



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

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

**Roll Call**

**Members:** Nicki Gowdy, Duncan McGregor, and Lynn Klages

**Regrets:** Cathy MacMunn, Frances Smith, Susan Irwin, Dan Meeks, Phillip Smith, Bill Everett, and Cindy Kelsey.

**Staff in Attendance:** Abigail McKinnon, Secretary Treasurer, Planning Services Assistant, Chris Nelson, Community Services Coordinator, and Jennie Kapusta, Community Planner – County of Frontenac

**Public in Attendance:** Danielle Kecso, Jodi Marshall, Todd Marshall, Jennifer Owens (online).

**1. CALL TO ORDER**

- a. Acting Chair

Motion #: 46-2025 Moved by: Nicki Gowdy  
Seconded by: Duncan McGregor  
THAT Lynn Klages act as chair for the meeting held  
November 11, 2025.

**Carried**

**2. APPROVAL OF AGENDA**

- a. Agenda of 11 Nov 2025

Motion #: 47-2025 Moved by: Nicki Gowdy  
Seconded by: Duncan McGregor  
THAT the agenda of November 11, 2025, be adopted as  
presented.

**Carried**

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

**4. APPROVAL OF MINUTES**

- a. Minutes of 11 Nov 2025

Motion #: 48-2025 *Moved by:* Duncan McGregor

*Seconded by:* Nicki Gowdy

THAT the minutes of October 14, 2025, be adopted as presented.

**Carried**

**5. DEFERRED ITEMS**

**6. APPLICATIONS FOR CONSENT**

**7. APPLICATIONS FOR MINOR VARIANCE**

- a. APPN-2025-0037 – CRUMP

Jennie Kapusta introduced the application and provided an overview of the details.

No questions or comments were raised by Committee members, the applicant or their agent, or any member of the public.

The following motion was carried unanimously.

Motion #: 49-2025 *Moved by:* Nicki Gowdy

*Seconded by:* Duncan McGregor

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.

**Carried**

b. APPN-2025-0048 – OWENS

Jennie Kapusta introduced the application and provided an overview of the details.

No questions or comments were raised by Committee members, the applicant or their agent, or any member of the public.

The following motion was carried unanimously.

Motion #: 50-2025 Moved by: Duncan McGregor

Seconded by: Nicki Gowdy

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.

**Carried**

c. APPN-2025-0050 – MARSHALL

Jennie Kapusta introduced the application and provided an overview of the details.

No questions or comments were raised by Committee members, the applicant or their agent, or any member of the public.

The following motion was carried unanimously.

Motion #: 60-2025 Moved by: Nicki Gowdy

Seconded by: Duncan McGregor

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.

**Carried**

**8. OTHER PLANNING BUSINESS**

**9. ADJOURNMENT**

a. Adjournment

Motion #: 61-2025 Moved by: Duncan McGregor

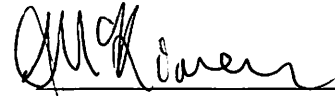
Seconded by: Nicki Gowdy

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.

**Carried**

Adjourned at 5:26 p.m.



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Abigail McKinnon,  
Secretary Treasurer



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Bill Everett, Chair