



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE MEETING MINUTES

Tuesday, October 28, 2025 @ 6:00 PM
In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Chair:	Councillor Colin Brown	Brenda Guy, Mgr of Plan/Dev
Members:	Brian Brooks	Trudy Gravel, Assistant Planner
	Lynda Garrah	
	Emery Groen	
	Neil McCarney	
	Jana Miller	
	Kathy Warren	
Regrets:	Councillor Anne-Marie Koiner	

1.	Call Meeting to Order
	Chair Colin Brown called the meeting to order at 6:00 PM
2.	Adoption of the Agenda
	<p>PAC-COA-PSC Motion #2025-33 Moved by: Neil McCarney Seconded by: Kathy Warren BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED OCTOBER 28, 2025. - CARRIED</p>
3.	<p>Disclosure of Pecuniary Interest & General Nature Thereof – Councillor Anne-Marie Koiner – Disclosed (in advance and absent) for 145 River Street as it is in proximity to her residence. Kathy Warren - Disclosed for 145 River Street as it is in proximity to her residence.</p>
4.	Adoption of Minutes
	<p>PAC-COA-PSC Motion #2025-34 Moved by: Brian Brooks Seconded by: Lynda Garrah BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED SEPTEMBER 23, 2025. - CARRIED</p>

5.	Public Question/Comments – None
6.	Unfinished Business – None
7.	Reports/New Business
	DEVELOPMENT PERMIT APPLICATION
	DP2025-15 – 230 Victoria Avenue – Class II Development Permit
	<p>Applicant Catriona Mackenzie-Gray and owner Daniel Chabot were in attendance.</p> <p>Development Permit application DP2025-15 is to seek relief to reduce the maximum projection for an unenclosed porch into the required front yard setback from 3m to 2m. The new porch is proposed to be constructed in the dimensions of 2.4m deep by 7.9m wide consisting of 19m² and will have a staircase located at the north side of the structure to the driveway.</p> <p>The proposed porch will replace an existing concrete porch which is presently in a state of disrepair and not safe for use. The request is to provide improved accessibility and mobility for the residents.</p> <p>Committee members were supportive of the request for the application.</p> <p>PAC-COA-PSC Motion #2025-31 – DP2025-15 – 230 Victoria Avenue Moved by: Lynda Garrah Seconded by: Kathy Warren</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY have no objection to application DP2025-15 (Mackenzie-Gray) at 230 Victoria Avenue to permit the reduction in the maximum permitted projection for an unenclosed porch only into the required front yard setback from 3m to 2m in the dimensions of 2.4m by 7.9m consisting of 19m² subject to the following conditions:</p> <ul style="list-style-type: none"> - All costs associated with fulfilling the conditions of this decision are borne by the Owner, and - The Owner fulfill all conditions within one year of this approval or the application will lapse. <p style="text-align: right;">- CARRIED</p>
	Kathy Warren left the meeting at 6:15 pm.
	<p>OFFICIAL PLAN AMENDMENT & DEVELOPMENT PERMIT APPLICATION OPA8-25 & DP2025-13 145 River Street Class III Development Permit</p> <p>Applicant Bethanie Matthews was in attendance at the meeting.</p> <p>An Official Plan Amendment OPA8-25 has been requested to redesignate the lands from Residential to General Commercial Special Exception for the use of a commercial sports and recreation establishment to include a fitness centre, kayak rentals (no launching) and e-bike rentals promoting a community health hub. The</p>

existing commercial building currently enjoys legal non-conforming status and is operating as a flea market on the weekends and holidays. Two additions are being proposed on the site.

Application DP2025-13 is seeking to redesignate the lands from the Residential to a site specific Progressive Commercial use to permit a commercial sports and recreation facility as proposed.

Staff provided an overview of the applicable policies in the Provincial Planning Statement, Official Plan and Development Permit By-law. The current use, being a flea market operating primarily on weekends and holidays is considered a non-conforming use within a residential designation.

Staff provided to the Committee rationale as to why the application for an Official Plan Amendment is unable to be supported by Staff as it is not in keeping with the policies in the Official Plan for the General Commercial use. The property is within a residential designation and not a natural extension of the General Commercial designation. Staff further discussed legal non-conforming uses and how considerations are given to change or amend the policies. It is Staff's opinion that the request before the Committee is unsupportable and that the planning policy documents are about the lands and not the individuals making the application.

Bethanie Matthews spoke to the application and the work that she does as an active member in the community. The facility will create a community hub for the Town. She would like to work with staff to create a facility for the community.

Members of the public spoke summarizing and noting as follows:

- Pat Funnell, former operator of the boxing club. The new fitness centre will provide a service for boxing club members (loss of 50-100 members).
- Lyla Maclean, former employee Gan Fitness. She noted that a larger building will provide for more patrons and increased accessibility for seniors.
- Ryan McNeal noted difficulty to change the use of the existing building to another commercial use i.e. garage and restaurant as the property is not in an appropriate location for those uses.
- Dawn Maclean, Community Living & District. Indicated that a fitness centre provides support with those that have disabilities. The facility will be accessible for patrons with wheelchairs and walkers. This project would be welcomed as it provides for improved health and inclusion in the community.
- Joanne Carswell, Gananoque Canoe Club. The proposed new use provides opportunities for developing partnerships with the canoe club. Concern was raised with families who do not have the financial means for sports. The facility would provide an opportunity for members of the canoe club to continue their training at the new location.
- Sharon Sherry Nelson. Indicated that new location is perfect for the Town. She understands the site specific General Commercial use would extend the request.

	<ul style="list-style-type: none"> • Heather Oriley. Inquired on historical use of the property given it was a coop, sale of canoes and now flea market. • Jennifer Witzke. Location ideal for kids in Grades 1-6 being in proximity to Linklater Public School and for residents and seniors. <p>Most Committee members felt that the concern of the redesignations was not the business and what it brings to the community but that the policies do not permit the use. A member noted the importance of the trail adjacent the building and the heavy use and there is a strong need and support from the community.</p> <p>PAC-COA-PSC Motion #2025-36 – OPA8-25 – 145 River Street Moved by: Neil McCarney Seconded by: Emery Groen</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that the application OPA8-2025 be deferred and the applicant resubmit and review the designation of lands to a Residential exception.</p> <p style="text-align: right;">- CARRIED</p> <p>PAC-COA-PSC Motion #2025-37 – DP2025-13 – 145 River Street Moved by: Brian Brooks Seconded by: Emery Groen</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that application DP2025-13 145 River Street (Matthews) be deferred, to redesignate the lands from Residential to Commercial Traditional exception, until such time as an Official Plan Amendment has been approved.</p> <p>AND FURTHER, should an Official Plan Amendment be obtained the Application for Development Permit be resubmitted and reviewed accordingly.</p> <p style="text-align: right;">- CARRIED</p>
8.	Correspondence/Other – None
9.	Next Regular Meeting: Tuesday, November 25, 2025 @ 6:00 pm
10.	Questions From the Media – None
11.	<p>Adjournment PAC-COA-PSC Motion #2025-38 Moved by: Neil McCarney Seconded by: Brian Brooks</p> <p>BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, OCTOBER 28TH 2025 MEETING AT 7:22 PM.</p> <p style="text-align: right;">- CARRIED</p>
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Colin Brown, Chair</div> <div style="width: 45%;">Brenda Guy, Committee Secretary</div> </div>	