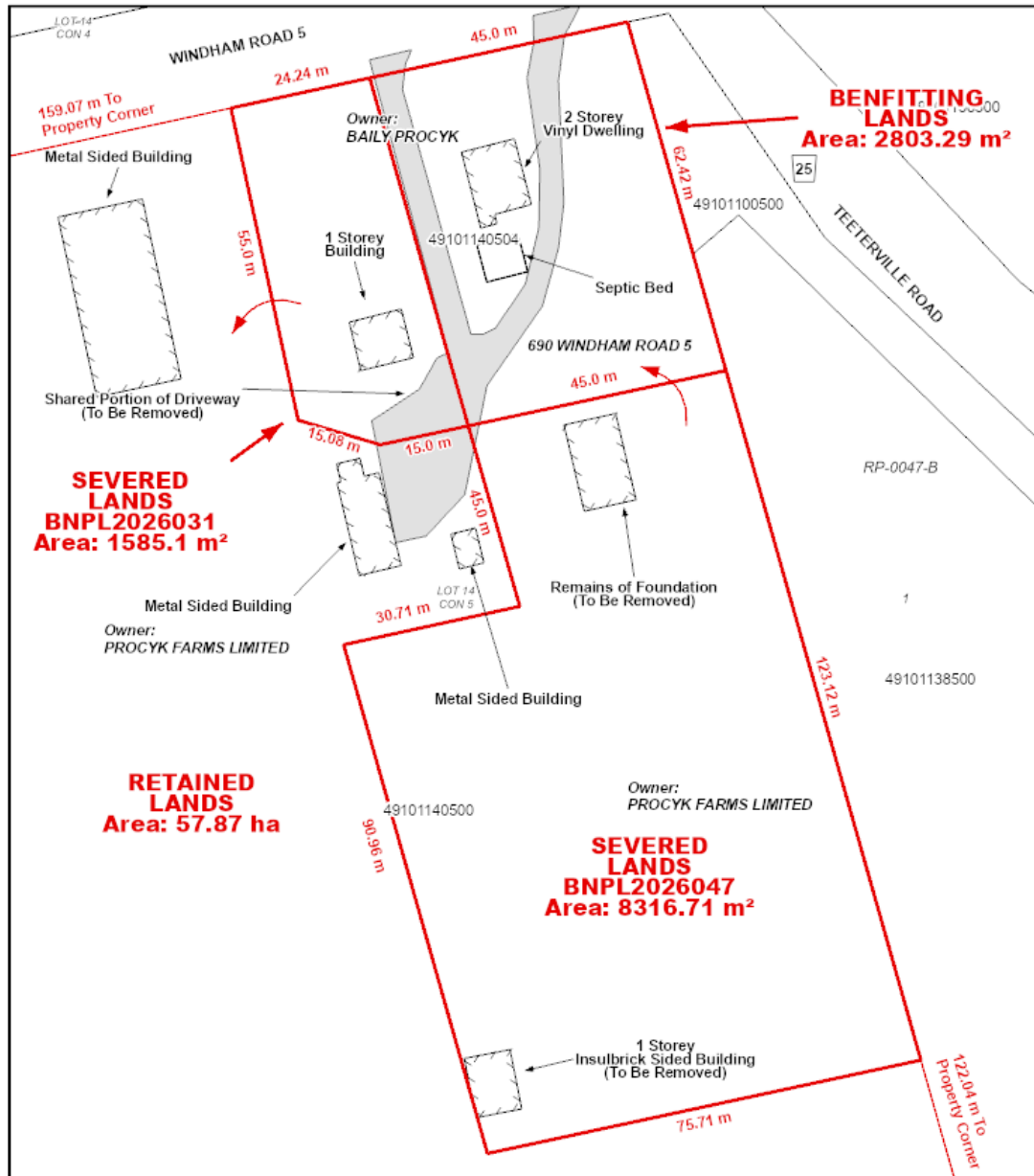
LOCATION OF LANDS AFFECTED

CONCEPTUAL PLAN

Geographic Township of WINDHAM

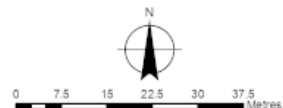
BNPL2026031

BNPL2026047



Legend

- Subject Lands
- Lands Owned

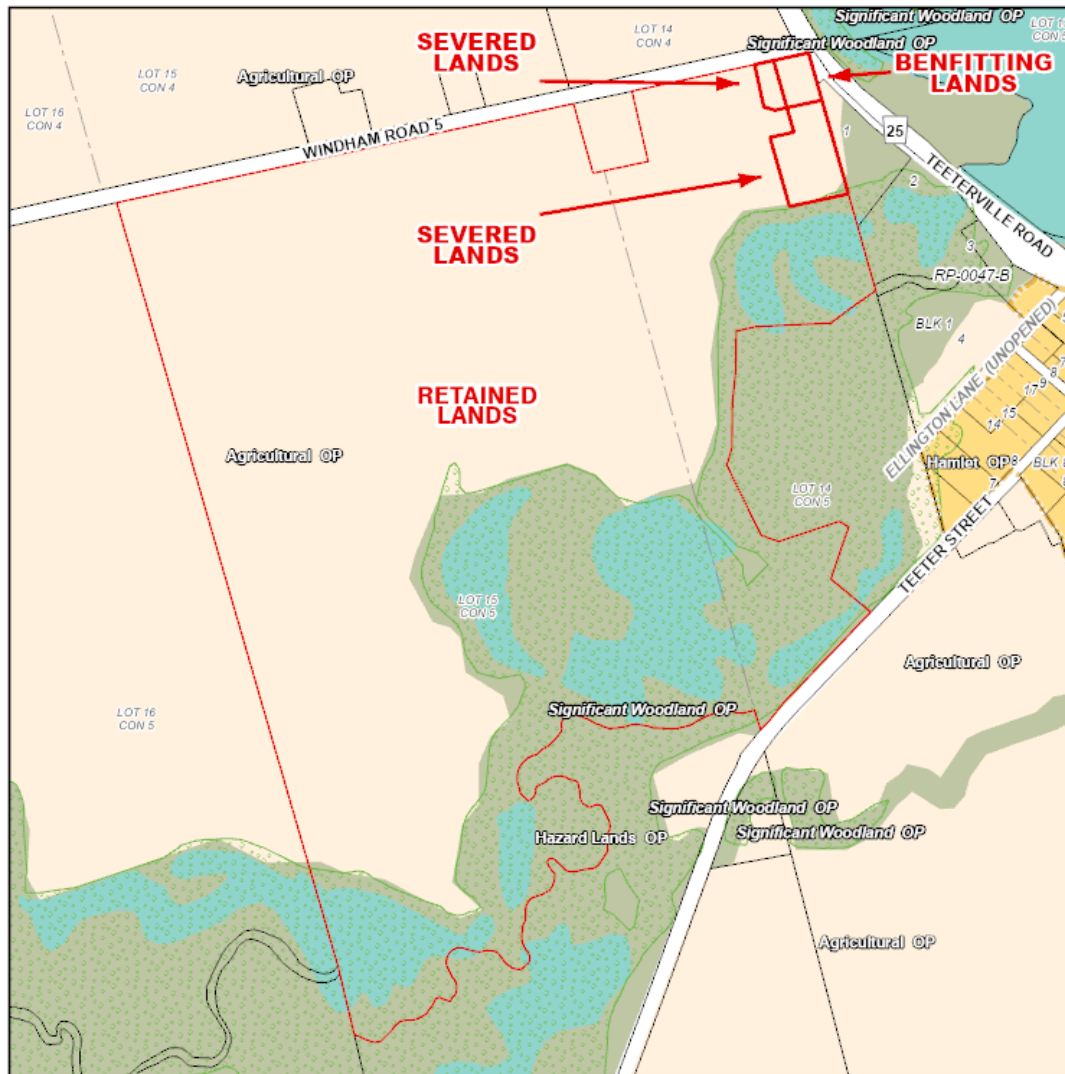


3/12/2026

