



The Corporation of the Township of Huron-Kinloss

Committee of Adjustment Meeting Agenda

October 15, 2025

7:00 pm

Council Chambers

Members

Don Murray, Mayor

Jim Hanna, Deputy Mayor

Larry Allison, Councillor

Shari Flett, Councillor

Scott Gibson, Councillor

Ed McGugan, Councillor

Carl Sloetjes, Councillor

Staff

Jennifer White

Pages

1. Call to Order

2. Disclosure of Pecuniary Interest

3. Adoption of the Minutes

3

THAT the Committee of Adjustment meeting minutes of August 11, 2025 be adopted as presented.

4. Public Meetings Required Under the Planning Act

The purpose of this application is for a minor variance to permit an existing accessory building with a height of 6.9 metres, where the Zoning By-law permits a maximum height of 6.0. If approved, this will recognize the existing accessory building used for personal storage to comply with the Zoning By-law requirements.

The Planner will explain the report and recommendation. Any comments received from Agencies and the Public received by the time of writing the report are in the written report.

Presentations from the Applicant

The applicant may provide comment on the application.

Presentations from the Public

Any person or public body that has comments on the application will be heard.

Questions and Clarifications from Committee of Adjustment

The Members of Committee of Adjustment may question and make clarification on the application.

THAT the application for a Minor Variance (A-2025-031 Verwey) from Comprehensive Zoning By-law No. 2018-98 is hereby granted subject to the following conditions;

5. Adjournment

Document Accessibility

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.

Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Huron-Kinloss. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party.

For assistance or to make a request please call 519-395-3735 or email info@huronkinloss.com

THAT the Township of Huron-Kinloss Council hereby adjourn at XX:XX.



The Corporation of the Township of Huron-Kinloss
Committee of Adjustment Meeting Minutes

Date: August 11, 2025
Time: 7:00 pm
Location: Council Chambers

Members Present Don Murray, Mayor
 Jim Hanna, Deputy Mayor
 Larry Allison, Councillor
 Shari Flett, Councillor
 Scott Gibson, Councillor
 Ed McGugan, Councillor
 Carl Sloetjes, Councillor

Staff Present Jennifer White
 Jodi MacArthur

1. Call to Order

Mayor Murray called the Committee of Adjustment meeting to order at 7:00 p.m.

2. Disclosure of Pecuniary Interest

None disclosed.

3. Adoption of the Minutes

Resolution No.: 08/11/2025 COA -01

Moved by: Larry Allison

Seconded by: Shari Flett, Councillor

THAT the minutes of the Committee of Adjustment meeting of August 12, 2024 be adopted as presented.

Carried

4. Public Meetings Required Under the Planning Act

4.1 A-2025-020 Armstrong

The purpose of this application is for a minor variance to permit an accessory building with a height of 7.7 m where 6.0 m is permitted. If approved the proposed accessory building will be utilized for personal storage.

The Planner, Amy Rogers explained the report and recommendation. Any comments received from Agencies and the Public received by the time of writing the report are in the written report. The Planner provided a verbal update that written comments had been received after the writing of the report from the adjacent neighbours to the minor variance file A-2025-020 Armstrong requesting that there be no landscaping buffer. The Notice of Decision has been updated accordingly.

Another comment was received with concerns related to keeping of livestock in the barn, and the use of the building for a professional home business.

The applicant has confirmed that no livestock will be kept and Township Staff have indicated that after the minor variance is approved, the barn will not have legal non-conforming status.

Additionally, the Planner noted that the professional home business storage use is already an approved use of the current zoning, and the proposed new location is moving this use further away from the neighbor who submitted the concern.

Presentations from the Applicant

The applicant did not provide additional comments on the application.

Presentations from the Public

There were no comments from the public.

Questions and Clarification from Committee of Adjustment

Committee of Adjustment clarified that the new barn height is expected to be approximately the same height as the existing structure. The Planner confirmed that the approval decision for the application does not require the removal of the old building as part of the decision. A demolition permit is not required, per the Township's Chief Building Official. The Planner

indicated that lot coverage and number of buildings on the property would still comply even should the existing barn remain in its entirety.

