

# Staff Report



Development Services Department

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**REPORT TO:** Committee of Adjustment

**DATE OF MEETING:** December 10, 2024

**SUBMITTED BY:** Tina Malone-Wright, Manager, Development Approvals  
519-783-8913

**PREPARED BY:** Eric Schneider, Senior Planner, 519-783-8918

**WARD(S) INVOLVED:** Ward 1

**DATE OF REPORT:** November 29, 2024

**REPORT NO.:** DSD-2024-532

**SUBJECT:** Consent Applications B2024-039 and B2024-040  
120 Keewatin Avenue

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## RECOMMENDATION:

### A. Consent Application B2024-039 – 120 Keewatin Avenue

That Consent Application B2024-039 for 120 Keewatin Avenue requesting consent to sever a parcel of land having a lot width on Keewatin Avenue of 7.5 metres, a lot depth of 30.5 metres and a lot area of 225 square metres, BE DEFERRED to the February 18, 2025, meeting, or earlier, to allow time to explore options to preserve the City-owned Street Tree proposed for removal.

Should the Committee wish to approve the Application at this meeting, Staff recommends that Consent Application B2024-039 be approved subject to the following conditions:

1. That the Owner's solicitor shall provide draft transfer documents and associated fees for the Certificate of Official to the satisfaction of the Secretary-Treasurer and City Solicitor, if required.
2. That the Owner shall obtain a tax certificate from the City of Kitchener to verify that there are no outstanding taxes on the subject property(ies) to the satisfaction of the City's Revenue Division.
3. That the owner provides a digital file of the deposited reference plan(s) prepared by an Ontario Land Surveyor in PDF and either .dwg (AutoCad) or .dgn (Microstation) format, as well as two full size paper copies of the plan(s). The digital file needs to be submitted according to the City of Kitchener's Digital Submission Standards to the satisfaction of the City's Mapping Technologist.

4. That the Owner obtains Demolition Control Approval, in accordance with the City's Demolition Control By-law, to the satisfaction of the City's Director, Development and Housing Approvals.
5. That the Owner obtains a Demolition Permit, for the existing single detached dwelling proposed to be demolished, to the satisfaction of the Chief Building Official, and removes the existing dwelling prior to deed endorsement.
6. That the Owner provides a servicing plan showing outlets to the municipal servicing system to the satisfaction of the Director of Engineering Services.
7. That the Owner submit a Development Asset Drawing (digital AutoCAD) for the site (servicing, SWM etc.) with corresponding layer names and asset information to the satisfaction of the City's Director of Engineering Services, prior to deed endorsement.
8. That the Owner makes financial arrangements for the installation of any new service connections to the severed and/or retained lands to the satisfaction of the City's Director of Engineering Services.
9. That any new driveways are to be built to City of Kitchener standards at the Owner's expense prior to occupancy of the building to the satisfaction of the City's Director of Engineering Services.
10. That the Owner provides confirmation that the basement elevation can be drained by gravity to the street sewers to the satisfaction of the City's Director of Engineering Services. If this is not the case, then the owner will need to pump the sewage via a pump and forcemain to the property line and have a gravity sewer from the property line to the street to the satisfaction of the City's Director of Engineering Services.
11. That the owner pay to the City of Kitchener a cash-in-lieu contribution for park dedication of \$11,862.00.
12. That the Owner shall fulfil one of the following three requirements to ensure that any City-owned tree will not be impacted by the proposed development:
  - a) Enter into an agreement with the City of Kitchener, to be prepared by the City Solicitor and registered on title to the severed and retained lands, which shall include the following:
    - i) That the owner shall prepare a Tree Preservation and Enhancement Plan, in accordance with the City's Tree Management Policy, demonstrating protection and preservation of the City-owned tree that is located adjacent to the severed and/or retained lands, to the satisfaction of and approval by the City's Director Parks and Cemeteries. Said plan shall include, among other matters, the identification of a proposed building envelope/work zone, a landscaped area and the vegetation to be preserved. No changes to the

said plan shall be granted except with the prior approval of the City's Director, Parks and Cemeteries.

