



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

Tuesday, November 11, 2025 at 5:00 PM
Council Chambers, 14216 Road 38, Sharbot
Lake, ON

Page


1. CALL TO ORDER

2. APPROVAL OF AGENDA

- a. Agenda of November 11, 2025
THAT the agenda of November 11, 2025 be adopted as
presented [amended].

3. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

4. APPROVAL OF MINUTES

- a. Minutes of October 14, 2025 5 - 9
[10-14-2025 - Minutes.docx](#) 
THAT the minutes of October 14, 2025, be adopted as
presented [amended].

5. DEFERRED ITEMS

6. APPLICATIONS FOR CONSENT

7. APPLICATIONS FOR MINOR VARIANCE

- a. APPN-2025-0037 - CRUMP 10 - 46
[APPN-2025-0037 Application.pdf](#) 
[APPN-2025-0037 Sketch.pdf](#) 

[APPN-2025-0037 - Map](#) 

[APPN-2025-0037 - MVCA Comments.pdf](#) 

[APPN-2025-0037 - Planning Report](#) 

[APPN-2025-0037 - Photos from Site](#) 

THAT Minor Variance application APPN-2025-0037 Crump for Concession 1, Part Lot 11 & 12, Geographic Township of Oso 1014A Brewer Road, Township of Central Frontenac, be approved to allow for the construction of a 29.22 square meter (314.52 square foot) storage shed that is 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.

b. APPN-2025-0048 - OWENS

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[APPN-2025-0048 - Application](#) 

[APPN-2025-0048 - Sketch](#) 

[APPN-2025-0048 - Map](#) 

[APPN-2025-0048 - CA Comments](#) 

[APPN-2025-0048 - Planning Report](#) 

[APPN-2025-0048 - Photos from Site](#) 

THAT Minor Variance application APPN-2025-0048 Owens for Concession 1, Part Lot 26 & 27, RP 13R-18881 Parts;2 And 3 Geographic Township of Hinchinbrooke, Township of Central Frontenac, be approved to allow for the construction of a 61.3 square meter (660 square feet) addition to an existing cottage that is 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.

c. APPN-2025-0050 - MARSHALL

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[APPN-2025-0050 - Application](#) 

[APPN-2025-0050 - Sketch](#) 

[APPN-2025-0050 - Sketch \(revised\)](#) 

[APPN-2025-0050 - Map](#) 

[APPN-2025-0050 - Planning Report](#) 

[APPN-2025-0050 - Photos from Site](#) 

THAT Minor Variance application APPN-2025-0050 Marshall for Concession 3, Part Lot 23, 1060 Oso Road, Geographic Township of Oso, Township of Central Frontenac, be approved to permit relief from Section 4.18.1 to allow for a building permit to be issued for a property that does not have frontage or direct access to a public street or private lane.

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.

8. OTHER PLANNING BUSINESS

9. ADJOURNMENT

THAT this meeting be adjourned until November 25, 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.

Adjourned at _____ p.m.



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

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
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

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

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

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

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

**TOWNSHIP OF CENTRAL FRONTENAC
COMMITTEE OF ADJUSTMENT**

14216 Road 38, P.O. Box 89, Sharbot Lake, Ontario K0H 2P0

Telephone: 613-279-2935 / **Fax:** 613-279-2422

www.centralfrontenac.com



APPLICATION TYPE

FILE #

NAME

MINOR VARIANCE

APPN-2025-0037

JOSEPH CRUMP

Township of Central Frontenac – Minor Variance Application



**Township of
Central Frontenac**

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, Ontario, K0H 2P0
Telephone: 613-279-2935 or 1-800-300-6851 (613 area code only) Fax: 613-279-2422
E-mail: planning@centralfrontenac.com

MINOR VARIANCE APPLICATION

1. APPLICANT INFORMATION

Name of Owners(s): Joe crump	Name of Agent*: George Weiss
Address: [REDACTED]	Address: [REDACTED]
Home Phone Number: [REDACTED]	Home Phone Number:
Work Phone Number:	Work Phone Number: [REDACTED]
Cell/Alternate Phone Number:	Cell/Alternate Phone Number:
Fax:	Fax:
Email Address: [REDACTED]	Email Address: [REDACTED]

**When an applicant has appointed an Agent to act in his/her behalf, all communication will be sent to the Agent, unless otherwise requested.*

2. PROPERTY DESCRIPTION

2.1: Location and Description

Civic Address (911 Number and Road Name): 1014A brewer Rd Sharbot Lake ON	
Lot(s):	Concession(s):
Registered Plan Number:	Part Number(s):
Geographic Township (Former Township): Central frontenac	



2.2: Site Characteristics

Average Depth (m):	Area (ha): 55 acer
Road/Water Frontage (m): 670M	Other:
Adjacent Body of Water (if applicable):Sharbot lake	

3. EXISTING DEVELOPMENT

If property is adjacent to water, the front lot line faces the water. If not, it faces the road.

	Structure #1	Structure #2	Structure #3	Structure #4
Type of Structure	cottage			
Setback to Front Lot Line (m)	3M			
Setback to Rear Lot Line (m)	Over 100M			
Setback to Side Lot Line (m)	Over 300M			
Setback to Side Lot Line (m)	90M			
Height (m)	8.5344m			
Building Footprint (m ²)	83.61			
Year of Construction	1960			

4. EXSISTING USES

	Subject Property	Abutting Property to North	Abutting Property to East	Abutting Property to South	Abutting Property to West
Official Plan Designation	House	Water	Housing	Housing	Cottages

Zoning	Res.	Wet	Res	Res.	Res.
Primary Use	Home	Fish Home	Home	Home	Fun stuff

Is the property the subject of a current application for severance? NO. If yes, please indicate Severance

Application File No. _____

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Township of Central Frontenac – Minor Variance Application

5. BY-LAW REQUIREMENTS

Please indicate zone requirements of the subject property

Requirements/Setbacks	Main Building	Accessory Buildings
Front Yard (waterfront) (m)	30 M	30M
Front Yard (back lot) (m)	7M	7M
Rear Yard (m)	7M	7M
Side Yard (m)	3M	3M
Maximum Building Height (m)	10M	6M
Minimum Lot Coverage (%)	10%	2%

6. NATURE OF APPLICATION

a) Seeking relief from By-law # 2011-52 (Central Frontenac Zoning By-law)
b) Section(s) pertaining to variance request

7. REASON FOR MINOR VARIANCE

Because the main dwelling was erected many years ago in its location close to the water, it makes sense to have the storage shed within proximity. Further, the storage shed location is a flat building area and outside any possible floodplain. Your consideration and approval of this variance is greatly appreciated.

To	
Cc	
Bcc	

Subject	
----------------	--

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Township of Central Frontenac – Minor Variance Application



8. PROPOSED DEVELOPMENT

Does the proposal involve the construction of one or more structures? Yes. If proposal involves construction, please fill out the table below for each proposed structure (including septic systems), and indicate whether the structure is new or an addition

• *Removal of more than 50% of the walls of any structure constitutes new construction

	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to
--	-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

Main Use	Shed			
Setback to Front Lot Line (m)	26m			
Setback to Rear Lot Line (m)	Over 100m			
Setback to Side Lot Line (m)	Over 90m			
Setback to Side Lot Line (m)	Over 300m			
Height	5.48m			
New/Addition Footprint (m)	6m x 4.87m			

Other Variances (if applicable):

If variance is being sought for a reason other than construction of a structure, please describe below. If more space is required, please use a separate sheet of paper.



9. PROPERTY SERVICING

Existing Services – Check all that apply

Water Supply	Sewage System	Road Access
---------------------	----------------------	--------------------

Drilled Well	y	Class 2 (Greywater Pit)	<input type="checkbox"/>	Municipal – Paved	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>	Municipal – Gravel	y
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	y	Municipal – Seasonal Maintenance	<input type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input type="checkbox"/>	Private Lane	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>	Water Access Only	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Proposing Services – Check all that apply

Water Supply		Sewage System	
Drilled Well	<input type="checkbox"/>	Class 2 (Greywater Pit)	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	<input type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>

Other Servicing or Proposed Development (if applicable)

If any other servicing or developments are proposed for the site that would impact this application, please describe below. If more space is required, please use a separate sheet of paper.



10. HISTORY OF THE PROPERTY

- Date subject property was acquired by current owner(s): **2022**
- Have previous owners obtained a minor variance or zoning amendment for the subject property? **NO**. If yes, describe briefly and if possible, provide file numbers

11. SKETCH

The Minor Variance Application must be accompanied by a detailed survey or sketch, to scale, on a separate sheet of paper, which shows the following:

- Subject property with dimensions (in meters) – i.e. frontage, depth and area
- All buildings with dimensions (in meters) – i.e. dwellings, sheds, decks, pools, etc.
- Location of buildings in relation to lot lines and waterbodies (in meters)
- Location of well, septic, utilities, etc.
- Abutting properties including buildings and their uses
- Location of bodies of water – i.e. lakes, streams, wetlands, etc.
- In addition to the above, the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application

Notes:

- All dimensions and measurements must be shown in **metric units**.
- Provide the sketch on a separate 8.5" x 11" (or larger) page.
- The sketch must be legible and suitable for reproduction.
- If necessary, the Committee of Adjustment may request that an Ontario Land Surveyor sign the sketch to secure its accuracy.

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Township of Central Frontenac – Minor Variance Application



12. DIRECTIONS TO PROPERTY

In order to ensure that the persons required to conduct inspections for the purposes of this application can locate the subject property, please provide the clear directions, indicating which roads to use to access your property. If the site is by water access only, please indicate the closest public or commercial boat launch you use in order to reach the site and please be prepared to provide water transportation if requested.

MAP OF PROPERTY LOCATION





13. AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of Central Frontenac (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the applicant’s application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the applicant’s application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action

_____ [Redacted] _____ DATE SIGNATURE OF OWNER

Joe Crump _____
OWNER'S NAME (PRINT)

14. PERMISSION TO ENTER PROPERTY

By completing the Declaration of Owner or Authorized Agent, I / we hereby acknowledge and authorize the members of the Township of Central Frontenac Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.

_____ [Redacted] INITIALS INITIALS
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Township of Central Frontenac – Minor Variance Application



15. AFFIDAVIT OR SWORN

DECLARATION

I, George Weiss make oath (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the Township of Central Frontenac County
of Type of Municipality Name County/District/Region

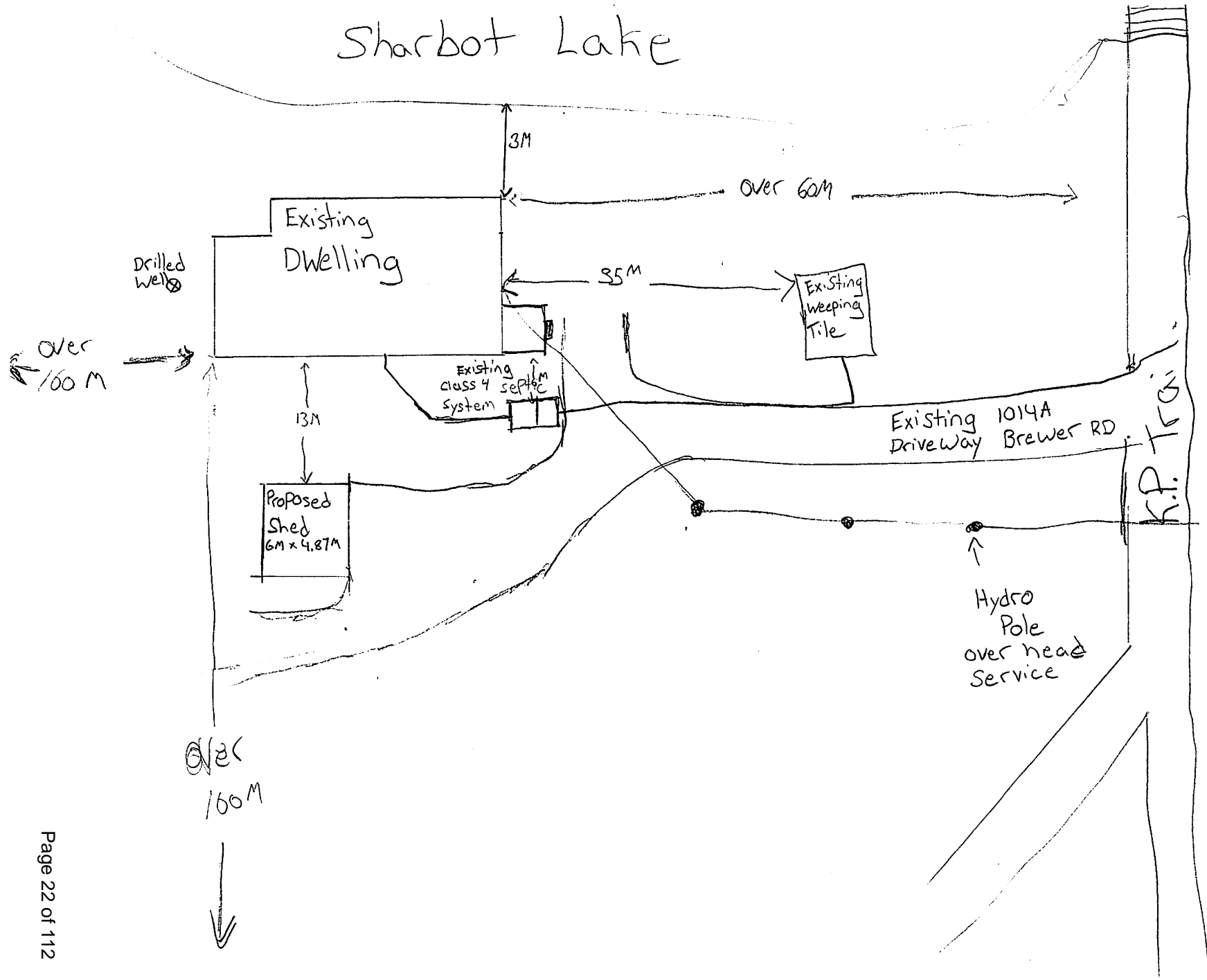
Frontenac, this 7th day of July,
2005. Name Month Year

