



**THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS
COMMITTEE OF ADJUSTMENT MEETING MINUTES**

May 20, 2026

PRESENT: Frank Corbeil Steve Austin
Bill Boake Kenneth Leppert
Terry Kelly Nick Brazeau

STAFF Greg Kirton, Director of Community Services Kari Hanselman, Clerk
PRESENT:

1. Call to Order

Chair Kelly called the meeting to order at 6:45 p.m.

2. Adoption of Agenda

2026-14

Moved by Bill Boake

Seconded by Nick Brazeau

THAT the draft agenda presented to the Committee dated May 20th, 2026 be adopted as circulated.

Carried Chair Kelly

3. Accepting the Minutes of the Previous Meeting(s)

a. Minutes of Meeting of February 25th, 2026

2026-15

Moved by Kenneth Leppert

Seconded by Steve Austin

THAT the Minutes of the Committee of Adjustment Meeting of February 25th, 2026 be adopted as circulated.

4. Business Arising from the Minutes

None for this meeting.

5. Disclosure of Pecuniary Interest and General Nature Thereof

None for this meeting.

6. Chair's Comments

Chair Kelly welcomed everyone in attendance and outlined the process of the meeting to the public.

7. Ratepayer's Delegations

None for this session.

8. Public Hearing(s)

- a. A-2026-04: Tyler Lecappelain and Carly McGurrin - 398 Ouellette Road

A public meeting was held for a Minor Variance application submitted by Tyler Lecappelain and Carly McGurrin. The owners are applying to permit a variance to Zoning By-law 2021-60. The applicant is seeking a minor variance to permit an increase in floor area from 960 sq. ft. to 1008 sq. ft. as well as a reduction in the front yard setback from 15m to 7.62m

Mr. Lecappelain presented the application to the Committee.

Director of Community Services advised that the MTO noted the application is outside their permit area and the North Bay Mattawa Conservation Authority has no objection to the application. Mr. Kirton explained that the minor variance is required due to constraints caused by the property being a corner lot.

No public input was provided at the public hearing and the application was approved as presented.

DECISION OF COMMITTEE ON A MINOR VARIANCE APPLICATION

APPLICANT: Tyler Lecappelain and Carly McGurrin

CIVIC ADDRESS: 398 Ouellette Road

FILE NO.: A-2026-04

PURPOSE: The owner is applying to permit a variance to Zoning By-law 2021-60. The applicant is seeking a minor variance to permit an increase in floor area from 960 sq. ft. to 1008 sq. ft. as well as a reduction in the front yard setback from 15m to 7.62m

We, the undersigned, in making the decision upon this application have considered whether or not the variance requested was minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and Official Plan will be maintained.

CONCUR in the following decision and reasons for decision on the 20th day of May, 2026.

DECISION: That the requested variance to permit the increase in accessory structure floor area and reduction in the front yard setback for the subject lands be approved.

REASONS FOR DECISION:

- The general purpose and intent of the Official Plan is being maintained;
- The general purpose and intent of the Zoning By-law is being maintained;
- The development is desirable and appropriate for the land and consistent with the neighbourhood; and
- The variance is minor in nature.

PUBLIC INFORMATION:

No public input was received at the public meeting and the COA is of the opinion that the proposal is consistent with Provincial Policy, the general intent and purpose of the Official Plan and Zoning By-law, the development is desirable and appropriate for the land and the variance is minor in nature.

2026-16

Moved by Bill Boake

Seconded by Nick Brazeau

THAT Minor Variance Application A-2026-04 submitted by Tyler Lecappelain and Carly McGurrian requesting a minor variance to permit an increase in floor area from 960 sq. ft. to 1008 sq. ft. as well as a reduction in the front yard setback from 15m to 7.62m BE APPROVED.

Carried Chair Kelly

- b. A-2026-05 & B-2026-04: Michael Snider - Bertha Road (Vacant Land)

A public meeting was held for Consent and Minor Variance applications submitted by Michael Snider. The applicant is requesting a minor variance to permit a lot frontage reduction from 60m to 45m, which is the existing lot frontage of the vacant lands. The applicant is also seeking a severance to permit a lot addition from their vacant land to their residential property at 212 Bertha. The

vacant lands would retain 40 acres and maintain the existing frontage. No new building lots are proposed through this application.

Mr. Snider presented the applications to the Committee.

No public input was provided at the public hearing and the application was approved as presented.

DECISION OF COMMITTEE ON A MINOR VARIANCE APPLICATION

APPLICANT: Michael Snider

CIVIC ADDRESS: Bertha Road (Vacant Land – CON 7 PT LT 17)

FILE NO.: A-2026-05

PURPOSE: The owner is applying to permit a variance to Zoning By-law 2021-60. The applicant is seeking a minor variance to recognize the existing lot frontage deficiency on the vacant land

We, the undersigned, in making the decision upon this application have considered whether or not the variance requested was minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and Official Plan will be maintained.

