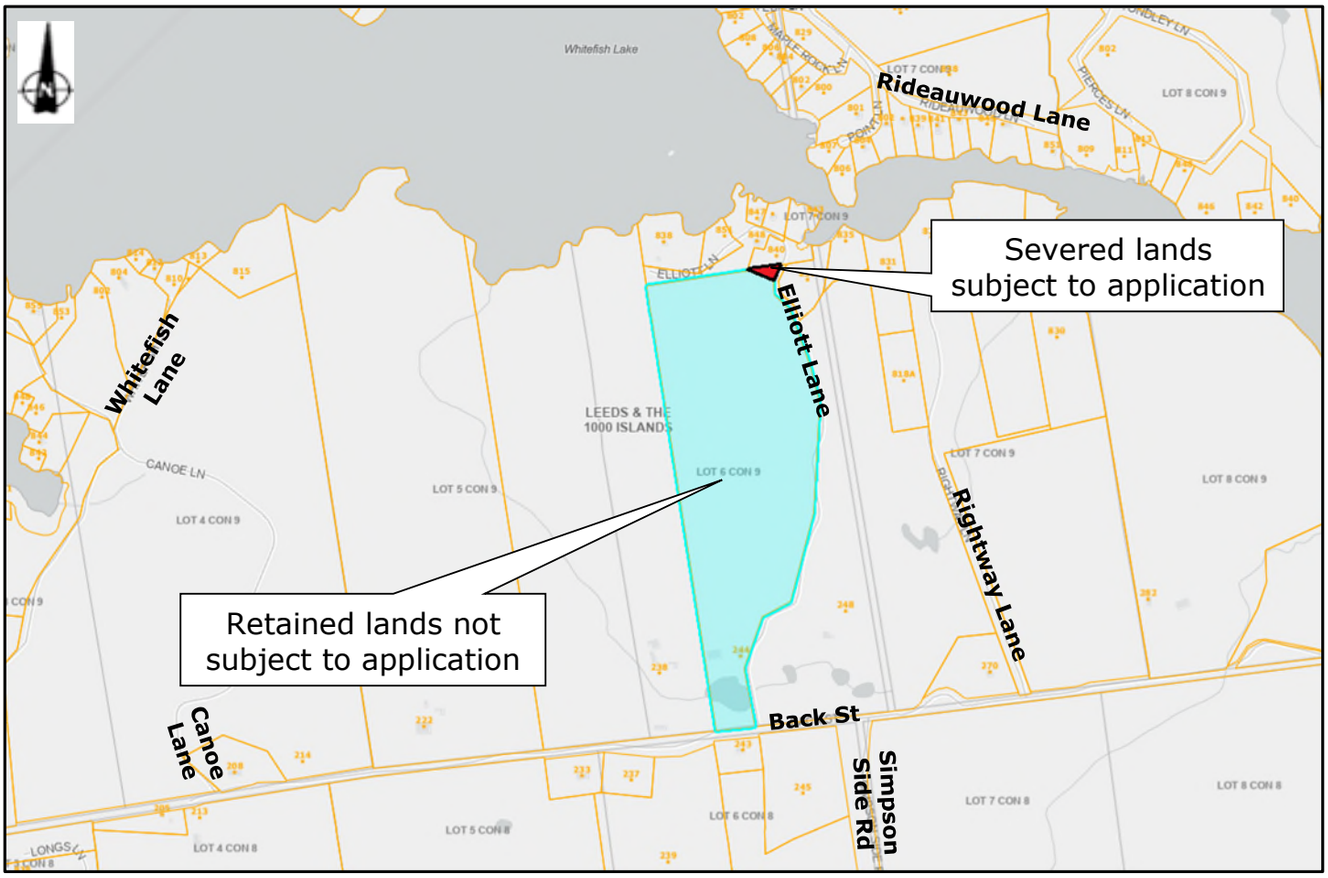
Planning and Development Department
1233 Prince Street, P.O. Box 280
Lansdowne, ON K0E 1L0
Phone: 613-659-2415; 866-220-2327
Fax: 613-659-3619
Email: planningtechnician@townshipleeds.on.ca

Notice of a Complete Application and Public Meeting
Zoning By-Law Amendment
(Section 34 of the Planning Act)

Meeting Date: **Monday, December 7, 2026**
Meeting Time: **6:00 pm**
Meeting Location: **1233 Prince Street, Lansdowne, ON.**
Options for attending the meeting will be in person in the Council Chambers and virtually online/by phone through Zoom. Details on how to participate are included below.

File Number: **D14-2026-012**

Location: 244 Back St
Applicants: Paul and Evelyn Gervan
Agents: Martin and Tracy Elliott
Roll Number: 08-12-816-030-06000-0000
Related Application: Consent Application B-125-25



Key Map: The portion of the property subject to the application for Zoning By-Law Amendment shown in black outline and red fill. The portion of the property not subject to the application for Zoning By-Law Amendment shown in blue outline and blue fill.