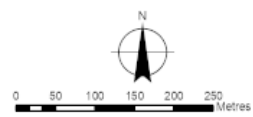
Attachment 4 – Official Plan Map

MAP B
 OFFICIAL PLAN MAP
 Geographic Township of WINDHAM

BNPL2026031
 BNPL2026047



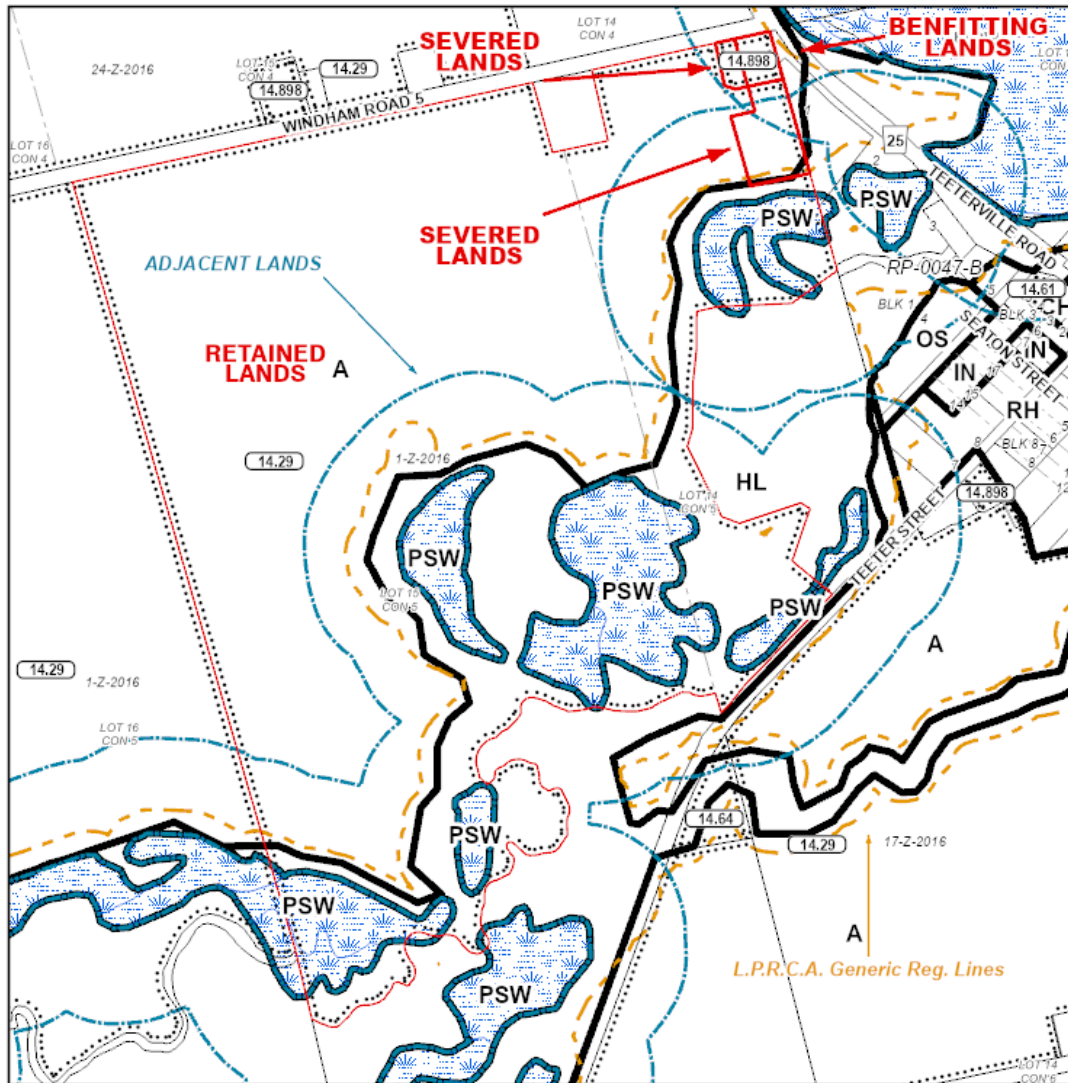
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Attachment 5 – Zoning By-Law Map

