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**Township of Southgate**  
**Clerk's Department**

## MEMORANDUM

**DATE:** June 25, 2026

**FROM:** Elisha Milne, Secretary-Treasurer

**RE:** B3-26 Annie and Sidney Sherk (William Tucker)

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Please be advised that the decision of the Committee of Adjustment relating to file B3-26 has received no appeals at the end of the appeal period.

The following conditions are still outstanding:

1. That this decision applies only to the Proposed Severance as indicated on Attachment 1 attached to the staff report and forming part of the decision. The severed lot shall substantially conform with Attachment 1.
2. That a Reference Plan (survey that is registered) be completed and a digital and/or hard copy be filed with the Secretary Treasurer of the Committee of Adjustment, or an exemption from the Reference Plan be received from the Registrar. A draft copy of the reference plan shall be provided to the Secretary Treasurer for the review and approval prior to registration of the survey.
3. That pursuant to Section 53(42) of the Planning Act, the Certificate of Consent be affixed to the deed within two years of the giving of the Notice of Decision. (Note: Section 53(42) of the Planning Act requires that the transaction approved by this consent must be carried out within two years of the issuance of the certificate (i.e Stamping of the Deed).
4. That the owner provides a draft transfer prepared by a solicitor describing the legal description of the new lot.
5. That the owner pays a \$3,650 parkland dedication fee for the severed land in accordance with Section 51(1) of the Planning Act to the Township of Southgate.
6. That the owner provides a property tax certificate or, correspondence from the Southgate finance department, indicating that all property taxes and any application fees have been paid up-to-date with respect to the property that is subject to this decision.

7. That if necessary, a minor variance or rezoning be approved and in full-effect to permit the proposed building envelope and associated structures comply with Section 5.25 regarding setbacks from the Wetland (W) zone and any other requirements.
8. That any driveway entrance for the retained lot will have to meet Grey County standards and road widening of 2 metres shall be conveyed to Grey County along with the frontage of the County Road for the retained (southern) parcel, at the expense of the applicant. The existing farm entrance to the severed lot be upgrades to FSAS standards with a culvert.

The deadline for meeting the above-mentioned conditions is **May 27, 2028.**

**Note:** If the above listed conditions are **not** met by the deadline date, the application will lapse, at this time you can re-submit the application and pay applicable fees, or the application will be withdrawn.

Elisha Milne,  
Secretary-Treasurer  
Committee of Adjustment