



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

Tuesday, November 25, 2025 at 5:00 PM  
Council Chambers, 14216 Road 38, Sharbot Lake, ON

**Roll Call**

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

**Regrets:** Frances Smith and Phillip Smith.

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

**Public in Attendance:** Irene Locke, Julie Conner, Teresa Van Drunen.

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

- a. Agenda of November 25, 2025

*Moved by:* Cindy Kelsey

*Seconded by:* Susan Irwin

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

**Carried**

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

None.

**4. APPROVAL OF MINUTES**

- a. Minutes of November 11, 2025

*Moved by:* Dan Meeks

*Seconded by:* Lynn Klages

THAT the minutes of November 11, 2025 be adopted as presented.

**Carried**

**5. DEFERRED ITEMS**

None.

**6. APPLICATIONS FOR CONSENT**

None.

**7. APPLICATIONS FOR MINOR VARIANCE**

- a. APPN-2025-0024 - VAN DRUNEN  
Jennie Kapusta provided an overview of the application.

Frances Smith asked if a stop-work order was in place, and Jennie Kapusta confirmed that all work has been halted.

Duncan clarified that the application consists of two components: the addition to the building, which does not further encroach into the setback, and the deck addition, which does encroach.

Mr. McGregor asked whether the application meets the “minor in nature” test for a minor variance. Ms. Kapusta explained that this request is being evaluated under Section 45(2) of the Planning Act, which applies different tests. She noted that she assessed the application based on its impact on neighbouring properties and natural features, which falls within the Township’s responsibility.

Mr. McGregor then asked if the Committee could separate the application into two parts—one for the addition and one for the deck—as he could support the addition but not the deck proposal.

Jennie Kapusta advised that the Committee must make a decision on the application as submitted. She noted, however, that the Committee could choose to defer the application to allow the applicants an opportunity to revise it.

Abigail McKinnon further explained that if the applicants indicated during the meeting that they were prepared to amend their application, the Committee could choose either to defer the matter to allow revisions or to deny the application and allow the applicants the opportunity to appeal to the Ontario Land Tribunal.

Susan Irwin stated that she is guided by the Conservation Authority's comments and noted that the work will still require a Conservation Authority permit, at which point Quinte would monitor the work.

Mr. Van Drunen indicated that they would be willing to revise the application to remove the deck if necessary.

There was some confusion regarding the decks and which portions were cantilevered. Ms. McKinnon clarified that one of the two proposed decks had already been removed from the application, as the applicants were unable to obtain engineering sign-off confirming the structure's safety.

Mr. McGregor stated that, in his opinion, the deck request is not minor in nature, given that the waterbody setback would be reduced from 30 metres to 0.5 metres.

Frances Smith stated that she did not have a concern with the application and reiterated Ms. Kapusta's comments that the request is not being assessed under the standard minor variance tests.

Jennie Kapusta further noted that under a Section 45(2) evaluation, the Committee may only assess the impact of the additional footprint being added.

Mr. Meeks asked whether a permit had been obtained and whether the decks were up to code. Abigail McKinnon confirmed that no permits have been issued, as zoning compliance is required under the Ontario Building Code. She

advised that a stop-work order and an order to comply were issued to allow the applicants to pursue a minor variance. If approved, the structures would still need to meet the Building Code before a permit could be closed.

Jennie Kapusta reminded the Committee that the application must be considered as though the structures do not currently exist, and the decision should reflect whether the Committee would permit the construction if it were not already built.

Nicki Gowdy clarified that, under normal circumstances, the Committee would only review the sketch and not photos of existing construction or defects, and that the decision must be based on the submitted sketch.

Abigail McKinnon further explained that minor variance approvals are intentionally specific. If, during the permit process, the structure could not meet the exact parameters approved by the Committee, it would need to be modified or the owners would need to reapply. She emphasized that, regardless of current construction, the applicants would only be permitted to build to the maximums approved by the Committee. If necessary, this could include removing and rebuilding the structure to meet the Building Code, provided it remained within the approved limits.

Lynn Klages asked for confirmation that the applicants cannot apply for a building permit unless the Committee grants permission. Ms. McKinnon confirmed this.

Ms. McKinnon added that if the Committee denies the application, the applicants would have the opportunity to appeal. If the appeal were successful, they would be permitted to keep what the Ontario Land Tribunal approves. If the appeal were denied, the structures would need to be removed, and no further work could occur until a decision is made.

Mr. McGregor requested to make a motion, which was seconded by Danny Meeks.

*Moved by:* Duncan McGregor

*Seconded by:* Dan Meeks

THAT APPN-2025-0024 VAN DRUNEN be deferred to allow the applicants the opportunity to revise the application to remove the deck proposed.

**Defeated**

Mr. Meeks asked whether there are any penalty options or fines for individuals who construct without permits or required permissions. Abigail McKinnon explained that the applicants have paid an increased application fee to cover the additional administrative work and site visits associated with the non-compliant construction. Ms. McKinnon also noted that she is preparing a report to Council regarding potential penalty options and enforcement measures.

The committee carried the following motion.

*Moved by:* Nicki Gowdy

*Seconded by:* Susan Irwin

THAT Minor Variance application APPN-2025-0024 Van Drunen for Concession 8, Part Lot 17, Geographic Township of Hinchinbrooke, Township of Central Frontenac, 1365 4th Lake Road, be approved to allow for the construction of a 41 square metres (441 square feet) addition to an existing cottage and an addition to the lower deck of 3.36 square metres (36.2 square 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.

b. APPN-2025-0051 - LOCKE

Jennie Kapusta provided an overview of the application.

There were no comments respecting this application. The committee carried the following motion.

*Moved by:* Lynn Klages

*Seconded by:* Cindy Kelsey

THAT Minor Variance application APPN-2025-0051 Locke for PLAN 1608 BLK T PT LOT 25 40;RP 13R6514 PART 3 KENNEBEC;LAKE, GEOGRAPHIC TOWNSHIP OF KENNEBEC, 1290 BLUE HERON RIDGE, TOWNSHIP OF CENTRAL FRONTENAC., be approved to allow for the construction of a 21.9 square metre (235.7 square feet) screened porch addition to an existing 71.3 square metre (767.47 square feet) cottage. The addition will not further encroach on the waterbody setback 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**

**8. OTHER PLANNING BUSINESS**

None.

**9. ADJOURNMENT**


*Moved by:* Susan Irwin

*Seconded by:* Nicki Gowdy

THAT this meeting be adjourned until December 9, 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 5:42 p.m.



Abigail McKinnon, Secretary  
Treasurer

  
Bill Everett, Chair