MAP C
ZONING BY-LAW MAP
Geographic Township of WINDHAM

BNPL2026031
BNPL2026047



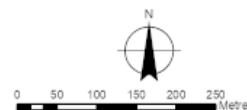
LEGEND

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

ZONING BY-LAW 1-Z-2014

3/12/2026

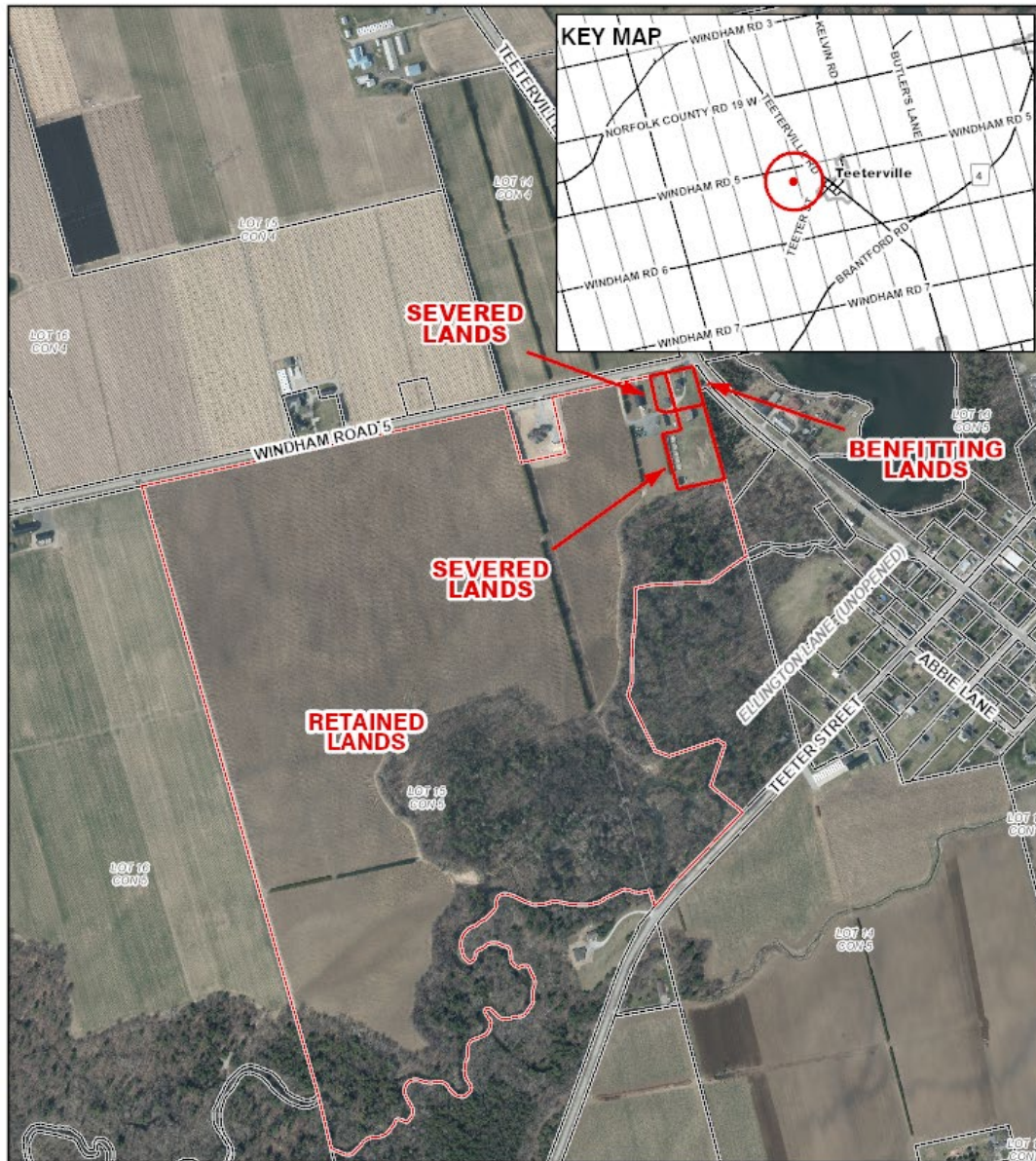
- (H) - Holding
- A - Agricultural Zone
- CHA - Hamlet Commercial Zone
- RH - Hamlet Residential Zone
- HL - Hazard Land Zone
- IN - Neighbourhood Institutional Zone
- OS - Open Space Zone
- PSW - Provincially Significant Wetland Zone



