



**Planning Advisory and Committee of Adjustment
Minutes**

**July 9, 2025, 1:00 p.m.
Municipal Office, Chantry**

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

Members Absent: Mayor Arie Hoogenboom

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 Councilors Jeff and Paula Banks were joining the meeting virtually and 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 86-2025

Moved by Deborah Anne Hutchings
Seconded by Paula Banks

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 25, 2025

Minutes of the Planning Advisory and Committee of Adjustment Meeting held June 25, 2025 were reviewed by the Committee. Chair Dunfield asked for any errors or omissions and none were heard.

RESOLUTION 87-2025

Moved by George Bracken

Seconded by Jeff Banks

That this Committee approve the Planning Advisory and Committee of Adjustment Minutes of Wednesday, June 25, 2025 as submitted.

Carried

New Business

Zoning By-Law Amendment Applications - None

Section 45 Applications

A-10-2025 MILLS

Agent – Anthony Wielemaker was present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the proposal to demolish an existing 98sqm (1055sqft) 1 storey dwelling with an attached uncovered 12sqm (129sqft) deck in order to construct a new 253.5sqm (2729sqft) 1 storey dwelling with walkout basement [footprint of 113sqm (1216sqft)] with an attached 47.6sqm (512sqft) garage, a 6sqm (64.5sqft) attached covered entry porch, a 15.6sqm (168sqft) attached covered waterside deck, as well as a 10.6sqm (114sqft) attached uncovered waterside deck. Overall, the proposal increases the height of the dwelling from an existing 3.9m to a proposed 7.1m. The existing dwelling is non-conforming with the required minimum 30m water setback at a water setback of 15.3m as well as non-conforming with the required minimum 6m interior side yard setback (west side) at a 5.2m side yard setback. The proposed development is to be located 20.7m from the water and becomes conforming with a 6.2m side yard setback to the west. The proposal includes a new septic system to service the proposed dwelling.

This application is also subject to a Site Plan Control Application (SP-13-2025).

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

Chair Dunfield asked if the agent had anything to add. Mr. Wielemaker noted that they moved the dwelling back from the original, and have matched the side lot setbacks.

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 or concerns were heard.

RESOLUTION 88-2025

Moved by Paula Banks
Seconded by Ron Pollard

That Section 45 application A-10-2025 by Gilda Mills, 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 considered appropriate use and development of the property;
2. There are no anticipated impacts to the surrounding properties, neighbourhood, and 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-13-2025; 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-19-2025 CONSTANTINE and LUMBERS

Owners – Joanne Constantine and John Lumbers were present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the proposal to construct a 38sqm (409sqft) partial second storey addition on an existing non-conforming 1 storey 96.3sqm (1037sqft) dwelling. The dwelling height will increase from an existing 4.8m (16ft) to a proposed 8.2m (27ft) through the partial second storey. The existing dwelling is non-conforming with the required 30m water setback and 30m Natural Heritage A setback at a water and Natural Heritage A setback of 4.4m. The proposed partial second storey addition is located at a 4.4m water and Natural Heritage A setback.

This application is also subject to a Site Plan Control Application (SP-26-2025).

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

Chair Dunfield asked if the owners had anything to add, 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 or concerns were heard.

RESOLUTION 89-2025

Moved by Deborah Anne Hutchings
Seconded by Jeff Banks

That Section 45 application A-19-2025 by Joanne Constantine & John Lumbers, 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 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 on the owners entering into a site plan agreement with the Township through SP-26-2025; 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-20-2025 CARRETERO

Foster Elliott, Associate Planner, verbally reviewed the proposal to construct a 114sqm (1230sqft) 1 storey [footprint of 105sqm (1130sqft)] rear addition that has a lower landing to connect it to an existing 48sqm (516sqft) 1 storey non-conforming dwelling. The proposed addition increases the height of the existing dwelling from approximately 3.6m (12ft) to a proposed 9.4m (31ft) due to the elevation changes on the lot. The existing dwelling is non-conforming with the minimum 30m water setback at a water setback of 12m. The proposed addition is located at a water setback of 17.5m.

This property is also subject to a Site Plan Control Application (SP-27-2025).

Mr. Elliott noted that during the site visit the 'existing' decks were recently constructed without proper approval which require planning approval and building permits. Applicants were given options on how to rectify the decks and they would like to proceed with proper planning approvals and to re-notice of the application for a future meeting to include decks. Therefore Staff are recommending deferral of this application 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 or concerns were heard.

RESOLUTION 90-2025

Moved by George Bracken
Seconded by Ron Pollard

That Section 45 application A-20-2025 by Katrina & Christian Corretero, of the Ward of Bastard and South Burgess, is deferred for the following reasons:

To be re-noticed for a future Planning Advisory and Committee of Adjustment meeting to include the constructed decks in the request.

