



# Municipality of Hastings Highlands Committee of Adjustment Meeting **AGENDA**

## **Our Mission**

*"To provide a community that is Beautiful by Nature for all residents and visitors to thrive, prosper and enjoy life."*

## **Our Vision**

*"An enviable community, with a progressive vision and financial stability, prepared for the future."*

## **Guiding Principles**

We Care

We're All In This Together

Welcome Home

## **Corporate Virtues**

*"Our team is **Committed**, they demonstrate **Integrity**, and they are **People Smart**"*

## [Strategic Plan 2024-2027](#)

Today's meeting proceedings will be recorded and live-streamed on the municipal YouTube channel at

<https://www.youtube.com/channel/UCKvxLBeiJzVbvJz8vH29ftg/videos>

Individuals who submit letters and other information to Council/Committee should be aware that any personal information contained within their communications may become part of the public record and may be made available to the public through the Council/Committee Agenda process.

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**Date:** July 2, 2026

**Time:** 8:30 AM

## **1. Call to order**

- a) Today's meeting is being live-streamed and recorded.  
To assist with background noise:  
Committee and Staff - Please turn off all cell phones and electronic devices, except those in use to facilitate the meeting.  
Please place any laptops on mute by pressing F1.  
Please make sure your microphone is turned on when speaking and then turned off after you have spoken.

Members of the public are asked to exit the Chambers through the rear door of the Municipal building – which is located directly behind you. The public washroom is down the hall before the dividing door and is clearly marked with signage.

## **2. Chair's Comments**

- a) This is a hearing of the Committee of Adjustment for the Municipality of Hastings Highlands. The Committee Members have been appointed by Council to consider applications for Minor Variance and Permission Applications within the jurisdiction of the *Planning Act*.

The Applicants and/or Agents will be given opportunity to speak on behalf of their applications and to respond to questions arising from the discussion of these applications.

Members of the public will be given opportunity to speak in favour of, or in opposition to the applications being dealt with at this hearing.

All persons addressing the Committee must state their full name and mailing address and must direct their comments through the Chair.

Persons wishing to receive written notice of any future hearing or adjourned applications must submit a written request to the Secretary-Treasurer. Decisions will be mailed to the Applicant, Agent and all other interested parties who have submitted to the Secretary-Treasurer a written request to receive a Notice of Decision.

The Applicant, the Minister or a specified person 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 accompanied by payment to the Secretary-Treasurer of the fee charged by the Tribunal as payable on an appeal from a Committee of Adjustment to the Tribunal. Appeal applications are available in the Municipal Office or online at the Ontario Land Tribunal website <https://olt.gov.on.ca/> The Secretary-Treasurer is Sarah Bowles.

In accordance with section 45(6) of the *Planning Act*, public hearings of Minor Variance and Permission Applications before the Committee of Adjustment require the following: “The hearing of every application shall be held in public, and the committee **shall hear the applicant and every other person who desires to be heard in favour of or against the application**, and the committee may adjourn the hearing or reserve its decision.”

A member of the public has five (5) minutes to speak in favour of or against a Minor Variance or Permission Application.

Please Note: the *Planning Act* does not require the Committee, Staff or Applicants to answer questions from the audience during the hearing.

Please Note: If the Applicant and/or Agent and general public have joined the meeting electronically and have spoken, they will be removed from the meeting after the Decision has been rendered and may continue to listen to the remainder of the meeting on the municipality's YouTube channel.

### **3. Respect in the Workplace**

- a) The Municipality expects and promotes respectful interactions which show regards for the rights, dignity, health and safety of all. The Municipality will not tolerate or condone any disrespectful behaviour or comments that a reasonable person would consider humiliating, demeaning, offensive or intimidating in accordance with the Workplace Violence and Harassment Policy of the Municipality, as amended. Any person in breach of this expectation may be asked to leave by the Chair.

### **4. Deletions or Additions to the Agenda**

- a) The Secretary-Treasurer or designate shall bring forward to the Chair any correspondence or necessary additions or revisions to the agenda during a meeting. The Chair shall acknowledge any deletions or additions that are not captured in the agenda for the purpose of noting in the minutes. There is no requirement for the Committee to vote on this item.

**5. Disclosure of pecuniary interest and the general nature thereof**

- a) *Municipal Conflict of Interest Act* – Section 5 requires where a member, either on his or her own behalf or while acting, for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member;
  - (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
  - (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.The disclosures become part of a Public Registry as required under the Act.
  - (d) File a written statement of interest and its general nature with the Secretary-Treasurer of the Committee, who will forward to the Municipal Clerk to be added to the public register.

**6. Adoption of Minutes**

- a) Adoption of Minutes
  - That the Minutes of the May 7, 2026 Committee of Adjustment meeting be approved and adopted, as submitted.***

**7. Minor Variance and Permission Applications Order of Hearing Procedures**

- a)
  1. The Chair will call each application in order on which it appears on the Agenda
  2. The Chair shall read the purpose and effect of the application at the time of the hearing for the application.
  3. The Chair shall ask the Applicant/Agent to introduce themselves and provide an opportunity of ten (10) minutes to present the nature of the application being heard by the Committee. Any submissions beyond ten (10) minutes shall be at the discretion of the Committee Chair.
  4. The Chair shall ask the appropriate staff member to summarize or review the Staff Report prepared for the application at their discretion.
  5. The Chair shall provide an opportunity for the Applicant/Agent to respond to the Staff Report.
  6. The Chair shall provide an opportunity for the Committee Members to ask questions of or request clarification of information from the

Applicant/Agent at this time.

7. The Chair shall invite any member of the public or public agency to provide comments in favour of or against the application. Each person addressing the Committee shall state their name and mailing address prior to speaking to the application.

8. All persons, other than the Applicant/Agent, Committee Members and staff of the Municipality, will have five (5) minutes to provide comments in favour of or against the application. It is at the discretion of the Chair whether to grant a person more than five (5) minutes to speak.

9. Any of the Committee members may ask questions of those persons providing comments in favour of or against an application.

10. The Chair shall provide an opportunity for the Applicant/Agent to respond to any comments received from any persons who either provided a verbal or written representation in favour of or against the application.

11. Any of the Committee Members may ask additional questions at this time.

12. The Chair will state the applicable tests (Four Tests of a Minor Variance or the Two Tests of a Permission).

13. Each Committee Member will then be given an opportunity to review the application and applicable tests. The Chair shall permit discussion of the application and conditions with the Committee Members.

14. The Chair shall then call for a motion from the Committee Members. The motion shall be as follows:

- a) To approve the application without conditions
- b) To approve the application with conditions, stating the specific conditions
- c) To postpone the application - said motion shall include the requirements for the postponement (e.g. certain studies being required or more information required regarding "XYZ");
- d) or To deny the application.

15. Should any motion not as stated above be made, the Chair shall rule such motion "*Out of Order*".

16. As required by the *Planning Act*, the motion shall include the “Reasons for Decision” to be included in the Notice of Decision.

17. A Committee Member must second the motion before proceeding. The Chair is permitted to move or second a motion.

18. Prior to voting “*For*” or “*Against*”, the Chair shall permit the Committee members to discuss the motion and any conditions included in the motion.

19. The Chair shall call the question on the motion.

20. If a motion is not approved by a majority of votes, the Chair shall call for a new motion and then permit discussion onwards until a motion is approved by a majority of the Committee Members.

21. The Chair shall announce the decision of the Committee of Adjustment for the application.

22. When an application has been postponed, notice of the date of resuming the hearing of said application shall be given to those individuals who were present and gave their name and address to the Secretary-Treasurer, as well as those individuals who made a written submission, which was read out to the Committee. The Notice may be given orally at the meeting before it is adjourned to those persons physically present.

## 8. Minor Variance and Permission Applications

8 - 43

- a) Minor Variance Application  
A-2026-008  
2137 North Baptiste Lake Road, being Part Lot 15, Concession 6, and Part 2 on Plan 21R18624, in the Geographic Township of Herschel

To provide relief from:

1. Section 26.3 iii) – Minimum setback of 30 metres from a lake.
2. Section 5.9.2 i) – No development or site alteration within 30 metres of the high water mark.
3. Section 5.9.2 ii) - No development or site alteration within a minimum distance of 30 metres from a steep and/or unstable slope
4. Section 10.3 c) i) – A 30 metre natural vegetative buffer strip in width shall be maintained.

To allow a 9 ft. by 12 ft. (108 sq. ft.) shed, with attached deck, with a height of 12.0 ft., as close as +/- 50 ft. to the high water mark.

**9. Other Business**

- a) Items which may include, but not limited to, education for the Committee may be placed on the agenda by the Secretary-Treasurer.

**10. Adjournment**

- a) Adjournment

***That the Committee adjourn to meet again on July 30, 2026 at 8:30 a.m. for the next meeting or at the call of the Chair.***



*Hastings Highlands*

*Beautiful By Nature*

June 24, 2026

**Planning Report                      Minor Variance Application – File No. A-2026-008**

**Application by:**                      Joan Phillips, Agent for  
Bob and Patti Ottens

**Location of Property:**            2137 North Baptiste Lake Road  
Part Lot 15, Concession 6, and Part 2 on Plan 21R-  
18624, in the Geographic Township of Herschel

**1.0 Summary of Report (with Recommendations)**

The applicant is requesting relief for a 9.4 ft. (2.9 m) by 12.3 ft. (3.8 m) storage shed, with attached 6.25 ft. (1.9 m) by 12.3 ft. (3.8 m) uncovered deck with stairs, as close as +/- 41.3 ft. (12.6 m) to the high water mark of Baptiste Lake.

