

# Committee of Adjustment Agenda

1:00 PM - Monday, October 27, 2025

Council Chambers

[Zoom Meeting Registration](#)

## 1. Call to Order

- a) Format of Meeting 4  
[Format of Meetings](#)

## 2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

## 3. Approval of Agenda

- a) October 27, 2025

**Be It Resolved That** the Committee approves the Agenda dated October 27, 2025, as circulated.

## 4. Disclosure of Pecuniary Interest and General Nature Thereof

## 5. Delegations

None.

## 6. Adoption of Minutes

- a) Minutes of Meeting 5 - 8

**Be It Resolved That** the Committee adopts the Minutes of a Meeting held on September 22, 2025, as circulated.

[Committee of Adjustment - 22 Sep 2025 - Minutes - Pdf](#)

## 7. Business Arising Out of Minutes

None.

## 8. Zoning By-law Amendment Application (Recommendation to Council)

None.

## 9. Consent Applications

None.

## 10. Minor Variance Applications

- a) File #A15/25 - Plan 1033, Lot 33, Geographic Township of Barrie - Request for Permission to Enlarge Legal Non-conforming/Non- 9 - 31

- complying Structure  
[Report from County Planner](#)  
[Report from MVCA](#)  
[Notice of Hearing](#)
- b) File #A16/25 - Plan 1115, Lot 7, Geographic Township of Barrie - Request for Permission to Enlarge Legal Non-conforming/Non-complying Structure 32 - 59  
[Report from County Planner](#)  
[Report from MVCA](#)  
[Notice of Hearing](#)
- c) File #A17/25 - Lot 23, South West Range, Geographic Township of Clarendon - Request for Permission to Enlarge Legal Non-conforming/Non-complying Structure 60 - 80  
[Report from County Planner](#)  
[Report from MVCA](#)  
[Notice of Hearing - Point Frontenac Holdings](#)
- d) File #A18/25 - Part of Lot 20, South West Range, Geographic Township of Clarendon - Request for Permission to Enlarge Legal Non-conforming/Non-complying Structure 81 - 100  
[Report from County Planner](#)  
[Report from MVCA](#)  
[Notice of Hearing - Noye](#)

## 11. Other Business

- a) Proposed 2026 Meeting Dates and Time for Committee of Adjustment 101 - 103

**Be It Resolved That** the Committee receives for information the Administrative Report from the Clerk/Planning Manager entitled “Proposed 2026 Meeting Dates and Time for Committee of Adjustment”;  
**And That** the Committee approves the Committee Meeting Schedule with all Meetings being held at 1:00 p.m. as follows:

Monday, January 26, 2026  
Monday, February 23, 2026  
Monday, March 23, 2026  
Monday, April 27, 2026  
Monday, May 25, 2026  
Monday, June 22, 2026  
Monday, July 27, 2026  
Monday, August 24, 2026  
Monday, September 28, 2026  
Monday, November 2, 2026  
Monday, November 30, 2026  
Monday, December 14, 2026

[Proposed 2026 Meeting Dates and Time for Committee of Adjustment - Pdf](#)

- b) Ontario Association of Committee of Adjustment and Consent

## 12. Adjournment

- a) Adjournment of the Committee Meeting

**Be It Resolved That** the meeting adjourns at \_\_\_\_\_ p.m. until November 24, 2025, at 1:00 p.m. or at the call of the Chair.



**Township of North Frontenac  
Committee of Adjustment/Planning Advisory Committee  
Meeting Format and Appeal Information**

The presentation of each application will follow this format:

1. The Chair will introduce each file as they are listed on the agenda.
2. The County Planner will provide an overview of the application, including comments received from outside agencies, and provide recommendations to the Committee.
3. The Committee member who attended the site will present their site inspection report.
4. Committee members will ask Planning staff and the applicant or agent questions.
5. The Chair will ask if the applicant or agent have any comments or questions regarding the reports; and then ask members of the public if they have any comments or questions regarding the proposed development.
6. The Committee will deliberate and vote on the application. Voting will take place with members of the Committee raising their hands. The Chair will then state whether the vote was carried. Please note the Alternate Member does not comment or vote unless a member of the Committee is absent or declares a pecuniary interest.

A “specified person” or public body (as defined in the Planning Act) who has an interest in the matter may, within 20 days from the date of the Committee decision, file a notice appeal against the decision of the Committee by filing a notice of appeal to the Ontario Land Tribunal with the Secretary-Treasurer of the Committee. If an appeal to an application is received within the 20-day appeal period, the applicant will be notified and provided further information about the appeal process.

If a “specified person” or “public body” (as defined in the Planning Act) that files an appeal of a decision of the Committee of Adjustment in respect to the proposed development does not make written submissions to the Committee before it gives or refuses a provisional consent; the Ontario Land Tribunal (OLT) may dismiss the appeal.



# Committee of Adjustment Minutes

1:00 PM - Monday, September 22, 2025  
Council Chambers

**Present:** Garry Wood, Chair; Carl Tooley, Member; Jim Ogilvie, Member; and Brent Smith, Alternate Member

**Absent with Regret** Councillor Roy Huetl (Council Liaison)

**Also Present:** Tara Mieske, Secretary/Treasurer, Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; and Marnie Geerlinks, Administrative Assistant to the Clerk's Department

## 1. Call to Order

The Chair called the meeting to order at 1:00 p.m.

## 2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

## 3. Approval of Agenda

### a) *September 22, 2025*

**43-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the Committee approves the Agenda dated September 22, 2025, as circulated.

**Carried**

## 4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

## 5. Delegations

None.

## 6. Adoption of Minutes

### a) *Minutes of Meeting held August 25, 2025*

## 44-25 Moved by Jim Ogilvie, Seconded by Carl Tooley

**Be It Resolved That** the Committee adopts the Minutes of a Meeting held August 25, 2025, as circulated.

**Carried**

### 7. Business Arising Out of Minutes

None.

### 8. Zoning By-law Amendment Application (Recommendation to Council)

None.

### 9. Consent Applications

None.

### 10. Minor Variance Applications

#### a) ***File #A13/25 - Request for Permission to Enlarge Legal Non-Complying Structure (1053B Pine Cove Lane)***

Jill Shannon, applicant, attended the meeting electronically.

Dmitry Kurylovich, Senior Planner with the County of Frontenac, provided an overview of the application to expand a legal non-complying structure. The applicant is proposing to replace the existing unenclosed, uncovered deck and increase the area of the deck.

Kurylovich advised the property is developed with seven dwellings constructed between 1960-1980, prior to the current Zoning By-law. As the use of the property (multiple dwellings) does not comply with the current Zoning By-law, permission is required to expand the size of any non-complying structure/dwelling on the lot.

Kurylovich advised the property has an Official Plan designation of Waterfront Area; and is zoned Limited Service Waterfront. He noted the property is approximately 3.47 acres with 408 feet of water frontage on Kashwakamak Lake.

Kurylovich advised the existing dwelling is setback approximately 70 metres from the high water mark, and is serviced with an existing septic system. He advised the addition will allow the deck to run along the full length of dwelling, increasing the original footprint. He noted there will be no impact to the existing vegetation. Kurylovich advised the application was provided to Mississippi Valley Conservation Authority (MVCA) for review. MVCA advised there weren't any natural hazards identified, therefore their office had no objections to the proposed enlargement of the deck.

Kurylovich advised there were no public comments received regarding the application. He advised the application meets the two tests under Section 45(2) of the Planning Act

and recommended approval of the application subject to the conditions included in the planning report.

Jim Ogilvie advised he had no issues with the proposed development. Gary Wood noted he attended the site about a year ago when the dwelling was subject to a Minor Variance for an addition to the rear of existing dwelling. Carl Tooley advised he is supportive of the application.

Geerlinks advised there were no comments from the public participating electronically.

**45-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** Planning Application File #A13/25, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by October 2, 2025.

**Carried**

**b) File #A14/25 - Request for Permission to Enlarge Legal Non-Complying Structure (5853 Road 506)**

Brooke Ross, applicant, was present for the meeting.

Dmitry Kurylovich, Senior Planner with the County of Frontenac, provided an overview of the application to expand a legal non-complying structure. The applicant is proposing to demolish and rebuild the deck with an increase in the footprint by expanding deck along the front of the dwelling and adding a covered porch area.

Kurylovich advised the existing dwelling is non-compliant because the dwelling is located 4 metres (13 feet) from the rear lot line whereas 7 metres (22.97 feet) is required by the current Zoning By-law. He noted that while the location of the deck and the proposed addition take place outside of the deficient setback, Section 3.24 of the Zoning By-law makes no exception as to where a proposed expansion takes place on a legal non-conforming/non-complying structure.

Kurylovich advised the property has an Official Plan designation of Rural and Mineral Aggregate Resource; and is zoned Rural. he noted the property is developed with a one storey dwelling and a Class 4 septic system. He noted the application was not circulated to Mississippi Valley Conservation Authority for review, as the property has no wetland areas or steep slopes. He advised there was one public comment received in support of the application.

Kurylovich advised the application meets the two tests under Section 45(2) of the Planning Act and recommended approval of the application subject to the conditions

included in the planning report.

Carl Tooley advised he attended the site on September 12 and that the required marking signs were posted at the time of inspection. He advised this appears to be a straightforward application and recommended approval of the application.

Geerlinks advised there were no comments from the public participating electronically.

**46-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** Planning Application File #A14/25, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report;

**And That** the Secretary shall forward a copy of the Notice of Decision to the Applicant and each person or public body that made a written request to be notified, and any other person or public body prescribed by October 2, 2025.

**Carried**

**11. Other Business**

None.

**12. Adjournment**

**a) *Adjournment of the Committee Meeting***

**47-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the meeting adjourns at 1:19 p.m. until October 27, 2025, at 1:00 p.m. or at the call of the Chair.

**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary



## Planning Report

**To:** Members of Committee of Adjustment

**Prepared By:** Dmitry Kurylovich, Senior Planner, County of Frontenac

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

**Re:** Application for Permission to Expand a Legal Non-Complying Structure (Dwelling)

**Address:** 1261D Shawenogog Lake Lane

**Legal Description:** Plan 1003, Lot 33, Geographic Township of Barrie

**File Number:** A15/25 (Poppleton & Yeoman)

**Owner(s):** Patrice Poppleton & John Yeoman

**Applicant(s):** Same as owners

**Date Prepared:** October 20, 2025

**Date of Public Meeting:** October 27, 2025

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### Recommendation:

That the Committee of Adjustment for the Township of North Frontenac receive comments from the public, and subject to any issues being raised at the public meeting, approve the application subject to the conditions outlined in Appendix A of this report.

### Proposal:

This application proposes to:

- a) Demolish existing one storey 50 square metre (538.2 square foot) dwelling and attached 27 square metre (290 square foot) deck and replace it with a new larger two storey dwelling with an attached deck. The existing dwelling is located approximately 8 metres (26 feet) from the highwater mark of Shabomeka Lake.

- b) Construct a new two storey dwelling that has a footprint of 78 square metres (840 square feet) within the same footprint as the existing dwelling. The footprint expansion will take place on the roadside of the dwelling, maintaining the existing waterbody setback.
- c) Construct a new 12 square metre (130 square foot) screened porch addition on the west side of the dwelling
- d) Replace the existing 27 square metre (290 square foot) deck on the waterside of the dwelling.

The proposed development is an expansion of an existing legally non-complying dwelling footprint that was constructed prior to Township Zoning By-Law Number 55-19 coming into effect.

The existing dwelling is non-compliant because of the deficient waterbody setback. The dwelling is located approximately 8 metres (26 feet) from the highwater mark of Shabomeka whereas 30 metres (98.4 feet) is required by the current Zoning By-law.

Permission under Section 45(2) of the Planning Act is required to enlarge the existing non-complying dwelling. Refer to the site plan (Attachment 2) and the list of existing structures below for the site context.

### **Existing Development**

- One storey 50 square metre (538 square foot) dwelling and attached 27 square metre (290 square foot) deck located approximately 8 metres (26 feet) from the estimated high watermark of Shabomeka Lake.
- a 40 square metre (430 square foot) garage, located more than 30 metres (98.4 feet) from the Lake.
- A 17 square metre (183 square foot) sleep cabin located approximately 5.5 metres (18 feet) from the Lake
- A privy located more than 30 metres (98.4 feet) from the Lake
- A woodshed for wood storage
- A sewage disposal system located more than 30 metres (98.4 feet) from the water.

### **Background Information**

Information Category	Response
Official Plan designation	Waterfront Area
Zoning	Limited Service Waterfront (LSW)
Current size (area) of subject property	0.5 hectares (1.24 acres)
Existing road frontage and access	No direct frontage on road. Accessed by shared driveway that connects to Shawenogog Lake Lane
Waterfront	46 metres (153 feet) Shabomeka Lake – Identified as an At-Capacity Lake Trout Lake
Natural heritage features	Property is well vegetated. Shoreline vegetation appears to be intact.
Surrounding land uses	Similar sized waterfront residential lots to the northeast. Large crownland parcel to the southwest supporting a public beach

**Pre-application Consultation:**

The property owner consulted with Township, County, and Conservation Authority staff prior to the submission of this application.

**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)**

Comments dated October 20, 2025 indicate no objection to the application and that the area around the dwelling is not subject to erosion hazards.

MVCA recommended 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 deep rooted native vegetation provide erosion protection by binding the soil and absorbing excess water.
- *Drainage Patterns:* Natural drainage patterns on the site should not be substantially altered such that additional drainage is directed towards the waterbody. For example, drainage pipes outletting into the shoreline can lead to concentrated flow that results in a scouring effect of the shoreline, potentially creating gullies or channels that cause soil 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 as the first line of defense against shoreline erosion.

### **Septic Approval Authority (Township of North Frontenac)**

The sewage system will need to be inspected for capacity at the building permit stage. County planning staff are of the opinion that the area where the septic bed is located is large enough to support an expansion of the bed if required.

### **Public Comments**

No comments received by County planning staff at the time of drafting this report.

### **Conformity and Consistency with Policy Planning Documents**

Applications for permission are required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of North Frontenac Official Plan. It is the opinion of planning staff that the proposed expansion 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.

### **North Frontenac Zoning By-Law Number 55-19**

The subject property is zoned Limited Service Waterfront (LSW) in the Township of North Frontenac Zoning By-Law Number 55-19. The LSW Zone permits residential and accessory uses.

The Zoning By-law requires all non-waterfront structures to be located a minimum of 30 metres (98.4 feet) from the estimated highwater mark of any waterbody. The intent of the 30 metres (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 run-off, and reducing visual impacts of development on the waterfront character of the area. This setback applies to all non-waterfront structures including sewage disposal systems.

The existing dwelling was constructed within the required 30 metre (98.4 foot) waterbody setback, before the current Zoning By-law came into effect and is therefore considered to be a non-complying structure.

Section 3.24 of the Zoning By-law allows the renovation, repair, or reconstruction of existing non-complying structures as long as the footprint and volume of the structures are not increased. Since the application proposes to increase the livable space of the dwelling within the waterbody setback, approval is required under Section 45(2) of the Planning Act.

The proposed dwelling reconstruction and expansion will not encroach closer to the water. All proposed expansions will be located on the road-side of the dwelling.

The development as proposed will not exceed the maximum lot coverage permitted by the Zoning By-law.

## **Planning Analysis and Considerations**

This application was reviewed against the policies of the Provincial Planning Statement, the County of Frontenac Official Plan, and the Township of North Frontenac Official Plan. The analysis below summarizes all relevant policies by theme. A list of all land-use planning policies relevant to this application is found in Appendix B of this report.

### **Waterfront Character**

The existing dwelling is located close to the shoreline of the Lake. The shoreline is well vegetated with tall, mature trees. Although the new dwelling will be taller than the existing, it will be mostly screened from the water by the mature trees along the shoreline of the Lake. County planning staff are of the opinion that this application will not result in any impact on the waterfront character of the waterbody.



Figure 1. An image of the existing dwelling as seen from the dock/water. The dwelling is well screened by the existing shoreline vegetation.

**Sewage Disposal System Services**

The proposed development will be serviced with a septic system that is located on the roadside of the dwelling and more than 30 metres (98.4 feet) from the water.

The applicant will need to demonstrate that the existing sewage system can accommodate the proposed development. County planning staff are of the opinion that the septic bed can be expanded in the same location as it exists if needed. The review of the septic system capacity will take place at the building permit stage.

**Natural Heritage**

Shabomeka Lake is identified to be a an At-Capacity Lake Trout Lake.

The proposed development will require the removal of some trees on the backside of the dwelling, in the location where the proposed expansion will take place, but no shoreline vegetation is anticipated to be removed. The proposed development is not anticipated to require significant site alteration.

The existing septic system is located more than 30 metres (98.4 feet) from the water.

Some developments on at-capacity lakes may require an Environmental Impact Study (EIS) to ensure that development will not have an impact on the health and quality of the waterbody. In this case, County planning staff are of the opinion that the proposed development is modest and no EIS is required to support the development.

Overall County planning staff are of the opinion that the proposed development is not anticipated to have an impact on the quality of the waterbody if proper site management practices are implemented during construction. The applicant is required to place sediment and erosion control barriers to ensure no sediment or waste enters the waterbody during construction.



Figure 2. Area behind the existing dwelling proposed for addition

### **Minimum Distance Separation**

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

### **Natural Hazards**

MVCA staff confirmed that the proposed development is not subject to erosion hazards.

