



**THE CORPORATION OF THE  
TOWN OF GEORGINA  
Committee of Adjustment Minutes**

Date: Monday, July 14, 2025  
Time: 7:30 PM

Members of  
Committee Present:

John Rogers, Chair  
Karen Whitney  
Chris Burns  
Lynda Rogers  
Joseph Bonello

Staff Present:

Jeff Healey, Supervisor of Development Planning  
Monika Sadler, Planner I  
Brianna Flatt, Secretary-Treasurer

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**1. ROLL CALL**

“The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and on behalf of the Mayor and Council and Committee, we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

As noted above.

**2. INTRODUCTION OF ADDENDUM ITEM(S)**

There were three (3) addendum items:

1. MV-2025-0009 - Letter of Support
2. MV-2025-0009 - Letter of Opposition
3. MV-2025-0009 - Letter of Opposition

**3. DECLARATION OF PECUNIARY INTEREST**

No pecuniary interests were declared.

**4. EXPLANATION OF HEARING PROCEDURE**

Brianna Flatt, Secretary-Treasurer, read the explanation of hearing procedure.

**5. REQUESTS FOR DEFERRAL OR WITHDRAWAL**

None.

**6. APPLICATIONS FOR CONSENT**

None.

**7. APPLICATIONS FOR MINOR VARIANCE**

1. MINOR VARIANCE APPLICATION MV-2025-0008  
151 OAKCREST DRIVE  
PLAN 65M-2480, LOT 37

The Owner, Olena Rybakova, gave a brief overview of the application.

Monika Sadler, Planner I, gave a brief presentation on the application.

There was one (1) written comment received, this was circulated to the Committee members due to the nature of the document.

There was one verbal comment received over the phone advising that they oppose the application.

Committee Chair John Rogers advised the members of the public that the Committee of Adjustment handles Zoning By-law issues and does not review neighbourhood complaint issues or property standard issues.

There were three members of the public who spoke. The three speakers were Ryan O'Kelly, Amanda Skelly and Robert Cole who raised a number of concerns including drainage issues, compliance with the Ontario Building Code, property standard issues, inspection issues, parking, concerns with a potential future building further into rear yard and the fence in the middle of the rear yard.

Amanda Skelly did ask why By-Law did not provide comments on the application. Monika Sadler, Planner I, advised that the Town does circulate to all internal and external agencies, and that By-Law is not giving comments on the property standards as the comments are for the minor variance.

Ms. Sadler advised that the grading and drainage plan must meet the Town's Development Engineering standards, to make sure there is no additional drainage onto neighbouring properties. Should members of the public request a copy of the grading plan, you will need to make a freedom of information request. Ms. Sadler further advised that Bill 23 permits accessory apartments as of right, this allows up to three units within a house. Ms. Sadler noted that the dwelling units will have to be Ontario

Building Code compliant, this includes the Fire department review of drawings. Ms. Sadler advised that Zoning By-Law 500 only requires three parking spots for houses with accessory apartment. Ms. Sadler advised that there are lot coverage requirements and that fences are allowed anywhere on the property, if they exceed two (2) metres they must comply with the Accessory structures standard and set back in accordance with the Zoning.

Committee member Chris Burns asked the owner Olena if they reside at the property. Ms. Rybakova advised that they do not live there.

Committee member Chris Burns asked if the deck and stairs in the side yard required a permit and if it complies with the setback requirements. Ms. Sadler advised that stairs that are below grade are allowed to encroach into the interior side yard and can be less than 0.6 metres in height. As the stairs are located in the rear yard they are below grade. Committee member Chris Burns asked if the stairs could encroach fully in the side yard. Ms. Sadler agreed that the stairs could fully encroach based on the wording of the zoning by-law.

Committee member Chris Burns asked if the front yard set back complies. Ms. Sadler advised that there was already a minor variance completed to reduce the front yard setback.

Committee member Karen Whitney asked the Owner, Olena Rybakova if they were ok with adding a condition of the minor variance to legalize the accessory apartment. Ms. Rybakova advised that once the minor variance is completed, they can move forward with legalization of the accessory apartment.

Committee member Karen Whitney asked if the fire department would allow for the legalization of the apartment without the minor variance. Ms. Sadler advised that the applicant has applied for a building permit to legalize the existing accessory apartment. The building permit submitted to the Town was put on hold due to the rear yard set-back discrepancy. Ms. Sadler further advised that the minor variance would need to be finalized to pass the Ontario Building Code review.

Committee Chair John Rogers stated that the Owner indicated they found documentation stating that the structure was in place in 1991. Committee Chair John Rogers asked Ms. Sadler if the Town received these documents. Ms. Sadler advised that the Town initially received some documents, but the documents received were not sufficient in order to confirm the legal non-conforming use.

Committee Chair John Rogers thanked all the members of the public for speaking and sending in comments.

Following the vote, Committee Chair John Rogers advised that the application is approved subject to a 20-day appeal period.

