



Staff Report

Report To: Committee of Adjustment

From: Evan McKinstry, Jr. Planner, County of Elgin

Date: 2026-04-23

Subject: Minor Variance Application D-13 2026-01 – Recommendation Report
(Planning Report – 2026-10)

Recommendation:

That West Elgin Committee of Adjustment hereby receives the report from Evan McKinstry, Junior Planner, regarding Minor Variance Application D 13 2026-01 – Recommendation Report (Planning Report 2026-10).

And that the West Elgin Committee of Adjustment grant the requested Minor Variance to obtain relief from section 20 Table 20-1 General Industrial (M1) Zone Standards to permit an increase in the maximum building height from 12.0m to 15.0m. In addition, relief is requested to increase the maximum lot coverage from 40% to 45%, Further relief is sought to reduce the requested side yard width from 4.5m to 3.0m.

Summary:

- The requested minor variance is intended to facilitate the proposed industrial plant expansion, specifically permitting an increase in building height, an increase in lot coverage, and a reduction in the easterly interior side yard setback.
- The proposal complies with all other provisions of the Zoning By law 2015-36.

Purpose:

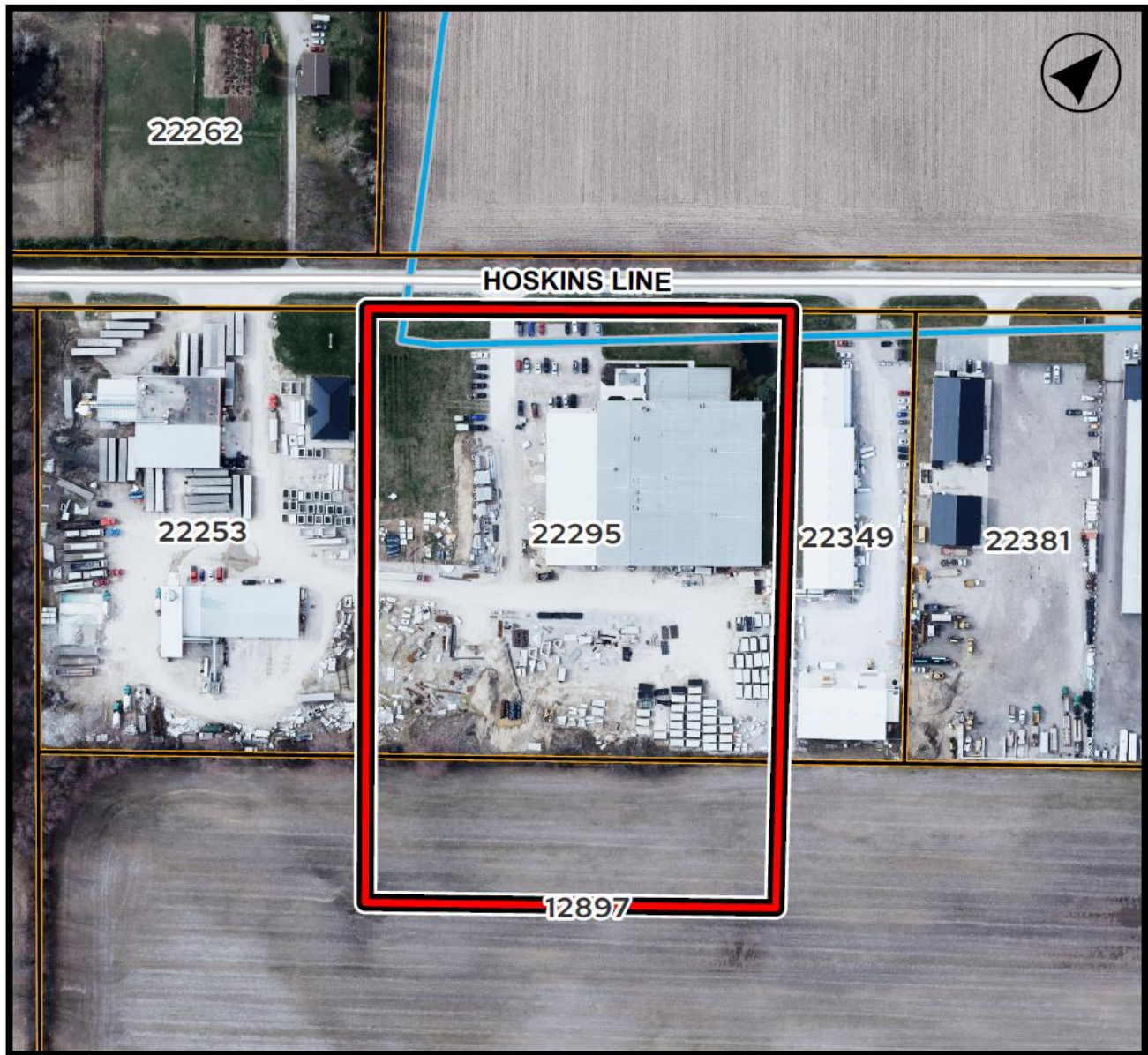
The purpose of this report is to provide the Committee of Adjustment with background information to support the recommendation to approve Application D 13 2026-01 for Minor Variance following the Public Hearing scheduled for April 23rd, 2026.

