

Addington Highlands

Agenda

Committee of Adjustment Meeting
Thursday, June 18, 2026 @11:00 AM
Council Chambers



The Public is invited to attend in person or watch a livestream of the meeting using the following link:

https://www.youtube.com/channel/UCL07ewt7KGVJwxvj_iRvYHg/

	Page
1. CALL TO ORDER	
1.1 Chair calls the meeting to order.	
2. APPROVAL OF AGENDA	
2.1 Approval of the Committee of Adjustment Agenda dated June 18, 2026	
THAT it be resolved that the Committee of Adjustment Agenda dated June 18, 2026 be approved.	
3. ADOPTION OF MINUTES	
3.1 Adoption of Committee of Adjustment Meeting Minutes dated December 10, 2025	
4. BUSINESS ARISING FROM MINUTES	
5. DISCLOSURE OF PECUNIARY INTERESTS & THE GENERAL NATURE THEREOF	
6. APPLICATIONS FOR MINOR VARIANCE [SEC 45]	
7. APPLICATIONS FOR CONSENT [SEC 53]	
7.1 <u>SEV 2026/01 - Hook Being Brought from Deferral and Assigned a New File Number</u>	3 - 41
Previous file 2024/01 & 2024/02	
Range A, Lot 8	
Geographic Township of Anglesea	
13586 Highway 41	
(Tracy & Sandra Hook - Applicants)	
Staff Report - SEV 2026/01 - Hook Revised Application, former file # 2024/01 & 2024/02 - Pdf	
8. CORRESPONDENCE	
8.1 <u>Frank Smith - SEV 2025/07 Decision Conditions</u>	43 - 57
Mr. Smith has provided correspondence and would like to speak with the Committee.	

[Email from Frank Smith](#)

[Staff Report - Correspondence from Frank Smith re: SEV 2025/03 Decision Conditions - Pdf](#)

8.2 **Doug Smith - Concerns over shared entrance SEV 2025/03** 59 - 60

[Staff Report - Correspondence from Doug Smith re: Concerns regarding entrance - Pdf](#)

8.3 **Deborah and William Suddick - Request for Cancellation Certificate** 61 - 63

[Staff Report - Request for Cancellation Certificate - Deborah and William Suddick Part Lot 3, Judge's Plan 947, part 2 & 5 Plan 2279 as in LA124368 - Pdf](#)

9. ADJOURNMENT

9.1 Motion to Adjourn

THAT it be resolved that the meeting be adjourned at ____.

Committee of Adjustment Staff Report



To: Committee of Adjustment
Subject: SEV 2026/01 - Hook
Revised Application, former file # 2024/01 & 2024/02
Meeting: Committee of Adjustment - 18 Jun 2026
Department: Planning
Staff Contact: Patricia Gray, Deputy Clerk/Planning Secretary

BACKGROUND INFORMATION:

Applicant: Tracy and Sandra Hook

Purpose of Application: To create 1 new lot containing existing commercial and residential use.

Legal Description:

Lot Size: 100 acres
Frontage: 400+ m approximately
Zoning: Rural and Highway Commercial
Official Plan Designation: Rural
Existing Use: Commercial Business and Residential
Existing Entrances: Existing entrances from Highway 41

Application Details:

The applicant proposes to sever 1 new lot which will contain the existing commercial use. The lot also has an existing residential dwelling.

This application is revised from the applications submitted in 2024 which were intended to create two new lots, one with the existing commercial and residential use and the other a vacant lot for residential use. Due to constraints with an existing aggregate pit on Highway 41 and within 300m of the proposed new residential lot, the applicant has revised the application to create only the new lot for the existing commercial and residential use.

New Lot

Approx. 10 acres
Existing Building Supply Business
Existing Residence
Existing Entrance from Highway 41
Zoned Rural

Retained Land:

Approx. 90+ acres
Vacant Land
Entrance from Highway 41
Split Zoning - Highway Commercial and Rural
Proposed for Residential Use

Other Details:

The property is within the Quinte Conservation Authority Watershed. The Conservation Authority has commented on the application.

Policy Review:

Mark Touw, RPP of The Boulevard Group has prepared a planning report which speaks to policy review and provides a recommendation.

RECOMMENDATION:

That it be resolved that the reports prepared by the Deputy Clerk/Planning Secretary, Mark Touw, RPP, The Boulevard Group and corresponding comments regarding Consent File SEV 2026/01 be received;

AND FURTHER THAT it be resolved that having conferred with all prescribed agencies as set out in Section 53(10) of the Planning Act and having regard to those matters prescribed in Section 51(24) of the Planning Act, the Township of Addington Highlands Committee of Adjustment has reached the following Decision:

THAT application #SEV 2026/01 requesting separation and conveyance of a parcel of land as described, be given the Committee's consent subject to conditions provided for herein as the application conforms with the Township and County Official Plans and meets the provisions of Zoning By-law 0212/2006.

1. Zoning:
 - a. Recommended Condition: That the owner obtains approval for a Zoning By-law Amendment to place the severed lands in the C1 zone and the retained lands in the RU zone, and to prohibit anew residential dwelling within 300 m of the boundary of an active pit.
 - b. Alternate Condition:
 - i. That the owner enters into a Development Agreement with the Township with the effect being to prevent erection of a new residential dwelling within 300 m of the boundary of an active pit, and agrees to have the Township register it on title to the retained lands; and
 - ii. That the committee requests that Council direct Staff to correct the zoning of the subject property to properly reflect the commercial and residential uses of the property.

2. That the applicant shall obtain an Entrance Permit from the Ministry of Transportation for the retained lands, if required;
3. That all conditions are satisfied and the Certificate of Official be presented to the Township of Addington Highlands (the "Township") for certification under Section 53(42) of the Planning Act, R.S.O. 1990 as amended, within two years of mailing of this notice. The Certificate must be registered within two years from the issuance of the certificate as required under Section 53(43) of the Planning Act, R.S.O. 1990, as amended;
4. That one (1) digital copy and one (1) paper copy of the Reference Plan, illustrating the consent as part(s) on a plan and verifying the measurements in metric, be prepared and be provided to the Township prior to the issuance of the Certificate of Official. The Reference Plan is to be prepared, dated and signed by an Ontario Land Surveyor;
5. That the surveyor or applicant shall submit the draft Reference Plan, for review and approval by the Township prior to depositing the Reference Plan with the Land Registry Office;
6. That prior to the issuance of the Certificate of Official, the owner/applicant shall provide a draft deed/transfer to the Township for its review and approval. After the issuance of the Certificate of Official, the owner/applicant's solicitor shall register the deed/transfer and provide a copy of the registered transfer certificate to the Township;
7. That all taxes, debentures, or other amounts owing to the Township of Addington Highlands on the subject properties be paid in full;
8. The applicant is advised that they must obtain a permit from Quinte Conservation prior to any future development activity (includes construction / filling/ excavation/ site grading/ change of use) within 45 metres of the seasonal high water mark/top of bank adjacent to any watercourse, within 30 metres of any wetland boundary and within 45 metres from the seasonal high water mark/top of bank adjacent to any waterbody (whichever measurement is greater);
9. That the applicant is advised that the property is in an area of significant groundwater recharge, and that any new well must be constructed in accordance with the requirements of Ontario Regulation 903 and that any septic systems should be located down-gradient of any water wells and be designed and approved in accordance with the Ontario Building Code; and
10. That any unused well(s) on the property be decommissioned in accordance with the requirements of Ontario Regulation 903.

ATTACHMENTS:

[Planning Report PTR Hook-SEV 2026-06-17](#)

[Sketch 1](#)

[Sketch 2](#)

[Sketch 3](#)

[PL0120-2026.HookRevised](#)

[NH Map](#)

[Photos New Lot](#)

[Photos Retained](#)

[Schedule F BY-LAW](#)



Patricia Gray
Deputy Clerk/Planning Secretary
Township of Addington Highlands
Committee of Adjustment
P.O. Box 89
Flinton, ON
K0H 1P0

Date: June 17, 2026

Subject: **Consent Application SEV 2026/01**

13586 Highway 41, Cloyne

**LT 8 RANGE A WEST OF ADDINGTON RD ANGLESEA EXCEPT THE KING'S HWY # 41;
ADDINGTON HIGHLANDS**

Dear Ms. Patricia Gray,

Consent application SEV 2026/01 (previously associated with SEV 2025/04) submitted by owners Tracy & Sandra Hook proposes to sever an approximately 10 acre (4 hectare) parcel of land from the approximately 100.47 acre (40.66 hectare) subject property. The proposed severance requests to sever the existing dwelling and business, leaving the remainder of the parcel vacant for future residential development.

Site Description

The subject property is located on the west side of Highway 41, south of Road 506 (Figure 1), and is legally described as LT 8 RANGE A WEST OF ADDINGTON RD ANGLESEA EXCEPT THE KING'S HWY # 41; ADDINGTON HIGHLANDS. The subject property has an area of approximately 100.47 acres (40.66 hectares) and a frontage of approximately 406 metres on Highway 41. The lands are developed with a house and building supply business consisting of three buildings. The existing structures are located towards the central frontage of the property and are accessed via a driveway connecting to Highway 41. The existing dwelling and business are serviced by private well and septic.

The subject property is designated 'Rural Area' in the Township of Addington Highlands Official Plan and is split-zoned Rural (RU) and General Commercial (C1) in Zoning By-law 0212/2006.



Figure 1: Aerial imagery of the Subject Property, outlined in red (Source: VuMaps)

Description of Proposal

The proposed severance is being requested to sever the existing building supply business and accessory dwelling, leaving the remainder of the parcel vacant for future residential development (Figure 2). The severed lot contains the existing dwelling, business, and driveway and has an area of approximately 10 acres (4.05 hectares) with approximately 164 m (540 ft) of frontage on Highway 41. All existing structures will be located on the severed parcel and no development is proposed (Figure 3).

The retained lands will have an area of approximately 90 acres (+/- 36 hectares) with approximately 242 m of frontage on Highway 41. Access to the retained lot is proposed via a new entrance connecting to Highway 41 at the south end of the subject lands. While no development is proposed on the retained lands as part of this application, future residential development is anticipated.



Figure 2: Sketch showing the subject lands in red and the proposed severed lot in blue



Figure 3: Sketch showing the existing development on the severed lot

Policy Analysis

The proposed Consent is considered in light of the following legislation and planning documents: The Provincial Planning Statement (2024), the County of Lennox & Addington Official Plan, the Township of Addington Highlands Official Plan, and the Township of Addington Highlands Zoning By-law No. 0212/2006, as amended.

Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) came into effect on October 20, 2024. The PPS provides policy direction on matters of Provincial Interest. Section 3 of the Planning Act requires that municipal councils “be consistent” with the PPS in carrying out their responsibilities under the Act.

The application is consistent with the intent of the PPS as:

- The existing and proposed use is permitted on rural lands in municipalities (2.6.1);
- The existing and proposed use is compatible with the rural landscape of the Township and can be sustained by rural services (2.6.2);
- The creation of new lots and their existing and proposed uses comply with the minimum distance separation (MDS) formulae (2.6.5);
- The proposed lot creation will protect the long-term viability of existing major facilities (3.5);

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- The proposed lot is suitable for long-term provision of individual on-site sewage services and individual on-site water services (3.6.4);
- The proposed lot creation is not anticipated to negatively impact natural heritage features or their identified functions (4.1);
- The proposed lot creation is located outside areas of natural hazard and is not anticipated to negatively impact public health and safety (5.2).

Overall, the application for consent, together with the recommended Conditions of Approval, is consistent with the PPS.

County of Lennox & Addington County Official Plan

Schedule 'A' of the County Official Plan (Land Use) identifies the subject lands as 'Rural Area', which permits agricultural, rural, commercial and residential uses.

Schedule 'B' (Selected Natural Features and Areas) does not identify any natural heritage areas on or adjacent to the subject lands.

Schedule 'C' (Resource Areas, Constraint Areas and Waste Management) identifies a small portion of the subject lands as 'Selected Sand & Gravel Resource Area of Secondary Significance'. Section D.5.5.1. of the County Official Plan provides that in known deposits of mineral aggregate resources and on adjacent lands, development and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

- a) Resource use would not be feasible; or
- b) The proposed land use or development serves a greater long-term public interest; and
- c) Issues of public health, public safety and environmental impact are addressed.

The identified resource area appears to cover only a sliver of the northern portion of the lands, an area which is already developed with a dwelling. As such, it is not anticipated that the resource use would be feasible.

Schedule 'D' identifies that the subject lands are on a 'Provincial Highway'.

Section E1.6 outlines general criteria for consent applications and requires that both the lot to be retained and the lot to be severed do not have direct access to a County Road, unless an access request has been permitted. Highway 41 is a Provincial Highway so permission from the County is not required.

There is a lot containing an active pit across the road from the subject lands, approximately 37 metres southeast, which falls within the Township of North Frontenac in the County of Frontenac. Section D5.4.a. of the County of Lennox and Addington Official Plan states "Mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact." D5.4.c. states "When development is proposed within 300 metres of pit and 500 metres from a quarry, the approval authority shall require a land use compatibility assessment to determine conformity with this section of the Plan." The applicant was required to submit a Land Use Compatibility Study in order to permit future residential development within 300 metres of the active pit. As the applicant chose not to complete this study, a Zoning By-law Amendment to prohibit future residential development within 300 metres of the pit will is recommended as a condition of Consent approval. There remains sufficient area on the retained lands for residential development outside of the 300 metre setback and natural heritage features (Figure 4). Should the Committee prefer, an alternate condition to the Zoning By-law Amendment is also presented for consideration,

being that the Owner enter into a Development Agreement which is registered on title that requires any future residential development to be located at least 300 metres from an active pit, to the satisfaction of the Township.



Figure 4: Location of active pit and associated 300 metre setback for future development

The application for consent, together with the recommended conditions of approval, conforms to the policies of the County Official Plan.

Township of Addington Highlands Official Plan

Schedule 'A1' of the Township Official Plan (Future Land Use) identifies the subject lands as 'Rural Area'. The Rural Area designation permits agricultural, rural, and residential uses. The existing commercial use and future residential use of the subject lands are permitted.

The proposed consent generally conforms with the Rural Area Policies outlined in Section 4.4.1. It is the intent of the Official Plan to permit some development throughout the Rural designation in a manner which retains the rural character of the Township while ensuring there are no demands placed on the Township for services which are costly or difficult to provide. The Rural Area designation permits commercial and residential uses and as such the existing and proposed use of the subject lands is permitted.

Policies for year-round residential development are outlined in Section 4.4.3. As per Section 4.4.3.b., new lots shall also comply with the Minimum Distance Separation Formulae (MDS). We completed an MDS review for the subject

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property which included a desktop review of potential barns within 750 metres of the subject lands. There are no livestock barns within 750 m of the proposed severed lot and as such, the proposed lot creation complies with MDS.

Policies for rural commercial uses are outlined in Section 4.4.4. The proposed severed commercial lot exceeds the minimum lot area of 0.8 ha, has sufficient frontage, is outside hazardous areas, and is adequately serviced with existing well and septic. The existing building supply business supports the rural lifestyle and is compatible with sensitive land uses in the surrounding area. The existing dwelling on the severed lot is accessory to the commercial use and, as such, is permitted to remain on the same lot.

Schedule 'B' of the Township Official Plan (Mineral Resource Areas) identifies a portion of the severed and retained lands as Mineral Aggregate Resource Area. Per Section 4.3.2.f, non-aggregate development may be permitted if the proposed land use would not significantly preclude or hinder future extraction. There is an existing residential use on the subject lands which would likely preclude the introduction of a new mineral aggregate resource operation in the area of the deposit. As such, the proposed residential use is not anticipated to further preclude extraction.

As per Section 7.5.1 of the Official Plan, a maximum of three (3) lots (inclusive of the retained parcel) may be created from a lot of record as it existed on the date of Council's adoption of the Official Plan, being October 4, 2004. There have been no severances since this date and as such, the proposed lot creation can proceed.

As per the General Consent Policies outlined in Section 7.5.2, consents should have the effect of "infilling" in existing developed areas, or result in the rounding out of developed areas, and not of unduly extending development areas. The proposed severance generally results in the rounding out of the existing pattern of the developed area which extends along Highway 41. The severed lot is developed with residential and commercial uses and meets the minimum size for residential and non-residential uses. The proposed severed lot maintains the typical pattern of development along Highway 41, being a mix of residential and commercial uses. The proposal also does not require the undue extension of a road or public services. The severed and retained lots exceed the minimum lot area and frontage requirement for residential use (0.4 ha, 61 metres) as specified in Section 7.5.2.e of the OP. A Septic Test Hole Inspection has been completed on the retained lands which confirms the conditions on the site are adequate for a Class 4 sewage system. While the OP requires a well be established as a condition of consent, per Township Council policy, a well is not required as a condition of consent where the proposed lot size (severed or retained) is 1 hectare or greater. The retained lands have a proposed area of approximately 36 hectares and there are no known water quality or quantity issues in the area of the proposed consent, but the lands are within an area of significant groundwater recharge – this is addressed through the recommended conditions of consent and implement the related recommendations of Quinte Conservation Authority. We note that the severed lands have an area greater than one hectare and are already established with a well. The proposed severed and retained lot front onto an existing public road which is maintained year-round.

The proposed consent conforms to the development policies of Section 8.2.4 of the OP, which require appropriate setbacks, safe ingress and egress and buffering where such is necessary to mitigate negative effects. There is sufficient area on the proposed retained parcel to maintain required setbacks from the Township road and adequate frontage to establish safe ingress and egress for a future residential use. It is understood that there is an existing entrance in the location proposed to be used to access the proposed retained lot, but it is not clear if it has received formal approval from the Ministry of Transportation. As such, a recommended condition of consent is that approval from MTO for a new access to the retained lands be obtained, if required.

Based on the above, with the recommended conditions of approval, the proposed development conforms to the Official Plan.

7/10

Township of Addington Highlands Zoning By-law No. 0212-2006

The subject lands are split-zoned Rural (RU) and General Commercial (C1) in Township Zoning By-law 0212/2006 Schedule F (Figure 4). The entirety of the (commercial) severed lands are zoned RU with the southeastern corner of the (vacant) retained lands zoned C1. The RU zone permits a range of uses including single unit dwellings but does not permit a building supply outlet. The C1 zone permits a building supply outlet and an accessory dwelling but does not permit a standalone residential use. This misalignment of zone boundaries with the existing commercial use is understood to be a mapping discrepancy that should be corrected through a future Zoning By-law Amendment (ZBA), which would align the boundaries of the severed lot with the C1 zone and the boundaries of the retained lot with the RU zone. Should the Committee apply the recommended condition of Consent requiring a ZBA to implement the 300 metre setback for new residential development from an active pit, the same ZBA should also correct the zoning of the severed and retained parcels to properly recognize the existing and proposed uses of the property. Should the Committee apply the alternate condition, this correction to the zone boundaries would be considered by the Township.

The severed lands are proposed to accommodate the existing building supply outlet and accessory dwelling within the future C1 zone. The proposed severed lot meets the minimum lot area (0.8 ha) and frontage (61 m) of the C1 zone, and the existing structures comply with prescribed setbacks and lot coverage (60%).

The retained lands meet the minimum lot area and frontage of the RU zone, being a minimum area of 0.4 hectares and a minimum frontage of 61 metres. There is adequate lot area for development of the retained lands to comply with all required setbacks, including the required setback from the wetland and watercourses on the property.

Based on this, with the recommended conditions of approval, the proposed development complies with the Zoning By-law.

