



*7 Third Avenue
Whitney, Ontario K0J 2M0*

**COMMITTEE OF ADJUSTMENT MEETING &
PUBLIC HEARING**

AGENDA

November 19, 2025 9:00 a.m.

IN PERSON & ZOOM MEETING

Live Streamed to YouTube Channel: South Algonquin Council

Open Meeting/Call to order-9:00 a.m.

Roll Call

Land Acknowledgement

We acknowledge that we are gathered on the unceded Traditional Territory of the Algonquin Anishinaabeg people, specifically the Matouweskarini (people of the Madawaska River). We further acknowledge that the Algonquin People have been stewards of this land since time immemorial and we strive to treat the land along with the flora and fauna it supports, the people, their customs and traditions, with honour and respect. Today, this area is home to people of all walks of life, and we acknowledge the shared opportunities and responsibilities to live, work and survive within this beautiful territory. Chi-miigwetch, All my relations

1. Additions / Amendments to the Agenda
2. Adoption of the Agenda
3. Disclosure of Pecuniary Interest or a General Nature Thereof
4. Adoption of Minutes
That the Minutes of the October 15, 2025 Committee of Adjustment Meeting be approved as submitted.
5. Public Hearing
- 5.1 Consider Minor Variance Application MV.2025-007
Staff Report: Janine Cik, B.A. and Kathryn Curry, MCIP, RPP
Legal Description: SABINE M325 LOT 6 PT RD;ALLOW FR LOT 10 CON
7;RP36R6524 PART 5 PCL 21422;PCL 26448 NIP
Civic Address: 61 Hayward Lane
6. Other
7. Next meeting will be scheduled when required.

Adjournment

NOTE: Submissions received from the public, either orally or in writing, may become part of the public record.

There may be limited capacity in the Council Chambers.

**THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN
COMMITTEE OF ADJUSTMENT**

PUBLIC MEETING IN-PERSON & ZOOM – October 15, 2025 –9:00 a.m.

There was an in-person and Zoom public meeting of the Committee of Adjustment to hear two Minor Variance Application No. MV.2025-003 and MV.2025-004. Present were Committee Members: Committee Chair Councillor Kuiack, Mayor LaValley, Councillor Collins via Zoom, Councillor Florent, Councillor Pigeon, Councillor Rodnick, Councillor Siydock

Staff: Tracy Cannon, Deputy CAO/Deputy Clerk – Planner, Secretary Treasurer of the Committee of Adjustment

Bryan Martin, CAO/Clerk-Treasurer

Applicant: MV.2025-004 – Deborah Quarrington

Councillor Kuiack called the public meeting to order at 9:00 a.m.

ROLL CALL: All present

LAND ACKNOWLEDGEMENT

We acknowledge that we are gathered on the unceded Traditional Territory of the Algonquin Anishinaabeg people, specifically the Matouweskarini (people of the Madawaska River). We further acknowledge that the Algonquin People have been stewards of this land since time immemorial and we strive to treat the land along with the flora and fauna it supports, the people, their customs and traditions, with honour and respect. Today, this area is home to people of all walks of life, and we acknowledge the shared opportunities and responsibilities to live, work and survive within this beautiful territory. Chi-miigwetch, All my relations

1. ADDITIONS/AMENDMENTS TO THE AGENDA: None

2. ADOPTION OF THE AGENDA

Moved by: Councillor Pigeon

Seconded by: Councillor Siydock

To adopt the agenda as prepared for the Committee of Adjustment meeting of Wednesday, October 15, 2025 as circulated.

-Carried-

3. DECLARATION OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF: None

4. ADOPTION OF MINUTES

Moved by: Councillor Florent

Seconded by: Councillor Pigeon

To adopt the minutes of October 15, 2025 Committee of Adjustment meeting as circulated.

-Carried-

5. PUBLIC HEARING

Chair, Councillor Kuiack opened the Public Hearing portion of the meeting and turned it over to T. Cannon, Secretary Treasurer of the Committee of Adjustment.

5.1 CONSIDER MINOR VARIANCE APPLICATION – MV. 2025-003

T. Cannon provided the background and purpose of the application for the Minor Variance Application for Lands locally known as 137 Hollow Lane, Geographic Township of Dickens on Aylen Lake.

