

**DATE:** December 9, 2024

**REPORT NO:** PW-29-2024

**SUBJECT:** **Concession 3 Road – Land Transfer Declaration as a Public Highway**

**CONTACT:** Jennifer Bernard, C.E.T., Coordinator of Engineering Services  
Mike DiPaola, P.Eng., Director of Public Works & Recreation

**OVERVIEW:**

- A condition of the application for consent B06/2023WL, required lands be transferred to the Township to accommodate a minor boundary adjustment on Concession 3 Road.
- A By-law is required to declare parts of Concession 3 Road as a Public Highway.

**RECOMMENDATION:**

1. That, Recommendation Report PW-29-2024 titled, “Concession 3 Road – Land Transfer Declaration as a Public Highway”, dated December 9, 2024, be received; and
2. That, a By-law be passed to declare Parts 3, 4, 5 and 6 on Reference Plan No. 30R-16266 on Concession 3 Road as Public Highway.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #1**

- **BUILD** a safe, connected, caring and active community

**Theme #4**

- **FOUNDATIONAL** – Advance organizational capacity and effectiveness.

**BACKGROUND:**

On September 27, 2023, the Committee of Adjustment approved B06/2023WL, an application for a minor boundary adjustment, where 0.53 acres from the abutting farm parcel located at 7226 Concession 3 Road was added to the parcel at 7262 Concession

3 Road. As a condition of consent, a land transfer for the purpose of a road widening on Concession 3 Road was to be provided in accordance with Public Works Severance Application Condition Request Policy POL-PW-1-23.

**CURRENT SITUATION:**

Reference Plan No. 30R-16266 is included as Schedule “A” and dated June 7, 2024. The lands labelled as Parts 3, 4, 5 and 6 on the Reference Plan have now been transferred to the Township. In order to complete the process, Staff is requesting that Council pass a By-law, included as Schedule “B”, to establish these lands as Public Highway.

**FINANCIAL IMPLICATIONS:**

There are no financial implications to the Township.

**INTER-DEPARTMENTAL COMMENTS:**

This report has been reviewed by the Planning Department and the Clerk’s office.

**CONCLUSION:**

In summary, Staff recommends that Council pass a By-law dedicating the above mentioned lands as a Public Highway.

**ATTACHMENTS:**

- Schedule “A” – Reference Plan No. 30R-16266
- Schedule “B” – By-law to establish lands as Public Highway

**Prepared & Submitted by:**

**Jennifer Bernard C.E.T.,  
Coordinator for Engineering Services**

**Mike DiPaola, P.Eng.,  
Director of Public Works & Recreation**

**Approved by:  
Truper McBride, CAO**