Resolution No.: 08/11/2025 COA -02

Moved by: Jim Hanna, Deputy Mayor
Seconded by: Carl Sloetjes, Councillor

THAT the application for Minor Variance (A-2025-020 Armstrong) from Comprehensive Zoning By-law No. 2018-98 is hereby granted subject to the following conditions:

1. Development of the property must be substantially consistent with the site plan, shown as Schedule 'A', which is attached to and forms part of the decision.
2. That the decision applies only to the proposed development as indicated on Schedule 'A' attached to and forming part of this decision.
3. That any future development on the property must conform to the provisions of the zoning by-law.
4. That the development be completed within 2 years of this decision.

Carried

4.2 A-2025-018 and A-2025-019 Stevenson

The purpose of the application is for two minor variances to facilitate a Consent for new lot creation. It is proposed to permit a reduced lot frontage of 25m, where 30 m is required, along Lake Range Drive for each lot. If approved, this will facilitate a related consent for the creation of a new residential lot.

The Planner, Amy Rogers explained the report and recommendation. Any comments received from Agencies and the Public received by the time of writing the report are in the written report.

Presentations from the Applicant

The applicant did not provide comment on the application.

Presentations from the Public

John Crowston of 208 Shadywood Crescent spoke in favor of the application.

Questions and Clarification from Committee of Adjustment

There were no comments from Committee of Adjustment.

Resolution No.: 08/11/2025 COA -03

Moved by: Shari Flett, Councillor

Seconded by: Scott Gibson, Councillor

THAT the application for Minor Variance (A-2025-018 Stevenson) from Comprehensive Zoning By-law No. 2018-98 is hereby granted subject to the following conditions:

1. Development of the property must be substantially consistent with the site plan, shown as Schedule 'A', which is attached to and forms part of the decision.
2. That the decision applies only to the proposed development as indicated on Schedule 'A' attached to and forming part of this decision.
3. That any future development on the property must conform to the provisions of the zoning by-law.
4. That the development be completed within 2 years of this decision.

Resolution No.: 08/11/2025 COA -04

Moved by: Larry Allison

Seconded by: Ed McGugan, Councillor

THAT the application for Minor Variance (A-2025-019 Stevenson) from Comprehensive Zoning By-law No. 2018-98 is hereby granted subject to the following conditions:

1. Development of the property must be substantially consistent with the site plan, shown as Schedule 'A', which is attached to and forms part of the decision.
2. That the decision applies only to the proposed development as indicated on Schedule 'A' attached to and forming part of this decision.
3. That any future development on the property must conform to the provisions of the zoning by-law.
4. That the development be completed within 2 years of this decision.

Carried

5. Adjournment

Resolution No.: 08/11/2025 COA -05

Moved by: Shari Flett, Councillor

Seconded by: Scott Gibson, Councillor

THAT the Township of Huron-Kinloss Committee of Adjustment hereby adjourn
at 7:18 p.m

Carried

Mayor

Clerk



Planning Report

To: Township of Huron-Kinloss Committee of Adjustment

From: Benito Russo, Intermediate Planner

Date: October 15, 2025

Re: Minor Variance Application - A-2025-031 (Verwey)

Recommendation:

Subject to a review of submissions arising from the public meeting:

That Committee approve Minor Variance A-2025-031 as attached subject to the conditions on the decision sheet.

Summary:

The purpose of this application is a Minor Variance to permit an existing accessory building with a height of 6.9 metres, where the Zoning By-law permits a maximum height of 6.0 metres. If approved, this will recognize the existing accessory building, used for personal storage, to comply with the Zoning By-law requirements.

The subject property has a civic address of 614 Courtney Crescent in Point Clark and is located South of Lighthouse Road and West of Huron Road. It is surrounded by residential land uses.

In consultation with the landowner, the proposed Minor Variance is being sought to account for an error in construction resulting in a 0.9 metre increase in permitted height. This unaccounted for increase in height was discovered during building inspection by the Chief Building Official.