Attachment 6 – Context Map

MAP A
 CONTEXT MAP
 Geographic Township of WINDHAM

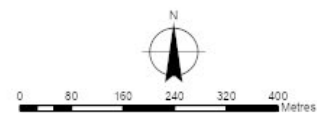
BNPL2026031
 BNPL2026047



Legend

- Subject Lands
- Lands Owned

2020 Air Photo

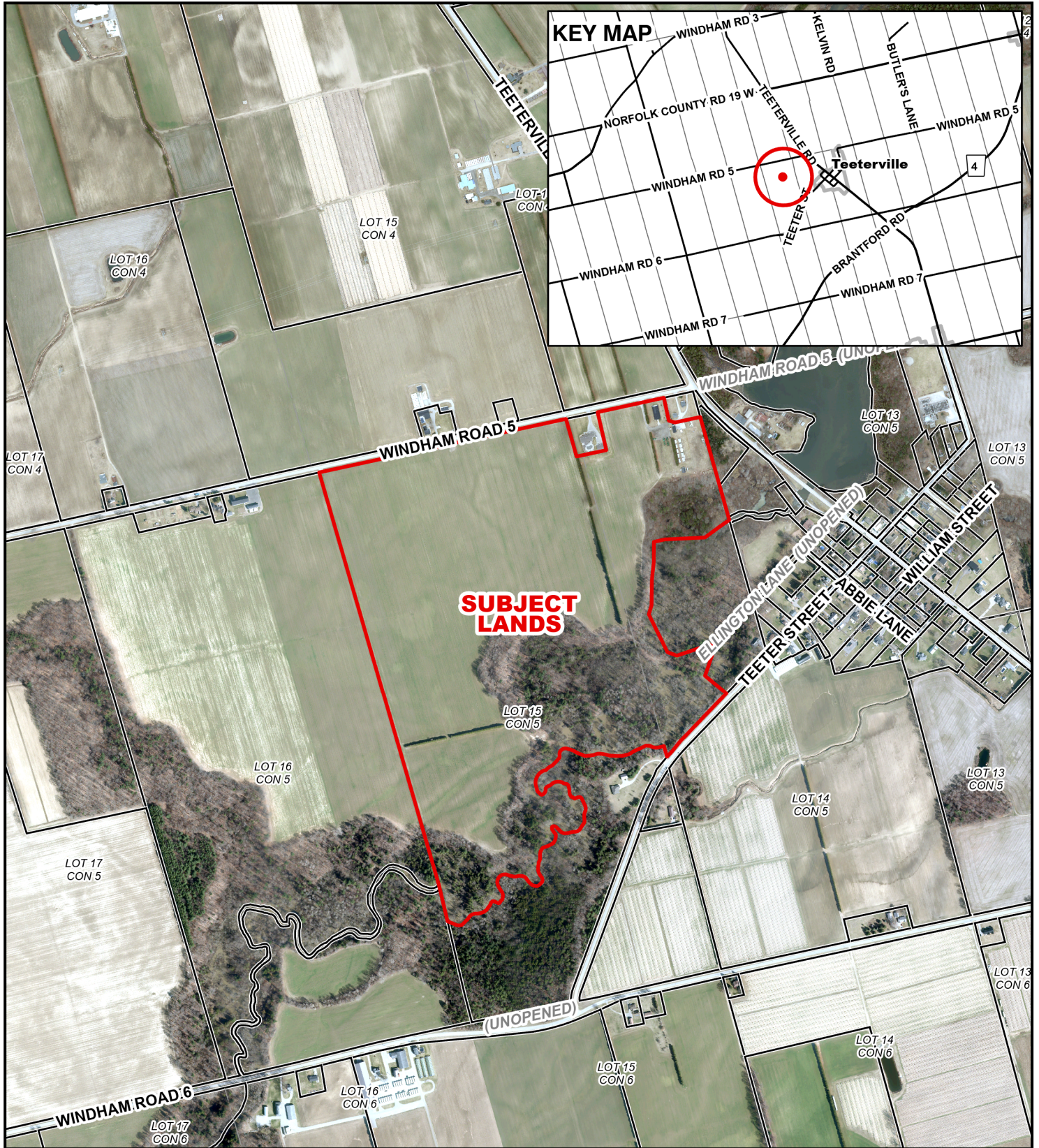


MAP A