If approved, this minor variance will allow a shed and attached deck and stairs within 30 metres of the high water mark (at a proposed +/- 41.3 ft. or 12.6 m).

The tests for a Minor Variance Application includes the following:

- Does the application maintain the general intent and purpose of the [County of Hastings Official Plan](#)? (Test # 1)
- Does the application maintain the general intent and purpose of the Municipality's [Comprehensive Zoning Bylaw](#)? (Test # 2)
- Is the relief being sought desirable for the appropriate development or use of the land, building or structure? (Test # 3)
- Is the proposal minor in nature? (Test # 4)

The [Provincial Planning Statement](#) and the County of Hastings Official Plan (Test #1) provide policies to protect fish habitat and water quality. These policies are implemented in the requirements of the Comprehensive Zoning Bylaw (Test #2). The County of Hastings Official Plan provides policies allowing shoreline structures as long as the size and scale is appropriate. The Comprehensive Zoning Bylaw permits certain shorelines structures such as boathouses and docks along shorelines as long as these structures limit their shoreline frontage. The proposed shed is relatively small in scale and minimal frontage on the shoreline.

There is limited amount of vegetation within 30 metres of the high water mark of Baptiste Lake on the shoreline. There are policies in the Official Plan (Test # 1) and provisions in the Comprehensive Zoning Bylaw (Test # 2) to protect and restore shorelines. As a condition of Application File No. A-2026-004, a Development Agreement is required by the Committee of Adjustment to establish, maintain, and restore a 30 metre natural vegetative buffer area along the shoreline, as much as possible, while allowing up to 35.25 ft. of shoreline frontage for shoreline activity.

The maintenance and restoration of natural vegetation will help to protect the natural environment and wildlife.

The shed will maintain the character of the neighbourhood and have minimal visual impact because:

- Although the Committee has to review the shed as a proposed shed, the shed is existing and is an appropriate scale and size on the shoreline;
- It is an accessory waterfront residential use on a waterfront residential lot in a waterfront residential neighbourhood; and
- Roofed structures on neighbouring properties along the shoreline ranged from +/- 26 sq. metres (270 sq. ft.) to +/- 92 sq. metres (995 sq. ft.).
- The existing shed has existing trees around it which provides a minimal visual screening; and
- The shed is a 1-storey structure.

That the Committee of Adjustment approve Minor Variance Application File No. A-2026-008 for the proposed shed, subject to the following conditions:

1. No sleeping, kitchen, cooking facilities, washroom, or plumbing services shall be included in the shed.

## **2.0 Effect of the Application**

The effect of the Minor Variance application is to gain the following relief:

- a) Section 5.9.2 i) – No development or site alteration within 30 metres of the high water mark.
- b) Section 5.9.2 ii) - No development or site alteration within a minimum distance of 30 metres from a steep and/or unstable slope;
- c) Section 10.3 c) i) – A 30 metre natural vegetative buffer strip in width shall be maintained; and
- d) Section 26.3 iii) – Minimum setback of 30 metres from a lake.

## **3.0 Proposal**

The applicant is requesting relief for a 9.4 ft. (2.9 m) by 12.3 ft. (3.8 m) storage shed, with a height of 12 ft. to the peak, as close as +/- 46 ft. (14 metres) to the high water mark.

Attached to the existing shed is an 6.25 ft. (1.9 m) by 12.3 ft. (3.8 m) uncovered deck with stairs, as close as +/- 41.3 ft. (12.6 m) to the high water mark of Baptiste Lake.

If approved, this minor variance will allow a shed and attached deck and stairs within 30 metres of the high water mark (at a proposed +/- 41.3 ft. or 12.6 m).

## **3.1 Other Municipal Application**

Minor Variance File No. A-2026-004 was approved by the Committee of Adjustment on May 7, 2026 with conditions.

## **3.2 Supporting Studies/Reports**

None submitted for this Application.

## **3.3 Subject property**

The subject property is designated Rural/Waterfront on Schedule OP-A of the County of Hastings Official Plan.

The subject property is adjacent to Baptiste Lake (east of Lot 16) on Schedule OP-B of the Official Plan. Baptiste Lake (east of Lot 16) is not identified by the Ontario Ministry of Natural Resources (MNR) and classified by the Ontario Ministry of Environment, Conservation and Parks (MECP) as an “at-capacity” cold water lake trout lake.

The proposed is being located within a Deer Wintering Area (Stratum 2) on the County of Hastings Official Plan Schedule OP-B.

There are no identified aggregate or mineral reserves on or near the subject property (Schedule OP-C of the Official Plan).

The subject property is zoned Waterfront Residential (WR) in the Hastings Highlands Bylaw 2004-035 Comprehensive Zoning Bylaw.

Table 1 below shows the zoning requirements for a proposed shed and attached deck in the Waterfront Residential (WR) Zone.

*Table 1: Zoning Requirements and Site Characteristics for the Subject Property.*

	<b>Zoning Requirements</b>	<b>Subject Property</b>
Lot Area	Minimum of 1 acre 4000 sq. metres 43,057.1 sq. ft.	47,044.8 sq. ft.
Lot frontage (abutting road)	Minimum of 46 metres (150.1 ft.)	+/- 100 ft.
Lot frontage (abutting water)	Minimum of 46 metres (150.1 ft.)	+/- 141 ft.
Lot Coverage for all existing and proposed structures	Maximum of 30%	7.4%
Lot Coverage for accessory structures	Maximum of 5%	0.5%
	<b>Zoning Requirements</b>	<b>Shed</b>
Minimum setback from the front lot line (i.e. the lot line abutting the road)	10 metres (32.8 ft.)	106 m
Minimum setback from the rear lot line (i.e. the high water mark)	3 metres (9.8 ft.)	41.3 ft. (12.6 m)
Minimum setback from northerly side lot line extension	3 metres (9.8 ft.)	12.0' (3.65m)+-
Minimum setback from southerly side lot line extension	3 metres (9.8 ft.)	88.0'(26.82m)+-
Maximum height from established grade to midpoint	4.5 metres (14.8 ft.)	12 ft. to the peak
Setback from high water mark	30 metres (98.4 ft.)	12.6 m (41.3 ft.)

Note from Table 1: The **highlighted portions** show where there is a deficiency from the Comprehensive Zoning Bylaw and where relief is required.

All properties in the Municipality of Hastings Highlands are serviced by private well and private sanitary sewage services.

The subject property is accessed by North Baptiste Lake Road which is a year-round publicly-maintained road.

The property is owned up to the water's edge.

The subject property contains a 2,480 sq. ft. dwelling, with a 630 sq. ft. attached deck, 161 sq. ft. shed, 96 sq. ft. shed, well and septic system.

### **3.4 Neighbourhood**

The subject property is located in a low-density waterfront residential neighbourhood.

There are neighbouring roofed structures along the shoreline. Using the County of Hastings GIS, the following list shows the approximate size of roof structures along Baptiste Lake for neighbouring properties within 300 metres of the subject property. These neighbouring roofed structures are of approximate sizes:

- +/- 36 sq. metres (385 sq. ft.) at 2103 North Baptiste Lake Road
- +/- 92 sq. metres (995 sq. ft.) at 2021 North Baptiste Lake Road
- +/- 26 sq. metres (270 sq. ft.) at 2265C North Baptiste Lake Road

Roofed structures on neighbouring properties along the shoreline ranged from +/- 26 sq. metres (270 sq. ft.) to +/- 92 sq. metres (995 sq. ft.).

### **3.5 Site Visit**

A site visit of the property was conducted on April 29, 2026 for Minor Variance Application File No. A-2026-004. A subsequent site visit was conducted on June 19, 2026. The property owners were present on the property.

The property is generally in its natural state from the road to the parking area in front of the existing dwelling (See Figures 1 and 3).

There is a 160 sq. ft. shed on the property that was not shown on the site plan (see Figure 2).

There is a limited amount of trees from the parking area to the shoreline (Figure 4). The shoreline is mostly grassed area. A 30 metre natural vegetative buffer area is not present on the property (see Figures 5 and 6).

The septic system is located between the stonewall (for the patio) and the shoreline.

From the shoreline, one can clearly see into the neighbouring lots. There is a lack of natural vegetative buffer areas on neighbouring properties (See Figures 5 and 6). The neighbouring lots are relatively narrow and close to each other.

The shed has existing trees around it which help to provide a visual "screening" from neighbouring properties.

### **4.0 Tests for a Minor Variance Application**

An Application for a Minor Variance is required to be consistent with the Provincial Planning Statement, 2024, and meet the four tests of a Minor Variance Application.

**4.1 Consistent with the Provincial Planning Statement (PPS), 2024**

Generally, for all applications under the *Planning Act*, the proposal shall be consistent with the Provincial Planning Statement, 2024 as per Section 3(5) of the *Planning Act*. The Provincial Planning Statement came into effect on October 20, 2024 and replaces the Provincial Policy Statement, 2020.