CONCUR in the following decision and reasons for decision on the 20th day of May, 2026.

DECISION: That the requested variance to recognize the existing lot frontage of 45 meters, whereas Zoning By-law No. 2021-60 requires 60 meters, for the subject lands be approved.

REASONS FOR DECISION:

- The general purpose and intent of the Official Plan is being maintained;
- The general purpose and intent of the Zoning By-law is being maintained;
- The development is desirable and appropriate for the land and consistent with the neighbourhood; and
- The variance is minor in nature.

PUBLIC INFORMATION:

No public input was received at the public meeting and the COA is of the opinion that the proposal is consistent with Provincial Policy, the general intent and purpose of the Official Plan and Zoning By-law, the development is desirable and appropriate for the land and the variance in minor in nature.

DECISION OF COMMITTEE ON A CONSENT APPLICATION

APPLICANT: Michael Snider

CIVIC ADDRESS: Bertha Road (Vacant Land – CON 7 PT LT 17)

FILE NO.: B-2026-04

PURPOSE: The purpose of the requested consent is to facilitate a lot addition to the applicant's property at 212 Bertha Road.

We, the undersigned, in making the decision upon this application have considered whether or not the requested consent is in conformity with the policies laid out in the East Ferris Official Plan and consistent with the requirements of section 51(24) of the *Planning Act*.

CONCUR in the following decision and reasons for decision on the 20th day of May, 2026.

DECISION: That the requested consent for a lot addition be approved, conditional upon the following:

- That confirmation is provided that all taxes are paid up to date;
- That a plan of survey is prepared and filed with the Municipality;
- That a plan of survey be sent electronically to the Municipality of East Ferris's Director of Community Services;
- That the applicant pays \$250.00 in finalization fee per consent application prior to the transfer of the parcel of land;
- That the transfer(s)/Deed(s) of Land is submitted to the Secretary-Treasurer for the Issuance of the Certificate of Consent under subsection 53 (42) of the Planning Act, R.S.O. 1990, c.P.13, as amended;
- That prior to the endorsement of the transfer(s) the owner grants simply unto the Municipality of East Ferris free of any charges, all lands measured 10.0 metres (33 feet) from the centerline of any existing publicly maintained road along the full length of the owner's total holdings being the subject of this consent;
- That all conditions must be filled within two years from the date the notice of decision has been given otherwise this provisional consent will lapse and the application for consent shall be deemed to be refused as per Section 53 (41) of the Planning Act, R.S.O. 1990, c.P.13, as amended; and
- That the severed and retained lands comply with the provisions of Zoning By-law 2021-60, as amended.

REASONS FOR DECISION:

The Committee has considered the application and based it's decision upon:

- Conformity with the *Planning Act*
- Public comments submitted
- Conformity with Provincial Policy
- Conformity with East Ferris Official Plan

2026-17

Moved by Kenneth Leppert

Seconded by Nick Brazeau

THAT Minor Variance Application A-2026-05 submitted by Michael Snider to recognize the existing lot frontage deficiency of 45 meters, whereas Zoning By-law No. 2021-60 requires 60 meters BE APPROVED;

AND FURTHER THAT Consent Application B-2026-04 submitted by the same requesting permission for a lot addition to the applicants property at 212 Bertha Road, BE APPROVED conditional upon the completion of the standard conditions listed in the Notice of Decision.

Carried Chair Kelly

- c. B-2026-05, B-2026-06 & A-2026-06: Richard Champagne on behalf of Charles Williams & Trina Miller and Richard Champagne & Nancy Best - 1920 and 1852 Corbeil Road

A public meeting was held for applications for consents to sever and minor variance for the purposes of creating one new lot and facilitating a lot addition. A portion of each of 1920 and 1852 Corbeil Road would form the newly created lot along with a portion of 1852 Corbeil Road being added to 1920 Corbeil Road as a lot addition.

Mr. Champagne presented the applications to the Committee.

Director of Community Services advised that the MTO noted the application is outside their permit area and the North Bay Mattawa Conservation Authority has no objection to the application.

No public input was provided at the public hearing and the applications were approved as presented.

DECISION OF COMMITTEE ON A CONSENT APPLICATION

APPLICANT: Richard Champagne on behalf of Charles Williams and Trina Miller

CIVIC ADDRESS: 1920 Corbeil Road

FILE NO.: B-2026-05

PURPOSE: The purpose of the requested consent is to allow for a lot addition from 1920 Corbeil Road to 1852 Corbeil Road to facilitate the creation of a new residential lot.

