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**Date:** October 22, 2020

**To:** Mayor and Council

**Author:** Kristina Brcic, MSc, BURPI  
Town Planner

**RE:** Condensed Presentations for Agricultural Surplus Dwelling Severance  
& Zoning Amendment Applications

**Report No.:** PS 2020-057

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## **AIM**

To provide the Mayor and Council with information regarding the proposal to condense the presentation of Planning Reports for Combined Consent and Zoning Amendment Applications for Surplus Dwelling Severances.

## **BACKGROUND**

In the spring of 2019 Council approved a change in process to allow a combined application for consent and zoning amendment application for surplus dwelling severances to be heard before Council. Previously, applications for surplus dwelling severances would seek consent approval from the Committee of Adjustment followed by passing of a zoning by-law amendment at a subsequent Council meeting. This has resulted in a much more efficient and streamlined process over the last two years.

## **DISCUSSION**

As the next step to further increase the efficiency of Council meetings, it is proposed that the following process be followed for surplus dwelling applications:

If no member of the public is in attendance and no comment in objection submitted:

- i) introduced by the Mayor (current practice) ask if anyone other than the applicant wishes to speak to the application;
- ii) recommendation of the Planner;
- iii) Questions of Council if any;
- iv) Motion of Council.

If a member of the public is in attendance or comment provided in objection:

- i) introduced by the Mayor (current practice) ask if anyone other than the applicant wishes to speak to the application;
- ii) brief overview by the Planner including review of any written objection;
- iii) Questions of Council, if any;
- iv) Comment by member(s) of the public, if in attendance;
- v) Motion of Council.

In 2019, there were seven combined applications for consent and zoning by-law amendment specific to surplus dwelling severances. There have not been any objections to such applications and there are little to no comments provided by those within 120 m radius of the subject property who received notice. Council has the reports to review in advance and the report itself is part of the public record.

This is an additional step in ongoing efficiency improvements, particularly for more routine applications. Staff will continue to review processes and present alternatives to Council for consideration in the future.

### **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

### **FINANCIAL CONSIDERATIONS**

There are no financial impacts as a result of streamlining the report presentations to Council.

### **CONSULTATIONS**

CAO, Manager of Planning Services

### **RECOMMENDATION**

That Council endorse the proposed condensed planning presentation style for Consent and Zoning Amendment Applications for Surplus Dwelling Severances.

*Kristina Brcic*

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Town Planner

*Robert Brown*

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