



**Planning Advisory and Committee of Adjustment
Minutes**

**August 13, 2025, 1:00 p.m.
Municipal Office, Chantry**

Members Present: Councillor Jeff Banks, Councillor Paula Banks, Councillor Ron Pollard, George Bracken, Public Member, Councillor Dustin Bulloch

Members Absent: Mayor Arie Hoogenboom, Councillor Sue Dunfield, Councillor Deborah Anne Hutchings

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

Call to Order

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

Roll Call

Amy Schur, Development Services Analyst noted that new Committee member Councillor Dustin Bulloch was joining by phone and that members absent with prior notice included Councillor Dunfield, Councillor Hutchings and Mayor Hoogenboom.

Adoption of Agenda

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

RESOLUTION 99-2025

Moved by Paula 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: July 23, 2025

Minutes of the Planning Advisory and Committee of Adjustment Meeting held July 23, 2025 were reviewed by the Committee. Acting Chair Pollard asked for any errors or omissions and none were heard.

RESOLUTION 100-2025

Moved by George Bracken
Seconded by Jeff Banks

That this Committee approve the Planning Advisory and Committee of Adjustment Minutes of Wednesday, July 23, 2025 as submitted.

Carried

New Business

Zoning By-Law Amendment Applications - NONE

Section 45 Applications

A-12-2025 GAFFNEY

Agent – Jacob Bolduc and Owners Lori & Charles Gaffney were present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the request to demolish an existing 147.6sqm (1589sqft) 1 storey dwelling with an attached 27.4sqm (295sqft) deck in order to construct a new 356.3sqm (3835.3sqft) 2 storey dwelling [footprint of 229.5sqm (2470.4sqft)] and an attached 20.7sqm (223.2sqft) deck. The existing dwelling is non-conforming with the required 30m water setback at a water setback of 13m, and non-conforming with the required 6m interior side yard setback (north) at 1.8m. The existing deck is non-conforming with the permitted maximum 2m deck projection from the dwelling into the water setback at a projection of 3.25m.

This application is also subject to a Site Plan Control Application (SP-16-2025) to undertake the works as described above as well as, removal of an existing 18.6sqm (200sqft) sleeping cabin and a 5.8sqm (63sqft) accessory building (shed). A new septic system is also proposed to accommodate the proposed dwelling.

Mr. Elliott mentioned that the RVCA had no objections, the CBO and Fire Chief had no concerns and that one public comment had been received noting concerns with the side

yard setback to the North.

Acting Chair Pollard asked if the agent had anything to add. Mr. Bolduc had a brief presentation for the Committee showing the original request and the revised plan after working with staff as well as how they have addressed the neighbours concerns.

Acting Chair Pollard opened the Committee discussion. Committee members asked questions, made comments and expressed concerns regarding floor space and lot coverage index calculations and the size of increases, proposed lot coverage seems higher than normal, what is the highest percentage we've ever approved, would like to see the dwelling moved to accommodate the neighbours and making it accessible, hard to keep existing vegetation on the South side with the construction process, concerned with 2 storey now being closer to the North lot line, perhaps leaving the existing angle of the dwelling to allow more space, lots of constricted lots in Rideau Lakes and not being able to expand, potential of making dwelling smaller, setting a bad precedence if approved, clarification of permission vs minor variance, getting conflicting information from Conservation Authorities on different application, not against accessibility, expansion is too much and trade off of getting a larger setback from the water and new septic system.

Mr. Fehr, explained the permission tests vs the minor variance tests, the provisions of the Official Plan and Zoning By-law are not considered the same way for permission applications as they are for new development. This application will be getting a new complying septic.

Mr. Bolduc mentioned the Brougham vs South Frontenac case whereas the owners retained the rights when demolishing and rebuilding, the owner has the right to a reasonable expansion in size when re-building. Mr. Bolduc noted his clients would be open to a modification by moving the dwelling more South about 1m increasing the setback from the neighbours. The height of the dwelling complies with the Zoning By-Law. Would need to remove about 2 mature trees if moving more South. Would be working with staff for landscaping buffer along lot line. There is no basement and second storey is for guests as most living space for the owners is on the main level.

Audience member Mr. David Dwyer, neighbour at #16 O9 had comment regarding the potential noise from the mechanical room and equipment that will be located near their master bedroom and the trees on lot line and the damage to the root base. Adding lots of square footage to make it accessible which is a choice by the applicants.

Mr. Bolduc mentioned that rotating the dwelling was a recommendation of the Conservation Authority. He noted that a heat pump can be 2 feet from lot line and units are more efficient now and less noisy.

