



TOWNSHIP OF SOUTH FRONTENAC
Committee Of Adjustment Meeting
Agenda



TIME: 7:00 PM,
DATE: Thursday, February 12, 2026
PLACE: Council Chambers/Virtual Via Zoom .

1. Call to Order
 - a) Resolution.
2. Adoption of Agenda
 - a) Resolution.
3. Committee of Adjustment Appointments
 - a) Appointment of Committee of Adjustment Chair (Resolution)
 - b) Appointment of Committee of Adjustment Vice-Chair (Resolution)
4. Electronic Meeting Information
 - a) The meeting will be live streamed at the following link:
<http://www.facebook.com/SouthFrontenacTwp/>

Please visit the Events Calendar page on the Township website for the link to register to be a participant in this meeting:
<https://calendar.southfrontenac.net/>
 - b) PowerPoint Presentation Staff has prepared a PowerPoint Presentation that will be displayed on the screen of the meeting, you can also follow along with the PDF version that is in the attachment of this agenda item. 3 - 41
5. Declaration of pecuniary interest
 - a) There are none.
6. Approval of Minutes – December 11, 2025
 - a) Resolution. 42 - 48
7. Planning Department Update(s)
 - a) New Official Plan & Staffing Update
8. Consent Applications from a Previous Meetings: (if applicable)
9. New Consent Applications:
 - a) PL-BDJ-2026-0001 (Green) (Kennedy) - Loughborough District 49 - 73

Property Address: 1206 Leland Road

Purpose & Effect of the Application:

The proposal is to sever one new lot from the property to build a new house. The severed lot will be approximately 2.6 acres in area with

approximately 72 m of frontage along Leland Road. The retained parcel would be approximately 172 acres in area with approximately 483 m of frontage on Leland Road.

10. Minor Variance / Permission Applications from a Previous Meetings: (if applicable)
11. New Minor Variance / Permission Applications:
 - a) PL-ZNA-2026-0002 (Green) (Kennedy) - Loughborough District 74 - 96

Property Address: 1206 Leland Road

Purpose & Effect of the Application:

A Minor variance is being requested to allow the severed lot of associated consent application PL-BDJ-2026-0001 to have 72 metres frontage on Leland Road, where the Zoning-By-Law requires 76 metres road frontage.
 - b) PL-ZNA-2025-0128 (Groenewegen) (Leroux) - Portland District 97 - 115

Property Address: 2113 Bracken Road

Purpose & Effect of the Application:

The property has an existing barn that is approximately 11.5m from the front lot line, whereas the Zoning By-law requires a 20m setback. The owners propose a 396 square foot addition to the existing barn. Permission is being requested to allow the addition to be setback approximately 7.3 m from the front lot line.
12. Other Business
 - a) Delegated Authority Consent Report 116 - 119
13. Adjournment
 - a) Resolution.



**SOUTH
FRONTENAC**

Committee of Adjustment Meeting

Thursday, February 12, 2026

7:00 p.m. Council Chambers

4432 George Street, Sydenham, ON

and Virtual on Zoom

Joining us on Zoom? Your camera won't be turned on, and your microphone will stay muted unless you ask to speak during a comment period.



**SOUTH
FRONTENAC**

Roll Call

Committee Members

Norm Roberts

Scott Trueman

Ray Leonard

Steve Pegrum

Patrick Diotte

Alan Revill

Brett Moreland

Mike Howe

Staff

Christine Woods, Manager of Planning

Colin Herrewynen, Planner

Kate Kaestner, Planning Clerk / Secretary-Treasurer

Agenda

- Call to Order
- Adoption of Agenda
- Appointment of Committee Chairperson & Vice-Chairperson
- Meeting Information
- Declaration of Pecuniary Interests
- Approval of Minutes of Previous Meeting
- Hearings for Applications
- Other Business
 - Delegated Consent Granting Authority Report
- Adjournment

Appointments

1. Appointment of Committee Chairperson
2. Appointment of Committee Vice-Chairperson

Format for Each Hearing

1. Chair introduces application
2. Planner presents application
3. Applicant/agent permitted to address Committee
4. Members of the public permitted to address Committee (maximum 5 minutes per individual)
5. Staff and/or applicant to provide response to public comments / questions
6. Questions from Committee members (no comments or debate)
7. Secretary-Treasurer reads the resolution
8. Committee discussion and vote

After the Meeting

- Township staff will contact the applicant following the meeting. Where a decision is made, it will be forwarded to the applicant and anyone who requested to be notified within 15 days.
- The applicant, the Minister or a specified person or public body as defined by the *Planning Act* subsection 1(1) may appeal the decision to the Ontario Land Tribunal. The appeal must be filed with the Secretary-Treasurer of the Committee of Adjustment within 20 days of the notice of decision. The notice of appeal must set out the reasons for the appeal and be accompanied by the fee required by the Tribunal.
- If you have any questions after the meeting, please reach out to staff.