### **Legal Non-Conforming Structures**

In accordance with Section 45(2) of the *Planning Act*, the Committee of Adjustment may permit the enlargement or extension of an existing legal non-conforming building or structure, where the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed. No permission may be given by the Committee to enlarge or extend the building or structure beyond the original limits of the land where the legal non-conforming building or structure is situated.

In considering whether to grant a permission pursuant to Section 45(2), the relevant tests are:

**1. Is the application desirable for appropriate development of the subject property?**

County planning staff are of the opinion that the application is desirable for the appropriate development of the subject property.

All dwelling additions will be located away from the water. Some trees will need to be removed to accommodate the addition, but the shoreline vegetation is expected to stay in-tact. It should be noted that one of the trees is very close to the dwelling and will eventually need to be removed to mitigate potential hazard.

The total proposed footprint of all structures on the subject property is below the maximum lot coverage permitted by the Zoning By-law.

**2. Will the application result in undue adverse impacts on the surrounding properties and neighbourhood?**

County planning staff are of the opinion that the proposal will not result in any undue adverse impacts on the surrounding properties and neighbourhood or quality of the adjacent waterbody. The proposed dwelling is modest in size and the trees along the shoreline will mitigate any visual impact from the water. The sewage system is located more than 30 metres (98.4 feet) from the water, which is an appropriate distance for maintaining lake health. No other impact on the quality of the lake or character of the area is anticipated.

## **Recommendation**

Subject to any additional comments received prior to, or during, the Committee of Adjustment meeting, it is recommended that the Committee of Adjustment approve application A15/25, as per the plans submitted with the application, and with the recommended conditions attached in Appendix A.

## **Attachments**

Appendix A: Draft Conditions of Approval

Appendix B: Relevant Planning Policy and Legislation

Attachment 1 – Key Map

Attachment 2 – Applicant Submitted Site Plan

## 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.

### Recommended Conditions for Application A15/25 (Poppleton and Yeoman)

#### Applicability

1. That the permission granted through application A15/25 is only to:
  - a. Demolish existing one storey 50 square metre (538.2 square foot) dwelling and attached 27 square metre (290 square foot) deck and replace it with a new larger two storey dwelling. The existing dwelling is located approximately 8 metres (26 feet) from the highwater mark of Shabomeka Lake.
  - b. Construct a new two storey dwelling that has a footprint of 78 square metres (840 square feet) within the same footprint as the existing dwelling. The footprint expansion will take place on the roadside of the dwelling, maintaining the existing waterbody setback.
  - c. Construct a new 12 square metre (130 square foot) screened porch addition on the west side of the dwelling
  - d. Replace the existing 27 square metre (290 square foot) deck on the waterside of the dwelling.
2. This permission does not include a reduction in the required setbacks along the entire width/length and depth of the property or for any future structures.
3. Application number A15/25 is applicable only to the Township of North Frontenac's Zoning By-Law Number 55-19, as amended, and not to any subsequent zoning by-laws.

#### 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 North 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.

### **Construction Method**

7. 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.
8. 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.
9. 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.
10. The property owner shall not remove any shoreline vegetation and ensure that the root system of the trees are not impacted by the proposed development. All heavy equipment and construction materials must be stored away from the shoreline area.

## Appendix B: Relevant Planning Policy

### 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 North Frontenac Official Plan (2017)**

The property is designated as Waterfront Area in the Township of North Frontenac's Official Plan (2017). Waterfront Area policies are intended to govern development within 150 metres (500 feet) of waterbodies and on islands with the intent of protecting water quality, shoreline amenities and natural habitat areas. It is Council's intent that the water quality of all waterbodies in the Municipality will be maintained at their present level or enhanced. New development must be considered in light of its impact on the environmental quality of any lake or river.

- Section 4.10.5 Objectives sets out the objectives of the Waterfront Area including character, access and servicing, natural areas, and development. Limiting the density of buildings and structures in the Waterfront Area is an important part of protecting the character of waterbodies in North Frontenac. The Official Plan also speaks to the preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.
- The objective listed in Section 4.10.5 (O) is to support redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area.
- Section 4.10.6 (A) states that where development occurs in the Waterfront Area, it should enhance and protect, where possible, those qualities that contribute to character.
- Section 4.10.6 (B) states that natural form should dominate the character of the Waterfront. Natural shorelines may visually screen development viewed from the water and buffer uses
- Section 4.10.6 (D) states that where development occurs in the Waterfront, it should complement the natural and built form and should enhance and protect those qualities that contribute to character.
- Section 4.10.8 (A) (vi) Existing lots of record and lots in existing and approved Plans of Subdivision may be developed under strict conditions where a proponent can demonstrate there will be no impacts on lake water.
- Section 4.10.8 (A) (vii) The sewage disposal system intended for use on existing lots of record and lots in existing and approved Plans of Subdivision shall be set back a minimum of 30m (98.4 ft.) from the shoreline.

# Key Map for B15/25



## Legend

### Boundaries

Township Boundary



### Property Information

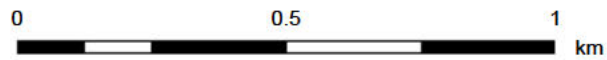
Civic Address Points



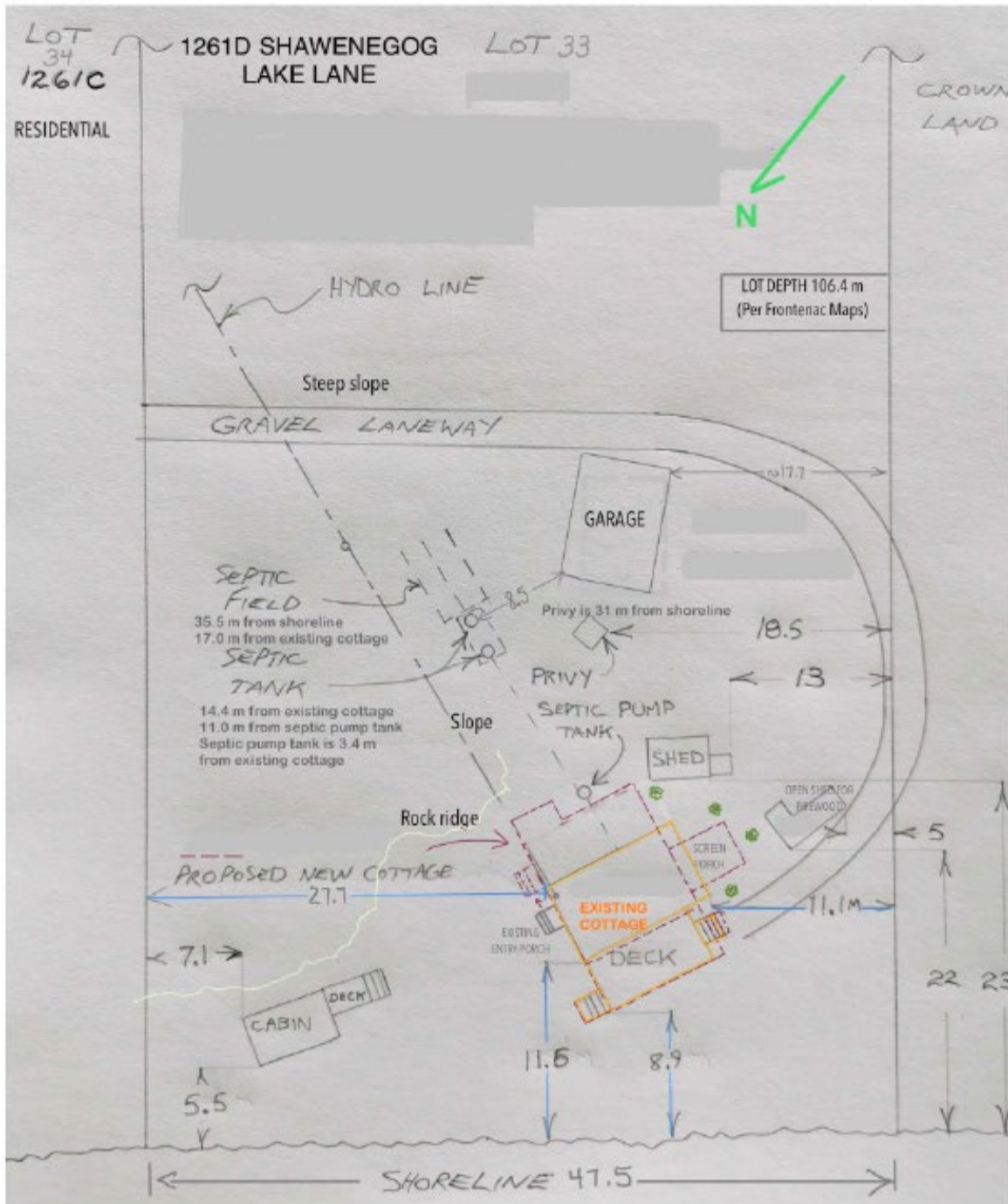
Assessment Parcels



## Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



25-NF-MV

October 20, 2025

Tara Mieske  
Secretary-Treasurer  
Township of North Frontenac  
P.O. Box 97  
Plevna, Ontario K0H 2M0

Dear Ms. Mieske:

**Re: Request for Permission– #A15/25  
Township of North Frontenac (Barrie)  
1261D Shawenogog Lake Lane  
POPPLETON**

---

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, The Applicants are proposing to demolish the existing one storey dwelling and construct a two storey dwelling within the same footprint. The footprint of the existing dwelling is 50 square metres with a 27 square metre deck at the waterside of the dwelling, for a total footprint of 77 square metres. The closet point of the structure has a setback of approximately 8 metres from the high water mark of Shabomeka Lake.*

*The footprint of the proposed dwelling is 78 square metres with a 12 square metre screened in porch on the northern side of the dwelling and a 26 square metre deck on the water side of the dwelling. The total footprint of the proposed dwelling is 116 square metres. The setback of the proposed structure to the high water mark will remain approximately 8 metres.*

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

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

## PROPERTY CHARACTERISTICS

The subject property has frontage on Shabomeka Lake. A high, steep slope exists towards the rear of subject lot. The shoreline was generally well vegetated, primarily with trees.

## NATURAL HAZARDS REVIEW

### ***Erosion Hazard***

It is provincial policy that: *Development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding and/or erosion hazards* (Provincial Policy Statement 2024, Section 5.2.2b)). 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 3m.

While parts of the rear slope would likely qualify as an Erosion Hazard, no erosion hazards were identified in the vicinity of the proposed dwelling.

### ***Waterbody***

The subject property has frontage on Shabomeka 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. However, if the minimum development setback is not achieved, as with the subject proposal, we recommend the following:

- No further encroachment towards the waterbody, compared to the existing structure. For the subject proposal, the Notice indicates that there is no further encroachment towards the waterbody, compared to the existing dwelling.
- 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 deep rooted native vegetation provide erosion protection by binding the soil and absorbing excess water.
  - *Drainage Patterns*: Natural drainage patterns on the site should not be substantially altered such that additional drainage is directed towards the waterbody. For example, drainage pipes outletting into the shoreline can lead to concentrated flow that results in a scouring effect of the shoreline, potentially creating gullies or channels that cause soil 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 as the first line of defense against shoreline erosion.

### **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 the lake. We are not aware of any proposed shoreline alterations as part of the subject application.

### **RECOMMENDATIONS & CONCLUSIONS**

Based on the above, MVCA does not have any objections to the subject application provided the following mitigation measures are implemented:

1. The existing shoreline vegetation shall be maintained in accordance with the provisions of the relevant Municipal Zoning By-law. This effort will help to mitigate the effects of erosion on the shoreline.
2. Erosion 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 should remain in place until all disturbed areas have been stabilized and re-vegetated.

### **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.

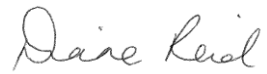
The applicant should be advised that, pursuant to ONTARIO REGULATION 41/24, *Prohibited Activities, Exemptions and Permits*, written permission is required from MVCA prior to any alterations to the shoreline of the lake.

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



## **Notice Complete Application and Public Hearing – File Number A15/25**

The Committee of Adjustment for the Township of North Frontenac has received an application under Section 45(2) of the Planning Act Requesting Permission to Enlarge of Legal Non-Conforming/Non-Complying Structure. The application pertains to the parcel of land as follows:

Owner/Applicant:	Patrice Poppleton and John Yeoman
Subject Lands:	1261D Shawenogog Lake Lane Plan 1033, Lot 33, Geographic Township of Barrie
Roll Number:	1042 030 010 39400

### **Notice of Hearing**

The Township of North Frontenac Committee of Adjustment will hold a public meeting on **October 27, 2025, at 1:00 p.m.** to discuss and hear comments regarding the above-noted application under the authority of Section 45 of the Planning Act, R.S.O. 1990 as amended. The meeting will be held in person at the Municipal Office in Council Chambers, 6648 Road 506, Plevna, Ontario; and through Electronic Participation.

### **Purpose and Effect under Section 45(2)**

The Applicants are proposing to demolish the existing one storey dwelling and construct a two storey dwelling within the same footprint.

The footprint of the existing dwelling is 50 square metres with a 27 square metre deck at the waterside of the dwelling, for a total footprint of 77 square metres. The closet point of the structure has a setback of approximately 8 metres from the high water mark of Shabomeka Lake.

The footprint of the proposed dwelling is 78 square metres with a 12 square metre screened in porch on the northern side of the dwelling and a 26 square metre deck on the water side of the dwelling. The total footprint of the proposed dwelling is 116 square metres. The setback of the proposed structure to the high water mark will remain approximately 8 metres.

### **Submissions**

Written comments on this application, shall be provided to the undersigned before the hearing of the application at the address above or by email to the Clerk at [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca) Members of the public are encouraged to submit written comments. Comments shall be made available to any interested person for inspection at the hearing. If we have not heard from you, we will assume that you have no comments or concerns regarding this matter.

### **Public Hearing**

You are entitled to attend this public hearing in person; or by electronic participation to provide comments regarding the proposed development to the Committee. Representation by counsel or an authorized agent is permitted to give evidence about this application.

To register for Electronic Participation, please visit the Township’s Website to find the Zoom Meeting link under “Planning Applications Being Considered”;

email Brooke Drechsler at [deputyclerk@northfrontenac.ca](mailto:deputyclerk@northfrontenac.ca); or call (613) 479-2231 or 1-800-234-3953 ext. 231.

### **Notice of Decision**

If you wish to be notified of the decision of the Committee in respect of the proposed planning application, you must make a written request to the undersigned.

### **Appeal**

If a "specified person" or "public body" as defined in the Planning Act files an appeal of a decision of the Committee of Adjustment in respect of the proposed planning application has not made a written submission or provide comments to the Committee before a decision is made, the Ontario Land Tribunal may dismiss the appeal.

### **Notice of Collection**

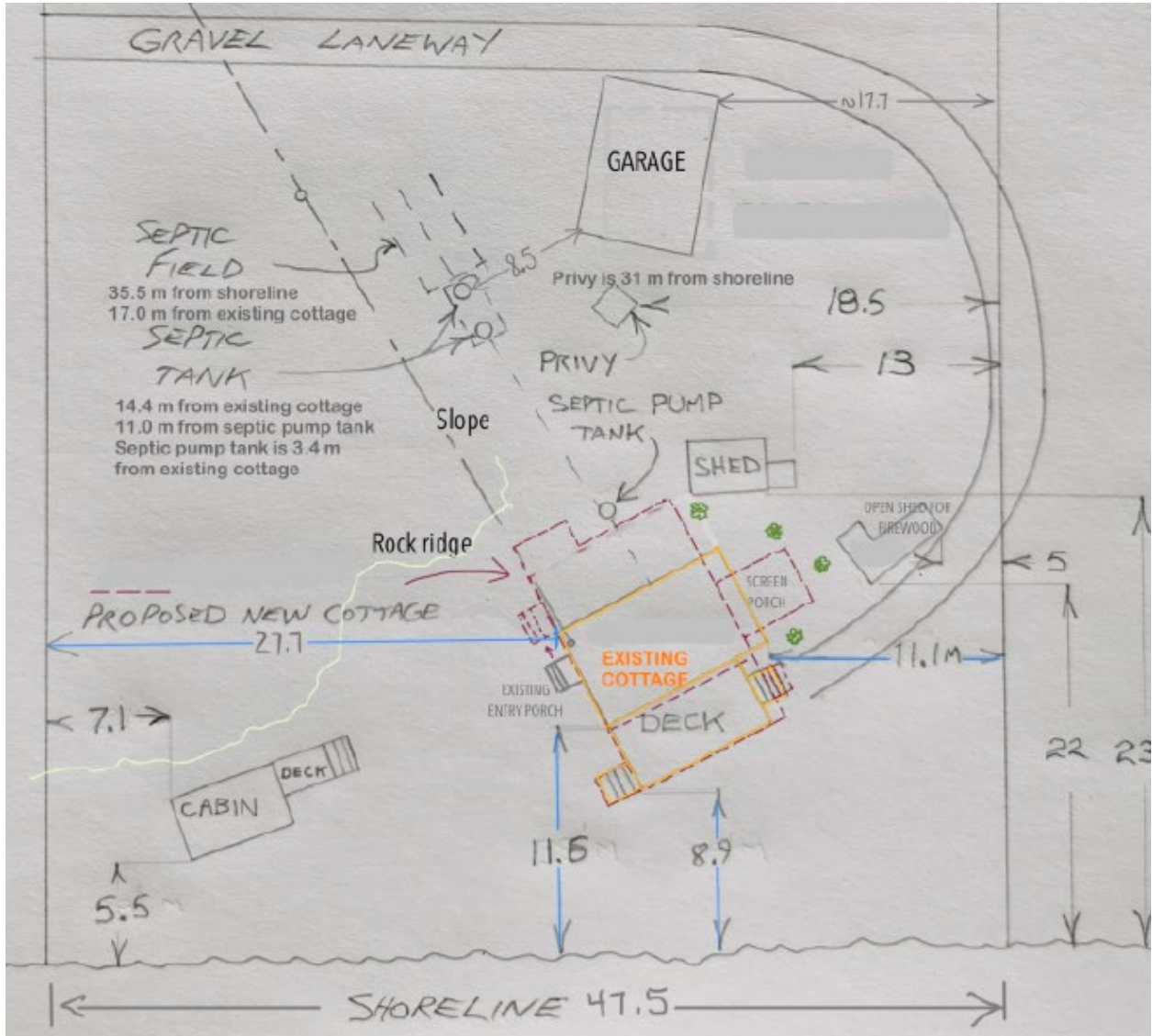
Personal information is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions, and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests, and through the website of the Corporation of the Township of North Frontenac. Questions regarding the collection, use and disclosure of this personal information may be directed to the undersigned.