The subject property is on rural lands which permits low-density rural residential uses.

***Species At Risk***

Policy 4.1.7 of the Provincial Planning Statement (PPS) states:

*“Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.”*

A Development Agreement should be required by the Committee of Adjustment to establish, maintain, and restore a 30 metre natural vegetative buffer area along the shoreline, as much as possible, while allowing up to 35.25 ft. of shoreline frontage for shoreline activity. The maintenance and restoration of natural vegetation will help to protect the natural environment and wildlife. This condition was required as part of Minor Variance Application File No. A-2026-004.

***Fish habitat and Water Quality***

Policy 4.1.8 of the Provincial Planning Statement (PPS) states that *“Development and site alteration shall not be permitted on adjacent lands to [fish habitat] unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”*

Policy 4.2.1 of the Provincial Planning Statement (PPS) states that *“Planning authorities shall protect, improve or restore the quality and quantity of water by:...*  
*b) minimizing potential negative impacts...*  
*g) ensuring consideration of environmental lake capacity, where applicable.”*

Policy 4.2.2 of the Provincial Planning Statement (PPS) states that *“Development and site alteration shall be restricted in or near sensitive surface water features and sensitive ground water features such that these features and their related hydrologic functions will be protected, improved or restored, which may require mitigative measures and/or alternative development approaches.”*

Lakes in Ontario are identified as fish habitat, as explained on pages 96 to 106 in the Ministry of Natural Resources (MNR)’s [Natural Heritage Reference Manual](#) in accordance with the Provincial Planning Statement, which states:

*“For lake trout lakes, in addition to cold water temperatures, the level of dissolved oxygen in the hypolimnion (lower water layer in thermally stratified lakes) is the most critical component of their habitat; field and laboratory research has shown the detrimental effects of low dissolved oxygen levels on lake trout. To protect habitat for adult and juvenile lake trout, [the Ontario*

*Ministry of Natural Resources and Forestry (MNRF)] has adopted a mean volume weighted hypolimnetic dissolved oxygen criterion of 7 milligrams per litre to determine lakeshore development capacity on all inland lake trout lakes on the Precambrian Shield (Evans, 2007). A lake trout lake may be determined to be at capacity for shoreline development if measured oxygen is below the dissolved oxygen criterion or if modelling indicates that development of existing lots of record will cause the oxygen level to fall below the criterion.*

*On the basis of [the Ontario Ministry of Environment, Conservation and Parks’] [Lakeshore Capacity Assessment Handbook](#) (see section 15), [MNRF] recommends that generally there be no new lot creation or other planning approvals for new or more intense residential, commercial or industrial development within 300 metres of the waterbody where one of the preceding methods has determined a lake trout lake to be at capacity for shoreline development. This recommendation is made to safeguard the water quality of the lake in terms of dissolved oxygen levels.”*

The Ontario Ministry of Natural Resources (MNR) identifies and the Ontario Ministry of Environment, Conservation and Parks (MECP) classifies Baptiste Lake (west of Lot 16) as a cold water lake trout lake that is not “at-capacity” for development.

The MNR’s [Natural Heritage Reference Manual](#) recommends a minimum 30 metre natural vegetative buffer along lakes. The proposed shed will be located on Baptiste Lake.

A Development Agreement should be required by the Committee of Adjustment to establish, maintain, and restore a 30 metre natural vegetative buffer area along the shoreline, as much as possible, while allowing up to 35.25 ft. of shoreline frontage for shoreline activity. The maintenance and restoration of natural vegetation will help to protect the natural environment and wildlife. This condition was required as part of Minor Variance Application File No. A-2026-004.

#### **4.2 Four Tests of a Minor Variance Application**

Specifically, the four tests of a Minor Variance Application, as per Section 45(1) of the *Planning Act*, include:

- Does the application maintain the general intent and purpose of the official plan?
- Does the application maintain the general intent and purpose of the zoning bylaw?
- Is the relief being sought desirable for the appropriate development or use of the land, building or structure?
- Is the proposal minor in nature?

#### **Does the application maintain the general intent and purpose of the official plan?**

The Municipality of Hastings Highlands is a part of the County of Hastings. The County of Hastings Official Plan sets out general policies for future land use.

***Fish Habitat***

Section 4.2.4.1 of the Official Plan states:

*“Fish habitat provides food, cover and conditions for successful reproduction and support of a species throughout its lifecycle. Lakes, rivers, streams, ponds, shoreline areas and many wetlands provide fish habitat. Intermittent and seasonally flooded areas can also provide important habitat for some fish species at certain times of the year. In addition, in-water structures such as logs, stumps and other woody debris, pools and riffle areas, riparian and aquatic vegetation and ground water recharge/discharge areas also provide habitat. Habitat includes the watercourses that act as corridors that allow fish to move from one area to another.”*

Section 4.2.4.3 of the Official Plan states:

*“New development and/or site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements. New development and/or site alteration shall not be permitted on adjacent lands within 120 metres of fish habitat unless it has been determined in an approved Environmental Impact Statement (EIS) pursuant to Part A - Section 7.8.6 of this Plan that there will be no negative impacts on the natural features or its ecological functions.”*

Typically, an Environmental Impact Study (EIS) is required for any development on lands adjacent to fish habitat. Land adjacent to fish habitat includes the shoreline. The shed is an appropriate scale and size relative to accessory shoreline structures. It is an existing shed that has been in place since 2017. No development is actually occurring for the shed.

As explained above, a Development Agreement is a condition required as part of Minor Variance Application File No. A-2026-004.

***Lakes Managed for Lake Trout***

An increased level of phosphorus in a lake trout lake can increase water temperatures and reduce the levels of dissolved oxygen which can promote growth of plants while negatively impacting lake trout. The Official Plan recognizes the importance of protecting lake trout by trying to mitigate increased phosphorus loading on a lake with lake trout (see Section 4.2.5.1 of the Official Plan).

The Official Plan restricts any new planning approvals within 300 metres of an “at-capacity” cold water lake trout lake. However, the Official Plan grants exceptions to permit development on lots within 300 metres of an “at-capacity” cold water lake trout lake if the development occurs on an existing lot of record in accordance with existing zoning (see Section 4.2.5.7 of the Official Plan).

Baptiste Lake (east of Lot 16) is a cold water lake trout lake that has not been identified as “at-capacity” by the Ontario Ministry of Natural Resources (MNR) and the Ontario Ministry of Environment, Conservation and Parks (MECP). Therefore, the proposed shed is not being located on an “at-capacity” cold water lake trout lake.

**Waterfront development**

Section 5.4.5.3 of the Official Plan states:

*“The following planning principles are to guide future development in the Rural and Waterfront designation, as appropriate for the specific use and the area:*

- a) Development should not take place on lands having environmental constraints and is discouraged in areas possessing important natural characteristics unless it can be demonstrated that there will be no negative impact on the feature or its ecological function in accordance with the policies of this Plan;*
- b) The natural landscape should prevail with built form blending into the landscape; ...*
- d) Natural shorelines and vegetative buffers will be retained, maintained and/or restored;*
- e) Native species should be used for buffers and where vegetation is being restored;*
- f) Measures such as changes to proposed lot lines and increased setbacks should be utilized to help address potential negative impacts to natural heritage features and the environment;*
- g) Structural development will maintain a low structural profile and will not create a new skyline or ridgeline above the existing tree canopy;*
- h) Building mass and coverage should be limited in relation to the size and frontage of the property and be in keeping with the character of the surrounding area; and,*
- i) Building envelopes, including the careful siting of shoreline structures, and the associated activity area should be defined and located in the most appropriate locations on the property, leaving the remainder of the property generally in its natural state.”*

Section 5.4.5.8 of the Official Plan states:

*“In Waterfront areas and adjacent to watercourses, a natural vegetative buffer strip a minimum of 30 metres in width should be maintained wherever possible from the seasonal high water mark to filter pollutants from run-off. Within this buffer area, the clear cutting of trees shall be discouraged. On existing lots of record where a 30 metre setback from the high water mark is not possible, the setback may be reduced to the maximum setback possible, subject to the approval of a minor variance to the implementing Zoning By-law and to site plan approval. In order to determine the most appropriate building location of an existing lot of record, consideration should be given to reductions in other yard setbacks before considering reductions to the setback to the high water mark. A lesser buffer area may be required as determined by an approved environmental impact statement or site evaluation report pursuant to Part A - Sections 7.8.6 and 7.8.8 of this Plan that demonstrates that there will be no negative impact on the fish habitat and its ecological function.”*

Section 5.4.5.9 of the Official Plan states:

*“Shoreline activity will be permitted within 30 metres of the seasonal high water mark for accessory shoreline structures such as boathouses and boat docks and where there is suitable/adequate access to the water for activities such as*

*swimming or boat launching. To maintain an appropriate balance between a natural shoreline and built form, structures in shoreline activity areas should be focused within a defined area of the shoreline frontage and be limited in extent. Where appropriate, such activity areas may develop in more than one location on a property. The extent of shoreline activity areas will be considered within the following targets:*

- a) *25% of the shoreline frontage or up to 23 metres (75 feet), whichever is the lesser, for linear shoreline residential development;...*

Section 5.4.5.11 of the Official Plan states:

*"The size, location and design of shoreline structures, including docks, decks, gazebos, boathouses and/or boat ports have a direct effect on both the environmental and visual impact of development of a property. These structures should be of a size and scale appropriate to or in relation to the size and shoreline frontage of the property and the associated dwelling. The municipal zoning by-law shall provide standards to regulate the size and location of these structures and may be regulated through a combination of restrictions of the total footprint, floor area, width, length or height. Boathouses and boat ports are encouraged to be limited to one storey in height, with living space, kitchen and/or washroom facilities being prohibited."*

Section 5.4.5.12 of the Official Plan states:

*"Shoreline structures should be located in such a manner as to minimize the visual impact on neighbouring properties, and should avoid sensitive environmental features, both on shore and in the water. The Zoning By-law may provide standards to require a minimum visibility triangle to regulate the visual impact of shoreline structures on neighbouring properties."*

Section 5.4.5.14 of the Official Plan states:

*"Variances to implementing standards noted in policies above within municipal zoning by-laws may be considered where site characteristics such as terrain or lot depth from an existing road and/or an established building line warrant such a variance. Also, in the case of redevelopment of a property, the imposition of the new setback may result in a more negative impact on the property than allowing reconstruction at the existing setback. Variances may be subject to the submission of a Site Evaluation Report or Environmental Impact Statement and a site plan approval satisfactory to the Member Municipality that outlines how the natural shoreline features and buffers are protected or enhanced on the site, should such a variance be justified."*

The purpose and intent of Sections 5.4.5.3, 5.4.5.8, and 5.4.5.14 of the Official Plan is to restrict the size and type of development within 30 metres from the shoreline, maintain natural shorelines, protect fish habitat and water quality, and maintain the character of the neighbourhood.

The purpose and intent of Sections 5.4.5.9, 5.4.5.11, and 5.4.5.12 of the County of Hastings Official Plan is to permit shoreline structures, such as a boathouse and dock, where there is suitable access through the natural vegetative buffer area,

minimize visual impact on neighbouring properties, and to avoid environmental impact on shore and in the water.

A shed is not included in the list of permitted accessory shoreline structures. However, it is of similar scale, size and is part of the shoreline activity area of shoreline structures. The Official Plan does not specify any size restrictions for shoreline structures.

There is limited amount of vegetation within 30 metres of the high water mark of Baptiste Lake on the shoreline. As explained above, a Development Agreement is a condition required as part of Minor Variance Application File No. A-2026-004.

The Committee of Adjustment should require a condition that there shall be no living space, kitchen, washroom, and plumbing services in the shed.

The shed will maintain the character of the neighbourhood and have minimal visual impact because:

- Although the Committee has to review the shed as a proposed shed, the shed is existing and is an appropriate scale and size on the shoreline;
- It is an accessory waterfront residential use on a waterfront residential lot in a waterfront residential neighbourhood; and
- Roofed structures on neighbouring properties along the shoreline ranged from +/- 26 sq. metres (270 sq. ft.) to +/- 92 sq. metres (995 sq. ft.).
- The existing shed has existing trees around it which provides a minimal visual screening; and
- The shed is a 1-storey structure.

Therefore, the shed maintains the general intent and purpose of the Official Plan.

**Does the application maintain the general intent and purpose of the zoning bylaw?**

Bylaw 2004-035 Comprehensive Zoning Bylaw specifies the permitted uses and the required standards for each zone.

The proposed shed with attached deck are permitted as accessory uses to a dwelling in the Waterfront Residential (WR) Zone.

The general intent and purpose of 30 metre setback from the lake is to restrict the size and type of development within 30 metres from the shoreline, maintain natural shorelines, protect fish habitat and water quality through an environmental assessment conducted by a qualified professional, and maintain the character of the neighbourhood. As explained above, the shed is a shoreline structure that will have minimal visual impact and maintains the character of the neighbourhood.

The Comprehensive Zoning Bylaw only permits one dwelling and one bunkie on a lot. There is an existing dwelling and an existing bunkie on the lot. The Committee of Adjustment should require a condition to approval of the shed with attached deck that no sleeping, kitchen, cooking facilities, washroom, or plumbing services shall be included in the shed.

Therefore, the proposal maintains the general intent and purpose of the Comprehensive Zoning Bylaw, subject to conditions.

**Is the application desirable for the appropriate development of the subject property?**

The Committee of Adjustment is to consider and reach an opinion on the desirability of the variance sought for the appropriate development of use of the land, building or structure by including consideration of the many factors that can affect the broad public interest as it relates to the development or use. The Minor Variance Application should be evaluated on whether it is desirable from a planning and public interest point of view, not from the perspective of the applicant's plans.

***Good planning principles***

The [Provincial Planning Statement](#) and the County of Hastings Official Plan (Test #1) provide policies to protect fish habitat and water quality. These policies are implemented in the requirements of the Comprehensive Zoning Bylaw (Test #2). The County of Hastings Official Plan provides policies allowing shoreline structures as long as the size and scale is appropriate. The Comprehensive Zoning Bylaw permits certain shorelines structures such as boathouses and docks along shorelines as long as these structures limit their shoreline frontage. The proposed shed is relatively small in scale and minimal frontage on the shoreline.

There is limited amount of vegetation within 30 metres of the high water mark of Baptiste Lake on the shoreline. There are policies in the Official Plan (Test # 1) and provisions in the Comprehensive Zoning Bylaw (Test # 2) to protect and restore shorelines. As a condition of Application File No. A-2026-004, a Development Agreement is required by the Committee of Adjustment to establish, maintain, and restore a 30 metre natural vegetative buffer area along the shoreline, as much as possible, while allowing up to 35.25 ft. of shoreline frontage for shoreline activity. The maintenance and restoration of natural vegetation will help to protect the natural environment and wildlife.

***Public interest point of view***

From a public interest point of view, as explained above, the proposal maintains the character of the neighbourhood and will have minimal visual impact.

***Conclusion***

Overall, the proposal is desirable development of the subject property, subject to certain conditions.

**Is the proposal minor in nature?**

A minor variance is one that is lesser or comparatively small in size or importance. A minor variance can be considered more than minor for two reasons, namely, that it is too large to be considered minor or that it is too important or impactful to be considered minor.

Table 2 below shows the differences between the zoning reliefs being requested and the proposal.

*Table 2: The Proposal in Comparison to the Zoning Bylaw.*

	<b>Zoning Bylaw Requirement</b>	<b>Proposed Development</b>	<b>Difference between Zoning requirement and proposed</b>
Setback of shed from high water mark	30 metres (98.4 ft.)	12.6 m (41.3 ft.)	17.4 m (58% reduction from requirement)

Whether something is minor is not simply a mathematical question but that the proposal is too large to be considered minor or that it is too important or impactful to be considered minor.

As explained above, the proposal meets good planning principles, the proposal maintains the character of the neighbourhood and will have minimal visual impact. Therefore, the proposal is minor in nature.

**5.0 Conclusion and Recommendation**

The proposed Minor Variance Application should be **approved** because the proposal meets the tests of a Minor Variance Application.

The Municipal Planner recommends the following:

That the Committee of Adjustment approve Minor Variance Application File No. A-2026-008 for the proposed shed, subject to the following conditions:

1. No sleeping, kitchen, cooking facilities, washroom, or plumbing services shall be included in the shed.

Sincerely,



John Jardine, RPP, MCIP  
Municipal Planner  
Planning Department  
Municipality of Hastings Highlands

**Figures**



*Figure 1: View of shoreline from southern side of dwelling (April 29, 2026).*



*Figure 2: View of shoreline from southern side of dwelling (April 29, 2026).*



*Figure 6: View of shoreline from existing dock (April 29, 2026).*



**Minor Variance or Permission Application**

**3. Property information**

Civic address: 2137 North Baptiste Lake Rd, Highland Grove, ON

Assessment Roll Number: 12 90 278 010 15302 0000

Former Geographic Township Herschel

Legal Description: CON 6 PT LOT 15 BEING PLAN 21R18624 PART 2  
IRREG  
47044.80SF 141.00FR

Lot frontage (m): 100.0' (Rd.) Lot Depth (m): 232.0'(44') Lot Area (ha): 1.08AC

Date the subject property was acquired by current owner: 2023

**4. Access to property (select one):**

- Provincial highway
- Municipal Road (year-round maintenance)
- Municipal Road (seasonal maintenance)
- Other (please specify): \_\_\_\_\_

- Right-of-way
- Water (see next page)

Where access to the subject land is by water only:

Docking facilities Location: \_\_\_\_\_

Distance of Docking facilities from subject land: \_\_\_\_\_

Distance of Docking facilities from public road: \_\_\_\_\_

Parking facilities Location: \_\_\_\_\_

Distance of Parking facilities from subject land: \_\_\_\_\_

Distance of Parking facilities from public road: \_\_\_\_\_

**5. Is 66 feet Shore Road Allowance owned by Applicants?**  Yes  No  N/A

*If yes, please include documentation to support this. If no water frontage, select N/A.*

If No, is development happening on the Shore Road Allowance?  Yes  No  
(see extra page herein with email from Miller Surveying).