[Redacted] _____
Oaths Applicant or Agent

Jody Legue _____ Commissioner of

Jody Legue
Deputy Clerk
Commissioner, ETC.
Township of Central Frontenac

Sharbot Lake

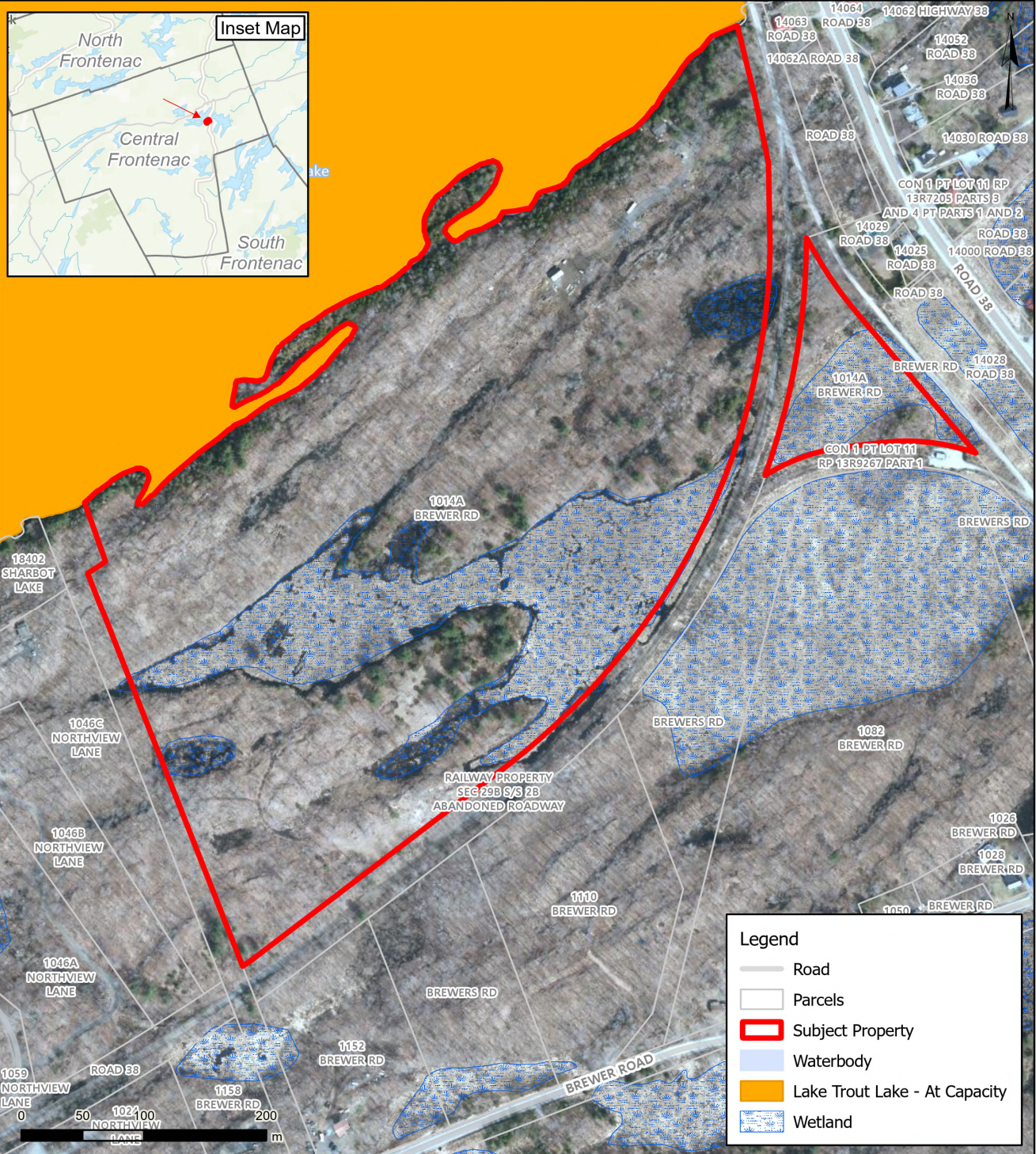




TOWNSHIP OF CENTRAL FRONTENAC

CRUMP APPLICATION FOR MINOR VARIANCE (APPN-2025-0037)

1014A BREWER ROAD
GEOGRAPHIC TOWNSHIP OF OSO



Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. While the County makes every effort to insure that the information presented this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



25-CF-MV

September 13, 2025

Abigail McKinnon
Township of Central Frontenac
P.O. Box 89
Sharbot Lake, ON K0H 2P0

Dear Ms. McKinnon:

**Re: Consent Application #APPN-2025-0037
Lot 12, Con 1, Township of Central Frontenac (Oso)
1014A Brewer Rd
CRUMP**

Mississippi Valley Conservation Authority (MVCA) has been circulated the above noted application to conduct a review in terms of MVCA Regulations and Provincial Planning Policy for Natural Hazard issues. The scope of the natural hazards review includes flooding, erosion, wetlands, unstable slopes and unstable soils.

PROPOSAL

According to the Notice, *Minor Variance is to allow for 29.22 square meter (314.52 square foot) storage shed that is unable to meet the required waterbody set back of 30m.*

Note: The shed has already been built with a setback of roughly 27 m from the lake

PROPERTY CHARACTERISTICS

According to a review of MVCA mapping and a site visit, the following exists on the subject property:

- Frontage on the West Basin of Sharbot Lake
- High, steep slopes
- (1) large non-evaluated wetland that is regulated by MVCA
- Several non-evaluated wetlands that are not regulated by MVCA
- Organic soil in association with the regulated wetland

We also note the following observations while on site:

- The shoreline slope is steep with a predominance of fractured bedrock (herein referred to as Slope A). The dwelling is located on the crest of this slope.
- A drainage pipe outlets into the face Slope A.
- A large concrete slab has been placed on the west side of the dwelling, near the crest of Slope A. It is connected to a second concrete slab further inland that exists at the toe of an excavated slope (herein referred to as Slope B).
- The shed exists at the toe of excavated Slope B. Erosion was evident on the face of this slope, likely due to the excavation and disturbance of this slope.

10970 Hwy. No. 7, Carleton Place, ON K7C 3P1 | Tel. (613) 253-0006 | visit: mvc.on.ca

Your partner in natural hazard management, resource conservation and stewardship.

REVIEW

Natural Hazards (Advisory)

The objective of MVCA's natural hazards review is to ensure that the control of *flooding* and *erosion* are not impacted by development. This includes the flood plain and impacts to wetlands, watercourses, slope stability, and unstable soils. For the subject property, the **lake, slopes and wetlands** are relevant to MVCA's advisory review.

Erosion Hazard (Slopes)

It is provincial policy that: *Development shall generally be directed to areas outside of hazardous lands adjacent to a stream and small inland lake systems which are impacted by flooding and/or erosion hazards* (Provincial Policy Statement 2020, Section 3.1.1.b). The document entitled *Understanding Natural Hazards* (Ministry of Natural Resources, 2001) was prepared as a guide to identify and provide direction and methods to address these hazards. As per the guide, *Erosion hazards* include slopes which have the potential for erosion and/or instability due to their steepness and height i.e. steeper than 3:1 and higher than 3 m.

Following are MVCA findings (based on site measurements):

- Slope A (shoreline slope) is roughly 2:1 and 2.7 m high. This slope is, therefore, marginally below the threshold of meeting the criteria of an *Erosion Hazard*. The concrete slab extends to the crest of this slope.
- Slope B is roughly 1.7:1 and 3.1 m high. This slope is just above the threshold of meeting the criteria of an *Erosion Hazard*. The proposed shed is located at the toe of this slope.
- There are other slopes on the subject property that meet the definition of an *Erosion Hazard*; however, they are outside of the development area.

Waterbody

The subject property has frontage on Sharbot Lake. MVCA considers both direct and indirect impacts to waterbodies/watercourses, within the context of flooding and erosion. Impacts are not anticipated if minimum waterbody setback requirements (as stipulated by the municipality) are adhered to. If the minimum development setback cannot be met, as with the subject proposal, we generally recommend the following mitigation measures:

- *Vegetated Buffers*: Overland flow and surface runoff, wave and ice movement are commonly associated with shoreline erosion. To mitigate these effects, we recommend the retention/planting of vegetated buffers. Naturalized shorelines with an abundance of vegetation provide erosion protection by assisting with the mitigation of surface runoff. In addition, the root system of vegetation binds the soil, to further mitigate erosion.
- *Erosion Control during construction*: This is generally achieved by installing erosion control fencing between the work area and the waterbody. Post construction, the maintenance of a vegetated buffer is generally suitable. Post construction, the vegetated buffer is considered the first line of defense against erosion.
- *Drainage Patterns*: Natural drainage patterns on the site should not be substantially altered such that additional drainage is directed towards the waterbody.

Wetlands

All wetlands play an important role in providing hydrologic, ecosystem and human benefits. In terms of hydrologic benefits (i.e. flooding and erosion control), wetlands retain water during the spring freshet and storm events, allowing water to slowly release into watercourses, infiltrate into the ground to recharge groundwater, and to evaporate. When located along the shoreline of a waterbody, wetlands also reduce the energy of moving water including boat wakes and mitigate associated shoreline erosion. A minimum development setback of 30 m is generally considered sufficient to ensure there are no impacts to wetlands in terms of flooding and erosion.

The existing and proposed development is located beyond 30 m of all wetlands.

MVCA Ontario Regulation 41/24 (Regulatory)

Pursuant to ONTARIO REGULATION 41/24, *Prohibited Activities, Exemptions and Permits*, written permission is required from MVCA prior to any alterations to the shoreline of Sharbot Lake or for any interference in, and within 30 m of, the regulated wetland.

MVCA is not aware of any intent to alter the shoreline or interfere with the wetland, as part of the subject application.

RECOMMENDATIONS & CONCLUSIONS

Based on the following, MVCA does not have any objections to the subject proposal:

- The proposed waterbody setback of 27 m is a minor deviation compared to the minimum requirement; impacts within the context of MVCA's review are not anticipated.
- Slope B meets the definition of an Erosion hazard. However, the overall risk is deemed low for the following reasons: the proposed structure is a shed and not habitable; since the slope is inland, the toe is not affected by the erosive forces of a watercourse; and the slope height only slightly surpasses the hazard threshold by 10 cm.
- Slope A (shoreline slope) does not meet the definition of an Erosion Hazard.
- Slopes that clearly meet the definition of an Erosion Hazard are outside the development area.

Please note that a Slope Stability Assessment may be recommended for any future development or regrading activity near Slope B. With respect to Slope A, we advise against any additional loading near its crest without a Slope Stability Assessment.

We recommend the following mitigation measures:

1. In accordance with the provisions of the relevant Municipal Zoning By-law, the existing shoreline vegetation shall be retained.
2. Natural drainage patterns on the site shall not be substantially altered such that additional drainage is directed towards slopes or the lake. The drainage pipe in the face of the shoreline slope shall be rerouted away from the slope and lake to a well vegetated area or leach pit.

NOTES

A review for Species at Risk was not conducted. We suggest contacting the Ministry of the Environment, Conservation and Parks should you require a review in this regard.

The applicant should be advised that, pursuant to ONTARIO REGULATION 41/24, *Prohibited Activities, Exemptions and Permits*, written permission is required from MVCA prior to any alterations to the shoreline of the lake or for any interference in, or within 30 m of, the regulated wetland.

We advise consultation with Fisheries and Oceans Canada (DFO) [Projects near water \(dfo-mpo.gc.ca\)](http://dfo-mpo.gc.ca) prior to conducting any work within the lake, to assess potential impacts to fish habitat. Authorization from DFO may be required for such work.

Should any questions arise please do not hesitate to call. Please advise us of the Committee's decision in this matter.

Yours truly,

A handwritten signature in cursive script that reads "Diane Reid".

Diane Reid
Environmental Planner



Planning Report

To: Members of Committee of Adjustment

Prepared By: Jennie Kapusta, Community Planner, County of Frontenac

Reviewed By: Sonya Bolton, Manager of Community Planning, County of Frontenac

Re: **Application for Minor Variance to Permit a Reduction in the Required 30 metre Waterbody Setback**

Address: 1014A Brewer Road

Legal Description: Part Lots 11 and 12, Concession 1, Geographic Township of Oso

File Number: **APPN-2025-0037 (Crump)**

Owner(s): Joseph Crump

Applicant: Same as Owner

Date of Meeting: November 11, 2025

Recommendation:

Planning staff are recommending that the Committee of Adjustment for the Township of Central Frontenac receive comments from the public, and subject to any issues being raised at the public meeting, approve this application for minor variance to permit the construction of an accessory storage structure within the required 30 metre (98.4 foot) waterbody setback.

Proposal:

This application proposes to recognize the construction of an accessory storage structure with an area of 29.22 square metres (314.5 square feet) located 26 metres (85.3 feet) from the high-water mark of Sharbot Lake (West Basin). This structure was constructed on the subject property without any planning approvals or building permits.