Additional information regarding the application is available by contacting the undersigned during regular business hours, Monday to Friday 9:00 am to 4:00 pm.

Dated at Plevna, Ontario this 18<sup>th</sup> day of September 2025.

Tara Mieske, Clerk/Planning Manager  
Township of North Frontenac  
6648 Road 506, Plevna Ontario  
K0H 2M0  
Email: [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)

# Site Plan of Proposed Development





## Planning Report

**To:** Members of Committee of Adjustment

**Prepared By:** Dmitry Kurylovich, Senior Planner, County of Frontenac

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

**Re:** Application for Permission to Expand a Legal Non-Complying Structure (Dwelling)

**Address:** 1395 Snyder Bay Lane

**Legal Description:** Plan 1115, Lot 7, Geographic Township of Barrie.

**File Number:** A16/25 (Stevenson)

**Owner(s):** James and Laurie Stevenson

**Applicant(s):** Same as owners

**Date Prepared:** October 20, 2025

**Date of Public Meeting:** October 27, 2025

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### Recommendation:

That the Committee of Adjustment for the Township of North Frontenac receive comments from the public, and subject to any issues being raised at the public meeting, approve the application subject to the conditions outlined in Appendix A of this report.

### Proposal:

This application proposes to:

- a) Raise and add a new foundation with a walk-out option on an existing 91 square metre (979.5 square foot) dwelling that has an attached 71 square metre (764.3 square foot) deck, located approximately 16 metres (52 feet) from the highwater mark of Mazinaw Lake. The excavation of the foundation and walk-out addition

- A 36.85 square metre (400 square foot) garage.
- A set of stairs that leads down to the shoreline
- An existing sewage disposal system. The septic tanks are in the garden bed to the east of the house, and the presumed septic bed is located on a flat area just north and inline with the dwelling. The septic bed is located approximately 16 metres (52 feet) from the highwater mark of Mazinaw Lake.

## Background Information

The subject property is extremely constrained by a steep slope.

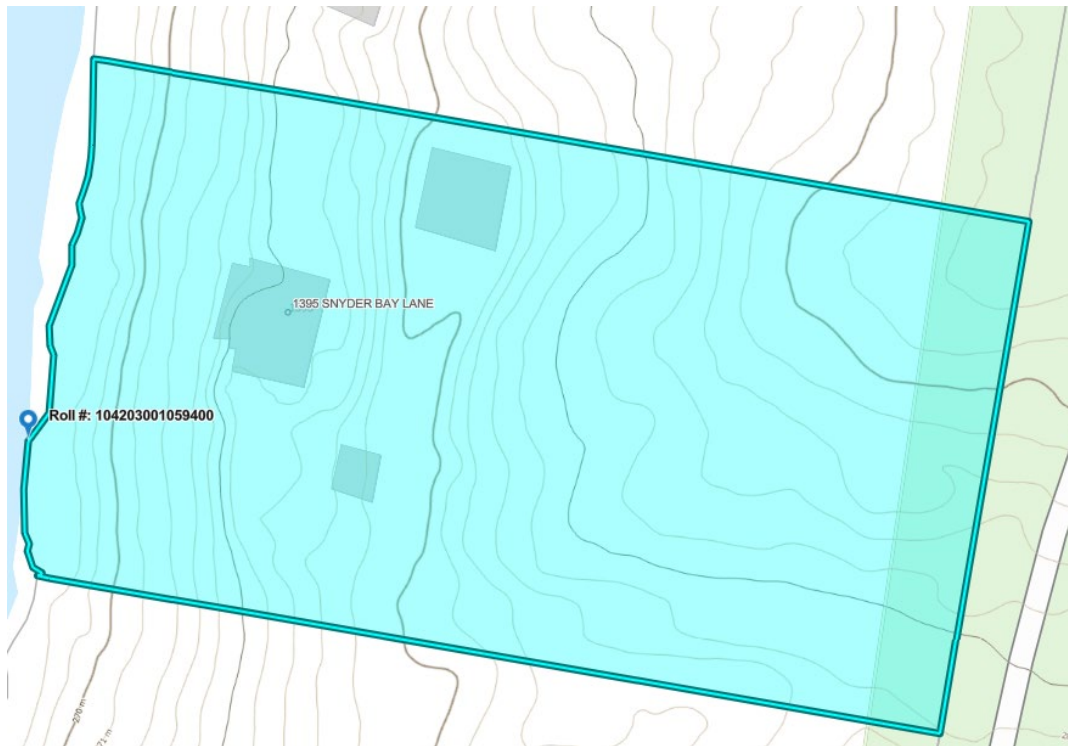


Figure 1. A map of the subject property with 1 metre elevation contours. The elevation contours suggest that the property is very steep and slopes from east to west toward the water.

Information Category	Response
Official Plan designation	Waterfront Area
Zoning	Limited-Service Waterfront (LSW)
Current size (area) of subject property	0.66 hectares (1.63 acres)

Information Category	Response
Existing road frontage and access	60 metres on Snyder Bay Lane (private lane)
Waterfront	60 metres on Mazinaw Lake – Not at Capacity Lake Trout Lake.
Natural heritage features	Property is well vegetated except for existing development envelopes.
Surrounding land uses	Similar sized waterfront residential lots to the north and south, large Crownland Parcel to the east.

**Pre-application Consultation:**

The property owner consulted with Township, County, and Conservation Authority staff prior to the submission of this application.

**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)**

Comments dated October 20, 2025 indicate no objection to the application. MVCA concluded that the Slope Stability Inspection (prepared by Cambium Inc, dated September 3, 2025) followed provincial guidance.

MVCA staff noted that the slope stability report concluded that the proposed development will not have an impact on the slope and the slope won't have an impact on the development if all development activity takes place within the existing septic and dwelling footprints and situated within bedrock.

MVCA recommended that the development should adhere to all the recommendations and mitigative measures that were outlined by the Slope Stability Inspection report.

**Ministry of Environment Conservation and Parks (MECP).**

will depend on site conditions during excavation. The main purpose of the development is to add a new foundation.

- b) Expand the existing footprint by adding
- A 36.2 square metre (390 square foot) bedroom addition on the north side of the dwelling
  - A 17.9 square metre (195 square foot) kitchen addition on the south side of the dwelling
  - A 14.9 square metre (160 square foot) deck addition on the north side of the existing deck.
  - Replace a 14.12 square metre (155 square foot) uncovered deck with covered deck addition on the waterside of the dwelling.
- c) Replace the existing septic system and septic bed in the same location as identified by County planning staff.

The proposed developments will maintain the existing waterbody setbacks to the deck, dwelling, and sewage system components.

The proposed development is an expansion of an existing legally non-complying dwelling footprint that was constructed prior to Township Zoning By-Law Number 55-19 coming into effect.

The existing dwelling and sewage system are non-compliant because of the deficient waterbody setback. The dwelling and sewage system are located approximately 16 metres (52 feet) from the highwater mark of Mazinaw Lake whereas 30 metres (98.4 feet) is required by the current Zoning By-law.

Permission under Section 45(2) of the Planning Act is required to enlarge the existing non-complying dwelling. Refer to the Site Plan (Attachment 2) and the list of existing structures below for the site context.

### **Existing Development**

- A one storey 91 square metre (979.5 square foot) dwelling with an attached 71 square metre (764.3 square foot) deck located approximately 16 metres (52 feet) from the high watermark of Mazinaw Lake.
- A 33.64 square metre (362.1 square foot) sleep cabin and deck
- A 56.25 square metre (605.5 square foot) garage
- A 4 square metre (43 square foot) shed

The initial site plan submitted with this application identified that the septic bed was located behind the dwelling in the area proposed for the kitchen addition and would therefore have to be moved to the north of the dwelling.

MECP initially stated that they will not support an application that proposes to move a sewage system closer to the water. MECP stated that if the septic bed is located behind the dwelling, then it must be relocated outside of the minimum 30 metres (98.4 foot) waterbody setback or to a location that maintains the current setback of approximately 26 metres (85 feet).

Based on County staff site visits, County planning staff are of the opinion that the septic bed is not located behind the dwelling as stated on the site plan but rather in a flat area just north of the dwelling. This would mean that the septic bed is not relocating but rather being replaced in-situ. A more detailed discussion on this issue can be found in the Sewage System section of this report.

As such, the sewage system is not subject to this application.

### **Septic Approval Authority (Township of North Frontenac)**

A permit is required for the replacement of the sewage system.

### **Public Comments**

No comments received by County planning staff.

## **Conformity and Consistency with Policy Planning Documents**

Applications for permission are required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of North Frontenac Official Plan. It is the opinion of planning staff that the proposed expansion 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.

### **North Frontenac Zoning By-Law Number 55-19**

The subject property is zoned Limited Service Waterfront (LSW) in the Township of North Frontenac Zoning By-Law Number 55-19. The LSW Zone permits residential and accessory uses.

The Zoning By-law requires all non-waterfront structures to be located a minimum of 30 metres (98.4 feet) from the estimated 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 run-off, and reducing visual impacts of development on the waterfront character of the area. This setback applies to all non-waterfront structures including sewage disposal systems.

The existing dwelling was constructed within the required 30 metre (98.4 foot) waterbody setback, before the current Zoning By-law came into effect and is therefore considered to be a non-complying structure.

Section 3.24 of the Zoning By-law allows the renovation, repair, or reconstruction of existing non-complying structures as long as the footprint and volume of the structures are not increased. Since the application proposes to increase the livable space of the dwelling within the waterbody setback, approval is required under Section 45(2) of the Planning Act.

The replacement of the sewage system is permitted as-of-right under Section 3.24 of the Zoning By-law.

The proposed additions will be in-line with the existing dwelling and will not encroach closer to the water.

The development as proposed will not exceed the maximum lot coverage permitted by the Zoning By-law.

## **Planning Analysis and Considerations**

This application was reviewed against the policies of the Provincial Planning Statement, the County of Frontenac Official Plan, and the Township of North Frontenac Official Plan. The analysis below summarizes all relevant policies by theme. A list of all land-use planning policies relevant to this application is found in Appendix B of this report.

### **Waterfront Character**

The proposed dwelling will be well screened by the existing in-tact vegetative buffer along the shoreline. County planning staff are of the opinion that waterfront character of Mazinaw Lake will not be impacted from the proposed development.

### **Sewage Disposal System Services**

The applicants are proposing to replace the existing sewage system in the same location.

As mentioned in the Comments section of this report, the location of the sewage system distribution bed/septic bed is unknown. It was identified on the site plan to be located behind the dwelling by the applicants based on a septic permit site plan they received with the purchase of their house. The site plan was dated to be from the 90's. Based on prior experience, County planning staff are of the opinion that septic permits from the

1990s are often not to scale and often do not represent an accurate sewage system location and should not be relied on to accurately identify the location of a septic system.



Figure 2. Area behind dwelling and assumed septic bed. The septic tanks are located in the garden bed at the foreground of the image. To the right of the garden bed is a significant slope.

Prior to submitting the application and upon purchases of the property, the applicants attempted to locate the septic bed by working with a septic installer. The septic installer estimated that the septic bed was in the flat area just north of the dwelling (see Figure 3) instead of the area identified in Figure 2 as initially assumed by the applicants.



Figure 3. Flat area north of the dwelling. This area was identified to be a septic bed by the applicant's septic installer, County planning staff, and the applicant's designer.



Figure 4. A closer shot of the flat area north of the dwelling. The stakes were placed by the applicant's septic installer prior to the submission of this application. It identifies the estimated locations of the distribution pipes.

When planning staff visited the property in the summer of 2024 and again on October 8, 2025, they agreed that the most reasonable spot for the existing septic bed to be located was in the flat area behind the house (Figure 3 and Figure 4).

The location of the septic bed was based on the soil characteristics of the flat area and the fact that the area behind the dwelling, where the applicants believe the septic bed to be located, is too small to support a reasonable sewage system.

Since the applicants assumed their septic bed was located behind the dwelling, they explored options for alternative septic systems locations that would be in-line with the assumed septic bed or farther from the water.

One option required the sewage system to move east of the flat area and would require the removal of several trees and alteration to the slope which was not considered by the submitted Slope Stability Investigation (see Figure 5). The second alternative is to relocate the sewage bed to a location behind the garage just east of the property. The

area behind the garage is quite small and may not be suitable for the size of the septic bed that is needed to service the dwelling. Relocation of the septic system would also require pumps and additional septic system hardware.

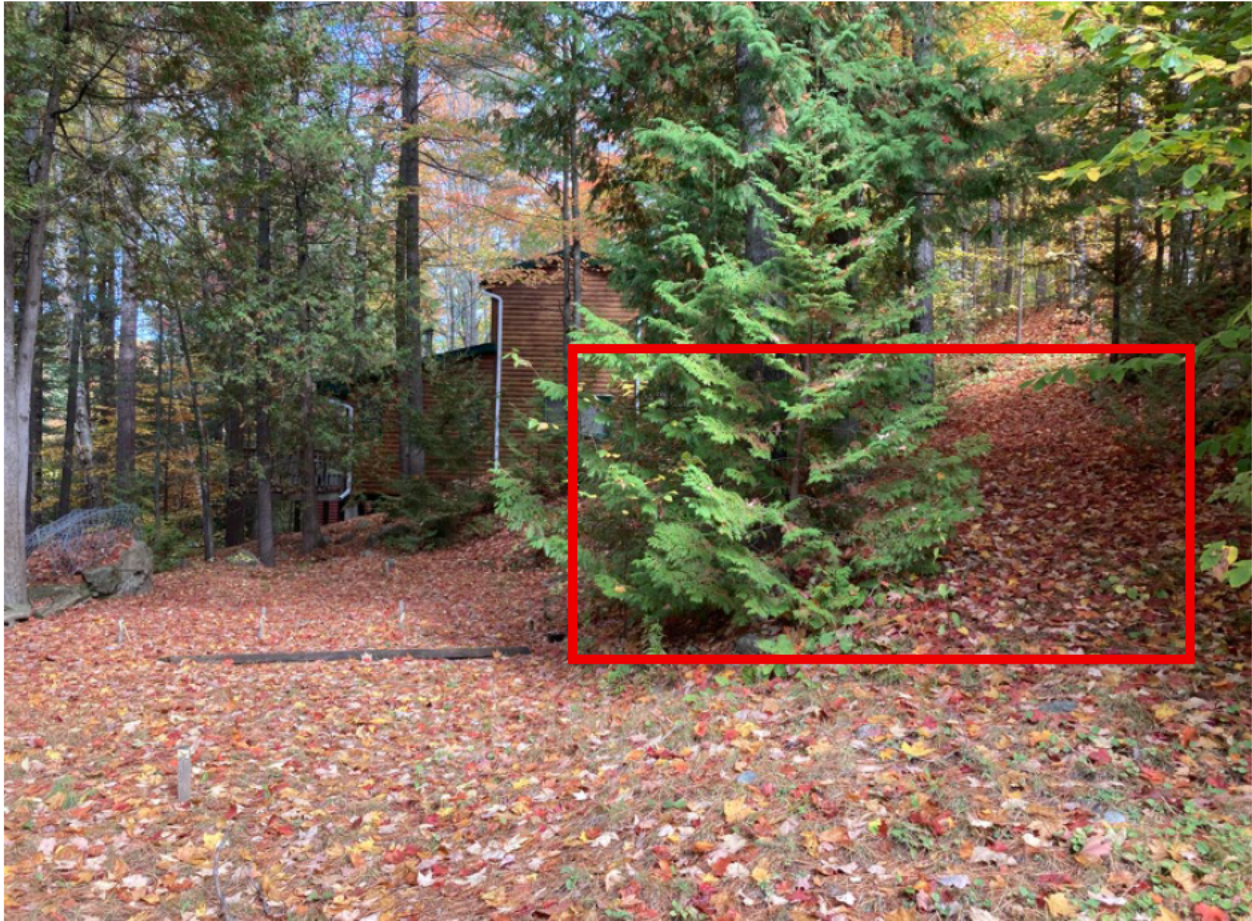


Figure 5. Alternate location for the proposed septic bed outlined in red. This location is in-line with the setback distance to the septic bed location initially identified by the applicants (behind the house).

Based on discussions with the applicant, the applicant's contractor (Danielle Kecso), and best judgement County planning staff are of the opinion that the most reasonable location for the sewage system is the flat spot just north of the dwelling.

