



# Committee of Adjustment Minutes

1:00 PM - Monday, February 24, 2025  
Council Chambers

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The Committee of Adjustment met on Monday, February 24, 2025 at 1:00 PM in the Council Chambers.

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

**Also Present:** Tara Mieske, Secretary; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac (Electronic Participation); Councillor Roy Huetl (Council Liaison); and Marnie Geerlink, Administrative Assistant to the Clerk/Planning Manager

## 1. Call to Order

Carl Tooley 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. Appointment of Chair

### a) *Appointment of Chair for 2025*

**1-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Whereas**, at the meeting held, November 27, 2023, the Committee passed Resolution #65-23 appointing Carl Tooley to act as Chair until the last meeting in November 2024;

**Therefore Be It Resolved That**, per Section 6.0 of the Committee Procedural By-law, the Chair shall be elected by members of the Committee;

**And That** the Committee appoints Garry Wood to sit as the Chair until the last meeting in 2025.

**Carried**

#### 4. Approval of Agenda

a) *February 24, 2025*

**2-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the Committee approves the Agenda dated February 24, 2025, as circulated.

**Carried**

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

None declared.

#### 6. Delegations

None.

#### 7. Adoption of Minutes

a) *Minutes of Meeting held November 25, 2024*

**3-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the Committee adopts the Minutes of a Meeting held November 25, 2024, as circulated.

**Carried**

#### 8. Business Arising Out of Minutes

None.

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

None.

#### 10. Consent Applications

None.

#### 11. Minor Variance Applications

a) *File #A01/25 - Part of Lot 18, Concession 13, Geographic Township of Clarendon (1922B South Road) - Request for Permission to Expand Non-Complying Structure*

Janice Ehret, applicant, attended the meeting electronically.

Dmitry, Kurylovich, Senior Planner, provided an overview of the application to expand a legal non-conforming structure. He advised the applicant is proposing the following:

- To demolish and rebuild two dwellings within the same footprint, adding a 2nd storey to each dwelling; and

- To consolidated two dwellings into one larger dwelling and add a 2nd storey.

Kurylovich advised there will be no additional encroachment towards the waterbody, with the setback maintained between 11 feet and 26 feet. Kurylovich noted that as the footprint and volume of the current structures are being increased, the application is being considered under Section 45 (2) of Planning Act. He noted the property is developed with four small cottages; however the use was established prior to the provisions of the current Zoning By-Law. He noted the property also includes a boathouse and a septic system, both of which are not included in the planning application.

Kurylovich noted there will be minimal removal of vegetation for proposed development. He noted the application was provided to Mississippi Valley Conservation Authority, who indicated there were no slope stability concerns or erosion concerns. He advised the Chief Building Official will determine if a septic permit or inspection will be required at the building permit stage. He advised no public comments were received.

Kurylovich noted the lot has a limited development area due to the terrain and that the proposed development is in line with development within the area. He advised there does not appear to be significant impacts on the water if the existing vegetation is maintained and run off is not channeled into the waterbody. He recommended approval of the application subject to the conditions included in the Planning Report.

Jim Ogilvie advised he attended the site and noted the proposed development appears to be in line with neighbouring properties. He noted a concern with sign posting being completed within the required time frame. Ms. Ehret advised the signs were posted by the required date. Ogilvie asked for clarification on the septic system for the new development. Ms. Ehret advised they intend to tie into the existing septic bed. Kurylovich advised the applicant would be unable to get a building permit if the septic system is not adequate for the proposed development. Ogilvie recommended approval of the application.

**4-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** Planning Application File #A01/25 – Request for Permission to Expand Legal Non-Complying Structure – 1922B South Road - 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 March 6, 2025.

**Carried**

## **12. Other Business - Review of Policies and Procedures**

### **a) Proposed Amendments to the Procedural Policy**

**5-25 Moved by Jim Ogilvie, Seconded by Carl Tooley**

**Be It Resolved That** the Committee receives for information the proposed amendments to the Procedural Policy;

**And That** the Committee approves these changes and adds participation electronically by members;

**And That** the Secretary shall provide the amended Procedural Policy to Council for consideration at the next Regular Council meeting.

**Carried**

b) ***Code of Conduct for Council and Committee Members and Conflicts of Interest***

The Committee reviewed the Code of Conduct and Conflict of Interest details provided in the Agenda.

**13. Adjournment**

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

**6-25 Moved by Carl Tooley, Seconded by Jim Ogilvie**

**Be It Resolved That** the meeting adjourns at 1:41 p.m. until March 24, 2025, at 1:00 p.m. or at the call of the Chair.

**Carried**

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Chair

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Secretary