The property is Zoned Shoreline Residential in the Comprehensive Zoning By-Law

Variances are requested from Section 4.1.4 to allow for a maximum accessory building height to 6.5 metres, where 4.5 metres is permitted in a SR Zone.

Variance is requested from Section 4.1.11 to allow for a two-storey detached garage where only one guest cabin or one, one and one-half storey detached garage shall be permitted per lot.

REQUIREMENTS FOR NOTICE

T. Cannon reported the required notices were mailed on September 29, 2025 and the notice sign was posted on the subject property on October 1, 2025.

COMMENTS FROM THE PLANNER:

Comments from Janine Cik & Kathryn Curry, Planner Jp2g Consultant Inc were provided in the circulated planner's report.

RECOMMENDATION AND CONDITIONS OF THE MINOR VARIANCE

- Per the planner's report the application for minor variance has been evaluated against the four tests of Section 45(1) of the Planning Act and it is concluded that the application meets the four tests and should be approved, subject to conditions that the development be constructed substantially in accordance with the plans prepared by WB4L Design Studio, dated July 3, 2025 and payment of all municipal legal and planning fees associated with the processing of the application.

COMMENTS FROM AGENCIES/PUBLIC: None

COMMENTS FROM THE COMMITTEE: None

DECISION AND CONDITIONS OF THE MINOR VARIANCE APPLICATION

Moved by: Councillor Rodnick

Seconded by: Councillor Kuiack

That Committee of Adjustment approve the recommendations and conditions outlined in the Planner's Report prepared by Kathryn Curry and Janine Cik of Jp2g Consultants

AND in making the decision upon the application, the committee has considered whether or not the variance requested was minor and desirable for the appropriate development and that the general intent of and purpose of the zoning by-law and the official plan will be maintained.

THEREFORE the Committee of Adjustment grant the minor variance application No. MV2025-003 subject to the following conditions;

- 1) That the approved development be constructed substantially in accordance with the plans prepared by WB4L Design Studio, dated July 3, 2025.
- 2) Payment of all municipal legal and planning fees associated with the processing of the application.

No further discussion.

-CARRIED-

5.2 CONSIDER MINOR VARIANCE APPLICATION – MV. 2025-004

T. Cannon provided the background and purpose of the application for the Minor Variance Application for lands locally known as 163 Partridge Lane, McCauley Lake.

The property is Zoned Shoreline Residential in the Comprehensive Zoning By-Law. The SR zone permits the existing cottage that is proposed to be enlarged, however, the existing cottage does not meet the required 20-metre setback from McCauley Lake. The existing cottage is considered legal non-conforming and, as a result, any change, alteration or replacement of the existing cottage requires approval of the Committee of Adjustment for expansion of a legal non-conforming use.

Given the fact that the proposed enlargement is located in close proximity to McCauley Lake, which is a managed lake trout lake, an Environmental Impact Study (EIS) was required in order to consider the application and an EIS was prepared by Ravenwood Environmental.

The EIS concluded that the proposed development is not anticipated to negatively impact the adjacent natural heritage features or surrounding land uses, subject to proper implementation of mitigation measures listed in the report.

REQUIREMENTS FOR NOTICE

T. Cannon reported the required notices were distributed on September 22, 2025 and the notice sign was posted on the subject property on the same day.

COMMENTS FROM THE PLANNER:

Comments from Janine Cik & Kathryn Curry, Planner Jp2g Consultant Inc were provided in the circulated planner's report.

RECOMMENDATION AND CONDITIONS OF THE MINOR VARIANCE

- Per the planner's report the application for minor variance has been evaluated and it is recommended that the Committee of Adjustment approve the application subject to conditions; that an approved Sedimentation Barrier will be installed downslope of the construction area during all active phases which may result in movement or disturbance of substrate material, to ensure there is no erosion or resulting sedimentation of McCauley Lake as result of activities on site. The Sedimentation Barrier shall remain in place until all disturbed substrate has been stabilized using approved methods (geotextile, hydroseeding, etc.) and that payment of all municipal, legal, and planning fees associated with the processing of the application.

COMMENTS FROM AGENCIES/PUBLIC:

- Debbie Quarrington, applicant had no comments.