CONTEXT MAP

Geographic Township of WINDHAM

ZNPL2026091

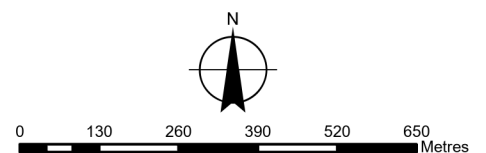


Legend

 Subject Lands

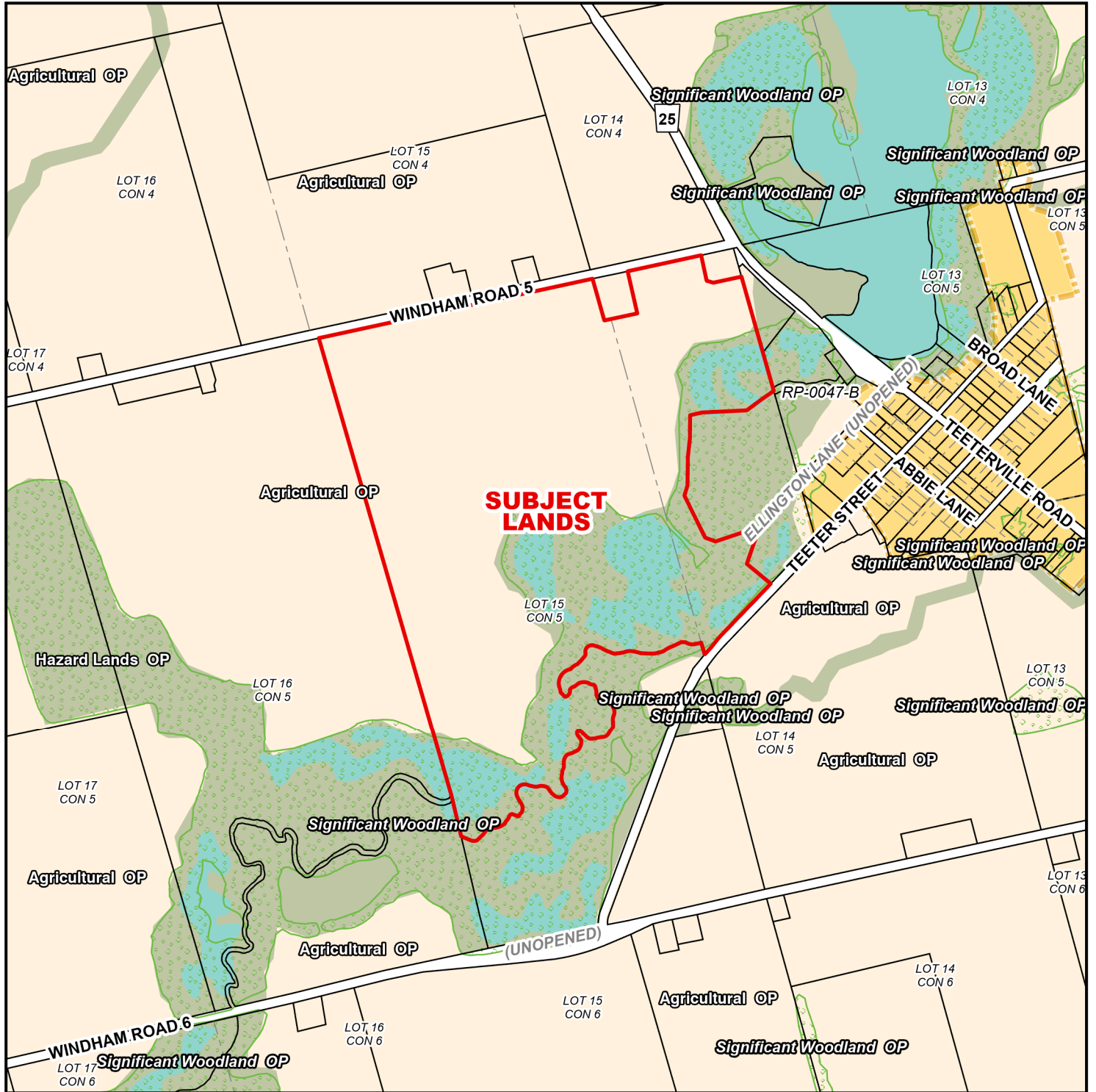
5/14/2026

2025 Air Photo



MAP B
OFFICIAL PLAN MAP
 Geographic Township of WINDHAM

ZNPL2026091