- ii) The owner shall implement the Tree Protection and Enhancement Plan, prior to any tree removal, grading, servicing or the issuance of any demolition and/or building permits, to the satisfaction of the City's Director, Parks and Cemeteries.
- iii) The owner shall maintain the severed and retained lands, in accordance with the approved Tree Preservation and Enhancement Plan, for the life of the development.

**OR**

- b) Enter into an agreement with the City of Kitchener, to be prepared by the City Solicitor and registered on title of the severed and retained lands, which shall include the following:
  - i) That the owner shall prepare a Street Tree Planting Plan that shows the replacement of the City-owned tree to be removed (located adjacent to the severed and/or retained lands) with two (2) suitable trees, in accordance with the City of Kitchener Development Manual Standards, to the satisfaction of the City's Director, Parks and Cemeteries. No changes to the said plan shall be granted except with the prior approval of the City's Director, Parks and Cemeteries.
  - ii) The owner shall implement the approved Street Tree Planting Plan, to the satisfaction of the City's Director, Parks and Cemeteries.

**OR**

- c) Make arrangements regarding financial compensation for the tree to be removed, to the satisfaction of the City's Director, Parks and Cemeteries.

13. That at the sole option of the City's Director, Development and Housing Approvals, the Owner shall enter into an agreement with the City of Kitchener, to be prepared by the City Solicitor, to the satisfaction of the City Solicitor and the City's Director, Development and Housing Approvals, which shall include the following:

- a) That the owner shall prepare a Tree Preservation Plan for the severed and retained lands, in accordance with the City's Tree Management Policy, to be approved by the City's Manager, Site Plans, and where necessary, implemented prior to any grading, servicing, tree removal or the issuance of building permits. Such plans shall include, among other matters, the identification of a proposed building envelope/work zone, a landscaped area and the vegetation to be preserved. If necessary, the plan shall include required mitigation and or compensation measures.
- b) The owner further agrees to implement the approved plan. No changes to the said plan shall be granted except with the prior approval of the City's Manager, Site Plans.

- c) The owner shall maintain the lands, in accordance with the approved Tree Preservation and Enhancement Plan, for the life of the development.
14. That, prior to final approval, the applicant submits the Consent Application Review Fee of \$350.00 to the Region of Waterloo.
15. That the owner complete an Environmental Noise Study to the satisfaction of the Regional Municipality of Waterloo, and if necessary, enter into an agreement with the Region to implement any recommendation(s) of the Environmental Noise Study.

**B. Consent Application B2024-040 – 120 Keewatin Avenue**

That Consent Application B2024-040 for 120 Keewatin Avenue requesting consent to sever a parcel of land having a lot width on Keewatin Avenue of 7.5 metres, a lot depth of 31.5 metres and a lot area of 230 square metres, BE DEFERRED to the February 18, 2025 meeting, or earlier, to allow time to explore options to preserve the City-owned Street Tree proposed for removal.

Should the Committee wish to approve the application at this meeting, Staff recommends that Consent Application B2024-040 be approved subject to the following conditions:

1. That the Owner's solicitor shall provide draft transfer documents and associated fees for the Certificate of Official to the satisfaction of the Secretary-Treasurer and City Solicitor, if required.
2. That the Owner shall obtain a tax certificate from the City of Kitchener to verify that there are no outstanding taxes on the subject property(ies) to the satisfaction of the City's Revenue Division.
3. That the owner provides a digital file of the deposited reference plan(s) prepared by an Ontario Land Surveyor in PDF and either .dwg (AutoCad) or .dgn (Microstation) format, as well as two full size paper copies of the plan(s). The digital file needs to be submitted according to the City of Kitchener's Digital Submission Standards to the satisfaction of the City's Mapping Technologist.
4. That the Owner obtains Demolition Control Approval, in accordance with the City's Demolition Control By-law, to the satisfaction of the City's Director, Development and Housing Approvals.
5. That the Owner obtains a Demolition Permit, for the existing single detached dwelling proposed to be demolished, to the satisfaction of the Chief Building Official, and removes the existing dwelling prior to deed endorsement.
6. That the Owner provides a servicing plan showing outlets to the municipal servicing system to the satisfaction of the Director of Engineering Services.

