

**The Corporation of the Township of North Glengarry
Committee of Adjustment Hearing**

AGENDA

Monday, September 14, 2026, 5:45 p.m.
Council Chamber
3720 County Road 34
Alexandria, ON K0C 1A0

- 1. Disclosure of Conflict of Interest**
- 2. Accept the Agenda (Additions/Deletions)**
- 3. Ratify Minutes**

Committee of Adjustment Hearing Minutes – Monday, June 22, 2026

- 4. Minor Variances**

MV-04-2026: Judith Wilcox

- 5. Old Business**
- 6. New Business**
- 7. Notice of Motion**
- 8. Adjournment**

CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY

Committee of Adjustment Hearing

Minutes

Monday, June 22, 2026, at 5:30 p.m.

Council Chamber

3720 County Road 34

Alexandria, ON K0C 1A0

PRESENT: Mayor – Jamie MacDonald
Deputy Mayor – Carma Williams
Councillor at Large – Jacques Massie
Councillor - Brian Caddell
Councillor – Jeff Manley
Councillor – Michael Madden
Councillor – Gary Martin

ALSO PRESENT: CAO/Clerk - Michael Fawthrop
Director of Building, By-law & Planning - Jacob Rhéaume
Deputy Clerk – Jena Doonan

The Chair called the meeting to order at 5:30 p.m.

1. DISCLOSURE OF CONFLICT

No disclosures of conflict were declared.

2. ACCEPT THE AGENDA

Resolution No. 1

Moved By: Carma Williams

Seconded By: Jacques Massie

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing agenda for Monday, June 22, 2026.

Carried

3. RATIFY MINUTES

Resolution No. 2

Moved By: Jacques Massie

Seconded By: Brian Caddell

THAT the Council of the Township of North Glengarry accepts the Committee of Adjustment Hearing minutes of Monday, November 24, 2025.

Carried

4. MINOR VARIANCES

MV-03-2026

Owner: Manjot Sarkaria

Location: 18683 Kenyon Concession Road 2, Apple Hill
Kenyon Concession 2, Part Lot 33

Purpose of application: To seek relief from Comprehensive Zoning By-law 39-2000, Section 11.2(2)(e)(i), for a reduction in the interior side yard width setback from the minimum required 9 m to the proposed 7 m for the construction of a covered solid manure storage facility; and

To seek relief from Comprehensive Zoning By-law 39-2000 to permit the construction of a poultry barn and a covered solid manure storage facility to be located closer than the minimum distance separation to the “closest lot line,” as determined by the MDS II formula, in accordance with Implementation Guideline #43 of the MDS Document. The required minimum closest lot line setback distance from the poultry barn is 30 m, while 14 m is proposed. The required minimum closest lot line setback distance from the covered solid manure storage facility is 30 m, while 7 m is proposed.

Resolution No. 3

Moved By: Brian Caddell

Seconded By: Jeff Manley

THAT the Committee of Adjustment approves Minor Variance Application MV-03-2026, as submitted, in accordance with the recommendation of the Planning Department.

The Clerk asked three times for comments from the public in attendance.

No questions or comments were received from the public in attendance.

The Chair opened the floor to questions and comments from Council.

Council discussed public inquiries received regarding the proposed development. Chief Building Official Jacob Rhéaume advised that two individuals had contacted staff after seeing the project sign and were seeking information about the nature of the development. The inquiries were described as questions for clarification rather than concerns or complaints. Chief Building Official Jacob Rhéaume indicated that information was provided on the project, including details of the nutrient management strategy.

Council inquired about the proximity of the nearby Scout property. Chief Building Official Jacob Rhéaume confirmed that a forested area exists between the proposed development and the Scout property, providing a buffer. He further advised that he had spoken with a representative of the Scouts, who had not expressed any concerns regarding the project. It was also noted that a poultry barn currently exists on the property.

