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# DRAFT MINUTES OF M844/05-2025

**NIAGARA ESCARPMENT COMMISSION**

**HYBRID**

**(Georgetown office and Microsoft Teams)**

**May 15, 2025**

## MEMBERS PRESENT

M. Francis (virtual), R. Gibson, L. Golden (virtual), L. Kiernan (virtual), G. Little, D. McKinlay,   
D. Nielsen, R. Vacca (Chair), J. Vida, A. Witteveen.

## REGRETS

G. Krantz, D. Measures.

## STAFF PRESENT

S. Carey, J. Isaac, M. Cairns, S. Dobbyn, J. Sperling, S. Robinson, M. Brooks, A. Bochenek,   
J. Olah, B. Fatima, R. Van Massenhoven.

ALSO PRESENT

B, Natural Heritage Section, Ministry of Natural Resources.

## MEETING CALLED TO ORDER 9:30 a.m.

Chair Rocco (Rocky) Vacca presided.

## INTRODUCTIONS / ANNOUNCEMENTS

The Chair welcomed all participants to the meeting. He advised that with commissioner appointments in progress, meeting quorum will be close for the next few months. He also advised the Commissioner Hutcheon’s appointment ended, and thanked him for the five years he served.

## LAND ACKNOWELDGEMENT

The Chair read the Land Acknowledgment, and recognized that May 5, 2025, was the Day of Missing and Murdered Indigenous Woman, and the ongoing impact to Indigenous communities.

DIRECTOR’S REMARKS

The Director advised that Commissioners Chevalier and Lucyshyn’s terms have expired and there has been no decision on reappointment. Commissioner Hutcheon’s term has expired and the Chair and Director expressed their appreciation for his five years with the Commission.   
A special thank you gift will be sent to him to acknowledge his contribution to the Commission. The Director also advised that the Chair’s term has been renewed for a three-year term which will provide stability for the Commission moving into a Plan Review. The Director thanked the Chair for his ongoing commitment to the Commission.

The Director provided staffing updates, noting Becky Burns has gone on secondment, and that Liyan Wang has stepped into her role providing technical support to the Commission with Krishna Nainala backfilling in the GIS IM/IT Analyst position. He also advised that Rebecca Van Massenhoven will complete her intern assignment at the end of June and thanked her for her efforts with various key NEC projects.

He reminded participants of the Code of Conduct, accessibility options and voting procedures for those members that are attending online that may experience technical difficulties.

## BUSINESS ARISING FROM PREVIOUS MEETINGS

No business arising.

APPROVAL OF MINUTES

**M844R1/05-2025**

Moved By: Witteveen

Seconded By: Nielsen

*“That the Commission approve the April 17, 2025, Commission Minutes M843-04-2025, as written.”*

**Motion Carried**

## CONFLICTS OF INTEREST – Declaration of Conflicts of Interest

## No conflicts were declared.

## MOTION FOR DELEGATES

**M844R2/05-2025**

Moved By: Gibson

Seconded By: Nielsen

*“That the persons representing the matters listed on the agenda be invited to address the Commission.”*

**Motion Carried**

**CLOSED SESSION**

**M844R3/05-2025**

Moved By: McKinlay

Seconded By: Vida

*“That the Commission enter into closed session.”*

**Motion Carried**

**M844R4/05-2025**

Moved By: Nielsen

Seconded By: Little

*“That the Commission reopen the meeting to the public.”*

**Motion Carried**

## CONSENT AGENDA ITEMS

Information only Items

**G1** Director Approvals and Dashboards for April 2025

**G2** Appeals and Hearings update as of April 30, 2025

**G3** Director’s Report for April 2025

**G4** Plan Amendments Status update as of April 30, 2025

**M844R5/05-2025**

Moved By: Vida

Seconded By: Nielsen

*“That the Commission accept the Consent Agenda items.”*

**Motion Carried**

**BROKE FOR LUNCH: 12:30 p.m.**

**RECONVENED: 1:00 p.m.**

## DISCUSSION AGENDA: A AND C PACKAGE ITEMS

## (Staff Reports, Information items)

**C1**

**PRESENTATION**

**DEVELOPMENT PERMIT PROCESS OVERVIEW**

BACKGROUND

The Niagara Escarpment Commission has a legislated responsibility to issue development permits per the *Niagara Escarpment Planning and Development Act* and theNiagara Escarpment Plan*.* Exemptions to the development permit requirements are legislated through Ontario Regulation 828/90.

Staff presented information on the multi-step, multi-department development permit process, as well as 2024-25 fiscal year development permit application statistics. The process is undergoing a lean process review to identify areas for improvement and streamline process steps where possible.

NEXT STEPS

A summary of the Lean analysis and associated recommendations will be brought forward at the June Commission meeting.

SPEAKERS

Melody Cairns, Manager, Program Services, and Meagan Brooks, Senior Planner, presented and answered questions.