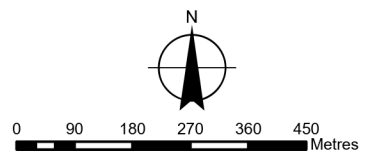
Legend

Subject Lands

Official Plan Designations

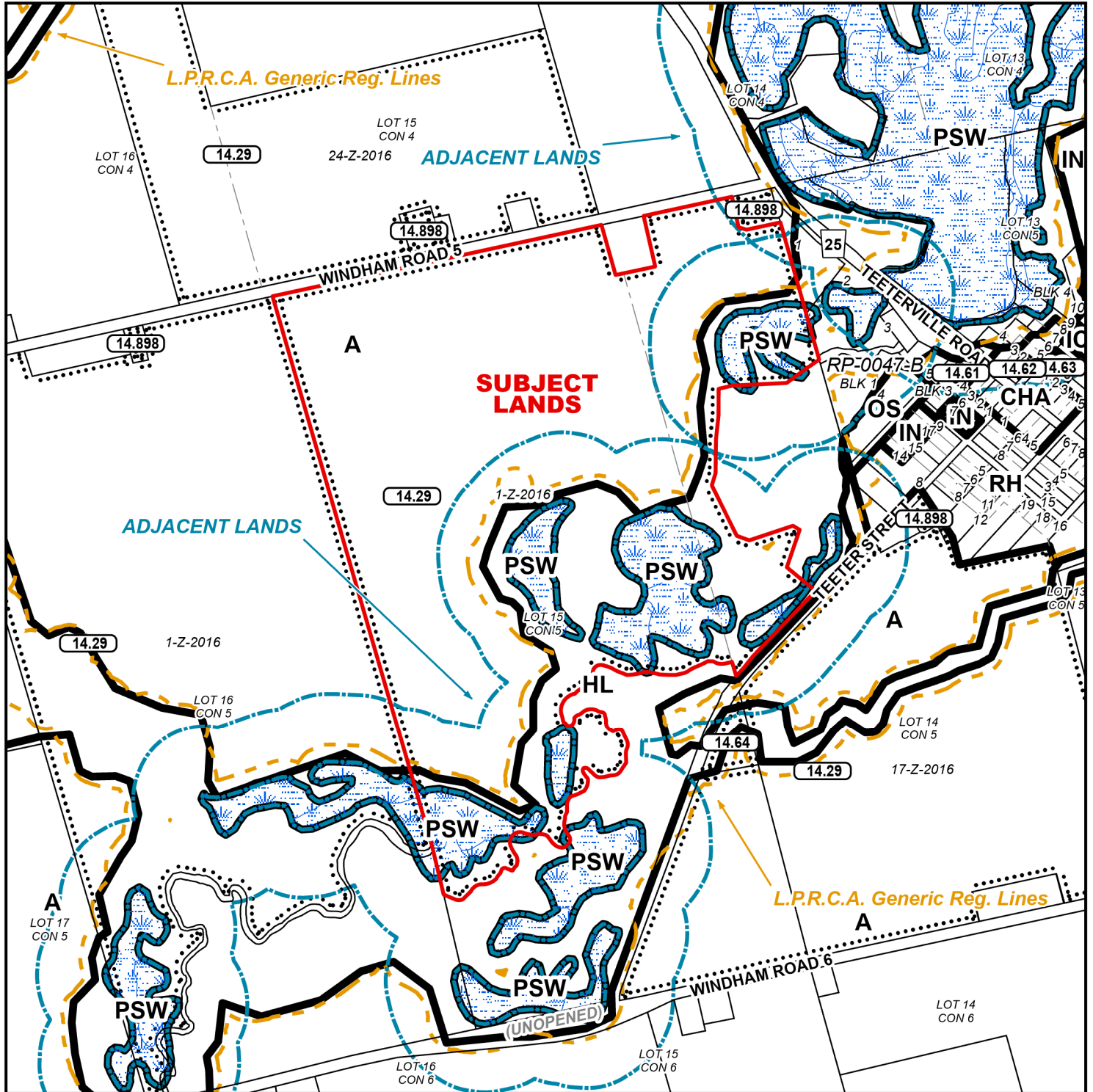
- Agricultural
- Hazard Lands
- Provincially Significant Wetland
- Hamlet
- Hamlet Area Boundary
- Significant Woodland