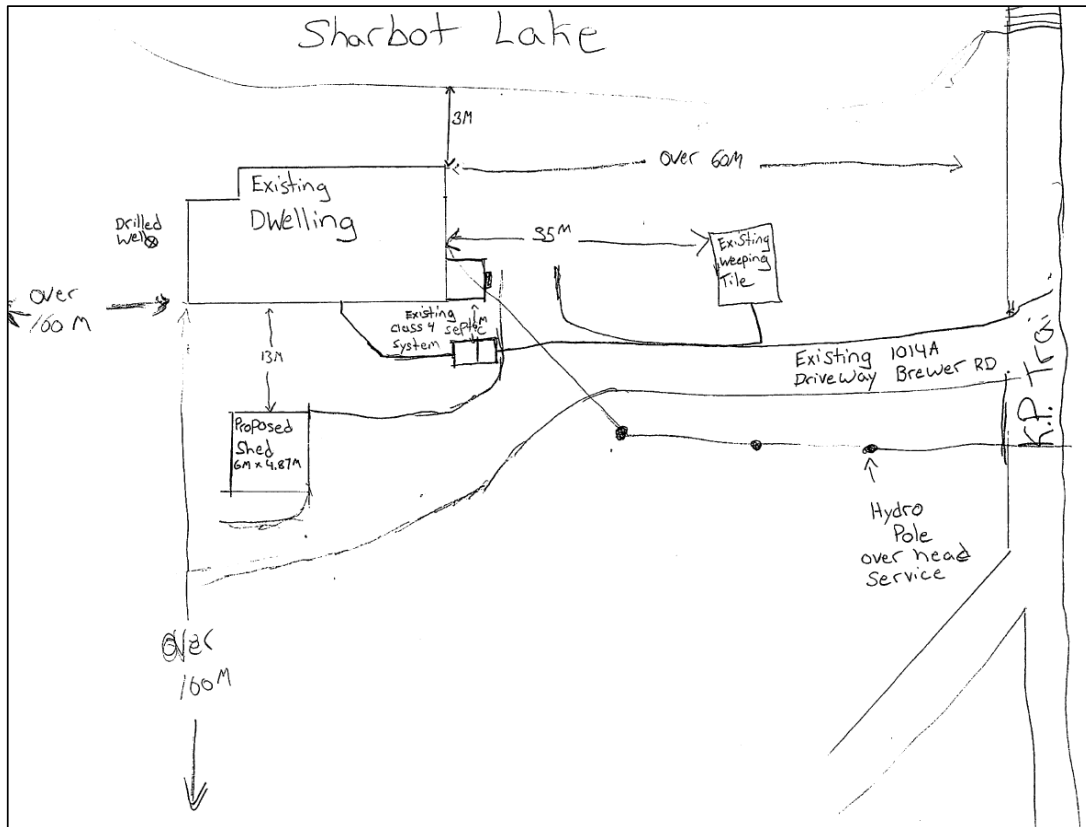


Figure 1: Sketch submitted with the application showing the existing dwelling and the proposed storage shed.

Minor Variance

Minor variance approval is required for the development of the subject property for the following reasons:

Variance 1: Section 4.26.5(a) of the zoning by-law requires a minimum setback from the high-water mark of a waterbody for any building or structure of 30 metres (98.4 feet). This application proposes a minimum waterbody setback of 26 metres (85.3 feet); a variance request of 4 metres (13.1 feet).

Variance 2: Section 5.6.2 of the zoning by-law requires a minimum front yard (with shoreline frontage) of 30 metres (98.4 feet) for accessory buildings. This application proposes a minimum waterbody setback of 26 metres (85.3 feet); a variance request of 4 metres (13.1 feet).

Background Information

Information Category	Response
Official Plan designation	Rural Area and within the Waterfront District
Zoning	Residential Waterfront (RW)
Current size (area) of subject property	22.3 hectares (55 acres)
Existing road frontage and access	Accessed via K&P Trail from Brewer Road
Waterfrontage	Approximately 670 metres (2,198 feet) along Sharbot Lake (West Basin)
Natural heritage features	Sharbot Lake (West Basin) at-capacity lake trout lake
Existing development	Dwelling, accessory structures, sewage system
Surrounding land uses	Developed waterfront residential lots along the shoreline of Sharbot Lake, with some larger naturally vegetated parcels located inland.

Pre-application Consultation:

The applicant did not consult with County or Township staff prior to the construction of the accessory structure.

Public Notice

Notice of the public meeting before the Committee of Adjustment was given in accordance with the requirements of the Planning Act. A notice was placed on the subject property and mailed to all property owners within 60 metres of subject property, 10 days in advance of the meeting.

Comments

Mississippi Valley Conservation Authority (MVCA)

This was circulated to MVCA for review. Comments dated September 13, 2025 indicated no objection to the development as proposed. MVCA noted that the slope immediately adjacent to the proposed accessory structure just meets the criteria of an erosion hazard. However, given that the structure is located at the base of the slope, is

inland and not subject to the erosive forces of the waterbody, and the structure is not a habitable structure it is the opinion of MVCA that no additional studies are required prior to the approval of this application. It was further noted that any further development or grading activity in proximity to this slope may require a Slope Stability Analysis.

Septic Approval Authority

There was no septic review required for this application as there is no increase in living space and the structure is not in proximity to the existing septic system.

Public Comments

There were no public comments received regarding this application.

Conformity and Consistency with Policy Planning Documents

An application for a minor variance is required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of Central Frontenac Official Plan. It is the opinion of planning staff that the proposed minor variance is consistent with and conforms to the planning policies of all these documents.

The key policies of each document that are applicable to the subject application are outlined in Appendix B of this report, and the policy issues are addressed in the planning analysis below.

Township of Central Frontenac Zoning By-Law Number 2011-52

The subject property is zoned as Residential Waterfront (RW) in the Township of Central Frontenac Zoning By-Law Number 2011-52. The RW Zone permits single detached dwellings and a variety of low-impact accessory uses.

The Zoning By-law requires all non-waterfront structures to be located a minimum of 30 metres (98.4 feet) from the highwater mark of any waterbody. The intent of the 30 metre (98.4 foot) waterbody setback is to provide a vegetative buffer between a development envelope and shoreline for the purpose of maintaining aquatic habitat, filtration of runoff, and reducing visual impacts of development on the waterfront character of the area.

The development as proposed will not exceed the maximum lot coverage permitted by the Zoning By-law and no shoreline vegetation is proposed to be removed to accommodate the development.

Planning Analysis and Considerations

Waterfront and Rural Character

The proposed accessory structure is located behind the existing dwelling on the subject property. This location, along with the extensive shoreline vegetation significantly limits the ability of the accessory structure to be viewed from the lake.

The size and scale of the proposed accessory structure is in keeping with other waterfront development along Sharbot Lake and is under the maximum permitted lot coverage for lots in the Waterfront Residential zone. This is in line with the Township official plan policies to limit the dominance of the built form in the waterfront area and maintain rural character.

Overall County planning staff are of the opinion that the proposed development will have no negative impact on the waterfront character of Sharbot Lake.

Sewage Disposal System Services

As noted in the Comments section above, there was no septic review required for this application.

Natural Heritage

The subject property has frontage along the West Basin of Sharbot Lake. The West Basin of Sharbot Lake is designated as an at-capacity lake trout lake. These lakes are extremely sensitive to development and the Township Official Plan has policies specific to lake trout lakes to ensure their protection, including limitations on development within 300 metres (984 feet) of the high-water mark of the lake. One of the largest impacts on trout lakes comes from phosphorous input which results from on-site sewage disposal systems. On existing lots of record consideration may be given to reductions in the minimum required 30 metre (98.4 foot) waterbody setback, only if it is not physically possible or not environmentally desirable to meet the waterbody setback.

This proposed accessory structure will have no impact on the existing on-site sewage system as it is not a habitable structure and contains no plumbing. This aids in limiting any potential negative impacts on Sharbot Lake as a result of this application.

Minimum Distance Separation

No aggregate extraction operations, livestock facilities or landfills were identified within the applicable screening areas surrounding the subject property.

Natural and Human-Made Hazards

There were no human made hazards identified on the subject property. As discussed in the Comments section above, this application was reviewed by Mississippi Valley Conservation Authority (MVCA) who noted that the slope adjacent to the proposed accessory structure just meets the criteria for an erosion hazard, but that no further studies were required at this time.

As a result, County planning staff have no concerns with either natural or human-made hazards for the proposed development.

Minor Variance

Under Section 45(1) of the *Planning Act* a minor variance application must meet all of the four tests of minor variance. The four tests are:

1. Is the application minor?
2. Is the application desirable for the appropriate development of the lands in question?
3. Does the application conform to the general intent and purpose of the Zoning By-law?
4. Does the application conform to the general intent and purpose of the Official Plan?

Planning staff are of the opinion that the proposed minor variance to permit the development of an existing undersized lot of record meets the four tests of minor variance for the following reasons:

Is the application minor?

This application for the construction of an accessory structure is considered minor because the proposed reduction in waterbody setback is limited. Further, the structure is located in proximity to the existing dwelling and cleared activity area.

Is the application desirable for the appropriate development of the lands in question?

Approving the proposed minor variance application is desirable for the appropriate development of the subject property because it will permit the property owner to store items that would otherwise be outside.

Does the application conform to the general intent and purpose of the Zoning By-law?

It is the opinion of planning staff that the proposed variance conforms to the general intent and purpose of the Township of Central Frontenac Zoning By-law because the proposed accessory structure is located within the existing cleared activity area on the property and will not exceed the permitted lot coverage for the subject property.

There is no shoreline vegetation removal proposed, and the development can meet all other required setbacks, both of which aid in limiting any negative impacts on Sharbot Lake as a result of the proposal.

Does the application conform to the general intent and purpose of the Official Plan?

It is the opinion of planning staff that the proposed variance conforms to the general intent and purpose of the Township of Central Frontenac's Official Plan policies for the Waterfront District, and for designated lake trout lakes because there are no negative impacts anticipated on the water quality of Sharbot Lake. Additionally, the size, scale and location of the accessory structure is in keeping with other waterfront development along the shoreline of Sharbot Lake. This is in line with the Township official plan policies to limit the dominance of the built form in the waterfront area and maintain rural character.

Conclusion

Planning staff are recommending that the Committee of Adjustment approve application number APPN-2025-0037, subject to the conditions outlined in Appendix A of this report.

Attachments

Appendix A: Draft Conditions of Approval

Appendix B: Relevant Planning Policy and Legislation

Appendix A: Draft Conditions of Approval

Note: Conditions are a decision of the Committee of Adjustment; the conditions below are recommended. The final approved conditions will be included in the signed decision.

Applicability

1. That minor variance is granted through application APPN-2025-0037 to permit the construction of an accessory structure with an area of 29.22 square metres (314.5 square feet) located a minimum of 26 metres (85.3 feet) from the high-water mark of Sharbot Lake (West Basin).
2. This minor variance approval does not include zoning relief for any other existing or future structures on the property.
3. This variance is only applicable to Zoning By-Law Number 2011-52.

No Adverse Impacts

4. The owner/applicant shall ensure that there are no adverse impacts on neighbouring properties as a result of the approved proposal, nor shall there be any increased runoff or grade changes to the property as a result of any excavation or downspout orientation.
5. Sediment control measures shall be implemented throughout the construction process, mainly the placement of a sediment barrier, such as staked straw bales, between exposed soil and the lake. The sediment barrier shall remain in place and in good working order until all disturbed areas have been stabilized and re-vegetated.
6. All excavated material and accumulated sediment along sediment control measures shall be disposed of more than 30 metres (98 feet) of the waterbody. Excess soil or fill shall not be placed in any low area and shall not interfere with any seasonal or permanent wetlands or watercourse.
7. Natural drainage patterns on the site shall not be substantially altered such that additional run-off is directed towards the lake, or onto neighboring properties. In order to achieve this, eaves troughing shall be installed on the additions and outlet away from the lake to a leach pit or well-vegetated area to maximize infiltration.

Building Permits

8. A building permit is required for all demolition and construction on the property. There shall be no additional development, or demolition of existing structures, on the property without approval from the Township of Central Frontenac.
9. The owner/applicant shall provide to the Building Department a copy of the decision of the Committee of Adjustment, together with a copy of any approved drawings. The drawings submitted with the building permit application must, in the opinion of the Township, conform to the general intent and description of any approved drawings, including any amendments and conditions approved by the Committee of Adjustment, as stated in the decision. Additional variances may be required should

further zoning deficiencies be identified through the Building Permit application process.

Appendix B: Relevant Planning Policy and Legislation

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Under Section 3 of the Planning Act, all municipal decisions regarding planning applications “shall be consistent with” applicable provincial policy.

When assessing consent and minor variance applications on rural lands, planning authorities must comply with Sections 2.5 and 2.6 of the PPS, and apply the relevant policies of the following sections:

- Chapter 3: Infrastructure and Public Service Facilities of the PPS contains policies that direct the development of public and private infrastructure including transportation networks, sewage, water and stormwater services, waste management, and public spaces, recreation, parks, trails, and open spaces.
- Chapter 4: Wise Use and Management of Resources of the PPS contains policies that encourage the protection of natural heritage, water, agricultural land, mineral and aggregate resources, and cultural heritage and archaeological resources for their economic, environmental and social benefits.
- Chapter 5: Protecting Public Health and Safety of the PPS contains policies intended to reduce the potential for public cost or risk to Ontario’s residents from natural or human-made hazards. Conservation Authorities have provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the PPS.

The following policies are applicable to this application:

- Permitted uses on rural lands include residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services; (Section 2.6.1.c).
- Development that can be sustained by rural service levels should be promoted (Section 2.6.2).
- Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure (Section 2.6.3).
- Conserving biodiversity and considering the ecological benefits provided by nature (Section 2.5.1.g).
- Supporting healthy, integrated and viable rural areas by building upon rural character and leveraging rural amenities and assets (Section 2.5.1.a).