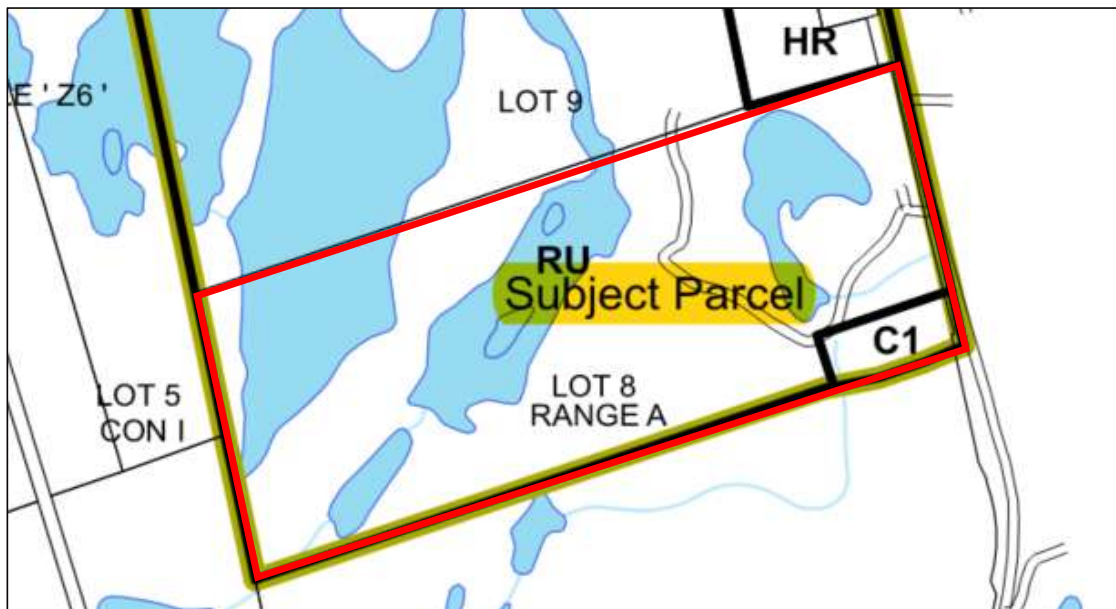


Figure 5: Excerpt from Township Zoning By-law Schedule 'F' showing existing zoning of the site with the subject lands outlined in red

Department, Agency, and External Comments

County of Lennox and Addington

At the time of writing this report, there were no comments received from the County. Any comments received prior to the Decision should be considered by the Committee.

Public/Neighbourhood

At the time of writing this report, there were no comments received from the general public or neighbours. Any comments received prior to the Decision should be considered by the Committee.

Quinte Conservation Authority

Comments dated June 1, 2026 were received from QCA advising that they have no objection to the consent application. Recommendations identified by QCA are included, where appropriate, as recommended conditions of consent, specifically as it relates to the requirement for permits for works within QCA's regulated area, installation of any new well and septic system, and decommissioning of any unused well(s) on the property.

Ministry of Transportation

At the time of writing this report, comments from MTO are still pending. A recommended condition of consent is that an entrance permit be obtained from MTO, if required.

Recommendation

That the Committee of Adjustment **approve** application SEV 2026/01 for the creation of a new lot as the application is consistent with the PPS, conforms to the Lennox and Addington County Official Plan, conforms to the Township's Official Plan, and complies with Zoning By-law No. 0212/2006, subject to the conditions below. We recommend that the following conditions be applied to the approval:

1. Zoning:
 - a. Recommended Condition: That the owner obtains approval for a Zoning By-law Amendment to place the severed lands in the C1 zone and the retained lands in the RU zone, and to prohibit a new residential dwelling within 300 m of the boundary of an active pit.
 - b. Alternate Condition:
 - i. That the owner enters into a Development Agreement with the Township with the effect being to prevent erection of a new residential dwelling within 300 m of the boundary of an active pit, and agrees to have the Township register it on title to the retained lands; and
 - ii. That the committee requests that Council direct Staff to correct the zoning of the subject property to properly reflect the commercial and residential uses of the property.
2. That the applicant shall obtain an Entrance Permit from the Ministry of Transportation for the retained lands, if required;
3. That all conditions are satisfied and the Certificate of Official be presented to the Township of Addington Highlands (the "Township") for certification under Section 53(42) of the Planning Act, R.S.O. 1990 as amended, within two years of mailing of this notice. The Certificate must be registered within two years from the issuance of the certificate as required under Section 53(43) of the Planning Act, R.S.O. 1990, as amended;
4. That one (1) digital copy and one (1) paper copy of the Reference Plan, illustrating the consent as part(s) on a plan and verifying the measurements in metric, be prepared and be provided to the Township prior to

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June 17, 2026

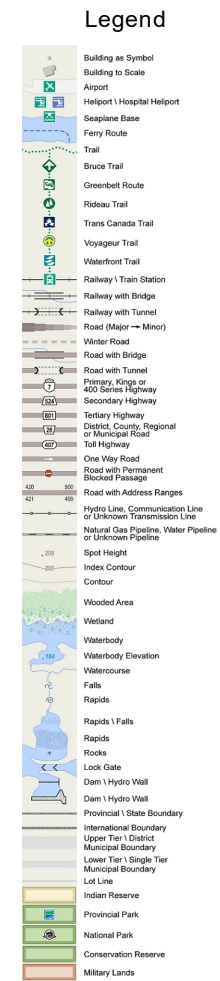
the issuance of the Certificate of Official. The Reference Plan is to be prepared, dated and signed by an Ontario Land Surveyor;

5. That the surveyor or applicant shall submit the draft Reference Plan, for review and approval by the Township prior to depositing the Reference Plan with the Land Registry Office;
6. That prior to the issuance of the Certificate of Official, the owner/applicant shall provide a draft deed/transfer to the Township for its review and approval. After the issuance of the Certificate of Official, the owner/applicant's solicitor shall register the deed/transfer and provide a copy of the registered transfer certificate to the Township;
7. That all taxes, debentures, or other amounts owing to the Township of Addington Highlands on the subject properties be paid in full;
8. The applicant is advised that they must obtain a permit from Quinte Conservation prior to any future development activity (includes construction / filling/ excavation/ site grading/ change of use) within 45 metres of the seasonal high water mark/top of bank adjacent to any watercourse, within 30 metres of any wetland boundary and within 45 metres from the seasonal high water mark/top of bank adjacent to any waterbody (whichever measurement is greater);
9. That the applicant is advised that the property is in an area of significant groundwater recharge, and that any new well must be constructed in accordance with the requirements of Ontario Regulation 903 and that any septic systems should be located down-gradient of any water wells and be designed and approved in accordance with the Ontario Building Code; and
10. That any unused well(s) on the property be decommissioned in accordance with the requirements of Ontario Regulation 903.

Sincerely,



Mark Touw, MCIP RPP
Principal, The Boulevard Group



Projection: Web Mercator



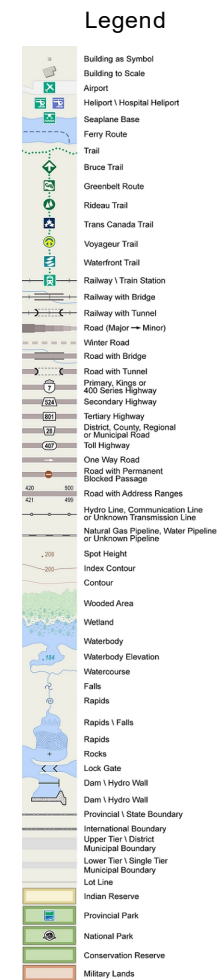
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QUINTE CONSERVATION - PLANNING ACT REVIEW

QC File No. PL0120-2026

Municipality:	Township of Addington Highlands		
Landowner:	Tracy and Sandra Hook		
Location:	13586 Highway 41	Part Lot 8, Range A	Anglesea
Roll #:	11340200100190000000		
Application Description:	Consent Appl'n File No. 2026/01	Sever one commercial/residential parcel approximately 10 acres in size with 238 metres (780 feet) of frontage onto Highway 41. The proposed retained parcel will be approximately 90 acres in size with 169 metres (554 feet) of frontage onto Highway 41. It is understood that the severed lot contains an existing commercial business and existing residence. The proposed retained parcel is vacant.	
Regulated Features:	Various watercourses, wetlands and waterbodies		
Comments:	<p><u>Natural Hazard policies of the Provincial Planning Statement, Quinte Conservation Planning Act Review policy and Ontario Regulation #41/24 (Regulation of Prohibited Activities, Exemptions and Permits)</u></p> <p>Conservation Authorities have Provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the Provincial Planning Statement (PPS) (2024). Natural hazards include areas subject to flooding, prone to erosion, dynamic beaches, and unstable bedrock. Generally, the policies of the PPS direct development to areas outside of hazard lands.</p> <p>Staff attended the subject lands on May 31, 2024, and again on June 14, 2024, and determined that the vacant retained parcel includes suitable access and a building envelope beyond hazard lands and applicable setbacks. Therefore, <u>staff are satisfied that the application as presented is consistent with Section 5.2 of the PPS, as well as with Ontario Regulation #41/24 and Quinte Conservation watershed policies.</u></p> <p>As the subject lands lie within the regulated area of various watercourses, wetlands and waterbodies (by virtue of Ontario Regulation #41/24 – Regulation of Prohibited Activities, Exemptions and Permits), a permit would be required from Quinte Conservation prior to any future development activity (includes construction / site grading / filling / excavation / change of use) within 45 metres of the seasonal high water mark/top of bank adjacent to any watercourse, within 30 metres of any wetland boundary and within 45 metres from the seasonal high water mark/top of bank adjacent to any waterbody (whichever measurement is greater).</p> <p><u>Quinte Region Source Protection Plan</u></p> <p>Quinte Conservation provides Risk Management services as prescribed by the <i>Clean Water Act</i>, 2006 on behalf of member municipalities. Part of this is reviewing building and planning applications to ensure no new significant drinking water threats as outlined in the Quinte Region Source Protection Plan are created. Policies for significant threats in the Quinte Region Source Protection Plan are <u>not applicable</u> as the subject property lies outside of an intake protection zone or wellhead protection area for a municipal drinking water system. <u>As such no Section 59 Clearance Notice is required.</u></p> <p><u>Groundwater Considerations</u></p> <p>The property has been mapped as being located in an area of significant groundwater recharge. Quinte Conservation has no concerns regarding the proposed consent application but would recommend that consideration to servicing of the property include a properly constructed well that meets the requirements of Ontario Regulation 903. In consideration of protecting the groundwater, the septic systems should be located down gradient of any water wells and be</p>		

	<p>designed and approved as per the Ontario Building Code. If there are any unused wells on the property it is recommended that such wells be properly decommissioned as per Ontario Regulation 903.</p> <p><u>Other Potential Township Studies</u></p> <p>As per Sections 21.1.1 and 21.1.2 of Ontario Regulation 596/22 (amendments made under the Conservation Authorities Act) as a result of the More Homes Built Faster Act, 2022, conservation authorities are no longer able to review or provide comment on Natural Heritage and Hydrogeology, nor is this office able to peer-review technical reports related to these matters. If the Township requests a hydrogeological assessment or Environmental Impact Study (EIS) it should be peer-reviewed by a qualified consultant.</p>
<p>Final Comments:</p>	<p>Quinte Conservation has <u>no objection</u> to the consent application as presented. Staff request that a copy of the decision on the application be forwarded to this office, when available.</p>