How to Speak to an Application

- The Chair of the meeting will open the floor to public comments
- In person
 - Raise your hand and wait for the Chair to acknowledge you
 - Move to the table and clearly state your name for the record
- On Zoom
 - Click “Raise Hand” button to request to speak or dial *9 (star nine) when participating by telephone
 - The Chair will acknowledge you, and the Meeting Host will unmute you
 - Once you are done speaking or the Committee has no further questions, the Meeting Host will mute your microphone

In Case of Technical Difficulties

- If a Committee member joining virtually disconnects from the meeting, the meeting will proceed if there is still quorum. The Committee member will attempt to reconnect.
- If quorum cannot be met within 15 minutes, the meeting will be postponed.
- Staff will be in touch with applicants.
- A notice will also be posted on the Township's social media if the meeting is postponed.

Notice of Collection

- Personal information is collected to gather feedback and communicate with interested parties about applications.
- This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township's website.
- Meetings are broadcast live over the internet for the public to view. Your voice will be heard in the broadcast if you speak at the meeting. Broadcasts are archived and continue to be publicly available.
- Questions regarding the collection, use and disclosure of this personal information should be directed to the Township Clerk.

Declaration of Pecuniary Interests

Approval of Minutes of Previous Meeting

- Approval of Minutes from December 11, 2025, meeting

Planning Department Update

- Staffing update
- New Official Plan

New Consent Applications

Applications PL-BDJ-2026-0001 & PL-ZNA-2026-0002

Consent and Minor Variance Applications

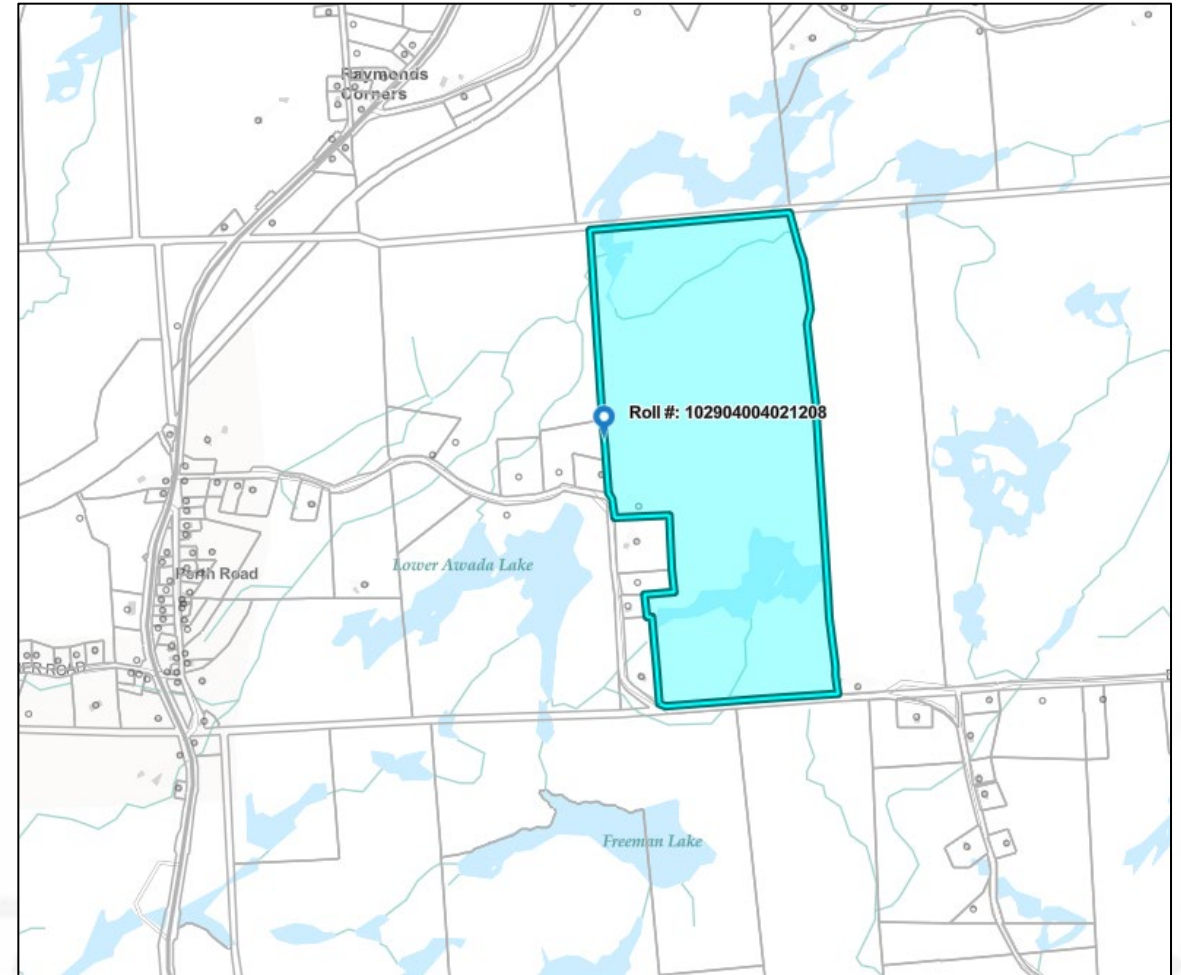
Owners: Cliff & Geraldine Green, Diane Kennedy