The subject lands are located at 22295 Hoskins Line and are legally described as Part of Lot 6 CON GORE WD, in the Municipality of West Elgin. The subject lands are highlighted in figure 1.

The subject lands have a frontage of 154m, depth of 219m and are approximately 20.09 ha in total area. The lands are designated Rural Employment on Schedule '4' of the Municipality of West Elgin Official Plan and zoned General Industrial (M1) on Map '37' of the Municipality of West Elgin Zoning By-Law 2015-36. The subject lands are currently occupied with an existing industrial building used for pre-cast concrete manufacturing. The lands are surrounded by Agriculture, Industrial and Commercial land uses.

The subject lands were previously subject to a Zoning By-law Amendment (File No. D 14-10-2025) and Consent Application (File No. E 52-25). These applications added lands to the rear of the property through a lot addition and rezoned the property to a General Industrial Zone to better recognize the existing and future use of the site.

Figure 1.0 Key Map of Subject Site



Minor Variance Application D 13 2026-01: 22295 Hoskins Line, West Elgin

- Township Roads
- Minor Variance Location
- Parcels
- Municipal Drainage

Consultation:

Statutory Notice Requirements

The Notice of the Public Hearing was provided in accordance with the provisions of the Planning Act. Property owners within 60m of the subject lands were provided notice by hand delivery. Applicable persons and public bodies were provided notice of the Public Hearing and a request for comments via email. Signage advising of the date of the Public Hearing, as well as the purpose and effect of the application, was placed on the subject property.

Public and Agency Comments

At the time of the writing of the report, no comments or concerns have been received from Public Agencies or surrounding property owners.

Municipal Comments:

At the time of the writing of this report, no concerns were raised by Municipal staff.

Policies/Legislation:

This analysis is provided prior to the Public Hearing. Should new information arise regarding this proposal, the Committee of Adjustment is advised to take such information into account when considering the recommendation provided by Municipal Staff.

Application for Minor Variance was reviewed with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Municipality of West Elgin Official Plan, and the Municipality of West Elgin Zoning By-Law 2015-36. A summary of the applicable planning policies and regulations is provided.

	Section(s)	Relevant Policy Direction
<i>Provincial Planning Statement, 2024</i>	Section 2.8.2 Employment Areas	<ul style="list-style-type: none"> The subject property is located within a Rural Employment Area, where the <i>Provincial Planning Statement</i> directs that authorities shall protect and preserve lands for both current and future employment uses. The proposed minor variance is consistent with the <i>Provincial Planning Statement</i>, as it supports the efficient use and development of designated employment lands.

Elgin County Official Plan	Section 5.18 Existing Designated Areas of Non-agricultural Uses	<ul style="list-style-type: none"> • The County of Elgin Official Plan supports and preserves existing designated employment lands in local official plans, even if they aren't explicitly mapped at the County level.
Municipality of West Elgin Official Plan	Section 3.3.9.2 Rural Employment Lands	<ul style="list-style-type: none"> • The Minor Variance conforms to West Elgin's Official Plan vision for Rural Employment Lands by enabling additional non-residential development that contributes to municipal employment growth, while conforming with the land's employment designation.
Municipality of West Elgin Zoning By-law 2015-36	Section 20 General Industrial Zone	<ul style="list-style-type: none"> • Requires a maximum building height of 12m. • Requires a maximum lot coverage of 40%. • Requires a side yard setback of 4.5m.

Minor Variance:

The Applicant is requesting relief from the following provisions of the Zoning By-Law:

Section 20 Table 20-1 General Industrial (M1) Zone Standards- To permit an increase in the maximum building height from 12.0m to 15.0m. In addition, relief is requested to increase the maximum lot coverage from 40% to 45%, Further relief is sought to reduce the requested side yard width from 4.5m to 3.0m

Four Tests of the Minor Variance:

Section 45(1) of the *Planning Act* gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.