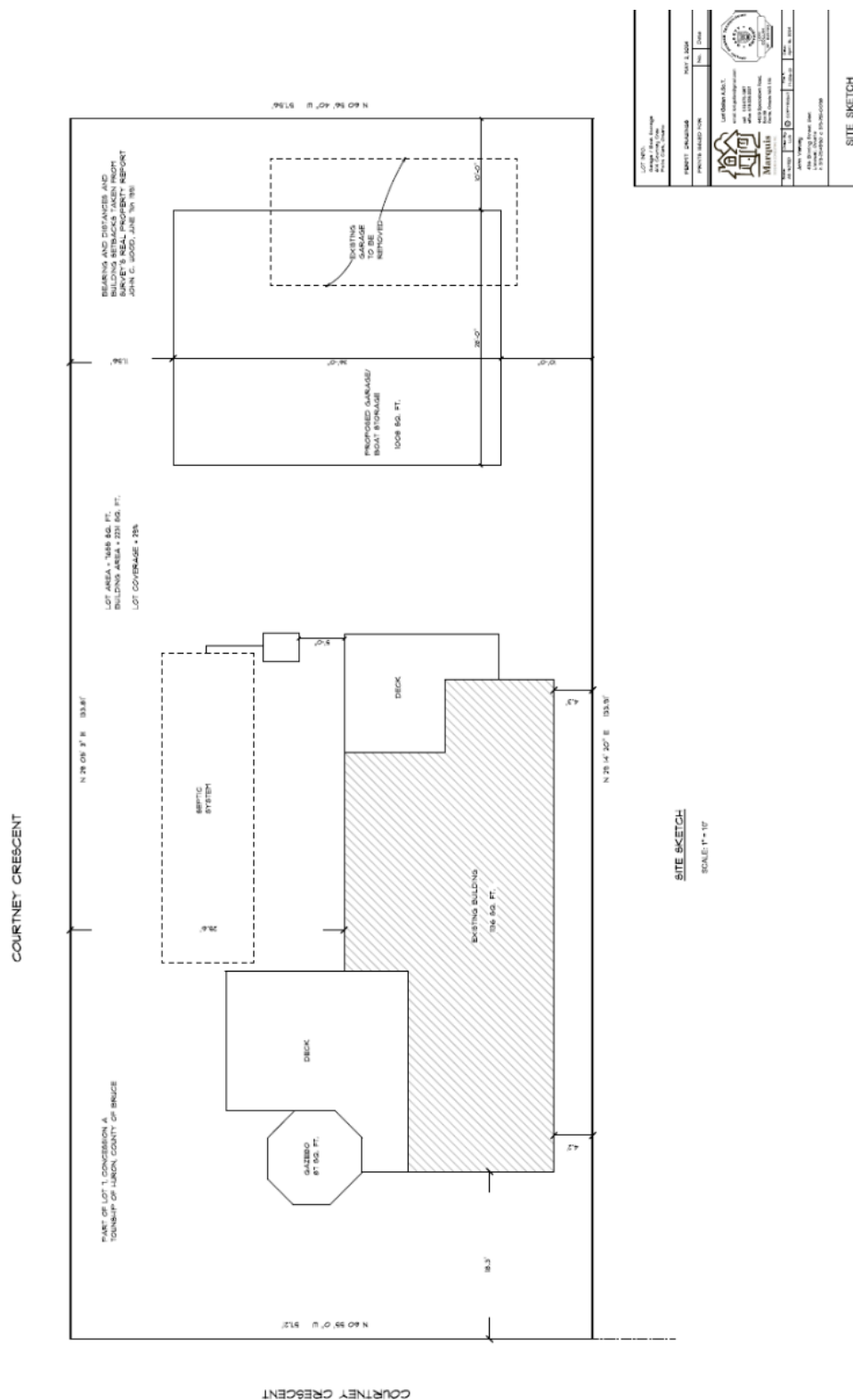
In support of the application, the applicant has provided an archaeological assessment which concluded that no further archaeological works are recommended.

This application was circulated to relevant agencies and neighboring property owners, and no comments in opposition have been received.

Airphoto



Site Plan



Site Photo(s)



Site Photo(s) Continued



Planning Analysis:

The following section provides an overview of the planning considerations that were factored into the staff recommendation for this application, including relevant agency comments (attached), and planning policy sections.

Development Considerations

The applicant has provided a site plan denoting the location of the septic system showing adequate access for maintenance and replacement through the property between the new accessory building and residence.

A mix of mature and immature cedar vegetation is present along the lot line where the variance is requested, this provides visual screening of the accessory building from the adjacent properties.

The lands are located in areas identified as having high archaeological potential. Following the construction, a posthumous archaeological assessment has been completed which has been accepted by the Saugeen Ojibway Nation Environment Office and entered into the Ontario Public Register of Archaeological Reports. This report concluded no further archaeological assessment is recommended.