 Sam Carney
 Planning Technician

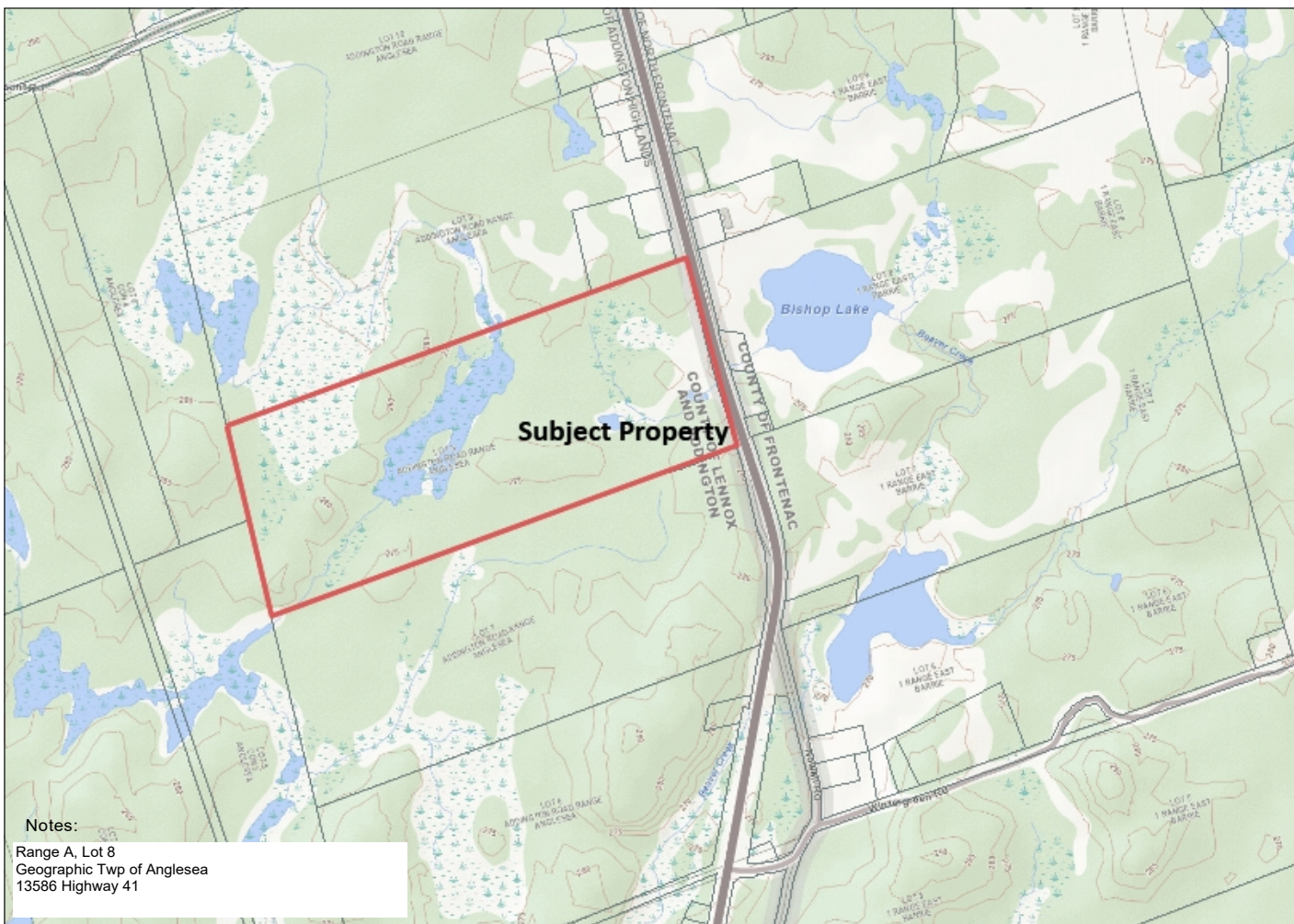
June 1, 2026

 Date

And:
 Mark Boone,
 Regulations Officer

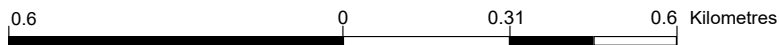
Legend

-  Assessment Parcel ANSI
-  Earth Science Provincially Significant/sciences de la terre d'importance provinciale
-  Earth Science Regionally Significant/sciences de la terre d'importance régionale
-  Life Science Provincially Significant/sciences de la vie d'importance provinciale
-  Life Science Regionally Significant/sciences de la vie d'importance régionale
-  Conservation Reserve
-  Provincial Park
-  Natural Heritage System



Notes:

Range A, Lot 8
Geographic Twp of Anglesea
13586 Highway 41



Absence of a feature in the map does not mean they do not exist in this area.

This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Natural Resources and Forestry(OMNRF) shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.



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SEV 2026/01 – New Lot – Hook

Existing entrance and Structures New Lot



















Frontage looking North, Highway 41



Frontage looking South, Highway 41



Pond on Retained





Access to Retained



SEV 2026/01 – Hook

Retained land

Entrance from Hwy 41





North side of entrance to retained land



South boundary of new lot along entrance to retained land





Pond on retained land



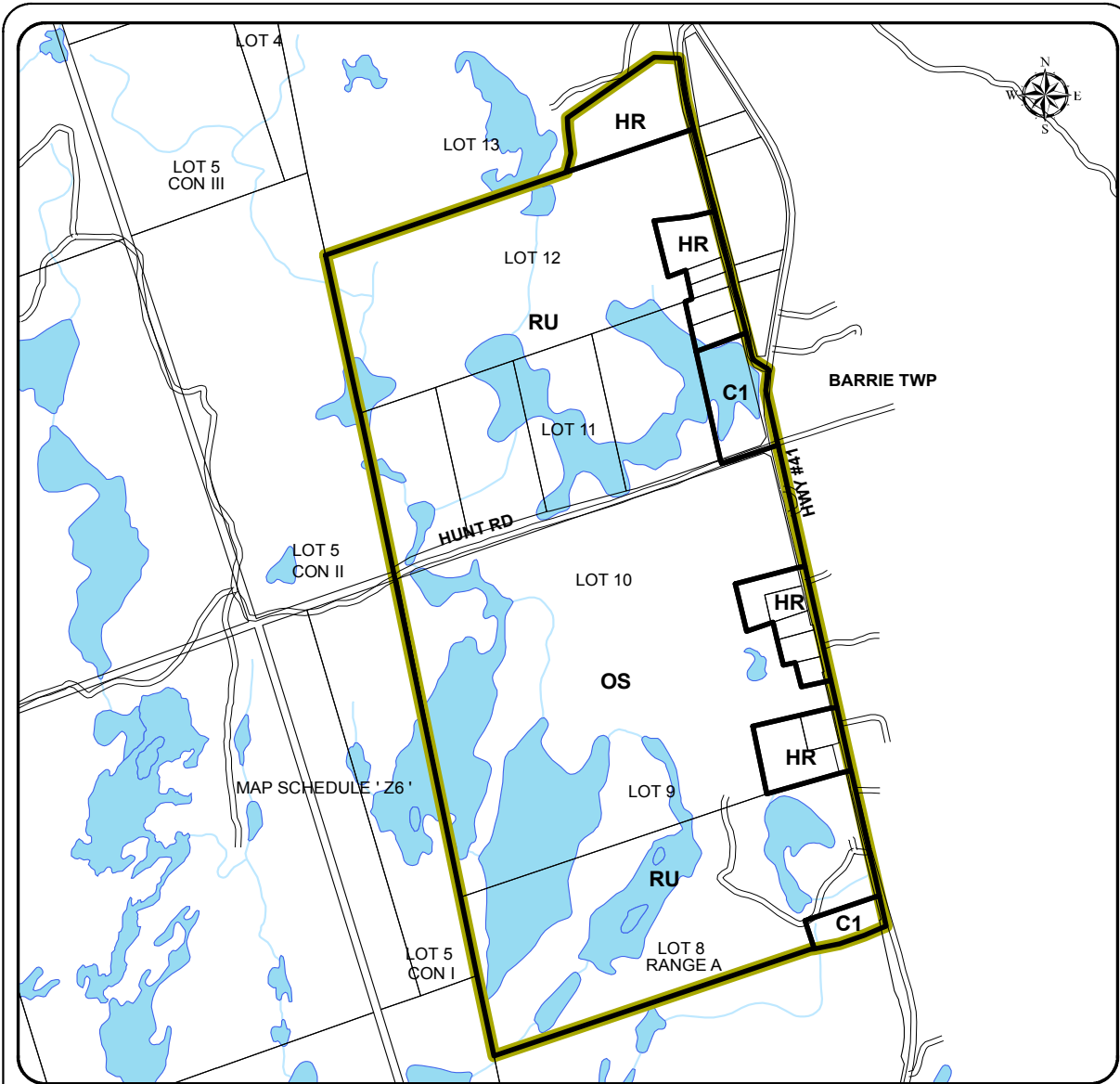


Frontage at retained land entrance



Frontage looking north from Retained Land to new lot




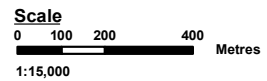


SCHEDULE 'F' TO BY-LAW No.0310/2010

**BISHOP CORNERS AND SURROUNDING AREA
TOWNSHIP OF ADDINGTON HIGHLANDS**

Legend

 Zone Boundaries



650 Dalton Avenue
Kingston, Ontario
Canada K7M 8N7
Tel: (613) 531-4440
Fax: (613) 531-7789

Email from Frank Smith – June 8, 2026

From: Frank And Freda Smith <[REDACTED]>
Sent: June 8, 2026 10:18 AM
To: Patricia Gray <deputyclerkplanning@addingtonhighlands.ca>
Subject: Letter to address.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Patricia:

I would like to address all the conditions one by one , to get them explained to me in English that I understand.

Obviously my main concerns are the driveways and why all costs occurred are my responsibility.

Frank Smith

Committee of Adjustment Staff Report



To: Committee of Adjustment
Subject: Staff Report - Correspondence from Frank Smith re: SEV 2025/03 Decision Conditions
Meeting: Committee of Adjustment - 18 Jun 2026
Department: Planning
Staff Contact: Patricia Gray, Deputy Clerk/Planning Secretary

BACKGROUND INFORMATION:

An application to create a lot addition from Pt Lt 30 Con 13, Geographic Township of Effingham was approved on October 8, 2025.

This lot addition was being taken from a large parcel which operates as a campground and was added to a smaller residential lot.

Attached is the Decision which included conditions. Conditions are to be complied with in order for the Secretary Treasurer to issue a Certificate of the Official which finalizes the Consent.

