

## NOTICE OF PUBLIC HEARING

**HEARING DATE:** Monday, January 12, 2026 at 4:00 pm

**PLACE:** **This will be a hybrid (virtual/in-person) hearing**

**Virtual Participation:** Zoom Webinar / Youtube Livestream

**In-person Participation:** Council Chamber, Pelham Town Hall  
 20 Pelham Town Square, Fonthill ON

**Town Council approved hybrid meetings through By-law 4507(2022).**

**The Town of Pelham Committee of Adjustment hearing live webcast will be streaming at: <https://www.youtube.com/user/TownOfPelham>**

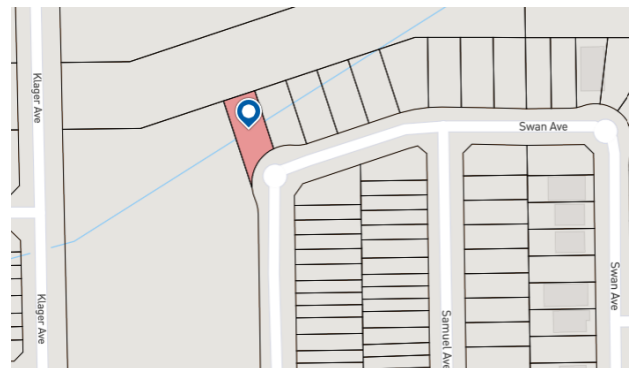
Under Section 45 of the *Planning Act*, R.S.O. 1990, as amended, notice is hereby given that an application for **minor variance** or permission will be heard by the Committee of Adjustment for the Town of Pelham at the date and place shown above.

**File Number:** A1-2026P

**Subject Lands:** 79 Swan Avenue

**Legal Description:** Lot 116, Plan 59M-505

The subject land is located on the north side of Swan Avenue, lying east of Klager Avenue, being Lot 116, Plan 59M-505, in the Town of Pelham



**Key Map**

### **Nature and Extent of Relief/ Permission Applied for:**

The subject land is zoned R2-95 in accordance with Pelham Zoning By-law 4481(2022), as amended. Relief is sought to facilitate the construction of a single detached dwelling. The applicant is requesting relief from the following sections of the Zoning By-law:

**Section 10 Exceptions R2-95 - Section 3 - Encroachment** – to permit an unenclosed covered porch to encroach 3.95 metres from the required rear yard whereas the By-law allows a minimum rear yard encroachment of 4.5 metres;

**Section 10 Exceptions R2-95 - Lot Coverage** - to permit a maximum lot coverage of 55.5% whereas the By-law requires a maximum of 50%.

**Section 10 Exceptions R2-95 - Maximum Front Yard** - to permit a maximum front yard setback to the dwelling front face of 7.1 metres, whereas the By-law allows a maximum of 5.5 metres.

**PUBLIC HEARING:** This is a public hearing called to hear evidence for, or in opposition to, the above-noted application. Anyone wishing to register objections, support or comments concerning this application may present them in writing to the Assistant Secretary-Treasurer before the hearing and/or at the hearing or make verbal comments at the hearing.

**YOUR INPUT IS ENCOURAGED:** The Committee would appreciate receiving your written and/or verbal comments regarding this application. **For inclusion on the public agenda/consideration within the recommendation report, written comments must be submitted by December 31, 2025.** If the Assistant Secretary-Treasurer does not receive your comments by this date, it may be presumed you have no objection to the proposal. Should an extension be required, please contact the Assistant Secretary-Treasurer. Verbal comments will be received by the Committee at the public hearing via virtual or in-person participation. **To provide verbal comments virtually at the hearing, please pre-register with the Assistant Secretary-Treasurer by sending an email to the email address noted below before 12:00pm noon on January 9, 2026.** Zoom webinar registration information and procedure will be provided. **To provide verbal comments in person at the hearing, pre-registration is encouraged but not required.** Registrants will be notified of the Committee of Adjustments Decision. If you have not submitted written comments and wish to submit a comment live during the meeting, you may live stream the meeting from our YouTube channel and e-mail comments to [clerks@pelham.ca](mailto:clerks@pelham.ca) during the public comment portion of this application only. If your comments are not received during the public portion of the application, they will not

be considered. Unless indicated otherwise, personal information and all comments will become part of the public record and may be publicly released.