Council sought clarification regarding the proposed manure storage facility, noting that it appeared significantly larger than the existing structure. Chief Building Official Jacob Rhéaume explained that the increased size reflects both the larger capacity of the proposed barn and current Ontario Ministry of Agriculture, Food and Agribusiness requirements for manure storage capacity. He noted that the required storage size is determined by the number of birds housed within the facility.

No further questions or comments were raised.

Carried

5. OLD BUSINESS

No old business was discussed.

6. NEW BUSINESS

No new business was discussed.

7. NOTICE OF MOTION

None.

8. ADJOURNMENT

Resolution No. 5

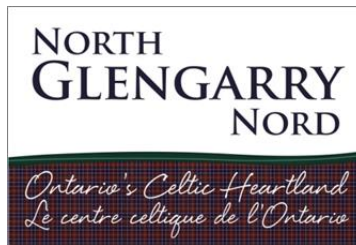
Moved By: Jeff Manley

Seconded By: Michael Madden

THERE being no further business to discuss, the Committee of Adjustment Hearing was adjourned at 5:47 p.m.

CAO/Clerk/Deputy Clerk

Mayor/Deputy Mayor



**STAFF REPORT
COMMITTEE OF ADJUSTMENT**

Date: **September 14, 2026**

To: **Mayor and Council Members**

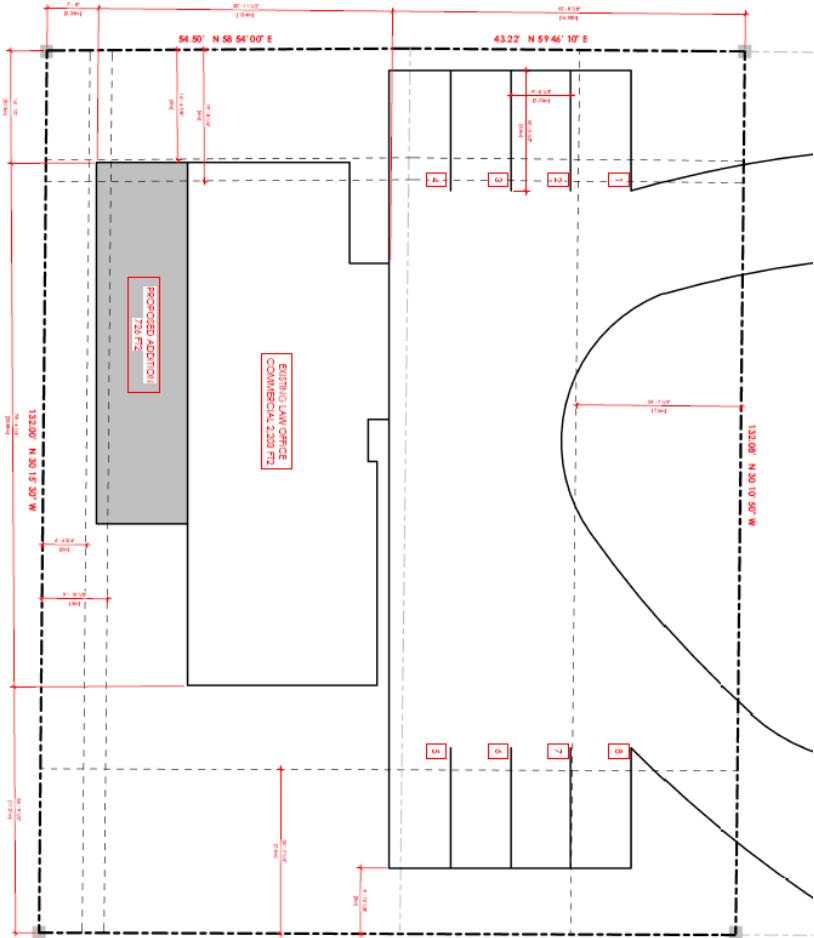
From: **Jacob Rheume, Director of Building, By-law & Planning**

File	Minor Variance Application No. MV-04-2026
Owner	Judith WILCOX
Address (Civic & Legal)	102 Alexandria Main Street North, Alexandria Reg. Plan 5, Part Lots 1 & 2; 14R4627 Parts 1 & 2 Roll 0111 018 000 43100 PIN 67150-0094
Location	