**6. Servicing of the Property**

**Water** is provided to the subject land by:

- Publicly owned/operated pipe water system
- Privately owned/operated individual well
- Privately owned/operated communal well
- Lake or other waterbody
- Other means (please explain): \_\_\_\_\_



**Minor Variance or Permission Application**

**Sewage** is provided to the subject land by:

- Publicly owned/operated sanitary sewage system
- Privately owned/operated individual septic system
- Privately owned/operated communal septic system
- Privy
- Other means (please explain): \_\_\_\_\_

**Storm drainage** is provided to the subject land by:

- Sewers
- Ditches
- Swales
- Other means (please explain): \_\_\_\_\_

**7. Current Land Use**

Current designation of the property in the County of Hastings Official Plan:  
RURAL/WATERFRONT

Current zoning of the property in the Comprehensive Zoning Bylaw:  
WR (Waterfront Residential)

What is the land currently being used for? Please explain: \_\_\_\_\_  
Cottage/Residential

What are the land uses of adjacent and neighbouring properties?

Waterfront Residential Cottage Properties



**8. Existing buildings/structures**

Include the following for each building(s) or structure(s) on the property:

**Existing Building/Structure 1 (both metric and imperial units):**

Type of building: Existing Primary Dwelling/Cottage  
Date constructed: 2019-2020  
Height of building (to the midpoint of the roof): 30.0' (9.1m) +- Irregular Shape  
Front lot line setback: 235.0' (71.62m) Dimensions: 40.0'0' x62.0'(12.19>13.4  
Rear lot line setback: 106.42' (30.0m) Floor area: 2480 sf.(230.39sm)  
Side lot line setback: 30.0' (9.1m)+- Side lot line setback: 21.0' (6.40m)+-  
Distance to water (if applicable): 106.42' (32.43m)

**Existing Attached Structure (such as a deck) (metric and imperial units):**

Type of building: Front Deck attached to Primary Dwelling  
Date constructed: 2019-2020  
Height of building (to the midpoint of the roof or top of deck): 10.0' / 3.04m  
Front lot line setback: 279.0' (85.03m) Dimensions: 9.0' > 12.0' x 62.0'(2.74r  
Rear lot line setback: 98.42' (30.0m) Floor area: 630 sf.(58.52sm)  
Side lot line setback: 30.0' (9.1m)+- Side lot line setback: 17.0' (5.18m)+-  
Distance to water (if applicable): 98.42' (30.0m)

Note: If there are any additional attached decks, porches, etc., include them as an Existing Building/Structure below.

**Existing Building/Structure 2 (both metric and imperial units):**

Type of building: Existing Storage Shed  
Date constructed: 2000  
Height of building (to the midpoint of the roof): 12.0'(3.65m)+-  
Front lot line setback: 350.0'(106.68m) Dimensions: 8.0' x 12.0'(0.91m x 1.21  
Rear lot line setback: 66.0'(20.11m) Floor area: 96.0 sf (8.91sm)  
Side lot line setback: 12.0'+-(3.65m) Side lot line setback: 88.0'+-(26.82m)  
Distance to water (if applicable): 66.0'(20.11m)



**Minor Variance or Permission Application**

**Existing Building/Structure 3 (both metric and imperial units):**

Type of building: Attached Covered Front Porch  
Date constructed: 2019-2020  
Height of building (to the midpoint of the roof): 14.76' (4.5m)+-  
Front lot line setback: 235.0' (71.62m) Dimensions: 8.0' x 24.0' (2.43m x 7.31m)  
Rear lot line setback: 138.42 (42.19m) Floor area: 192sf. (17.83sm)+-  
Side lot line setback: 60.0'(18.28m)+- Side lot line setback: 40.0' (12.19m)+-  
Distance to water (if applicable): 138.42 (42.19m)+-

**Existing Building/Structure 4 (both metric and imperial units):**

Type of building: Side Attached Stairs to Upper Front Deck  
Date constructed: 2019-2020  
Height of building (to the midpoint of the roof): 10.0' (3.04m)  
Front lot line setback: 255.0 (77.72m)+ Dimensions: 4.0' x 20.0' (1.21m x 6.09m)  
Rear lot line setback: 106.42' (32.43m) Floor area: 80.0sf. (7.43sm)  
Side lot line setback: 92.0' (28.04m)+- Side lot line setback: 17.0' (5.18m)+-  
Distance to water (if applicable): 106.42' (32.43m)

**Existing Building/Structure 5 (both metric and imperial units):**

Type of building: \_\_\_\_\_  
Date constructed: \_\_\_\_\_  
Height of building (to the midpoint of the roof): \_\_\_\_\_  
Front lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_  
Rear lot line setback: \_\_\_\_\_ Floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Side lot line setback: \_\_\_\_\_  
Distance to water (if applicable): \_\_\_\_\_

**Note:** If there are additional buildings, please attach (a) separate page(s) to this Application.

## **9. Summary of Development Proposal**

Provide a complete written description of the nature of the application with details of the proposed development including but not limited to: proposed use(s), height/storeys, floor area(s), number of parking/loading spaces, landscape area, etc. If additional space needed, attach (a) separate page(s) to this Application.

The property owners are seeking to keep an existing shed (9.0' x 12.0' x 12.0'H) to remain in it's existing location with an attached deck, as close +/- 50 ft. to the high water mark. This existing shed is the allowable distance from the north side lot line as per bylaw. This existing shed is for storage only and has no living, sleeping, plumbing or cooking facilities.

## **10. Relief**

Provide a written explanation of the nature and extent of the relief being requested from the Comprehensive Zoning Bylaw. A land use planning consultant or other qualified professional may be able to assist you:

As per discussions with Hasting Highlands, the Municipal Planner instructed a Minor Variance Application will be needed to provide relief for this existing shed to remain in same location as follows:

a) Section 5.9.2 i) – No development or site alteration within 30 metres of the high water mark. b) Section 10.3 c) i) – A 30 metre natural vegetative buffer strip in width shall be maintained. c) Section 26.3 iii) – Minimum setback of 30 metres from a lake.

## 11. Reason

Provide a written explanation of why the proposed development or use cannot comply with the Comprehensive Zoning Bylaw. How or can the proposal be modified to comply with the regulations? A land use planning consultant or other qualified professional may be able to assist you in providing an explanation:

This shed was pre-existing and indicated on site plan prior in previous MV Application approval for proposed new boathouse, as well as indicated on site plan when primary dwelling was constructed in 2018. Again this shed is for storage only, very unobtrusive / surrounded by trees between neighbour on north side and has no living, sleeping, plumbing or cooking facilities.

**12. Rationale**

Did you conduct a Pre-consultation with the Municipality?  Yes  No  
*If yes, please include any correspondence with the Municipality.*

**Tests for a Minor Variance or Permission Application**

Please provide a written explanation of why/how the proposed development or use is consistent with the Provincial Policy Statement and either meets the tests of a Minor Variance or Permission Application. To see these tests, check the Minor Variance or Permission Guide. A land use planning consultant or other qualified professional may be able to assist you in providing planning rationale to support your Application. If more space needed to answer, please attach (an) additional page(s):

MV Application:

1.Maintain the general intent and purpose of the County of Hastings Official Plan;

Yes we believe our proposal maintains the general intent and purpose of the County of Hastings Official Plan. The existing shed are characteristic to many waterfront property in Hastings County and on Baptiste Lake. The vegetative buffer zone and the remainder of this property has significant vegetation.

2.Maintain the general intent and purpose of the Zoning Bylaw;

Yes we believe our development proposal maintains the general intent and purpose of the Zoning Bylaw. This existing shed meets all zoning bylaw requirements with exceptions and reasoning as noted on pages 7 & 8.

3.Desirable for the appropriate use of the land.

Yes we believe our proposal is desirable for the appropriate use of the land.This existing shed is very small and un-obtrusive with many trees surrounding. Neighboring residential waterfront properties have very similar development of legal non-conforming storage sheds.

4. Minor in nature.

Yes we believe our request is minor in nature. Again this shed was pre-existing and indicated on site plan prior in previous MV Application approval for proposed new boathouse, as well as indicated on site plan when primary dwelling was constructed in 2018. Again this shed is for storage only, very unobtrusive / surrounded by trees between neighbour on north side and has no living, sleeping, plumbing or cooking facilities.

**13. Property/proposed development**

Include the following for each proposed building(s) or structure(s) on the property:

***Proposed Building/Structure 1 (both metric and imperial units):***

Type of building: Proposed Storage Shed

Height of building (to the midpoint of the roof): 12.0' to highest point of roof

Front lot line setback: 350.0' (106.68m)+- Dimensions: 9.40' (2.9m) x 12.3' (3.8m)

Rear lot line setback: 46.0' (14.0m)+- Floor area: 115.62 sf. (10.74sm)

Side lot line setback: 12.0' (3.65m)+- Side lot line setback: 88.0'(26.82m)+-

Distance to water (if applicable): 46.0' (14.0m)+-

***Proposed Attached Structure (such as a deck) (metric and imperial units):***

Type of building: Proposed Attached Deck/1 step stairs (attached to proposed shed above)

Height of building (to the midpoint of the roof): 12" off ground

Front lot line setback: 350.0' (106.68m)+- Dimensions: 6.25' (1.9m)x 12.25' (3.8m)

Rear lot line setback: 41.30' (12.6 m)+- Floor area: 76.56sf (7.11sm)

Side lot line setback: 21.0'(6.40m)+- Side lot line setback: 82.0' (24.99m)+-

Distance to water (if applicable): 41.30' (12.6 m)+-

**Note:** If there are any additional proposed attached decks, porches, screened and/or covered deck etc., include them as a Proposed Building/Structure below.