It is highly recommended that the applicant or the authorized agent of the applicant be present at the hearing. Please note that if you do not attend this hearing, the Committee may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**NOTICE OF DECISION:** Requests for copies of the decision of the Committee of Adjustment or notice of adjournment of hearing, if any, must be in writing and addressed to:

Assistant Secretary-Treasurer of the Committee of Adjustment  
20 Pelham Town Square, P.O. Box 400, Fonthill ON L0S 1E0  
905-980-6662 | [jconte@pelham.ca](mailto:jconte@pelham.ca)

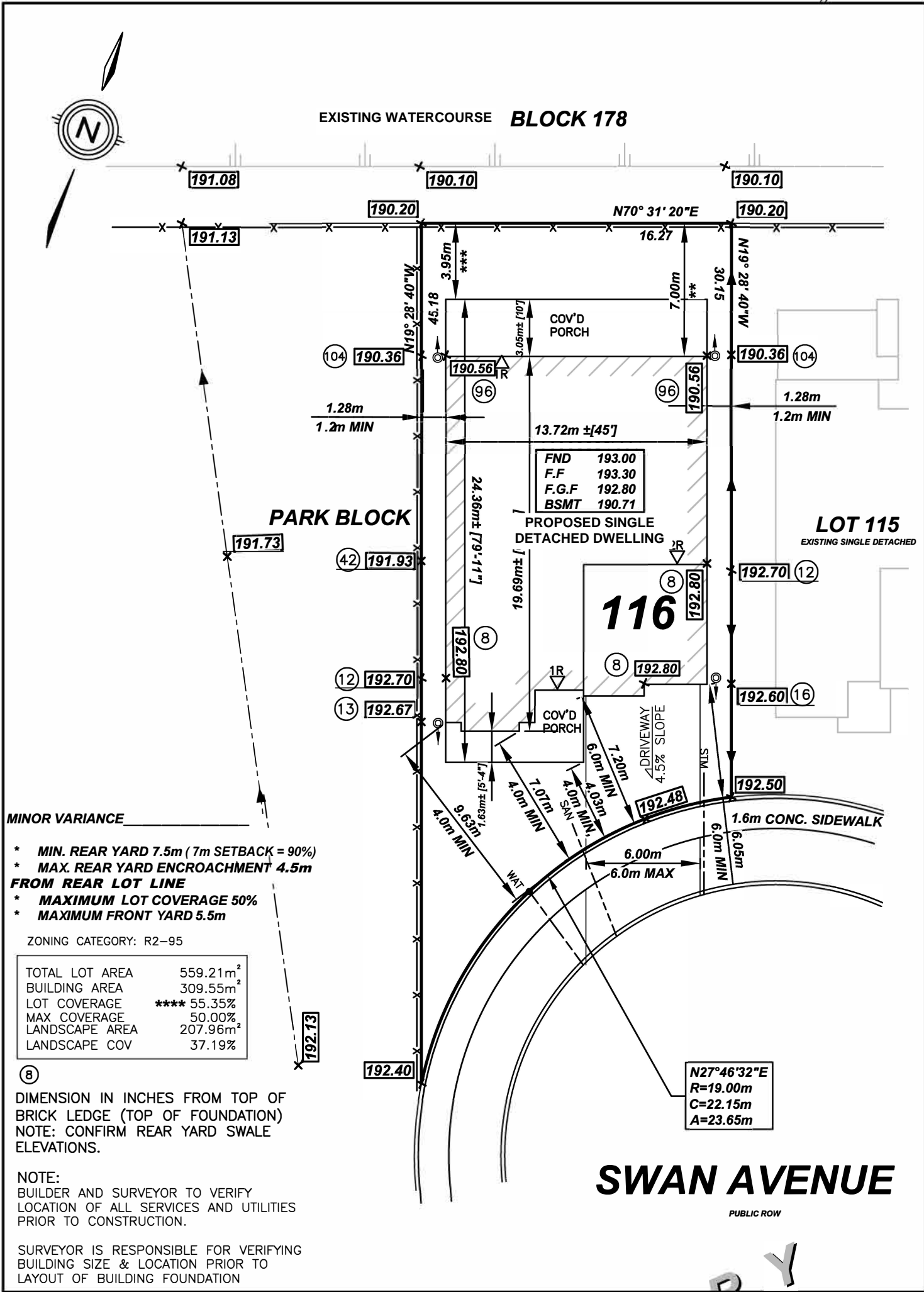
For technical questions, please contact:

Andrew Edwards, Planner  
905-980-6666 | [aedwards@pelham.ca](mailto:aedwards@pelham.ca)



Sarah Leach, B.A, MPA  
Acting Clerk/Secretary-Treasurer

**Date of Mailing: December 4, 2025**



**TOWN OF PELHAM**  
**INDIVIDUAL LOT GRADING PLAN**  
LOT 116,  
79 SWAN AVENUE  
REGISTERED PLAN 59M-505

SCALE: 1 : 250m  
GRADE PLAN No.: 1541-GP3  
REVISION DATE: 2021-08-17  
SUBDIVISION: SAFFRON MEADOWS PHASE 3

BUILDER: MOUNTAINVIEW HOMES PHONE: \_\_\_\_\_  
OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PROPOSED GRADING**  
I HEREBY CERTIFY THAT THIS PROPOSED BUILDING WILL BE COMPATIBLE WITH THE PROPOSED GRADING AND THAT THE PROPOSED GRADING CONFORMS TO THE LATEST REVISION ON THE GENERAL GRADE CONTROL PLAN FOR THIS SUBDIVISION  
NAME: ADAM KEANE (P. Eng)  
FIRM: UPPER CANADA CONSULTANTS  
SIGNATURE: \_\_\_\_\_  
DATE: NOVEMBER 5, 2025  
ACCEPTED BY TOWN: \_\_\_\_\_

**LEGEND**

173.75	DENOTES	PROPOSED ELEVATION
173.75	"	EXISTING GROUND ELEVATION
(173.75)	"	FINISHED ELEVATION
F.F.	"	DRAINAGE DIRECTION
F.G.F.	"	FINISHED FLOOR ELEVATION
FND.	"	FINISHED GARAGE FLOOR ELEVATION
↓	"	TOP OF FOUNDATION ELEVATION
⊙	"	DOWNSPOUT & DIRECTION

**AS CONSTRUCTED GRADING**  
I HEREBY CERTIFY THAT I HAVE TAKEN THE FINISHED GRADES SHOWN, AND THAT THE GRADING OF THIS LOT GENERALLY CONFORMS TO THE LATEST REVISION OF THE SUBDIVISION DRAINAGE PLAN FOR THIS SUBDIVISION.  
NAME: \_\_\_\_\_  
FIRM: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
ACCEPTED BY TOWN: \_\_\_\_\_  
DATE: \_\_\_\_\_

**UPPER CANADA CONSULTANTS**  
ENGINEERS / PLANNERS  
3-30 Hannover Drive  
St. Catharines, ON  
L2W 1A3  
Phone: (905)688-9400  
Fax: (905)688-5274

## **Hybrid Committee of Adjustment Hearing Procedures**

The Town of Pelham is holding hybrid Committee of Adjustment hearings. A hybrid hearing involves a mixture of in-person and remote attendance/ participation.