Property



Site



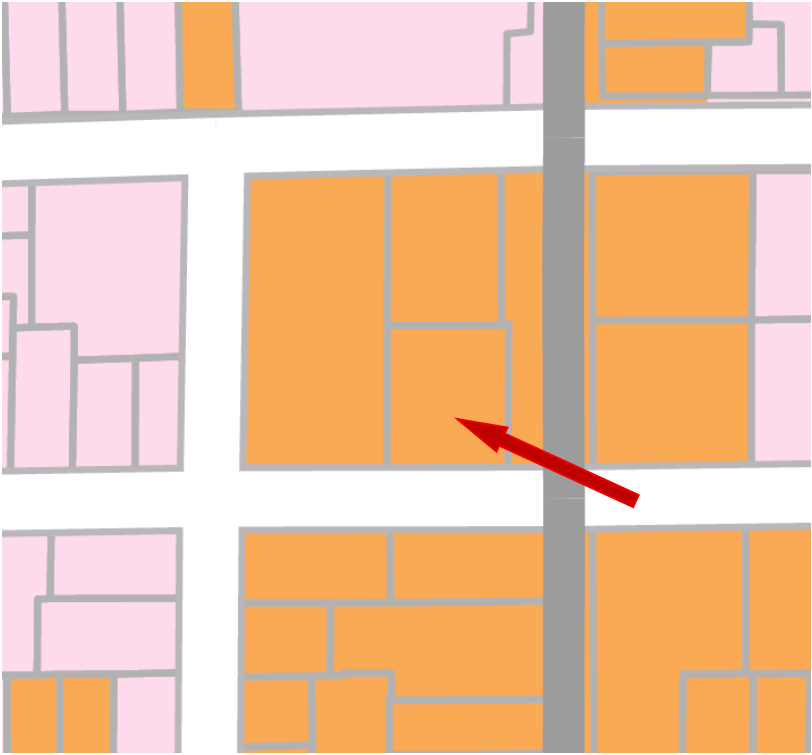
Purpose of application

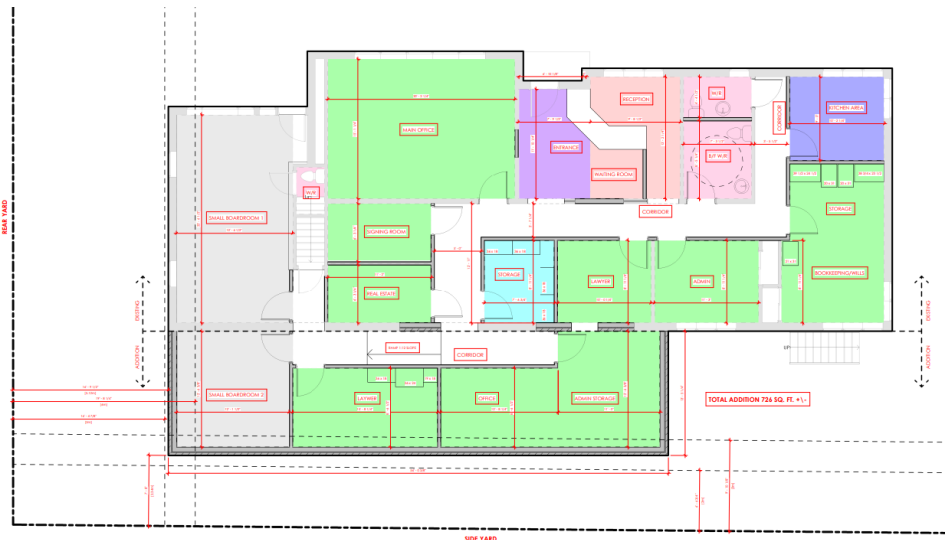
THE PURPOSE of the Minor Variance Application is:

To seek relief from the Comprehensive Zoning By-law 39-2000 for the following requirements for the construction of a new addition on the West side of the existing lawyer's office building:

- Section 6.1 (2) (e) for a reduction in the Interior Yard (West) Depth setback from the minimum required 3m to the proposed 2m to the office new addition building's foundation and;
- Section 6.1 (2) (f) for a reduction in the Rear Yard (North) Depth setback from the minimum required 6m to the existing 5m to the office new addition building's foundation and;
- Section 3.21 (a) (iii) for a reduction in the total number of parking spaces from the required 14 spaces to the proposed 8 spaces for the office building, including the new addition.



