



**Planning Advisory and Committee of Adjustment  
Minutes**

**June 25, 2025, 1:00 p.m.  
Municipal Office, Chantry**

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

Members Absent: Mayor Arie Hoogenboom, Councillor Paula Banks

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

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**Call to Order**

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

**Roll Call**

Amy Schur, Development Services Analyst noted that Mayor Hoogenboom was absent with prior notice.

**Adoption of Agenda**

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

**RESOLUTION 77-2025**

Moved by Jeff Banks

Seconded by Deborah Anne Hutchings

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: June 12, 2025**

Minutes of the Planning Advisory and Committee of Adjustment Meeting held Thursday, June 12, 2025 were reviewed by the Committee. Chair Dunfield asked for any errors or omissions and none were heard.

### **RESOLUTION 78-2025**

Moved by George Bracken  
Seconded by Jeff Banks

That this Committee approve the Planning Advisory and Committee of Adjustment Minutes of Thursday, June 12, 2025 as submitted.

Carried

### **New Business**

#### **Zoning By-Law Amendment Applications**

ZBA-6-2025 174064 CANADA INC (SOUTHAM)

Agent - Tomlyn Graovac was present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the request is to change the zoning classification of the severed and retained lands of B-104-24 from Waterfront Residential (RW) to Waterfront Residential Special Exception (RW-X) to increase the water setback to 40m (where 30m is ordinarily required) based on the Environmental Site Evaluation completed by in support of the consent application. The existing septic system on the severed lands is 36m from the water, and is permitted to remain until it is replaced at which time it will be required to meet the 40m water setback. This application is related to provisionally approved consent application B-104-24 for a lot creation.

Mr. Elliott mentioned that the RVCA had no objections, the Fire Chief had no objections and that one public comment had been received and circulated.

Chair Dunfield asked if the agent had anything to add. Ms. Graovac had nothing to add at this time.

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

Chair Dunfield asked the public in attendance if anyone would like to speak to this application, no comments were heard.

Chair Dunfield opened the Committee discussion, no comments were heard.

### **RESOLUTION 79-2025**

Moved by Deborah Anne Hutchings  
Seconded by Ron Pollard

That the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that Zoning By-Law Amendment application ZBA-6-2025, by 174064 Canada Inc of the Ward of Bastard & South Burgess, be approved as submitted which will rezone the subject property from Waterfront Residential (RW) to Waterfront Residential Special Exception (RW-X) to increase the water setback to 40m (where 30m is ordinarily required) based on the Environmental Site Evaluation completed in support of the consent application.

Carried

### **ZBA-8-2025 WHYTE**

Foster Elliott, Associate Planner, verbally reviewed the request is to change the zoning classification on a portion of the subject property from Rural (RU) to Rural Special Exception (RU-X) to reflect the deficient frontage of 56m for the severed lands where a minimum of 60m is required. This application is related to draft approved consent application B-149-23 for the creation of a lot.

This application is also requesting to change the zoning classification on a portion of the subject property from Rural (RU) to Rural Special Exception (RU-Y) to reflect the deficient frontage of 20m for the retained lands where a minimum of 60m is required. Further, this request will include that the retained lands are to have a minimum 180m setback from the centreline of Little Crosby Lake Road for future buildings and structures where 20m is ordinarily the standard. The Environmental Protection A (EP-A) portion of the retained lands will be unaffected and remain zoned Environmental Protection A (EP-A).

Mr. Elliott noted the Staff recommended a revised re-zoning that maintains the intent of the required condition of the consent application. The revision ensures that the zoning is relevant to the whole property, as the section north of the PSW will not be impacted by the 180m centreline setback requirement.

Mr. Elliott mentioned that the RVCA had no objections, the CBO, Fire Chief and Manager of Roads Drainage had no objections and that no public comments had been received.

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

Chair Dunfield asked the public in attendance if anyone would like to speak to this application, no comments were heard.

Chair Dunfield opened the Committee discussion. Committee members asked questions regarding the remaining property access points, obtaining an entrance permit to the severed and retained lands,

### **RESOLUTION 80-2025**

Moved by Ron Pollard

Seconded by Deborah Anne Hutchings

That the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that Zoning By-Law Amendment application ZBA-8-2025, by Martin Whyte, of the Ward of North Crosby-Newboro, be approved as submitted which will rezone a portion of the subject property from Rural (RU) to Rural Special Exception (RU-X) to reflect the deficient frontage of 56m for the severed lands where a minimum of 60m is required.

This application is also requesting to change the zoning classification on a portion of the subject property from Rural (RU) to Rural Special Exception (RU-Y) to reflect the deficient frontage of 20m for the retained lands where a minimum of 60m is required. This rezoning also restricts the area within 180m of the centreline of Little Crosby Lake Road from future development.

The Environmental Protection A (EP-A) portion of the retained lands will be unaffected and remain zoned Environmental Protection A (EP-A).