COMMENTS FROM THE COMMITTEE:

- Councillor Florent commented that he felt the Environmental Impact Study (EIS) was an unnecessary expense for the applicant, as the addition would not be any closer to the water than the existing cottage. The consensus of the committee, as well as the applicant, agreed; however, all acknowledged that the EIS is a requirement of the Provincial Policy Statement and not a Township requirement.

DECISION AND CONDITIONS OF THE MINOR VARIANCE APPLICATION

Moved by: Mayor LaValley

Seconded by: Councillor Florent

That Committee of Adjustment approve the recommendations outlined in the Planner's Report prepared by Kathryn Curry and Janine Cik of Jp2g Consultants;

AND that Minor Variance Application No.2025-004 be subject to the following conditions;

1) That an approved Sedimentation Barrier will be installed downslope of the construction area during all active phases which may result in movement or disturbance of substrate material, to ensure there is no erosion or resulting sedimentation of McCauley Lake as result of activities on site. The Sedimentation Barrier shall remain in place until all disturbed substrate has been stabilized using approved methods (geotextile, hydroseeding, etc.)

2) Payment of all municipal, legal, and planning fees associated with the processing of the application.

No further discussion.

-CARRIED-

6. Other – No other business.

7. Meeting will be scheduled as required.

ADJOURNMENT

Moved by: Councillor Siydock

Seconded by: Councillor Collins

The Committee adjourned the Committee of Adjustment meeting at 9:17 a.m.

-Carried-

Committee Chair, Councillor Kuiack

Secretary/Treasurer, Tracy Cannon

PLANNING REPORT



Meeting Date: November 19, 2025
Agency: Township of South Algonquin
Staff Contact: Tracy Cannon, Deputy CAO/Deputy Clerk-Planner
Agenda Title: MV. 2025-007 – Warren
Agenda Action: Approve Subject to Conditions

Recommendation

That Committee of Adjustment for the Township of South Algonquin approve the requested Minor Variance application to permit a two-storey guest cabin for the lands municipally known as 61 Hayward Lane, subject to the conditions identified in this report.

Background

The Township has received a Minor Variance application from the owner of the property municipally known as 61 Hayward Lane. The subject property has frontage on Hay Lake and is currently improved with a cottage, shed, and dock. The application proposes to permit a two-storey guest cabin on the subject lands towards the east of the existing cottage. It is noted that the guest cabin is currently existing on the subject lands, and as such is seeking to be legally recognized in its current form. The guest cabin has a ground floor area of 10 square metres, a height of 4.63 metres measured to grade, and a water setback of approximately 20.42 metres from the shoreline of Hay Lake. The applicant's site plan showing the location of all existing buildings including the guest cabin has been attached to this report as Appendix 1.

South Algonquin Official Plan

A decision was made by the Ministry of Municipal Affairs and Housing (MMAH) on October 29, 2025, to approve with modifications, Official Plan Amendment 2 (OPA 2) to the Township of South Algonquin's official plan, which was adopted by By-law 2024-789. As the subject application was received and deemed complete prior to the date of the decision on OPA 2, the subject application has been evaluated in accordance with Official Plan that was in place at the time the application was deemed complete.

The Township of South Algonquin Official Plan designates the subject property Waterfront. Section 5 of the Official Plan contains the policies applicable to lands designated "Waterfront Areas". The Official Plan recognizes that the "Township's Waterfront lands have played, and will continue to play, an important role in the municipality's physical development." Section 5.2 permits single-detached dwellings located on individual lots along the shoreline.

Section 5.7 sets out the policies specific to residential development on lands designated Waterfront. The Official Plan generally permits one guest cabin per lot in the Waterfront designation as long as they remain secondary and incidental to the main residential dwelling on the lot. The Official Plan further states that guest cabins are not to be used for occupation or

gain such as for rental accommodation or as an additional residential unit. Guest cabins are also required to remain incidental in size to the main cottage, as well as be dry/unplumbed.

South Algonquin Zoning By-law No. 2017-527

The subject property is zoned Shoreline Residential (SR) under Zoning By-law No. 2017-527. The Shoreline Residential zone permits a guest cabin on lands within the SR zone. However, the Zoning By-law directs that guest cabins are limited one-storey (4.1.9 (f)) and a maximum height of 4.5 metres (4.1.9 (d)).