- Individual on-site water and sewage services may be used provided that site conditions are suitable for the long term provision of such services with no negative impacts (Section 3.6.4).
- Natural features and areas shall be protected for the long term (Section 4.1.1).
- Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards (Section 5.1.1).

County of Frontenac Official Plan (2016)

The County of Frontenac Official Plan is a framework for guiding development in the County through the management and protection of the natural environment and by providing direction and influence on growth patterns. It is focused on the six themes of economic sustainability, growth management, community building, housing and social services, heritage and culture, and environmental sustainability.

The following policies are applicable to this application:

- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational and institutional development, is permitted.
- Section 3.3.3.4 Special Policies – Waterfront Areas provides policies that are intended to improve and protect waterfront areas as a significant cultural, recreational, economic and natural environmental resource and to maintain or enhance the quality of the land areas adjacent to the shore. Further, this section requires Township Official Plans to include criteria for determining an appropriate setback where an existing lot of record cannot achieve the minimum setback of 30 metres.
- Section 7, Environmental Sustainability, sets out policies for environmental sustainability and the protection of the natural heritage system and the ecological functions it provides.

Township of Central Frontenac Official Plan (2021)

The property is designated as Rural Area and located within the identified Waterfront Area in the Township's Official Plan. Official Plan policies regarding Waterfront Area speak to the importance of maintaining the health of waterbodies throughout the Township due to their crucial role in the overall ecosystem. Following guidance from Section 4.8 of the Official Plan, consideration may be given to development within the Waterfront Area designation provided that such proposals are consistent with policies that are intended to maintain: water quality objectives, highly sensitive lake trout lakes, moderately sensitive lake trout lakes, other lakes and waterbodies, and application of lake management tools and monitoring.

The following policies are applicable to this application:

- It is Council's intent that the water quality of all water bodies in the Municipality will be maintained at their present level or enhanced. Any new development must be considered in light of its effect of its impact on the environmental quality of any lake or river. (Section 4.8.1)
- To ensure that built form does not become concentrated or dominate the Waterfront to the detriment of natural form. (Section 4.8.5.B)
- To support development and redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area. (Section 4.8.5.O)
- On existing lots of record and lots in existing and approved Plans of Subdivision, consideration may be given to slight reductions to the minimum setback, only if it is not physically possible or is not environmentally desirable to meet this requirement and it can be demonstrated that there will be no negative impacts on fish habitat (Section 4.8.8.A.x)
- Applications for Minor Variances to the Zoning setbacks established for at capacity lake trout lakes may be required to be supported by an Environmental Impact Assessment prepared in accordance with this Plan depending on the extent and impact of the proposal. (Section 4.8.8.A.xi)

Photos from Site Visit August 26, 2025















**TOWNSHIP OF CENTRAL FRONTENAC
COMMITTEE OF ADJUSTMENT**

14216 Road 38, P.O. Box 89, Sharbot Lake, Ontario K0H 2P0

Telephone: 613-279-2935 / **Fax:** 613-279-2422

www.centralfrontenac.com



APPLICATION TYPE
FILE #
NAME

MINOR VARIANCE
APPN-2025-0048
JENNIFER OWENS



**Township of
Central Frontenac**

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, Ontario, K0H 2P0
 Telephone: 613-279-2935 or 1-800-300-6851 (613 area code only) Fax: 613-279-2422
 E-mail: planning@centralfrontenac.com

MINOR VARIANCE APPLICATION

1. APPLICANT INFORMATION

Name of Owners(s): Jennifer Owens, William O'Brien Brooke O'Brien, Brittany O'Brien Drake	Name of Agent*: (see below)
Address:	Address:
Home Phone Number:	Home Phone Number:
Work Phone Number:	Work Phone Number:
Cell/Alternate Phone Number:	Cell/Alternate Phone Number:
Fax:	Fax:
Email Address:	Email Address:

**When an applicant has appointed an Agent to act in his/her behalf, all communication will be sent to the Agent, unless otherwise requested.*

2. PROPERTY DESCRIPTION

2.1: Location and Description

Civic Address (911 Number and Road Name): 1037 Hampton Road, Tichborne, Ontario	
Lot(s):	Concession(s):
Registered Plan Number:	Part Number(s):
Geographic Township (Former Township):	



2.2: Site Characteristics

Average Depth (m): 100m +/-	Area (ha): 4.27 ac
Road/Water Frontage (m): 704 ft	Other:
Adjacent Body of Water (if applicable): Eagle Lake	

3. EXISTING DEVELOPMENT

If property is adjacent to water, the front lot line faces the water. If not, it faces the road.

	Structure #1	Structure #2	Structure #3	Structure #4
Type of Structure	Cottage	Bunkie		
Setback to Front Lot Line (m)	15.5 M	25 m		
Setback to Rear Lot Line (m)	79.7 M	40 m		
Setback to Side Lot Line (m)	79.4 M	42 m		
Setback to Side Lot Line (m)	101.8 M	140 m		
Height (m)	12 ft	12 ft.		
Building Footprint (m ²)	1089 sqft.	700 sqft		
Year of Construction	1940 +/-	1910 +/-		

4. EXISTING USES

	Subject Property	Abutting Property to North	Abutting Property to East	Abutting Property to South	Abutting Property to West
Official Plan Designation	Rural	Lake	Rural	Rural	Rural
Zoning	RW	Lake	RW	RW	RW
Primary Use	Residential	Lake	Residential	Residential	Residential

Is the property the subject of a current application for severance? Yes No

If yes, please indicate Severance Application File No.



5. BY-LAW REQUIREMENTS

Please indicate zone requirements of the subject property

Requirements/Setbacks	Main Building	Accessory Buildings
Front Yard (waterfront) (m)	30m	30m
Front Yard (back lot) (m)	7 m	7m
Rear Yard (m)	7.5m	1m
Side Yard (m)	3m	1m
Maximum Building Height (m)	10m	6m
Minimum Lot Coverage (%)	10%	2%

6. NATURE OF APPLICATION

a) Seeking relief from By-law # 2011-52 (Central Frontenac Zoning By-law) <input checked="" type="checkbox"/>
b) Section(s) pertaining to variance request <input type="checkbox"/>

7. REASON FOR MINOR VARIANCE

It is not possible to comply with the provisions of the by-law because:

To make the cottage more usable, we need a small mudroom addition on the back, not visible from the lake or to any of our neighbors



9. PROPERTY SERVICING

Existing Services – Check all that apply

Water Supply		Sewage System		Road Access	
Drilled Well	<input checked="" type="checkbox"/>	Class 2 (Greywater Pit)	<input type="checkbox"/>	Municipal – Paved	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>	Municipal – Gravel	<input checked="" type="checkbox"/>
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	<input type="checkbox"/>	Municipal – Seasonal Maintenance	<input type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input checked="" type="checkbox"/>	Private Lane	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>	Water Access Only	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Proposing Services – Check all that apply N/A

Water Supply		Sewage System	
Drilled Well	<input type="checkbox"/>	Class 2 (Greywater Pit)	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	<input type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>

Other Servicing or Proposed Development (if applicable)

If any other servicing or developments are proposed for the site that would impact this application, please describe below. If more space is required, please use a separate sheet of paper.



10. HISTORY OF THE PROPERTY

- Date subject property was acquired by current owner(s): July 3, 2025
- Have previous owners obtained a minor variance or zoning amendment for the subject property?

Yes No If yes, describe briefly and if possible, provide file numbers

11. SKETCH

The Minor Variance Application must be accompanied by a detailed survey or sketch, to scale, on a separate sheet of paper, which shows the following:

- > Subject property with dimensions (in meters) – i.e. frontage, depth and area
- > All buildings with dimensions (in meters) – i.e. dwellings, sheds, decks, pools, etc.
- > Location of buildings in relation to lot lines and waterbodies (in meters)
- > Location of well, septic, utilities, etc.
- > Abutting properties including buildings and their uses
- > Location of bodies of water – i.e. lakes, streams, wetlands, etc.
- > In addition to the above, the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application

Notes:

- All dimensions and measurements must be shown in **metric units**.
- Provide the sketch on a separate 8.5" x 11" (or larger) page.
- The sketch must be legible and suitable for reproduction.
- If necessary, the Committee of Adjustment may request that an Ontario Land Surveyor sign the sketch to secure its accuracy.



12. DIRECTIONS TO PROPERTY

In order to ensure that the persons required to conduct inspections for the purposes of this application can locate the subject property, please provide the clear directions, indicating which roads to use to access your property. If the site is by water access only, please indicate the closest public or commercial boat launch you use in order to reach the site and please be prepared to provide water transportation if requested.

Rt 38 to Hampton Road on Curl's Bay of Eagle Lake,
Driveway is marked with our address of 1037.
When you enter the driveway, take a sharp right
at the fork in the road.

MAP OF PROPERTY LOCATION





13. AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of Central Frontenac ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action

8/21/25
DATE

[Redacted Signature]
SIGNATURE OF OWNER

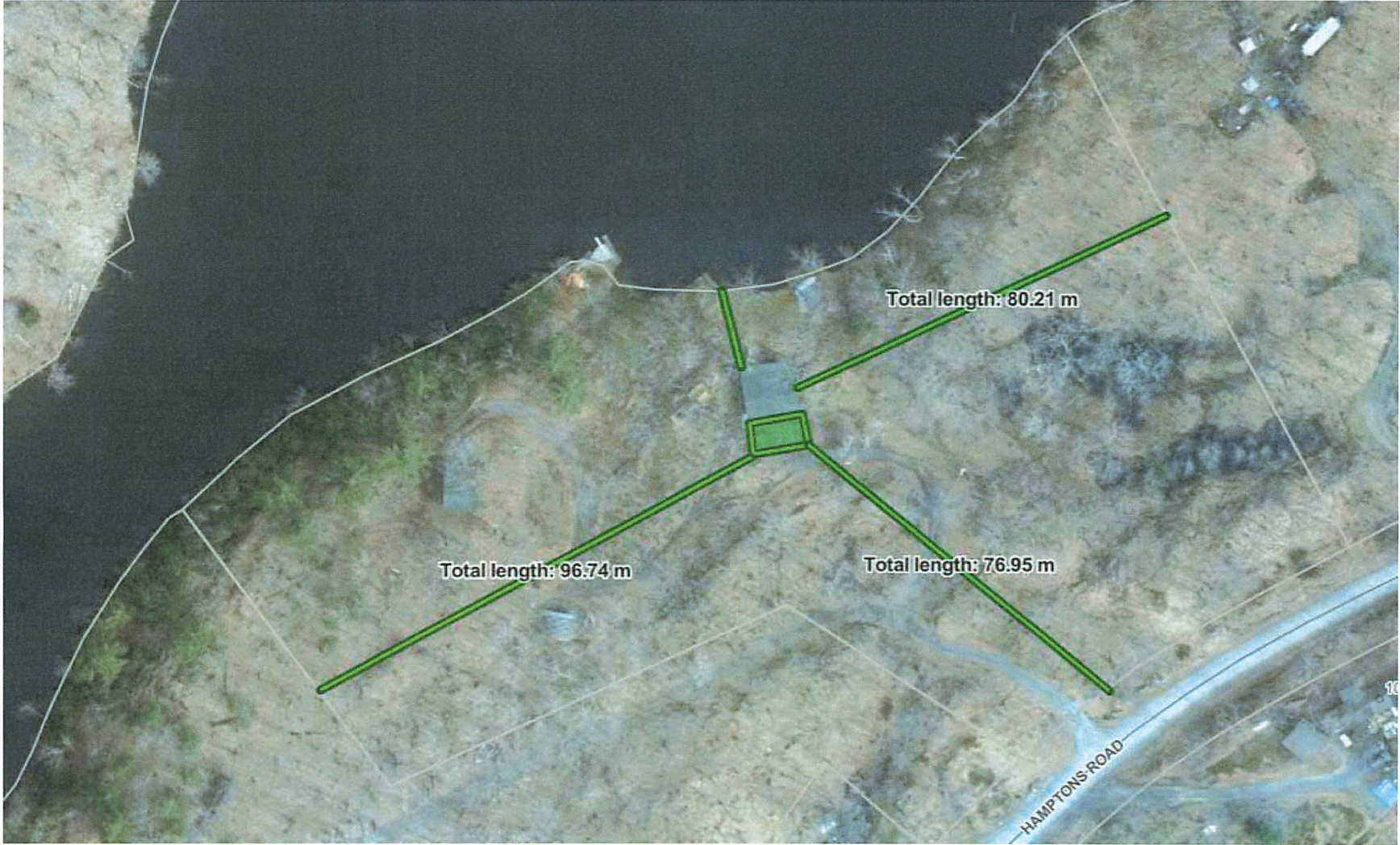
Jennifer Owens
OWNER'S NAME (PRINT)

14. PERMISSION TO ENTER PROPERTY

By completing the Declaration of Owner or Authorized Agent, I / we hereby acknowledge and authorize the members of the Township of Central Frontenac Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.