Carried

Business Arising

A-14-2024 COURVILLE

Owners – Dave & Adele Courville were present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the proposal to construct an 72.5sqm (780sqft) 1-storey dwelling with a loft (less than 1.8m height), and an attached uncovered 4sqm (43sqft) entrance side deck with associated stairs and an 0.7sqm (8sqft) rear uncovered entry landing.

This application is also subject to a Site Plan Control Application (SP-26-2024).

Mr. Elliott mentioned that the CRCA had no objections, Parks Canada had no objection but would not support future footprint expansion, the CBO and Fire Chief had no objection, Manager of Roads & Drainage had no concerns.

Mr. Elliott noted that during the previous review of this application in 2024, 14 written comments and 1 oral comment were received/heard. Since re-noticing the revised application 6 written comments have been received.

Mr. Elliott mentioned that since the report was written, staff are recommending an additional condition to be included in the Minor Variance Application and Site Plan: That prior to the construction of the foundation, that the applicant provide the Township with written confirmation from an Ontario Land Surveyor that the proposed building complies with the approved setbacks authorized through A-14-2024. This condition shall be completed to the satisfaction of the Township

Chair Dunfield asked if the owners had anything to add, 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.

Audience member Eva Leon made the following general comments: does not comply with the Counties and Twp Official Plan, needs to be demonstrated no negative impacts to the environment, EIS review states construction will have negligible impacts to the wetlands, urged Committee members to see the site themselves as pictures don't really indicate how tiny it is, CRCA and Parks Canada are limited to what they can comment on now, Parks Canada comments are vague, the importance of the history of this property, this property should not be able to be built on to protect wetlands and water quality. Ms. Leon mentioned that she is also speaking on behalf of the Chaffey's Locks Area Lake Association members.

Audience member Judith Gentz, made the following general comments: these variances are not minor requests in her opinion, they get their drinking water from Turtle Cove

which fronts onto the subject property, concerned if there was a sewage leakage what would happen to their drinking water, area is in a no build/non-expansion zone, Committee should consider the entire neighbourhood not just the individual property.

Chair Dunfield opened the Committee discussion. Committee members asked questions, made comments, expressed concerns and had discussion regarding the property being an existing lot of record and is a buildable lot, confirmation of lot coverage calculations, using 30m septic setback whereas the building code setback is currently 15m, room for snowbanks and fire trucks if snowbanks encroach the roads too much, building envelope identified by the Conservation Authority, the construction of the holding tank, no culvert on the road near the property, the parking area seems to be below the water line and will flood easily, identifying the high water mark, Provincial changes over the years making no lot/property unbuildable, they need to properly build holding tank so there's no issues with lifting in case of flooding, proposed road widening, pathway and the main point of access to the dwelling from the parking area, potential of snow being up against the dwelling during heavy snow winters, have the environmental assessments taken into account things like development along the shoreline and usage, elevations, plotting the flood plain area on the survey, Staff rely on professional assessments, have to pay attention to lake quality and the healthiness of the lake, residents can provide mitigation measures to protect the environment, historical precedence of allowing this kind of development, not sterilizing a lot, holding tank is above the flood plain line according to the topographical diagram, Conservation Authorities do review the EIS in their review, if wetland is not mapped by Conservation Authority it is not significant, figures do not look accurate and there is missing information suggestions of a deferral.

Mr. Elliott confirmed that the development is within the allowance for lot coverage and floor space index, a holding tank setback from a lake does not exist in the building code, that the Manager of Roads & Drainage had no concerns regarding maintenance and snow plowing operations, previous development envelope identified by Conservation Authority in previous application, holding tank and construction will be the responsibility of the Building Department.

Mr. Courville stated that he met with Mr. Chant, Manager of Roads onsite to discuss the driveway and Mr. Chant was fine with location and that Mike Dakin from the CRCA reviewed the location of the driveway as well.

Ms. Leon asked about the wording in the PPS & Official Plan states no negative impact and the EIS says negligible.

Mr. Fehr confirmed the lot coverage is approximately 4.6%.

RESOLUTION 91-2025

Moved by Paula Banks
Seconded by George Bracken

That Section 45 application A-14-2024 by Adele & David Courville, 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 surrounding properties, neighbourhood, and 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;
 - c. That prior to the construction of the foundation, that the applicant provide the Township with written confirmation from an Ontario Land Surveyor that the proposed building complies with the approved setbacks authorized through A-14-2024. This condition shall be completed to the satisfaction of the Township;
2. That this approval is contingent upon the owners entering into a Site Plan Agreement (SP-26-2024) 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. No comments or questions were heard.

RESOLUTION 92-2025

Moved by Ron Pollard

Seconded by Paula Banks

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 2:23p.m

Sue Dunfield, Chair

Tom Fehr, Secretary/Treasurer