

Committee of Adjustment Minutes

1:00 PM - Monday, May 25, 2026

Council Chambers

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

Also Present: Brooke Drechsler, Secretary/Treasurer; Tara Mieske, Clerk/Planning Manager; Marnie Geerlinks, Administrative Assistant to the Clerk's Department; Councillor Roy Huetl, Council Liaison; Dmitry Kurylovich, Community Planner, County of Frontenac; Lauren Breen, Planning Student County of Frontenac; Don Reed, Chief Building Official; and Corey Klatt, Chief Administrative Officer

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) **May 25, 2026**

15-26 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That the Committee approves the Agenda for the May 25, 2026, Meeting, 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 April 27, 2026*

16-26 Moved by Jim Ogilvie, Seconded by Brent Smith

Be It Resolved That the Committee adopts the Minutes of a Meeting held on April 27, 2026, as circulated.

Carried

7. Business Arising Out of Minutes

a) *Request for Additional Information regarding Consent Applications #B02/24, #B03/24, #B04/24 and #B05/24*

17-26 Moved by Jim Ogilvie, Seconded by Brent Smith

Be It Resolved That the Committee requests the following information be brought back to the next meeting with respect to Applications #B02/24, #B03/24, #B04/24 and #B05/24:

- The report from the North Frontenac Fire Chief and Public Works Manager regarding access to the parking area, as referred to by the County Planner;
- Clarification regarding the difference between a Right-of-Way and a driveway;
- Clarification regarding MVCA's comments about the steep slope, specifically if these comments referred to the slope to the parking area.

Carried

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

None.

9. Consent Applications

None.

10. Minor Variance Applications

a) *File #A06/26: Lot 2, Plan 1232, Geographic Township of Clarendon (1081 Jones Lane) - Request Permission to Enlarge a Legal Non-Conforming/Non-Complying Structure*

Mr. Robert Gibson, Applicant was present in Chambers for the hearing.

Dmitry Kurylovich, Senior Planner with the County of Frontenac provided an overview of

the application to enlarge a legal non-conforming/non-complying structure with the following additions:

- Enclose an existing 20.91 square metre (225 square foot) deck with a screened porch.
- Construct a dwelling addition with an approximate floor area of 2.65 square metres (28.5 square feet)

Kurylovich noted the application showed a Class 5 septic system, which is a holding tank, but confirmed the property has a Class 4 system, with a small tank close to the cottage that pumps up to a new septic system.

Kurylovich advised the Official Plan designation of the property is Waterfront Area and the Zoning designation is Limited Services Waterfront. He noted the property is 1.38 acres with 48 metres of frontage on Jones Lane and 44 metres of water frontage on Big Gull Lake.

Kurylovich advised that the existing dwelling is non-compliant because of the deficient waterbody setback, with the closest point of the dwelling (deck) located approximately 11.9 metres from the highwater mark of Big Gull Lake. A setback of 30 metres is required under the current Zoning By-law.

Kurylovich advised that the Mississippi Valley Conservation Authority (MVCA) reviewed the application, with no objections to the proposed development. He advised that a Slope Stability Assessment (SSA) is not required, though he noted that the slope is on the threshold of the SSA criteria.

Kurylovich advised that the proposed dwelling addition is in-line with the existing dwelling and will not encroach closer to the water. The proposed sunroom will be constructed on top of an existing deck so no site alteration is required. The development as proposed will not exceed the maximum lot coverage permitted by the Zoning By-law.

Kurylovich advised there was one comment received from a nearby resident in support of the application. There were no other public comments.

Kurylovich advised that the County staff are of the opinion that the application meets the criteria under Section 45(2) of the Planning Act and recommends approval subject to the conditions included in the planning report.

Jim Ogilvie attended the site on April 23, 2026 and noted that the required signs were posted at this time. Ogilvie advised that the location of the property is at the South East shore of Big Gull near Coxvale, and added that the property is well forested with pine, oak and hemlock. Ogilvie advised that the primary residence is approximately 12 metres from the high water mark and stated there will be no impact on neighboring properties. Ogilvie recommended approval of the application subject to conditions included in the

Planning Report.