Moved By Karen Whitney  
Seconded By Chris Burns

1. **That the Committee of Adjustment receive Report No. prepared by the Development Planning Division, Development Services Department, dated July 14, 2025, respecting Minor Variance Application MV-2025-0008 for the property municipally addressed as 151 Oakcrest Drive; and,**
2. **Staff recommend the following:**
  - a. **That the Committee of Adjustment approve Minor Variance Application MV-2025-0008 to permit relief from the following:**
    - i. **Section 6.1 (e): To permit a minimum rear yard setback of 6.8 metres, whereas a minimum rear yard setback of 7 metres is required;**
  - b. **That the approval of Minor Variance Application MV-2025-0008 be subject to the following term(s):**
    - i. **That the addition be constructed in general conformity with Attachment 2 to Report DS-2025-0039, in accordance with the relief recommended to be approved in Recommendation 2a);**
  - c. **That the approval of Minor Variance Application MV-2025-0008 be subject to the following condition(s):**
    - i. **Submission to the Secretary-Treasurer of written confirmation from the Development Engineering Division that all matters identified in Attachment 4 to Report No. DS-2025-0039 have been addressed to the Division's satisfaction; and**
    - ii. **That the above-noted conditions be fulfilled within two (2) years of the date of the Notice of Decision.**

**Carried Unanimously**

2. **MINOR VARIANCE APPLICATION MV-2025-0009  
S/S VAMBOLA AVENUE  
PLAN 544, LOT 121**

The Agent, Karen Parn, gave a brief presentation on the application.

Monika Sadler, Planner I, gave a brief presentation on the application.

There were three (3) comments received, and they were posted as addendum items.

There was one public speaker, Garry Leonard. Mr. Leonard raised a few concerns as well as looking for clarification on the application. The concerns that were raised were that it is an eyesore, impact on property values, setting a precedent for others, if this is enforceable after the two years is up, as well as Mr. Leonard did not believe that two years is temporary. Mr. Leonard looked for clarification on whether the two temporary structures would be removed once a building was built and whether or not a building permit application has been submitted.

Monika Sadler, Planner I, advised that a two-year term is a standard term for temporary use minor variances, as typically the Town requires the owner or applicants to fulfill the conditions within the two-year time frame. Ms. Sadler advised that the owner can re-apply after two years, and it will be re-evaluated by the Committee if an application is made. Ms. Sadler further went on to say if the temporary use surpasses the two years and By-Law is called, they will receive another complaint on the property. Ms. Sadler advised that the shipping container can stay during construction, the shed can remain as long as it complies with the setbacks, and the trailer can stay as long as it is not used for human habitation.

Committee member Chris Burns asked Ms. Sadler the time frames of the two years, and if they are concurrent with completing the conditions. In other words, the owners completing the conditions and then having the two-year use period. Ms. Sadler advised that the temporary use is only permitted for two years from the date of the notice of decision.

Committee member Chris Burns asked Karen Parn, Agent if there is a timeline for the proposed build. Ms. Parn advised that there are a few issues holding up building, including flooding from a blocked ditch on the property and compliance with the Lake Simcoe Region Conservation Authority regarding the ditch. Ms. Parn advised that the land is quite wet, in terms of building that plays a factor in the design. Ms. Parn advised that the flooding issues would need to be resolved before moving forward.

Committee member Chris Burns asked Ms. Parn if they felt they had ample time to complete this project in two years. Ms. Parn advised that they are going to be building a house and will make time to do so.

Committee member Chris Burns stated that there were comments about waste disposal/septic, Ms. Parn was asked how the waste is currently being dealt with on the site. Ms. Parn advised that they have a self-contained composting toilet, it is fully self contained and does not affect the soil.

Committee member Chris Burns further asked about the gray water. Ms. Parn advised that they do not produce any gray water, and that they are only at the property two days at a time.

Committee member Chris Burns further asked if the land was the Estonian camp. Ms. Parn advised that the land was parceled off to the Estonians around 70 years ago. There is a camp that operates the first few weeks of July and then can be rented out to anyone else. Committee member Chris Burns was seeking confirmation on whether the camp was located on these lands. Ms. Parn advised that it was not.

Committee member Joseph Bonello advised that a site visit was conducted and advised that the property was very well maintained, from all angles excepting Mr. Leonards' property it would be hard to see the trailer and shipping container. Committee member Joseph Bonello further advised that there is nothing offensive on the property.

Committee Chair John Rogers asked Ms. Sadler if the roads were assumed roads or are they private. Ms. Sadler advised that Operations and Infrastructure assumed a few roads in Udora, it isn't clear if this was one of the roads, which is why it has the R-1 Zoning to allow a house on those streets.

Following the vote, Committee Chair John Rogers advised that the application is approved subject to a 20-day appeal period.