- 7. That the Owner submit a Development Asset Drawing (digital AutoCAD) for the site (servicing, SWM etc.) with corresponding layer names and asset information to the satisfaction of the City's Director of Engineering Services, prior to deed endorsement.**
- 8. That the Owner makes financial arrangements for the installation of any new service connections to the severed and/or retained lands to the satisfaction of the City's Director of Engineering Services.**
- 9. That any new driveways are to be built to City of Kitchener standards at the Owner's expense prior to occupancy of the building to the satisfaction of the City's Director of Engineering Services.**
- 10. That the Owner provides confirmation that the basement elevation can be drained by gravity to the street sewers to the satisfaction of the City's Director of Engineering Services. If this is not the case, then the owner will need to pump the sewage via a pump and forcemain to the property line and have a gravity sewer from the property line to the street to the satisfaction of the City's Director of Engineering Services.**
- 11. That the owner pay to the City of Kitchener a cash-in-lieu contribution for park dedication of \$11,862.00.**
- 12. That the Owner shall fulfil one of the following three requirements to ensure that any City-owned tree will not be impacted by the proposed development:**
  - a) Enter into an agreement with the City of Kitchener, to be prepared by the City Solicitor and registered on title to the severed and retained lands, which shall include the following:**
    - i) That the owner shall prepare a Tree Preservation and Enhancement Plan, in accordance with the City's Tree Management Policy, demonstrating protection and preservation of the City-owned tree that is located adjacent to the severed and/or retained lands, to the satisfaction of and approval by the City's Director Parks and Cemeteries. Said plan shall include, among other matters, the identification of a proposed building envelope/work zone, a landscaped area and the vegetation to be preserved. No changes to the said plan shall be granted except with the prior approval of the City's Director, Parks and Cemeteries.**
    - ii) The owner shall implement the Tree Protection and Enhancement Plan, prior to any tree removal, grading, servicing or the issuance of any demolition and/or building permits, to the satisfaction of the City's Director, Parks and Cemeteries.**
    - iii) The owner shall maintain the severed and retained lands, in accordance with the approved Tree Preservation and Enhancement Plan, for the life of the development.**

**OR**

- b) Enter into an agreement with the City of Kitchener, to be prepared by the City Solicitor and registered on title of the severed and retained lands, which shall include the following:
  - i) That the owner shall prepare a Street Tree Planting Plan that shows the replacement of the City-owned tree to be removed (located adjacent to the severed and/or retained lands) with two (2) suitable trees, in accordance with the City of Kitchener Development Manual Standards, to the satisfaction of the City's Director, Parks and Cemeteries. No changes to the said plan shall be granted except with the prior approval of the City's Director, Parks and Cemeteries.
  - ii) The owner shall implement the approved Street Tree Planting Plan, to the satisfaction of the City's Director, Parks and Cemeteries.

**OR**

- c) Make arrangements regarding financial compensation for the tree to be removed, to the satisfaction of the City's Director, Parks and Cemeteries.
13. That at the sole option of the City's Director, Development and Housing Approvals, the Owner shall enter into an agreement with the City of Kitchener, to be prepared by the City Solicitor, to the satisfaction of the City Solicitor and the City's Director, Development and Housing Approvals, which shall include the following:
- a) That the owner shall prepare a Tree Preservation Plan for the severed and retained lands, in accordance with the City's Tree Management Policy, to be approved by the City's Manager, Site Plans, and where necessary, implemented prior to any grading, servicing, tree removal or the issuance of building permits. Such plans shall include, among other matters, the identification of a proposed building envelope/work zone, a landscaped area and the vegetation to be preserved. If necessary, the plan shall include required mitigation and or compensation measures.
  - b) The owner further agrees to implement the approved plan. No changes to the said plan shall be granted except with the prior approval of the City's Manager, Site Plans.
  - c) The owner shall maintain the lands, in accordance with the approved Tree Preservation and Enhancement Plan, for the life of the development.
14. That, prior to final approval, the applicant submits the Consent Application Review Fee of \$350.00 to the Region of Waterloo.
15. That the owner complete an Environmental Noise Study to the satisfaction of the Regional Municipality of Waterloo, and if necessary, enter into an agreement with the Region to implement any recommendation(s) of the Environmental Noise Study.

