



# Minutes

## The Blue Mountains, Committee of Adjustment

**Date:** April 16, 2025  
**Time:** 1:00 p.m.  
**Location:** Town Hall, Council Chambers and Virtual Meeting  
32 Mill Street, Thornbury ON  
**Prepared by:** Carrie Fairley, Secretary-Treasurer

**Members Present:** Duncan McKinlay, Jim Oliver, Jan Pratt, Robert Waind  
**Members Absent:** Michael Martin  
**Staff Present:** Manager of Community Planning Shawn Postma, Planner I Manuel Riveria and Deputy Chief Building Official Nancy Laythorpe

---

### A. Call to Order

#### A.1 Traditional Territory Acknowledgement

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

#### A.2 Committee Member Attendance

Chair Oliver called the meeting to order at 1:00 p.m. Secretary-Treasurer Carrie Fairley noted all members were present save and except for Member Martin, who sent his regrets.

#### A.3 Approval of Agenda

Moved by: Jan Pratt  
Seconded by: Robert Waind

THAT the Agenda of April 16, 2025, be approved as circulated, including any additions to the agenda.

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**

**A.4 Declaration of pecuniary interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act*, the Town Committee of Adjustment By-Law 2024-04, and the Town Procedural By-law 2023-62, Committee of Adjustment Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

**A.5 Previous Minutes**

Moved by: Robert Waind

Seconded by: Duncan McKinlay

THAT the Minutes of March 19, 2025, be approved as circulated, including any revisions to be made.

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**

**A.6 Business Arising from Previous Minutes**

None

**B. Public Meeting**

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The Corporation of the Town of The Blue Mountains wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Town's website and/or made available to the public upon request.

## **B.1 Minor Variance Application No. A05-2025**

Owner: Christopher and Wendy Emmett  
Applicant/Agent: Kristine Loft, Loft Planning Inc.  
Municipal Address: 158 Snowbridge Way  
Legal Description: PLAN 1133 LOT 16

Chair Oliver read aloud the Public Meeting Notice, and the Secretary-Treasurer confirmed that the Public Hearing Notice was circulated in accordance with the Planning Act by pre-paid first-class mail and was posted on-site on the subject lands. The Secretary-Treasurer provided a summary of all written comments received as a result of the Public Notice. Planning Staff then provided an overview of the review and recommendations contained in the Staff Recommendation Report.

Member McKinlay questioned if this variance would encumber the golf course from making any renovations or changes in the future. Planner Manuel noted that notice was provided to the owners of the golf course, and no comments or concerns were received regarding renovations or plans of renovations. Manuel noted that had Staff received comments to this effect, they would have been considered. Manuel further noted that the proposed location is between holes three and four and are away from the active play area.

Member Waind noted that the municipality is not creating a greater liability by reducing the rear yard set back for hard cut golf balls. Member Waind further noted that it would be prudent upon the landowner to ensure that when getting insurance coverage that there is some sort of provision to cover the odd golf ball that may come onto the property, now that it is much closer to the range than it was before. Member Waind noted he did not believe that a liability condition needed to be addressed in the conditions of this decision.

Chair Oliver noted that at the bottom of page four of the recommendation report, there was reference to the impact of the swimming pool and the accessory building with respect to lot coverage, which Chair Oliver noted is well below the maximum. Chair Oliver noted that the eaves on the roof are projecting past the 1.2 metre interior side yard and further noted that the shade structure will need to comply with the permitted lot coverage. Chair Oliver noted that it is not referenced what its impact would be and questioned if Staff know whether it would add another percent or two or how it would affect the total lot coverage.

Manuel noted that at this time, the objective is to provide the existing lot coverage as is and the projected lot coverage for the pool/change room. Manuel further noted that if this application were to increase the lot coverage above the maximum, a minor variance application would be required.

Chair Oliver confirmed his understanding that a further variance would be required for an increase in lot coverage.

Kristine Loft, Loft Planning and Agent for the Applicant provided an overview of her presentation in support of the Application.

Member McKinlay noted that this area is known to have imperfect drainage from time to time and questioned Kristine if the site plan is respectful of the original grading plan, side yard and backyard swales, to provide a drainage outlet in this area. Kristine noted the original plot plan was used as the basis of the plan that was used for the pool design. Kristine further noted that with regards to grading that she has made notes to pass along to the owners regarding the original grading.

Chair Oliver requested that Staff confirm that they look at grading and swales with respect to these applications. Deputy Chief Building Official Nancy confirmed that was correct.

Chair Oliver then opened the public portion of the hearing and asked if anyone in attendance wished to speak to the application.

As there was no one else in attendance to speak in favour of or in opposition to the proposal, Chair Oliver closed the public meeting.