Agent: Diane Kennedy

Property: 1206 Leland Road

Property Description

- Leland Road
- 174 acres
- 72m and 483m of frontage
- Rural and Environmental Protection Designations
- RU Zone



Property Description

- Existing Conditions
 - North, large wetland area
 - Middle, original homestead area
 - South, tree-covered area



Proposal

- Create a new lot to build a house
- Lot to be Severed
 - 72m of frontage
 - 2.6 acre (1 ha)
 - Original homestead location
- Lot to be Retained
 - 483m of frontage
 - 172 acre

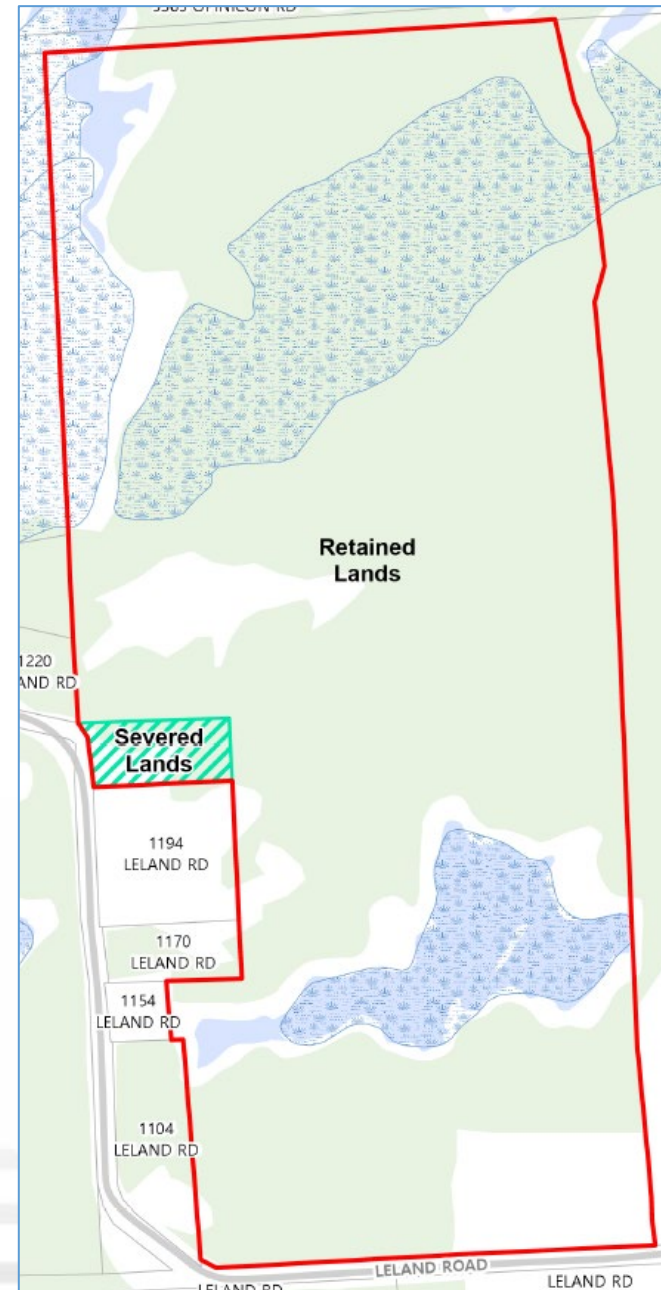




Photo taken from Leland Road of Proposed Severed Area

Department, Agency and Public Comments

- **Public Services**

- No objection
- The severed parcel has an existing residential access.
- Suitable frontage on the retained portion of the property for safe access.

- **Cataraqui Conservation**

- No objection
- Wetlands and watercourses are regulated through O. Reg. 41/24.

- **Public Comment**

- None Received

Planning Analysis

Consent Application Evaluation

- Residential lot creation permitted in the Rural Designation
- Subject property is eligible for further severance under the Official Plan
- Severed and Retained lots would exceed minimum lot area (0.8 ha)
- New lot large enough for development to be located outside 30m waterbody setback

Minor Variance meets four tests of a minor variance

1. Maintains the general intent and purpose of the Township of South Frontenac Official Plan
2. Maintains the general intent and purpose of Zoning By-law No. 2003-75
3. Is desirable for the appropriate development of the lands in question
4. Is minor

Recommendation

- Approval
- Pending any comments received
- Subject to conditions
 - Outlined in staff report