1. Does the variance maintain the intent and purpose of the Municipality of West Elgin Official Plan? Yes

The subject lands are designated Rural Employment on Schedule '4' of the Municipality of West Elgin Official Plan. The requested minor variance conforms with the policies of the Official Plan, as it facilitates the appropriate expansion of an existing industrial use within the designated Rural

Employment Lands. The proposed variances support the efficient use of the Municipality's limited employment lands and align with the Official Plan's objective of promoting employment growth within established employment areas, ensuring that development occurs in a manner that reinforces the Municipality's long-term economic and land use goals.

2. Does the variance maintain the intent and purpose of the Municipality of West Elgin Zoning By-law? Yes

The subject lands are zoned General Industrial (M1) on Map "37" of the Municipality of West Elgin Zoning By-Law 2015-36. The General Industrial Zone applies to lands designated 'Industrial' in the West Elgin Official Plan or lands used for Industrial purposes within the Municipality. The proposed expansion seeks to increase the permitted height of the expansion building, increase the permitted lot coverage and increase the permitted setback distance.

The proposed increase in building height is required to accommodate the installation of an overhead crane necessary for the internal movement of materials within the facility. The requested relief seeks to permit a maximum building height of 15.0 m, whereas 12.0 m is currently permitted. This increase maintains the intent of the Zoning By-law, as it does not alter the permitted industrial use of the property and continues to support the functional requirements of the existing operation.

The proposed increase in lot coverage is necessary to accommodate the building addition, with relief requested to permit a maximum lot coverage of 45%. Despite this increase, the site continues to provide sufficient area for required parking, private servicing systems, stormwater management, and landscaped open space. As such, the proposal maintains the general intent of the Zoning By-law, as the property can continue to function appropriately as an industrial lot while supporting all necessary site elements and infrastructure.

The proposed reduction in the easterly side yard setback is required to align with the existing building footprint. Due to the irregular configuration of the lot, the easterly property line is not parallel to the structure, resulting in the need to reduce the setback from 4.5 m to 3.0 m. The requested relief maintains the general intent of the Zoning By-law, as it accommodates the existing development pattern while continuing to support the permitted industrial use. Furthermore, the reduced setback is not anticipated to create adverse impacts and remains compatible with the surrounding commercial and agricultural land uses.

The requested Minor Variance supports the Municipalities objectives for further developing existing Rural Employment Lands and therefore upholds the overall intent of the Zoning By-law.

3. Is the variance requested desirable for the appropriate and orderly development and use of the lands and buildings? Yes

The subject property is designated Rural Employment Lands, and the proposed expansion does not alter the existing Industrial use of the lands. The development represents an appropriate and efficient use of land within the designated area, supporting the intended function of these lands

for employment-generating activities. The surrounding land uses consist primarily of agricultural and commercial uses; the proposed development is considered compatible and appropriate within this context. Furthermore, the site's close proximity to Highway 401 provides suitable access for the transportation of manufactured goods, reinforcing the appropriateness of the proposed expansion in this location.

4. Is the variance minor in nature? Yes

While the *Planning Act* does not contain a definition of what is considered minor, the effects on the existing area and planning principles should be considered. In this instance, the proposed minor variance seeks relief to permit an increase in the maximum building height from 12.0 m to 15.0 m, an increase in maximum lot coverage from 40% to 45%, and a reduction in the required side yard setback from 4.5 m to 3.0 m.

The requested reliefs being a 3.0 m height increase, a 5% increase in lot coverage, and a 1.5 m reduction in side yard setback represent modest numerical changes that do not materially alter the scale or character of the development relative to the subject property or surrounding lands. The proposed expansion otherwise complies with all applicable zoning provisions and setback requirements.

Accordingly, the requested variances are considered minor in nature, as they constitute limited deviations from the Zoning By-law standards, maintain the general intent and purpose of both the Official Plan and Zoning By-law, and are not anticipated to result in adverse impacts on the surrounding area.

Conclusion:

Subject to receiving further questions and comments from the Committee of Adjustment and members of the public, staff is in a position to state that the application, as proposed:

- i. Is in keeping with the general intent of the Official Plan.
- ii. Is in keeping with the general intent of Zoning By-law 2015-36, as amended, for the Municipality of West Elgin.
- iii. Is desirable and will result in the appropriate development of the area.
- iv. Is minor in nature not causing any adverse impact that may result from granting this application

Upon the Committee of Adjustment making a decision, the required Notice of Decision for the Minor Variance will be circulated within 15 days of the meeting. There is a 20-day appeal period during which objections to the decision can be submitted to the Ontario Land Tribunal.