***Proposed Building/Structure 3 (both metric and imperial units):***

Type of building: \_\_\_\_\_

Height of building (to the midpoint of the roof): \_\_\_\_\_

Front lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Rear lot line setback: \_\_\_\_\_ Floor area: \_\_\_\_\_

Side lot line setback: \_\_\_\_\_ Side lot line setback: \_\_\_\_\_

Distance to water (if applicable): \_\_\_\_\_



**Minor Variance or Permission Application**

**14. Land Uses and Features**

Are any of the following uses or features on the subject lands and/or within 500 metres of the subject lands (Please indicate if it applies with a 'Yes' and an 'N/A' if it does not. Any features indicated with a 'Yes', please identify on your site plan):

	On Subject Lands	Within 500 Metres (unless otherwise specified)
An agricultural operation (any livestock facility, occupied or vacant, including manure storage)	NA	NA
A landfill (active or non-operating) (within 1000 metres)	NA	NA
An active mine site (within 1000 metres)	NA	NA
A rehabilitated or abandoned mine site or mine hazards (within 1000 metres)	NA	NA
An active gravel pit or quarry	NA	NA
Any industrial use (current or former)	NA	NA
Provincial Park or Crown Lands	NA	NA
A floodplain	NA	NA
Significant wildlife habitat (such as a deer yard) and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)	NA	NA
Lake, river, stream, creek, pond or other water feature	YES, Baptiste	YES
Fish habitat	YES	YES
Provincially Significant Wetland	NA	NA
Any known cultural heritage, archaeological resources and/or areas of archaeological potential?	NA	NA
A slope, including a steep and/or unstable slope with an angle of three-to-one (horizontal:vertical) or 18 degrees	NA	NA



**15. Other Planning Applications**

Has the property been or is the property currently the subject of any of the following (include file number and status)? Check all that apply:

- Official Plan Amendment \_\_\_\_\_
- Consent (Severance) \_\_\_\_\_
- Plan of Subdivision \_\_\_\_\_
- Zoning Bylaw Amendment Application \_\_\_\_\_
- Minor Variance Application \_\_\_\_\_
- Site Plan Control Application \_\_\_\_\_

**16. Site Plan Requirements**

The site plan will have to be clear and Minimum requirements for a site plan will show the following:

- The boundaries and dimensions of the subject land.
- The location, size and type of all existing and proposed buildings and structures, including septic systems, in the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear lot lines, and the side yard lot lines.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (including railways, roads, watercourses, drainage ditches, lake, pond, river or stream, banks, wetlands, wooded areas, wells, and septic tanks).
- The current uses on land that are adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- The location and nature of easements and right-of-ways affecting the subject land.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The distance of the proposed buildings or structure to any water features, including, but not limited to, lakes, rivers, streams, creeks and ponds.
- Any land uses and/or features noted above on Page 8 of this Application.
- For proposals on waterfront properties, the Municipality recommends including a landscaping plan in the Application to indicate how natural vegetation will be maintained or restored on the property.

**Note: There is no development within the 30 metre vegetative buffer zone in this proposal. It will remain untouched/existing.**

Extra Page (17)

**Email from Miller Surveying re: SRA:**

**From: Kevin Smith**

**Sent: Wednesday, April 2, 2025 10:32 AM**

**To: joan.4133.phillips@gmail.com**

**Subject: Survey for Ottens at 2137 North Baptiste Lake Road**

**Hello Joan,**

**I had a look at this property. Stringer, OLS prepared Plan 21R-18624 in 1998 to create two new parcels fronting on the lake. Part 2 on his Plan is the Ottenf parcel.**

**Based on Stringer's work, and more recent surveys completed to the north and south, the SRA lying in front of their parcel is completely offshore and submerged. The municipality would not convey any submerged SRA.**

**If you have any questions or concerns, please don't hesitate to ask.**

**Kevin**

**Kevin R.D. Smith, BSc. Eng, OLS, CLS**

**P.A. Miller Surveying Ltd.**

**18 Campbellford Road, Box 520**

**Stirling, ON. K0K 3E0**

**613-395-3070**

**admin@millersurveying.ca**

Minor Variance Application A-2026-008 2137 North Baptiste Lake Road, be...

PLEASE QUOTE ROLL NO. →	12 90	276	010	15302	0000			
FOR WHEN MAKING INQUIRIES	COUNTY MUN.	MAP	SUB	PARCEL	TENANT			
MORTGAGE NO.	MORTGAGE COMPANY						PENALTY RATE	1.250 %
885542 945867	OTTENS BOBBY JAMES OTTENS PATRICIA JO 559 CONCESSION 2 SDR WALKERTON, ON N0G 2V0						PROPERTY DESCRIPTION 2137 N BAPTISTE LAK RD CON 6 PT LOT 15 BEING PLAN 21R18624 PART 2 IRREG 47044.80SF 141.00FR D	

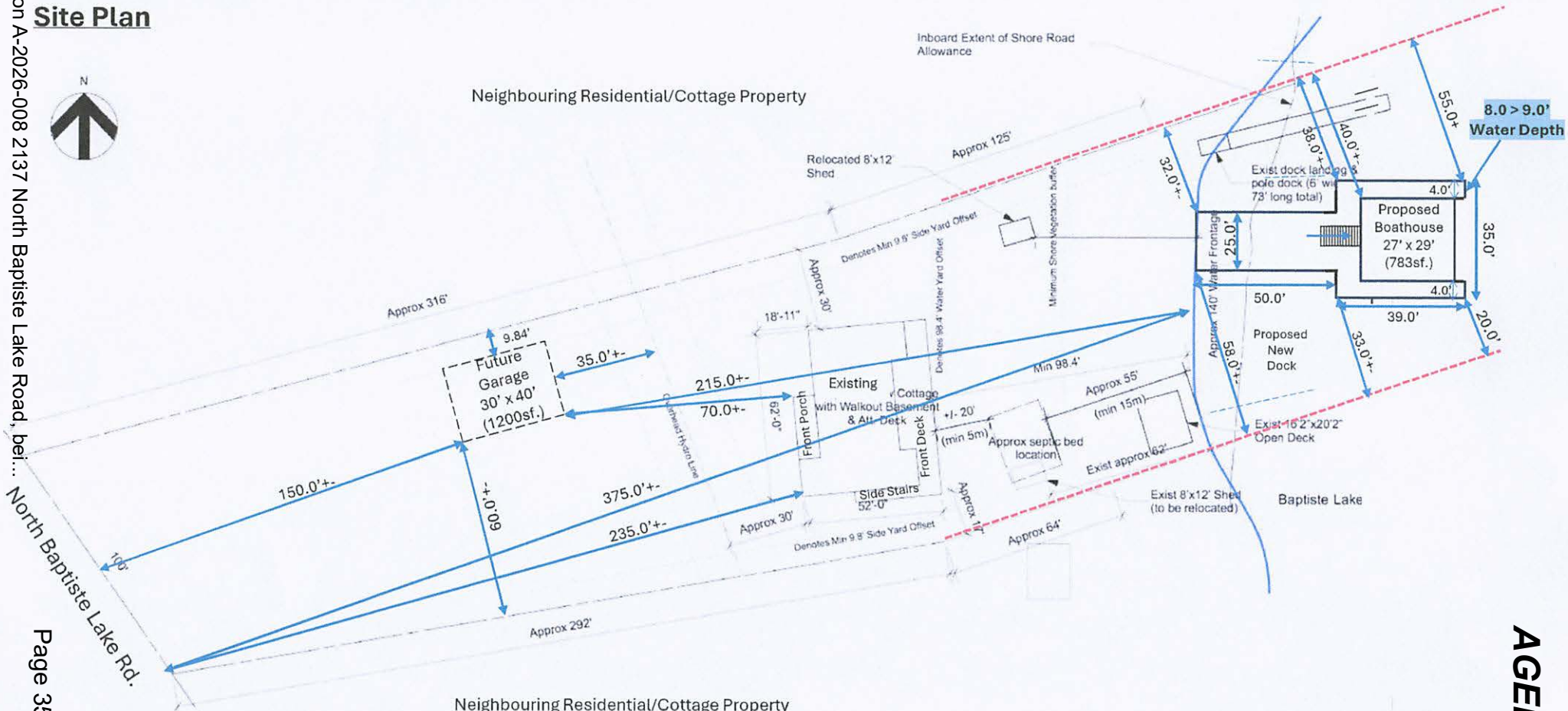
**Site Plan Conceptual Design Package  
Proposed Boathouse**

**2137 North Baptiste Lake Road, Hasting Highlands, ON  
on Baptiste Lake  
Zoning: WR  
141.0' Waterfrontage / 1.08 Acres**