[Redacted Initials]
INITIALS
Page | 8

[Redacted Initials]
INITIALS



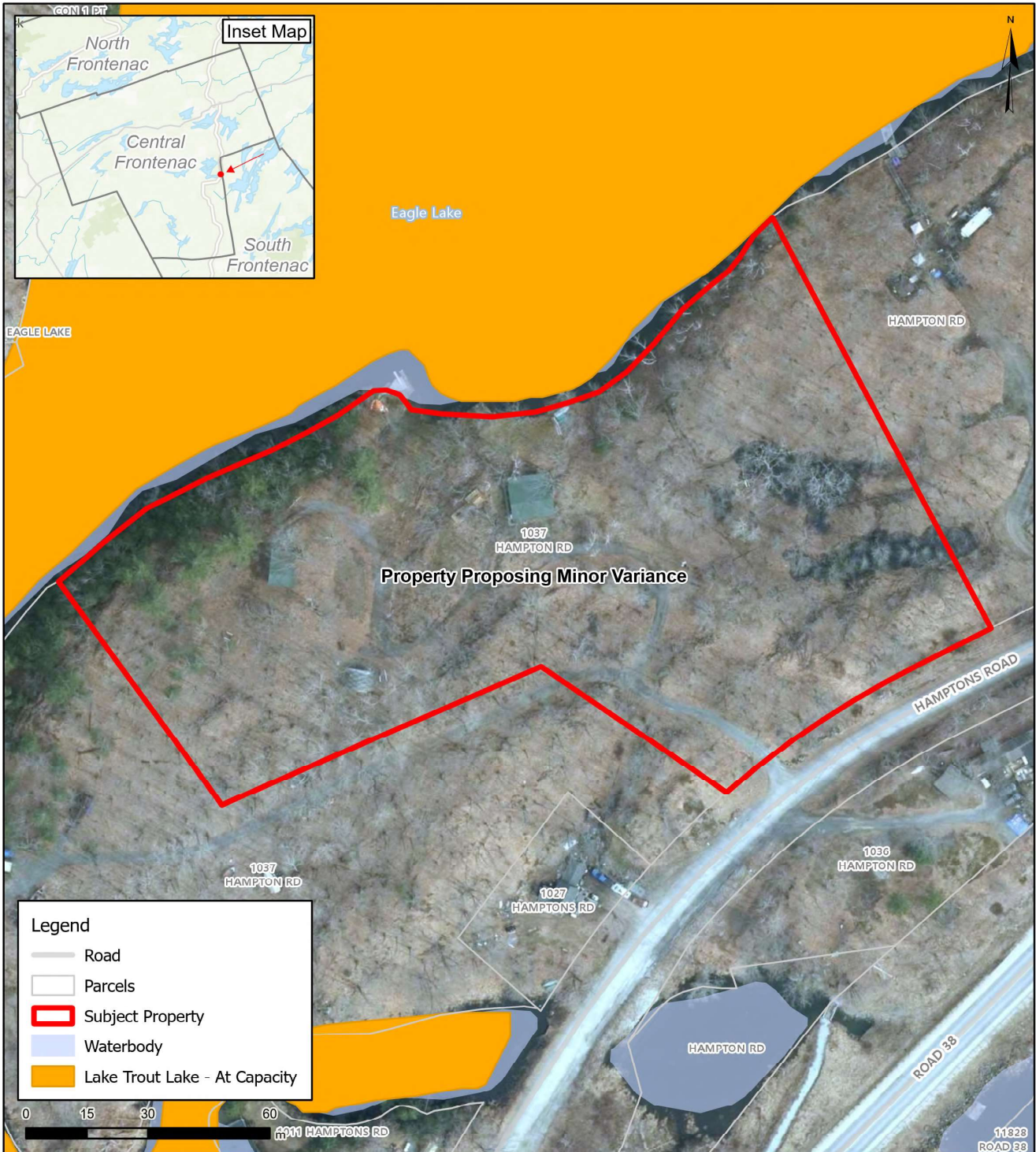


TOWNSHIP OF CENTRAL FRONTENAC

OWENS APPLICATION FOR MINOR VARIANCE (APPN-2025-0048)

1037 HAMPTON ROAD

GEOGRAPHIC TOWNSHIP OF HINCHINBROOKE



Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. While the County makes every effort to insure that the information presented this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

September 26, 2025
25-UCF-MVA-0020

Planning & Development Services
Township of Central Frontenac
1084 Elizabeth Street P.O. Box 89
Sharbot Lake, ON K0H 2P0

Attention: Abby McKinnon, Secretary Treasurer, Planning & Development Services Assistant

Subject: Application for Minor Variance APPN-2025-0048
Jennifer Owens, William O'Brien, Brooke O'Brien, Brittany O'Brien Drake
1037 Hampton Road Central Frontenac
ARN 1039 0400 6007 5000 0000

Dear Ms. McKinnon,

The Rideau Valley Conservation Authority has received the above noted application and have reviewed it within the context of:

- Section 5.2 Natural Hazards of the *Provincial Policy Statement* under Section 3 of the *Planning Act*;
- *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* under Section 28 of the *Conservation Authorities Act*;
- The Mississippi-Rideau Source Water Protection Plan;

The Proposal

Based on the circulated materials, RVCA understands this application is seeking permission to allow for the construction of a 61 m² addition to an existing cottage that is unable to meet the required waterbody setback of 30 m. The existing cottage is setback from the water approximately 15.5 m, and the proposed addition will be at the rear of the cottage.

**Proudly working in partnership
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

The Property

The subject lands are described as Part Lot 26 Concession 1 Hinchinbrooke, municipally known as 1037 Hampton Road in the Township of Central Frontenac. The lands are approximately 1.72 ha (4.27 ac) in size, with approximately 215 m (704 ft) of water frontage along Eagle Lake. The lands are presently developed with an existing cottage, bunkie, and private servicing, and generally slopes down towards the shoreline.

A review of our records and mapping did not show the presence of Provincially Significant Wetlands (PSWs), or natural hazards such as mapped floodplains, steep slopes, or unstable soils in the form of marine clays or organic soils.

Provincial Policy Statement

Regarding Section 5.2 Natural Hazards within the PPS, our office has no concerns with the requested minor variance as there are no natural hazard features present or identified on the subject lands that would be impacted by the proposed works.

Ontario Regulation 41/24

The proposed minor variance request does not appear to impact any present or identified natural hazards. Any development activity and/or site alteration proposed within RVCA's regulated area (within 15 metres of a watercourse/waterbody) will require a permit from our office in accordance with *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*.

Source Water Protection

The subject property is identified as overlying a highly vulnerable aquifer. These are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking groundwater supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,
- avoiding the use of pesticides, herbicides, and fertilizers.

Conclusion

In conclusion our office has no objection to the proposed application, however we do provide the following advisory comment for consideration:

- Roof runoff should be collected and directed on-site and away from slopes into natural or constructed leaching pits and/or rain barrels to provide the greatest infiltration of surface runoff. Runoff should not outlet or be directed towards the lake. Other Low Impact Development (LID) techniques should be considered to address runoff from hardened surfaces (roofs, walkways, decks, driveways, etc).

Please advise us on the Committee's decision respecting this application, or any changes in the status of the application.

Best regards,

Dan Nguyen
Planner, RVCA

cc -Jennifer Owens, William O'Brien, Brooke O'Brien, Brittany Obrien Drake, owners
cc -Jennie Kapusta, Frontenac County



Planning Report

To: Members of Committee of Adjustment

Prepared By: Jennie Kapusta, Community Planner, County of Frontenac

Reviewed By: Sonya Bolton, Manager of Community Planning, County of Frontenac

Re: **Application for Minor Variance to Permit Access from an Unopened Township Road Allowance**

Address: 1060 Oso Road

Legal Description: Part Lot 23, Concession 3, Geographic Township of Oso

File Number: **APPN-2025-0050 (Marshall)**

Owner(s): Todd Marshall and Jodi Marshall

Applicant: Danielle Thornton-Kecso

Date of Meeting: November 11, 2025

Recommendation:

Planning staff are recommending that the Committee of Adjustment for the Township of Central Frontenac receive comments from the public, and subject to any issues being raised at the public meeting, approve this application for minor variance to permit access to an existing lot of record via an unopened Township road allowance.

Proposal:

This application proposes to permit an existing lot of record to use an unopened Township road allowance for access to facilitate the construction of a dwelling on a vacant lot. The Township zoning by-law requires a lot to have access via a public street or public road for a building permit to be issued. There are exceptions to this requirement for water access only lots, and those accessed via existing registered rights-of-way or those subject to existing development agreements.

The subject property is located south of the Township maintained portion of Oso Road with it's entire "road frontage" being on an unopened and unmaintained Township road allowance. This road allowance is currently improved and used to access other properties south of the subject property for the purposes of outdoor recreational uses (e.g. hunting, fishing, snowmobiling).

The entrance to the subject property is approximately 283 metres south of the Township maintained portion Oso Road. The applicants have asked Council for, and obtained, an "in principle" approval to enter into an agreement to use and maintain this portion of Oso Road, provided minor variance approval can be obtained to permit the issuance of a building permit without frontage on a public street or private road.

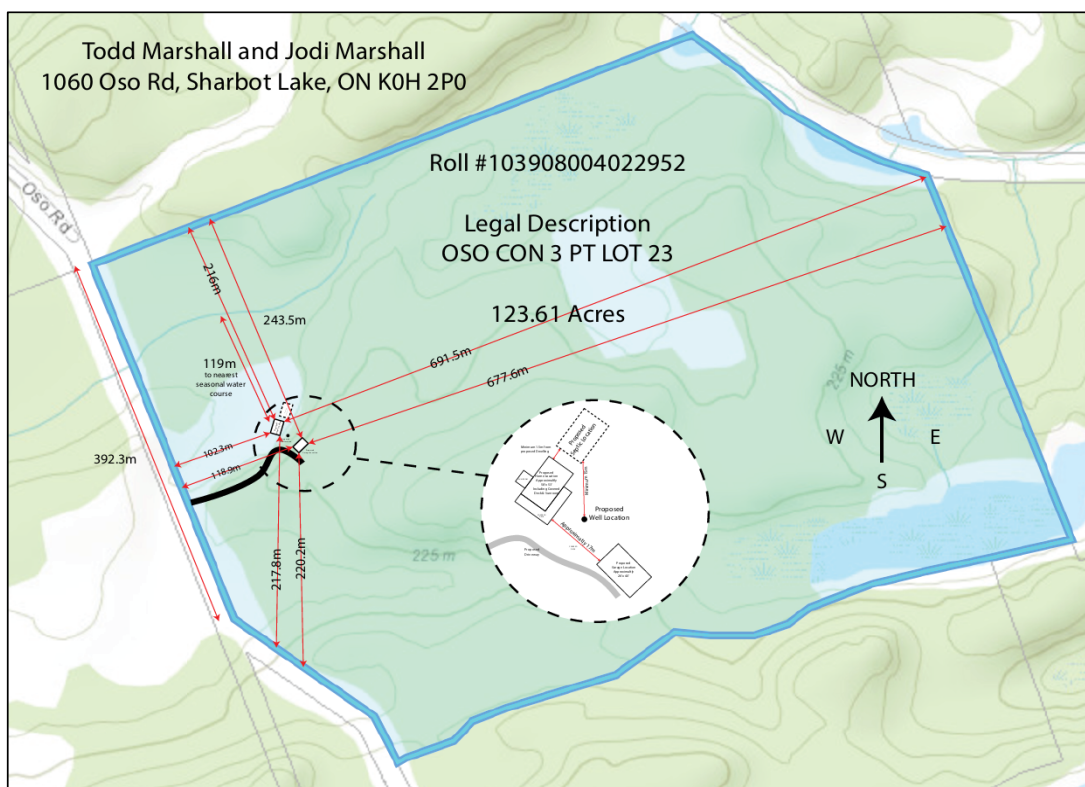


Figure 1: Sketch submitted with the application showing the subject property (blue outline), along with the proposed location for the new dwelling (dashed black circle).

Minor Variance

Minor variance approval is required for the development of the subject property for the following reasons:

Variance 1: Section 4.18.1 of the zoning by-law states that no building or structure shall be erected in any zone unless the lot upon which such building or structure is to be

erected has frontage onto and direct access to a public street or private road as per the zone regulations of the respective zone within which the lot is situated.

Variance 2: Section 5.16.3.3 of the zoning by-law states that no person shall erect any building or structure in the Rural (R) Zone unless the lot upon which such building or structure is to be erected has frontage onto and direct access to a public street.

Background Information

Information Category	Response
Official Plan designation	Rural Area and subject to a Mineral Aggregate Resource (Sand and Gravel) overlay
Zoning	Rural (R)
Current size (area) of subject property	44.6 hectares (110.3 acres)
Existing road frontage and access	Frontage along and accessed via unopened Township road allowance south of Oso Road
Waterfrontage	None
Natural heritage features	Mapped wetlands and watercourses
Existing development	Vacant
Surrounding land uses	Similarly sized naturally vegetated vacant lots with frontage along the unopened road allowance south of the subject property. North of the property similarly sized lots with frontage along Road 509, with some developed parcels.

Pre-application Consultation:

The applicant consulted with County and Township staff prior to the submission of this application. The applicants also requested and obtained “in principle” approval from Township Council to enter into an agreement to permit the use and maintenance of the unopened road allowance for the purpose of obtaining a building permit to construct a new dwelling on a vacant lot.

Public Notice

Notice of the public meeting before the Committee of Adjustment was given in accordance with the requirements of the Planning Act. A notice was placed on the subject property and mailed to all property owners within 60 metres of subject property, 10 days in advance of the meeting.

A notice was placed on the subject property, and a notice of the public meeting was posted to the Township website, 10 days in advance of the meeting, in accordance with Section 3(4.1) of Ontario Regulation 200/96 under the *Planning Act, R.S.O. 1990, c. P.13*. The alternative of posting on the Township website was necessary because staff were unable to mail out the public notice due to the Canada Post strike.

Comments

Mississippi Valley Conservation Authority (MVCA)

This application was not circulated to MVCA for review because the minor variance approval is to permit alternative access to the subject property and does not include a review of any specific development location.

Planning staff would like to note that the proposed development location shown on the submitted sketch is a concept only and zoning clearance will be required prior to the issuance of any Township building permits.

Septic Approval Authority

There was no septic review required for this application as the approval is for access only and not any specific development location.

Public Comments

There were no public comments received regarding this application.