Effect of application	To accommodate the proposed location for the construction of a new addition on the West side of the existing lawyer's office building.
Official Plan & surroundings	Urban Settlement Area (Alexandria) – Commercial District 
Zoning & surroundings	Core Area (CA) 

Use	Commercial, currently used, and since 2004, as a lawyer office building. No proposed change. Compliant with Zoning By-law.
Surrounding Uses	North (rear) – Old Beer Store building, residential properties, GDHS East – Service Ontario & convenience store building, residential properties South (front) – Lawyer office, Alexandria “core area” West – Parking lot for Alexandria Courthouse, residential properties
Size/Area	+/- 0.32 acres No proposed change. Compliant with Zoning By-law.
Frontage	+/- 32.36m on St George Street (as per Zoning). No proposed change. Compliant with Zoning By-law.
Dimensions	+/- 40m x 32.36m
Buildings	1 existing building used as lawyer office building. New proposed addition on the West side to be used as offices and boardroom.  The diagram is a detailed site plan of a property. It shows an existing building (shaded grey) and a proposed addition (outlined in red). The plan is color-coded: green for office spaces, blue for boardrooms, and purple for reception and waiting areas. Various rooms are labeled, including 'RECEPTION', 'WAITING', 'BOARDROOM', 'OFFICE', 'CONFERENCE', 'STORAGE', 'RESTROOM', 'KITCHEN', and 'BATH'. Dimensions are provided in meters for various sections and overall setbacks. A 'SIDE YARD' is indicated at the bottom. A note states 'TOTAL ADDITION 726 SQ. FT. +/-'. The plan also shows setbacks from the 'SIDE YARD' and 'SIDE YARD' boundaries.
Building Height	Proposed building compliant with Zoning By-law.
Setbacks	No proposed change for South & East. Compliant with Zoning By-law. Seeking relief from the Comprehensive Zoning By-law 39-2000 Section 6.1 (2) (e) for a reduction in the Interior Yard (West) Depth setback from the minimum required 3m to the proposed 2m to the office new addition building's foundation and,



Section 6.1 (2) (f) for a reduction in the Rear Yard (North) Depth setback from the minimum required 6m to the existing 5m to the office new addition building's foundation.



Lot Coverage	Compliant with Zoning By-law, even after addition is constructed.
Sanitary/Septic	Office building is connected to municipal sanitary services.
Water/Well	Office building is connected to municipal water services.
Storm	Rainwater currently dispersed on site. Building appears to be connected to the storm municipal line on the South, along St-George Street West. No issues

Entrance/Driveway	Exiting driveway has 2 accesses, both from Main Street (County Road 34), to remain. 
Civic number	Existing civic number 102 (Main Street North).
Parking	Seeking relief from the Comprehensive Zoning By-law 39-2000 Section 3.21 (a) (iii) for a reduction in the total number of parking spaces from the required 14 spaces (including the new addition) to the proposed 8 spaces for an “office building”. New parking lot setup, lawyer office building has been there since 2004, parking has never been an issue, visitor is mostly appointment only, parking mostly for employees. 
SDG	No comments submitted. - no new entrances - existing setback being maintained to Main Street
RRCA & SNRCA	No comments submitted.
EOHU	No comments submitted.

