



# Rideau Lakes

## Planning Advisory and Committee of Adjustment

### Minutes

**August 28, 2024, 1:00 p.m.  
Municipal Office, Chantry**

Members Present: Councillor Joan Delaney, Mayor Arie Hoogenboom, Councillor Jeff Banks, Councillor Paula Banks, Councillor Sue Dunfield, Councillor Ron Pollard, Councillor Deborah Anne Hutchings, George Bracken, Public Member

Staff Present: Malcolm Norwood, Manager of Development Services, Amy Schur, Development Services Analyst

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### **Call to Order**

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

### **Roll Call**

Amy Schur, Development Services Analyst noted that all Committee members were present.

Also in attendance was Miranda Brintnell, Development Services Student.

### **Adoption of Agenda**

Chair Delaney asked if there were any changes to the Agenda, Councillor Dunfield asked if she could add a report from AMO as 8.2 under Business Arising.

### **RESOLUTION 93-2024**

Moved by Ron Pollard  
Seconded by Paula Banks

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

8.2 Councillor Dunfield Report from AMO

### **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 three were received.

1. Date: August 28, 2024

I, Joan Delaney, do declare a direct pecuniary interest in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 in regard to item number 9 namely Managers Report on the Planning Advisory & Committee of Adjustment Agenda dated August 28, 2024.

The declared interest is of the following general nature: Consent Application - Personal Received by Secretary Malcolm Norwood

2. Date: Aug 28, 2024

I, Paula Banks, do declare a deemed pecuniary interest in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 in regard to item number 9 namely Jordan on the PACA Agenda dated Aug 28, 2024.

The declared interest is of the following general nature: Sister in Law Received by Chair Joan Delaney

3. Date: Aug 28, 2024

I, Jeff Banks, do declare a deemed pecuniary interest in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 in regard to item number 9 namely Jordan on the PACA Agenda dated Aug 28, 2024.

The declared interest is of the following general nature: Sister in Law Received by Chair Joan Delaney

### **Adoption of Minutes: August 14, 2024**

Minutes of the Planning Advisory and Committee of Adjustment Meeting held August 14, 2024 were reviewed by the Committee. Chair Delaney asked for any errors or omissions and none were heard.

### **RESOLUTION 94-2024**

Moved by George Bracken

Seconded by Deborah Anne Hutchings

That this Committee approve the Planning Advisory and Committee of Adjustment Minutes of Wednesday, August 14, 2024 as submitted.

Carried

### **Delegation**

#### **Shelley Craig - 27 O2 By-Law Exemption Request Extension**

Shelley Craig was present via Teams and made a presentation to the Committee noting her aging mother needing assistance at the cottage and requested another 2 year

extension for habitation on a trailer at 27 O2.

Chair Delaney opened the Committee discussion. Committee members asked questions and made comments regarding how many exemptions currently exist in the Township, should not exempt just one person from by-law enforcement, is there another work around so elderly residents can temporarily stay in trailers, accessible building permit are free possibility of reducing fee for zoning by-law for disabled person, defer for staff to come up with another solution, what is the timeframe for ZBA process and the time sensitivity of this request, special health circumstance and request, no concerns from neighbours so far in first 2-year term, a seasonal request not setting a precedent, clarification of location of property, this type of request will become more popular as seniors want to stay at their cottage, would like to see staff create something more formal for all residents in this situation as it has to be fair for everyone, doesn't want to see others get away with same usage and see rental properties of trailers, need to help keep seniors in our communities, related considerations to the Tourist Campground Licensing By-Law and it needs to be cohesive.

#### **RESOLUTION 95-2024**

Moved by Jeff Banks  
Seconded by George Bracken

That the Planning Advisory & Committee of Adjustment acknowledges the delegation via Microsoft Teams by Shelley Craig regarding an extension for time to comply with the Zoning By-Law request for habitation of a trailer.

Further that the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that the owner of the property at 27 O2 be granted a 2 year extension on their time to comply with Sections 3.16 and 5.2.1 of the Zoning By-law until September 14, 2026 at which point all habitation is removed from the trailer on the subject property.

Defeated

#### **RESOLUTION 96-2024**

Moved by Paula Banks  
Seconded by Sue Dunfield

That the Planning Advisory & Committee of Adjustment acknowledges the delegation via Microsoft Teams by Shelley Craig regarding an extension for time to comply with the Zoning By-Law request for habitation of a trailer.

AND FURTHER that by-law enforcement of the habitation of the trailer not occur on 27 O2 until such time that the Planning Advisory and Committee of Adjustment have reviewed options for permitting habitation of a trailer on residential properties which is to be provided via staff report at a future PACA meeting.

Carried

Peter Hannah - B-49-24 SNEYD

Peter Hannah from Rideau Waterways Land Trust (RWLT) noted that he emailed some background information regarding the donated land to the Committee a few nights ago. He continued and made a presentation to the Committee requesting relief of the proposed 5% cash in lieu condition requirement for Consent Application B-49-24 and explained the unique aspect of facilitating the establishment of a nature reserve with the acquired property. He mentioned that no development is proposed so there is no resulting demand for parkland.

Agent for Consent application B-49-24 Jim Sneyd was present via Teams.

Mr. Norwood, Manager of Development Services added that the cash-in-lieu condition is normally exempt for conservation use properties however this application was structured differently due to the Trust. The severed lands is the residential piece of the property.

Chair Delaney opened the Committee discussion. Committee members asked questions and made comments regarding exempting the condition for this non-profit organization, have there been endangered species found on the land and the possibility of donating some surplus islands to RWLT.

**RESOLUTION 97-2024**

Moved by Arie Hoogenboom

Seconded by Ron Pollard

That the Planning Advisory & Committee of Adjustment acknowledges the delegation by Peter Hannah regarding the removal of the 5% Cash-in-Lieu condition for consent application B-49-2024 SNEYD.

Further that the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that no cash-in-lieu shall be required for consent application B-49-2024 SNEYD, with all other staff recommended conditions to be implemented.

Carried

**New Business**Zoning By-Law Amendment Applications

ZBA-4-2024 2632920 ONTARIO LIMITED (WATSON)

Owner - William Watson was present in Council Chambers to hear the presentation from planning staff.

Malcolm Norwood, Manager of Development Services, verbally reviewed the request to change the zoning classification to add an additional permitted use to the Tourist Commercial Special Exception 4 (CT-4) zoning on the subject property. The proposed

additional special exception is sought to permit all currently permitted uses in the CT-4 zone in addition to the following proposed use in the CT-4 zone: Multiple Dwelling (Tri-plex).

Mr. Norwood mentioned that Staff are recommending an amendment to add a holding designation with 3 things that need to be addressed prior to lifting the holding designation and that future commercial development will be required to undergo Site Plan Control. He also notes that the Fire Chief had no concerns, RVCA does not object and that no public comments or comments from Parks Canada had been received at time of writing report.

Chair Delaney asked if the owner had anything to add. Mr. Watson noted that the well is going to be expensive but nothing can happen without it. They want a good well. He introduced his daughter and great grandson who were both in the audience with him.

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

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

Chair Delaney opened the Committee discussion. Committee members asked questions and made comments regarding what will be the tests for the water quality, certain factors that trigger a hydrogeological study, clarification of a single well and new septic system for the tri-plex, nice to see more affordable housing and with the history of the property hopefully no issues found with the Environmental Impact Assessment.

### **RESOLUTION 98-2024**

Moved by Sue Dunfield

Seconded by Paula 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-4-2024, by 2632920 Ontario Limited of the Ward of Bastard and South Burgess, be approved as amended which will add an additional permitted use to the current permitted uses in the Tourist Commercial Special Exception 4 (CT-4) zone that is subject to a holding designation (CT-4-h).