We, the undersigned, in making the decision upon this application have considered whether or not the requested consent is in conformity with the policies laid out in the East Ferris Official Plan and consistent with the requirements of section 51(24) of the *Planning Act*.

CONCUR in the following decision and reasons for decision on the 20th day of May, 2026.

DECISION: That the requested consent for a lot addition be approved, conditional upon the following:

- That confirmation is provided that all taxes are paid up to date;
- That a plan of survey is prepared and filed with the Municipality;
- That a plan of survey be sent electronically to the Municipality of East Ferris's Director of Community Services;
- That the applicant pays \$250.00 in finalization fee per consent application prior to the transfer of the parcel of land;
- That the transfer(s)/Deed(s) of Land is submitted to the Secretary-Treasurer for the Issuance of the Certificate of Consent under subsection 53 (42) of the Planning Act, R.S.O. 1990, c.P.13, as amended;
- That prior to the endorsement of the transfer(s) the owner grants simply unto the Municipality of East Ferris free of any charges, all lands measured 10.0 metres (33 feet) from the centerline of any existing publicly maintained road along the full length of the owner's total holdings being the subject of this consent; and
- That all conditions must be filled within two years from the date the notice of decision has been given otherwise this provisional consent will lapse and the application for consent shall be deemed to be refused as per Section 53 (41) of the Planning Act, R.S.O. 1990, c.P.13, as amended;
- That the severed and retained lands comply with the provisions of Zoning By-law 2021-60, as amended.

REASONS FOR DECISION:

The Committee has considered the application and based it's decision upon:

- Conformity with the *Planning Act*
- Public comments submitted

- Conformity with Provincial Policy
- Conformity with East Ferris Official Plan

DECISION OF COMMITTEE ON A CONSENT APPLICATION

APPLICANT: Richard Champagne and Nancy Best

CIVIC ADDRESS: 1852 Corbeil Road

FILE NO.: B-2026-06

PURPOSE: The purpose of the requested consent is to allow for the creation of one new lot for residential purposes.

We, the undersigned, in making the decision upon this application have considered whether or not the requested consent is in conformity with the policies laid out in the East Ferris Official Plan and consistent with the requirements of section 51(24) of the *Planning Act*.

CONCUR in the following decision and reasons for decision on the 20th day of May, 2026.

DECISION: That the requested consent to create one new additional lot be approved, conditional upon the following:

- That confirmation is provided that all taxes are paid up to date;
- That a plan of survey is prepared and filed with the Municipality;
- That a plan of survey be sent electronically to the Municipality of East Ferris's Director of Community Services;
- That the applicant pays \$250.00 in finalization fee per consent application prior to the transfer of the parcel of land;
- That the applicant is required to pay \$1,500.00 per consent application to the Municipality of East Ferris for the Parkland Dedication Fee prior to the transfer of the severed land;
- That the transfer(s)/Deed(s) of Land is submitted to the Secretary-Treasurer for the Issuance of the Certificate of Consent under subsection 53 (42) of the Planning Act, R.S.O. 1990, c.P.13, as amended;
- That prior to the endorsement of the transfer(s) the owner grants simply unto the Municipality of East Ferris free of any charges, all lands measured 10.0 metres (33 feet) from the centerline of any existing publicly maintained road along the full length of the owner's total holdings being the subject of this consent;

- That all conditions must be filled within two years from the date the notice of decision has been given otherwise this provisional consent will lapse and the application for consent shall be deemed to be refused as per Section 53 (41) of the Planning Act, R.S.O. 1990, c.P.13, as amended; and
- That the severed and retained lands comply with the provisions of Zoning By-law 2021-60, as amended.

REASONS FOR DECISION:

The Committee has considered the application and based it's decision upon:

- Conformity with the *Planning Act*
- Public comments submitted
- Conformity with Provincial Policy
- Conformity with East Ferris Official Plan

DECISION OF COMMITTEE ON A MINOR VARIANCE APPLICATION

APPLICANT: Richard Champagne and Nancy Best

CIVIC ADDRESS: 1852 Corbeil Road

FILE NO.: A-2026-06

PURPOSE: The owner is applying to permit a variance to Zoning By-law 2021-60. The applicant is seeking a minor variance to reduce the required lot frontage from 60m to 45m associated with the new lot proposed through consent applications B-2026-05 & B-2026-06.

We, the undersigned, in making the decision upon this application have considered whether or not the variance requested was minor and desirable for the appropriate development and use of the land and that the general intent and purpose of the Zoning By-law and Official Plan will be maintained.

CONCUR in the following decision and reasons for decision on the 20th day of May, 2026.

DECISION: That the requested variance to reduce the required lot frontage from 60 meters to 45 meters for the subject lands be approved.