**REPORT HIGHLIGHTS:**

- The purpose of this application is to sever 2 parcels of land to permit construction of a new semi-detached building with each dwelling in separate ownership, and construction of a new single detached dwelling on the retained lands that would replace an existing single detached dwelling that has been damaged by fire.
- The key finding of this report is that the requested severances meet the criteria of the Planning Act and Provincial, Regional and City policies.
- There are no financial implications.
- Community engagement included a notice sign being placed on the property advising that a Committee of Adjustment application has been received, notice of the application was mailed to all property owners within 30 metres of the subject property and this report was posted to the City's website with the agenda in advance of the Committee of Adjustment meeting.
- This report supports the delivery of core services.

**BACKGROUND:**

The subject property is located on the Northwest corner of Lackner Boulevard and Keewatin Avenue.

The subject property is identified as 'Community Area' on Map 2 – Urban Structure and is designated 'Low Rise Residential' on Map 3 – Land Use in the City's 2014 Official Plan.

The property is zoned 'Low Rise Residential Four Zone (RES-4)' in Zoning By-law 2019-051.

The purpose of the application is to permit the construction of a new semi-detached building with separate ownership for each semi-detached dwelling, and to permit the construction of a new single detached dwelling.

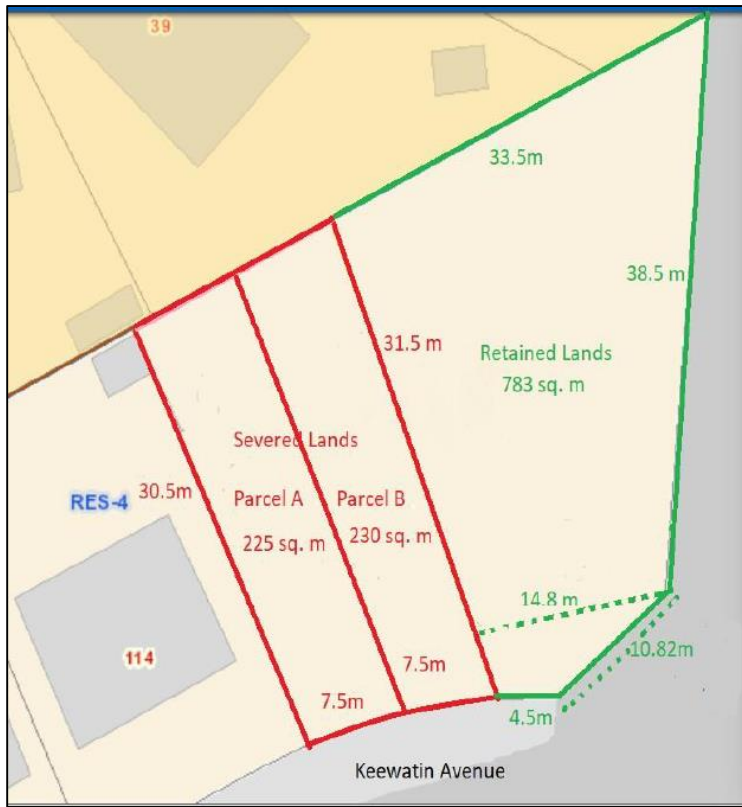


Figure 1: Location Map



Figure 2: View of Single Detached Dwelling with Fire Damage (March 27, 2024)





**Figure 3: Proposed Lot Fabric**



**Figure 4: Proposed Building Footprints**



**Figure 5: Surrounding Neighbourhood Lot Fabric**

**REPORT:**

**Planning Comments:**

In considering all the relevant Provincial legislation, Regional and City policies and regulations, Planning staff offer the following comments:

Provincial Planning Statement (PPS 2024)

Staff are satisfied that the proposed infill severance applications are consistent with the Provincial Planning Statement in general and as it related to housing policies in Chapter 2 regarding intensification and facilitating housing options. Section 2.2 1 (b) states that Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents.