### **Natural Hazards**

The proposed development is located on a sloped shoreline. The applicant was required to investigate the integrity of slope stability to support the proposal. The applicant submitted a Slope Stability Inspection report, prepared by Cambium, dated September 3, 2025.

The report concluded that the site has negligible slope instability risk, and the planned reconstruction and additions will not affect the slope's stability as long as the structure is built in-situ, on unweathered bedrock. Where the bedrock is sloped, foundations should be anchored into clean bedrock.

Although further geotechnical testing is typically required for this type of slope, the presence of visible and presumed bedrock suggests only 2–3 test pits are needed (both upslope and downslope) to confirm bedrock before construction

Cambium recommends for their engineers to be on-site to confirm bedrock during excavations.

The following mitigation measures were recommended:

- All new foundations must be constructed on in-situ, unweathered bedrock
- Where the bedrock is sloped, footings or piers must be dowelled/anchored into clean bedrock.
- Qualified engineer must be present on-site to confirm bedrock during excavations.
- No trees should be removed from the slope face.
- All disturbed slope areas must be stabilized and revegetated immediately upon completion of construction.
- Construction activities should be conducted in a manner the which does not result in surface erosion of the slope. In particular, site grading and drainage should be designed to prevent direct concentrated or channelized surface runoff from flowing directly over the slope face.
- Water drainage from down-spouts, rain gutters, sumps, and the like should not be permitted to directly flow over the slope crest as channelized runoff.
- A final inspection report or letter from Cambium confirming compliance with geotechnical recommendations should be submitted to the Township prior to occupancy or final approval.

MVCA agreed with the recommendations as confirmed by comments dated October 20, 2025.

### **Natural Heritage**

Mazinaw Lake is identified to be a Lake Trout Lake that is not-at-capacity. Development on not-at-capacity lakes must be carefully considered to maintain lake health.

Based on the submitted concept, County planning staff are of the opinion that the proposed development will not require any shoreline vegetation to be removed. The applicants must also maintain the shoreline vegetation to ensure slope stability as recommended by the slope stability report discussed in the Natural Hazard section of this report.

The proposed development will also replace the existing sewage system with a new septic system that meets modern standards. Although the septic bed will not be located more than 30 metres (98.4 feet) from the water, a new sewage system is anticipated to be a benefit to lake health in the long-term.

County planning staff are of the opinion that the proposed development does not represent a significant intensification of use on the site and will therefore have no impact on the quality of the Lake as long as on-site construction activities are properly managed.

The applicant is required to install a sediment and erosion control barrier to prevent any material from entering the waterbody. The applicant is also not permitted to dump any excavated or imported soil within 30 metres of (98.4 feet) of the water.

### **Minimum Distance Separation**

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

### **Legal Non-Conforming Structures**

In accordance with Section 45(2) of the *Planning Act*, the Committee of Adjustment may permit the enlargement or extension of an existing legal non-conforming building or structure, where the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed. No permission may be given by the Committee to enlarge or extend the building or structure beyond the original limits of the land where the legal non-conforming building or structure is situated.

In considering whether to grant a permission pursuant to Section 45(2), the relevant tests are:

#### **1. Is the application desirable for appropriate development of the subject property?**

County planning staff are of the opinion that the application is desirable for the appropriate development of the subject property. The proposed development will replace the existing foundation of the dwelling and reinforce the dwelling into the slope to prevent future hazard-related concerns.

The proposed dwelling additions are taking place either to the side or at the rear of the existing footprint and will maintain the existing waterbody setback.

The installation of the replacement septic system will utilize an existing flat area on the property. No major site alteration is required for the sewage system. No major vegetation removal is required along the shoreline or slope to accommodate the development.

The total proposed footprint of all structures on the subject property is below the maximum lot coverage permitted by the Zoning By-law.

**2. Will the application result in undue adverse impacts on the surrounding properties and neighbourhood?**

County planning staff are of the opinion that the proposal will not result in any undue adverse impacts on the surrounding properties and neighbourhood or quality of the adjacent waterbody. The area proposed for development is previously disturbed with no native vegetation proposed to be removed.

**Recommendation**

Subject to any additional comments received prior to, or during, the Committee of Adjustment meeting, it is recommended that the Committee of Adjustment approve application A16/25, as per the plans submitted with the application, and with the recommended conditions attached in Appendix A.

**Attachments**

Appendix A: Draft Conditions of Approval

Appendix B: Relevant Planning Policy and Legislation

Attachment 1 – Key Map

Attachment 2 – Applicant Submitted Site Plan

## 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.

### Recommended Conditions for Application A16/25 (Stevenson)

#### Applicability

1. That the permission granted through application A16/25 is only to:
  - a. Raise and add a new foundation with a walk-out option on an existing 91 square metre (979.5 square foot) dwelling that has an attached 71 square metre (764.3 square foot) deck, located approximately 16 metres (52 feet) from the highwater mark of Mazinaw Lake. The excavation of the foundation and walk-out addition will depend on site conditions during excavation. The main purpose of the development is to add a new foundation.
  - b. Expand the existing dwelling footprint by adding
    - i. A 36.2 square metre (390 square foot) bedroom addition on the north side of the dwelling
    - ii. A 17.9 square metre (195 square foot) kitchen addition on the south side of the dwelling
    - iii. A 14.9 square metre (160 square foot) deck addition on the north side of the existing deck.
    - iv. Replace a 14.12 square metre (155 square foot) uncovered deck with covered deck addition on the waterside of the dwelling.
  - c. Replace the existing septic system and septic bed in the same location as identified by County planning staff.
2. This permission does not include a reduction in the required setbacks along the entire width/length and depth of the property or for any future structures.
3. Application number A16/25 is applicable only to the Township of North Frontenac's Zoning By-Law Number 55-19, as amended, and not to any subsequent zoning by-laws.

#### 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 North 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.

### **Construction Method**

7. 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.
8. 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.
9. 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.
10. No trees or any vegetation shall be removed from the slope.
11. Construction activities should be conducted in a manner the which does not result in surface erosion of the slope. In particular, site grading and drainage should be designed to prevent direct concentrated or channelized surface runoff from flowing directly over the slope face.
12. The slope should not be altered in any way with fill material.

13. Water drainage from down-spouts, rain gutters, sumps, and the like should not be permitted to directly flow over the slope crest as channelized runoff.
14. The proposed structures must be founded in bedrock. A qualified representative should be consulted to confirm.

## Appendix B: Relevant Planning Policy

### 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 North Frontenac Official Plan (2017)**

The property is designated as Waterfront Area in the Township of North Frontenac's Official Plan (2017). Waterfront Area policies are intended to govern development within 150 metres (500 feet) of waterbodies and on islands with the intent of protecting water quality, shoreline amenities and natural habitat areas. It is Council's intent that the water quality of all waterbodies in the Municipality will be maintained at their present level or enhanced. New development must be considered in light of its impact on the environmental quality of any lake or river.

- Section 4.10.5 Objectives sets out the objectives of the Waterfront Area including character, access and servicing, natural areas, and development. Limiting the density of buildings and structures in the Waterfront Area is an important part of protecting the character of waterbodies in North Frontenac. The Official Plan also speaks to the preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.
- The objective listed in Section 4.10.5 (O) is to support redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area.
- Section 4.10.6 (A) states that where development occurs in the Waterfront Area, it should enhance and protect, where possible, those qualities that contribute to character.
- Section 4.10.6 (B) states that natural form should dominate the character of the Waterfront. Natural shorelines may visually screen development viewed from the water and buffer uses
- Section 4.10.6 (D) states that where development occurs in the Waterfront, it should complement the natural and built form and should enhance and protect those qualities that contribute to character.
- Section 4.10.8(B) Not-at-capacity lake trout lakes are those which are considered capable of supporting additional shoreline development (i.e. within 300 m (984 ft.) of the shoreline), provided that special precautions are taken to ensure that maximum containment of phosphorus occurs on the lot except as otherwise permitted in this section.



### Legend

- Boundaries**
  - Township Boundary
- Property Information**
  - Assessment Parcels

### Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

James Arthur Stevenson  
Laurie Anne Stevenson

Roll #10-42-030-010-59400-0000

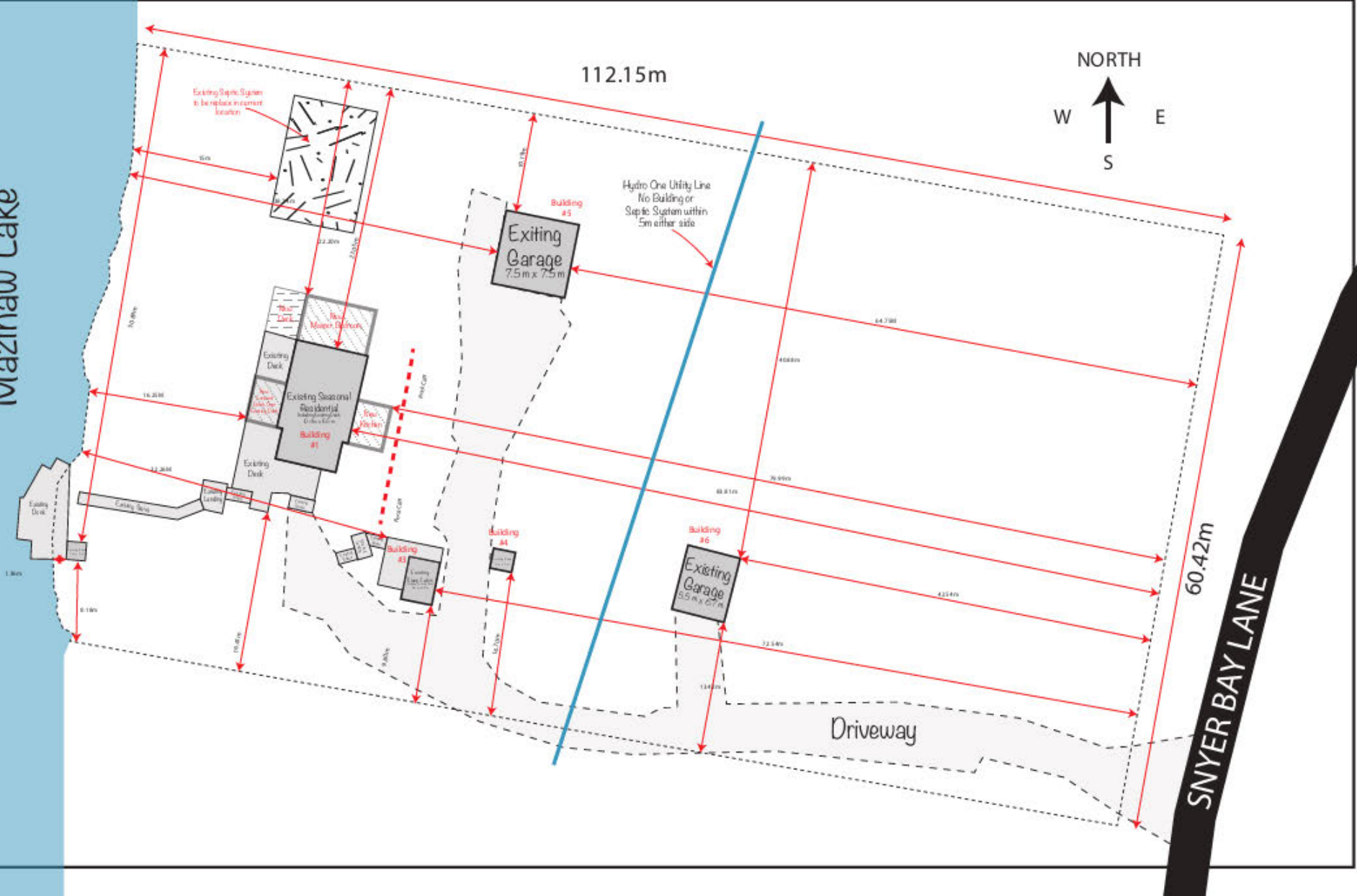
Legal Description  
NORTH FRONTENAC PT SHORE RD ALLOW  
PLAN 1115 LOT 7 RP 13R21612 PARTS 2 AND 3

Civic Address:  
1395 SNYDER BAY LANE

1.65 Acres

MPAC Frontage 63.1m(207.02ft)

Mazinaw Lake



25-NF-MV

October 20, 2025

Tara Mieske  
Secretary-Treasurer  
Township of North Frontenac  
P.O. Box 97  
Plevna, Ontario K0H 2M0

Dear Ms. Mieske:

**Re: Request for Permission– #A16/25  
Township of North Frontenac (Barrie)  
1395 Snyder Bay Lane  
STEVENSON**

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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.

The following technical report has been received and reviewed by MVCA's Engineering Team: *Slope Stability Inspection*, prepared by Cambium Inc., revised September 3, 2025

### **PROPOSAL**

According to the Notice, *The Applicants are proposing to demolish the existing one storey dwelling and construct a one storey dwelling with no further encroachment into the setback from the high water mark.* In addition, *The applicants are proposing to install a Class 4 septic system at 26 metres (as per email communication from the municipality Sept 29, 2025) from the high water mark.* We understand the existing septic system is also setback 26 metres.

*The footprint of the existing dwelling is approximately 91 square metres with a 71 square metre deck at the waterside of the dwelling, for a total footprint of 162 square metres. The closet point of the structure has a setback of approximately 16 metres from the high water mark of Mazinaw Lake.*

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

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

*The applicants are proposing to rebuild the existing structure with the following additions:*

- *Bedroom Addition - 36 square metres (+/-)*
- *Kitchen Addition - 17 square metres (+/-)*
- *Deck Addition - 14 square metres (+/-)*
- *Covered Deck Addition - 14 square metres (+/-)*

*The total footprint of the proposed dwelling is 231 square metres (+/-). The setback of the proposed structure to the high water mark will remain approximately 16 metres.*

## **PROPERTY CHARACTERISTICS**

The subject property has frontage on Lower Mazinaw Lake. The proposed dwelling and septic system are located within, or in close proximity to, a high steep slope that leads to the lake, on the subject property.

## **NATURAL HAZARDS REVIEW**

### ***Erosion Hazard***

It is provincial policy that: *Development shall generally be directed to areas outside of hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding and/or erosion hazards* (Provincial Policy Statement 2024, Section 5.2.2b)). 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 3m. To assess a safe development setback from potential *Erosion Hazards*, a Slope Stability Assessment (SSA) is required, at the expense of the proponent.

It was previously determined that the slope leading to the lake on the subject property meets the criteria of a potential *Erosion Hazard*. Therefore, an SSA was provided and subsequently reviewed by MVCA's Engineering Department.

In summary, the report concluded that *It is Cambium opinion that there is negligible instability hazard on site, and the reconstruction of the structure and proposed additions will have no impact on the integrity of the slope or vice versa, provided it is founded on in-situ, unweathered bedrock*. Based on MVCA's review of the assessment, provincial guidance was followed to arrive at this conclusion. We are, therefore, satisfied with the report. All recommendations and mitigative measures, as outlined in the SSA, should be adhered to.

We note that the SSA did not specifically address the proposed septic system. Notwithstanding, MVCA's Engineer is satisfied that the report adequately addresses any related concerns.

### ***Waterbody***

The subject property has frontage on Lower Mazinaw 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. However, if the minimum development setback is not achieved, as with the subject proposal, we recommend the following:

- No further encroachment towards the waterbody, compared to the existing structure. For the subject proposal, the Notice indicates that there is no further encroachment towards the waterbody, compared to the existing dwelling and septic system;
- 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 deep rooted native vegetation provide erosion protection by binding the soil and absorbing excess water.
  - *Drainage Patterns*: Natural drainage patterns on the site should not be substantially altered such that additional drainage is directed towards the waterbody. For example, drainage pipes outletting into the shoreline can lead to concentrated flow that results in a scouring effect of the shoreline, potentially creating gullies or channels that cause soil 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 as the first line of defense against shoreline erosion.

### **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 the lake. We are not aware of any proposed shoreline alterations as part of the subject application.

### **RECOMMENDATIONS & CONCLUSIONS**

Based on the above, MVCA does not have any objections to the subject application provided the following mitigation measures are implemented:

1. In accordance with the provisions of the relevant Municipal Zoning By-law, unvegetated sections of the shoreline that are not in compliance with the allowable clearing for water access, shall be planted to a minimum depth of 3m (measured from the shoreline towards the rear of the lot) with native plant species. In addition, all vegetation on the face and crest of the slope shall be retained in its entirety. These efforts will help to mitigate the effects of erosion on the shoreline and assist with maintaining slope stability.
2. Erosion 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 crest of the slope). The sediment barrier should remain in place until all disturbed areas have been stabilized and re-vegetated.
3. All recommendations and mitigative measures, outlined in the *Slope Stability* (Cambium Inc., revised September 3, 2025), shall be adhered to.

#### 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.

We advise consultation with Fisheries and Oceans Canada (DFO) [Projects near water \(dfo-mpo.gc.ca\)](https://www.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,



Diane Reid  
Environmental Planner



## **Amended Notice Complete Application and Public Hearing – File Number A16/25**

The Committee of Adjustment for the Township of North Frontenac has received an application under Sections 45(1) and 45(2) of the Planning Act Requesting Permission to Enlarge a Legal Non-Conforming/Non-Complying Structure. The application pertains to the parcel of land as follows:

Owner/Applicant:	James Stevenson and Laurie Stevenson
Subject Lands:	1395 Snyder Bay Lane Plan 1115, Lot 7, Geographic Township of Barrie
Roll Number:	1042 030 010 59400

### **Notice of Hearing**

The Township of North Frontenac Committee of Adjustment will hold a public meeting on **October 27, 2025, at 1:00 p.m.** to discuss and hear comments regarding the above-noted application under the authority of Section 45 of the Planning Act, R.S.O. 1990 as amended. The meeting will be held in person at the Municipal Office in Council Chambers, 6648 Road 506, Plevna, Ontario; and through Electronic Participation.