There are no areas on, or adjacent to, the subject lands zoned or designated environmental protection.

Four Tests of a Minor Variance

Section 45(1) of the *Planning Act* gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.

Does the variance maintain the intent and purpose of the Official Plans?

The Bruce County Official Plan designates the property Secondary Urban Areas. The Huron-Kinloss Official Plan designates the lands Lakeshore Residential. Accessory structures such as garages are permitted within the residential designation of both the County and local Official Plans. The application maintains the intent and purpose of the Official Plans.

Does the variance maintain the intent and purpose of the Zoning By-law?

The following variance is proposed:

- To permit a newly constructed existing accessory building with a height of 6.9 metres where 6.0 metres is proposed.

The subject lands are zoned Residential One (R1) Lakeshore, an Accessory Buildings and structures are permitted. The Zoning By-law Section 4.1, Accessory Buildings, details a garage having a maximum height of 6 metres may be established with a minimum interior side and

rear yard setback of 3 metres is provided. The requested variance would result in a 0.9 metre increase to the maximum permitted height; no other variances have been requested.

The purpose and intent of the Zoning By-law restricting the maximum height of accessory buildings is for visual aesthetics, ensuring the use remains accessory to the primary residential use, and privacy.

Visual aesthetics and privacy are addressed through a mix of mature and immature vegetation being located immediately adjacent to the structure along both the north and east lot lines. The applicant has provided that the structure is to be used as a garage for personal vehicle and boat storage, and as such will remain accessory to the primary residential use.

The proposal meets the intent and purpose of the Zoning By-law.

[Is the application desirable for the appropriate development of the land, building or structure?](#)

Over time, it can be expected that a property owner will grow and replace, add to, or build new structures on their property which allow them to maximize the benefit, value, and use of their property. The proposed development can be considered appropriate with surrounding land uses and would comply with the Zoning By-law requirements except for the requested variances.

The proposal is desirable for the appropriate development of the land, and building.

[Is the application minor in nature?](#)

Whether a variance is minor is evaluated in terms of the impact the proposed development is expected to have on the surrounding neighbourhood. It is not expected that permitting the variance will have any impact on the character of the area or impact the ability of adjacent property owners to use their property for permitted uses. The variance is considered minor.

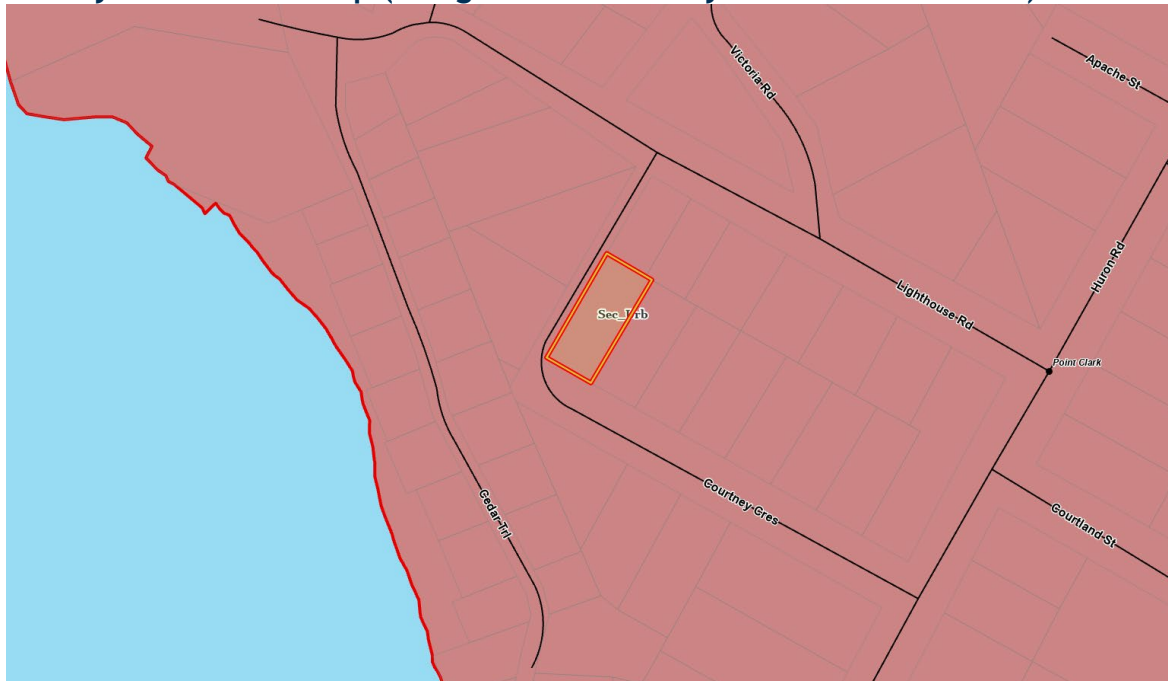
[Public Comments](#)

