



Committee of Adjustment Minutes

1:00 PM - Monday, October 27, 2025
Council Chambers

Present: Gary Wood (Chair); Jim Ogilvie (Member); Carl Tooley (Member); and Brent Smith (Alternate Member)

Also Present: Tara Mieske, Secretary/Treasurer, Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; Marnie Geerlinks, Administrative Assistant to the Clerk's Department; Don Reed, Chief Building Official; Councillor Roy Huetl, Council Liaison; Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac; and Jennie Kapusta, Community Planner, County of Frontenac;

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) **October 27, 2025**

48-25 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That the Committee approves the Agenda dated October 27, 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*

49-25 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That the Committee adopts the Minutes of a Meeting held on September 22, 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 #A15/25 - Plan 1033, Lot 33, Geographic Township of Barrie - Request for Permission to Enlarge Legal Non-conforming/Non-complying Structure*

Patrice Poppleton, applicant, participated in the meeting electronically.

Dimity Kurylovich, Senior Planner/Project Manager, provided an overview of the request to enlarge a legal non-conforming/non-complying structure. He advised the applicant is proposing to demolish the existing one storey 50 square metre dwelling and attached 27 square metre deck and replace it with a new larger two storey 78 square metre dwelling with an attached deck within the same footprint. He noted the footprint expansion will take place on the roadside of the dwelling, maintaining the existing waterbody setback.

Kurylovich advised the existing dwelling is setback 8 metres from the high water mark of Shabomeka Lake and no further encroachment is proposed. He advised the proposed expansion of the structure and increase in height requires a planning application.

Kurylovich advised the property is developed with the following:

- a 50 square metre dwelling with an attached 27 square metre deck;
- a 40 square metre garage;
- a 17 square metre sleep cabin;
- a privy; and
- a woodshed

He noted there is a sewage disposal system located outside 30 metre setback. Kurylovich advised the proposed additions are on the north side to the proposed structure, with little vegetation to be removed. He noted there is one tree which could be considered hazardous due to the proximity to the existing dwelling.

Kurylovich advised the application was provided to Mississippi Valley Conservation Authority (MVCA) for review. He advised MVCA had no objections to the proposed development, with no natural hazards identified during the review. He advised the report provided by MVCA discussed maintaining shoreline vegetation and recommended mitigation measures.

Kurylovich advised the application meets the two (2) tests set out under Section 45(2) of the Planning Act and recommended approval of the application, subject to the conditions included in the Planning Report.

Wood advised he attended the site, which was well treed with a large buffer between the subject property and the neighbouring properties. Wood recommends approval of the application, subject to the conditions included in the Planning Report.

Tooley asked for clarification on the process regarding the inspection of the septic system prior to the issuance of a building permit. Don Reed, Chief Building Official, advised if the proposal meets the requirements in the Building Code (i.e. an increase of 15% in living space, additional fixtures, etc.) the applicant may need to upgrade the sewage system.

Geerlinks advised there were no comments from the public.

50-25 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That Planning Application File #A15/25, a Request for Permission to expand a Legal Non-Complying Structure, shall be approved subject to the conditions noted in the Planning Report, including shoreline protection as per Dmitry Kurylovich's comments;

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 November 6, 2025.

Carried

- b) ***File #A16/25 - Plan 1115, Lot 7, Geographic Township of Barrie - Request for Permission to Enlarge Legal Non-conforming/Non-complying Structure***

Jim Stevenson, applicant and Danielle Kecso, agent attended the meeting in person. Laurie Stevenson, applicant, attended the meeting electronically.

Dimity Kurylovich, Senior Planner/Project Manager, provided an overview of the request to enlarge a legal non-conforming/non-complying structure. He advised the applicants are proposing to raise and add a new foundation with a walk-out option on an existing 91 square metre dwelling that has an attached 71 square metre deck, located approximately 16 metres from the highwater mark of Mazinaw Lake. The applicants are also proposing the following expansions to the existing footprint:

- a 36.2 square metre bedroom addition on the north side of the dwelling;
- a 17.9 square metre kitchen addition on the south side of the dwelling;
- A 14.9 square metre deck addition on the north side of the existing deck; and
- replace a 14.12 square metre uncovered deck with covered deck addition on the waterside of the dwelling.

The County Planner advised the septic bed is located in a flat area just north of the existing dwelling within the 30 metre setback. It is proposed it will be replaced in the same location. Kurylovich advised the property is severely constrained due to a steep slope and is built out to its maximum potential.

Kurylovich advised the property is developed with a dwelling including an attached deck; a sleep cabin with an attached deck; two garages; a shed; and a set of stairs leading down to the shoreline.

