



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

Tuesday, October 14, 2025 at 5:00 PM  
Council Chambers, 14216 Road 38,  
Sharbot Lake, ON

## Roll Call

**Members:** Susan Irwin , Dan Meeks, Phillip Smith, Nicki Gowdy, Duncan McGregor, Bill Everett, Lynn Klages, and Cindy Kelsey

**Regrets:** Frances Smith

**Staff in Attendance:** Abigail McKinnon, Chris Nelson, and Jennie Kapusta.

**Public in Attendance:** David Milne, Sharon Rodd, John Cartledge, Victoria Durandt, and Adrian Warton.

### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

#### a. Agenda of October 14th, 2025

The agenda was amended to reflect a duplication in the minutes.

*Moved by:* Phillip Smith

*Seconded by:* Susan Irwin

Motion #: 40-2025 THAT the agenda of October 14th, 2025 be adopted as amended.

**Carried**

### 3. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None.

#### **4. APPROVAL OF MINUTES**

- a. Minutes of August 12th, 2025

The minutes were amended to reflect a duplication in the attachment.

*Moved by:* Dan Meeks

*Seconded by:* Phillip Smith

Motion #: 41-2025 THAT the minutes of August 12th, 2025, be adopted as amended.

**Carried**

#### **5. DEFERRED ITEMS**

None.

#### **6. APPLICATIONS FOR CONSENT**

None.

#### **7. APPLICATIONS FOR MINOR VARIANCE**

- a. APPN-2025-0038 Cartledge

Jennie Kapusta provided an overview of the application details.

The applicant, Mr. Cartledge, clarified that the structure being constructed is a screened porch addition, not just a platform as indicated on the foundation drawing.

There were no further questions or comments.

The following motion was carried.

*Moved by:* Nicki Gowdy

*Seconded by:* Duncan McGregor

Motion #: 42-2025 THAT Minor Variance application APPN-2025-0038 Cartledge for Concession 3 Part Lot 19 RP 13R1557; PART 2, Geographic Township of Hinchinbrooke, 1087B Simmons Lane, Township of Central Frontenac, be approved to allow for a 8.2 square

metres (88 square feet) in area and will extend 2.43 metres (8 feet) further towards the high-water mark of Elbow Lake than the existing screen porch, for a minimum waterbody setback of 23 metres (75.5 feet).;

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**

- b. APPN-2025-0039 Durandt (Daymark Design)  
Jennie Kapusta provided an overview of the application details.

The applicants agent Adrian Warton made a brief presentation and provided some additional site context and 3D visual mock-ups of the proposed addition.

There were no further questions or comments.

The following motion was carried.

*Moved by:* Cindy Kelsey

*Seconded by:* Lynne Klages

Motion #: 43-2025 THAT Minor Variance application APPN-2025-0039 Durandt (Daymark Design) for Concession 2, Part Lot 25 RP 13R5445; PART 10, 11, 12, Geographic Township of Hinchinbrooke, Township of Central Frontenac, be approved to allow for the removal and reconstruction of a enlarged single storey dwelling with a total footprint of 119.17 square metres

(1,282.7 square feet) and a minimum waterbody setback of 12.38 metres (40.6 feet) to the high-water mark of Eagle Lake;

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**

c. APPN-2025-0042 - Rodd/Milne

Jennie Kapusta provided an overview of the application details.

There were no further questions or comments.

The following motion was carried.

*Moved by:* Susan Irwin

*Seconded by:* Duncan McGregor

Motion #: 44-2025

THAT Minor Variance application APPN-2025-0042 Rodd/Milne for Concession 2, Part Lot 8, Part Road Allowance RP 13R19073 Part 2; Sharbot Lake, 1058B Antoine Rd, Geographic Township of Oso, Township of Central Frontenac, be approved to allow for 14.2 square meter (152.8 square foot) addition to an existing dwelling and minimum waterbody setback of 9 metres (29.5 feet) from the high-water mark of Sharbot Lake.

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**

**8. OTHER PLANNING BUSINESS**

**9. ADJOURNMENT**

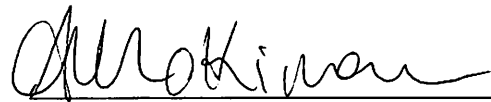
*Moved by:* Phillip Smith

*Seconded by:* Dan Meeks

Motion #: 45-2025 THAT this meeting be adjourned until November 11th, 2025 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 5:33 p.m.



Abigail McKinnon, Secretary Treasurer



~~Bill Everett, Chair~~

Lynn Klages, Acting Chair.