No public comments have been received at the time of writing this report.

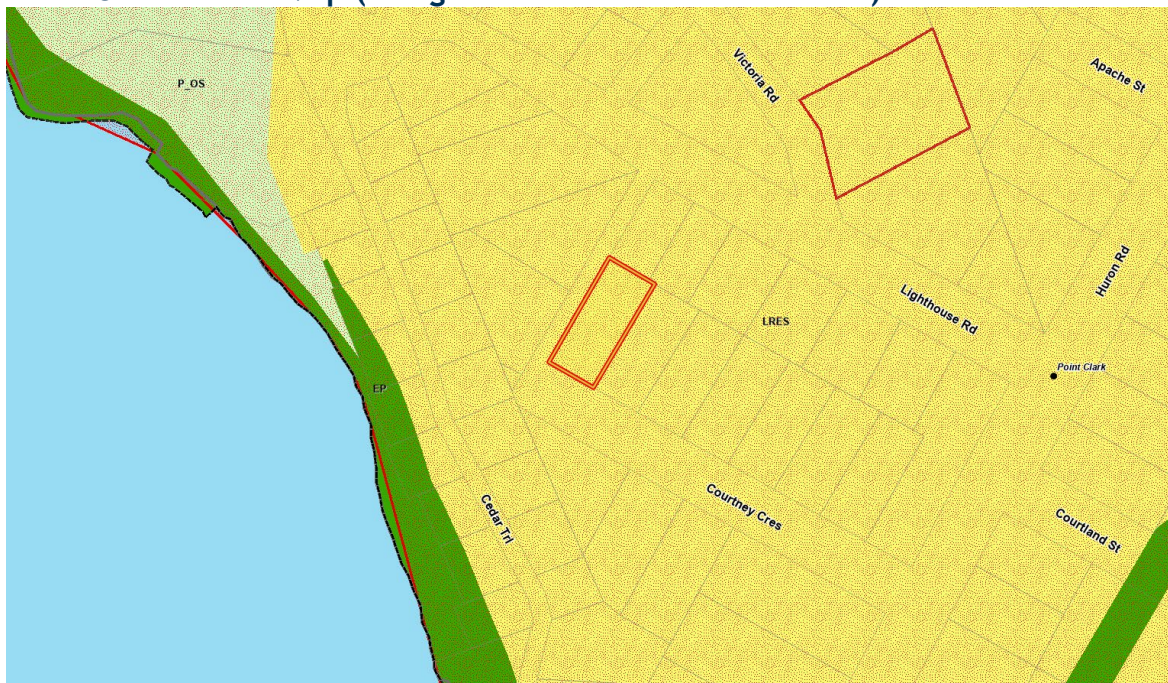
[Appendices](#)

- County Official Plan Map
- Local Official Plan Map
- Local Zoning Map
- List of Supporting Materials
- Agency Comments
- Public Comments
- Public Notice