Standard conditions included in the Decision were the requirement for a survey, a statement regarding the conditions and certificate of the Official, draft transfer documents, consolidation of the lot addition lands with the recipient lands & costs to do so, and taxes, debentures etc. be paid in full.

Included in this Decision was also a condition that the owner of the retained lands (applicant) obtain an access permit for the western entrance as a commercial entrance and further confirm the location of the western entrance and if found to be on municipal road allowance, enter into an agreement with the municipality with respect to maintenance of that portion of the road allowance to the satisfaction of the Township. The applicant had advised staff and the planner that the western entrance was a viable entrance, given the fact that the eastern entrance is not located on the applicant's land, this condition brings the lot into conformity with the Official Plan.

Costs incurred by the municipality with respect to Planning Applications are recovered from the applicant. This practice ensures that the cost of development is borne by the developer and not all residents of the municipality. Costs include expenses related to the Planning Consultant and any legal fees incurred. Costs for surveying, applicable studies and legal fees for the transfer of land are all borne by the applicant.

Attachments:

SEV 2025/03 Notice of Decision

SEV 2025/03 Sketch
SEV 2025/03 Planning Report

ATTACHMENTS:

[Notice of Decision SEV 2025 07](#)

[20240508091745](#)

[PTR Smith-LA 2025-10-03](#)



**TOWNSHIP OF ADDINGTON HIGHLANDS
COMMITTEE OF ADJUSTMENT**

NOTICE OF DECISION

DATE OF DECISION: October 8, 2025 Council Chambers
Flinton ON

DATE OF NOTICE: October 20, 2025

FILE NO. SEV 2025/07

LOCATION Part Lot 30, Concession 13
5617 Weslemkoon Lake Rd
Geographic Township of Effingham

APPLICANT Marie Alfreda Smith
AGENT Kevin Smith, P.A. Miller Surveying

RELATED FILE NO. None

The Township of Addington Highlands Committee of Adjustment has reached the following Decision:

Having conferred with all prescribed agencies as set out in Section 53(10) of the Planning Act and having regard to those matters prescribed in Section 51(24) of the Planning Act, the Township of Addington Highlands Committee of Adjustment has decided that the application #SEV 2025/07 requesting separation and conveyance of a parcel of land as described a lot addition, shall be approved subject to the following conditions:

1. That the severed lands (lot addition) be rezoned to a Residential Limited Service (RLS) Zone;
2. That the owner of the retained lands obtain an access permit for the western site entrance as a commercial entrance, and further, that the owner shall confirm the location of the entrance as being wholly contained on the retained lands. Should any portion of the approved entrance be found to be located on the municipal road allowance to the West, the owner shall enter into an agreement with the Township regarding maintenance of that portion of the road allowance, all to the satisfaction of the Township;
3. That all conditions are satisfied and the Certificate of Official be presented to the Township of Addington Highlands (the "Township") for certification under Section 53(42) of the Planning Act, R.S.O. 1990 as amended, within two years of mailing of this notice. The Certificate must be registered within two years from the issuance of the certificate as required under Section 53(43) of the Planning Act, R.S.O. 1990, as amended;
4. That one (1) digital copy and one (1) paper copy of the Reference Plan, illustrating the consent as part(s) on a plan and verifying the measurements in metric, be prepared and be provided to the Township prior to the issuance of the Certificate of Official. The Reference Plan is to be prepared, dated and signed by an Ontario Land Surveyor;
5. That the surveyor or applicant shall submit the draft Reference Plan, for review and approval by the Township prior to depositing the Reference Plan with the Land Registry Office;
6. That prior to the issuance of the Certificate of Official, the owner/applicant shall provide a draft deed/transfer demonstrating the **merger** of the severed land to the benefiting land, to the Township for its review and approval. After the issuance of the Certificate of Official, the owner/applicant's solicitor shall register the deed/transfer and provide a copy of the registered transfer certificate to the Township;
7. THAT the lands to be severed are for the purpose of a **lot addition** to adjacent lands described as Property Identification Number 45036-0065 (5513 Weslemkoon Lake Road) and any subsequent transfer, charge or other conveyance of the lands to be severed is subject to Section 50(3) (or subsection 50(5) if in a plan of subdivision) of the Planning Act. Neither the lands to be severed nor the adjacent lands are to be reconveyed without the other parcel

unless a further consent is obtained. The owner shall cause the lands to be severed to be consolidated on title with the adjacent lands and for this condition to be entered into the parcel register as a restriction covenant registered against title to both the benefitting lands and the severed lands **at the expense of the applicant** and format and text of this restrictive covenant to be approved by the Township. and

8. That all taxes, debentures, or other amounts owing to the Township of Addington Highlands on the subject properties be paid in full.

AND FURTHER THAT the decision be made for the following reasons:

1. The Committee is of the opinion after having regard to subsections 1 and 12 of Section 53 and subsection 24 of Section 51 of the Planning Act that this is a proper division of land in question;
2. The application conforms to the Provincial Policy Statement, County and Township Official Plans;
3. All concerns and/or comments regarding the application have been considered including comments from the LWCA regarding the correct wording to ensure merger of the lot addition to the benefitting lands.

Concur in the Decision:

Henry Hogg
Signed with ConSignO Cloud (2025/10/14)
 Verify with verifio.com or Adobe Reader.

Chairperson

E. Helen Yanch
Signed with ConSignO Cloud (2025/10/14)
 Verify with verifio.com or Adobe Reader.

Member

Tony Fritsch
Signed with ConSignO Cloud (2025/10/14)
 Verify with verifio.com or Adobe Reader.

Member

Ken Hook
Signed with ConSignO Cloud (2025/10/14)
 Verify with verifio.com or Adobe Reader.

Member

Councillor Thompson – Absent

Member

Notice for Last Day of Appeal:


The applicant, the Ministry or a specified person or any public body may appeal decisions in respect of applications for consent to the Ontario Land Tribunal not later than 20 days after the giving of notice.

This decision of the Township of Addington Highlands Committee of Adjustment may be appealed to the Ontario Land Tribunal by filing notice of appeal, with the Secretary-Treasurer, either via the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Addington Highlands Committee of Adjustment as the Approval Authority or by mail to Township of Addington Highlands, PO Box 89, 72 Edward St. Flinton ON K0H 1P0, no later than 4:30 pm on the last day to appeal. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$400.00 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to deputyclerkplanning@addingtonhighlands.ca.

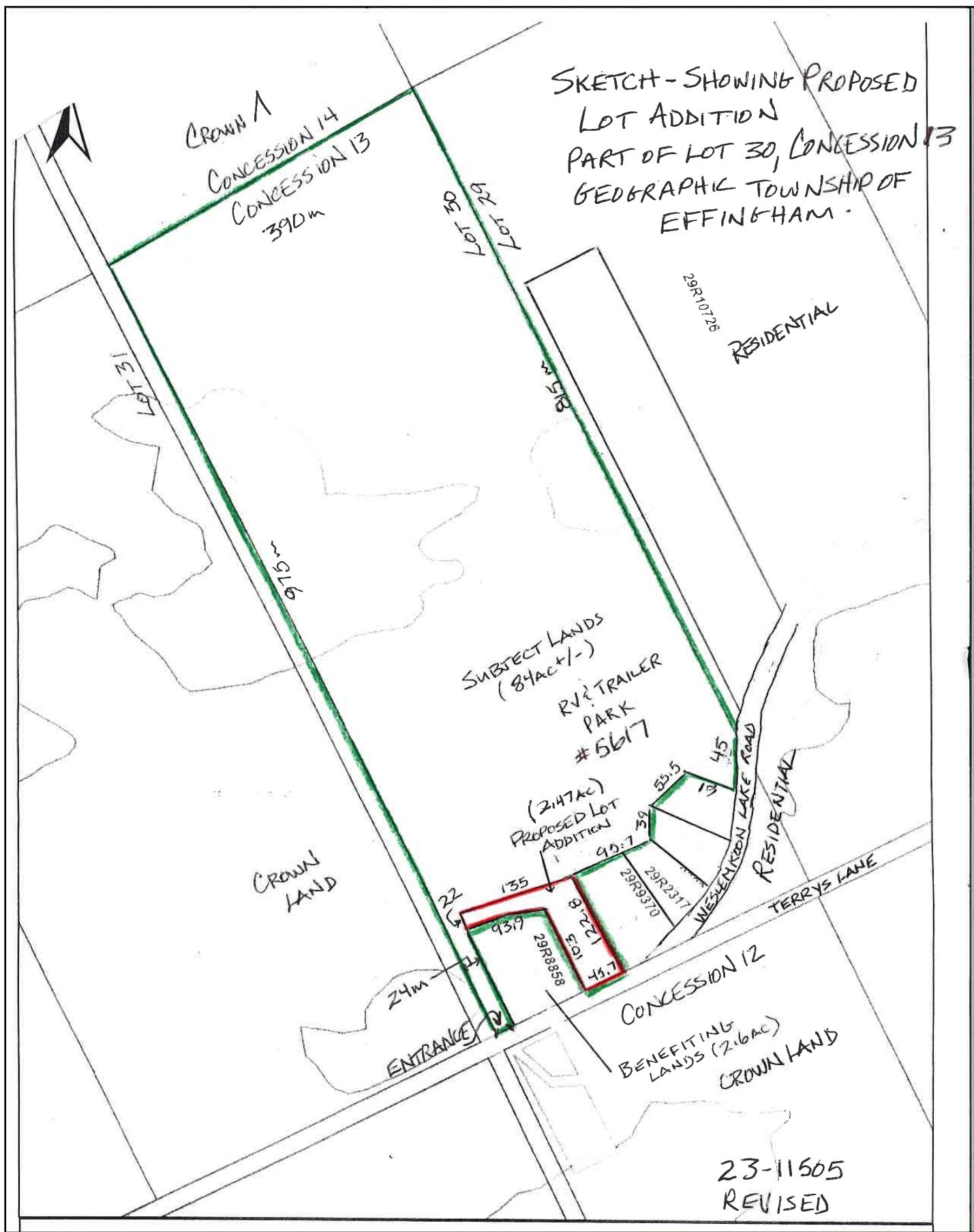
You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to be notified of changes to the conditions of the provisional consent.

The last date for filing an appeal is November 9, 2025.

Certified a true and correct copy of the Decision of the Township of Addington Highlands Committee of Adjustment in respect of Application #SEV 2025/07 passed at a meeting of the said Committee held on October 8, 2025.