Moved by: Robert Waind

Seconded by: Jim Oliver

THAT the Committee of Adjustment receive Staff Report PBS.25.026, entitled "Recommendation Report – Minor Variance A05-2025 – 158 Snowbridge Way (Emmett), as amended;"

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**

Moved by: Robert Waind

Seconded by: Jan Pratt

AND THAT the Committee of Adjustment GRANT a minor variance for A05-2025 in order to permit the construction of an in-ground swimming pool with a total surface area of 32.5 square metres that will be located at the rear yard with a minimum setback of 13.43 square metres. subject to the following conditions:

1. That the site development be constructed in a manner substantially in accordance with the submitted site plan;
2. That this variance to the Zoning By-law is for the purpose of obtaining a building permit and is only valid for a period of two (2) years from the date of decision. Should a building permit not be issued within two years, the variance shall expire on April 16, 2027.

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**

## **B.2 Minor Variance Application No. A06-2025**

Owner: Greg Keaney and Kim Schiefer

Applicant/Agent: Greg Keaney

Municipal Address: 174 Clark Street

Legal Description: PLAN 108 LOTS 7, 8, 9 CLARK SS

Chair Oliver read aloud the Public Meeting Notice, and the Secretary-Treasurer confirmed that the Public Hearing Notice was circulated in accordance with the Planning Act by pre-paid first-class mail and was posted on-site on the subject lands. The Secretary-Treasurer provided a summary of all written comments received as a result of the Public Notice. Planning Staff then provided an overview of the review and recommendations contained in the Staff Recommendation Report.

Chair Oliver noted the large increase of the existing garage, noting it will more than double, from 48.3 to 110 square metres and questioned if it is still considered minor in relation to the size of the detached home. Manuel noted that is correct and further noted that part of the characteristics in terms of dominance, would be the area of the home, along with the height. Manuel further noted that when you enter the property, you are seeing only the house, and the area is well screened with heavy vegetation.

Chair Oliver noted that when he attended for the site visit, you could not see the existing garage because it is up and back on the property.

Greg Keaney, Owner and Applicant spoke in support of the application noting the reason for the application to allow for storage of their boat and provide further storage options.

Chair Oliver then opened the public portion of the hearing and asked if anyone in attendance wished to speak to the application.

As there was no one else in attendance to speak in favour of or in opposition to the proposal, Chair Oliver closed the public meeting.

Moved by: Duncan McKinlay

Seconded by: Jan Pratt

THAT the Committee of Adjustment receive Staff Report PBS.25.027, entitled "Recommendation Report – Minor Variance A06-2025 – 174 Clark Street (Keaney);"

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**

Moved by: Robert Waind

Seconded by: Jan Pratt

AND THAT the Committee of Adjustment GRANT a minor variance for A06-2025 to permit the construction of a 61.9 square metres new addition to the existing detached garage with a permitted maximum height of 6.32 metres subject to the following conditions:

1. That the site development be constructed in a manner substantially in accordance with the submitted site plan;
2. That this variance to the Zoning By-law is for the purpose of obtaining a building permit and is only valid for a period of two (2) years from the date of decision. Should a building permit not be issued within two years, the variance shall expire on April 16, 2027

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**

## **C. Other Business**

### **C.1 Change of October's Meeting Date and Application Deadline**

Secretary-Treasurer provided an update to the Committee regarding the change in the Committee's October meeting date and Application Deadline.

Moved by: Robert Waind

Seconded by: Duncan McKinlay

THAT the Committee of Adjustment acknowledges that the regularly scheduled October 15, 2025, Committee of Adjustment Meeting has been rescheduled to October 22, 2025, to accommodate Town Council's Budget Meetings;

AND THAT the Committee of Adjustment further acknowledges that with respect to the change of October's meeting date, the Application Deadline for October has also changed to September 24, 2025;

AND THAT the Committee of Adjustment requests the Secretary-Treasurer to ensure that the changes to the October Meeting date and Application Deadline are communicated to the public. via eblast.

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**

## **D. Committee Member Expenses**

The Committee Members provided their travel expenses to the subject properties, to the Secretary-Treasurer.

## **E. Notice of Meeting Date**

May 21, 2025

Town Hall, Council Chambers and Virtual

June 18, 2025

Town Hall, Council Chambers and Virtual

## **F. Adjournment**

Moved by: Jan Pratt

Seconded by: Robert Waind

THAT the Committee of Adjustment does now adjourn at 1:43 p.m. to meet again at the call of the Chair.

Yay (4): Duncan McKinlay, Jim Oliver, Jan Pratt, and Robert Waind

Absent (1): Michael Martin

**The motion is Carried (4 to 0)**