### **Purpose and Effect under Section 45(1)**

Section 3.1.5 (b) "All sewage systems other than a Class 1 sewage system shall be setback a minimum of 30 metres from the high-water mark of all wetlands/ waterbodies/ watercourses." The applicants are proposing to install a Class 4 septic system at 18 metres from the high water mark.

### **Purpose and Effect under Section 45(2)**

The Applicants are proposing to demolish the existing one storey dwelling and construct a one storey dwelling with no further encroachment into the setback from the high water mark.

The footprint of the existing dwelling is approximately 91 square metres with a 71 square metre deck at the waterside of the dwelling, for a total footprint of 162 square metres. The closet point of the structure has a setback of approximately 16 metres from the high water mark of Mazinaw Lake.

The applicants are proposing to rebuild the existing structure with the following additions:

- Bedroom Addition - 36 square metres (+/-)
- Kitchen Addition - 17 square metres (+/-)
- Deck Addition - 14 square metres (+/-)
- Covered Deck Addition - 14 square metres (+/-)

The total footprint of the proposed dwelling is 231 square metres (+/-). The setback of the proposed structure to the high water mark will remain approximately 16 metres.

**Submissions**

Written comments on this application, shall be provided to the undersigned before the hearing of the application at the address above or by email to the Clerk at [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca) Members of the public are encouraged to submit written comments. Comments shall be made available to any interested person for inspection at the hearing. If we have not heard from you, we will assume that you have no comments or concerns regarding this matter.

**Public Hearing**

You are entitled to attend this public hearing in person; or by electronic participation to provide comments regarding the proposed development to the Committee. Representation by counsel or an authorized agent is permitted to give evidence about this application.

To register for Electronic Participation, please visit the Township's Website to find the Zoom Meeting link under "Planning Applications Being Considered"; email Brooke Drechsler at [deputyclerk@northfrontenac.ca](mailto:deputyclerk@northfrontenac.ca); or call (613) 479-2231 or 1-800-234-3953 ext. 231.

**Notice of Decision**

If you wish to be notified of the decision of the Committee in respect of the proposed planning application, you must make a written request to the undersigned.

**Appeal**

If a "specified person" or "public body" as defined in the Planning Act files an appeal of a decision of the Committee of Adjustment in respect of the proposed planning application has not made a written submission or provide comments to the Committee before a decision is made, the Ontario Land Tribunal may dismiss the appeal.

**Notice of Collection**

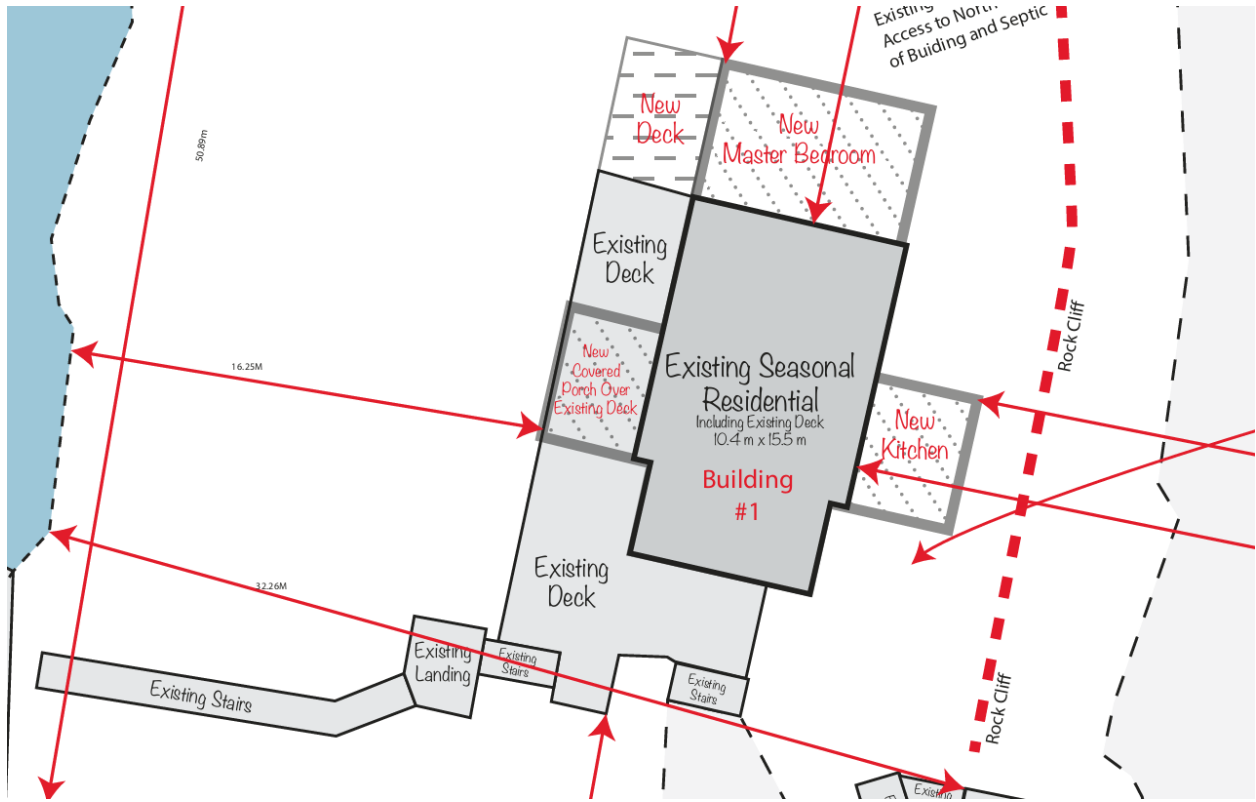
Personal information is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions, and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests, and through the website of the Corporation of the Township of North Frontenac. Questions regarding the collection, use and disclosure of this personal information may be directed to the undersigned.

Additional information regarding the application is available by contacting the undersigned during regular business hours, Monday to Friday 9:00 am to 4:00 pm.

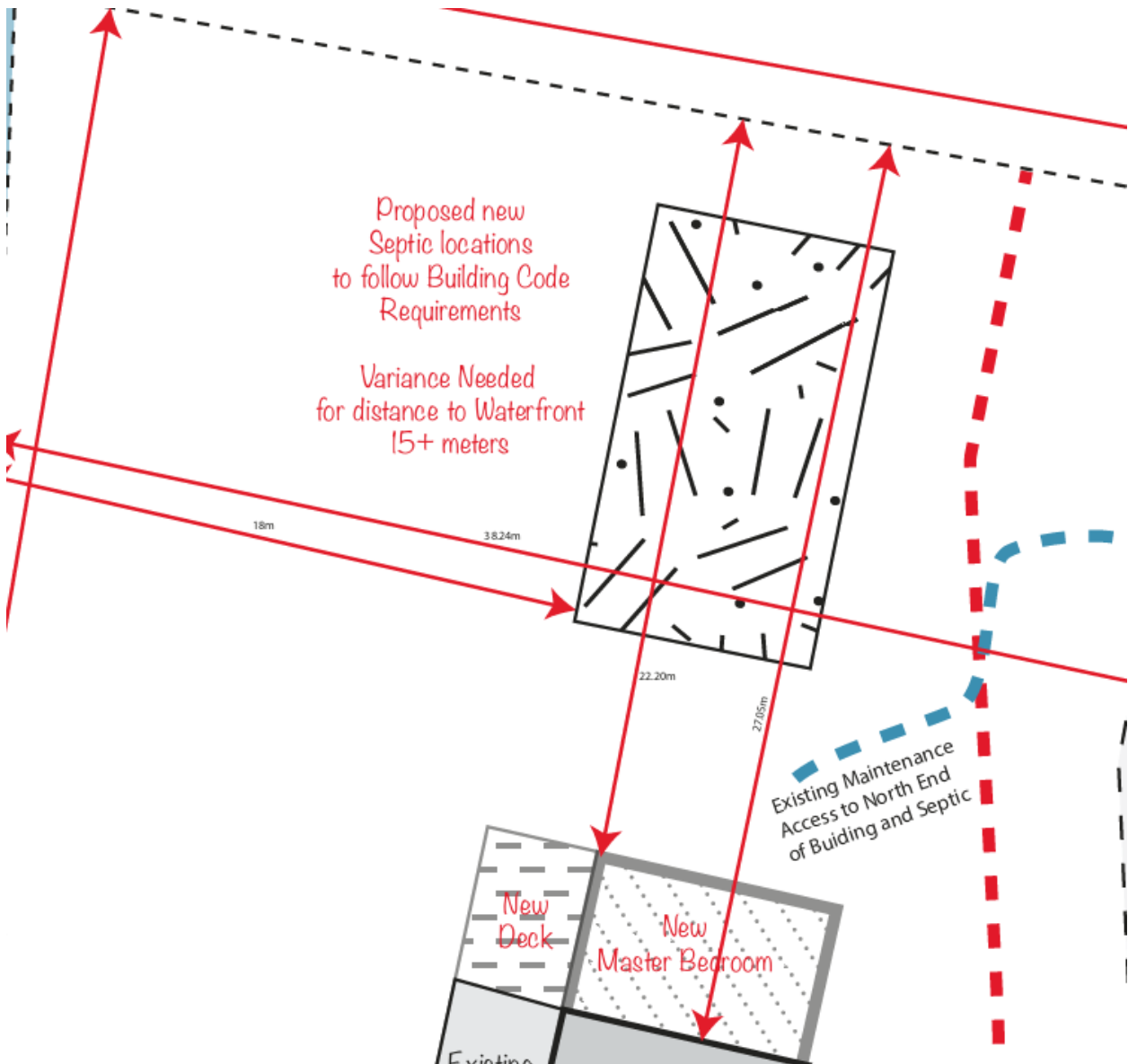
Dated at Plevna, Ontario this 23<sup>rd</sup> day of September 2025.

Tara Mieske, Clerk/Planning Manager  
Township of North Frontenac  
6648 Road 506, Plevna Ontario  
K0H 2M0  
Email: [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)

## Site Plan of Proposed Development



## Site Plan of Proposed Septic System





## Planning Report

**To:** Members of Committee of Adjustment

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

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

**Re:** Application for Permission to Expand a Legal Non-Complying Structure (Deck)

**Address:** 5399B Ardoch Road

**Legal Description:** Part Lot 23, Southwest Range, Plan 13R4943 Part 2, Geographic Township of Clarendon

**File Number:** A17/25 (Point Frontenac)

**Owner(s):** Point Frontenac Holdings Ltd.

**Applicant(s):** Same as Owner

**Date of Public Meeting:** October 27, 2025

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### Recommendation:

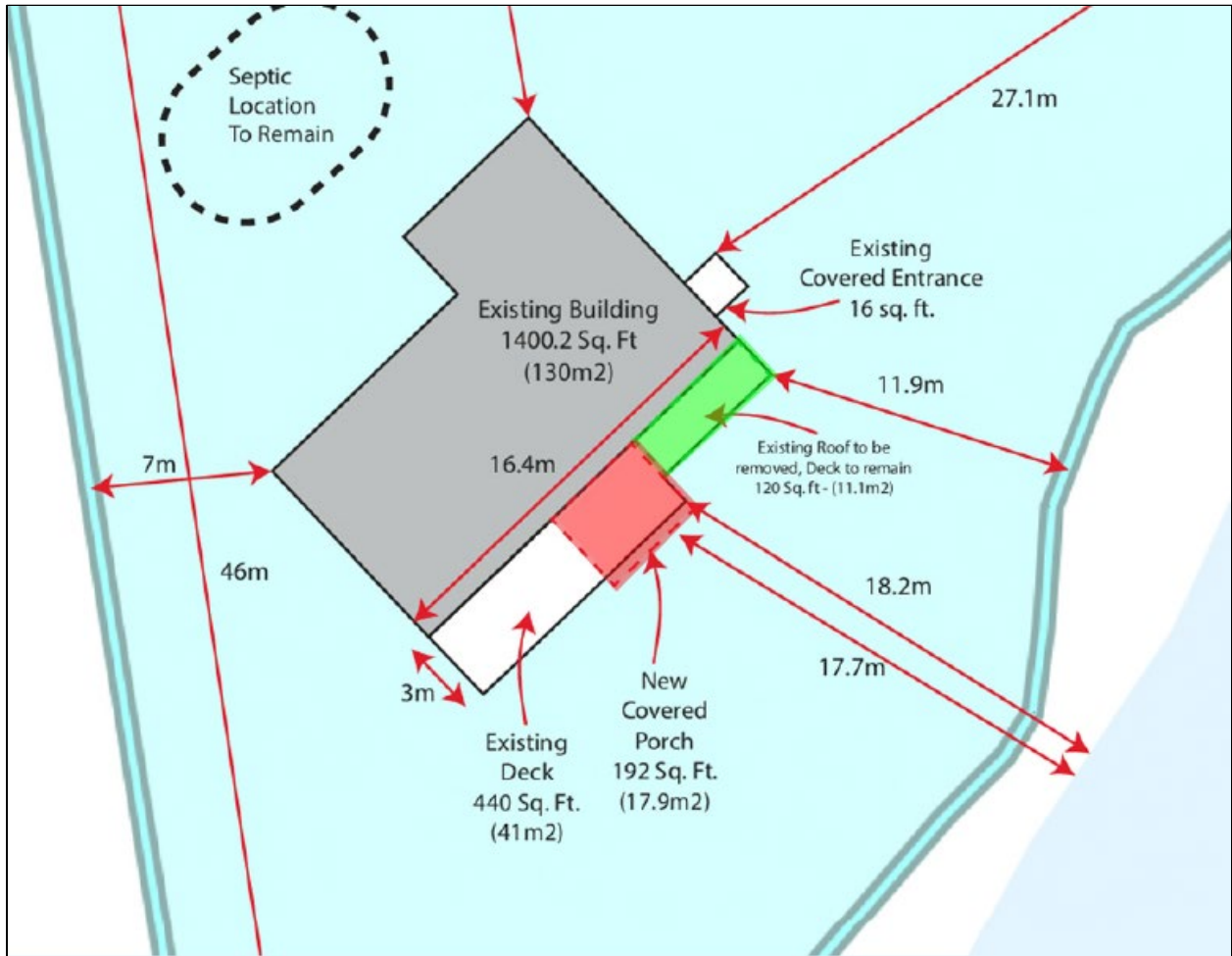
That the Committee of Adjustment for the Township of North Frontenac receive comments from the public, and subject to any issues being raised at the public meeting, approve the application subject to the conditions outlined in Appendix A of this report.

### Proposal:

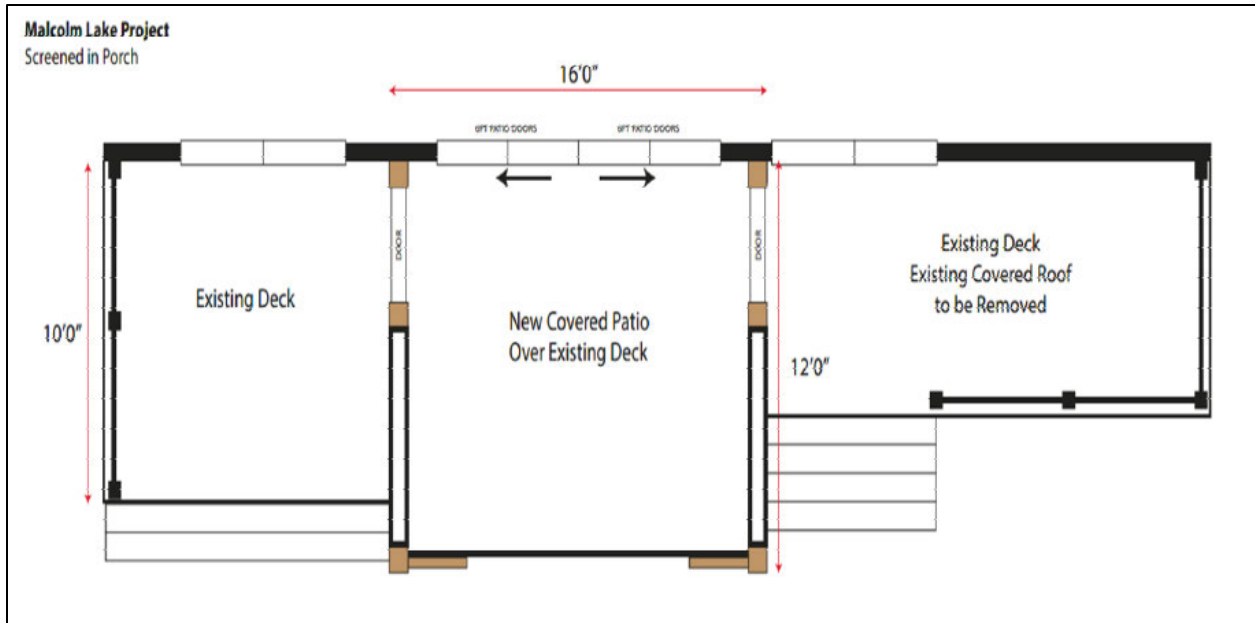
This application proposes to:

- Remove the existing 11.1 square metre (120 square foot) roof over the northeastern portion of the existing deck.
- Construct a covered and enclosed screen porch with an area of 17.9 square metres (192 square feet) over the central portion of the existing deck. This screen porch will use the existing deck surface as the floor for the porch; plus, an additional 2.97 square metres (32 square feet) of decking that will be added during construction.