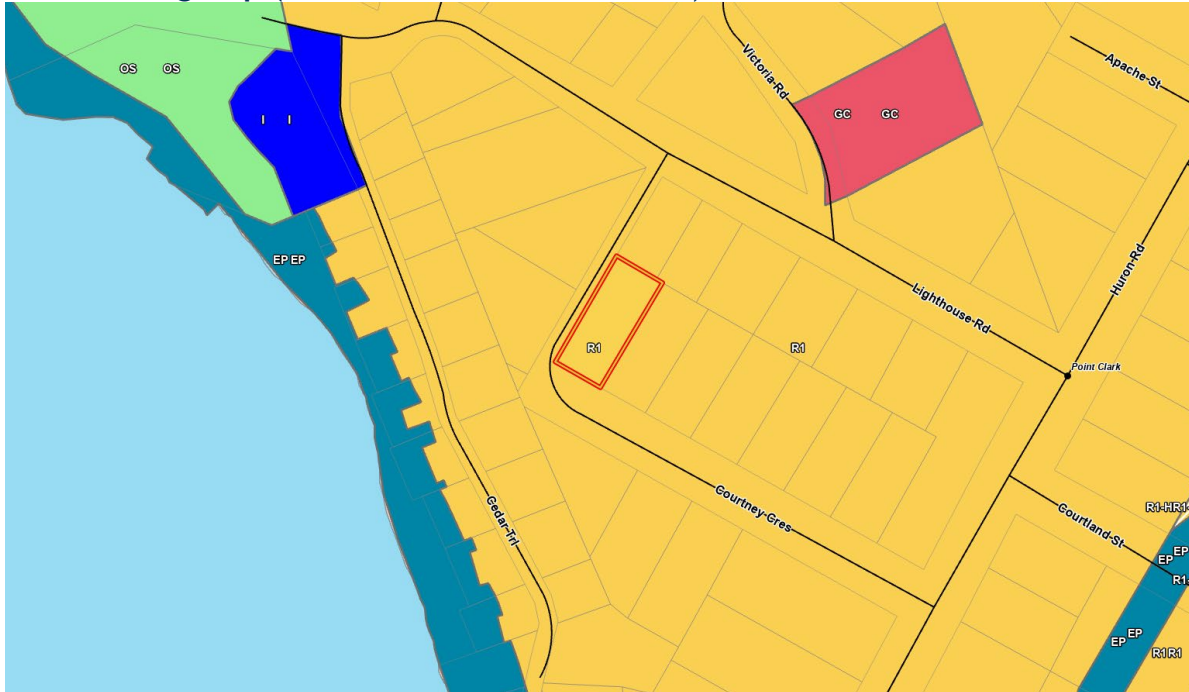
County Official Plan Map (Designated Secondary Urban Communities)



Local Official Plan Map (Designated Lakeshore Residential)



Local Zoning Map (Zoned Residential One 'R1')



List of Supporting Materials

- Archaeological Assessment - Great Lakes Archaeology - April 2025

Agency Comments

The Corporation of the Township of Huron-Kinloss:

- Not to be used for habitation. ARU use is not permitted due to limited services to the property.

Historic Saugeen Métis:

- No objections to the proposed Minor Variance as presented.

Saugeen Ojibway Nation:

- No concerns with the completed archaeological assessment.

Saugeen Valley Conservation Authority:

- The application is acceptable to SVCA staff. Full comments provided below.

Transportation & Environmental Services:

- No Comment.

SENT ELECTRONICALLY ONLY: BRusso@brucecounty.on.ca and bcplwa@brucecounty.on.ca

October 3, 2025

County of Bruce Planning & Development Department
30 Park Street
Walkerton, Ontario N0G 2V0

ATTENTION: Benito Russo, Planner

Dear Mr. Russo,

RE: A-2025-031 (Verwey)
614 Courtney Crescent
Roll No.: 410716000505100
Part Lot 7 Concession A
Geographic Township of Huron
Township of Huron-Kinloss

The above-noted application has been received by the Saugeen Valley Conservation Authority (SVCA) in accordance with the Mandatory Programs and Services Regulation (Ontario Regulation 686/21) made under the *Conservation Authorities Act* (CA Act). SVCA staff have reviewed the proposal for consistency with SVCA's environmental planning and regulation policies (https://www.saugeenconservation.ca/en/permits-and-planning/resources/Environmental-Regulations/January-2019-Consolidated-Manual_Interim.pdf) made in conformance with the Provincial Planning Statement, CA Act, O. Regulation 41/24, and associated provincial guidelines. Where a Memorandum of Agreement (MOA) exists between a planning partner and the SVCA, staff have reviewed the application for conformity with the natural hazard policies of the applicable Municipality or County.

The purpose of the application is to permit an existing accessory building height of 6.9 metres, where the Zoning By-law permits a maximum height of 6.0 metres. If approved, this will recognize the existing accessory building, used for personal storage, to comply with the Zoning By-law requirements.