**Owners: Bob & Patti Ottens  
Agent: Joan Phillips**

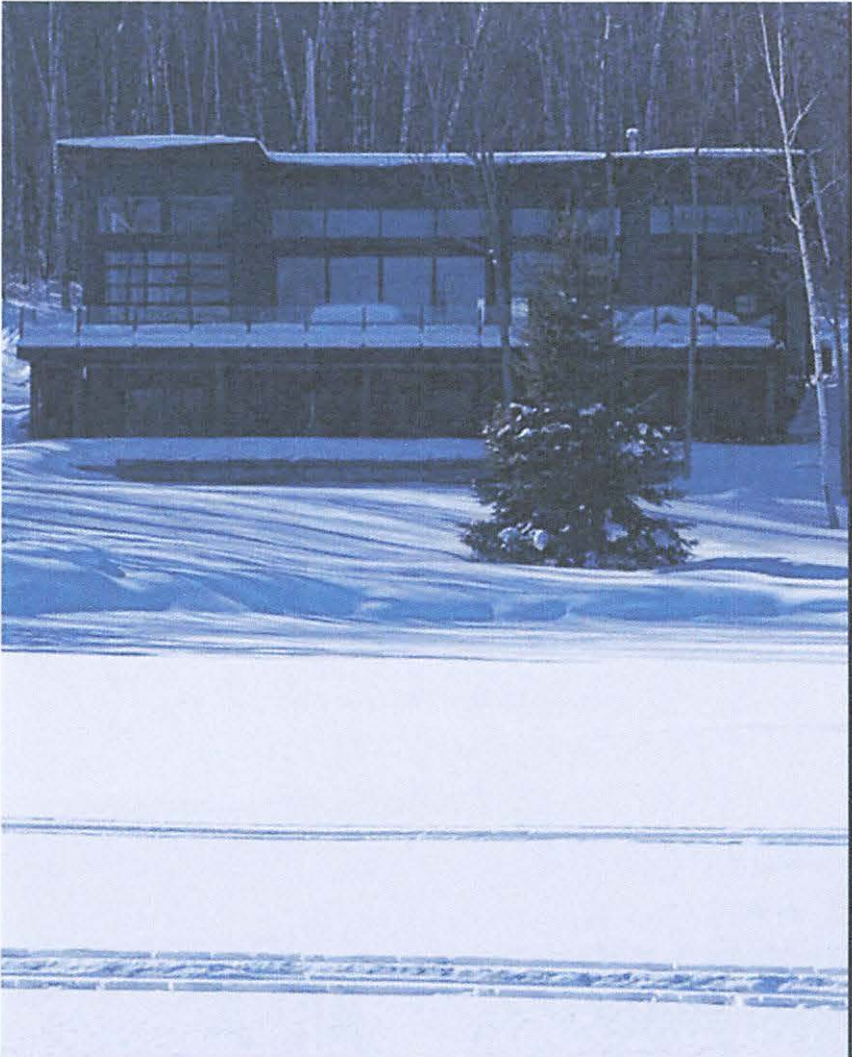
# Proposed Boathouse (27.0' x 29.0' = 783 sf.)

## Site Plan



**Exsiting**  
**Picture**  
**of Cottage**  
**& Shoreline**  
**(Summer)**

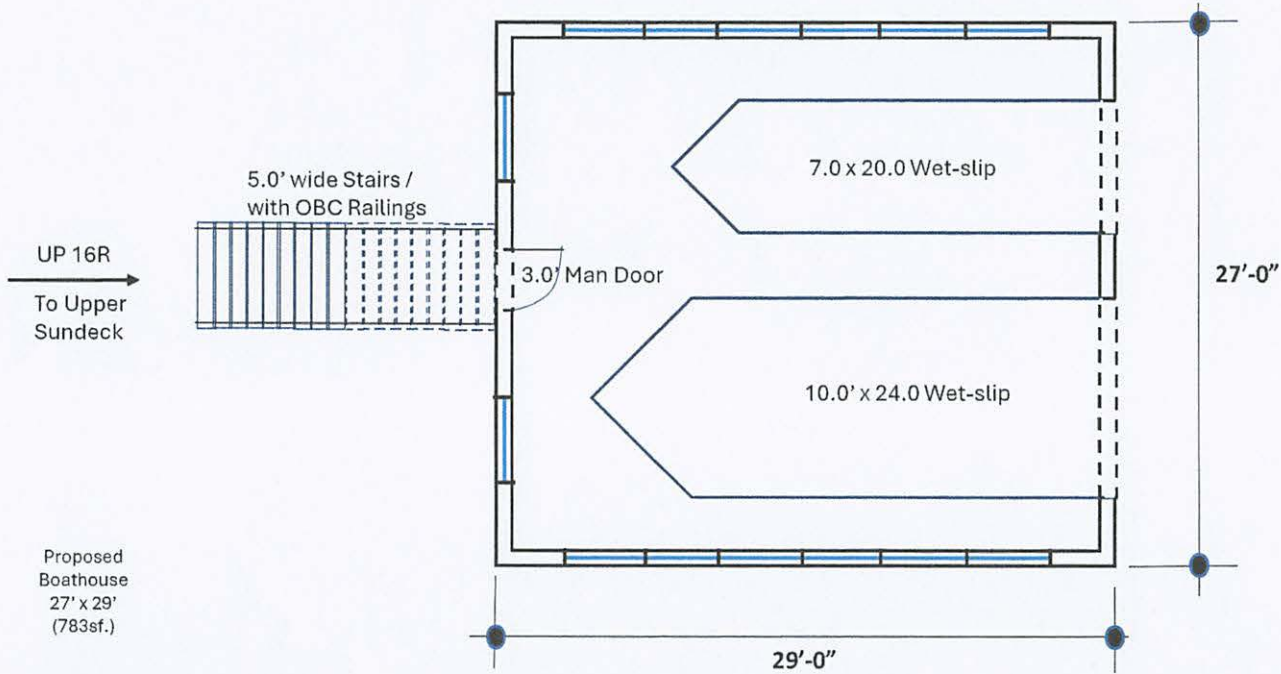




**Existing  
Picture  
of Cottage  
& Shoreline**  
(Winter)

2026-03-05

**2137 North Baptiste Lake Road - Ottens**  
**Proposed Conceptual Boathouse (27.0' x 29.0' = 783sf.)**  
**New Permanent Steel Pile Dock & Boathouse**

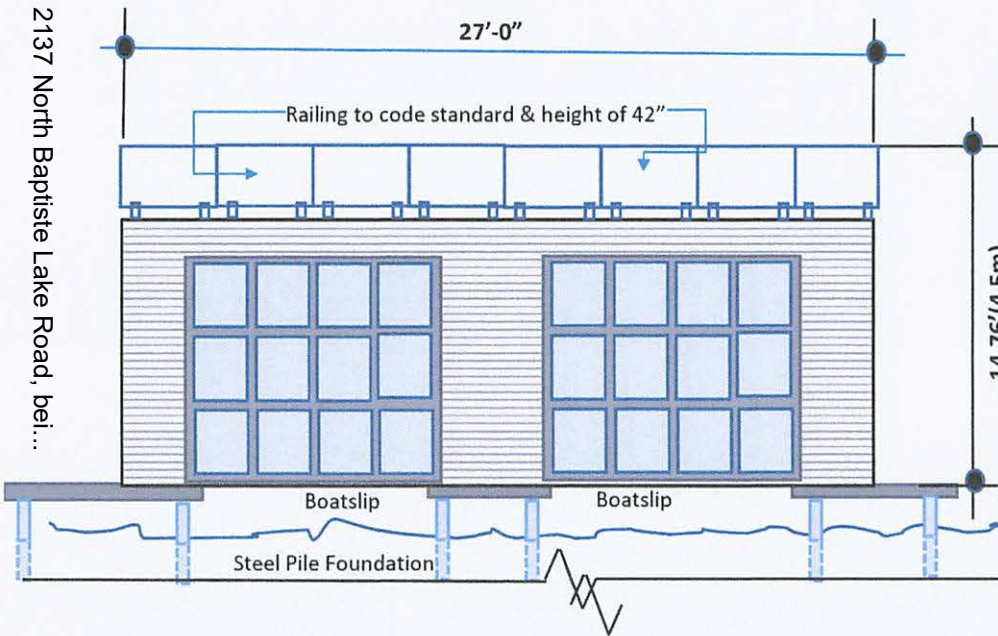


Proposed Boathouse  
27' x 29'  
(783sf.)

