

Township of  
**Leeds** and the  
**Thousand Islands**

**Planning and Development Department**  
1233 Prince Street, P.O. Box 280  
Lansdowne, ON K0E 1L0  
Telephone: 613-659-2415; 866-220-2327  
Fax: 613-659-3619  
Email: [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca)

**Notice of Committee of Adjustment Hearing**  
**Permission Application**  
**(Section 45 of the Planning Act)**

**Date:** Tuesday, April 29, 2025

**Time:** 1:00 pm

**Location:** 1233 Prince Street, Lansdowne, ON.

The hearing may be attended in person in the Council Chambers and virtually online/by phone through Zoom. Details on how to participate for both options are below.

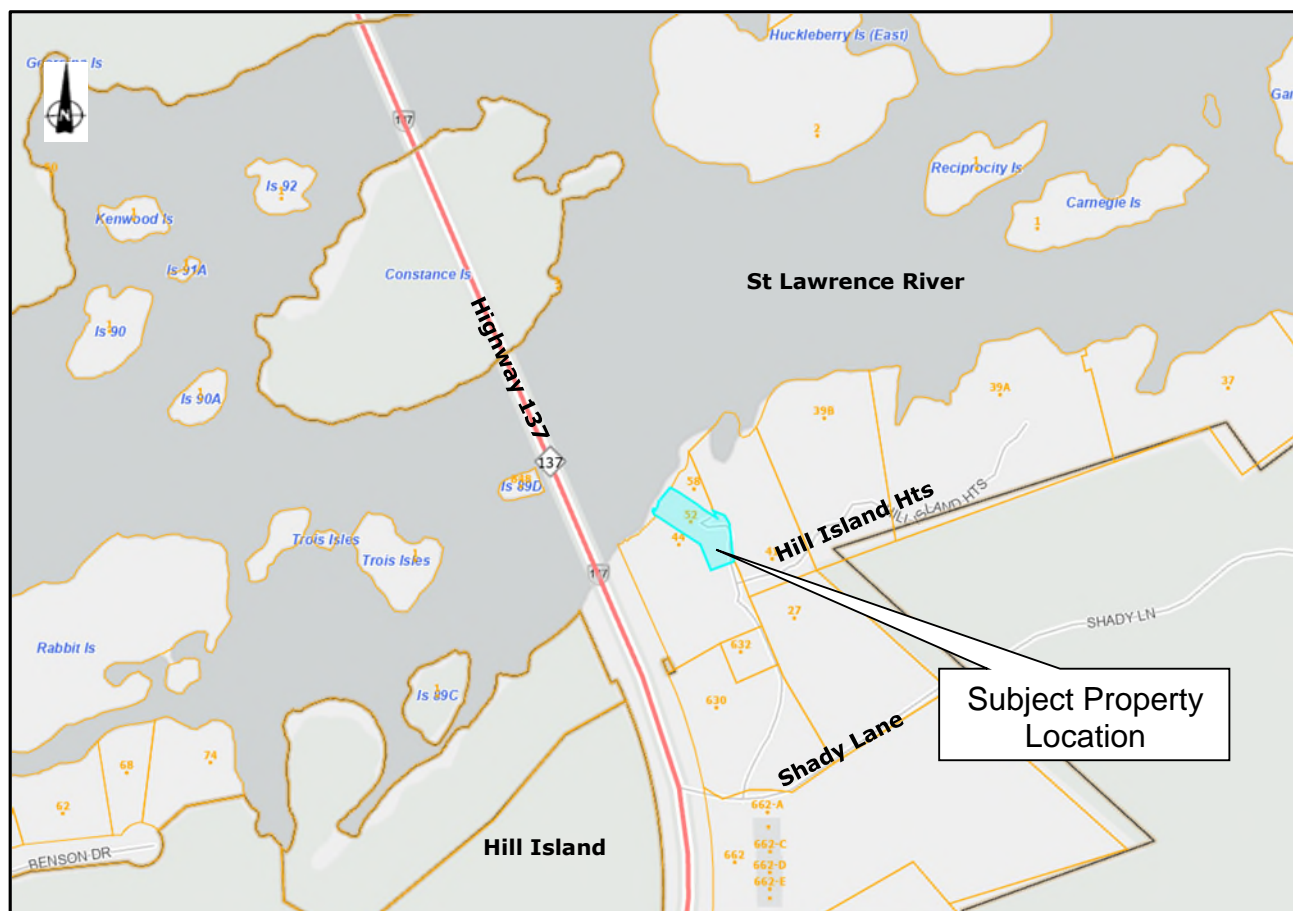
**File Number:** D13-2025-011

**Applicant:** Brad and Kerlyn Snelling

**Agent:** Not Applicable

**Location:** 52 Hill Island Hts

**Ward:** Ward 1 (Former Front of Leeds and Lansdowne)



**Key Map:** property subject to application for Permission shown in blue.

**Purpose of Application**

The application is requesting a permission to expand an uncovered deck that is attached to the existing dwelling. The existing dwelling and attached uncovered decking are legal non-complying with respect to the minimum 30 metre setback from the highwater mark of the St. Lawrence River and the minimum 30 metre front yard provision of the Island Residential zone of Township Zoning By-Law Number 07-079. The existing uncovered attached decking is 78 square metres. The proposed expansion is 14.4 square metres, bringing the total uncovered attached decking is 92.4 square metres. The entirety of the existing attached uncovered decking is proposed to be reconstructed with the 14.4 square metre expansion. The reconstructed and expanded decking is proposed to be cantilevered.