Recommendation

SVCA finds the application acceptable.

Summary

SVCA staff find the application acceptable. The subject property does not contain any floodplains, watercourses, shorelines, wetlands, valley slopes or other natural hazard features of interest to SVCA or as per our MOA with the County of Bruce. As such, it is the opinion of SVCA staff that the application is consistent with the Natural Hazard policies of the Provincial Policy Statement (PPS, 2024) and the County of Bruce Official Plan. Additionally, the property is not in a SVCA regulated area, and therefore, a permit from the SVCA is not required for development activities related to this application.

Please inform this office of any decision made by Township of Huron-Kinloss regarding this application. We respectfully request to receive a copy of the decision and notice of any appeals filed.

Should you have any questions, or require this information in an accessible format, please contact the undersigned.

Sincerely,

Michael Oberle
Environmental Planning Technician
Saugeen Conservation
MO/

cc: Jennifer White, Clerk, Township of Huron-Kinloss (via email)



County of Bruce
Planning & Development Department
30 Park Street, Box 848
Walkerton, ON N0G 2V0
brucecounty.on.ca
226-909-5515



September 12, 2025

File Number: A-2025-031

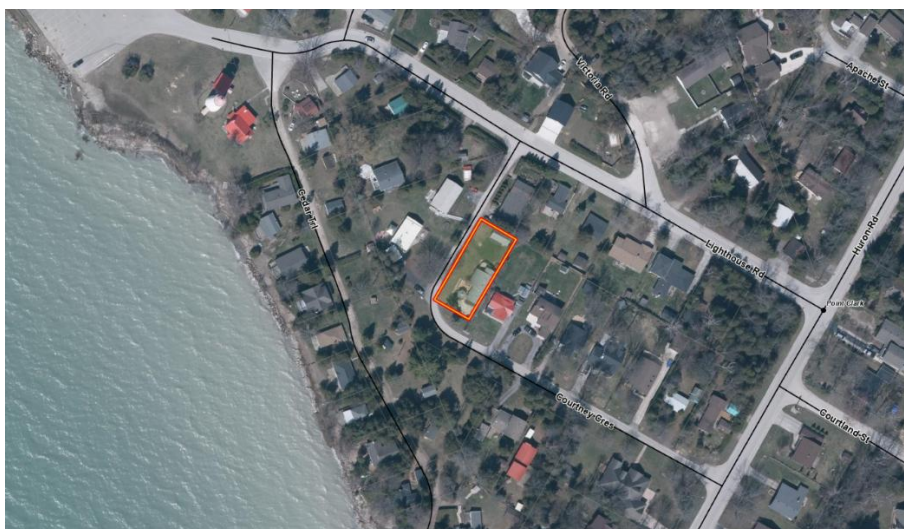
Public Hearing Notice

**You're invited to participate in a Public Hearing
to consider Minor Variance application/ file # A-2025-031
October 15, 2025, at 7:00 p.m.**

Meetings are open to the public. Please visit the Township of Huron-Kinloss website at <https://events.huronkinloss.com/meetings> to view the agenda.

Contact the Township at jwhite@huronkinloss.com or 519-395-3735 x123 by 4:30 pm on October 14, 2025 if you have any questions about participating in the meeting.

A change is proposed in your neighbourhood: A Minor Variance is proposed to permit an existing accessory building height of 6.9 metres, where the Zoning By-law permits a maximum height of 6.0 metres. If approved, this will recognize the existing accessory building, used for personal storage, to comply with the Zoning By-law requirements.



614 COURTNEY CR

CON A PT LOT 7
(Huron Township)

Municipality of Huron-
Kinloss

Roll Number:
410716000505100

Learn more

Additional information about the application is available online at <https://www.brucecounty.on.ca/active-planning-applications>. Information can also be viewed in person at the County of Bruce Planning Office noted above, between 8:30 a.m. and 4:30 p.m. (Monday to Friday).

The Planner on the file is: Benito Russo

Have your say

Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and Council Agenda. Comments received after October 3, 2025 may not be included in the Planning report but will be considered if received prior to a decision being made, and included in the official record on file.

1. Please contact us by mail (address above) or bcplwa@brucecounty.on.ca if you have any questions, concerns or objections about the application.
2. You can speak at the Public Meeting.