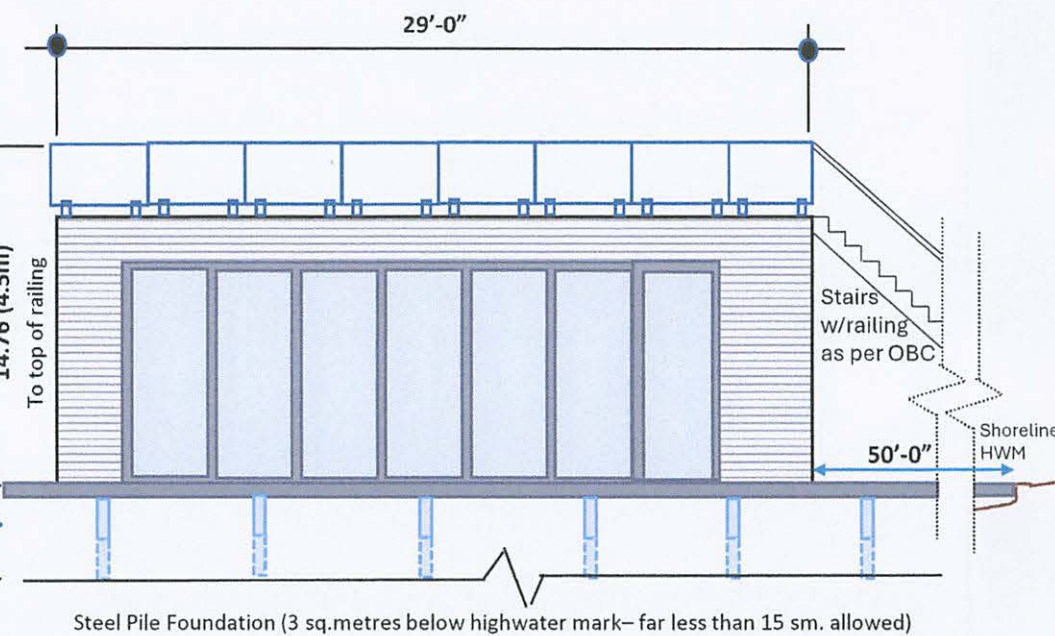
Proposed Boathouse – Plan

2026-03-05

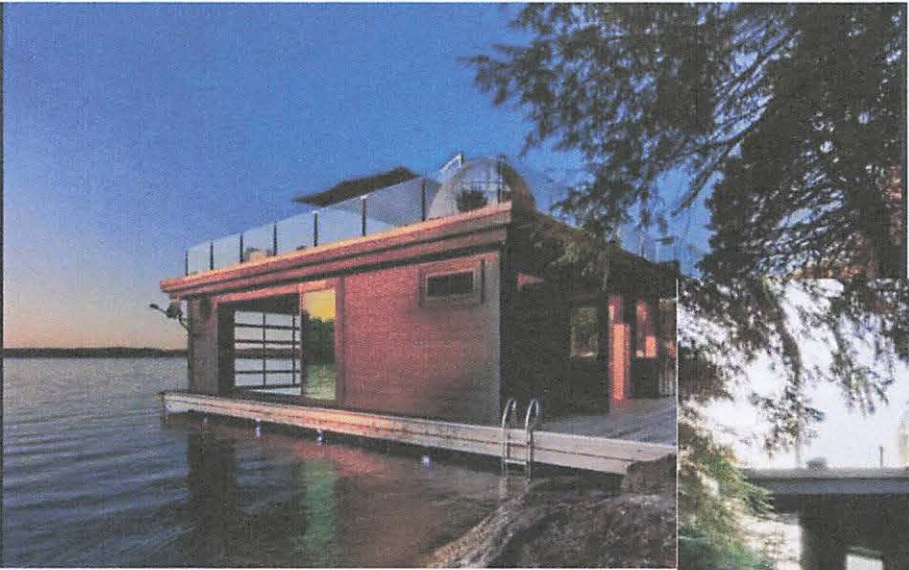
2137 North Baptiste Lake Road - Ottens  
Proposed Conceptual Boathouse – Option 2 (27.0' x 29.0' = 783sf.)  
New Permanent Steel Pile Dock & Boathouse



Proposed Boathouse Concept – **Front Elevation (East)**



Proposed Boathouse Concept – **Side Elevation (North)**



**Proposed Boathouse –  
Concept Vision Pictures (only)**



# 129027801015302-Key Map

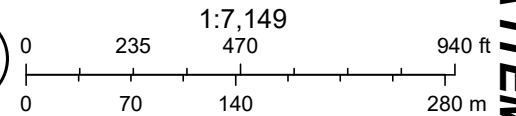
Minor Variance Application A-2026-008 2137 North Baptiste Lake Road, bei...



Page 41 of 43

2026-03-20, 9:24:19 a.m.

- Roll Number result
- Roads
- Canada\_Hillshade
- Civic Addresses
- Properties
- World\_Hillshade



Sources: NRCan, Esri Canada, and Canadian Community Maps contributors., Esri, NASA, NGA, USGS, FEMA

Hastings County GIS

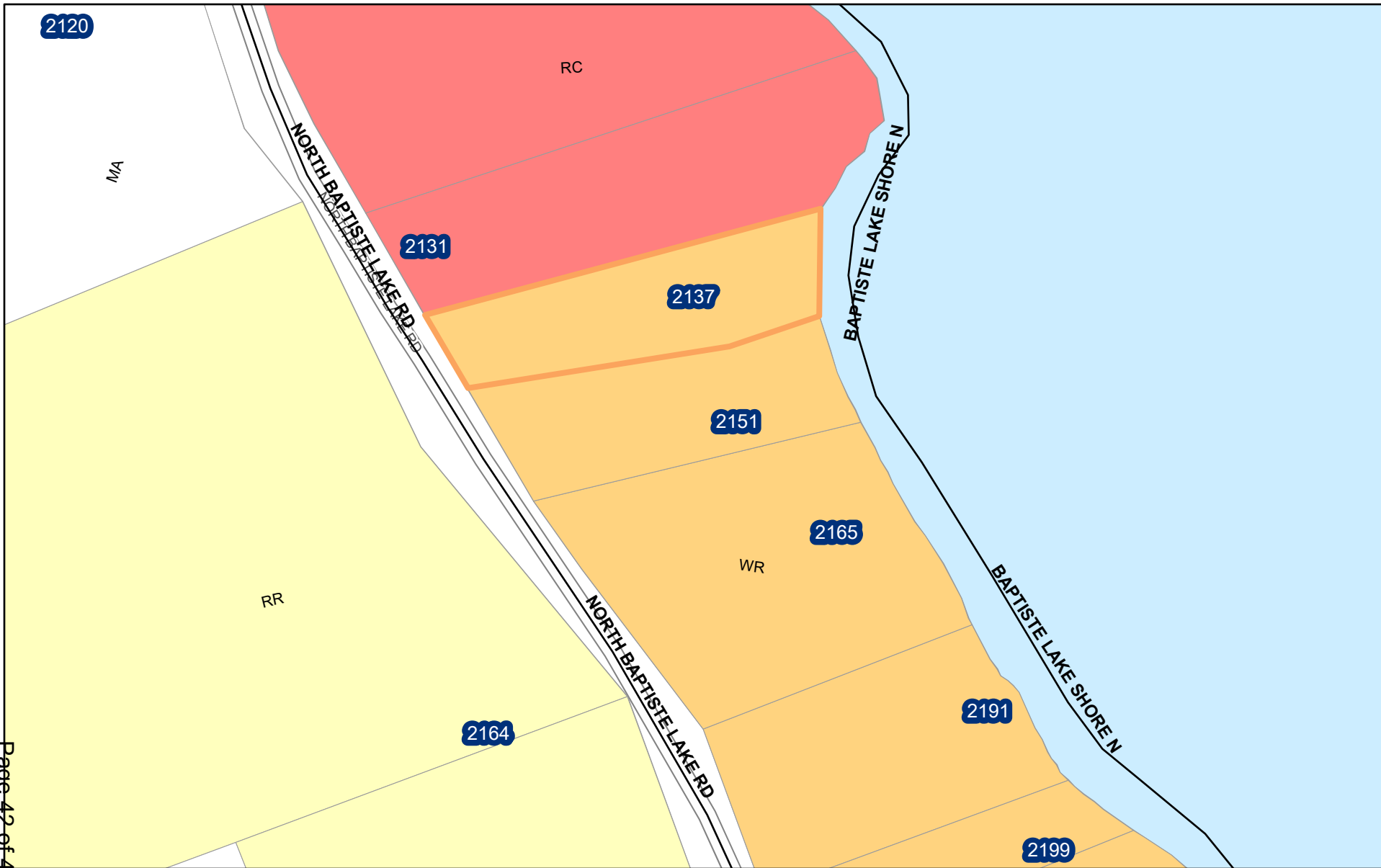
Information purposes only and may not be suitable for legal, engineering, or surveying purposes. The County of Hastings disclaims all responsibility for errors, omissions or inaccuracies in this publication. Data supplied under License with OGD & MPAC.

**AGENDA ITEM #a)**

# 129027801015302-Zone Map

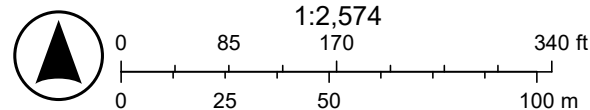
Minor Variance Application A-2026-008 2137 North Baptiste Lake Road, bei...

Page 42 of 43



2026-03-20, 9:25:39 a.m.

- |                    |                             |
|--------------------|-----------------------------|
| Roll Number result | Rural Commercial (RC)       |
| Civic Addresses    | Marginal Agriculture (MA)   |
| Roads              | Rural Residential (RR)      |
|                    | Waterfront Residential (WR) |
|                    | Properties                  |
|                    | World_Hillshade             |



Sources: NRCan, Esri Canada, and Canadian Community Maps contributors., Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR,

Hastings County GIS

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AGENDA ITEM #a)

# Site Plan

2137 North Baptiste Lake Road, Hasting Highlands, ON  
ON 6 PT LOT 15 BEING PLAN 21R18624 PART 2 IRREG  
41.0' FR / 1.08 AC