Section	Provision	Existing Attached Uncovered Decking	Proposed Attached Uncovered Decking	Permission Requested
-	Increase in size of legal non-complying structure	78 square metres (839.6 square feet)	14.4 square metres (155 square feet)	Total uncovered decking attached to existing dwelling: 92.4 square metres (994.6 square feet)

**How to Participate in the Hearing:**

All comments received will become part of the public record. Comments can only be received in a written format or verbally in person/virtually. Staff are unable to accept verbal comments over the phone or in person outside of the hearing.

Anyone attending in person in the Council Chambers or virtually online/by phone through Zoom will be provided the opportunity to comment on an application. The ways to comment on an application are:

1. Written Comments – Email: [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca)  
 Mail: Township of Leeds and the Thousand Islands  
 Attention: Amanda Werner-Mackeler, Secretary-Treasurer  
 1233 Prince St PO Box 280  
 Lansdowne, ON K0E 1L0
2. In Person Attendance – In person attendance will be in the Council Chambers at the Township Office at 1233 Prince St, Lansdowne, ON.
3. Virtual/Phone Attendance – If you wish to attend virtually/by phone, you are required to register to be an attendee prior to the hearing. Once registered, you will receive a follow up email from the Clerk with the details to attend the hearing by computer or by phone. To register to attend the hearing virtually/by phone, please register online at:

[https://us02web.zoom.us/webinar/register/WN\\_6QzIU3WFRuKSkVPQ2xde8w](https://us02web.zoom.us/webinar/register/WN_6QzIU3WFRuKSkVPQ2xde8w)

If you have any issues registering online, please call 613-659-2415 x 203 before April 25, 2025 and indicate your name, phone number, email address and application you wish to speak to. Staff will register you for the hearing using your email address and you will receive a follow up email from the Clerk with the details on how to attend the hearing by computer or by phone.

**Make Your Views Known**

The Committee of Adjustment will make a decision on the application on the basis of information or evidence received before and during the hearing. This notice has been mailed to you, as required by the Planning Act.

You may express your support or opposition to the proposed permission by either attending the above virtual public hearing or sending a letter by mail, e-mail, or hand-delivery prior to the hearing date. Any correspondence received will become part of the public record. Only the applicant, a specified person, public body, and the registered owner of any land to which the Committee of Adjustment applies may appeal a decision to the Ontario Land Tribunal.

No specified person, public body or registered owner to which the decision would apply shall be added as a party to the hearing of the appeal unless, before the decision was made, the specified person, public body or registered owner of any land to which the decision applies made oral submissions at a statutory public meeting or written submissions to the Committee of Adjustment prior to the decision or, in the opinion of the Tribunal, there are reasonable grounds to add the specified person or public body as a party.

“Public body” and “specified person” are defined under Section 1(1) of the Planning Act.

## **Collection of Personal Information:**

Personal information is collected in order to gather feedback and communicate with interested parties regarding this development proposal. This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township's website. Council and Committee meetings are broadcast live over the internet on YouTube. If you speak at the meeting your voice will be heard in the broadcast. Broadcasts are archived and continue to be publicly available.

## **View the Application File**

Additional information concerning the Permission Application is available online at <https://www.leeds1000islands.ca/en/governing/council-and-committee-calendar.aspx> or by contacting Amanda Werner-Mackeler, CPT, Secretary-Treasurer, during regular office hours at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

## **Receive a copy of the Committee's Decision**

The Committee of Adjustment will make a decision on the application at the meeting. To receive a copy of the Committee's decision, you must make a written request to the Committee of Adjustment c/o Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, Ontario, K0E 1L0 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

## **Accessibility Information**

If you are a person with a disability and need Township of Leeds and the Thousand Islands information provided in another format, please contact the Clerk's office at 613-659-2415 x 231 or [clerk@townshipleeds.on.ca](mailto:clerk@townshipleeds.on.ca).

## **Multi-Residential Unit Notification**

If you have received this notice and you are the owner of land that contains seven or more residential units, please post this notice in a location that is visible to all of the residents.

**For more information about this matter,** contact Amanda Werner-Mackeler, CPT Secretary-Treasurer, at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

DATED at the Township of Leeds and the Thousand Islands on the 7<sup>th</sup> day of April, 2025.

Proposed Schedule A - Proposed Plot Plan

Permission Application: D13-2025-011

Owner: Brad and Kerlyn Snelling

Location: 52 Hill Island Hts