 Patricia Gray, Secretary-Treasurer

SKETCH - SHOWING PROPOSED
LOT ADDITION
PART OF LOT 30, CONCESSION 13
GEOGRAPHIC TOWNSHIP OF
EFFINGHAM.



23-11505
REVISED



Patricia Gray
Deputy Clerk/Planning Secretary
Township of Addington Highlands
Committee of Adjustment
P.O. Box 89
Flinton, ON
K0H 1P0

Arcadis Professional Services (Canada) Inc.
61 Hyperion Court
Suite 6
Kingston
Ontario K7K 7K7
Canada
Phone: 613 531 4440

www.arcadis.com

Date: October 3, 2025

Our Ref: Project No. 145601-AC

Subject: **Consent Application SEV 2025/07**

5617 Weslemkoon Lake Road

**PT LT 30 CON 13 EFFINGHAM AS IN LA267088, LYING N OF TRAVELLED RD, EXCEPT PT 1 TO 3
29R8858; ADDINGTON HIGHLANDS**

Dear Ms. Patricia Gray,

Consent Application SEV 2025/07, submitted by Kevin Smith (P.A. Miller Surveying) on behalf of owner Marie Smith, proposes to sever a 2.47 acre (approx. 1 ha) parcel of land from the subject property at 5617 Weslemkoon Lake Road to be added to the adjacent lot at 5513 Weslemkoon Lake Road. The proposed severance is being requested to adjust the lot line between the properties. The severance will have the effect of increasing the lot area and frontage of 5513 Weslemkoon Lake Road to approximately 5.07 acres (2.05 ha) and approximately 137 m, respectively.

Site Description

The subject property is located on the north side of Weslemkoon Lake Road (Figure 1) and is legally described as PT LT 30 CON 13 EFFINGHAM AS IN LA267088, LYING N OF TRAVELLED RD, EXCEPT PT 1 TO 3 29R8858; ADDINGTON HIGHLANDS. The subject property is irregularly shaped and has an area of approximately 83.7 ac (33.8 ha) with approximately 164.6 m of split frontage on Weslemkoon Lake Road. The subject lands are developed with an existing trailer park campground. The existing development is serviced by existing private well and septic. Access to the property is provided by a driveway over the adjacent lot to the east (29 Granny's Lane) which is not currently a legal entrance. There is an additional existing access at the west end of the site.

The benefitting property, located 5513 Weslemkoon Lake Road, has an area of approximately 2.6 ac (1.05 ha) and a frontage of approximately 91 m. The benefitting lands are vacant. The lands are accessed by an existing driveway connecting to Weslemkoon Lake Road.

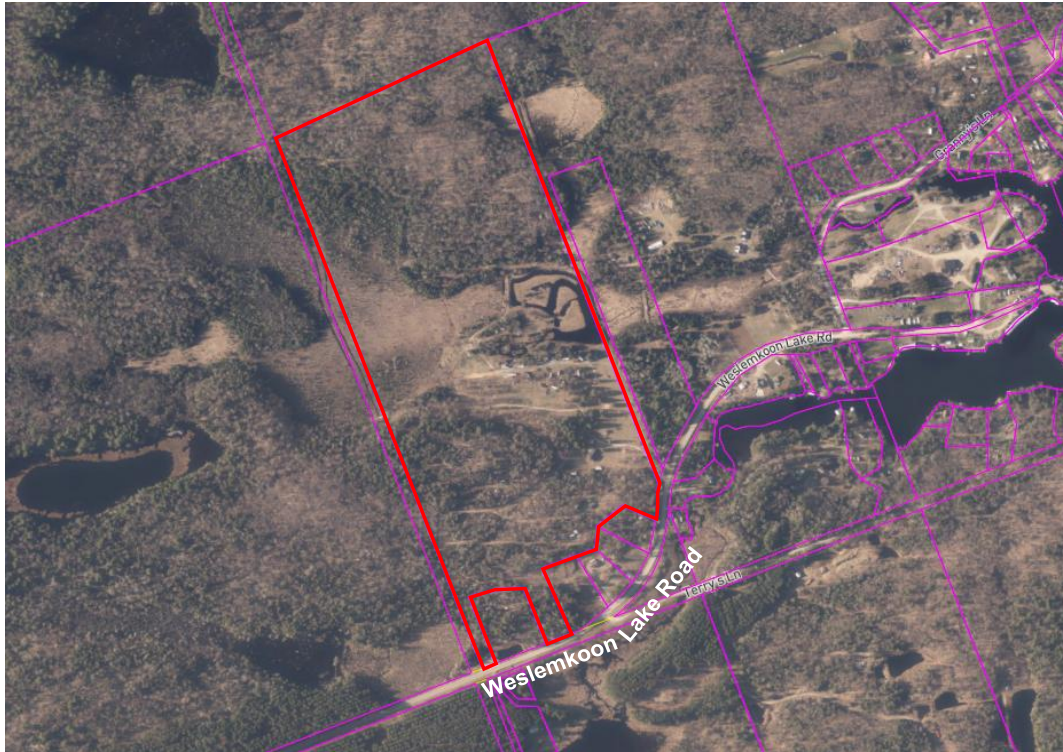


Figure 1: Aerial imagery of the Subject Property, outlined in red (Source: VuMaps)

Description of Proposal

The application proposes to sever a 2.47-acre (approx. 1 ha) parcel from the subject property and add this land to the adjacent lot 5513 Weslemkoon Lake Road. The lot addition parcel contains an existing shed. The benefitting lands are vacant but intended for residential development and the proposed lot addition is being requested to provide additional side and rear yard area to the existing lot. The benefitting lot will increase in area from 2.6 acres (1.05 ha) to 5.07 acres (2.05 ha) and will increase in frontage from approximately 91 metres to approximately 137 metres. The retained lands will have an area of approximately 81.2 acres (32.8 ha). The frontage of the retained lands will be reduced from 164.6 m to 118.9 m. As a condition of approval, the owner is required to obtain an entrance permit for the western entrance. No buildings or structures are proposed through the subject application.

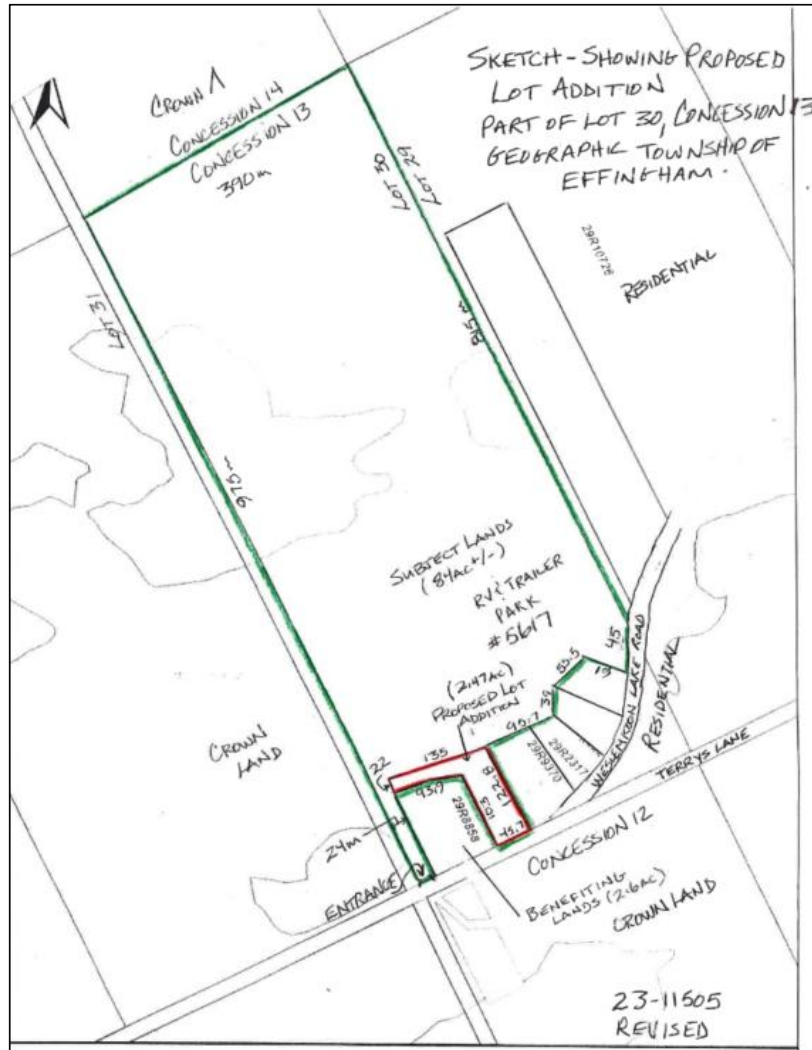


Figure 2: Sketch showing the subject lands in green and the proposed lot addition in red

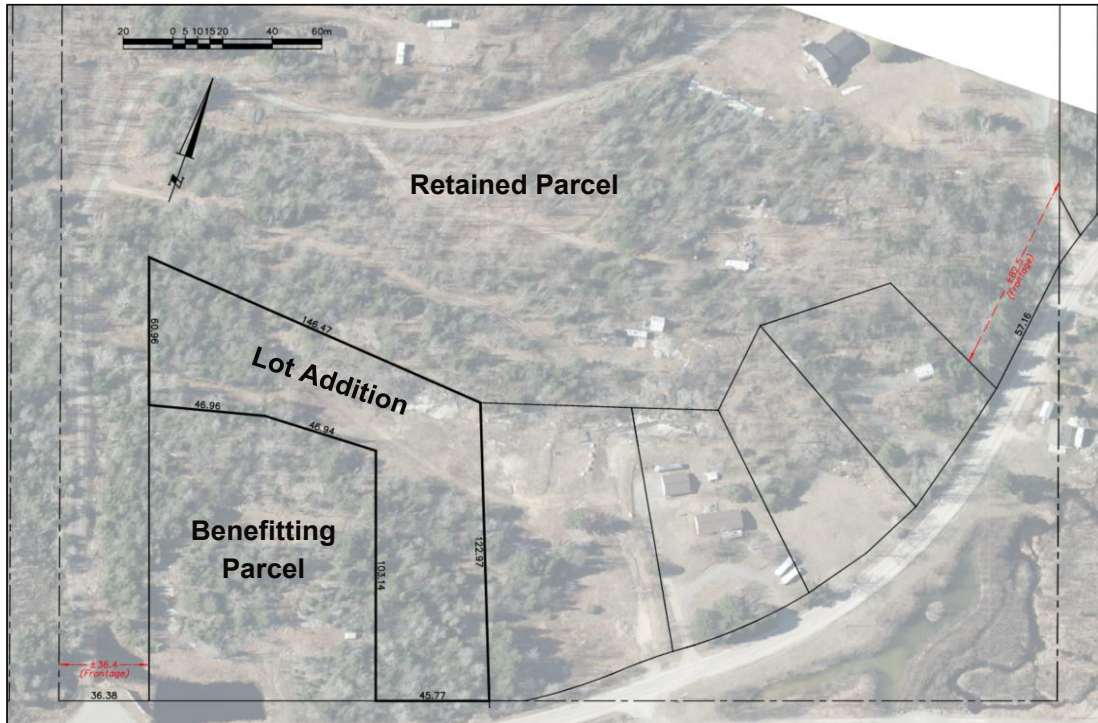


Figure 3: Surveyor's sketch indicating the boundaries of the lot addition in black and proposed frontages of the retained parcel in red, text added for clarity

Policy Analysis

The proposed Consent is considered in light of the following legislation and planning documents: The Provincial Planning Statement (2024), the County of Lennox & Addington Official Plan, the Township of Addington Highlands Official Plan, and the Township of Addington Highlands Zoning By-law No. 0212/2006, as amended.

Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) came into effect on October 20, 2024. The PPS provides policy direction on matters of Provincial Interest. Section 3 of the Planning Act requires that municipal councils "be consistent" with the PPS in carrying out their responsibilities under the Act.

The application is consistent with the intent of the PPS as:

- The existing and proposed residential use is permitted on rural lands in municipalities (2.6.1);
- The proposed lot addition to an existing residential lot is compatible with the rural landscape of the Township and can be sustained by rural services (2.6.2);
- The proposed lot addition complies with the minimum distance separation (MDS) formulae (2.6.5);
- The grantor and benefitting lots are suitable for long-term provision of individual on-site sewage services and individual on-site water services (3.6.4);

Addington Highlands
October 3, 2025

- The proposed lot addition is not anticipated to negatively impact natural heritage features or their identified functions (4.1);
- No new development is proposed and existing development is located outside areas of natural hazard and is not anticipated to negatively impact public health and safety (5.2).

Overall, the application for consent is consistent with the PPS.

County of Lennox & Addington County Official Plan

Schedule 'A' of the County Official Plan identifies the subject lands as 'Rural Area', which permits agricultural, rural and residential uses.

Schedule 'B' does not identify any natural heritage areas on subject lands.

Schedule 'C' does not identify any resource areas or constraints on the subject lands.

Schedule 'D' identifies that the subject lands are on a 'Local Road'.

The application for consent conforms to the policies of the County Official Plan.

Township of Addington Highlands Official Plan

Schedule 'A1' of the Township Official Plan identifies the subject lands as 'Rural Area', 'Waterfront Residential', and "Environmental Protection Area" overlay (Figure 4). The Rural Area designation permits agricultural and residential uses, including resort commercial uses. The Waterfront Residential designation permits residential uses. The existing trailer park campground use of the subject lands is permitted as is existing residential use of the benefitting parcel. The Environmental Protection Area overlay is understood to apply in relation to the 'Wintering Habitat Area' identified on Appendix A of the Township's Official Plan. The uses and structures on the subject lands are existing and the benefitting lands are an existing lot of record. As such, the proposed lot addition is not anticipated to impact the 'Wintering Habitat Area' or any other environmental features on or adjacent to the subject lands as no development is proposed.

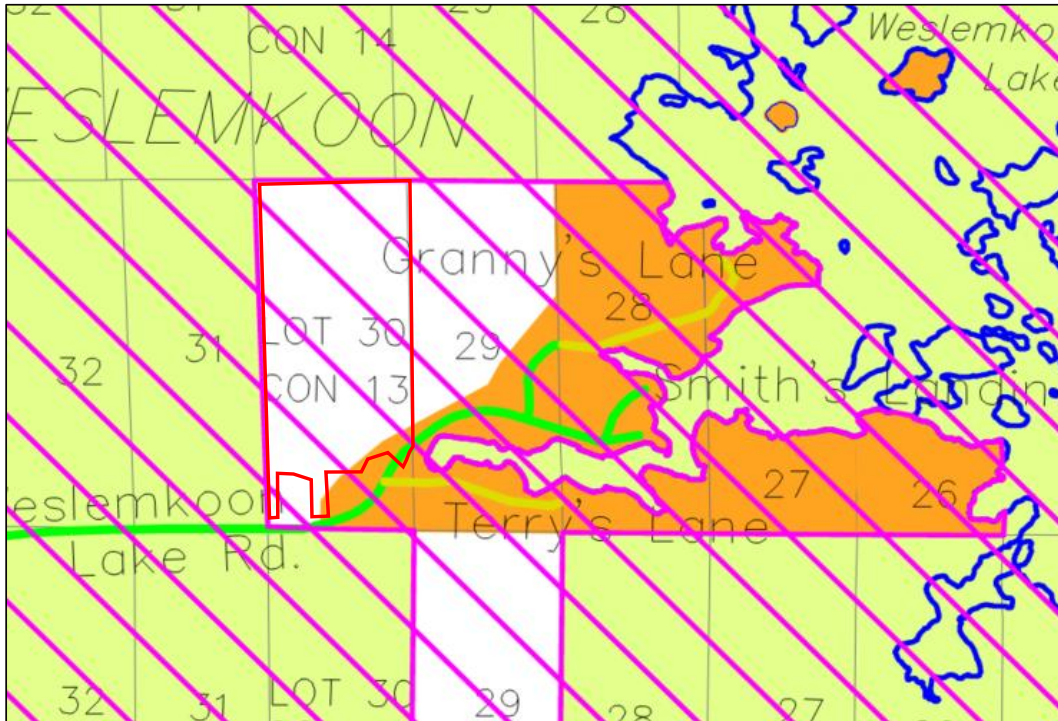


Figure 4: Excerpt from Schedule A1 of the Township of Addington Highlands Official Plan showing the subject lands outlined in red, the Rural Area designation in white, the Waterfront Residential designation in orange, and the Environmental Protection Area overlay in pink diagonal lines.

As per Section 4.4.3, new lots shall also comply with the Minimum Distance Separation Formulae (MDS). The subject application does not result in the creation of a new lot and as such, MDS does not apply.

A portion of the retained lands contains mineral aggregate resource area as shown on Schedule B of the Official Plan. Per Section 4.3.2.f, non-aggregate development may be permitted if the proposed land use would not significantly preclude or hinder future extraction. There is an existing commercial use on the retained lands and no development is proposed through this application. The proposed lot addition is not anticipated to impact the mineral aggregate resource area.

The proposed consent conforms to the General Consent Policies outlined in Section 7.5.2. Consents are permitted for technical or legal reasons that do not create a new lot. The proposed severance will not result in the creation of a new lot. The retained lands and receiving lot both comply with the minimum lot area of 0.4 ha and minimum lot frontage of 61 metres. The proposed lot addition will allow for a more regular lot fabric.

The proposed consent conforms to the development policies of Section 8.2.4 of the OP, which require appropriate setbacks, safe ingress and egress and buffering where such is necessary to mitigate negative effects. There is sufficient area on the retained and benefitting parcels to maintain required setbacks from the Township road and sufficient frontage to maintain safe ingress and egress for the existing uses. As the retained lands are currently accessed across an adjacent property at the eastern end, which is not a legal access, an entrance permit for the western commercial entrance to the retained lands must be obtained as a condition of consent.

Addington Highlands
October 3, 2025

Based on the above, the proposed lot addition conforms to the Township Official Plan.

Township of Addington Highlands Zoning By-law No. 0212-2006

The subject lands are zoned Recreation Commercial (C3) Zone in the Township Zoning By-law (ZBL). The C3 zone permits the existing trailer park/campground but does not permit a single detached dwelling. As a condition of Consent approval, the severed lands are required to be rezoned to Residential Limited Service (RLS) zone, which is the existing zoning of the benefitting parcel and permits the existing single detached dwelling.

The resulting retained lands will retain the existing C3 zoning. The retained lands meet the minimum area (4 ha) and frontage (100 m) for a Trailer Park in the C3 zone. It is noted that the initially submitted sketch (Figure 2) indicated insufficient frontage for the retained lands, however, a revised sketch was provided by P.A. Miller Surveying Ltd (Figure 3) which indicated there is sufficient frontage, as measured at the required front setback for the C3 Zone, in accordance with the ZBL definition of Lot Frontage. The existing structures on the retained lands will continue to meet the required setbacks of the C3 zone.

The benefitting lot meets the minimum area (0.4 ha) and frontage (61 m) of the RLS zone and both of these dimensions will increase with the lot addition. The shed located on the severed parcel meets the minimum 1.2 m setback for an accessory building.

Based on this, with the recommended conditions of approval, the proposed lot addition complies with the Zoning By-law.

Department, Agency, and External Comments

County of Lennox and Addington

At the time of writing this report, there were no comments received by the County. Any comments received prior to the Decision should be considered by the Committee.

Public/Neighbourhood

At the time of writing this report, there were no comments received from the general public or neighbours. Any comments received prior to the Decision should be considered by the Committee.

Township Roads Department

At the time of writing this report, there were no comments received from the Township Roads Department. Any comments received prior to the Decision should be considered by the Committee. The owner of the retained lands must apply for an entrance permit which will be reviewed by the Township Roads Department.

Township Building Department

The Township's Chief Building Official attended the subject property and benefitting parcel. The shed on the severed parcel was found to be in good shape, less than a year old, is not near the proposed lot line, and is not of concern.

Ministry of Environment, Conservation, and Parks

The Ministry of Environment, Conservation, and Parks (MECP) has indicated that they not have any concern or further comment regarding the proposed lot addition.