Jim Wilson, Designer, attended the hearing electronically and stated he is agreeable to conditions and added the Chief Building Officer will be consulted during the building process with respect to mitigation measures for sediment run off; and that all excavated material will be kept away from the high water mark.

18-26 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That Planning Application File #A06/26, a Request for Permission to enlarge a Legal Non-Conforming/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 June 5, 2026.

Carried

- b) ***File #A07/26: Part of Lot 18, Southwest Range, Geographic Township of Clarendon (1131A Lakeside Lane) - Request Permission to Enlarge a Legal Non-Conforming/Non-Complying Structure***

Jonathan Colombo, Owner, and Cathy Garrido, Agent, were present for the hearing.

Dmitry Kurylovich, Senior Planner, provided an overview of the application to enlarge a legal non-conforming structure. Kurylovich advised that there will be no further encroachment into the water body setback. The applicant is proposing the following development;

- To increase the height of the existing roof to match the existing roof peak;
- A 31.71 square metre basement walkout and main floor addition to the North and East corner of the dwelling to enclose an existing set of stairs and front porch;
- A 12 square metre elevated main floor addition on the northwest of the dwelling;
- A 6.32 square metre covered deck addition to the south of the dwelling; and

A replacement of the existing sewage system is also proposed; however this is not included in the Planning Application as the system is located outside the required 30 metre setback from the high-water mark.

Kurylovich advised that the existing dwelling is non-compliant because of the deficient waterbody setback. The dwelling is located approximately 13 metres from the highwater mark of Pine Lake. Kurylovich advised that the proposed development is within the influence area of an existing and active Waste Management Facility; however an impact study is not required as this application is adding onto an existing sensitive land use and not creating any additional land use conflicts

Kurylovich advised that the property is well vegetated, creating a natural buffer. Kurylovich advised that when MVCA initially conducted a desktop review of the proposed development, a Slope Stability Assessment was not required. However a site visit determined the proposed development was located within an erosion hazard limit, and therefore a Slope Stability Assessment would be required. Kurylovich advised MVCA recommended including a SSA as a condition prior issuing a building permit.

Kurylovich advised that there were three letters of support from neighbours for this development.

Kurylovich advised the proposed development meets the criteria under Section 45 (2) of the Planning Act and recommends approval of the application subject to conditions included in Planning Report.

Carl Tooley attended site on May 10, 2026 and noted that the signs were posted as directed. Tooley advised that Pine Lake is a not at capacity lake and not considered a sensitive lake. Tooley advised that the proposed additions were not marked out, which made the evaluation challenging.

Cathy Garrido, Agent, provided a presentation and explained the proposal. Garrido advised the applicants plan to increase living space by adding a basement walk out and a bathroom. The roof of the current dwelling will be raised to match the roof line of the other roof. She added that the deck will be extended across the side of the dwelling and a portion of the porch will be screened in. Garrido advised that the majority of the development will be done on the opposite side of the dwelling from the lake.

Tooley advised the application meets the criteria under Section 45 (2) of the Planning Act and recommended approval subject to the conditions in the planning report.

19-26 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That Planning Application File #A07/26, a Request for Permission to enlarge a Legal Non-Conforming/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 June 5, 2026.

Carried

11. Other Business

a) Ask the Chief Building Official

Don Reed, Chief Building Official (CBO) for the Township of North Frontenac, provided an overview of the Ontario Building Code; the role of the CBO during the planning process: and how a building permit is issued following the approval of a planning

application.

- b) ***Proposed Draft Motions regarding Deferred Applications***
20-26 Moved by Carl Tooley, Seconded by Jim Ogilvie

Be It Resolved That the Committee of Adjustment/Planning Advisory Committee receives for information the proposed draft protocol for deferred applications prepared by Garry Wood;

And That Township staff will look into the proposed changes to the circulation and deferral procedures for planning applications and provide a report to the Committee at a future meeting;

And That any proposed amendments to the Procedural Policy for the Committee of Adjustment/Planning Advisory Committee will be provided to Council for consideration.
Carried

12. Adjournment

- a) ***Adjournment of the Committee Meeting***
21-26 Moved by Jim Ogilvie, Seconded by Carl Tooley

Be It Resolved That the meeting adjourns at 2:46 p.m. until June 22, 2026, at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary