



**The Corporation of the
Township of Central Frontenac
Committee of Adjustment Minutes**

Tuesday, January 13, 2026 at 5:00 PM

Council Chambers, 14216 Road 38, Sharbot Lake, ON

Roll Call

Members: Lynn Klages, Chair; Bill Everett, Acting Chair; Members: Frances Smith, Susan Irwin, Dan Meeks, Phillip Smith, Nicki Gowdy, Duncan McGregor.

Regrets: Cindy Kelsey, Member

Staff in Attendance: Abigail McKinnon, Planning Coordinator; Chris Nelson, Community Services Coordinator and Jennie Kapusta, Community Planner, County of Frontenac

1. CALL TO ORDER

2. APPOINTMENT OF CHAIR

a. Nomination

Motion No. 2026-01

Moved by: Phillip Smith

Seconded by: Susan Irwin

THAT Lynn Klages be nominated for the appointment of Chair of the Committee of Adjustment for 2026.

Carried

b. Voting

Motion No. 2026-02

Moved by: Phillip Smith

Seconded by: Susan Irwin

THAT Lynn Klages be acclaimed as Chair for the Committee of Adjustment for 2026.

Carried

- c. Acting Chair

Motion No. 2026-03

Moved by: Dan Meeks

Seconded by: Nicki Gowdy

THAT Bill Everett be appointed to act as chair for this meeting.

Carried

3. APPROVAL OF AGENDA

- a. Agenda of January 13, 2026

Motion No. 2026-04

Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

THAT the agenda of January 13, 2026, be adopted as amended.

Carried

Section 2 on the agenda was amended to add item c) for the appointment of an acting chair for this meeting.

4. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None.

5. APPROVAL OF MINUTES

- a. Minutes of November 25, 2025

[11-25-2025 - Minutes -Draft.docx](#) 

Motion No. 2026-05

Moved by: Susan Irwin

Seconded by: Lynn Klages

THAT the minutes of November 25, 2025, be adopted as presented.

Carried

6. DEFERRED ITEMS

None.

7. APPLICATIONS FOR CONSENT

None.

8. APPLICATIONS FOR MINOR VARIANCE

- a. APPN-2025-0056 - SAKELL

[APPN-2025-0056 - Application](#) 

[APPN-2025-0056 - Sketch](#) 

[APPN-2025-0056 - Map](#) 

[APPN-2025-0056 - Conservaiton Comments](#) 

[APPN-2025-0056 - Planning Report](#) 

APPN-2025-0056 - Photos from Site (not able to access lot due to seasonal road)

Motion No. 2026-06

Moved by: Duncan McGregor

Seconded by: Frances Smith

THAT Minor Variance application APPN-2025-0056 Sakell for Concession 1 Part Lot 15 Registered Plan 13R189;Part 9 & Part 11, Geographic Township Of Hinchinbrooke, Township Of Central Frontenac, be approved to permit a 6.7 square metre (72.12 square foot) addition to an existing cottage, resulting in a total building footprint of 133.5 square metres (1,437 square feet), and to permit the enclosure of a portion of the existing deck to create a screened porch. Permission is also requested for the installation of a septic system.

AND THAT the effect of the application is to permit a variance from Section 5.6.2 & 4.26.5.a of the Zoning By-law 2011-52 as amended, to allow the development;

AND FURTHER THAT the Secretary-Treasurer shall issue the Notice of Decision in accordance with the requirements of the

Planning Act, including providing the Notice of Decision to the applicant, any person or public body that made a written request to be notified, and any other person or public body prescribed.

Carried

Jennie Kapusta presented an overview of the application details and planning opinion.

Phillip Smith asked why a minor variance is being requested for the septic. He commented that on the drawing there appears to be an area where the septic could be installed to the rear of the property.

Tyson Myers, agent for the applicant, remarked that several constraints limit the placement of the septic including, available parking area, turnaround space for emergency vehicles, ability to maintain an adequate separation distance between the well and the proposed septic system and the conditions of the site being mostly rock and not suitable for septic.

No further questions were asked.

The motion was carried.

b. APPN-2025-0057 - HOTSON


[APPN-2025-0057 - Application](#) 

[APPN-2025-0057 - Sketch](#) 

[APPN-2025-0057 - Map](#) 

APPN-2025-0057 - Conservation Comments (None required as conservation has issued a permit, received with the application)

[APPN-2025-0057 - Planning Report](#) 

[APPN-2025-0057 - Photos from Site](#) 

Motion No. 2026-07

Moved by: Susan Irwin

Seconded by: Dan Meeks

THAT Minor Variance application APPN-2025-0057 Hotston for Concession 10 Part Lot 7 Registered Plan 13R7661;Parts 1 to 3, 1082 Breen Lane, Geographic Township Of Hinchinbrooke, Township Of Central Frontenac, be approved to allow for the construction of a dwelling with a foot print of 133.8 square metre (1440 square feet), an attached covered porch with a footprint of 33.45 square metre (360 square feet), and a septic system to service the dwelling, all of which are unable to meet the required waterbody set back of 30m.

AND THAT the effect of the application is to permit a variance from Section 5.6.2 & 4.26.5.a of the Zoning By-law 2011-52 as amended, to allow the development;

AND FURTHER THAT the Secretary-Treasurer shall issue the Notice of Decision in accordance with the requirements of the Planning Act, including providing the Notice of Decision to the applicant, any person or public body that made a written request to be notified, and any other person or public body prescribed.

Carried

Jennie Kapusta presented an overview of the application details and planning opinion.

Matthew Hotson, applicant, thanked staff and the committee for their work on this and further commented that there is not intended to be any grading of the site.

Phillip Smith reiterated his question from the previous item, noting that there appears to be an area outside the required setback where the septic system could be installed without the need for a variance, and requested clarification on the rationale for the decision.

Jennie Kapusta commented based on her site visit and the design information submitted she is not sure the area being referred to would be suitable for septic installation.

Nicole Brown-Maclauchlan, agent, commented that the septic designer did locate the system as far back from the water as possible, but the property is limited.

No further questions were asked.

The motion was carried.

9. OTHER PLANNING BUSINESS

None.

10. ADJOURNMENT

Motion No. 2026-08


Moved by: Phillip Smith

Seconded by: Nicki Gowdy

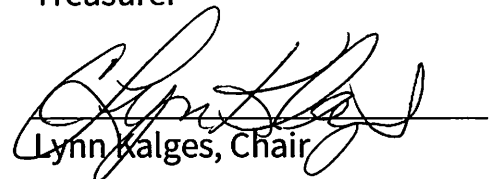
THAT this meeting be adjourned until February 10, 2026 at 5:00 p.m. virtually and in person in the Council Chambers located at 14216 Road 38, Sharbot Lake, or at the call of the chair.

Carried

Adjourned at 5:32 p.m.



Abigail McKinnon, Secretary
Treasurer



Lynn Kalges, Chair