Regional Official Plan (ROP):

ROP Urban Area policies state that the focus of the Region's future growth shall be within the Urban Area. The subject lands fall within the 'Urban Area' and are designated 'Built-Up Area' in the ROP. The proposed development conforms to Policy 2.D.1 of the ROP as this neighbourhood provides for the physical and community infrastructure required for the proposed residential development, including transportation networks, municipal water and wastewater systems, and a broad range of social and public health services. Regional polices require municipalities to plan for a range of housing in terms of form, tenure, density, and affordability to satisfy the various physical, social, economic, and personal

support needs of current and future residents. Staff are satisfied that the proposed severance applications adhere to these policies and conforms to the ROP.

City's Official Plan (2014)

The subject property is identified as 'Community Areas' on Map 2 – Urban Structure and is designated 'Low Rise Residential' on Map 3 – Land Use in the City's Official Plan.

Section 17.E.20.5 of the Official Plan implements Section 51 of the Planning Act and contains policies regarding infill development and lot creation (Consent Policies). These policies state the following:

"17.E.20.5 Applications for consent to create new lots will only be granted where:

- a) the lots comply with the policies of this Plan, any Community Plan and/or Secondary Plan, and that the lots are in conformity with the Zoning By-law, or a minor variance has been granted to correct any deficiencies;
- b) the lots reflect the general scale and character of the established development pattern of surrounding lands by taking into consideration lot frontages, areas, and configurations;
- c) all of the criteria for plan of subdivision are given due consideration;
- d) the lot will have frontage on a public street;
- e) municipal water services are available;
- f) municipal sanitary services are available except in accordance with Policy 14.C.1.19;
- g) a Plan of Subdivision or Condominium has been deemed not to be necessary for proper and orderly development; and,
- h) the lot(s) will not restrict the ultimate development of adjacent properties."

The proposed two (2) severed and one (1) retained lots satisfy the minimum zoning requirements for lot width and lot area and the proposed dwellings adhere to the minimum required yard setback requirements. The proposed lots also reflect the general scale and character of the established development pattern for this area as shown in Figure 5. There are existing semi-detached dwellings across the street on Keewatin Avenue and nearby on Georgian Street. Finally, the lots have suitable frontage on a public street, access to full municipal services, do not restrict development of adjacent properties, and do not require a plan of subdivision. As such, staff are satisfied that the proposed severances conform to the City of Kitchener Official Plan.

### Zoning By-law 2019-051

The property is zoned 'Low Rise Residential Four Zone (RES-4)' in Zoning By-law 2019-051. The property also falls within 'Appendix D – Established Neighbourhoods Area' in Zoning By-law 2019-051. The proposed dwellings meet the minimum lot area and lot width requirements. The proposed dwellings are also zoning compliant for minimum required yard setbacks.

### **Planning Conclusions/Comments:**

With respect to the criteria for the subdivision of land listed in Section 51(24) of the Planning Act, R.S.O. 1990, c.P.13, staff is satisfied that the creation of the severed lots are desirable and appropriate.

### **Environmental Planning Comments:**

Standard condition for Tree Protection Plan to apply.

### **Heritage Planning Comments:**

No Heritage comments or concerns.

### **Building Division Comments:**

The Building Division has no objections to the proposed consent. Region of Waterloo and Area Municipalities' Design Guidelines and Supplemental Specifications for Municipal Services (DGSSMS) allows only one service per lot. Separate building permit(s) will be required for the demolition of the existing building, as well as construction of the new residential buildings.

