



**Planning Advisory and Committee of Adjustment
Minutes**

**June 12, 2025, 1:00 p.m.
Municipal Office, Chantry**

Members Present: Councillor Jeff Banks, Councillor Paula Banks, Councillor Sue Dunfield, Councillor Deborah Anne Hutchings, George Bracken, Public Member

Members Absent: Mayor Arie Hoogenboom, Councillor Ron Pollard

Staff Present: Tom Fehr, Manager of Development Services, Foster Elliott, Associate Planner, Amy Schur, Development Services Analyst

Call to Order

Chair Dunfield called the meeting to order at 1:00pm.

Roll Call

Amy Schur, Development Services Analyst noted that Councillor Pollard and Mayor Hoogenboom were absent with prior notice.

Adoption of Agenda

Chair Dunfield asked if there were any changes to the Agenda and none were noted.

RESOLUTION 70-2025

Moved by Jeff Banks
Seconded by George Bracken

That the Planning Advisory and Committee of Adjustment adopt the Agenda as submitted.

Carried

Declaration of Pecuniary Interest and the General Nature Thereof

The Chair asked if any Committee Member had a Pecuniary Interest in any Item on the Agenda and if so, the Nature of that Interest and none were received.

Adoption of Minutes: May 28, 2025

Minutes of the Planning Advisory and Committee of Adjustment Meeting held May 28, 2025 were reviewed by the Committee. Chair Dunfield asked for any errors or omissions and none were heard.

RESOLUTION 71-2025

Moved by Deborah Anne Hutchings
Seconded by Paula Banks

That this Committee approve the Planning Advisory and Committee of Adjustment Minutes of Wednesday, May 28, 2025 as submitted.

Carried

New Business

Zoning By-Law Amendment Applications - NONE

Section 45 Applications

A-11-2025 MACINTYRE & BEAMAN

Owner – David Beaman was present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the proposal to construct a 58sqm (624.3sqft) partial section storey addition on an existing 102.6sqm (1103.9sqft) non-conforming single storey dwelling. The proposed partial second storey addition will be on the existing footprint of the dwelling and will increase the height of the dwelling from 4.2m to 8.7m. The applicants are also proposing to construct a new 4.9sqm (52.5sqft) rear covered unenclosed entrance on the existing dwelling. The existing non-conforming dwelling is located 22m from the water, where a minimum 30m water setback is required. The partial second storey is to be located 22m from the water, and the rear covered porch is proposed to be 29.3m from the water, neither of which are located closer than the existing dwelling.

This property is also subject to a Site Plan Control Application (SP-15-2025) to undertake the works as described above as well as construction of a new 22.3sqm (240sqft) accessory building (garage) and a new 15.6sqm (168.2sqft) sleeping cabin which are in compliance with the Zoning By-law, as well as removal of an existing 9sqm (97sqft) accessory building (shed).

Mr. Elliott mentioned that the CRCA & Parks Canada had no objections, the CBO & Fire Chief had no objection and that no public comments had been received.

Chair Dunfield asked if the owner had anything to add. Mr. Beaman had nothing to add at this time.

Mr. Elliott noted that no online comments had been received.

Chair Dunfield opened the Committee discussion. No comments or questions were heard.

RESOLUTION 72-2025

Moved by George Bracken

Seconded by Paula Banks

That Section 45 application A-11-2025 by Tori MacIntyre & Dave Beaman, of the Ward of South Crosby, is approved as submitted for the following reasons provided the attached conditions are complied with:

REASONS:

1. The proposal is compatible with the neighbouring land uses;
2. There are no anticipated impacts to the neighbourhood or environment.
3. There are no anticipated land use compatibility issues through the implementation of the conditions.

CONDITIONS:

- 1) That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
 - a) The dimensions and location of the proposed structure(s) shall be consistent with the approval;
 - b) All setbacks and development parameters shall be consistent with the details noted in the site plan and compliant with Zoning By-law 2023-50 where no approval has been granted;
- 2) That this approval is contingent on the owners entering into a site plan agreement with the Township through SP-15-2025; and
- 3) Future development not included in this approval will be subject to review and approval by the Township, Conservation Authority, and any other governing agency or regulations where applicable.