Questions & Comments

1. Applicant/Agent
2. Members of the Public
3. Committee Member questions

PL-BDJ-2026-0001 & PL-ZNA-2026-0002 Committee Deliberation and Vote

New Minor Variance / Permission Applications

Application PL-ZNA-2025-0128

Permission to Enlarge Legal Non-Conforming Use

Owner: Hannah Groenewegen

Agent: Jeff Leroux

Property: 2113 Bracken Road

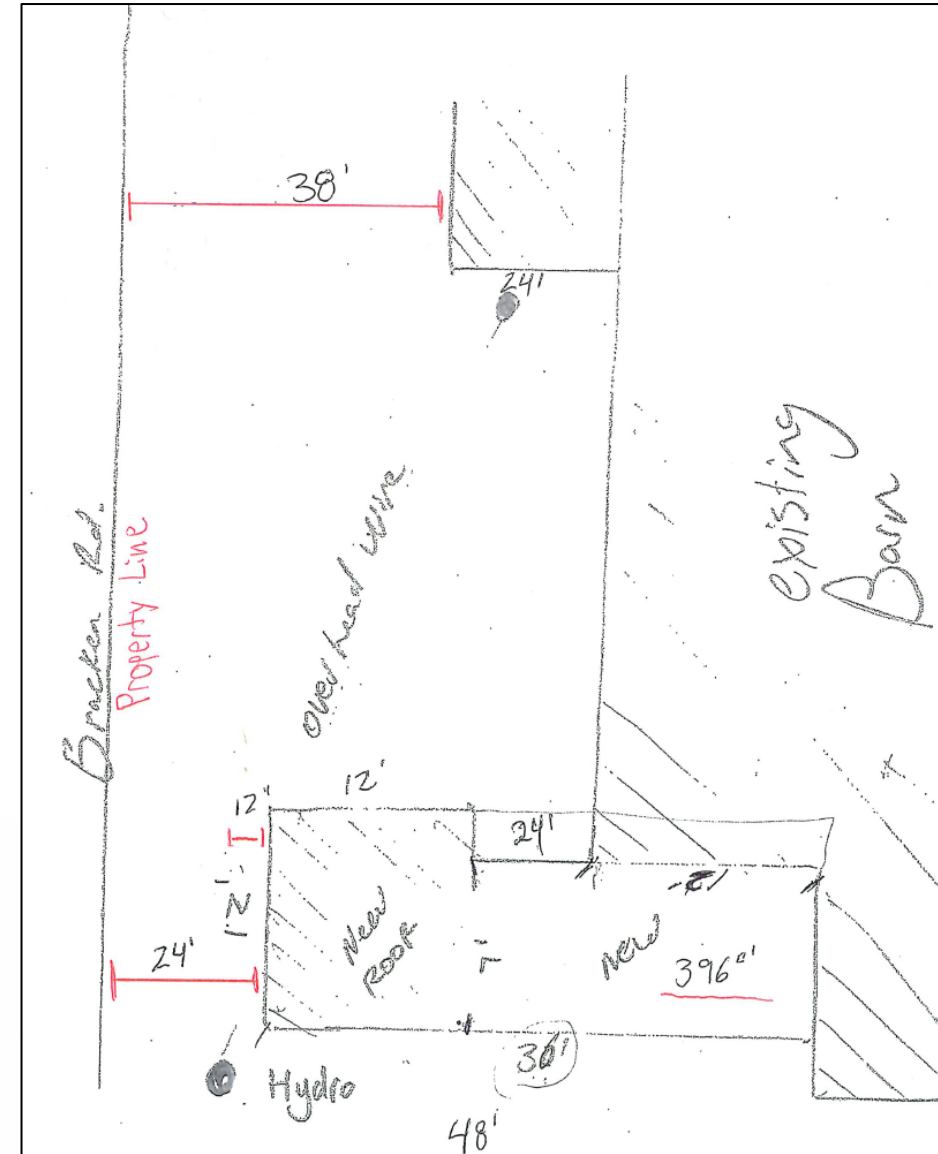
Property Description

- 2113 Bracken Road
- 110 acres
- Existing buildings & uses
 - Existing barn
 - Existing agricultural buildings
 - Existing dwelling
 - Agricultural fields
- Rural & Environmental Protection Designations
- RU Zone



Proposal

- Expand existing barn that is less than 20m from the front lot line
 - Existing barn is 11.5m from the front lot line at the closest point
 - The 396 square foot addition is 7.3m from the front lot line
 - Addition to be used for cold storage and loading dock area



Submitted Sketch





Photo Taken from Bracken Road. Addition highlighted by circle

Department, Agency and Public Comments

- **Public Services**

- No objection
- No road widenings are anticipated along the corridor.

- **Public Comment**

- Phone call received in support of the application.

Planning Analysis

- Criteria for considering an application under section 45(2):
 - Whether the application is desirable for the appropriate development of the subject property; and
 - Whether the application will result in undue adverse impacts on the surrounding properties and neighborhood.