CT-4-h the following permitted use will apply to those already permitted in CT-4:

- Multiple Dwelling (Tri-plex)

CT-4-h the following restriction will apply:

- A maximum of four dwelling units on the subject property

The holding designation is to be lifted prior to the issuance of a building permit for the Multiple Dwelling (Tri-plex) and is only to be lifted subject to the receipt and review of the following:

1. Completion of the submitted preliminary Hydrogeological and Servicing Options Report that demonstrates adequate quality and quantity of water;
2. Submission of an Environmental Impact Assessment through the completion of a

Natural Heritage Screening Report.

3. Enter into a Development Agreement that is registered on title as deemed necessary by the Manager of Development Services with the Township that implements:

a. Any conditions or requirements that stem from the findings of the above reports

Carried

#### ZBA-12-2024 RIDEAU LAKES TOWNSHIP - PORTLAND FIREHALL

Malcolm Norwood, Manager of Development Services, verbally reviewed the request to change the zoning classification on the subject property from Institutional (I) to General Residential (RG). Mr. Norwood mentioned that the Fire Chief had no concerns, the RVCA did not object and that no public comments had been received.

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

Chair Delaney opened the Committee discussion. Committee members asked questions and made comments regarding a leak test being done, no expansion of the current holding tank, can current holding tank accommodate the use of a house, would depend on number of rooms and water fixtures, and it's a small lot limited to lot coverage and setbacks.

#### **RESOLUTION 99-2024**

Moved by Jeff Banks

Seconded by Arie Hoogenboom

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-12-2024, by Rideau Lakes Township of the Ward of Bastard and South Burgess, be approved as submitted which will rezone the subject property from Institutional (I) to General Residential (RG).

Carried

#### Section 45 Applications

#### A-16-2024 RIDEAU LAKES TOWNSHIP - NEWBORO HALL

Malcolm Norwood, Manager of Development Services verbally reviewed the request for relief to construct a 10.4sqm (112sqft) accessory structure (shed) on the property. The subject property already exceeds the maximum permitted lot coverage of 20% at approximately 71.7%. Mr. Norwood mentioned that proper setbacks to the holding tank in OBC will need to be observed and that no public comments had been received.

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

Chair Delaney opened the Committee discussion. Committee members asked questions, made comments regarding the usage of the hall and this will help facilitate storage, clarification of site plan with noted future addition washrooms on it, lot

coverage at 74.3% and could it be moved to another location within walking distance.

Audience member Kim Lulashnyk noted that it's wonderful to see extra space for storage, she lives in Newboro and attends the Community Hall for different events and the storage is certainly needed.

### **RESOLUTION 100-2024**

Moved by Ron Pollard

Seconded by Deborah Anne Hutchings

That Section 45 application A-16-2024 by Rideau Lakes Township, 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 an updated site plan is submitted prior to the construction of the building that demonstrates the proposed building meets the required 1.5m clearance distance from the Class 5 holding tank as set out in Part 8 of the Ontario Building Code;
3. That the owners maintain all existing on-site drainage patterns;
4. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
5. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding natural and built-up environment;
6. That the owners install screening between the proposed development and the roadways through a vegetative buffer or fencing that is reflective and complimentary to the cultural heritage values; and;
7. 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. Should any in-water or shoreline works or alterations be proposed, prior written approval from the Rideau Canal Office of Parks Canada is required.

Carried

## CIP-01-2024 STONE MANOR STUDIOS

Owner – Kimberly Lulashnyk was present in Council Chambers to hear the presentation from planning staff.

Allison Merkley, Development Services Analyst gave brief background information regarding Stone Manor Studios and verbally reviewed the request for funding through the Commercial Façade and Sign Improvement, Built Heritage Improvement and Development Application Fee Offsetting Grants of the Community Improvement Plan for Villages (CIP) for the replacement of a porch and installation of commercial awnings on the subject property. The subject property is located within the Newboro CIP Project Area with access onto both New St and Ledge St.