Kurylovich noted the slope stability report provided with the application concluded 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 dwelling and septic footprints which is situated on bedrock.

Kurylovich advised the initial concept submitted by the applicants identified the location of the septic system to be behind the dwelling. He advised a relocation of the system was proposed with a reduced waterbody setback. As Mazinaw is a Lake Trout Lake, a reduced setback was not supported by County Planning staff and the Ministry of Environment, Conservation and Parks (MECP). Kurylovich advised alternatives for the placement of the septic system were explored. Kurylovich advised it was his opinion the location of the septic system was incorrectly identified and the actual location is most likely identified in the current site plan to the north of the dwelling.

Kurylovich advised MVCA reviewed the Slope Stability Report, and noted the report was completed in accordance with provincial requirements. He noted MVCA advised the applicants must comply with the recommended mitigation measures included in the report.

Kurylovich advised MECP discussed the importance of maintenance of lake health. He advised MECP was supportive of a replacement of the septic system in same location with no reduction in the waterbody setback.

Kurylovich advised the application meets the two (2) tests set out under Section 45(2) of

the Planning Act and recommended approval of the application, subject to the conditions included in the Planning Report.

Ogilvie advised he attended the site and agrees with Kurylovich's assessment of the septic system location. He noted the property is a deep, well treed lot, which is important for slope stability. He supported the proposed additions to the dwelling and recommended approval of the application, subject to the conditions included in the Planning Report.

Geerlinks advised there were no comments from the public.

51-25 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That Planning Application File #A16/25, 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 November 6, 2025.

Carried

- c) ***File #A17/25 - Lot 23, South West Range, Geographic Township of Clarendon - Request for Permission to Enlarge Legal Non-conforming/Non-complying Structure***

Lindsey Polak (Point Frontenac Holdings Ltd.), applicant and Danielle Kecso, Agent, attended the meeting in person.

Jennie Kapusta, Community Planner, provided an overview of the request to enlarge a legal non-conforming/non-complying structure. She advised the applicant proposed to remove the existing roof over the eastern end of an existing deck; and construct a 17.9 square metre covered and enclosed screen porch over the central portion of the existing deck. Kapusta noted the proposed development will result in a two foot expansion towards the high water mark of Malcolm Lake, reducing the setback from 18.2 metres to 17 metres.

Kapusta advised the application was provided to Mississippi Valley Conservation Authority (MVCA) for review. She advised MVCA had no objections to the proposed development, with no natural hazards identified during the review. Kapusta recommended approval of the application, subject to the conditions included in the Planning Report.

Tooley advised he visited the site on October 8, 2025; and noted the required marking signs were posted. He advised the application meets the required tests under the Planning Act and recommended approval subject to the conditions included in the Planning Report.

Geerlinks advised there were no public comments.

52-25 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That Planning Application File #A17/25, 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 November 6, 2025.

Carried

- 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***

Trevor Noye, applicant, attended the meeting electronically.

Jennie Kapusta, Community Planner, provided an overview of the request to enlarge a legal non-conforming/non-complying structure. She advised the applicant proposed to demolish the existing single storey 230 square metre dwelling and construct new two storey 174 square metre dwelling including decks and porches. She noted there is no proposed change to the existing setback of 18 metres from Malcolm Lake.

Kapusta advised the property is developed with the following:

- a one storey 230.3 square metre dwelling, including attached decks;
- a 720 square metre garage;
- an 89.2 square metre storage building (Quonset hut);
- an 8.9 square metre sauna;
- an 8.9 square metre storage shed; and
- a Class 4 Septic system.

Kapusta advised the application was provided to Mississippi Valley Conservation Authority (MVCA) for review. She advised MVCA had no objections to the proposed development, with no natural hazards identified during the review. Kapusta recommended approval of the agenda, subject to the conditions included in the Planning Report.

Tooley advised he visited the site on October 8, 2025; and noted the required marking signs were posted. He advised the applications meets the required tests under the Planning Act and recommended approval subject to the conditions included in the Planning Report.

Geerlinks advised there were no public comments.

53-25 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That Planning Application File #A18/25, 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 November 6, 2025.

Carried

11. Other Business

a) *Proposed 2026 Meeting Dates and Time for Committee of Adjustment*

54-25 Moved by Carl Tooley, Seconded by Jim Ogilvie

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

Carried

12. Adjournment

a) *Adjournment of Meeting*

55-25 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That the meeting adjourns at 2:02 p.m. until November 24, 2025, at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary-Treasurer