5/14/2026



PROPOSED ZONING BY-LAW AMENDMENT MAP

Geographic Township of WINDHAM



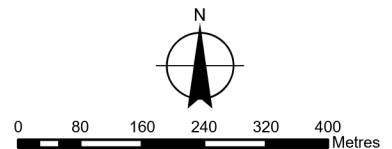
ZONING BY-LAW 1-Z-2014

5/14/2026

LEGEND

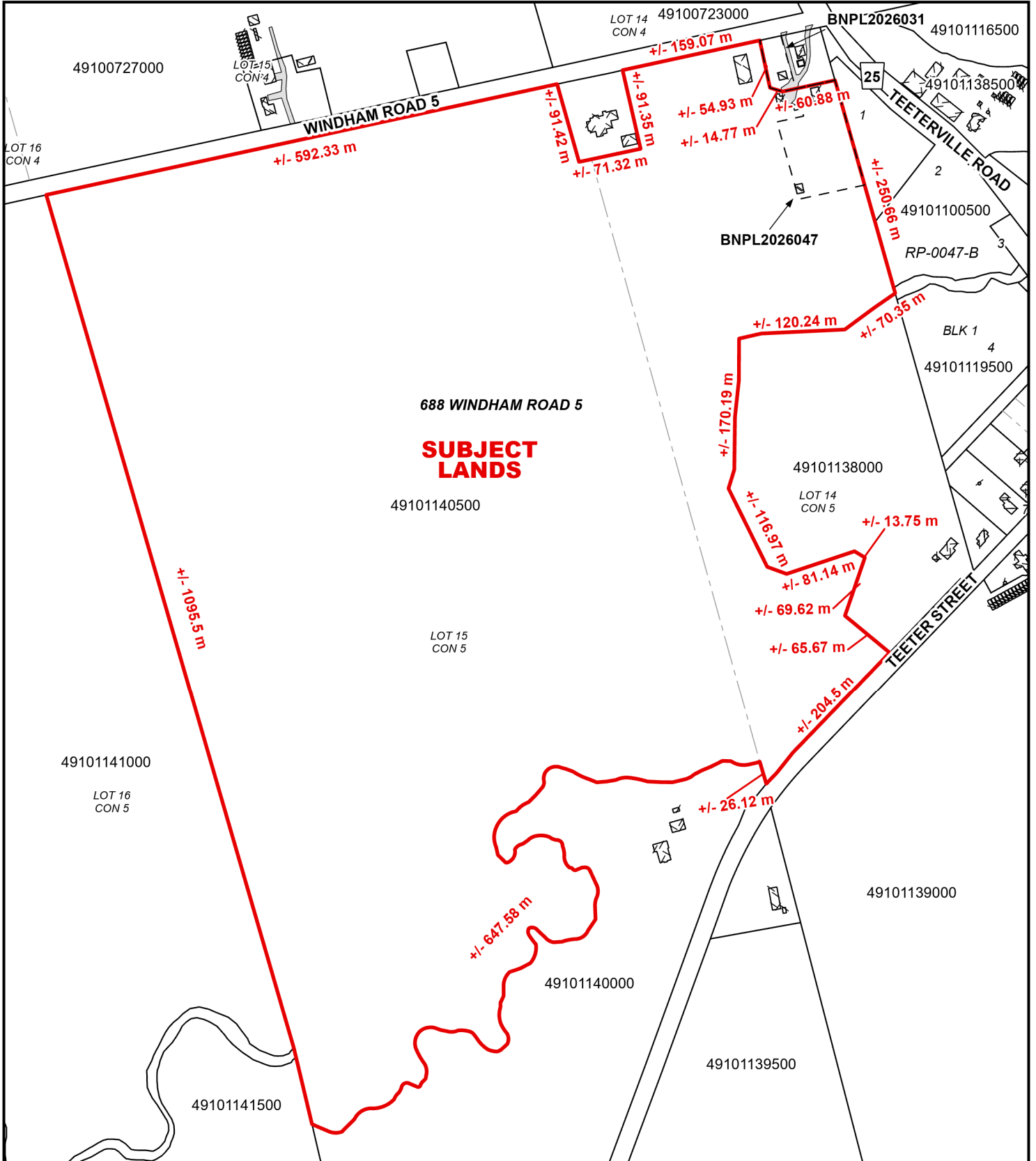
- Subject Lands
- Adjacent Lands
- Wetland
- LPRCA Generic RegLines