- Reduce the waterbody setback from 18.2 metres (59.9 feet) to 17.7 metres (58.1 feet) to accommodate the screen porch and deck extension.



**Figure 1:** Site plan submitted with the application showing the portion of roof to be removed (green) and the location of the screen porch (red).



**Figure 2:** Detail sketch submitted with the application showing the portion of deck where the roof will be removed, as well as the new covered area for the screen porch.

The proposed development is an expansion of an existing legally non-complying dwelling that was constructed prior to Township Zoning By-Law Number 55-19 coming into effect.

The existing dwelling is non-compliant because the dwelling is located 18.2 metres (59.9 feet) from the high-water mark of Malcom Lake, whereas 30 metres (98.4 feet) is required by the current Zoning By-law.

Permission under Section 45(2) of the Planning Act is required to enlarge the footprint of the non-complying structure.

### Existing Development

- A one storey 171 square metre (1,840 square foot) dwelling, including attached decks; located a minimum of 18.2 metres (59.9 feet) from the high-water mark of Malcom Lake.
- A 56.8 square metre (611.4 square foot) garage located 15.8 metres (51.8 feet) from the high-water mark of Malcolm Lake.
- A 5.6 square metre (60.3 square foot) shed located 46 metres (150.9 feet) from the high-water mark of Malcom Lake.
- A Class 4 Septic system.

### Background Information

Information Category	Response
Official Plan designation	Waterfront Area
Zoning	Residential Waterfront (RW)
Current size (area) of subject property	0.41 hectares (1.02 acres)
Existing road frontage and access	N/A
Waterfront	78 metres (256) along Malcolm Lake
Natural heritage features	Malcolm Lake
Surrounding land uses	Surrounded by a large rural lot to the north and east that contains a dwelling, with an undeveloped waterfront residential lot to the west. Residential waterfront lots of varying sizes along the shoreline of Malcolm Lake.

**Pre-application Consultation:**

The property owner consulted with Township and County staff prior to the submission of this application.

**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**

**Septic Approval Authority (Township of North Frontenac)**

No comments required. The deck expansion and porch will have no impact on the sewage system.

**Mississippi Valley Conservation Authority (MVCA)**

This application was circulated for review by MVCA. No comments had been received by the County planning team at the time of writing this report. No evident natural hazards were identified by County planning staff during their site visit. It is

recommended that sign off from MVCA be included as a condition to the approval of the application.

### **Public Comments**

County planning staff are not aware of any public comments received at the time of drafting this report.

### **Conformity and Consistency with Policy Planning Documents**

Applications for permission are required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of North Frontenac Official Plan. It is the opinion of planning staff that the proposed expansion 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.

### **North Frontenac Zoning By-Law Number 55-19**

The subject property is zoned Residential Waterfront (RW) in the Township of North Frontenac Zoning By-Law Number 55-19. The Residential Waterfront Zone permits residential and accessory uses.

The Zoning By-law requires all non-waterfront structures to be located a minimum of 30 metres (98.4 feet) from the estimated 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 run-off, and reducing visual impacts of development on the waterfront character of the area. This setback applies to all non-waterfront structures including sewage disposal systems.

The existing dwelling was constructed within the 30 metre (98.4 foot) waterbody setback before the current Zoning By-law came into effect and is therefore considered to be a non-complying structure.

Section 3.24 of the Zoning By-law allows the renovation, repair, or reconstruction of existing non-complying structures if the footprint and volume of the structures are not increased. Since the application proposes to slightly increase the size of the deck as well as cover and enclose a portion of the enlarged deck and further decrease the setback to the shoreline of Malcolm Lake, approval is required under Section 45(2) of the Planning Act.

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.



**Figure 3:** Image of the water side of the dwelling where the new screen porch will be located. The central section of railings is where the screen porch will be located.

## Planning Analysis and Considerations

This application was reviewed against the policies of the Provincial Planning Statement, the County of Frontenac Official Plan, and the Township of North Frontenac Official Plan. The analysis below summarizes all relevant policies by theme. A list of all land-use planning policies relevant to this application is found in Appendix B of this report.

### Waterfront Character

The construction of the covered and enclosed screen porch in the central portion of the deck as opposed to the roof over the eastern end of the deck will not significantly alter the appearance of the dwelling when viewed from the lake. The existing mature trees

located between the dwelling and the shoreline are not proposed to be removed or altered and will continue to screen the dwelling from the shoreline. County planning staff are of the opinion that the proposed development will have no negative impact on the aesthetic character of the shoreline of Malcolm Lake.

### **Natural Heritage**

The subject property has frontage along Malcom Lake and the dwelling is located 18.2 metres (59.9 feet) from the high-water mark. The added deck area and covered porch will not require the removal of any vegetation, either where the addition will be located or along the shoreline of the lake. This addition will not increase the amount of interior living space and will not require any alterations to the existing on-site services

County planning staff do not anticipate any negative impact on the quality of the waterbody as a result of this application.

### **Minimum Distance Separation**

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

### **Natural Hazards**

No evident natural hazards were identified by County planning staff during their site visit. The property is fairly level throughout, with some slopes along the shoreline. This application was circulated for review by MVCA, but as of the writing of this report, comments had not been received.

### **Legal Non-Conforming Structures**

In accordance with Section 45(2) of the *Planning Act*, the Committee of Adjustment may permit the enlargement or extension of an existing legal non-conforming building or structure, where the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed. No permission may be given by the Committee to enlarge or extend the building or structure beyond the original limits of the land where the legal non-conforming building or structure is situated.

In considering whether to grant a permission pursuant to Section 45(2), the relevant tests are:

#### **1. Is the application desirable for appropriate development of the subject property?**

County planning staff are of the opinion that the application is desirable for the appropriate development of the subject property. The development will enhance the functionality of the outdoor space for residents without causing adverse impacts on the surrounding character.

The total proposed footprint of all structures on the subject property is below the maximum lot coverage permitted by the Zoning By-law.

As the construction will not require the removal of any shoreline vegetation or cause the enlarged dwelling to exceed the permitted lot coverage, there are no negative impacts anticipated on the natural heritage features or the rural character of the waterfront area.

**2. Will the application result in undue adverse impacts on the surrounding properties and neighbourhood?**

County planning staff are of the opinion that the proposal will not result in any undue adverse impacts on the surrounding properties and neighbourhood. The proposed development conforms to the general aesthetic and massing of similar residential properties in the Township and along the shoreline of Malcolm Lake.

**Recommendation**

Subject to any additional comments received prior to, or during, the Committee of Adjustment meeting, it is recommended that the Committee of Adjustment approve application A17/25, as per the plans submitted with the application, and with the recommended conditions attached in Appendix A.

**Attachments**

Appendix A: Draft Conditions of Approval

Appendix B: Relevant Planning Policy and Legislation

Attachment 1 – Key Map

## **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.

### **Recommended Conditions for Application A14/25 (Ross)**

#### **Applicability**

1. That the permission granted through application A17/25 is only to:
  - a. Construct a covered and enclosed screen porch with an area of 17.9 square metres (192 square feet) over the central portion of the existing deck. This screen porch will use the existing deck surface as the floor for the porch; plus, an additional 2.97 square metres (32 square feet) of decking that will be added during construction.
2. This permission does not include a reduction in the required setbacks along the entire width/length and depth of the property or for any other existing or future structures.
3. Application number A17/25 is applicable only to the Township of North Frontenac's Zoning By-Law Number 55-19, as amended, and not to any subsequent zoning by-laws.

#### **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 North 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.

## **Conservation Authority**

7. Prior to the issuance of a Township Building Permit for the development approved through application number A17/25, the property owner shall provide proof that Mississippi Valley Conservation Authority (MVCA) has no objections to the proposal.

## **Appendix B: Relevant Planning Policy**

### **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:

- Supporting healthy, integrated and viable rural areas by building upon rural character and leveraging rural amenities and assets (Section 2.5.1.a).
- Conserving biodiversity and considering the ecological benefits provided by nature (Section 2.5.1.g).
- 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).

- Planning public streets, spaces and facilities to be safe, meet the needs of persons of all ages and abilities, including pedestrians, foster social interact and facilitate active transportation and community connectivity (Section 3.9.1.a).
- 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:

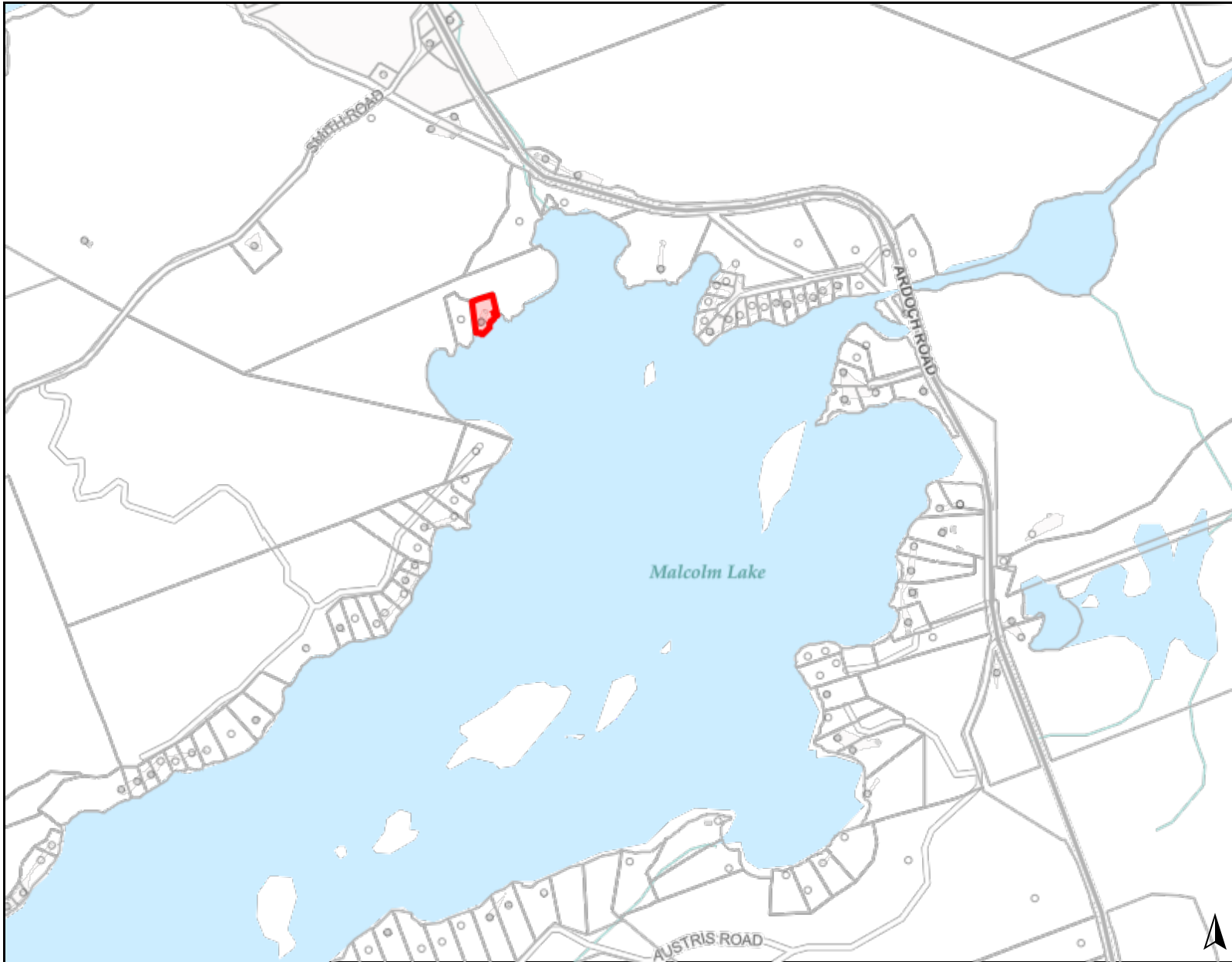
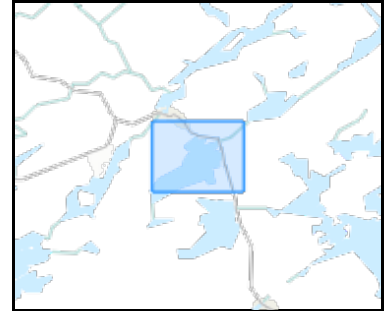
- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational 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 4.1, Transportation, supplies policies for an extensive road network including municipal roads to support long-term viability of a regional road system to ensure access through the Frontenacs as well as the surrounding area.
- 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 North Frontenac Official Plan (2017)**

The property is designated as Rural Area in the Township of North Frontenac’s Official Plan (2017). The rural area polices are intended to provide variety of land uses which

are sustainable within a rural environment and to plan for new development which is sensitive to and preserves the unique feature of the environment.

- Residential development shall be adequately serviced with on-site water and sewage disposal services (Section 4.3.2.B).
- Section 4.3.2.C states that residential development will be permitted where it has frontage on and direct access to year-round maintained road, preferably the existing network of roads or on private lanes, either of which must meet municipal standards for road construction.
- All residential development is subject to the requirements for influence areas and separation distances (Section 4.3.2.G)
- Section 4.10.5 Objectives sets out the objectives of the Waterfront Area including character, access and servicing, natural areas, and development. Limiting the density of buildings and structures in the Waterfront Area is an important part of protecting the character of waterbodies in North Frontenac. The Official Plan also speaks to the preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.
- The objective listed in Section 4.10.5 (O) is to support redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area.
- Section 4.10.6 (A) states that where development occurs in the Waterfront Area, it should enhance and protect, where possible, those qualities that contribute to character.
- Section 4.10.6 (B) states that natural form should dominate the character of the Waterfront. Natural shorelines may visually screen development viewed from the water and buffer uses
- Section 4.10.6 (D) states that where development occurs in the Waterfront, it should complement the natural and built form and should enhance and protect those qualities that contribute to character.
- New development shall be set back a minimum of 30 m (98.4 ft) from the boundary of any wetland. (Section 4.12.B)



Legend

Boundaries

Township Boundary



Property Information

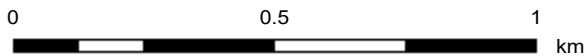
Civic Address Points



Assessment Parcels



Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

25-NF-MV

October 22, 2025

Tara Mieske  
Secretary-Treasurer  
Township of North Frontenac  
P.O. Box 97  
Plevna, Ontario K0H 2M0

Dear Ms. Mieske:

**Re: Request for Permission #A18/25  
Lot 20, SW Range, Township of North Frontenac (Clarendon)  
1017 Hermer Lane  
NOYE & HUTCHINSON**

---

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, *The applicants are proposing to demolish the existing one storey dwelling and construct a two storey dwelling with no further encroachment into the setback from the high water mark.*

*The footprint of the existing dwelling is approximately 2479 square feet and is setback of approximately 27 feet from the high water mark of Malcolm Lake.*

*The applicants are proposing to rebuild the existing structure with the addition of a second storey, a covered porch with an area of 280 square feet and a sun deck including stairs with an area of 468 square feet.*

*The total footprint of the proposed dwelling is 1882 square feet. The setback of the proposed structure to the high water mark will remain approximately 27 feet.*

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

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

## PROPERTY CHARACTERISTICS

The subject property has frontage on Malcolm Lake. We note the following observations while on site:

- (3) docks - (1) in disrepair, (1) floating, and (1) that appears to connect to a viewing platform
- (1) shed and (1) sauna with decking, close to the shoreline
- Signs of shoreline erosion
- Grass lawn, with some trees along shoreline

## NATURAL HAZARDS REVIEW

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 impacts to wetlands, watercourses, slope stability, and unstable soils. For the subject property, the **lake** is relevant to MVCA's advisory review.

### ***Waterbody***

The subject property has frontage on Malcolm 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. However, if the minimum setback is not achieved, as with the subject proposal, we recommend the following:

- No further encroachment towards the waterbody, compared to the existing structure. For the subject proposal, there is no further encroachment towards the lake, compared to the existing dwelling. And the proposed footprint is less than the existing.
- 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 deep rooted native vegetation provide erosion protection by binding the soil and absorbing excess water.
  - *Drainage Patterns*: Natural drainage patterns should not be substantially altered such that additional drainage is directed towards the waterbody. For example, drainage pipes outletting into the shoreline can lead to concentrated flow that results in a scouring effect of the shoreline, potentially creating gullies or channels that cause soil 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 as the first line of defense against shoreline erosion.

### **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 the lake. This includes shoreline structures such as docks that exceed a surface area of 20 sqm and/or exceed a 2 m contact with the shoreline.

The dock(s) and viewing platform, observed on site, exceed one or more of the above criteria. However, MVCA does not have a record of issuing permission for these structures.

### **RECOMMENDATIONS & CONCLUSIONS**

Based on the above, MVCA does not have any objections to the subject application provided the mitigation measures outlined below are adhered to. Regarding the dock(s) and viewing platform, MVCA's Enforcement Team will investigate and follow up with the landowners as needed.