Moved By Chris Burns

Seconded By Lynda Rogers

1. **That the Committee of Adjustment receive Report No. prepared by the Development Planning Division, Development Services Department, dated July 14, 2025, respecting Minor Variance Application MV-2025-0009, for the property municipally addressed as S/S Vambola Avenue; and,**
2. **Staff recommend the following:**
  - a. **The Committee of Adjustment approves Minor Variance Application MV-2025-0009 to permit relief from the following:**
    - i. **Section 5.1(a): To temporarily permit accessory structures without a primary use structure; whereas no accessory structure will be permitted without a primary use structure;**
    - ii. **Section 5.40: To temporarily permit a trailer for human habitation; whereas no trailer shall be permitted for human habitation;**

- iii. **Section 5.40: To temporarily permit a shipping container, whereas a shipping container shall be permitted for storage;**
  - b. **That the approval of Minor Variance Application MV-2025-0009 be subject to the following term(s):**
    - i. **That the proposed accessory structure be constructed in general conformity with Attachment 2 to Report DS-2025-0040, in accordance with the relief recommended to be approved in Recommendation 2a);**
    - ii. **That the relief provided in Recommendation 2(a) be provided on the property for a limited period of two years following the date of the decision of the Committee of Adjustment.**
  - c. **That the approval of Minor Variance Application MV-2025-0009 be subject to the following condition(s):**
    - i. **Submission to the Secretary-Treasurer of written confirmation from the Lake Simcoe Region Conservation Authority that all matters identified in Attachment 4 to Report No. DS-2025-0040 have been addressed to the Authority's satisfaction;**
    - ii. **Submission to the Secretary-Treasurer of written confirmation from the Development Engineering Division that all matters identified in Attachment 4 to Report No. DS-2025-0040 have been addressed to the Division's satisfaction; and**
    - iii. **That the above-noted conditions be fulfilled within two (2) years of the date of the Notice of Decision.**

**Carried Unanimously**

3. **MINOR VARIANCE APPLICATION MV-2025-0010  
10101 OLD SHILOH ROAD  
CONCESSION 1, PART OF LOT 21**

The owner, Vanessa Cabrera, spoke to the application.

Monika Sadler, Planner I, gave a brief presentation on the application.

There were no public speakers or comments.

Committee member Chris Burns asked the owner, if they had done a study of the existing septic. Mrs. Cabrera advised that they had replaced

the septic previously, they received a permit to replace it. Committee member Chris Burns asked if the new septic was appropriately sized for the bathrooms proposed. Mrs. Cabrera confirmed that it was and that they had to submit a drainage plan.

Following the vote, Committee Chair John Rogers advised that the application is approved subject to a 20-day appeal period.

Moved By Karen Whitney

Seconded By Joseph Bonello

1. **That the Committee of Adjustment receive Report No. prepared by the Development Planning Division, Development Services Department, dated July 14, 2025, respecting Minor Variance Application MV-2025-0010, for the property municipally addressed as 10101 Old Shiloh Road; and,**
2. **Staff recommend the following:**
  - a. **The Committee of Adjustment approves Minor Variance Application MV-2025-0010 to permit relief from the following:**
    - i. **Section 6.1 (c): To permit an addition to a single detached dwelling with a front yard setback of 6.5 metres, whereas a front yard setback of 15 metres is required;**
    - ii. **Section 6.1 (f): To legalize an interior side yard setback of 2.7 metres, whereas an interior side yard setback of 9 metres is required for single detached dwellings;**
  - b. **That the approval of Minor Variance Application MV-2025-0010 be subject to the following term(s):**
    - i. **That the proposed addition be constructed in general conformity with Attachment 2 to Report DS-2025-0041, in accordance with the relief recommended to be approved in Recommendation 2a);**
  - c. **That the approval of Minor Variance Application MV-2025-0010 be subject to the following condition(s):**
    - i. **Submission to the Secretary-Treasurer of written confirmation from the Development Engineering Division that all matters identified in Attachment 4 to Report No. DS-2025-0041 have been addressed to the Division's satisfaction; and**
    - ii. **That the above-noted conditions be fulfilled within two (2) years of the date of the Notice of Decision.**

**Carried Unanimously**

**8. POWER OF SALE/FORECLOSURE/VALIDATION OF TITLE APPLICATIONS**

None.

**9. MINUTES OF PREVIOUS MEETING**

**1. June 16, 2025 Meeting Minutes**

The June 16, 2025 meeting minutes were adopted.

Moved By Lynda Rogers

Seconded By Chris Burns

**Carried Unanimously**

**10. COMMUNICATIONS**

None.

**11. OTHER BUSINESS**

Quarter 2 expense reports are due July 14, 2025.

Reminder that we have the learning session on September 15, 2025 at 5:30 p.m.

**12. NEXT MEETING**

The next meeting is August 18, 2025.

**13. ADJOURNMENT**

Meeting was adjourned.

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John Rogers, Chair

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Brianna Flatt, Secretary-Treasurer