Recommendation

- Approval
- Pending any comments received

Questions & Comments

1. Applicant/Agent
2. Members of the Public
3. Committee Member questions

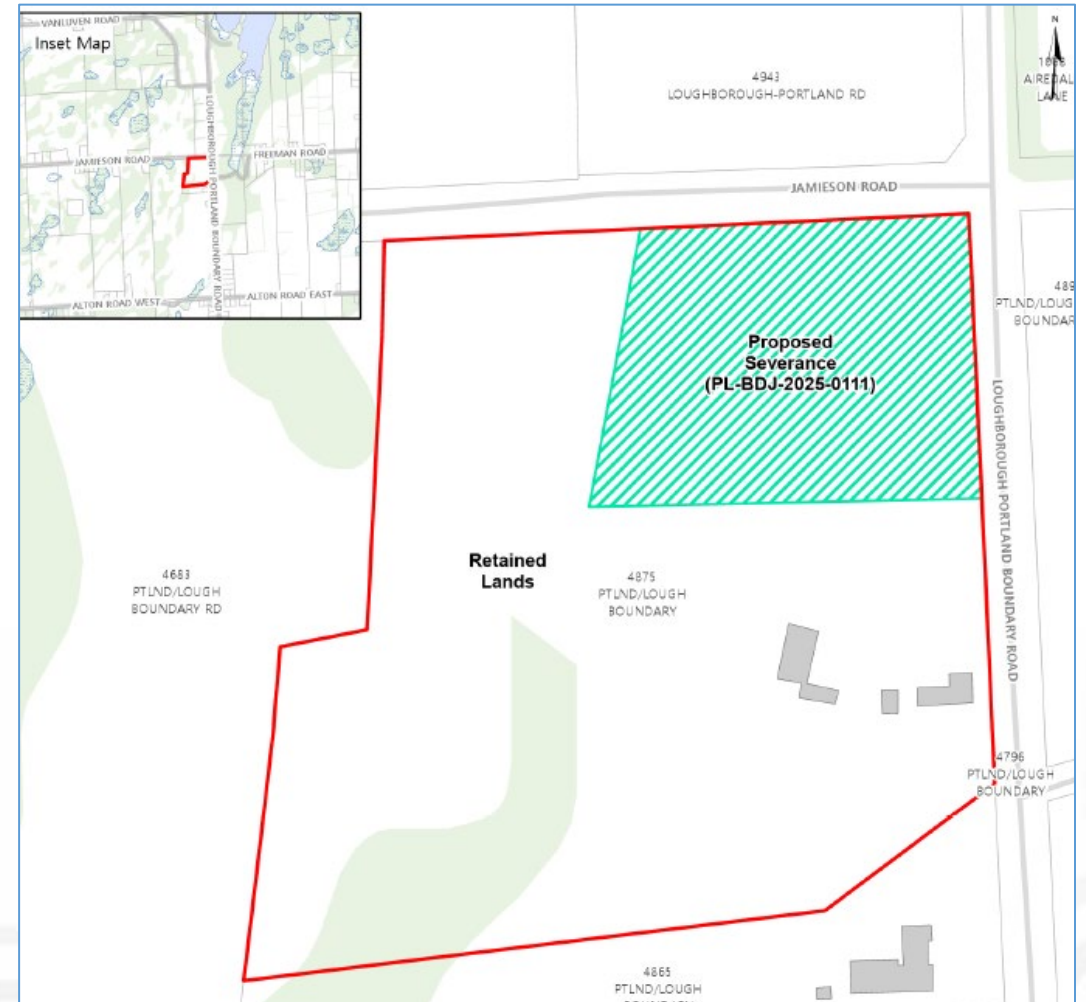
PL-ZNA-2025-0128

Committee Deliberation and Vote

Delegated Consent Authority Report

PL-BDJ-2025-0111

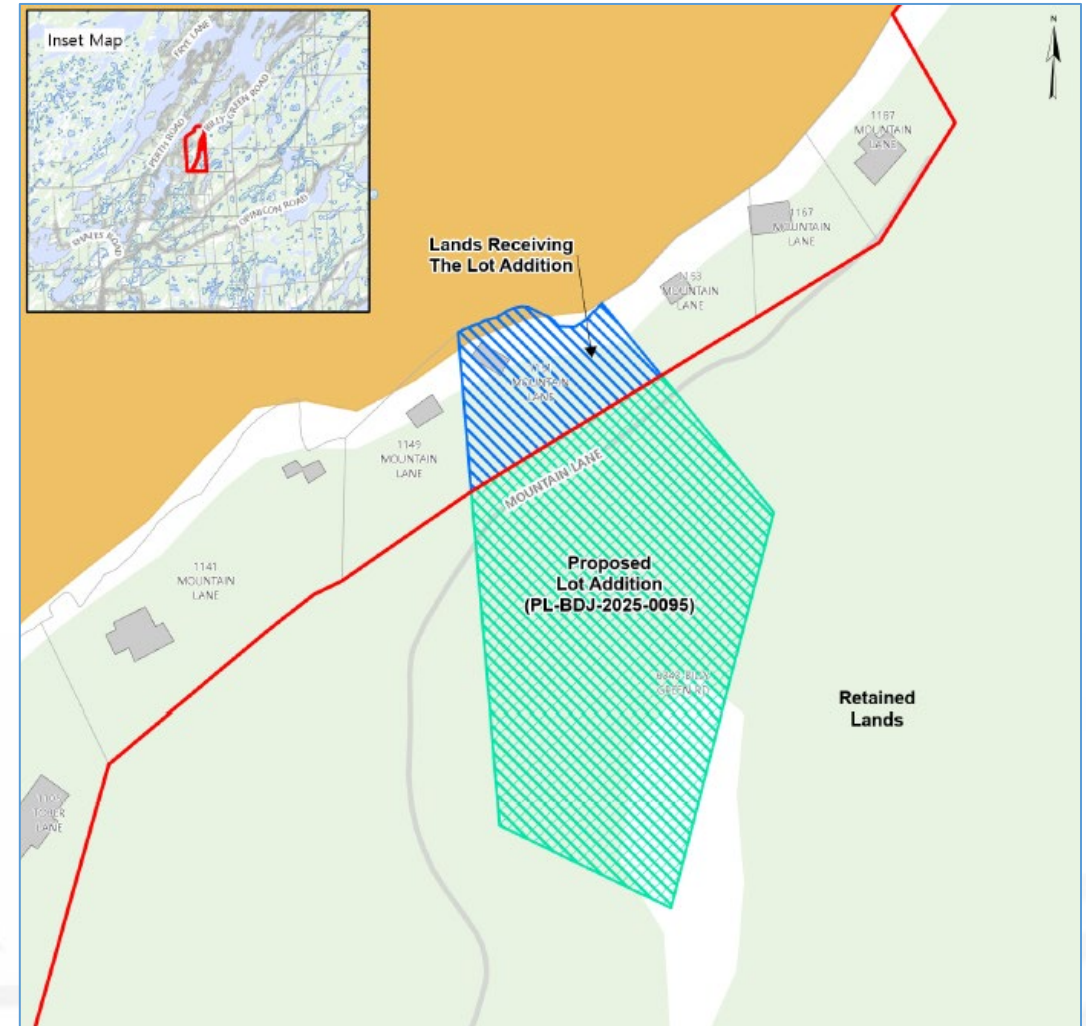
- Granted December 11, 2025
- 4875 Loughborough Portland Boundary Road
- Portland District
- Creation of one new lot
- Severed Area
 - 1.5 hectares (3.7 acres)
 - 109m frontage Loughborough Portland Boundary Road
 - 105m frontage Jamieson Road
- Retained Lot
 - 5.1 hectares (12.6 acres)
 - >100m frontage on both Jamieson and Loughborough Portland Boundary Road