Conformity and Consistency with Policy Planning Documents

An application for a minor variance is required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of Central Frontenac Official Plan. It is the opinion of planning staff that the proposed minor variance is consistent with and conforms to the planning policies of all these documents.

The key policies of each document that are applicable to the subject application are outlined in Appendix B of this report, and the policy issues are addressed in the planning analysis below.

Township of Central Frontenac Zoning By-Law Number 2011-52

The subject property is zoned as Rural (R) in the Township of Central Frontenac Zoning By-Law Number 2011-52. The Rural Zone permits a variety of uses including residential, agricultural and limited commercial and industrial uses.

This application will facilitate the development of the subject property through construction of a residential dwelling and accessory uses to that residential use.

Planning Analysis and Considerations

Rural Character

Permitting access over the Township road allowance for the proposed residential use will not negatively impact the existing rural character of the area. This portion of the road allowance has already been improved to facilitate access to other rural lots south of the subject property.

Sewage Disposal System Services

As noted in the Comments section above, there was no septic review required for this application.

Natural Heritage

The subject property contains various wetlands and watercourses. There is sufficient area for the proposed residential development outside the required setbacks from these features. Use of the Township road allowance is not anticipated to negatively impact any identified natural features as there are no upgrades to the road allowance required to accommodate this access. This portion of the road allowance has already been improved to accommodate access to other properties south of the subject property.

Minimum Distance Separation

No aggregate extraction operations, livestock facilities or landfills were identified within the applicable screening areas surrounding the subject property.

Natural and Human-Made Hazards

There were no human made hazards identified on the subject property. Planning staff conducted a site visit as part of the review of this application and no evident natural hazards were observed that would be impacted by the use of the Township road allowance for access to the subject property.

As a result, County planning staff have no concerns with either natural or human-made hazards for the proposal.

Minor Variance

Under Section 45(1) of the *Planning Act* a minor variance application must meet all of the four tests of minor variance. The four tests are:

1. Is the application minor?
2. Is the application desirable for the appropriate development of the lands in question?
3. Does the application conform to the general intent and purpose of the Zoning By-law?
4. Does the application conform to the general intent and purpose of the Official Plan?

Planning staff are of the opinion that the proposed minor variance to permit the development of an existing undersized lot of record meets the four tests of minor variance for the following reasons:

Is the application minor?

This application to permit the use of an unopened Township road allowance for access is considered minor as there are no upgrades required to the road allowance to accommodate this access. Additionally, the proposed residential use is permitted within the Rural zone.

Is the application desirable for the appropriate development of the lands in question?

Approving the proposed minor variance application is desirable for the appropriate development of the subject property because it will permit the property owner to develop an existing lot of record that would otherwise not be possible.

Does the application conform to the general intent and purpose of the Zoning By-law?

It is the opinion of planning staff that the proposed variance conforms to the general intent and purpose of the Township of Central Frontenac Zoning By-law because the property can comply with all other provisions of the zoning by-law for the proposed residential development.

Does the application conform to the general intent and purpose of the Official Plan?

It is the opinion of planning staff that the proposed variance conforms to the general intent and purpose of the Township of Central Frontenac's Official Plan policies for the Rural area because it will permit development of an existing lot of record.

Conclusion

Planning staff are recommending that the Committee of Adjustment approve application number APPN-2025-0050, subject to the conditions outlined in Appendix A of this report.

Attachments

Appendix A: Draft Conditions of Approval

Appendix B: Relevant Planning Policy and Legislation

Appendix A: Draft Conditions of Approval

Note: Conditions are a decision of the Committee of Adjustment; the conditions below are recommended. The final approved conditions will be included in the signed decision.

Applicability

1. That minor variance is granted through application APPN-2025-0050 to permit the use of approximately 283 metres (928 feet) of an unopened Township road allowance south of the maintained portion of Oso Road for access to an existing vacant lot of record to facilitate residential development of the lot and the issuance of a building permit.
2. This minor variance approval does not include zoning relief for any other existing or future structures on the property.
3. This variance is only applicable to Zoning By-Law Number 2011-52.

No Adverse Impacts

4. The owner/applicant shall ensure that there are no adverse impacts on neighbouring properties as a result of the approved proposal, nor shall there be any increased runoff or grade changes to the property as a result of any excavation or downspout orientation.

Building Permits

5. A building permit is required for all demolition and construction on the property. There shall be no additional development, or demolition of existing structures, on the property without approval from the Township of Central Frontenac.
6. The owner/applicant shall provide to the Building Department a copy of the decision of the Committee of Adjustment, together with a copy of any approved drawings. The drawings submitted with the building permit application must, in the opinion of the Township, conform to the general intent and description of any approved drawings, including any amendments and conditions approved by the Committee of Adjustment, as stated in the decision. Additional variances may be required should further zoning deficiencies be identified through the Building Permit application process.

Appendix B: Relevant Planning Policy and Legislation

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Under Section 3 of the Planning Act, all municipal decisions regarding planning applications “shall be consistent with” applicable provincial policy.

When assessing consent and minor variance applications on rural lands, planning authorities must comply with Sections 2.5 and 2.6 of the PPS, and apply the relevant policies of the following sections:

- Chapter 3: Infrastructure and Public Service Facilities of the PPS contains policies that direct the development of public and private infrastructure including transportation networks, sewage, water and stormwater services, waste management, and public spaces, recreation, parks, trails, and open spaces.
- Chapter 4: Wise Use and Management of Resources of the PPS contains policies that encourage the protection of natural heritage, water, agricultural land, mineral and aggregate resources, and cultural heritage and archaeological resources for their economic, environmental and social benefits.
- Chapter 5: Protecting Public Health and Safety of the PPS contains policies intended to reduce the potential for public cost or risk to Ontario’s residents from natural or human-made hazards. Conservation Authorities have provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the PPS.

The following policies are applicable to this application:

- Permitted uses on rural lands include residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services; (Section 2.6.1.c).
- Development that can be sustained by rural service levels should be promoted (Section 2.6.2).
- Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure (Section 2.6.3).
- Conserving biodiversity and considering the ecological benefits provided by nature (Section 2.5.1.g).
- Supporting healthy, integrated and viable rural areas by building upon rural character and leveraging rural amenities and assets (Section 2.5.1.a).

- Individual on-site water and sewage services may be used provided that site conditions are suitable for the long term provision of such services with no negative impacts (Section 3.6.4).
- Natural features and areas shall be protected for the long term (Section 4.1.1).
- Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards (Section 5.1.1).

County of Frontenac Official Plan (2016)

The County of Frontenac Official Plan is a framework for guiding development in the County through the management and protection of the natural environment and by providing direction and influence on growth patterns. It is focused on the six themes of economic sustainability, growth management, community building, housing and social services, heritage and culture, and environmental sustainability.

The following policies are applicable to this application:

- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational and institutional development, is permitted.
- Section 4.2, Servicing, includes policies for the use of private on-site water and sewage services, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.
- Section 7, Environmental Sustainability, sets out policies for environmental sustainability and the protection of the natural heritage system and the ecological functions it provides.

Township of Central Frontenac Official Plan (2021)

The property is designated as Rural Area and located within the identified Waterfront Area in the Township's Official Plan. Official Plan policies regarding Waterfront Area speak to the importance of maintaining the health of waterbodies throughout the Township due to their crucial role in the overall ecosystem. Following guidance from Section 4.8 of the Official Plan, consideration may be given to development within the Waterfront Area designation provided that such proposals are consistent with policies that are intended to maintain: water quality objectives, highly sensitive lake trout lakes, moderately sensitive lake trout lakes, other lakes and waterbodies, and application of lake management tools and monitoring.

The following policies are applicable to this application:

- Ensuring that the lot can be adequately serviced with water supply and sewage disposal (Section 4.1.3.2)
- Residential development will be permitted where it has frontage on and direct access to year round maintained Township roads or on private lanes (Sections 4.3.2.C).
- Residential development shall be adequately serviced with on-site water and sewage disposal services (Section 4.3.2.B).
- It is Council's intent that the water quality of all water bodies in the Municipality will be maintained at their present level or enhanced. Any new development must be considered in light of its effect of its impact on the environmental quality of any lake or river. (Section 4.8.1)

Photos from Site Visit November 7, 2025











**TOWNSHIP OF CENTRAL FRONTENAC
COMMITTEE OF ADJUSTMENT**

14216 Road 38, P.O. Box 89, Sharbot Lake, Ontario K0H 2P0

Telephone: 613-279-2935 / **Fax:** 613-279-2422

www.centralfrontenac.com



APPLICATION TYPE
FILE #
NAME

MINOR VARIANCE
APPN-2025-0050
TODD & JODI MARSHALL



**Township of
Central Frontenac**

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, Ontario, K0H 2P0
 Telephone: 613-279-2935 or 1-800-300-6851 (613 area code only) Fax: 613-279-2422
 E-mail: planning@centralfrontenac.com

MINOR VARIANCE APPLICATION

1. APPLICANT INFORMATION

Name of Owners(s): Todd Marshall and Jodi Marshall	Name of Agent*: (see below) Danielle Thornton-Kecso
Address: [REDACTED]	Address: [REDACTED]
Home Phone Number: [REDACTED]	Home Phone Number: [REDACTED]
Work Phone Number: [REDACTED]	Work Phone Number: [REDACTED]
Cell/Alternate Phone Number: [REDACTED]	Cell/Alternate Phone Number: [REDACTED]
Fax: [REDACTED]	Fax: [REDACTED]
Email Address: [REDACTED]	Email Address: [REDACTED]

**When an applicant has appointed an Agent to act in his/her behalf, all communication will be sent to the Agent, unless otherwise requested.*

2. PROPERTY DESCRIPTION

2.1: Location and Description

Civic Address (911 Number and Road Name): 1060 Oso Rd, Sharbot Lake, ON K0H 2P0	
Lot(s): PT LOT 23	Concession(s): CON 3
Registered Plan Number: [REDACTED]	Part Number(s): [REDACTED]
Geographic Township (Former Township): OSO	



2.2: Site Characteristics

Average Depth (m): 800 m	Area (ha): 49.75 ha
Road/Water Frontage (m): 392 m	Other: See attached site plan
Adjacent Body of Water (if applicable): N/A	

3. EXISTING DEVELOPMENT

If property is adjacent to water, the front lot line faces the water. If not, it faces the road.

	Structure #1	Structure #2	Structure #3	Structure #4
Type of Structure	Vacant			
Setback to Front Lot Line (m)				
Setback to Rear Lot Line (m)				
Setback to Side Lot Line (m)				
Setback to Side Lot Line (m)				
Height (m)				
Building Footprint (m ²)				
Year of Construction				

4. EXSISTING USES

	Subject Property	Abutting Property to North	Abutting Property to East	Abutting Property to South	Abutting Property to West
Official Plan Designation	Rural	Rural	Rural	Rural	Rural
Zoning	Residential	Residential	LSR	LSR	R - MAR Sand & Gravel
Primary Use	Vacant	Residential	Vacant	Vacant	Vacant

Is the property the subject of a current application for severance? Yes No

If yes, please indicate Severance Application File No.



5. BY-LAW REQUIREMENTS

Please indicate zone requirements of the subject property

Requirements/Setbacks	Main Building	Accessory Buildings
Front Yard (waterfront) (m)	7m	7m
Front Yard (back lot) (m)	7m	7m
Rear Yard (m)	7.5m	7.5m
Side Yard (m)	3m	3m
Maximum Building Height (m)	10m	
Minimum Lot Coverage (%)	15%	5%

6. NATURE OF APPLICATION

a) Seeking relief from By-law # 2011-52 (Central Frontenac Zoning By-law) <input checked="" type="checkbox"/>
b) Section(s) pertaining to variance request <input type="checkbox"/>

7. REASON FOR MINOR VARIANCE

It is not possible to comply with the provisions of the by-law because:

Lane way to property is located on unmaintained township owned road. Seeking relief from section 4.18 of the zoning by law. The property does not butt a maintained road.



9. PROPERTY SERVICING

Existing Services – Check all that apply

Water Supply		Sewage System		Road Access	
Drilled Well	<input type="checkbox"/>	Class 2 (Greywater Pit)	<input type="checkbox"/>	Municipal – Paved	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>	Municipal – Gravel	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	<input type="checkbox"/>	Municipal – Seasonal Maintenance	<input type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input type="checkbox"/>	Private Lane	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>	Water Access Only	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Proposing Services – Check all that apply

Water Supply		Sewage System	
Drilled Well	<input checked="" type="checkbox"/>	Class 2 (Greywater Pit)	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	<input checked="" type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>

Other Servicing or Proposed Development (if applicable)

If any other servicing or developments are proposed for the site that would impact this application, please describe below. If more space is required, please use a separate sheet of paper.



10. HISTORY OF THE PROPERTY

- Date subject property was acquired by current owner(s):
- Have previous owners obtained a minor variance or zoning amendment for the subject property?

Yes No If yes, describe briefly and if possible, provide file numbers

11. SKETCH

The Minor Variance Application must be accompanied by a detailed survey or sketch, to scale, on a separate sheet of paper, which shows the following:

- Subject property with dimensions (in meters) – i.e. frontage, depth and area
- All buildings with dimensions (in meters) – i.e. dwellings, sheds, decks, pools, etc.
- Location of buildings in relation to lot lines and waterbodies (in meters)
- Location of well, septic, utilities, etc.
- Abutting properties including buildings and their uses
- Location of bodies of water – i.e. lakes, streams, wetlands, etc.
- In addition to the above, the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application

Notes:

- All dimensions and measurements must be shown in **metric units**.
- Provide the sketch on a separate 8.5" x 11" (or larger) page.
- The sketch must be legible and suitable for reproduction.
- If necessary, the Committee of Adjustment may request that an Ontario Land Surveyor sign the sketch to secure its accuracy.