Chair Delaney asked if the owners had anything to add. Ms. Lulashnyk added that the intent of the funding is for enhancements to the historical house and improve/add activities for residents to attend for many years to come.

Chair Delaney opened the Committee discussion. Committee members asked questions, made comment regarding pleased to see the CIP being utilized and hope others take advantage of it.

### **RESOLUTION 101-2024**

Moved by Paula Banks

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 the Community Improvement Plan grant application CIP-01-2024 be approved and that a funding agreement be entered into with Stone Manor Studios to provide funding through the following CIP grant for the following program:

- Commercial Façade and Sign Improvement of \$2,000.00;
- Built Heritage Improvement of \$3,150.00;
- Development Application Fee Offsetting of \$148.00.

Resulting in a total proposed grant funding of \$5,298.00.

Carried

### **Business Arising**

#### **Lloyds Lane Subdivision Agreement Amendment**

Malcolm Norwood, Manager of Development Services, gave brief background details regarding the development application for Lloyds Lane subdivision noting that the developer is the Clermont Group and it is located at the corners of 9th Concession Rd and 10th Concession Rd & 10th Concession Rd and Lloyds Lane. He mentioned the 3 amendment requests, namely revising the location of the Canada Post mailboxes, and garbage collection enclosure, removing the originally proposed medians from Lloyds Lane and changing the road surface of Lloyds Lane from chip and tar to compacted



granular A.

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

Chair Delaney opened the Committee discussion. Committee members asked questions and made comments regarding changing the road surface of the road to gravel, has been over 7 years since purchasing property as they had to complete an Archaeology study, okay with removing the medians, municipality can only take over a road if it's dedicated and assumed by By-Law, Roads Manger provided comments to applicant regarding the type of material, Canada Post submitted comments no changes are necessary, some properties on Lloyds Lane have been sold, have the current residents been informed about the change back to gravel, would like to see a firm commitment for future surfacing of the road, complete the road surfacing after a certain percentage of the subdivision is complete, future buyers need to know about the change, a better road surface could increase the value of the lots, did we receive cash in lieu payment, streetlighting not included in previous agreement, what happens if the condominium corporation folds up in the future, what is the possibility of Developer wanting to expand the subdivision, would like to see the tar & chip remain, as long as emergency services can access road, how many subdivision agreements in the Township, some subdivisions up in South Elmsley had to pave the road and install streetlights prior to starting to development lots, the Township must make reasonable request that provide good standard of living while simultaneously working with the developers for their vision.

#### Councillor Dunfield's Report from AMO

Councillor Dunfield provided information that she received from AMO Conference, noting the changes to the PPS, the new building code will come into effect January 2025, Building Inspector Internship program in July 2024, harmonize with the National building code, maximum water degrees temp, cyber security, GHD website building using cloud print, taking photos of sidewalks and being liable, and that links to the seminars will be available.

Mayor Arie Hoogenboom left the meeting at 3:21 pm.

Mayor Arie Hoogenboom joined the meeting at 3:23 pm.

#### Manager's Report

Mayor Hoogenboom took over as Acting Chair as Chair Delaney declared a conflict of interest for Section 9 - Manager's Report.

Malcolm Norwood, Manager of Development Services, gave a brief overview of the report.

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

#### **RESOLUTION 103-2024**

Moved by Deborah Anne Hutchings  
Seconded by Sue Dunfield

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

Carried

**Adjournment**

Chair Delaney noted that this is Miranda's last week. Miranda thanked Council and Staff for her time at Rideau Lakes.

Councillors Paula Banks, Jeff Banks, Debbie Hutchings & Sue Dunfield gave regrets for not attending the barbeque on Thursday, they have previous commitments.

Chair Delaney declared the Planning Advisory and Committee of Adjustment Meeting adjourned at 3:35p.m.

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Joan Delaney, Chair

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Malcolm Norwood,  
Secretary/Treasurer