Owners Charles & Lori Gaffney gave some background information about the cottage and the reasoning for making it accessible. Current residents do have accessibility needs. This process has taken almost 2 years in this process with several amendments. They have taken Mr. Dwyer into consideration with designing the outdoor space and are

doing their best to accommodate the neighbours and the Conservation Authority. Mr. Gaffney has spoken to Mr. Dwyer about the renovations as the cottage is not in good shape anymore and needs to be updated. Ms. Gaffney mentioned that in a few years their plan is to live there permanently. As they are removing the bunkie and storage under current decking, they do need more space within the dwelling for storage as well as an additional room.

RESOLUTION 101-2025

Moved by Jeff Banks

Seconded by George Bracken

That Section 45 application A-12-2025 by Lori Gaffney, of the Ward of South Elmsley, is deferred for the following reasons:

To allow the applicant time to explore alternatives to reduce the overall size of the proposed dwelling.

Carried

A-22-2025 MARSON & ALLINOTTE

Owners Pamela Marson & Mark Allinotte were present in Council Chambers to hear the presentation from planning staff.

Foster Elliott, Associate Planner, verbally reviewed the request to construct a new 17.8sqm (192sqft) 1-storey accessory structure (shed) and reconstruct an existing 36.4sqm (392sqft) deck with a 12.3sqm (132sqft) deck addition to the side of the dwelling.

This application is also subject to a Site Plan Control Application (SP-30-2025) 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, removal of an existing 7.4sqm (80sqft) accessory building (well and pump shed) and replacing it with a 2.3sqm (25sqft) building in the same location.

Mr. Elliott mentioned that the RVCA had no objections, the CBO & Fire Chief had no concerns and 1 comment had been received from URLA and circulated to the committee.

Acting Chair Pollard asked if the owners had anything to add. Mr. Allinotte noted that they are trying to improve the property, they have worked with staff to move the deck to the side, no closer to the water, they will be keeping the existing footprint. They purchased in the Spring and will be bringing the deck up to code, and will be enhancing the shoreline planting plan.

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

Acting Chair Pollard opened the Committee discussion. Committee members asked questions and made comments regarding the total increase in square footage, lot coverage increase, clarification of the requirements/triggers for site plan control, existing deck and replacing it, timeframe in the Site Plan Control By-Law is 1 year from time of approval, valid concerns from the Lake Association we need to protect our lakes and the shoreline buffer planting plans are important.

Moved by George Bracken
Seconded by Dustin Bulloch

That Section 45 application A-22-2025 by Pamela Marson & Mark Allinotte, of the Ward of North Crosby-Newboro, is approved in part for the following reasons provided the attached conditions are complied with:

Approved:

- Section 3.30.2 – Relief of 3m from the required minimum 30m water setback to allow for a 27m water setback for the proposed accessory building (shed).
- Section 5.2.2 – Relief of 3% from the permitted maximum 10% lot coverage to allow for a 13% lot coverage maximum.
- Section 3.3.1 – Relief of 3% from the permitted maximum 10% lot coverage for the portion of the lot within 60m of the water to allow for a 13% lot coverage maximum within 60m of the water.

Denied:

- Section 3.31.3 – Relief of 1.7m from the permitted maximum 2m deck projection into the water setback where the dwelling is located between 8m and 15m from the water to allow a 3.7m deck projection for the side deck expansion.

The denial is because after further review, the deck projection meets the policies of the Township's Zoning By-law, and therefore is not required to obtain the approval through a Minor Variance request.

REASONS:

1. The proposal has maximized the setback considering the constraints of the property;
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:

The approval is subject to the following 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-30-2025) 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.

Acting Chair Pollard opened the Committee discussion. Committee members asked to have staff review ARU, disagreeing with the requirement to share well and septic, large properties that have access to another road behind main dwelling, lot coverage that triggers site plan control, review of Zoning By-Law, seeing more issues with under sized lots, educational session for Committee to better understand issues, increasing lot coverage and setting matrix of approvals, and perhaps getting a list of some concessions that have already been negotiated with Staff and applicants prior to it getting to the Committee.

Mr. Fehr noted that residents can submit a OP Amendment application. Needs to get a motion from Council to direct PACA for review of ADU policies in Official Plan and Zoning By-Law.

Moved by Paula Banks

Seconded by Jeff 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

Acting Chair Pollard declared the Planning Advisory and Committee of Adjustment Meeting adjourned at 2:27p.m.

Ron Pollard, Acting Chair

Tom Fehr, Secretary/Treasurer