As Zoning By-law No. 2017-527 limits the maximum height of a guest cabin to one-storey and 4.5 metres, variances to Section 4.1.9 (d) and (f) are required to permit the guest cabin on the subject lands to be two storeys, with a maximum height of 4.63 metres.

Variances Requested

1. Section 4.1.9 (d)

The maximum height of a guest cabin shall not exceed 4.5 metres.

Varied to: The maximum height of a guest cabin **on the subject lands** shall not exceed **4.63 metres**.

2. Section 4.1.9 (f)

A guest cabin shall be limited to one storey.

Varied to: A guest cabin **on the subject lands** shall be limited to **two storeys**.

Planning Analysis

Section 45(1) of the *Planning Act* provides the Committee of Adjustment with the power to grant minor variances, provided four tests are met. How the application meets the tests is described below:

Is the application in keeping with the general intent and purpose of the Official Plan?

As noted above, the application seeks to permit a guest cabin on the subject lands. The Official Plan permits the use of a guest cabin within the Waterfront designation. Hay Lake is not identified as being a lake trout lake “at-capacity” in the Official Plan. The proposed guest cabin would remain secondary and incidental to the existing cottage on the property and would be limited in size (i.e. 10 square metres). Further, the guest cabin would not be permitted to be used for occupation or gain such as for rental accommodation as it is recognized that the property is less than 1 hectare (i.e. 0.56 ha) in area and; therefore, the guest cabin would not meet short-term rental provisions as stipulated in Section 4.33 of the Zoning By-law. Additionally, the guest cabin would remain dry/unplumbed and not contain plumbing and sanitary services. It is therefore concluded that the application is consistent with the Official Plan.

Is the application in keeping with the general intent and purpose of the Zoning By-law?

The topography of the site as well as the design of guest cabin and second storey is such that it cannot be considered one storey, nor meet the maximum guest cabin building height of 4.5

metres. However, all other requirements of the Zoning By-law would be met, including the 20-metre water setback to Hay Lake, all side and rear yard setbacks, accessory lot coverage, and the maximum number of accessory buildings permitted per lot. Therefore, the application is in keeping with the general intent and purpose of the Zoning By-law.

Is the application minor in nature?

The proposed increased height of the guest cabin is not anticipated to result in any adverse visual impacts, as the structure would only be minimally exceeding the maximum height of 4.5 metres as stipulated in the Zoning By-law (i.e by 0.13 metres). The proposed second floor in the guest cabin is likewise not anticipated to result in any negative impacts. Further, it is recognized that the guest cabin itself would be below the required height of 4.5 metres, however as a result of the structure being placed on a small incline, the measurement of the structure as per the definition in the zoning by-law would exceed the maximum height of 4.5 metres by 0.13 metres. The structure is not anticipated to result in any adverse environmental impacts as it meets the required 20-metre water setback to Hay Lake and would remain dry/unplumbed. The application is therefore considered to be minor in nature.

Is the application desirable for the appropriate development or use of the land, building or structure?

The proposed guest cabin would enhance the functionality of the property for continuing the existing permitted recreational residential use. Further, the proposed guest cabin would meet all minimum yard requirements, including the 20-metre water setback to Hay Lake, and all side and rear yard setbacks. No adverse impacts are anticipated on any neighbouring properties, nor on the quality of the lake as a result of this application. The application is therefore considered desirable for the appropriate development of the land.

Conclusion and Recommendation

The application for minor variance has been evaluated against the four tests of Section 45(1) of the *Planning Act* and it is concluded that the application meets said tests and should be approved, subject to the following two conditions:

- 1) Payment of all municipal legal and planning fees associated with the processing of the application.
- 2) That a letter from a solicitor be provided confirming that the subject property and Shoreline Road Allowance have been merged on title.

Respectfully,

Jp2g Consultants Inc.
Engineers • Planners • Project Managers

Prepared By:



Janine Cik, B.A. (Hons)
 Junior Planner

Reviewed By:

A handwritten signature in black ink that reads "Kathryn Curry". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Kathryn Curry, MCIP, RPP
Junior Planner

