



## COMMITTEE OF ADJUSTMENT MINUTES

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**Monday, September 29<sup>th</sup>, 2025**

**5:00 p.m.**

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario  
Council Chambers**

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### **ATTENDANCE:**

**Members Present:** Chair, Larry Sparks  
Richard Schooley  
Peter Siemons

**Members Absent:** None

**Staff Present:** Noelle Reeve, Planner  
Allison Playfair, Secretary/Treasurer

**Applicants/Agents Present:** Stephane Wilcox, Owner  
Nancy Steed, Owner  
Kim Tremblay, Owner  
Joe Tremblay, Owner

**Public Present:** None

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### **1. CALL TO ORDER**

The Chair called the meeting to order at 5:00 p.m.  
A quorum was present.

### **2. AMENDMENTS/APPROVAL OF AGENDA**

The Agenda was adopted as presented.

### **3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF**

None at this time.

#### 4. APPROVAL OF MINUTES

##### i) **Committee of Adjustment Meeting – June 23<sup>rd</sup>, 2025.**

The minutes of the Committee of Adjustment meeting held on June 23<sup>rd</sup>, 2025, were approved as circulated.

#### 5. INTRODUCTION

The Chair welcomed the attendees. The Planner then provided an overview of the Minor Variance application review process to be followed, including:

- the mandate and responsibilities of the Committee
- a review of available documentation
- the rules of natural justice, the rights of persons to be heard and to receive related documentation on request and the preservation of persons' rights.
- the flow and timing of documentation and the process that follows this meeting
- any person wanting a copy of the decision regarding this/these application(s) should leave their name and mailing address with the Secretary/Treasurer.

The Planner advised that this Committee of Adjustment is charged with making a decision on the applications tonight during this public meeting. The decision will be based on both the oral and written input received and understandings gained.

Based on the above, the Committee has four decision options:

- Approve – with or without conditions
- Deny – with reasons
- Defer – pending further input
- Return to Township Staff – application deemed not to be minor

The agenda for this meeting included the following application(s) for Minor Variance:

**MV25-06 – Matheson**, Part Lot 5, Concession 5, geographic Township of North Burgess

**MV25-10 - Wilcox**, Part Lot 22, Concession 11, geographic Township of Bathurst.

**MV25-11 – Tremblay**, Part Lot 6, Concession 2, geographic Township of South Sherbrooke

#### 6. APPLICATIONS

##### i) **FILE #: MV25-06 – Matheson**

##### a) **PLANNER FILE REVIEW**

Planner reviewed the file and Power Point in the agenda package. The Planner noted that the relief is to permit a vertical addition of a room to replace a cupola at water setback of 16m instead of the 30m required.

The Owner contacted the Rideau Valley Conservation Authority before submitting the application and they had no concerns. Parks Canada also had no concerns.

The Planner advised the Committee that no development will occur within 15m of Big Rideau Lake as the construction is happening at 16m and in the middle of the roof of the cottage.

This is considered minor in nature and the recommendation of the Planner is for it to be approved and a site plan control agreement will be executed.

b) APPLICANT COMMENTS

None.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2025-10**

**MOVED BY:** Richard Shooley  
**SECONDED BY:** Peter Siemons

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-06 is approved, to allow a variance from the requirements of Sections 3.29 (Water Setbacks) of Zoning By-Law 2002-121, for the lands described as 1501 Blue Arrow Drive, Part Lot 5, Concession 5, in the geographic Township of North Burgess, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-911-025-12100:

- To permit a vertical addition of a single room at a water setback of 16m instead of the 30m required.

**AND THAT**, the owners enter into a Site Plan Control Agreement prepared by the Township.”

**ADOPTED**

ii) **FILE #: MV25-10 – Wilcox**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and Power Point in the agenda package with the Committee. The application is to seek relief to permit a detached garage at a setback of 3m from the east lot line rather than the 6m required by the Rural zone.

The Planner noted that the private road is in the process of being named to Far Lane. A Limited Services Agreement will be required as this is a year-round dwelling on a private road.

A Site Plan Control Agreement will be executed for this property to maintain vegetation between the existing dwelling and the Mississippi River.

A permit from the Mississippi Valley Conservation Authority will be submitted, if required, for the garage as it may be in the regulated limit of a Provincially Significant Wetland.