12. DIRECTIONS TO PROPERTY

In order to ensure that the persons required to conduct inspections for the purposes of this application can locate the subject property, please provide the clear directions, indicating which roads to use to access your property. If the site is by water access only, please indicate the closest public or commercial boat launch you use in order to reach the site and please be prepared to provide water transportation if requested.

MAP OF PROPERTY LOCATION





13. AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of Central Frontenac ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action


Sept 8 / 2025
DATE


SIGNATURE OF OWNER

Todd Marshall
OWNER'S NAME (PRINT)

14. PERMISSION TO ENTER PROPERTY

By completing the Declaration of Owner or Authorized Agent, I / we hereby acknowledge and authorize the members of the Township of Central Frontenac Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.


INITIALS
Page | 8


INITIALS



15. AFFIDAVIT OR SWORN DECLARATION

I, Todd Marshall make oath (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the Township of Central Frontenac in the County of Frontenac, this 8 day of September, 2025.

[Signature]
Commissioner of Oaths

[Redacted]
Applicant or Agent

Abigail Frances McKinnon,
a Commissioner, etc.,
Province of Ontario, for

16. AGENT AUTHORIZATION (if applicable)

The Corporation of the Township

If the applicant is not the owner of the land that is the subject of this application, written authorization of the owner that an appointed agent is authorized to make the application, must be included or the authorization set out below must be completed.

I, Todd Marshall, am the owner of the land that is the project of this

Application and I authorize Danielle Thornton-Kesco to make this application on my behalf.

[Redacted Signature] Date Sept 8 / 2025

[Redacted Signature] Date Sept 8 / 2025

[Signature] Date Sept 8 / 2025

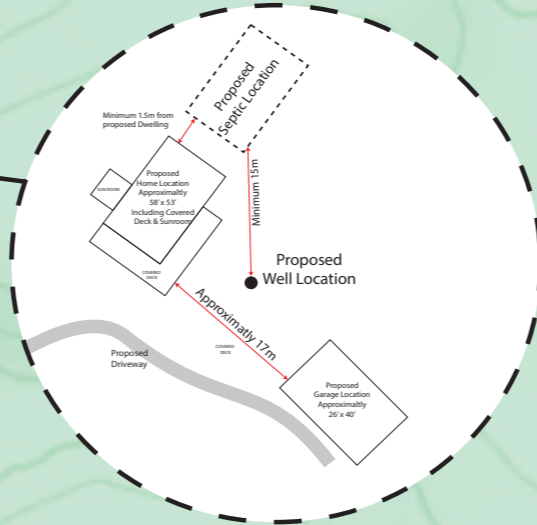
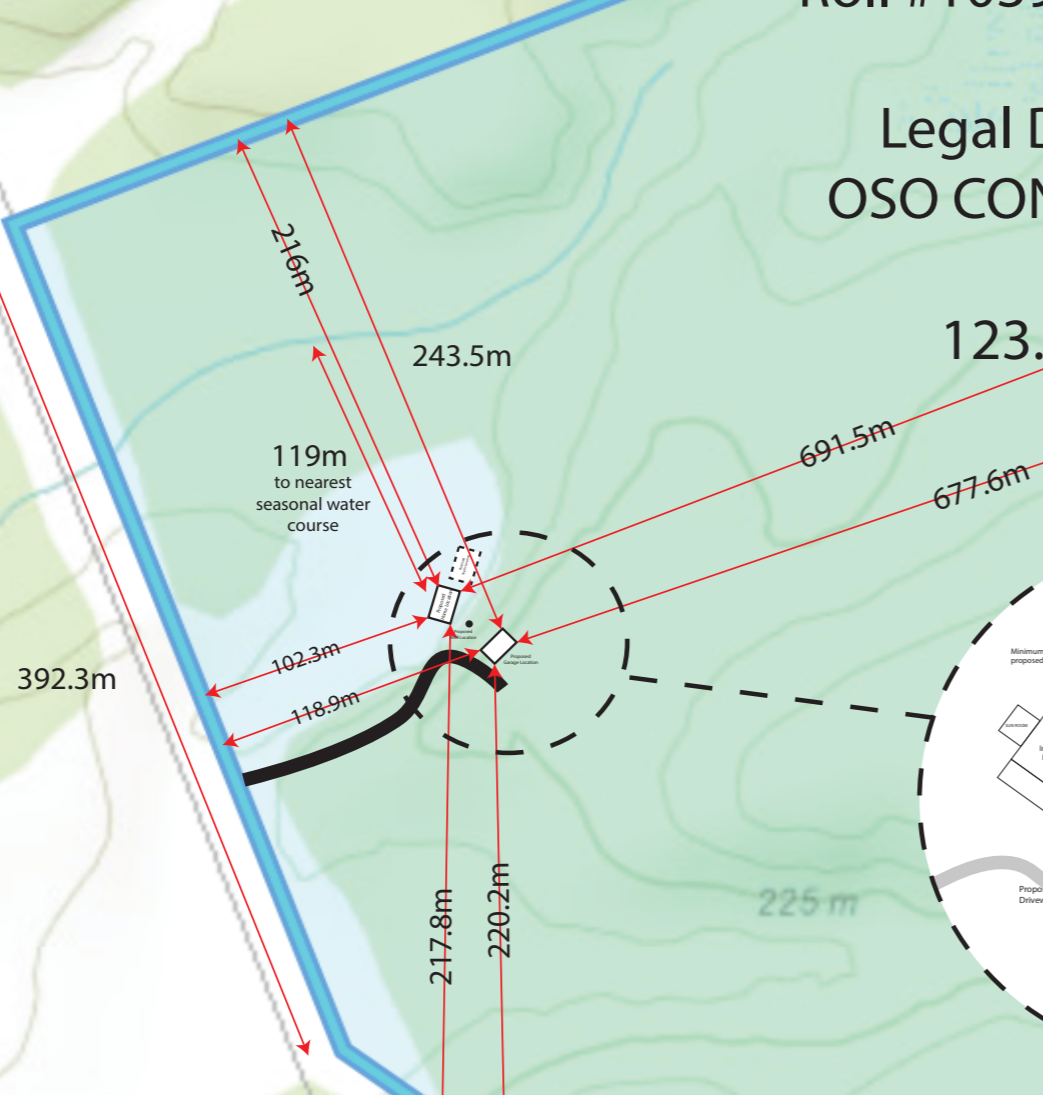
Abigail McKinnon
Print Name of Witness

Todd Marshall and Jodi Marshall
1060 Oso Rd, Sharbot Lake, ON K0H 2P0

Roll #103908004022952

Legal Description
OSO CON 3 PT LOT 23

123.61 Acres

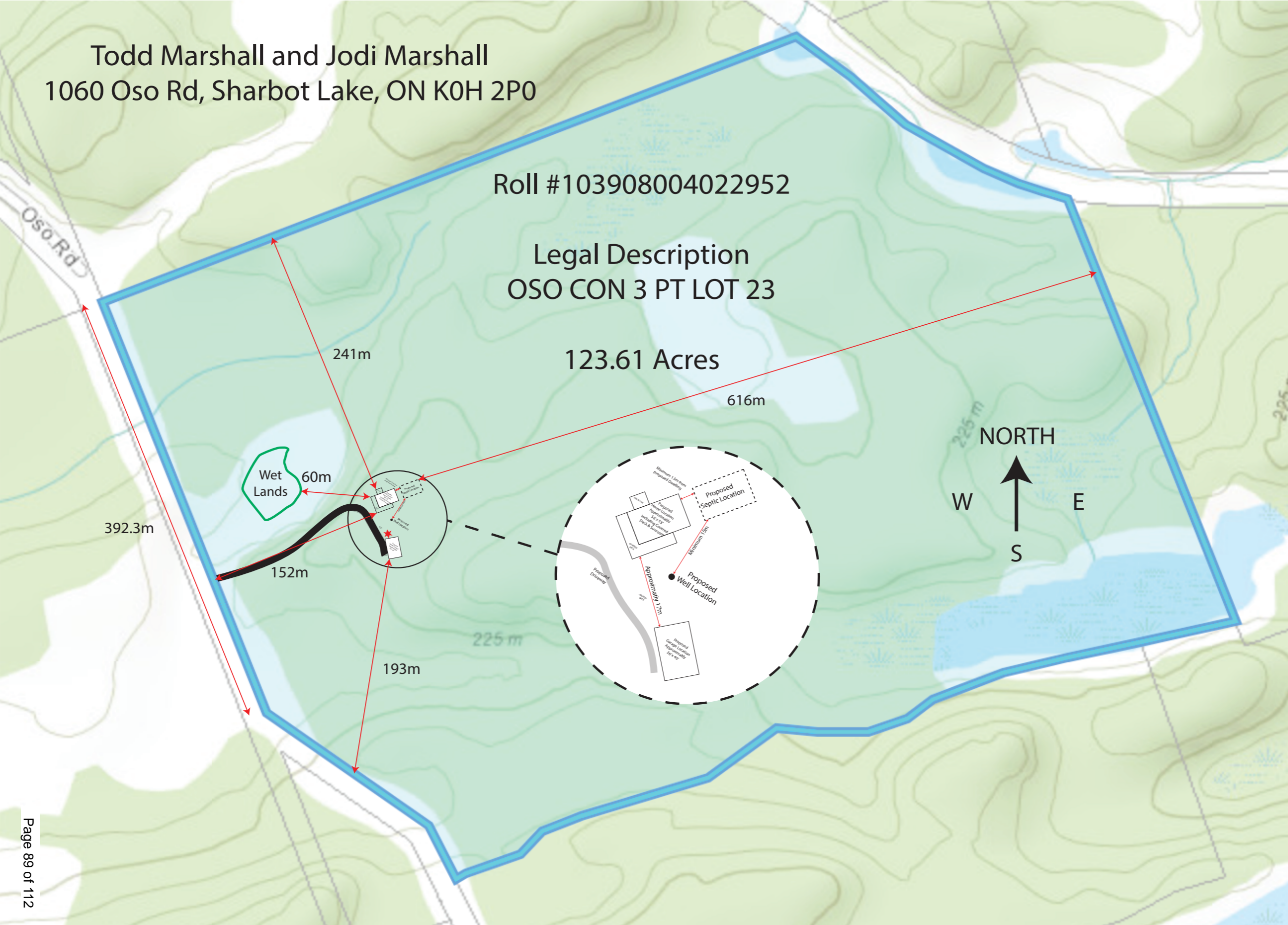


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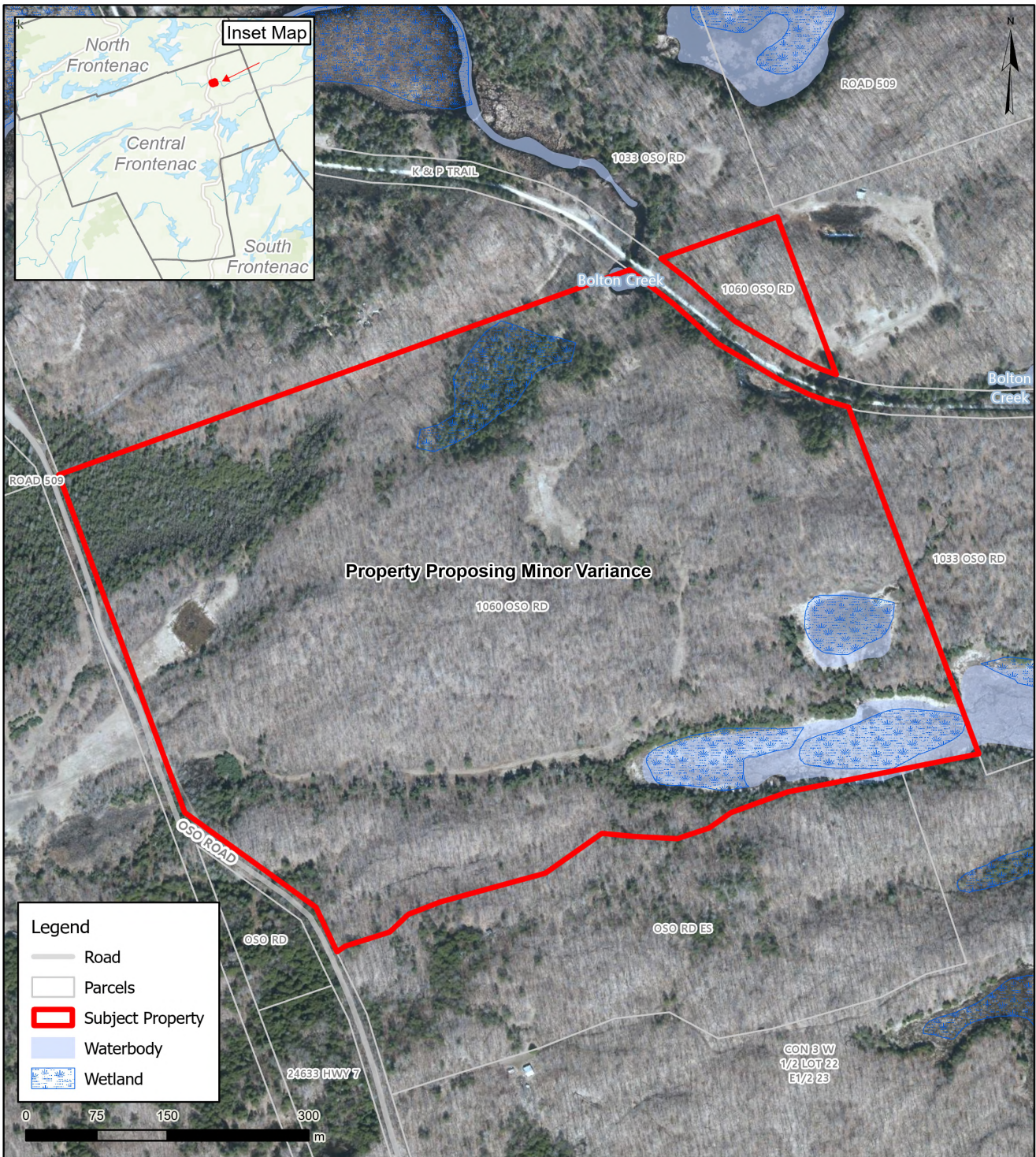
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TOWNSHIP OF CENTRAL FRONTENAC

MARSHALL APPLICATION FOR MINOR VARIANCE (APPN-2025-0050)
OSO ROAD
GEOGRAPHIC TOWNSHIP OF OSO



Produced by the County Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. While the County makes every effort to insure that the information presented this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.