Carried

A-15-2025 LOUDON

Agent – Matthew Linton & Owner- Matthew Loudon were present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the proposal to construct a new 195.2sqm (2101sqft) 2 storey accessory building (garage) with a footprint of 97.6sqm (1050sqft). The proposed new garage is proposed to be 6.2m in height.

This property is also subject to a Site Plan Control Application (SP-20-2025) to undertake the works as described above as well as removal of an existing 43sqm (463sqft) accessory building (barn).

Mr. Elliott mentioned that the RVCA & Parks Canada had no objections, the CBO & Fire Chief had no concerns and that no public comments had been received.

Chair Dunfield asked if the agent or owner had anything to add. Mr. Linton & Mr. Loudon had nothing to add at this time.

Mr. Elliott noted that no online comments had been received.

Chair Dunfield opened the Committee discussion. No comments or questions were heard.

RESOLUTION 73-2025

Moved by George Bracken
Seconded by Jeff Banks

That Section 45 application A-15-2025 by Matthew Loudon, of the Ward of South Elmsley, is approved as submitted for the following reasons provided the attached conditions are complied with:

REASONS:

1. The proposal is compatible with the neighbouring land uses;
2. There are no anticipated impacts to the environment.
3. There are no anticipated land use compatibility issues through the implementation of the conditions.

CONDITIONS:

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
 - a. The dimensions and location of the proposed structure(s) shall be consistent with the approval;
 - b. All setbacks and development parameters shall be consistent with the details noted in the site plan and compliant with Zoning By-law 2023-50 where no approval has been granted;
2. That this approval is contingent upon the owners entering into a Site Plan Agreement (SP-20-2025) with the Township; and;
3. Future development not included in this approval will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada and any other governing agency or regulations where applicable.

Carried

A-16-2025 ROURKE

Owner – Diana Rourke was present via telephone and Contractor - Bill Stewart was present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the proposal to demolish an existing 87.8sqm (945sqft) non-conforming 1 storey dwelling to construct a new 173.8sqm (1870sqft) 1 storey dwelling with walkout basement [footprint of 87.8sqm (945sqft)] in the same location as the existing dwelling. The existing dwelling is non-conforming with the minimum required 30m water setback with a water setback of 12.8m (42ft), as well as non-conforming with the minimum 6m interior side yard setback (east) at a setback of 1.8m (6ft). The proposed new dwelling will maintain the existing setbacks. The proposal results in a height increase from the existing dwelling's 3.9m to a proposed 5m height.

This property is also subject to a Site Plan Control Application (SP-23-2025) to undertake the works as described above as well as reconstruction of an existing 23.8sqm (256sqft) attached uncovered deck to the dwelling which complies with the Zoning By-law.

Mr. Elliott mentioned that no comments had been received from RVCA however due to the proximity to the lake an RVCA permit would be required, the CBO & Fire Chief had no concerns and that one public comment had been received and circulated to the Committee.

Chair Dunfield asked if the owner or contractor had anything to add. Ms. Rourke and Mr. Stewart had nothing to add at this time.

Mr. Elliott noted that no online comments had been received.

Chair Dunfield opened the Committee discussion. Committee members asked for clarification of lot lines according to mapping and which structures are being removed and rebuilt and the 12.8m distance from the highwater mark on site plan drawing.

RESOLUTION 74-2025

Moved by Deborah Anne Hutchings
Seconded by Paula Banks

That Section 45 application A-16-2025 by Diana Rourke, of the Ward of North Crosby-Newboro, is approved as submitted for the following reasons provided the attached conditions are complied with:

REASONS:

1. The proposal is compatible with the neighbouring land uses through the recommended conditions;
2. There are no anticipated impacts to the surrounding properties, neighbourhood, or environment.
3. There are no anticipated land use compatibility issues through the implementation of the conditions.