Carried

### **ZBA-10-2025 LOOBY**

Agent - Lorna Stewart was present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the request to is to change the zoning classification on a portion of the subject property from Rural (RU) to Waterfront Residential (RW). This will align the zoning on the severed lands with the purchasers abutting lot. This is related to draft approved consent application B-117-24 for a lot addition and applies to the proposed severed lands, while excluding the retained lands.

Mr. Elliott mentioned that the RVCA had no objections, the CBO & Manager of Roads & Drainage had no objections and that one public comment had been received simply requesting more information in which staff have addressed.

Chair Dunfield asked if the agent had anything to add. Ms. Stewart asked about the timing of taking procession of the land and when to remove the Notice of Hearing posted on the property.

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

Chair Dunfield asked the public in attendance if anyone would like to speak to this application, no comments were heard.

Chair Dunfield opened the Committee discussion. Committee members asked questions regarding clarification of the lot addition and access to the property, private road access, and if there is a dwelling currently on the lot.

### **RESOLUTION 81-2025**

Moved by Jeff Banks

Seconded by Ron Pollard

That the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that Zoning By-Law Amendment application ZBA-10-2025, by John & Kathryn Looby, of the Ward of South Elmsley, be approved as submitted which will which will rezone a portion of the subject property from Rural (RU) to Waterfront Residential (RW). This will align the zoning on the severed lands with the purchasers abutting lot.

Carried

### **ZBA-11-2025 ANDROVICH**

Foster Elliott, Associate Planner, verbally reviewed the request is to change the zoning classification on a portion of the subject property from Rural (RU) to Rural Special Exception (RU-X) to permit a lot to be less than the minimum 4050sqm (1 acre) size in the Rural zone at a size of 3700sqm (0.93 acres). This is related to draft approved consent application B-132-24 and applies to the proposed retained lands, while excluding the severed lands.

Mr. Elliott mentioned that the CRCA had no objections, their comments on the consent application continue to apply which were in reference to the watercourse crossing, the CBO and Fire Chief had no objection and that no public comments had been received.

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

Chair Dunfield asked the public in attendance if anyone would like to speak to this application, no comments were heard.

Chair Dunfield opened the Committee discussion. Committee members asked questions and made comments regarding the configuration of the lot not wanting to cross the watercourse, purpose of the application of the smaller lot, consent application is a lot addition and both lots of developed.

### **RESOLUTION 82-2025**

Moved by George Bracken

Seconded by Jeff Banks

That the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that Zoning By-Law Amendment application ZBA-11-2025, by Ann Androvich, of the Ward of Bastard & South Burgess, be approved as submitted which will rezone a portion of the subject property from Rural (RU) to Rural Special Exception (RU-X) to permit a lot to be less than the minimum 4050sqm (1 acre) size in the Rural zone at a size of 3700sqm (0.93 acres).

Carried

### Section 45 Applications

#### A-3-2025 HILLS & BRISTOW

Agents – Adam & Jamie Knapp were present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the proposal to demolish an existing 62sqm (668sqft) 1 storey non-conforming dwelling to construct a new 124sqm (1336sqft) 1 storey dwelling with walkout basement [footprint of 62sqm (668sqft)].

This application is also applies to Site Plan Control Application (SP-7-2025) to complete the dwelling as proposed, construct a 14.4sqm (155.1sqft) attached uncovered deck and remove a 2.6sqm (28sqft) shed.

Mr. Elliott mentioned that the RVCA has no objections, however a RVCA permit is required for this development, Parks Canada did not provide comments, the CBO had no objections but notes that the proposed Class 5 septic system will need to be approved through demonstration that a Class 4 system cannot be installed. Proposed system on the site plan does not meet OBC clearance distance, and that one public comment had been received and circulated.

Chair Dunfield asked if the agents had anything to add. 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 questions, made comments regarding the size of the proposed dwelling, that it is being elevated, and that the deck size is being reduced as it was built in the past without a permit.

### **RESOLUTION 83-2025**

Moved by Deborah Anne Hutchings  
Seconded by Ron Pollard

That Section 45 application A-3-2025 by Mark Hills & Kara Bristow, 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;
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 owners entering into the Site Plan Agreement (SP-9-2025) for the development;
- 3) That the Owners/Applicant work with Hydro One on a solution to the overhead hydro service to the satisfaction of Hydro One which may include the replacement and/or relocation of the hydro pole on the lot;
- 4) 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

**Other Business**

**Site Plan Control By-law Amendments**

Tom Fehr, Manager of Development Services, gave a brief overview of the report noting 3 amendments to Site Plan Control By-Law 2022-49.

Chair Dunfield opened the Committee discussion, no comments were heard.

**RESOLUTION 84-2025**

Moved by Jeff Banks

Seconded by George Bracken

That the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that By-law 2022-49 - Site Plan Control By-law be amended in accordance with the draft by-law included with this report as Attachment 1.

Carried

**Manager's Report**

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

Chair Dunfield opened the Committee discussion, no comments were heard.

**RESOLUTION 85-2025**

Moved by George Bracken

Seconded by Ron Pollard

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 1:38p.m.

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Sue Dunfield, Chair

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Tom Fehr, Secretary/Treasurer