Planning Report

To: Members of Committee of Adjustment

Prepared By: Jennie Kapusta, Community Planner, County of Frontenac

Reviewed By: Sonya Bolton, Manager of Community Planning, County of Frontenac

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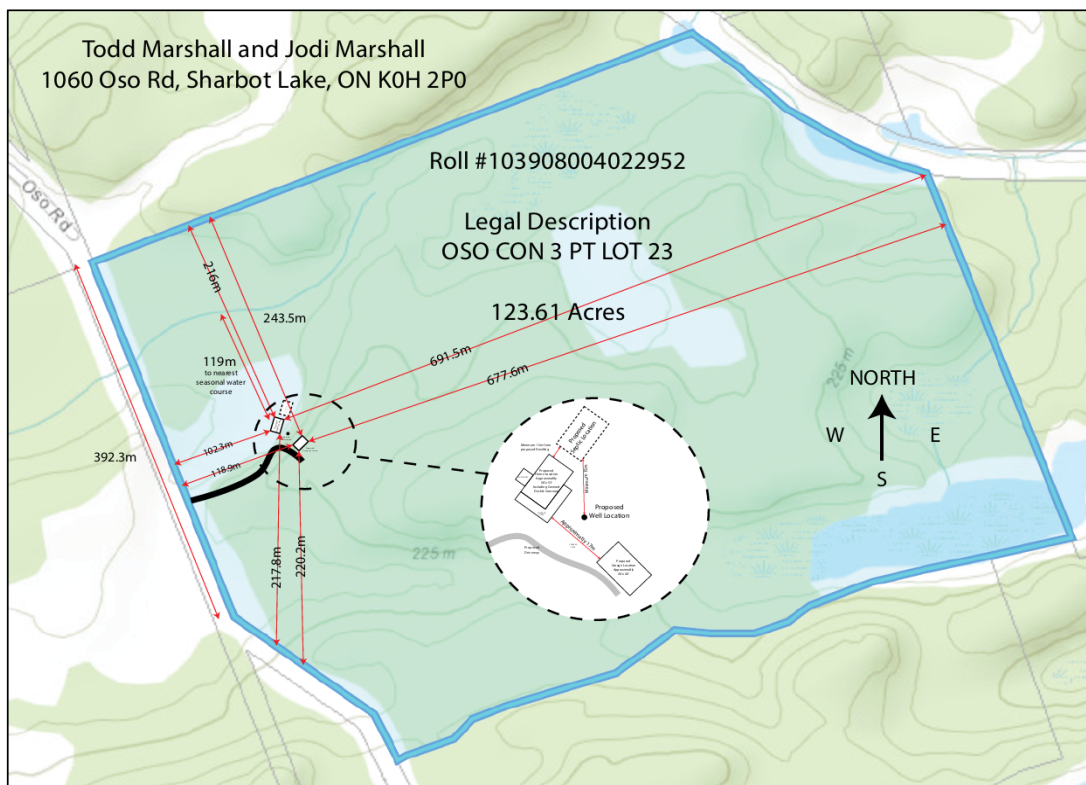


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Surrounding land uses	Similarly sized naturally vegetated vacant lots with frontage along the unopened road allowance south of the subject property. North of the property similarly sized lots with frontage along Road 509, with some developed parcels.

Pre-application Consultation:

The applicant consulted with County and Township staff prior to the submission of this application. The applicants also requested and obtained “in principle” approval from Township Council to enter into an agreement to permit the use and maintenance of the unopened road allowance for the purpose of obtaining a building permit to construct a new dwelling on a vacant lot.

Public Notice

A notice was placed on the subject property, and a notice of the public meeting was posted to the Township website, 10 days in advance of the meeting, in accordance with Section 3(4.1) of Ontario Regulation 200/96 under the *Planning Act, R.S.O. 1990, c. P.13*. The alternative of posting on the Township website was necessary because staff were unable to mail out the public notice due to the Canada Post strike.

Comments

Mississippi Valley Conservation Authority (MVCA)

This application was not circulated to MVCA for review because the minor variance approval is to permit alternative access to the subject property and does not include a review of any specific development location.

Planning staff would like to note that the proposed development location shown on the submitted sketch is a concept only and zoning clearance will be required prior to the issuance of any Township building permits.

Septic Approval Authority

There was no septic review required for this application as the approval is for access only and not any specific development location.

Public Comments

There were no public comments received regarding this application.

Conformity and Consistency with Policy Planning Documents

An application for a minor variance is required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of Central Frontenac Official Plan. It is the opinion of planning staff that the proposed minor variance is consistent with and conforms to the planning policies of all these documents.

The key policies of each document that are applicable to the subject application are outlined in Appendix B of this report, and the policy issues are addressed in the planning analysis below.

Township of Central Frontenac Zoning By-Law Number 2011-52

The subject property is zoned as Rural (R) in the Township of Central Frontenac Zoning By-Law Number 2011-52. The Rural Zone permits a variety of uses including residential, agricultural and limited commercial and industrial uses.

This application will facilitate the development of the subject property through construction of a residential dwelling and accessory uses to that residential use.

Planning Analysis and Considerations

Rural Character

Permitting access over the Township road allowance for the proposed residential use will not negatively impact the existing rural character of the area. This portion of the road allowance has already been improved to facilitate access to other rural lots south of the subject property.

Sewage Disposal System Services

As noted in the Comments section above, there was no septic review required for this application.

Natural Heritage

The subject property contains various wetlands and watercourses. There is sufficient area for the proposed residential development outside the required setbacks from these features. Use of the Township road allowance is not anticipated to negatively impact any identified natural features as there are no upgrades to the road allowance required to accommodate this access. This portion of the road allowance has already been improved to accommodate access to other properties south of the subject property.

Minimum Distance Separation

No aggregate extraction operations, livestock facilities or landfills were identified within the applicable screening areas surrounding the subject property.

Natural and Human-Made Hazards

There were no human made hazards identified on the subject property. Planning staff conducted a site visit as part of the review of this application and no evident natural hazards were observed that would be impacted by the use of the Township road allowance for access to the subject property.

As a result, County planning staff have no concerns with either natural or human-made hazards for the proposal.

Minor Variance

Under Section 45(1) of the *Planning Act* a minor variance application must meet all of the four tests of minor variance. The four tests are:

1. Is the application minor?
2. Is the application desirable for the appropriate development of the lands in question?
3. Does the application conform to the general intent and purpose of the Zoning By-law?
4. Does the application conform to the general intent and purpose of the Official Plan?

Planning staff are of the opinion that the proposed minor variance to permit the development of an existing undersized lot of record meets the four tests of minor variance for the following reasons:

Is the application minor?

This application to permit the use of an unopened Township road allowance for access is considered minor as there are no upgrades required to the road allowance to accommodate this access. Additionally, the proposed residential use is permitted within the Rural zone.

Is the application desirable for the appropriate development of the lands in question?

Approving the proposed minor variance application is desirable for the appropriate development of the subject property because it will permit the property owner to develop an existing lot of record that would otherwise not be possible.

Does the application conform to the general intent and purpose of the Zoning By-law?

It is the opinion of planning staff that the proposed variance conforms to the general intent and purpose of the Township of Central Frontenac Zoning By-law because the property can comply with all other provisions of the zoning by-law for the proposed residential development.

Does the application conform to the general intent and purpose of the Official Plan?

It is the opinion of planning staff that the proposed variance conforms to the general intent and purpose of the Township of Central Frontenac's Official Plan policies for the Rural area because it will permit development of an existing lot of record.

Conclusion

Planning staff are recommending that the Committee of Adjustment approve application number APPN-2025-0050, subject to the conditions outlined in Appendix A of this report.

Attachments

Appendix A: Draft Conditions of Approval

Appendix B: Relevant Planning Policy and Legislation

Appendix A: Draft Conditions of Approval

Note: Conditions are a decision of the Committee of Adjustment; the conditions below are recommended. The final approved conditions will be included in the signed decision.

Applicability

1. That minor variance is granted through application APPN-2025-0050 to permit the use of approximately 283 metres (928 feet) of an unopened Township road allowance south of the maintained portion of Oso Road for access to an existing vacant lot of record to facilitate residential development of the lot and the issuance of a building permit.
2. This minor variance approval does not include zoning relief for any other existing or future structures on the property.
3. This variance is only applicable to Zoning By-Law Number 2011-52.

No Adverse Impacts

4. The owner/applicant shall ensure that there are no adverse impacts on neighbouring properties as a result of the approved proposal, nor shall there be any increased runoff or grade changes to the property as a result of any excavation or downspout orientation.

Building Permits

5. Prior to the issuance of a building permit for any development on the property municipally known as 1060 Oso Road, the property owner(s) shall enter into a development agreement with the Township of Central Frontenac to address the use and maintenance of the unopened Township road allowance portion used for access.
6. A building permit is required for all demolition and construction on the property. There shall be no additional development, or demolition of existing structures, on the property without approval from the Township of Central Frontenac.
7. The owner/applicant shall provide to the Building Department a copy of the decision of the Committee of Adjustment, together with a copy of any approved drawings. The drawings submitted with the building permit application must, in the opinion of the Township, conform to the general intent and description of any approved drawings, including any amendments and conditions approved by the Committee of Adjustment, as stated in the decision. Additional variances may be required should further zoning deficiencies be identified through the Building Permit application process.

Appendix B: Relevant Planning Policy and Legislation

Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of Provincial interest related to land use planning and development. The PPS promotes efficient land use and development patterns that support strong, liveable and healthy communities, protect the environment and public health and safety, and facilitate economic growth. Under Section 3 of the Planning Act, all municipal decisions regarding planning applications “shall be consistent with” applicable provincial policy.

When assessing consent and minor variance applications on rural lands, planning authorities must comply with Sections 2.5 and 2.6 of the PPS, and apply the relevant policies of the following sections:

- Chapter 3: Infrastructure and Public Service Facilities of the PPS contains policies that direct the development of public and private infrastructure including transportation networks, sewage, water and stormwater services, waste management, and public spaces, recreation, parks, trails, and open spaces.
- Chapter 4: Wise Use and Management of Resources of the PPS contains policies that encourage the protection of natural heritage, water, agricultural land, mineral and aggregate resources, and cultural heritage and archaeological resources for their economic, environmental and social benefits.
- Chapter 5: Protecting Public Health and Safety of the PPS contains policies intended to reduce the potential for public cost or risk to Ontario’s residents from natural or human-made hazards. Conservation Authorities have provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the PPS.

The following policies are applicable to this application:

- Permitted uses on rural lands include residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services; (Section 2.6.1.c).
- Development that can be sustained by rural service levels should be promoted (Section 2.6.2).
- Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure (Section 2.6.3).
- Conserving biodiversity and considering the ecological benefits provided by nature (Section 2.5.1.g).
- Supporting healthy, integrated and viable rural areas by building upon rural character and leveraging rural amenities and assets (Section 2.5.1.a).

- Individual on-site water and sewage services may be used provided that site conditions are suitable for the long term provision of such services with no negative impacts (Section 3.6.4).
- Natural features and areas shall be protected for the long term (Section 4.1.1).
- Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards (Section 5.1.1).

County of Frontenac Official Plan (2016)

The County of Frontenac Official Plan is a framework for guiding development in the County through the management and protection of the natural environment and by providing direction and influence on growth patterns. It is focused on the six themes of economic sustainability, growth management, community building, housing and social services, heritage and culture, and environmental sustainability.

The following policies are applicable to this application:

- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational and institutional development, is permitted.
- Section 4.2, Servicing, includes policies for the use of private on-site water and sewage services, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.
- Section 7, Environmental Sustainability, sets out policies for environmental sustainability and the protection of the natural heritage system and the ecological functions it provides.

Township of Central Frontenac Official Plan (2021)

The property is designated as Rural Area and located within the identified Waterfront Area in the Township's Official Plan. Official Plan policies regarding Waterfront Area speak to the importance of maintaining the health of waterbodies throughout the Township due to their crucial role in the overall ecosystem. Following guidance from Section 4.8 of the Official Plan, consideration may be given to development within the Waterfront Area designation provided that such proposals are consistent with policies that are intended to maintain: water quality objectives, highly sensitive lake trout lakes, moderately sensitive lake trout lakes, other lakes and waterbodies, and application of lake management tools and monitoring.

The following policies are applicable to this application:

- Ensuring that the lot can be adequately serviced with water supply and sewage disposal (Section 4.1.3.2)
- Residential development will be permitted where it has frontage on and direct access to year round maintained Township roads or on private lanes (Sections 4.3.2.C).
- Residential development shall be adequately serviced with on-site water and sewage disposal services (Section 4.3.2.B).
- It is Council's intent that the water quality of all water bodies in the Municipality will be maintained at their present level or enhanced. Any new development must be considered in light of its effect of its impact on the environmental quality of any lake or river. (Section 4.8.1)





