Stay in the loop

If you'd like to be notified of the decision of the Committee of Adjustment on the proposed application(s), you must make a written request to the Bruce County Planning Department on behalf of the Secretary-Treasurer for the Committee of Adjustment.

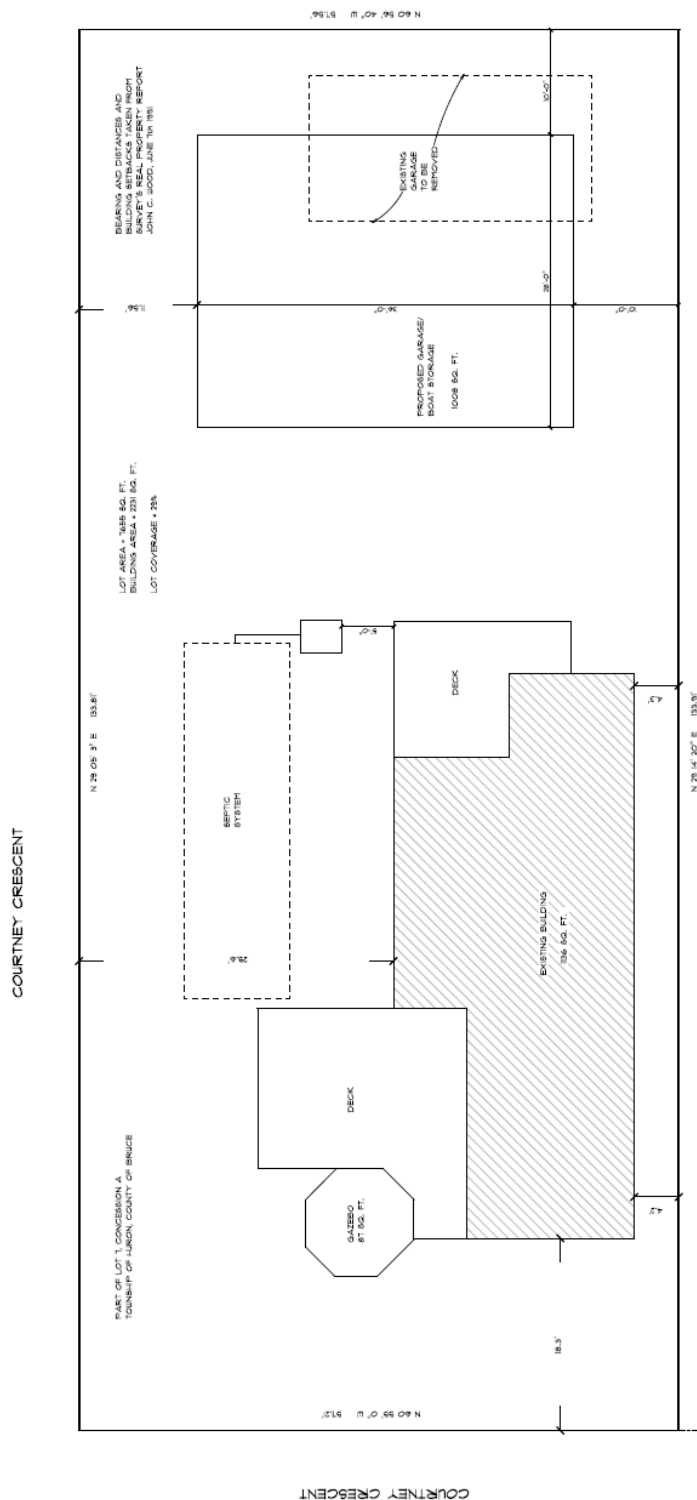
Notice to Landlords

If you are a landlord of lands containing seven (7) or more residential units, please post a copy of this notice in a location that is visible to all the residents.

Know your rights

Only the applicant, the Minister, a specified person (being a utility and transportation company) or public body that has an interest in the matter may within 20 days of the making of the decision appeal to the Tribunal against the decision of the Committee by filing with the Secretary-Treasurer of the Committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection. Appeals must be accompanied by payment of the fee charged by the Tribunal as payable on an appeal from a Committee of Adjustment decision to the Tribunal. For more information, please visit the Ontario Land Tribunal website at <https://olt.gov.on.ca/appeals-process/>.

Site Plan



SITE SKETCH

SCALE: 1" = 10'

[illegible]