Purpose and Effect of Proposed Zoning By-Law Amendment

This application is related to a provisionally approved consent application (File Number B-125-25). Through the consent application, an approximately 0.065-hectare (0.16 acre) parcel is being severed from the subject property at 244 Back Street and added to an adjacent property at 840 Elliott Lane. Condition number 4 of the provisional consent approval states, "That the severed lands are rezoned from Rural ('RU') zone to Shoreline Residential ('RS') in Township Zoning By-Law Number 07-079." The purpose of the subject

application is to satisfy this condition by amending the zoning of the severed lands to the Shoreline Residential ('RS') zone, consistent with the existing zoning of 840 Elliott Lane, thereby avoiding split zoning on the property.

To view the supporting documents with respect to this application, please visit:

https://www.leeds1000islands.ca/business-building-development/planning-and-development/active-development-applications/

How to Participate:

All comments received will become part of the public record. Comments can be provided in writing, email or verbally in person/virtually. Staff are unable to accept verbal comments over the phone or in person outside of the meeting.

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 – By Email: planningtechnician@townshipleeds.on.ca
   By Mail: Township of Leeds and the Thousand Islands
   Attn: Amanda Werner-Mackeler, Planning Technician
   1233 Prince Street P.O. 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 Street, Lansdowne, ON.

Virtual/Phone Attendance – If you wish to attend virtually/by phone, you are required to register to be an attendee prior to the meeting. Once registered, you will receive a follow up email from the Clerk with the details to attend the meeting by computer or by phone. To register to participate for this meeting option, please visit the Township's website at https://www.leeds1000islands.ca/township-government/council/council-and-committee-calendar/. Under Upcoming Meetings, select the meeting you are interested in attending. On the meeting agenda, there is a link to register in advance to attend the meeting online or by phone.

If you have any issues registering online, please call 613-659-2415 x 203 before December 4, 2026 and indicate your name, phone number, email address and application you wish to speak to. Staff will register you for the meeting using your email address and you will receive a follow up email from the Clerk with the details on how to attend the meeting by computer or by phone.

Make Your Views Known

The purpose of the Public Meeting is to present planning applications in a public forum as required by the *Planning Act* and to inform the public of the purpose of the application and the effect of the proposed amending Zoning By-Law. At the public meeting, members of the public are provided the opportunity to provide comments and questions regarding the application. No decisions are made at public meetings concerning applications; the public meeting is held to gather public opinion.

This notice has been mailed to you, as required by the Planning Act, to ensure that as an interested party you may make your views known on the above application. You may express your support or opposition to the proposed amendment by either attending the above public hearing or sending a letter by mail, email, fax or hand-delivery prior to the hearing date. Any correspondence received will become part of the public record. Please note that written comments may be submitted anytime between the municipality's receipt of a complete application from the applicant and the decision of Council.

No specified person, public body or registered owner to which the by-law would apply shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the specified person, public body or registered owner of any land to which the by-law

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.

Potential Appeal Limitations

If a person or public body would otherwise have an ability to appeal the decision of the Council for the Township of Leeds and the Thousand Islands to the Ontario Land Tribunal (OLT) but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Leeds and the Thousand Islands before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Leeds and the Thousand Islands before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Further Information

Additional information regarding the proposal may be obtained by contacting the Planning and Development Department at 613-659-2415 x 205 or by e-mail at planner@townshipleeds.on.ca.

Office Location:
1233 Prince Street, Lansdowne, ON

Mailing Address:
Township of Leeds and the Thousand Islands
1233 Prince Street, P.O. Box 280
Lansdowne, ON K0E 1L0

Township Active Application Website:
https://www.leeds1000islands.ca/business-building-development/planning-and-development/active-development-applications/

Township Council Public Meeting Website:
https://www.leeds1000islands.ca/township-government/council/council-and-committee-calendar/

Additional information and materials will be available to the public for electronic viewing at the Township Office. Additional information and materials will be available by email and on the Township website.

Receive a Copy of the Council's Decision

If you wish to be notified of the decision of the Council of the Township of Leeds and the Thousand Islands on the proposed zoning by-law amendment, you must make a written request to Amanda Werner-Mackeler, Planning Technician at:

Township of Leeds and the Thousand Islands
Attn: Amanda Werner-Mackeler, Planning Technician
1233 Prince St, PO Box 280
Lansdowne, ON K0E 1L0

Email: 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 our Clerk's office at 613-659-2415 x 231 or 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.

Dated at the Township of Leeds and the Thousand Islands on the 3rd day of November, 2026.

Marnie Venditti
Director of Planning and Development