Delegated Consent Authority Report

PL-BDJ-2025-0095

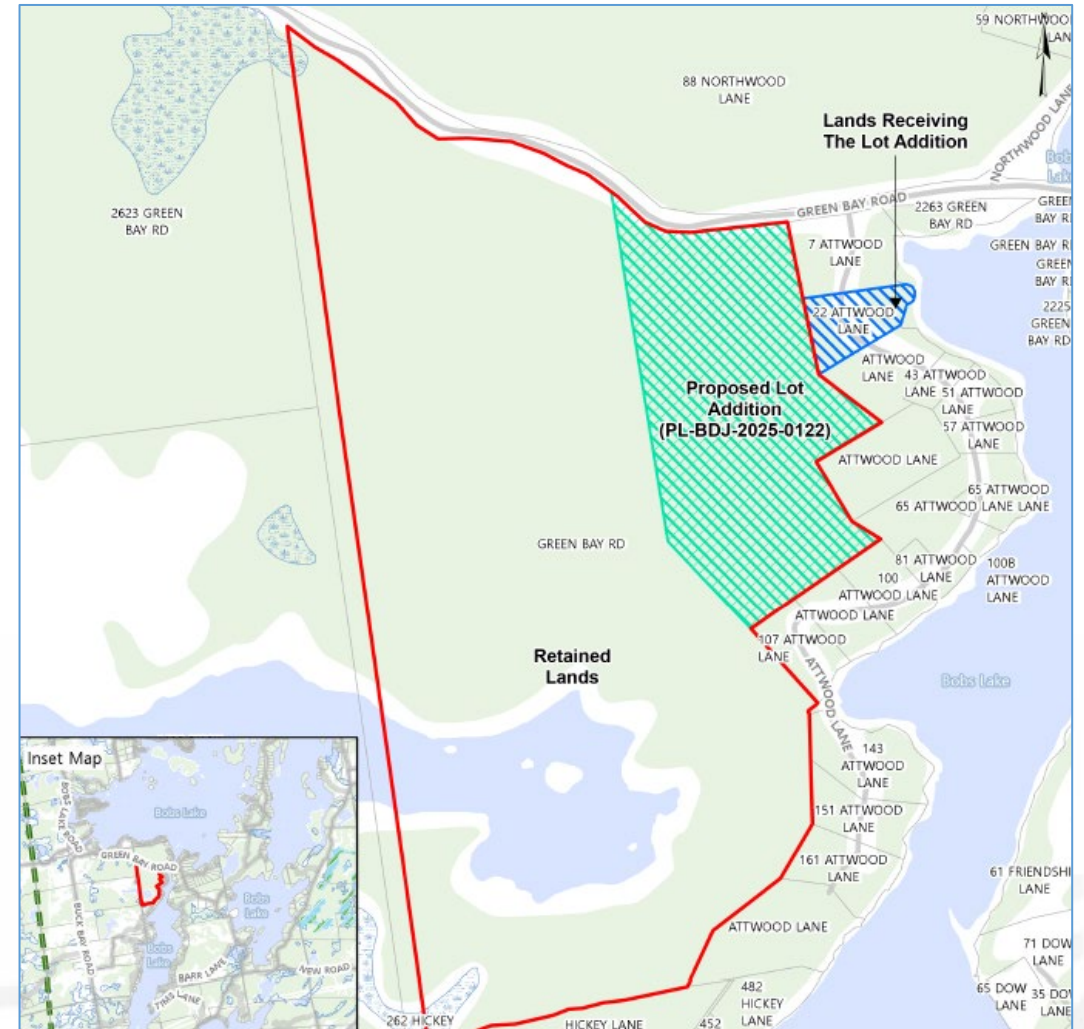
- Granted January 06, 2026
- 6343 Billy Green Road
- Loughborough District
- 2.27 acre lot addition to 1151 Mountain Lane
- Benefitting Parcel
 - Increase to 2.8 acres
- Retained Lot
 - 188 acres in area
 - Maintain existing frontage on Buck Lake & Billy Green Road