#### Mitigation Measures:

1. In accordance with the provisions of the relevant Municipal Zoning By-law, existing shoreline vegetation should be augmented, to a minimum depth of 3m (measured from the shoreline towards the rear of the lot) with native plant species. This effort will help to mitigate the effects of erosion on the shoreline.
2. Natural drainage patterns on the site shall not be substantially altered such that additional drainage is directed towards the lake.
3. Erosion 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 barrier should remain in place until all disturbed areas have been re-vegetated.

### **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.

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



## **Notice Complete Application and Public Hearing – File Number A17/25**

The Committee of Adjustment for the Township of North Frontenac has received an application under Section 45(2) of the Planning Act Requesting Permission to Enlarge a Legal Non-Conforming/Non-Complying Structure. The application pertains to the parcel of land as follows:

Owner/Applicant:	Point Frontenac Holdings Inc.
Subject Lands:	5399B Ardoch Road Lot 23, SouthWest Range, Geographic Township of Clarendon
Roll Number:	1042 070 020 41700

### **Notice of Hearing**

The Township of North Frontenac Committee of Adjustment will hold a public meeting on **October 27, 2025, at 1:00 p.m.** to discuss and hear comments regarding the above-noted application under the authority of Section 45 of the Planning Act, R.S.O. 1990 as amended. The meeting will be held in person at the Municipal Office in Council Chambers, 6648 Road 506, Plevna, Ontario; and through Electronic Participation.

### **Purpose and Effect under Section 45(2)**

The footprint of the existing dwelling is 171 square metres, which includes an existing uncovered deck and an existing deck with a roof. The closet point of the structure has a setback of approximately 18 metres from the high water mark of Malcolm Lake.

The applicant is proposing to remove the roof over a portion of the existing deck and construct a covered and enclosed porch using a portion of the existing deck area.

The total footprint of the dwelling with the proposed porch will increase to 174 square metres. The resulting setback of the dwelling to the high water mark will be approximately 17 metres.

### **Submissions**

Written comments on this application, shall be provided to the undersigned before the hearing of the application at the address above or by email to the Clerk at [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca) Members of the public are encouraged to submit written comments. Comments shall be made available to any interested person for inspection at the hearing. If we have not heard from you, we will assume that you have no comments or concerns regarding this matter.

### **Public Hearing**

You are entitled to attend this public hearing in person; or by electronic participation to provide comments regarding the proposed development to the Committee. Representation by counsel or an authorized agent is permitted to give evidence about this application.

To register for Electronic Participation, please visit the Township's Website to find the Zoom Meeting link under "Planning Applications Being Considered"; email Brooke Drechsler at [deputyclerk@northfrontenac.ca](mailto:deputyclerk@northfrontenac.ca); or call (613) 479-2231 or 1-800-234-3953 ext. 231.

### **Notice of Decision**

If you wish to be notified of the decision of the Committee in respect of the proposed planning application, you must make a written request to the undersigned.

### **Appeal**

If a "specified person" or "public body" as defined in the Planning Act files an appeal of a decision of the Committee of Adjustment in respect of the proposed planning application has not made a written submission or provide comments to the Committee before a decision is made, the Ontario Land Tribunal may dismiss the appeal.

### **Notice of Collection**

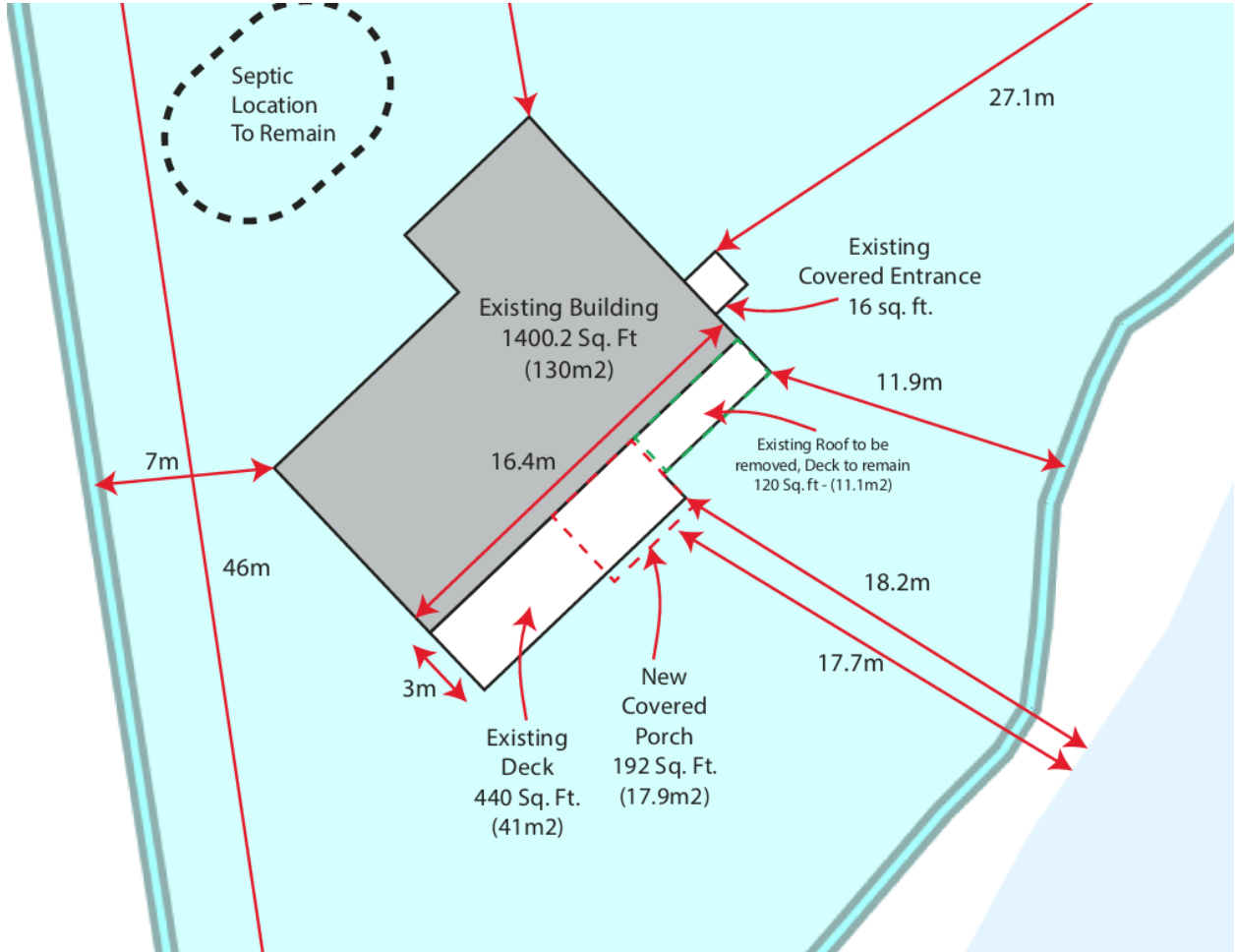
Personal information is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions, and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests, and through the website of the Corporation of the Township of North Frontenac. Questions regarding the collection, use and disclosure of this personal information may be directed to the undersigned.

Additional information regarding the application is available by contacting the undersigned during regular business hours, Monday to Friday 9:00 am to 4:00 pm.

Dated at Plevna, Ontario this 25<sup>th</sup> day of September 2025.

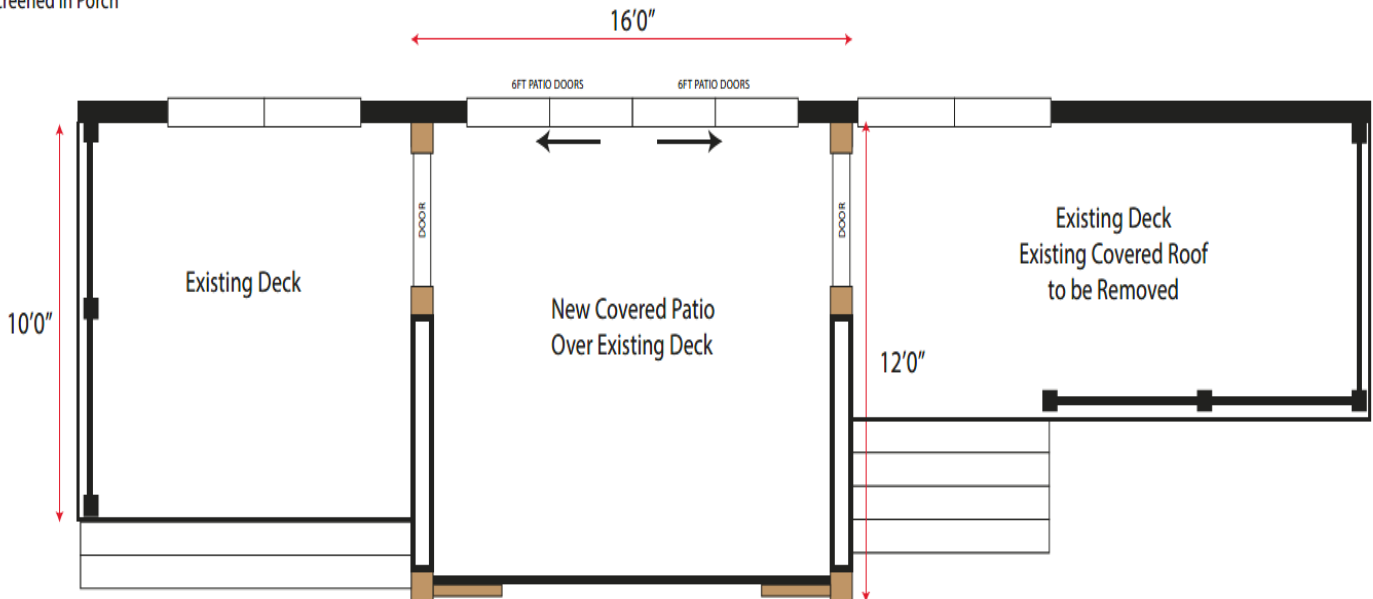
Tara Mieske, Clerk/Planning Manager  
Township of North Frontenac  
6648 Road 506, Plevna Ontario  
K0H 2M0  
Email: [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)

## Site Plan of Proposed Development



## Building Plan

**Malcolm Lake Project**  
Screened in Porch





## Planning Report

**To:** Members of Committee of Adjustment

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

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

**Re:** Application for Permission to Expand a Legal Non-Complying Structure

**Address:** 1017 Hermer Lane

**Legal Description:** Part Lot 20, Southwest Range, Plan 13R4943 Part 2, Geographic Township of Clarendon

**File Number:** A18/25 (Noye)

**Owner(s):** Trevor Noye and Allison Hutchinson

**Applicant(s):** Same as Owners

**Date of Public Meeting:** October 27, 2025

---

### Recommendation:

That the Committee of Adjustment for the Township of North Frontenac receive comments from the public, and subject to any issues being raised at the public meeting, approve the application subject to the conditions outlined in Appendix A of this report.

### Proposal:

This application proposes to demolish, reconstruct and enlarge the existing dwelling. The reconstructed dwelling will have a smaller footprint than the existing dwelling, but will be a two storey structure, rather than a single storey structure.

The gross floor area of the enlarged dwelling will be 210.7 square metres (2,268 square feet) with a total footprint of 174.8 square metres (1,882 square feet), including 69.5 square metres (748 square feet) of porches and decks.

There will be no reduction in waterbody setback for the reconstructed dwelling compared to the existing dwelling.



**Figure 1:** A portion of the site plan submitted with the application. The existing dwelling is shown with a black hatching, and the reconstructed dwelling shown with a solid orange colour.

The proposed development is an expansion of an existing legally non-complying dwelling that was constructed prior to Township Zoning By-Law Number 55-19 coming into effect. The existing dwelling is non-compliant because the dwelling is located approximately 18 metres (59 feet) from the high-water mark of Malcom Lake, whereas 30 metres (98.4 feet) is required by the current Zoning By-law.

Permission under Section 45(2) of the Planning Act is required to enlarge the volume of the non-complying structure.

## Existing Development

- A one storey 230.3 square metre (2,479 square foot) dwelling, including attached decks; located a minimum of 18 metres (59 feet) from the high-water mark of Malcom Lake.
- A 720 square metre (66.9 square foot) garage located 50.2 metres (164.8 feet) from the high-water mark of Malcolm Lake.
- An 89.2 square metre (960 square foot) storage building (Quonset hut) located 64.2 metres (210.7 feet) from the high-water mark of Malcom Lake.
- An 8.9 square metre (96 square foot) sauna located 2.78 metres (9.2 feet) from the high-water mark of Malcolm Lake.
- An 8.9 square metre (96 square foot) storage shed located 2.35 metres (7.7 feet) from the high-water mark of Malcom Lake.
- A Class 4 Septic system.

## Background Information

Information Category	Response
Official Plan designation	Waterfront Area, subject to a Mineral Aggregate Resource overlay, and within the 500 metre area of influence of a Waste Site
Zoning	Limited Service Waterfront (LSW) and within the 500 metre area of influence of a Waste Site
Current size (area) of subject property	1.19 hectares (2.94 acres)
Existing road frontage and access	56.9 metres (186.7 feet) along Hermer Lane
Waterfront	95.7 metres (313.9 feet) along Malcolm Lake
Natural heritage features	Malcolm Lake
Surrounding land uses	Similarly sized developed waterfront residential lots along the southern and eastern shorelines of Malcolm Lake. The

Information Category	Response
	Township owned Ardoch Waste site to the south of the property.

**Pre-application Consultation:**

The property owner consulted with Township and County staff prior to the submission of this application.

**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**

**Septic Approval Authority (Township of North Frontenac)**

The reconstructed dwelling can be accommodated using the existing septic system.

**Mississippi Valley Conservation Authority (MVCA)**

This application was circulated for review by MVCA. No comments had been received by the County planning team at the time of writing this report. No evident natural hazards were identified by County planning staff during their site visit. It is recommended that sign off from MVCA be included as a condition to the approval of the application.

**Public Comments**

County planning staff are not aware of any public comments received at the time of drafting this report.

**Conformity and Consistency with Policy Planning Documents**

Applications for permission are required to be consistent with the Provincial Planning Statement, 2024 and conform to both the County of Frontenac Official Plan and the Township of North Frontenac Official Plan. It is the opinion of planning staff that the proposed expansion 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.

### **North Frontenac Zoning By-Law Number 55-19**

The subject property is zoned Residential Waterfront (RW) in the Township of North Frontenac Zoning By-Law Number 55-19. The Residential Waterfront Zone permits residential and accessory uses.

The Zoning By-law requires all non-waterfront structures to be located a minimum of 30 metres (98.4 feet) from the estimated 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 run-off, and reducing visual impacts of development on the waterfront character of the area. This setback applies to all non-waterfront structures including sewage disposal systems.

The existing dwelling was constructed within the 30 metre (98.4 foot) waterbody setback before the current Zoning By-law came into effect and is therefore considered to be a non-complying structure.

Section 3.24 of the Zoning By-law allows the renovation, repair, or reconstruction of existing non-complying structures if the footprint and volume of the structures are not increased. Since the application proposes to increase the gross floor area and volume of the dwelling, approval is required under Section 45(2) of the Planning Act.

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**

This application was reviewed against the policies of the Provincial Planning Statement, the County of Frontenac Official Plan, and the Township of North Frontenac Official Plan. The analysis below summarizes all relevant policies by theme. A list of all land-use planning policies relevant to this application is found in Appendix B of this report.

#### **Waterfront Character**

The reconstruction and enlargement of the dwelling is not anticipated to impact the rural and waterfront character of the shoreline of Malcolm Lake. The scale and setback of the reconstructed dwelling is in keeping with other development along the shoreline of Malcolm Lake. There is no alteration proposed to the existing shoreline vegetation, which will aid in screening the taller dwelling from the lake.

## Natural Heritage

The subject property has frontage along Malcom Lake and the existing dwelling is located 18 metres (59 feet) from the high-water mark of the lake, when measured to the attached decks. The reconstructed dwelling will be located in a smaller footprint than the existing dwelling and will not further reduce the existing non-complying waterbody setback.

There is no vegetation removal proposed along the shoreline of Malcolm Lake or between the dwelling and the high-water mark of the lake. The reconstructed dwelling can be adequately serviced with the existing sewage disposal system.

County planning staff do not anticipate any negative impact on the quality of the waterbody as a result of this application.

## Minimum Distance Separation

No livestock facilities or aggregate extraction operations were identified within the applicable screening areas surrounding the subject property. The subject property is located within the 500 metre influence area of the Ardoch Waste Site. As this residential use is an existing use no further studies are required prior to the approval of this application.

## Natural Hazards

No evident natural hazards were identified by County planning staff during their site visit. This application was circulated for review by MVCA, but comments have yet to be received.

## Legal Non-Conforming Structures

In accordance with Section 45(2) of the *Planning Act*, the Committee of Adjustment may permit the enlargement or extension of an existing legal non-conforming building or structure, where the use of such building or structure does not conform with the provisions of the Zoning By-law but legally has been in continuous existence before and following the date the By-law was passed. No permission may be given by the Committee to enlarge or extend the building or structure beyond the original limits of the land where the legal non-conforming building or structure is situated.

In considering whether to grant a permission pursuant to Section 45(2), the relevant tests are:

### **1. Is the application desirable for appropriate development of the subject property?**

County planning staff are of the opinion that the application is desirable for the appropriate development of the subject property. The development will enhance the functionality of dwelling for the residents without causing adverse impacts on the surrounding rural and waterfront character.