### **Engineering Division Comments:**

- Severance of any blocks within the subject lands will require separate, individual service connections for sanitary, storm, and water, in accordance with City policies.
- The owner is required to make satisfactory financial arrangements with the Engineering Division for the installation of new service connections that may be required to service this property, all prior to severance approval. Our records indicate sanitary, storm and water municipal services are currently available to service this property. Any further enquiries in this regard should be directed to [jason.brule@kitchener.ca](mailto:jason.brule@kitchener.ca).
- Any new driveways are to be built to City of Kitchener standards. All works are at the owner's expense and all work needs to be completed prior to occupancy of the building.
- A servicing plan showing outlets to the municipal servicing system will be required to the satisfaction of the Engineering Division prior to severance approval.
- A Development Asset Drawing (digital AutoCAD) is required for the new site infrastructure with corresponding layer names and asset information to the satisfaction of the Engineering Division prior to severance approval.
- The owner must ensure that the basement elevation of the building can be drained by gravity to the municipal sanitary sewer. If basement finished floor elevations do not allow for gravity drainage to the existing municipal sanitary system, the owner will have to pump the sewage to achieve gravity drainage from the property line to the municipal sanitary sewer in the right of way.

**Parks/Operations Division Comments:**

There is an existing City-owned street tree that will be impacted by the proposed location of driveways for the semi-detached buildings on the severs lots. It is expected that all City owned tree assets will be fully protected to City standards throughout demolition and construction as per Chapter 690 of the current Property Maintenance By-law.

Applications B2024 -039 and B2024-040 cannot be supported by Parks and Cemeteries (Forestry) staff at this time and the proposed applications should be deferred until a revised plan is submitted that achieves full protection of City tree assets.

Typically, City standards require tree protection fencing at the tree dripline + 1m and this protection zone may be modified to accommodate site- or tree-specific requirements in accordance with the general criteria noted below. Please see

<https://www.kitchener.ca/en/water-and-environment/tree-bylaws-and-management.aspx>.

<b>Diameter of Trunk (DBH)<sup>1</sup> in centimetres</b>	<b>Tree Protection Zone<sup>3</sup> Distance from trunk measured in metres</b>
<10	1.8
10-30	2.4
31-50	3.0
51-60	3.6
61-70	4.2
71-80	4.8
81-90	5.4
91-100 <sup>2</sup>	6.0

1. Diameter at breast height (DBH) measurement of tree trunk taken at 1.37 metres above ground.
2. For trees over 100 cm DBH, add 10 cm to the TPZ for every one centimetre of DBH.
3. Tree Protection Zone distances are to be measured from the outside edge of the tree base towards the drip line and may be limited by an existing paved surface, provided the existing paved surface remains intact throughout the construction work.

The revised Severance plan should be submitted along with a Tree Protection and Enhancement Plan (TPEP) showing full protection for the existing City tree, an Arborist Report and an ISA valuation of the City-owned tree to the Director of Parks and Cemeteries. Grading and Servicing plans should accompany the submission.

Please clearly indicate the location of tree trunks, dripline and offsets to proposed fencing and construction work zone. Securities for protected trees and/or compensation for any trees approved for removal may be required. Clearance from the Director of Parks and Cemeteries for the revised plan and approval of the Tree Protection and Enhancement Plan, Arborist

Report, ISA valuation and any necessary securities or compensation is required prior to Parks and Cemeteries (Forestry) support for the revised Consent Application(s). Final approval and clearance from Parks and Cemeteries (Forestry) for a Tree Protection and Enhancement Plan, Arborist Report, ISA valuation and any necessary securities or compensation will be required as a condition of deed endorsement of a revised Consent Application(s).

Parkland Dedication for the creation of the new lot(s) will be required as a condition of deed endorsement for the revised Consent Application(s) and determined based on the dimensions of the lot(s) created. Parkland Dedication is calculated at 5% of the new development lots only, with a land valuation calculated by the lineal frontage and a land value of \$36,080 per frontage meter with a per lot cap of \$11,862.00. An estimate for the lots illustrated in the applications is \$11,862.00 for each lot created.