Addington Highlands
October 3, 2025

Recommendation

That the Committee of Adjustment **approve** application SEV 2025/07 for a lot addition as the application is consistent with the PPS, conforms to the Lennox and Addington County Official Plan, conforms to the Township's Official Plan, and complies with Zoning By-law No. 0212/2006. We are recommending the following conditions be applied:

1. That the severed lands (lot addition) be rezoned to a Residential Limited Service (RLS) Zone;
2. That the owner of the retained lands obtain an access permit for the western site entrance as a commercial entrance, and further, that the owner shall confirm the location of the entrance as being wholly contained on the retained lands. Should any portion of the approved entrance be found to be located on the municipal road allowance to the West, the owner shall enter into an agreement with the Township regarding maintenance of that portion of the road allowance, all to the satisfaction of the Township;
3. That all conditions are satisfied and the Certificate of Official be presented to the Township of Addington Highlands (the "Township") for certification under Section 53(42) of the Planning Act, R.S.O. 1990 as amended, within two years of mailing of this notice. The Certificate must be registered within two years from the issuance of the certificate as required under Section 53(43) of the Planning Act, R.S.O. 1990, as amended;
4. That one (1) digital copy and one (1) paper copy of the Reference Plan, illustrating the consent as part(s) on a plan and verifying the measurements in metric, be prepared and be provided to the Township prior to the issuance of the Certificate of Official. The Reference Plan is to be prepared, dated and signed by an Ontario Land Surveyor.
5. That the surveyor or applicant shall submit the draft Reference Plan, for review and approval by the Township prior to depositing the Reference Plan with the Land Registry Office.
6. That prior to the issuance of the Certificate of Official, the owner/applicant shall provide a draft deed/transfer to the Township for its review and approval. After the issuance of the Certificate of Official, the owner/applicant's solicitor shall register the deed/transfer and provide a copy of the registered transfer certificate to the Township; and
7. That all taxes, debentures, or other amounts owing to the Township of Addington Highlands on the subject properties be paid in full.

Sincerely,

Arcadis Professional Services (Canada) Inc.



Holly Crawford RPP, MCIP
Planner

Email: holly.crawford@arcadis.com

Direct Line: 613 956 5683

Committee of Adjustment Staff Report



To: Committee of Adjustment
Subject: Staff Report - Correspondence from Doug Smith re: Concerns regarding entrance
Meeting: Committee of Adjustment - 18 Jun 2026
Department: Planning
Staff Contact: Patricia Gray, Deputy Clerk/Planning Secretary

BACKGROUND INFORMATION:

This report is being provided for information.

Correspondence was received from Doug Smith in October of 2025 regarding the Consent application File # SEV 2025/03, being an application for a lot addition submitted by Alfreda Smith, which was approved next to his property.

Mr. Smith was concerned as the entrance to the retained land, being the campground is located on his property and further that there is no right of way for the entrance over his property.

In his correspondence, Mr. Smith suggests that he would transfer the entrance that is located on his property to the campground owner however did not want to incur legal fees. Mr. Smith would have liked the Township to assist with this matter. Although typically a civil matter, if Mr. Smith had brought his concerns to the Committee prior to the Decision, he would have had the opportunity to have the Committee consider this entrance in their decision. Considering this, staff agreed to assist with facilitating an agreement between the two parties however this was not successful and no agreement has been reached.

Note:

The second concern mentioned in the letter regarding a portion of Granny's Lane is a matter for Council and staff are working on this and will provide a report to Council at a Regular meeting.

RECOMMENDATION:

THAT it be resolved that the staff report prepared by the Deputy Clerk - Planning Secretary regarding correspondence received from Doug Smith be received.

ATTACHMENTS:

[Email from Doug Smith](#)

Email from Doug Smith – October 21, 2025

From: Doug Smith

Sent: October 21, 2025 9:13 PM

To: Patricia Gray <deputyclerkplanning@addingtonhighlands.ca>

Subject: Property pieces of concern

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am writing this email to express my concerns of 2 parcels of land on lot, 29 concession, 13 township, of Effingham, of Addington Highland pin number 45036 - 0318.

Area of concern is part three 29R- 49920 0.012 hectares

Entrant to Frank Smith trailer and a TV park. As you can see on the survey, an entrance was permitted across the corner of my property. Several years ago, it is also on the top of a hill with a curve on the same location. It was not till I paid for a full survey. Did I know about this? I am prepared to sell, said parcel for some of one. Dollar. Plus legal fees to Frank Smith, considering I have paid. For survey.

I asked for the help of addington highlands to clear up a situation that should have not been allowed in the first place . Because of the very bad situation of the entrance

Concern of area 2 known as part 4 and 5 lot 29 concession, 13 0. Part 4, known as Granny's lane. I also would like to sell one dollar plus legal fees to the township of addington highlands as I have already paid for the .

I would like to resolve this issue as I do not think I should be held responsible or pay taxes on property. I cannot use or have no control over.

It is controlled and maintained by Addington Highlands. Township, i'm asking with the help of addington, highland to resolve these two situations to prevent future land problems with resale or liability situations.

Doug Smith

P s patricia, I would be happy to come over if necessary to discuss in person with whomever

Please let me know if you received this and if it is satisfactory.

Committee of Adjustment Staff Report



To: Committee of Adjustment
Subject: Request for Cancellation Certificate - Deborah and William Suddick
Part Lot 3, Judge's Plan 947, part 2 & 5 Plan 2279 as in LA124368
Meeting: Committee of Adjustment - 18 Jun 2026
Department: Planning
Staff Contact: Patricia Gray, Deputy Clerk/Planning Secretary

BACKGROUND INFORMATION:

A request for a cancellation certificate was received from Deborah and William Suddick, please see attached.

The Suddick's are in the process of purchasing shore road allowance lying in front of their property on Skootamatta Lake. The lot was created by a Plan of Subdivision in 1968, the shore road allowance cannot merge with the property unless a cancellation certificate is issued. The effect of the cancellation certificate is that from the time the certificate is registered on title, Section 50(12) of the Planning Act no longer applies and the property will merge with abutting lands such as the shore road allowance.

The Township requires that the shore road allowance merge with the private land acquiring it so as not to create a separate parcel that could be dealt with separately ie. sold without the cottage lot attached.

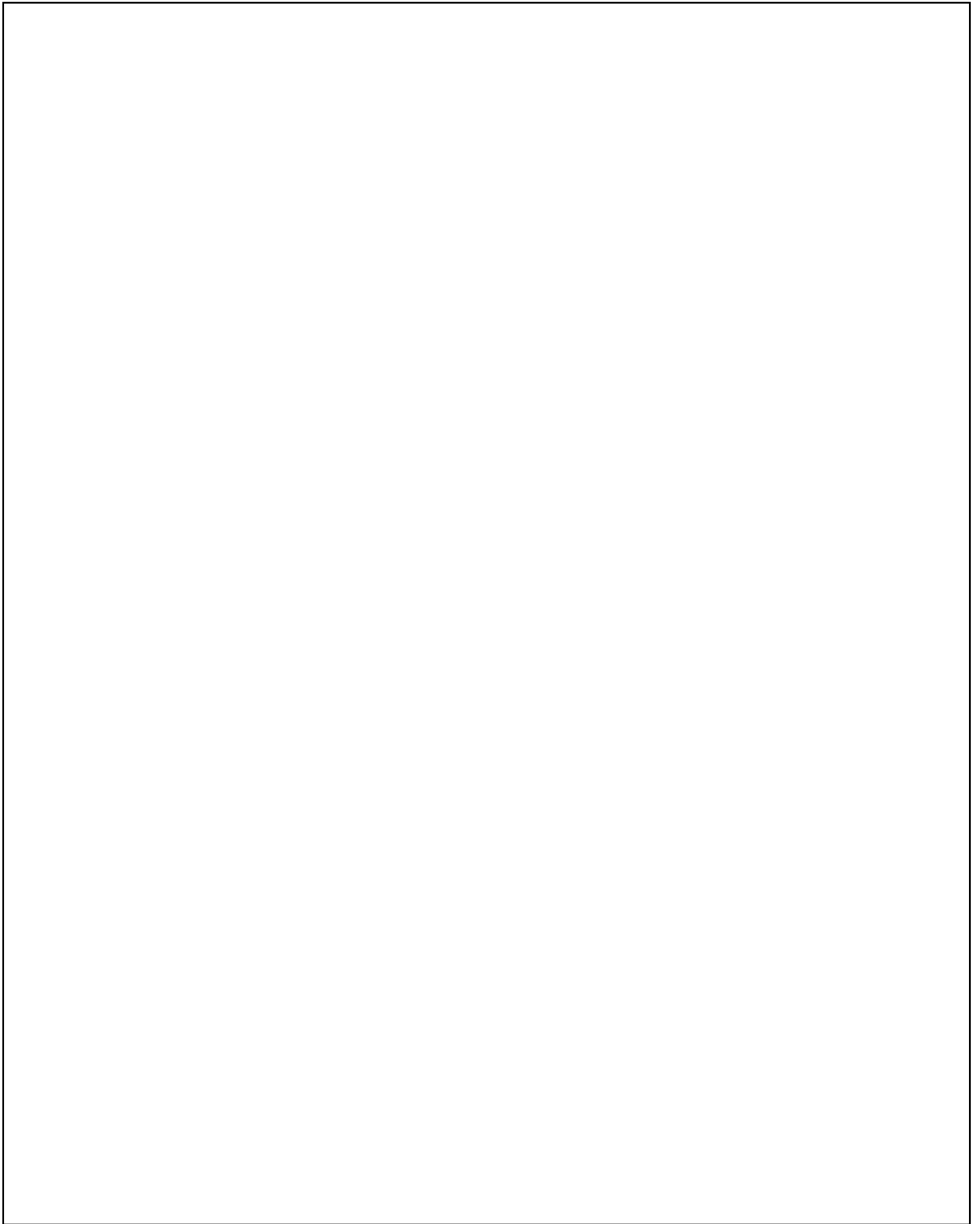
The Suddick's understand the effect of the cancellation certificate and currently own no other abutting lands.

RECOMMENDATION:

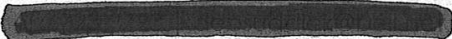
That it be resolved that the report prepared by the Deputy Clerk - Planning Secretary regarding the request for a Cancellation Certificate from Deborah and William Suddick be received and further that in accordance with Section 53(45) of the Planning Act, R.S.O. 1990, c.P.13, as amended, a Cancellation Certificate be issued for Part Lot 3, Plan 947, Geographic Township of Anglesea, more specifically described as Parts 2 and 5 on Plan 2279 as in LA124368.

ATTACHMENTS:

[Request for Cancellation of Consent](#)



DEBORAH & WILLIAM SUDDICK

20 Highcroft Road, Toronto M4L 3G2 | 

January 8, 2026

Patricia Gray
Deputy Clerk Planning Secretary
72 Edward St., PO Box 89
Flinton ON K0H 1P0

Dear Patricia,

We are writing to request that a Cancellation Certificate be issued for the pre-existing consent which was in LA124368. (Attached).

We appreciate your assistance with this matter.

Sincerely,



Deborah Suddick



William Suddick