**C2**

**PRESENTATION**

**2024-25 Annual Report**

BACKGROUND

The [Niagara Escarpment Commission](https://escarpment.org/) (NEC) is a non-board-governed agency of the Ontario Government that is administered under the [Ministry of Natural Resources](https://www.ontario.ca/page/ministry-natural-resources) (MNR). Like other provincial agencies and boards, it functions under the [Agencies and Appointments Directive](https://www.ontario.ca/page/agencies-and-appointments-directive) (AAD, or the Directive), which sets out reporting relationships, business processes, and accountability requirements. The Directive requires that an annual report be prepared and submitted within 90 days of the agency’s fiscal year end, from the Commission’s Chair to the responsible minister, currently the Minister of Natural Resources. Staff presented highlights of the draft 2024-25 Annual Report.

NEXT STEPS

NEC staff will finalize the 2024-2025 Annual Report, and incorporate any suggested edits from Commissioners, then the NEC Director and Chair will submit the Commission-endorsed Annual Report to MNR, initiating MNR approvals process. The minister will then review and approve the annual report, and the final approved annual report will be posted on the NEC in English and French for August 5, 2025.

RECOMMENDATION

That the Commission receive the draft 2024-2025 Annual Report for information and that the Chair forward the final plan to the Minister for approval.

SPEAKERS

Melody Cairns, Manager, Program Services, and Batool Fatima, Sr. Communications and Marketing Advisor, provided a summary of the report and answered questions.

**M844R6/05-2025**

Moved By: McKinlay

Seconded By: Gibson

*“That the Commission receive the draft 2024-2025 Annual Report for information and that the Chair forward the final plan to the Minister for approval.”*

**Motion Carried**

**BREAK: 2:00 p.m. to 2:15 p.m.**

**A1**

**STAFF REPORT**

**Development Permit Application N/R/2022-2023/674**

**457 Main Street West**

**Town of Grimsby, Region of Halton**

PROPOSAL

To sever an existing 6.2 ha lot into three ± 0.12 ha (0.28 ac) additional lots and to retain   
a ± 5.8 ha lot and to undertake the following:

* To construct a two storey, ± 371.6 sq m (4,000 sq ft) single dwelling with a maximum height to peak of ± 10.7 m (35 ft), driveway, and private sewage treatment system on two (2) of the proposed ± 0.12 ha vacant lots;
* To retain an existing 1.5 storey, 167 sq m (1,800 sq ft) single dwelling with a maximum height to peak of 10.7 m (35 ft), and construct a driveway on one of the proposed ± 0.12 ha lots
* To retain a 585 sq m (6,300 sq ft) single dwelling with a maximum height to peak of 9.3 m (30.5 ft) on a ± 5.8 ha retained lot.

RECOMMENDATION

That Development Permit Application be **refused** for the following reasons:

1. The proposal conflicts with the lot creation policies of Part 1.4.4 of the NEP.
2. The proposal conflicts with Parts 2.2.1., 2.4.1., 2.4.2, 2.4.3., 2.4.4., 2.4.5., 2.4.20., and 2.12.5. of the NEP.
3. The proposal is not consistent with sections 2.5.2 and 4.3.3.1 of the 2024 PPS.
4. The Town of Grimsby objects to the approval of the application.
5. The application does not conform to the Town of Grimsby’s Official Plan.
6. The Region of Niagara objects to the approval of the application.
7. The application does not conform to the Region of Niagara’s Official Plan.

SPEAKERS

Jessica Isaac, Manager, Planning, provided a summary of the report and answered questions.

Tomaz Skrban, Applicant, presented and answered questions.

**M844R7/05-2025**

Moved By: Vida

Seconded By: Witteveen

*“That development permit application N/R/2022-2023/674 be refused for the following reasons:*

1. *The proposal conflicts with the lot creation policies of Part 1.4.4 of the NEP.*
2. *The proposal conflicts with Parts 2.2.1., 2.4.1., 2.4.2, 2.4.3., 2.4.4., 2.4.5., 2.4.20., and 2.12.5. of the NEP.*
3. *The proposal is not consistent with sections 2.5.2 and 4.3.3.1 of the 2024 PPS.*
4. *The Town of Grimsby objects to the approval of the application.*
5. *The application does not conform to the Town of Grimsby’s Official Plan.*
6. *The Region of Niagara objects to the approval of the application.*
7. *The application does not conform to the Region of Niagara’s Official Plan.*

**For the motion:**

Gibson, Golden, Kiernan, Little, Nielsen, McKinlay, Vida, Witteveen.

**Against the motion:**

Francis

**Motion Carried**

NEW BUSINESS

## Commissioner McKinlay requested staff provide updates on any policy changes that may arise from Bill 5.

## ADJOURNMENT

**M844R8/05-2025**

Moved By: McKinlay

Seconded By: Nielsen

*“That this meeting be adjourned.”*

**Motion Carried**

**Time of Adjournment:** 3:05 p.m.

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Rocco (Rocky) Vacca

Chair