CONDITIONS:

- 1) That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
 - a) The dimensions and location of the proposed structure(s) shall be consistent with the approval;
 - b) All setbacks and development parameters shall be consistent with the details noted in the site plan and compliant with Zoning By-law 2023-50 where no approval has been granted;
- 2) That this approval is contingent on the owners entering into a site plan agreement with the Township through SP-23-2025; and
- 3) Future development not included in this approval will be subject to review and approval by the Township, Conservation Authority, and any other governing agency or regulations where applicable.

Carried

A-17-2025 FLEMING

Owners - Marie & David Fleming and Agent - Cameron McNutt were present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the technical amendment to an approved minor variance under A-28-2024 from the provisions of the Township of Rideau Lakes' Zoning By-law #2023-50 as amended. The previous application was to construct a new 342.6sqm (3688sqft) 2 storey dwelling with a footprint of 242.2sqm (2607sqft) and 88.7sqm (954sqft) of attached uncovered decking (split between two rear entrance decks and a waterside deck). The dwelling was approved to be setback 18.3m from the water, where 30m is required. Since the approval of A-28-2024 the applicants have re-surveyed the property which identifies the hydro line in a new location than previously mapped and a difference in the high-water mark, resulting in a reduced setback from the water to the dwelling at 15.8m, which is 2.5m closer to the water than previously approved.

This property is also subject to a Site Plan Control Amendment Application (SP-25-2025) under the authority of Section 41 of the Planning Act where the applicants are proposing to undertake the works as described above as well as those previously approved under SP-49-2024.

Mr. Elliott mentioned that the RVCA had no objections and that a permit is required for the decking, Parks Canada continues to outline concerns with the scale of development within 30m of the water, the CBO & Fire Chief had no concerns and that one public comment had been received and circulated to the Committee.

Chair Dunfield asked if the owners or agent had anything to add. Ms. Fleming noted this is only a discrepancy of measurements of the highwater mark used from the original applications.

Mr. Elliott noted that no online comments had been received.

Chair Dunfield opened the Committee discussion. No comments or questions were heard.

Ms. Fleming asked the Committee to waive the 20 day appeal period as they've gone through the process already and want to stay on schedule as much as possible.

Mr. Fehr, Manager of Development Services stated that the 20 day appeal period is a requirement of the Planning Act and cannot be waived.

RESOLUTION 75-2025

Moved by Paula Banks

Seconded by Jeff Banks

That Section 45 application A-17-2025 by David & Marie Fleming, of the Ward of Bastard & South Burgess, is approved as submitted for the following reasons provided the attached conditions are complied with

REASONS:

1. The proposal is not anticipated to have negative impacts on the lake through the implementation of the conditions;
2. There are no anticipated impacts to the surrounding properties and neighbourhood.
3. There are no anticipated land use compatibility issues through the implementation of the conditions.

CONDITIONS:

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
 - a. The dimensions and location of the proposed structure(s) shall be consistent with the approval;
 - b. All setbacks and development parameters shall be consistent with the details noted in the site plan and compliant with Zoning By-law 2023-50 where no approval has been granted;
2. That this approval is contingent upon the owner entering into a Site Plan Agreement (SP-25-2025) with the Township; and;
3. Future development not included in this approval will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada and any other governing agency or regulations where applicable.

Carried

Manager's Report

Tom Fehr, Manager of Development Services, gave a brief overview of the report.

Chair Dunfield opened the Committee discussion. Committee members asked for

explanation of the OLT process, further information regarding the application and hearing will be coming forward to a future closed session of Council.

RESOLUTION 76-2025

Moved by George Bracken

Seconded by Deborah Anne Hutchings

That the Planning Advisory and Committee of Adjustment acknowledges the written and verbal report of Tom Fehr, Manager of Development Services, regarding matters provided for information purposes.

Carried

Adjournment

Chair Dunfield declared the Planning Advisory and Committee of Adjustment Meeting adjourned at 1:31p.m.

Sue Dunfield, Chair

Tom Fehr, Secretary/Treasurer