The total proposed footprint of all structures on the subject property is below the maximum lot coverage permitted by the Zoning By-law, and the reconstructed dwelling can be serviced with the existing sewage system.

As the proposed construction will not require the removal of any shoreline vegetation or cause the reconstructed dwelling to exceed the permitted lot coverage, there are no negative impacts anticipated on the natural heritage features or the rural character of the waterfront area.

**2. Will the application result in undue adverse impacts on the surrounding properties and neighbourhood?**

County planning staff are of the opinion that the proposal will not result in any undue adverse impacts on the surrounding properties and neighbourhood. The proposed development conforms to the general aesthetic and massing of similar residential properties in the Township and along the shoreline of Malcolm Lake.

**Recommendation**

Subject to any additional comments received prior to, or during, the Committee of Adjustment meeting, it is recommended that the Committee of Adjustment approve application A18/25, as per the plans submitted with the application, and with the recommended conditions attached in Appendix A.

**Attachments**

Appendix A: Draft Conditions of Approval

Appendix B: Relevant Planning Policy and Legislation

Attachment 1 – Key Map

Attachment 2 – Applicant Submitted Site Plan

## **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.

### **Recommended Conditions for Application A18/25 (Noye)**

#### **Applicability**

1. That the permission granted through application A18/25 is only to:
  - a. Demolish the existing single storey dwelling and then construct a new two storey dwelling with a total footprint of 174.8 square metres (1,882 square feet), including 69.5 square metres (748 square feet) of attached porches and decks. This reconstructed dwelling shall have a minimum waterbody setback of 18 metres (59 feet) from the high-water mark of Malcom Lake.
2. This permission does not include a reduction in the required setbacks along the entire width/length and depth of the property or for any other existing or future structures.
3. Application number A18/25 is applicable only to the Township of North Frontenac's Zoning By-Law Number 55-19, as amended, and not to any subsequent zoning by-laws.

#### **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 North 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.

7. Prior to the issuance of a Township Building Permit for the development approved through application number A18/25, the property owner shall provide proof that Mississippi Valley Conservation Authority (MVCA) has no objections to the proposal.

## **Appendix B: Relevant Planning Policy**

### **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:

- Supporting healthy, integrated and viable rural areas by building upon rural character and leveraging rural amenities and assets (Section 2.5.1.a).
- Conserving biodiversity and considering the ecological benefits provided by nature (Section 2.5.1.g).
- 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).

- Planning public streets, spaces and facilities to be safe, meet the needs of persons of all ages and abilities, including pedestrians, foster social interact and facilitate active transportation and community connectivity (Section 3.9.1.a).
- 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:

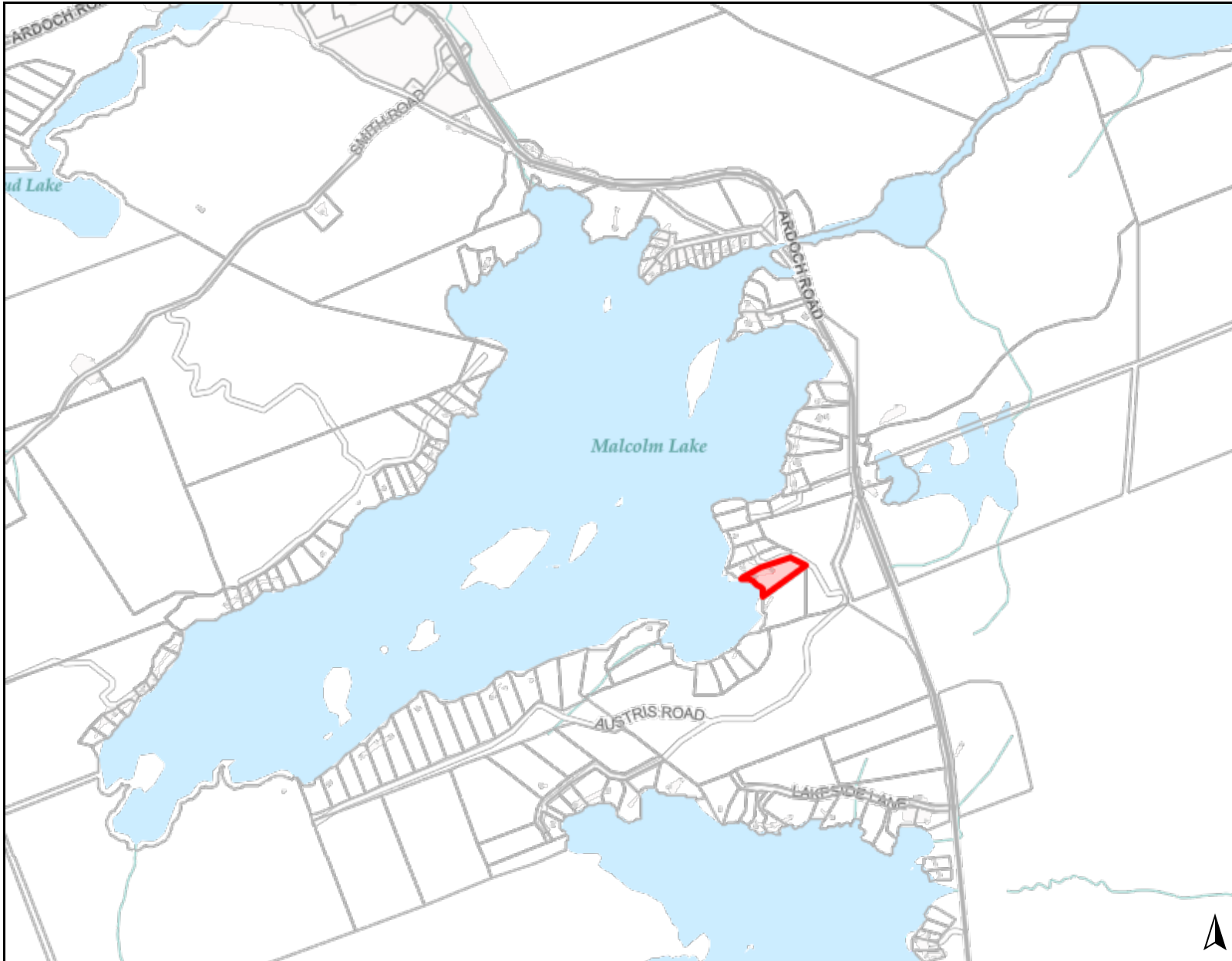
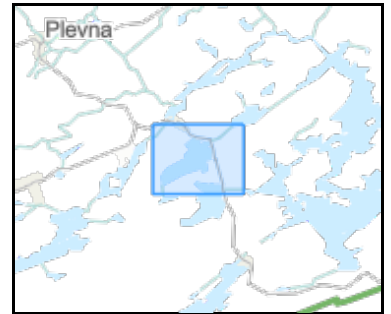
- Section 3.3, Rural Lands, provides policies for all lands outside of the settlement areas. The Plan recognizes that rural lands are used as an alternative location for those preferring a rural lifestyle. Low density residential development, as well as rural-related commercial, industrial, recreational 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 4.1, Transportation, supplies policies for an extensive road network including municipal roads to support long-term viability of a regional road system to ensure access through the Frontenacs as well as the surrounding area.
- 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 North Frontenac Official Plan (2017)**

The property is designated as Rural Area in the Township of North Frontenac’s Official Plan (2017). The rural area polices are intended to provide variety of land uses which

are sustainable within a rural environment and to plan for new development which is sensitive to and preserves the unique feature of the environment.

- Residential development shall be adequately serviced with on-site water and sewage disposal services (Section 4.3.2.B).
- Section 4.3.2.C states that residential development will be permitted where it has frontage on and direct access to year-round maintained road, preferably the existing network of roads or on private lanes, either of which must meet municipal standards for road construction.
- All residential development is subject to the requirements for influence areas and separation distances (Section 4.3.2.G)
- Section 4.10.5 Objectives sets out the objectives of the Waterfront Area including character, access and servicing, natural areas, and development. Limiting the density of buildings and structures in the Waterfront Area is an important part of protecting the character of waterbodies in North Frontenac. The Official Plan also speaks to the preservation and protection of the appearance of the shoreline in a natural vegetated state shall be encouraged.
- The objective listed in Section 4.10.5 (O) is to support redevelopment opportunities of waterfront properties while maintaining the character of the waterfront area.
- Section 4.10.6 (A) states that where development occurs in the Waterfront Area, it should enhance and protect, where possible, those qualities that contribute to character.
- Section 4.10.6 (B) states that natural form should dominate the character of the Waterfront. Natural shorelines may visually screen development viewed from the water and buffer uses
- Section 4.10.6 (D) states that where development occurs in the Waterfront, it should complement the natural and built form and should enhance and protect those qualities that contribute to character.
- New development shall be set back a minimum of 30 m (98.4 ft) from the boundary of any wetland. (Section 4.12.B)



Legend

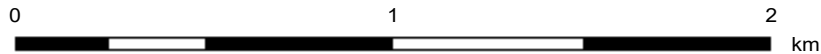
Boundaries

Township Boundary



Property Information

Assessment Parcels



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Notes

25-NF-MV

October 22, 2025

Tara Mieske  
Secretary-Treasurer  
Township of North Frontenac  
P.O. Box 97  
Plevna, Ontario K0H 2M0

Dear Ms. Mieske:

**Re: Request for Permission #A18/25  
Lot 20, SW Range, Township of North Frontenac (Clarendon)  
1017 Hermer Lane  
NOYE & HUTCHINSON**

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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, *The applicants are proposing to demolish the existing one storey dwelling and construct a two storey dwelling with no further encroachment into the setback from the high water mark.*

*The footprint of the existing dwelling is approximately 2479 square feet and is setback of approximately 27 feet from the high water mark of Malcolm Lake.*

*The applicants are proposing to rebuild the existing structure with the addition of a second storey, a covered porch with an area of 280 square feet and a sun deck including stairs with an area of 468 square feet.*

*The total footprint of the proposed dwelling is 1882 square feet. The setback of the proposed structure to the high water mark will remain approximately 27 feet.*

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

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

## PROPERTY CHARACTERISTICS

The subject property has frontage on Malcolm Lake. We note the following observations while on site:

- (3) docks - (1) in disrepair, (1) floating, and (1) that appears to connect to a viewing platform
- (1) shed and (1) sauna with decking, close to the shoreline
- Signs of shoreline erosion
- Grass lawn, with some trees along shoreline

## NATURAL HAZARDS REVIEW

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 impacts to wetlands, watercourses, slope stability, and unstable soils. For the subject property, the **lake** is relevant to MVCA's advisory review.

### ***Waterbody***

The subject property has frontage on Malcolm 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. However, if the minimum setback is not achieved, as with the subject proposal, we recommend the following:

- No further encroachment towards the waterbody, compared to the existing structure. For the subject proposal, there is no further encroachment towards the lake, compared to the existing dwelling. And the proposed footprint is less than the existing.
- 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 deep rooted native vegetation provide erosion protection by binding the soil and absorbing excess water.
  - *Drainage Patterns*: Natural drainage patterns should not be substantially altered such that additional drainage is directed towards the waterbody. For example, drainage pipes outletting into the shoreline can lead to concentrated flow that results in a scouring effect of the shoreline, potentially creating gullies or channels that cause soil 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 as the first line of defense against shoreline erosion.

### **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 the lake. This includes shoreline structures such as docks that exceed a surface area of 20 sqm and/or exceed a 2 m contact with the shoreline.

The dock(s) and viewing platform, observed on site, exceed one or more of the above criteria. However, MVCA does not have a record of issuing permission for these structures.

### **RECOMMENDATIONS & CONCLUSIONS**

Based on the above, MVCA does not have any objections to the subject application provided the mitigation measures outlined below are adhered to. Regarding the dock(s) and viewing platform, MVCA's Enforcement Team will investigate and follow up with the landowners as needed.

#### Mitigation Measures:

1. In accordance with the provisions of the relevant Municipal Zoning By-law, existing shoreline vegetation should be augmented, to a minimum depth of 3m (measured from the shoreline towards the rear of the lot) with native plant species. This effort will help to mitigate the effects of erosion on the shoreline.
2. Natural drainage patterns on the site shall not be substantially altered such that additional drainage is directed towards the lake.
3. Erosion 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 barrier should remain in place until all disturbed areas have been re-vegetated.

### **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.

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



## **Notice Complete Application and Public Hearing – File Number A18/25**

The Committee of Adjustment for the Township of North Frontenac has received an application under Section 45(2) of the Planning Act Requesting Permission to Enlarge a Legal Non-Conforming/Non-Complying Structure. The application pertains to the parcel of land as follows:

Owner/Applicant:	Trevor Noye and Alison Hutchinson
Subject Lands:	1013 Hermer Lane Part of Lot 20, South West Range, Geographic Township of Clarendon
Roll Number:	1042 070 020 38714

### **Notice of Hearing**

The Township of North Frontenac Committee of Adjustment will hold a public meeting on **October 27, 2025, at 1:00 p.m.** to discuss and hear comments regarding the above-noted application under the authority of Section 45 of the Planning Act, R.S.O. 1990 as amended. The meeting will be held in person at the Municipal Office in Council Chambers, 6648 Road 506, Plevna, Ontario; and through Electronic Participation.

### **Purpose and Effect under Section 45(2)**

The applicants are proposing to demolish the existing one storey dwelling and construct a two storey dwelling with no further encroachment into the setback from the high water mark.

The footprint of the existing dwelling is approximately 2479 square feet and is setback of approximately 27 feet from the high water mark of Malcolm Lake.

The applicants are proposing to rebuild the existing structure with the addition of a second storey, a covered porch with an area of 280 square feet and a sun deck including stairs with an area of 468 square feet.

The total footprint of the proposed dwelling is 1882 square feet. The setback of the proposed structure to the high water mark will remain approximately 27 feet.

### **Submissions**

Written comments on this application, shall be provided to the undersigned before the hearing of the application at the address above or by email to the Clerk at [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca) Members of the public are encouraged to submit written comments. Comments shall be made available to any interested person for inspection at the hearing. If we have not heard from you, we will assume that you have no comments or concerns regarding this matter.

### **Public Hearing**

You are entitled to attend this public hearing in person; or by electronic participation to provide comments regarding the proposed development to the Committee. Representation by counsel or an authorized agent is permitted to give evidence about this application.

To register for Electronic Participation, please visit the Township's Website to find the Zoom Meeting link under "Planning Applications Being Considered"; email Brooke Drechsler at [deputyclerk@northfrontenac.ca](mailto:deputyclerk@northfrontenac.ca); or call (613) 479-2231 or 1-800-234-3953 ext. 231.

### **Notice of Decision**

If you wish to be notified of the decision of the Committee in respect of the proposed planning application, you must make a written request to the undersigned.

### **Appeal**

If a "specified person" or "public body" as defined in the Planning Act files an appeal of a decision of the Committee of Adjustment in respect of the proposed planning application has not made a written submission or provide comments to the Committee before a decision is made, the Ontario Land Tribunal may dismiss the appeal.

### **Notice of Collection**

Personal information is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions, and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests, and through the website of the Corporation of the Township of North Frontenac. Questions regarding the collection, use and disclosure of this personal information may be directed to the undersigned.

Additional information regarding the application is available by contacting the undersigned during regular business hours, Monday to Friday 9:00 am to 4:00 pm.

Dated at Plevna, Ontario this 30<sup>th</sup> day of September 2025.

Tara Mieske, Clerk/Planning Manager  
Township of North Frontenac  
6648 Road 506, Plevna Ontario  
K0H 2M0  
Email: [clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)

# Site Plan of Proposed Development





**To:** Committee of Adjustment  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager  
**Approved by:**  
**Date of Meeting:** 27 Oct 2025  
**Re:** Proposed 2026 Meeting Dates and Time for Committee of Adjustment

### Recommendation:

**Be It Resolved That** the Committee receives for information the Administrative Report from the Clerk/Planning Manager entitled “Proposed 2026 Meeting Dates and Time for Committee of Adjustment”;

**And That** the Committee approves the Committee Meeting Schedule with all Meetings being held at 1:00 p.m. as follows:

Monday, January 26, 2026  
Monday, February 23, 2026  
Monday, March 23, 2026  
Monday, April 27, 2026  
Monday, May 25, 2026  
Monday, June 22, 2026  
Monday, July 27, 2026  
Monday, August 24, 2026  
Monday, September 28, 2026  
Monday, November 2, 2026  
Monday, November 30, 2026  
Monday, December 14, 2026

### Background:

In 2025, the Committee of Adjustment/Planning Advisory Committee Meetings were scheduled for the fourth Monday of each month at 1:00 p.m. in-person at the Municipal Office or through electronic participation.

### Researched By:

Tara Mieske, Clerk/Planning Manager  
Brooke Drechsler, Deputy Mayor/Assistant to the Planning Manager

### Comments:

It is proposed the Committee continue to hold meetings at 1:00 p.m. on the fourth Monday of every month in 2026 (excluding December due to Christmas Holidays) on the following dates:

Monday, January 26, 2026  
Monday, February 23, 2026  
Monday, March 23, 2026  
Monday, April 27, 2026  
Monday, May 25, 2026  
Monday, June 22, 2026  
Monday, July 27, 2026  
Monday, August 24, 2026  
Monday, September 28, 2026  
Monday, November 2, 2026\*  
Monday, November 30, 2026  
Monday, December 14, 2026

\*Note: the October meeting was moved to November as the Municipal Election will be held October 26, 2026)

**Financial Impact:**

None.