### **Notice of Hearing**

A Notice of Hearing is mailed to the all persons listed as owners in the last revised assessment roll number within 60 meters (200 feet) of the subject property. The Notice of Hearing can also be found on the Town of Pelham website, Committee of Adjustment webpage: <https://www.pelham.ca/pelham-government/committees/committee-of-adjustment/>

### **View the Meeting**

The Committee of Adjustment hearing can be viewed by livestream on the Town's YouTube Channel at <https://www.youtube.com/user/TownOfPelham/live>. The link will go live at the date and time prescribed on the Notice of Hearing. A recording of the hearing is also available on YouTube and the Town of Pelham website following the meeting.

Attendees are also welcomed to view the meeting in-person at the date, time and location prescribed on the Notice of Hearing.

### **Written Comments**

Written comments are encouraged as the preferred method of receiving public input. Please provide written input by mailing or e-mailing your comments to the Secretary Treasurer by the date indicated on the Notice of Hearing. You may also drop off written comments to Town Hall in the drop box. Written comments submitted on or before the deadline will be included on the public agenda. Unless indicated otherwise, personal information and all comments will become part of the public record and may be publicly released.

### **Verbal Submissions – Remote Participation**

To make verbal comments to the Committee during the public portion of the hearing, please pre-register with the Secretary Treasurer by telephone or email by the date indicated on the Notice of Hearing.

The Secretary Treasurer will provide you the Zoom link and password in advance of the meeting. This is for pre-registered participants only and is not to be shared with others. Zoom test meetings are available by request. Please advise the Secretary Treasurer of your requirements at the time of registration.

### **Verbal Submissions – In-person Participation**

To make verbal comments to the Committee during the public portion of the hearing, please attend the hearing in-person at the date, time and location prescribed on the Notice of Hearing. In-person participants wishing to make verbal comments are encouraged to pre-register with the Secretary Treasurer by telephone or email. This allows for the preparation of a speakers list. Although pre-registration is encouraged and preferred it is not a requirement to speak in person at the meeting.

Please note, all verbal submissions, regardless of method, are live-streamed and recorded.

### **E-mail Comments Live**

While viewing the meeting remotely via livestream you may submit comments to: [clerks@pelham.ca](mailto:clerks@pelham.ca). Please note, comments must be received before or during the public portion of your application of interest. If your comments are submitted after the public portion of the application you are interested in has closed, your comments will not be considered. This method of public participation is not the preferred method as you may not submit your comments in time. Use this method at your own risk. The Town is not responsible for any livestream lag, disconnection or internet failures.

### **More Information**

For more information please contact:

Assistant Secretary Treasurer of the Committee of Adjustment  
20 Pelham Town Square, P.O. Box 400, Fonthill ON L0S 1C0  
905-980-6662 [jconte@pelham.ca](mailto:jconte@pelham.ca)

For technical questions, please contact:  
Andrew Edwards, Planner  
905-980-6662 [aedwards@pelham.ca](mailto:aedwards@pelham.ca)

### **Participant Process During Meetings**

- Participants are encouraged to join the hearing 15 minutes in advance of the start time for the hearing.
- Vulgar or offensive language/comments will not be tolerated. If inappropriate language is used, you will be removed from the meeting.

### **Additional Procedures for Remote Participation**

- Participants joining remotely are responsible for ensuring their background is free from offensive or vulgar material. If inappropriate material is visible you will be removed from the meeting.
- Participants will remain in the waiting room until they are called to speak. Participants will be able to hear and see the meeting while in the waiting room.
- Once your comments have been heard by the Committee of Adjustment, you will be placed back into the waiting room where you may continue to view the meeting.

### **Technical Difficulties During Hearings**

- Beyond the available Zoom test session, Town staff will not provide technical assistance for participants before or during hearings.
- If a participant's connection to the meeting fails during the hearing, Town Staff will attempt to make reasonable efforts to re-establish connection. If the connection cannot be re-established, the comments received up to that point will be included as part of the official record and the hearing will continue.
- If a participant is not present in the Zoom Webinar when called upon by the Chair, the participant will be considered absent and the hearing will continue without the participant.
- If, in the Chair's opinion, a participant's audio/ video is not of an acceptable quality, the Chair may require the participant to use the dial-in option.