

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

**PUBLIC MEETING IN-PERSON & ZOOM – November 19, 2025 –9:00 a.m.**

There was an in-person and Zoom public meeting of the Committee of Adjustment to hear a Minor Variance Application No. MV.2025-007. Present were Committee Members: Committee Chair Councillor Kuiack, Mayor LaValley, Councillor Florent, Councillor Pigeon, Councillor Rodnick, Councillor Siydock  
Regrets: Councillor Collins

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

Applicant: MV.2025-007 – Vanessa & Cary Warren

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 Florent**

**Seconded by: Councillor Pigeon**

To adopt the agenda for the Committee of Adjustment meeting of Wednesday, November 19, 2025.

**-Carried-**

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

**4. ADOPTION OF MINUTES**

**Moved by: Councillor Siydock**

**Seconded by: Mayor LaValley**

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

**-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. 2025-007**

The application for the Minor Variance is for lands locally known as 61 Hayward Lane, Geographic Township of Sabine on Hay Lake.

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, guest cabins are limited one-storey and a maximum height of 4.5 metres. Therefore, variances are required to Section 4.1.9 (d) to allow for a maximum height of a 4.63 metres and to Section 4.1.9 (f) to allow for a two-storey guest cabin.

#### **REQUIREMENTS FOR NOTICE**

T. Cannon reported the notices were distributed on November 5, 2025 and posted on the 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.

In addition to the written report, and regarding recommended Condition 2—which requires a solicitor's letter confirming that the subject property and the Shoreline Road Allowance have merged on title—T. Cannon recommended that the condition be removed, as she is working with the owner to address the matter. The planner has indicated that they have no concerns with removing this condition.

#### **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 the payment of all municipal legal and planning fees associated with the processing of the application.

#### **COMMENTS FROM COMMITTEE/AGENCIES/PUBLIC:**

- Councillor Florent – Requested clarification regarding when the structure was constructed and whether it was built without a building permit or did it have to do as a result of the passing of the Official Plan.
- T. Cannon – Advised that the structure was constructed without the benefit of a building permit. M. Anderson further noted that the building had been moved from another location and that the owners had been led to believe by the manufacturer that a building permit was not required.
- V. Warren – Explained that she has lots of experience with the planning department at home. She had conducted online research of the township information prior to purchasing the structure but could not find relevant information. She then reviewed the Ontario Building Code provisions related to the second story and found that her structure wasn't a second story under the Ontario Building Code. She added they are building a garage through the building permit process and were not attempting to hide anything. She noted the second-storey discrepancy but noted that the height variance amounted to 5 inches due to the ground slope once the building was placed and felt that the process was highly overzealous for such a variance based on her experience and that the matter should've been managed with some reason. She confirmed the building was built in July.
- M. Anderson – Acknowledged that certain provisions in the Zoning By-Law can be vague, including those related to floor area. He read the definition of "floor" aloud for the group, noting that a loft is considered a second floor.
- V. Warren – Agreed with M. Anderson, noting that they had previously discussed this interpretation and initially did not see it the same way.
- M. Anderson – Confirmed that because the structure is a bunkie intended for human habitation, a building permit is required regardless of where it was constructed. He added that this requirement is what led staff to identify the height issue. In staff's and the planner's opinion, the structure constitutes a two-storey building. He emphasized that staff have attempted to make this process as easy as possible to allow the application to proceed.
- V. Warren- Responded to M. Anderson that she appreciated it.

**COMMENTS FROM THE COMMITTEE:** None

**DECISION AND CONDITIONS OF THE MINOR VARIANCE APPLICATION**

**Moved by: Councillor Kuiack**

**Seconded by: Councillor Pigeon**

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. MV2025-007 subject to the following conditions;

- 1) Payment of all municipal legal and planning fees associated with the processing of the application.

**-CARRIED-**

6. Other – No other business.

7. Meeting will be scheduled as required.

**ADJOURNMENT**

**Moved by: Councillor Florent**

**Seconded by: Councillor Siydock**

The Committee adjourned the Committee of Adjustment meeting at 9:13 a.m.

**-Carried-**

---

Committee Chair, Councillor Kuiack

---

Secretary/Treasurer, Tracy Cannon