**Transportation Planning Comments:**

Transportation Services have no concerns with these applications.

**Region of Waterloo Comments:**

The Owner/Developer is proposing consent to sever to create two lots for future semi-detached dwelling units and retain one lot for a future single detached dwelling. Being, severed lot (Parcel A) with an area of 225 sqm and frontage of 7.5m; severed lot (Parcel B) with an area of 230 sqm and frontage of 7.5m; and retained lot with an area of 783 sqm and frontage of 38.5m. The consent will facilitate the redevelopment of the subject lands. No other development applications are anticipated to facilitate the proposal.

The subject lands are within the Delineated Built-up Area and Urban Area Boundary in the Regional Official Plan (Map 1, 2).

Environmental Noise Study

Approval of an Environmental Noise Study will be required as a condition of consent approval.

At this location, the proposed development may encounter environmental noise sources due to Lackner Boulevard (RR# 54). It is the responsibility of the Owner/Developer to ensure the proposed noise sensitive development is not adversely affected by anticipated noise impacts. To address the environmental noise impacts, staff recommend that the Owner/Developer prepare an Environmental Noise Study; the noise levels criteria and guidelines for the preparation of the study should follow the Ministry of the Environment, Conservation and Park NPC-300 requirements.

The consultant who prepares the Environmental Noise Study must be listed on the Region of Waterloo's Approved List of Noise Consultants. The noise consultant is responsible for obtaining current information, applying professional expertise in performing calculations, making detailed and justified recommendations, submitting the Consultant Noise Declaration and Owner/Authorized Agent Statement. The consultant preparing the Environmental Noise Study must contact Region of Waterloo staff for transportation data, including traffic forecasts and truck percentages, for the purpose of preparing the Environmental Noise Study. Region of Waterloo staff will provide this data within three weeks of receiving the request from the noise consultant.

Please note that there is a \$500 fee for the preparation of the traffic forecasts and review of the Environmental Noise Study. The noise consultant preparing the Environmental Noise Study must submit the transportation data request online via (<https://rmow.permitcentral.ca/Permit/GroupApply?groupId=3> ). Resubmission of any Environmental Noise Study may be subject to a \$250 resubmission fee.

In the event that a stationary noise source is identified as potential concerns, the Owner/Developer will be required to pay for a third party review by an external Noise Consultant retained by the Region. The fee for this third party review is \$4000 + HST. Please submit payment for the third party review along with the submitted Environmental Noise Study. Additional fees may apply depending on scope of review required.

#### Airport

While the site is partially located within the AZR, no issues are anticipated.

#### Other

Please note that a new access connection to Lackner Boulevard would not be permitted. Staff understand that all accesses are proposed onto Keewatin Avenue and are in agreement with that approach.

#### Regional Fees

Regional staff have not received the fee for consent review of \$350.00 per Consent application. The payment of fee will be required as a condition of consent approval.

Regional Staff has no objection to this application subject to the following condition(s):

1. That the Owner/Developer submit the consent review fee of \$350 per application to the Regional Municipality of Waterloo.
2. That the Owner/Developer complete the Environmental Noise Study to the satisfaction of the Regional Municipality of Waterloo, and if necessary, enter into an agreement with the Region to implement any recommendations of the Environmental Noise Study.

#### **STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

#### **FINANCIAL IMPLICATIONS:**

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

#### **COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City's website with the agenda in advance of the Committee of Adjustment meeting. A notice sign was placed on the property advising that a Committee of Adjustment application has been received. The sign advises interested parties to find additional information on the City's website or by emailing the

Planning Division. A notice of the application was mailed to all property owners within 30 metres of the subject property.

**PREVIOUS REPORTS/AUTHORITIES:**

- *Planning Act*
- *Provincial Planning Statement (PPS 2024)*
- *Regional Official Plan (ROP)*
- *Official Plan (2014)*
- *Zoning By-law 2019-051*

**ATTACHMENTS:**

No attachments