This application is considered minor in nature and the recommendation of the Planner is for it to be approved.

The Planner noted that the four (4) lots were zoned Rural when severed decades ago and under today's Zoning By-Law they would be considered a Residential Limited Services (RLS) zone. The Minor Variance for the garage would not have been required if it was in RLS Zone as accessory structures only need to be 1m from the lot line where a Rural zone has 6m requirement. The Township will be correcting zoning for these lots in the Comprehensive Zoning update that is in progress now.

b) **APPLICANT COMMENTS**

Applicant noted the Mississippi Valley Conservation Authority (MVCA) did a site visit and stated that the owner's may not require a permit but will confirm once their staff are back from vacation.

Planner noted that a permit from MVCA does not affect the Committee decision tonight. It would be part of the building permit process.

c) **ORAL & WRITTEN SUBMISSIONS**

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2025-11**

**MOVED BY:** Peter Siemons

**SECONDED BY:** Richard Schooley

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-10 is approved, to allow a variance from the requirements of Section 10.2 (East Lot Line) of Zoning By-Law 2002-121, for the lands described as 658 MacKay Line Road, Part Lot 22, Concession 11, in the geographic Township of Bathurst, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-916-030-37603:

- To permit a detached garage at a setback of 3m from the east lot line rather than the 6m required.

**THAT**, the owners enter into a Site Plan Control Agreement prepared by the Township;

**THAT**, the property be rezoned to Residential Limited Services (RLS), which will occur as part of the Comprehensive Zoning By-Law review underway;

**THAT**, the owners enter into a Limited Services Agreement;

**THAT**, if needed a Mississippi Valley Conservation Authority Permit be obtained for the garage;

**AND THAT**, the right of way be named to comply with requirements of the Road Naming Policy and be incorporated into the Road Naming By-Law.”

**ADOPTED**

iii) **FILE #: MV25-11 – Tremblay**

a) **PLANNER FILE REVIEW**

The Planner reviewed the file and the PowerPoint in the agenda package. The Planner noted that the relief is to permit a cottage to be located at a water setback of 16.8m rather than the 30m required.

The Planner noted it was unclear if a road naming was required. A site visit clarified the access to be used is part 14 on 27R8026 and due to its short length does not require road naming. However, if access changes and the property owners use the entrance farther east, a road naming would be required.

The Rideau Valley Conservation Authority (RVCA) had no objections and the Mississippi Rideau Septic System Office (MRSSO) reviewed the part 10/11 and had no concerns for the septic.

The cottage will be 1m farther from the lake (could not go farther back because of the septic location) and will be slightly larger. The application is considered minor and the Planner recommended that the application be approved.

b) APPLICANT COMMENTS

The applicant clarified with the Committee where they travel over their property and that they have cleared the trees for access and visibility to their property.

c) ORAL & WRITTEN SUBMISSIONS

None.

d) DECISION OF COMMITTEE

**RESOLUTION #COA-2025-12**

**MOVED BY:** Peter Siemons

**SECONDED BY:** Richard Schooley

**“THAT**, in the matter of an application under Section 45(1) of the Planning Act, R.S.O. 1990, c.P13, as amended, that Minor Variance Application MV25-11 is approved, to allow a variance from the requirements of Section 3.29 (Water Setback) of Zoning By-Law 2002-121, for the lands described as 160 Farren Lake Lane 41, Part Lot 6 Concession 2, in the geographic Township of South Sherbrooke, now known as Tay Valley Township in the County of Lanark – Roll Number 0911-914-015-14200;

- To permit a cottage to be located at a water setback of 16.8m rather than the 30m required.

**THAT**, the owners enter into a Site Plan Control Agreement prepared by the Township;

**AND THAT**, the owners ensure they park any vehicles attending the property on the property, and not on the right of way that provides the legal access (Part 14 on 27R 8026).”


**ADOPTED**

**7. NEW/OTHER BUSINESS**

None.

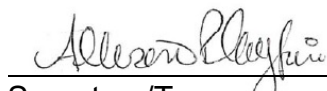
**8. ADJOURNMENT**

The meeting adjourned at 5:34 p.m.



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Chairperson



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Secretary/Treasurer