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




CONCEPTUAL PLAN

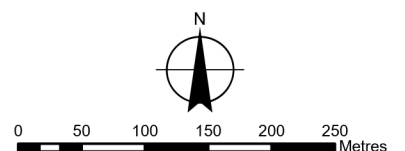
Geographic Township of WINDHAM



Legend

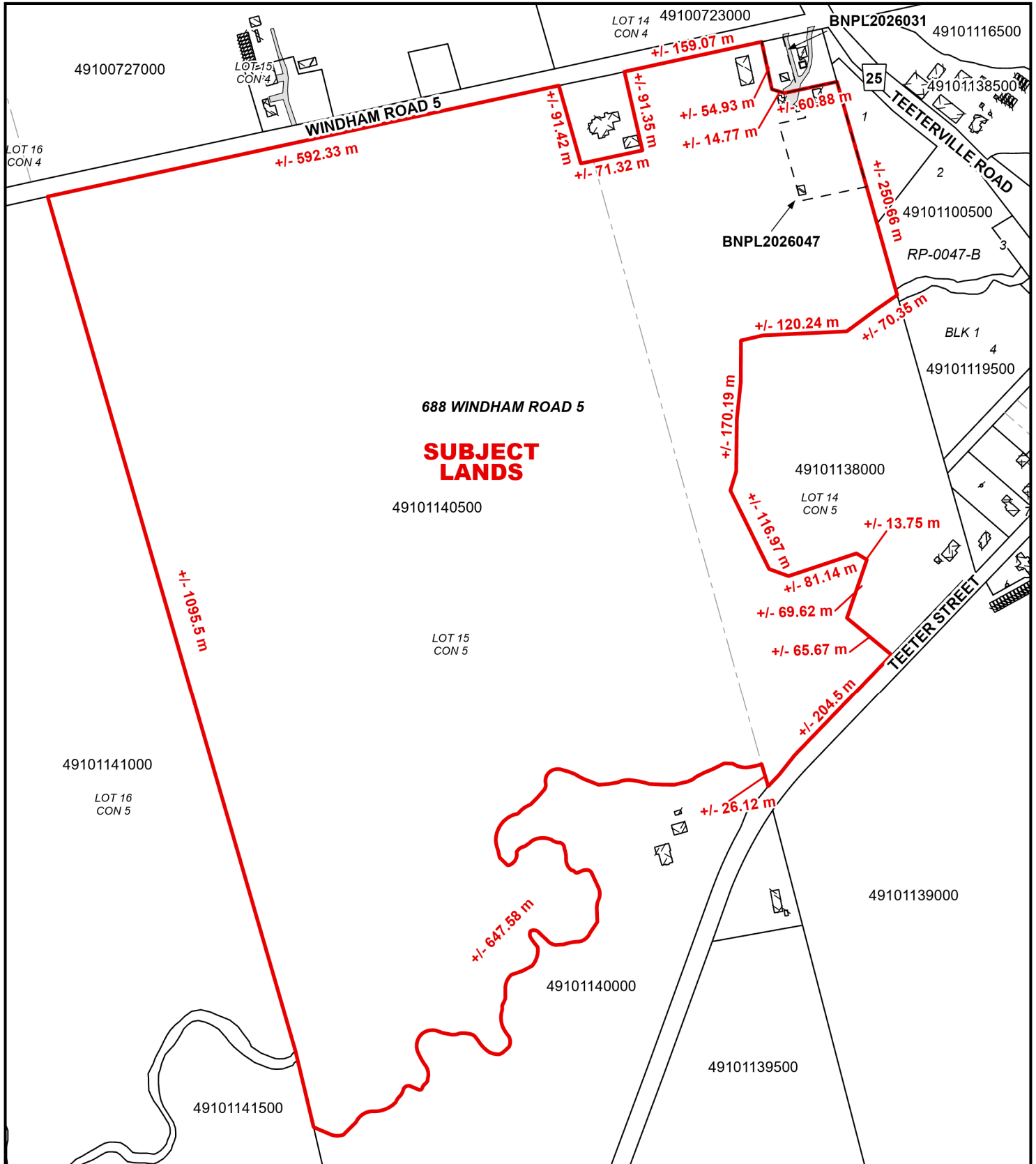
 Subject Lands

5/14/2026



CONCEPTUAL PLAN

Geographic Township of WINDHAM



Legend

Subject Lands

5/14/2026