The Committee of Adjustment should be able to demonstrate why the application does or does not meet the four tests for a minor variance under the Planning Act and state those reasons in making a decision.

Financial Implications:

The applicable fee was collected as outlined in the Fees and Charges By-law. There will not be any change in the assessment value of the property as a result of the requested variance.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input checked="" type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by:

Evan McKinstry
Junior Planner

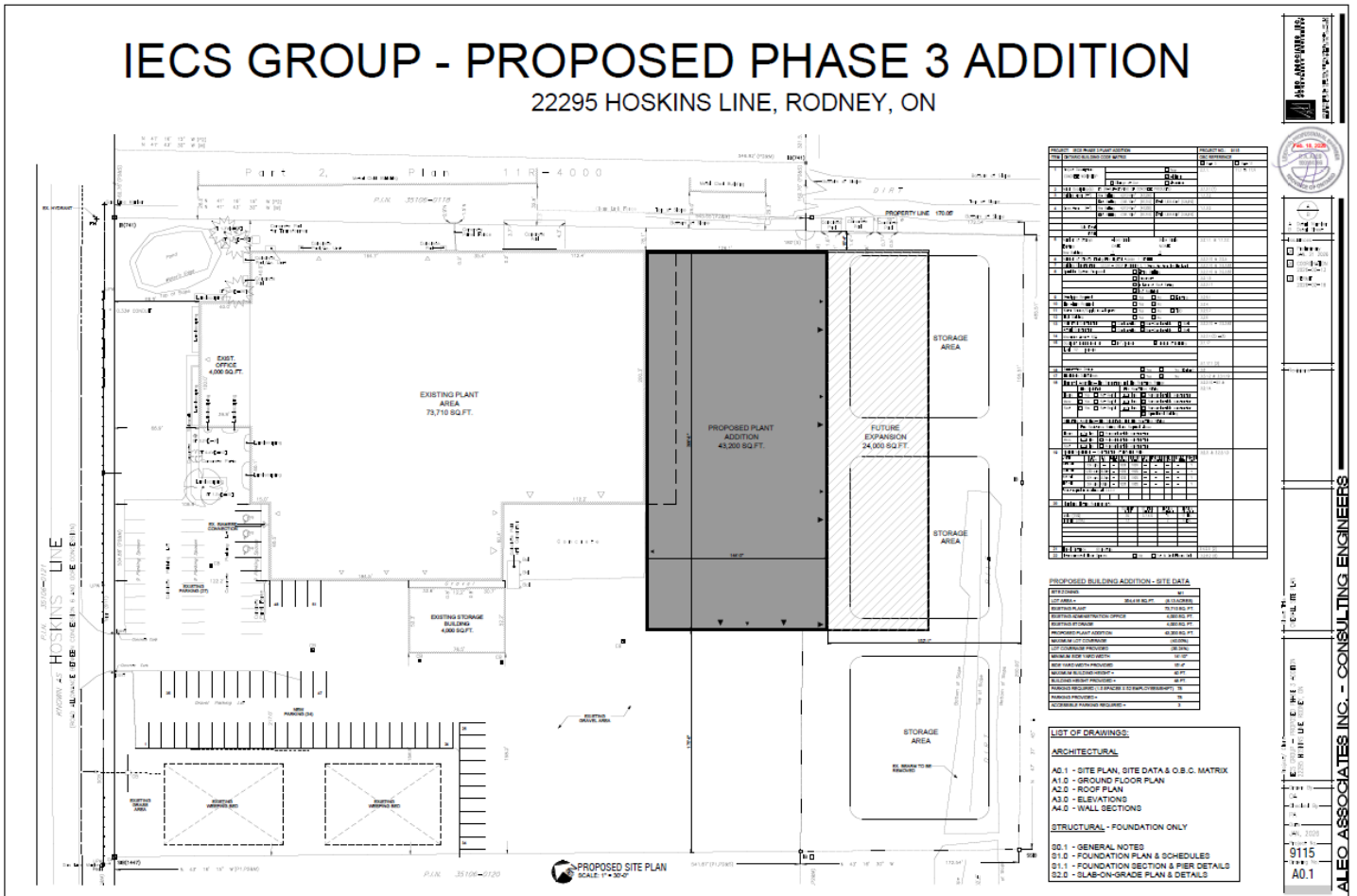
Reviewed by:

Mat Vaughan
Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall
Chief Administrator Officer

Appendix 1: 22295 Hoskins Line Site plan & Elevation



ALEO ASSOCIATES INC. - CONSULTING ENGINEERS



