



## TOWNSHIP OF CHISHOLM COMMITTEE OF ADJUSTMENT

2847 Chiswick Line, R.R. # 4

Powassan, Ontario, P0H 1Z0

Phone (705) 724-3526 Fax (705) 724-5099

[info@chisholm.ca](mailto:info@chisholm.ca)

Gail Degagne, Mayor

Lesley Marshall, CAO Clerk-Treasurer

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### AGENDA

#### COMMITTEE OF ADJUSTMENT MEETING

TUESDAY, APRIL 7, 2026 – 7:00 P.M.

*“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings.”*

1. Call to Order
2. Declaration of pecuniary interest.
3. Approval of Agenda.
4. Approval of Minutes – March 3, 2026 Committee of Adjustment. (Encl.)
5. DRAFT Official Plan and Open House April 21, 2026 5:00-7:00 p.m.
6. Consider the following Minor Variance Application:
  - (a) File# 2026-01 – Poitras – Con. 17 Pt Lot 3 – 1061 Hills Siding Rd (Encl.)
7. Adjournment



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## MINUTES

### COMMITTEE OF ADJUSTMENT MEETING

TUESDAY, MARCH 3, 2026 – 7:09 P.M.

*“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings.”*

#### 1. CALL TO ORDER

The meeting was called to order by Chairperson Mayor Gail Degagne at 7:09 p.m., along with Councillor Claire Riley, Nunzio Scarfone and committee member Chris Frappier, and Don Butterworth. Staff present was Admin Assistant, Jessica Laberge.

#### 2. DECLARATION OF PECUNIARY INTEREST - None

#### 3. APPROVAL OF AGENDA

##### Resolution 2026-01 (COA)

Claire Riley and Chris Frappier: Be it resolved that the *Agenda* for this meeting be approved as presented. **‘Carried’**

#### 4. APPROVAL OF MINUTES – November 4, 2025

##### Resolution 2026-02 (COA)

Don Butterworth and Nunzio Scarfone: Be it resolved that the *Minutes* of the November 4, 2025 Committee of Adjustment meeting be adopted as amended and circulated. **‘Carried’**

#### 5. CONSIDER THE FOLLOWING SEVERANCE APPLICATION

##### (a) File # 2026-01– Watpool – Con. 11 Lot 18

Chairperson confirmed with Secretary that notices had been sent in accordance with Planning Act regulations. Secretary reported that a letter dated February 19, 2026, was received from the Conservation Authority and the following comments were made:

- The NBMCA reviewed the application based on Section 5.2 of the 2024 PPS, Ontario Regulation 41/24 Prohibited Activities, Exemptions, and Permits, as per Section 28.1 of the Conservation Authorities Act and as a Source Protection Authority under the Clean Water Act.
- The retained lot contains a factory serviced with a septic and a dwelling serviced by septic. There appears to be sufficient space for replacement.
- Natural hazards do not appear to be present on or adjacent to the property. A Section 28 permit is not required from NBMCA prior to site development.
- The NBMCA is satisfied that there is adequate space to accommodate a sewage system in accordance with O. Reg 203/24 of the OBC for a three-bedroom dwelling on the retained lands.
- The subject lands are partially within an area of Highly Vulnerable Aquifers (HVA). A portion of the retained lot is also within Intake Protection Zone 3 and the Issue Contributing Area for Callander. Any sewage system within the ICA is subject to the Mandatory Maintenance Inspection (MMI) program under O. Reg 315/10 of the Ontario Building Code.
- The NBMCA is satisfied that the application is consistent with the policies as set out in Section 5.2 of the PPS and have no objections.

##### Resolution 2026-03 (COA)

Claire Riley and Nunzio Scarfone: Be it resolved that the consent application from Christie and Jason Watpool to sever one rural lot from CON 11 LOT 18 PCL 1171 NIP, in the Township of Chisholm, District of Nipissing, be approved subject to the following conditions which must be fulfilled within two years from the date of the Committee’s Notice of Decision letter. These conditions must be fulfilled prior to the granting of consent.

1. That this approval applies to the creation of one rural lot, approximately 103.37 meters by 210 meters being approximately 2.22 Hectares, and retain lands being approximately 37.8 Hectares.

And that a 30 meter minimum setback be maintained from all lots lines to the Home Industry Building.

2. That the following documents be provided for the transaction described in Condition No. 1:
  - (a) That a signed Acknowledgement and Direction Consent and Draft Electronic Transfer setting out the entire legal description of the parcel in question be submitted to the Clerk-Treasurer or Alternate of the Township for the issuance of a Certificate of Consent.
  - (b) A reference plan of survey, which bears the land Registry Office registration number and signature as evidence of its deposit therein, illustrating the parcel to which the consent approval relates, unless it is not required by the Land Titles Office.
3. That any traveled road, situated on the subject lands be transferred to the Township for road purposes, and that the survey confirm that the travelled road for access is fully contained on the road allowance.
4. That the applicant pay any planning consultant fees incurred by the Township in processing the application, if any.
5. That all property taxes are paid up to date.

**NOTES:**

- The NBMCA reviewed the application based on Section 5.2 of the 2024 PPS, Ontario Regulation 41/24 Prohibited Activities, Exemptions, and Permits, as per Section 28.1 of the Conservation Authorities Act and as a Source Protection Authority under the Clean Water Act.
- The retained lot contains a factory serviced with a septic and a dwelling serviced by septic. There appears to be sufficient space for replacement.
- Natural hazards do not appear to be present on or adjacent to the property. A Section 28 permit is not required from NBMCA prior to site development.
- The NBMCA is satisfied that there is adequate space to accommodate a sewage system in accordance with O. Reg 203/24 of the OBC for a three-bedroom dwelling on the retained lands.
- The subject lands are partially within an area of Highly Vulnerable Aquifers (HVA). A portion of the retained lot is also within Intake Protection Zone 3 and the Issue Contributing Area for Callander. Any sewage system within the ICA is subject to the Mandatory Maintenance Inspection (MMI) program under O. Reg 315/10 of the Ontario Building Code.
- The NBMCA is satisfied that the application is consistent with the policies as set out in Section 5.2 of the PPS and have no objections.

**‘Carried’**

**6. Adjournment**

**Resolution 2026-04 (COA)**

Chris Frappier and Don Butterworth: Be it resolved that this meeting now adjourn.

**‘Carried’**

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Mayor, Gail Degagne

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Secretary, Lesley Marshall

**NOTICE**  
**Official Plan Update Project**  
**OPEN HOUSE and PUBLIC MEETING**

The DRAFT Official Plan is ready for review and input – we want to hear your voice! Copies of the draft are available through the Township website here: <https://chisholm.ca/en/your-government/official-plan-review-2024-2025-1> or in person at 2847 Chiswick Line between 9:00 a.m. and 4:30 pm Monday to Friday.

**A public open house is scheduled for Tuesday, April 21st, 2026 from 5:00 p.m. – 7:00 p.m.** at the Township Office. The evening will start with a brief introduction to the project followed by a mix and mingle with opportunities to review some of the proposed changes to the Official Plan and Schedules. Township staff and project Planners will be on hand to help answer questions and discuss concerns. A great opportunity to weigh in on the future of development in the Township!

A public meeting will be scheduled later this Spring during a Regular Council Meeting at the Township Office. Another opportunity to review the Draft Official Plan and comment or ask questions. Written submissions to Township staff are required if you would like to be kept in the loop of future updates and the adoption of the Plan. Please connect with the Township Office by email, mail or dropping off a letter during regular business hours.

# TOWNSHIP OF CHISHOLM

## PLANNING REPORT

<b>Report Prepared for:</b>	Committee of Adjustment	<b>Application Number:</b>	MVA – 2026-01
<b>Report Prepared by:</b>	Jessica Laberge, Admin. Assistant	<b>Application Name:</b>	Chad Poitras
<b>Location:</b>	1061 Hills Siding Rd		
<b>Report Date:</b>	March 20, 2026		

### A. PROPOSAL/BACKGROUND

An application for a minor variance has been submitted by Chad Poitras requesting permission to rebuild a garage which exceeds the minimum size permitted (1200 sq. ft.) by 400 sq. ft..

The subject property is CON 17 PT LOT 3, RP36R7576 Part 1 PCL 27168 NIP, Township of Chisholm, District of Nipissing, 1061 Hills Siding Road.

#### Subject Property



## **B. PURPOSE OF APPLICATION**

The Applicant is proposing to build a garage adjacent to his house.

The proposed garage meets the maximum 10% total lot coverage and the maximum 5% lot coverage for all detached accessory buildings.

*Section 4.1.2.2 Maximum height and area* of the Zoning by-law, states that the maximum gross floor area for any detached accessory building shall be 111.5 m<sup>2</sup> (1,200 ft<sup>2</sup>).

*Section 4.1.2.4*, states that section 4.1.2.2 shall not apply to lots in the A and RU Zone with a lot area greater than 4.0 Hectares (9.88 Acres)

The subject property is 7.92 Acres, and is in the Rural Zone.

## **F. Conclusion:**

Is the application considered minor in nature: The relief applied for is a 33.% increase to the Maximum size for an accessory building. The property is short 1.95 Acres to be exempt from the maximum size.

Is the application desirable for the appropriate development of the lands in question: The proposed garage is accessory to a residential use. Residential use is permitted in the Rural Zone. The applicant has already received approval from NBMCA for the location of the building.

Does the application conform to the intent of the Zoning By-law and Official Plan: The application conforms with the intent of the Zoning by-law and Official Plan.

The Applicant has obtained the necessary approvals from the North Bay Mattawa Conservation Authority.

**COMMENTS FROM THE NORTH BAY-MATTAWA CONSERVATION AUTHORITY FOLLOW THIS REPORT.**

March 30, 2026

Corporation of the Township of Chisholm  
Committee of Adjustment  
2847 Chiswick Line RR# 4  
Powassan, ON P0H 1Z0  
[info@chisholm.ca](mailto:info@chisholm.ca)

Attention: Jessica Laberge, Administrative Assistant

**RE: Application for Minor Variance – 1061 Hills Siding Rd, Township of Chisholm**  
Assessment Roll Number: 4831-000-003-2053  
Township File: 2026-01 Poitras  
NBMCA File: PMV01-CHI-26

The North Bay-Mattawa Conservation Authority (NBMCA) has reviewed the proposed minor variance application for the construction of a 40' x 40' garage at 1061 Hills Siding Rd. The existing site development includes a single-family dwelling, septic system, existing detached garage and various accessory structures. The following comments are provided based on NBMCA's review of the application in relation to Section 5.2 (Natural Hazards) of the 2024 Provincial Planning Statement (PPS), Ontario Regulation 41/24 (Prohibited Activities, Exemptions, and Permits) under Section 28.1 of the Conservation Authorities Act (CA Act), Part 8 of the Ontario Building Code (OBC), and NBMCA's responsibilities as a Source Protection Authority under the Clean Water Act (CWA).

The NBMCA regulates natural hazard features and adjacent lands under Ontario Regulation 41/24, which includes, but is not limited to, floodplains, shorelines, wetlands, and watercourses. The proposed development is in the lands adjacent to wetlands on the property and as such is regulated by NBMCA. A Section 28 Permit has been obtained by the landowner (008RCH26-004P) to allow for the construction of the garage as proposed in this application. The NBMCA has no further concerns.

The retained lot contains a dwelling serviced by septic system #06-CHI-06. The proposed garage does not appear to encroach on the existing system. The NBMCA has no further concerns.

With respect to the CWA, the subject lands are located within an area of Highly Vulnerable Aquifers (HVA) and partially located within a Significant Groundwater Recharge Area (SGRA) and Intake Protection Zone 3 (IPZ-3A & 3B) and Issue Contributing Area (ICA) for Callander. Under the current Source Protection Plan (SPP), there are policies that address significant drinking water threat activities that apply in these areas. Some threats are addressed by land use prohibitions while other threats are addressed through education

and outreach. Under the current Source Protection Plan (SPP), municipalities, implementing bodies, and landowners should have regard for these policies.