REASONS FOR DECISION:

- The general purpose and intent of the Official Plan is being maintained;
- The general purpose and intent of the Zoning By-law is being maintained;

- The development is desirable and appropriate for the land and consistent with the neighbourhood; and
- The variance is minor in nature.

PUBLIC INFORMATION:

No public input was received at the public meeting and the COA is of the opinion that the proposal is consistent with Provincial Policy, the general intent and purpose of the Official Plan and Zoning By-law, the development is desirable and appropriate for the land and the variance is minor in nature.

2026-18

Moved by Nick Brazeau

Seconded by Bill Boake

THAT Consent Application B-2026-05 submitted by Richard Champagne on behalf of Charles Williams and Trina Miller requesting permission for a lot addition to 1852 Corbeil Road BE APPROVED conditional upon the completion of the standard conditions listed in the Notice of Decision.

Carried Chair Kelly

2026-19

Moved by Kenneth Leppert

Seconded by Steve Austin

THAT Minor Variance Application A-2026-06 submitted by Richard Champagne and Nancy Best to reduce the required lot frontage from 60 meters to 45 meters, BE APPROVED;

AND FURTHER THAT Consent application B-2026-06 submitted by the same requesting permission for a lot addition to their property at 1852 Corbeil Road, BE APPROVED conditional upon the completion of the standard conditions listed in the Notice of Decision.

Carried Chair Kelly

- d. B-2026-07 & B-2026-08: Denis and Suzanne Rochefort - 117 Pargeter Drive

A public meeting was held for consent applications submitted by Denis and Suzanne Rochefort for the purpose of creating two new lots for residential purposes.

Mr. Rochefort presented the applications to the Committee.

Director of Community Services advised that the MTO noted the application is outside their permit area and the North Bay Mattawa Conservation Authority has no objection to the application.

No public input was provided at the public hearing and the applications were approved as presented.

DECISION OF COMMITTEE ON A CONSENT APPLICATION

APPLICANT: Denis and Suzanne Champagne

CIVIC ADDRESS: 117 Pargeter Drive

FILE NO.: B-2026-07 and B-2026-08

PURPOSE: The purpose of the requested consent is to allow for the creation of two new lots for residential purposes from the property at 117 Pargeter Drive.

We, the undersigned, in making the decision upon this application have considered whether or not the requested consent is in conformity with the policies laid out in the East Ferris Official Plan and consistent with the requirements of section 51(24) of the *Planning Act*.

CONCUR in the following decision and reasons for decision on the 20th day of May, 2026.

DECISION: That the requested consent to create one new additional lot be approved, conditional upon the following for each application:

- That confirmation is provided that all taxes are paid up to date;
- That a plan of survey is prepared and filed with the Municipality;
- That a plan of survey be sent electronically to the Municipality of East Ferris's Director of Community Services;
- That the applicant pays \$250.00 in finalization fee per consent application prior to the transfer of the parcel of land;
- That the applicant is required to pay \$1,500.00 per consent application to the Municipality of East Ferris for the Parkland Dedication Fee prior to the transfer of the severed land;
- That the transfer(s)/Deed(s) of Land is submitted to the Secretary-Treasurer for the Issuance of the Certificate of Consent under subsection 53 (42) of the Planning Act, R.S.O. 1990, c.P.13, as amended;
- That prior to the endorsement of the transfer(s) the owner grants simply unto the Municipality of East Ferris free of any charges, all lands measured 10.0 metres (33 feet) from the centerline of any existing

publicly maintained road along the full length of the owner's total holdings being the subject of this consent;

- That all conditions must be filled within two years from the date the notice of decision has been given otherwise this provisional consent will lapse and the application for consent shall be deemed to be refused as per Section 53 (41) of the Planning Act, R.S.O. 1990, c.P.13, as amended; and
- That the severed and retained lands comply with the provisions of Zoning By-law 2021-60, as amended.

REASONS FOR DECISION:

The Committee has considered the application and based it's decision upon:

- Conformity with the *Planning Act*
- Public comments submitted
- Conformity with Provincial Policy
- Conformity with East Ferris Official Plan

2026-20

Moved by Frank Corbeil

Seconded by Kenneth Leppert

THAT Consent Applications B-2026-07 and B-2026-08 submitted by Denis and Suzanne Rochefort requesting permission for the creating of two new lots BE APPROVED conditional upon the completion of the standard conditions listed in the Notice of Decision for each application.

Carried Chair Kelly

9. Correspondence and Information Items

None for this session.

10. In-Camera (if required)

None for this session.

11. Adjournment

2026-21

Moved by Nick Brazeau

Seconded by Bill Boake

THAT the Committee of Adjustment meeting adjourned at 7:03 p.m.

Carried Chair Kelly

Chair

Terry Kelly

Director of Community Services

Greg Kirton