MTO	No comments submitted.
CP/CN/Via Rail	No comments submitted.
OMAFRA	No comments submitted.
Hydro one, OPG, Bell, Enbridge	No comments submitted.
NG Roads Dept.	No comments submitted.
NG Public Works Dept.	No comments submitted.
NG Fire Dept.	No comments submitted.
NG By-law Dept.	No comments submitted.
NG Building Dept.	A Building Permit will be required under Section 8 of the OBCA. The building must be designed to meet all Ontario Building Code requirements. Prior to permit issuance, the Building Department may conduct an on-site review to confirm no other concerns.
Planning Act Four Tests Section 45(1)	A minor variance must meet all four tests under the Planning Act: 1. Maintains the general intent and purpose of the Official Plan <i>The lands are designated Urban Settlement Area (Alexandria) – Commercial District in the United Counties of Stormont, Dundas and Glengarry Official Plan. Commercial District permits and encourages any sorts of development and upgrades for existing compliant uses for properties. The proposed use conforms to the relevant policies of the Official Plan.</i> 2. Maintains the general intent and purpose of the Zoning By-law <i>The Township of North Glengarry Zoning By-law – Core Area (CA) zone permits commercial uses such as the existing lawyer office building.</i> <i>The property is not subject to a Site Plan Development Agreement, to deal with items such as site plan, building location, servicing, driveway, entrance, parking, lighting, garbage, access, storm water management, lot grading, soil conditions, etc. as all will be handled by the Building Permit. The general intent of the proposed minor variance does comply with the intent and purpose of the Zoning By-law.</i>

	3. Desirable for the appropriate development or use of the land, building, or structure <i>The surrounding area is residential in all directions. The surrounding uses consist of mostly commercial and residential properties, making this application desirable and appropriate. The addition on the West side was the optimal one as the front of the building is kept for parking and landscaping, to ensure the character of the neighbouring is maintained. The reduced setback on the North is an “acknowledgment” as the existing building is already built at that setback and is maintained for the addition. The development location and size are desirable for both the applicant and neighbouring properties.</i> 4. Minor in nature <i>The proposed relief from the zoning by-law requirements will generate minimal impact on the adjacent lands and property owners despite the reduction in the required minimum Interior Side and Rear Yard Depth, only a 1m relief on the West side is requested.</i> <i>The property affected the most being the one on the West, being a parking lot for the Alexandria Courthouse, and must remain, adjacent owners have not expressed any objections with the reduction.</i> <i>Thus, the minor variance is considered minor in nature.</i>
Site Pictures	
Provincial Policy Statement	According to the Provincial Policy Statement (2020) Minor Variance Applications should be passed if it: - Supports efficient land use and development patterns - Facilitates diverse Growth Management options - Supports sustainable development by promoting a mix of land uses

Official Plan	According to the United Counties of Stormont Dundas & Glengarry Official Plan Minor Variance Applications should be passed if it: - Conforms with land use designation and does not conflict with permitted uses - Promotes high-quality, context-sensitive infill development - Supports communities - Maintains or enhances neighbourhood compatibility, the existing character and context of the area by making it compliant, ensure neighbours are aware.
Zoning By-law 39-2000	The Minor Variance Application is compliant with Zoning By-law for reasons such as: - General intent is preserved - Variance does not result in overdevelopment or unsafe conditions - Setbacks (other than North & West), lot coverage, and height can be complied with existing site conditions - Lot shape, size, topography, existing driveway and dwelling, existing garage location, or constraints warrant a minor relief - No major adverse impact on neighbouring properties such as sun/shadow, privacy, overlook, traffic, or stormwater impacts which are all negligible or non-existent as existing building is currently at same location. - Consistent with previously approved variances in the Township - Neighbouring owners and agencies have expressed no objections

Planning staff is of the opinion that the applicant's requested variance to the zoning by-law requirements can be considered minor in nature, suitable, desirable and appropriate for the surrounding area, and meets the intent and purpose of the Zoning By-law and the objectives and policies of the Official Plan as per the Four Tests of the Planning Act Section 45(1).

Recommendation: It is the recommendation of the Planning Department that the Committee of Adjustment approve Minor Variance application MV-04-2026 as submitted.