NBMCA is satisfied that the application is consistent with the policies as set out in Section 5.2 of the PPS and therefore, we have no objection. Should you have any questions, please do not hesitate to contact me directly at (705) 474-5420 x 2004. For administrative purposes, please forward any decisions and resolutions regarding this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'H. Wolfram', written in a cursive style.

Hannah Wolfram  
Planning and Development Officer

MAR 13 2026

**APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION**

The undersigned hereby applies to the Committee of Adjustment for the Township of Chisholm under section 45 of the Planning Act, for relief, as described in this application, from by-law No. 2014-25 (as amended).

1. Name of Owner Chad Poitras / Paige Bailey

Telephone Number \_\_\_\_\_

Email: \_\_\_\_\_

2. Address 1061 Hills Siding Road,

(Include Lot & Con. Numbers, Civic Address and legal description of subject land.)

3. Name of Agent (if any) \_\_\_\_\_

Telephone Number \_\_\_\_\_

4. Address \_\_\_\_\_

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

5. Names and addresses of any mortgagees, holders of charges or other encumbrances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Nature and extent of relief applied for: Minor Variance to permit reconstruction and expansion of an existing detached garage from 24ft x 40ft to 40ft x 40ft

7. Why is it not possible to comply with the provisions of the by-law?

The proposed garage is being expanded in the location of an existing garage structure that has been on the property for approximately 20 years

8. Dimensions of land affected:

Frontage

300.92 ft

Depth

1247.35 ft

Area

7.92 acres

Width of Street

\_\_\_\_\_

9. Access to subject property: Municipal road maintained all year Yes  
Seasonal road \_\_\_\_\_  
Other \_\_\_\_\_

If access is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:  
\_\_\_\_\_  
\_\_\_\_\_

10. Particulars of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):  
Existing: Single detached dwelling and detached garage  
24ft x 40ft Single Story

Proposed: Reconstruction/ Expansion of detached garage to 40ft x 40ft  
accessory building approx 14ft wall height

11. Location of all buildings and structures on or proposed for the subject land. (Specify distance from side, rear and front lot lines):  
Existing: Garage approx 70ft from front lot line approx  
70ft from side lot line

Proposed buildings or structures for subject property: For each proposed building or structure, specify the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines the height in metres of the building or structure and the dimensions of floor area of the building or structure.  
40ft x 40ft Garage in the same location as existing  
Structure.

12. Date of acquisition of subject land: 2023

13. Date of construction of all buildings and structures on subject land: Approx 20 years

14. Existing uses of the subject property: Residential with accessory buildings

15. Existing use of abutting properties: Rural Residential

16. Length of time the existing uses of the subject property have continued: Approx 20 years


17. Present Official Plan provisions applying to the land: Rural

18. Present Zoning By-law provisions applying to the land: RU - Rural

19. Has the owner previously applied for relief in respect of the subject property? Yes \_\_\_ No    
 If the answer is yes, describe briefly: \_\_\_\_\_

20. Is the subject property the subject of a current application for consent under section 45 of the Planning Act, 1983? Yes \_\_\_ No

21. I hereby give permission to members of the Committee of Adjustment to visit my property if they so desire.

  
(Signature of applicant or authorized agent)

Dated at the Township of Chisholm  
this 10<sup>th</sup> day of March, 20 26.

I, \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

A Commissioner, etc.

- NOTES: 1. It is required that **one** copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the plan referred to in Note 2, accompanied by a fee of **\$500.00**, plus **\$250** deposit towards the actual costs in processing the application, i.e. planning consulting fees, North Bay Mattawa Conservation Authority for a total of **\$750** online, cash or by cheque made payable to the Township of Chisholm.
2. Each copy of this application must be accompanied by a plan showing the dimensions of the subject land and of all abutting land and also the distance of the buildings or structures from the front yard lot line, rear yard lot line and side yard lot line and showing the location, size and type of all buildings and structures on the subject and abutting land. The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.

Please provide a sketch of your property showing the dimensions, location of all buildings and distances of the buildings from the side, rear and front yards. **Please use metric unit.**

To convert	Multiply by	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