Delegated Consent Authority Report

PL-BDJ-2025-0122

- Granted January 08, 2026
- Unaddressed lands on Green Bay Road
- Bedford District
- 15.2 acre lot addition to 22 Attwood Lane
- Benefitting Parcel
 - Increase to 16.5 acres
- Retained Lot
 - 69 acres in area
 - 310 metres frontage on Green Bay Road



Adjournment



**Township of South Frontenac
Committee of Adjustment Meeting
Minutes**



Meeting # 2025-11

Time: 7:00 PM

Location: Council Chambers/Virtual Via Zoom

Present: Norm Roberts, Ray Leonard, Steve Pegrum, Scott Trueman, Alan Revill, Brett Moreland, Patrick Diotte, Mike Howe

Absent:

Staff: Christine Woods, Manager of Planning, Noah Perron, Planner, Colin Herrewynen, Planner, Kate Kaestner, Planning Clerk & Secretary-Treasurer

1. Call to Order

Resolution.

Resolution No. 2025-11-01

Moved by: Norm Roberts

Seconded by: Patrick Diotte

THAT the December 11, 2025, meeting of the Committee of Adjustment for the Township of South Frontenac is hereby called to order at 7:01 PM.

2. Adoption of Agenda

Resolution.

Resolution No. 2025-11-02

Moved by: Mike Howe

Seconded by: Alan Revill

THAT the Committee hereby adopts the agenda for the December 11, 2025, Committee of Adjustment meeting.

Carried

3. Electronic Meeting Information

a) The meeting was live streamed at the following link:

<http://www.facebook.com/SouthFrontenacTwp/>

b) Staff prepared a PowerPoint Presentation that was displayed on the screen of the meeting.

4. Declaration of pecuniary interest

None declared.

5. Approval of Minutes – November 13, 2025

Resolution.

Minutes of Committee Of Adjustment
December, 11, 2025

Resolution No. 2025-11-03
Moved by: Scott Trueman
Seconded by: Alan Revill

THAT the Committee hereby approves the minutes of the November 13, 2025, Committee of Adjustment meeting.

Carried

6. Consent Applications from a Previous Meetings: not applicable

7. New Consent Applications:

a) PL-BDJ-2025-0114 (Neumann) - Portland District

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

The applicant is proposing to create 1 new residential lot that is approximately 9 acres in area with approximately 115 metres of frontage on Alton Road West.

Colin Herrewynen, Planner, presented his report to the Committee for related applications PL-BDJ-2025-0114, PL-BDJ-2025-0115 & PL-ZNA-2025-0116, with a staff recommendation that the applications be approved, subject to the conditions outlined in the staff report.

Steve Pegrum, Chairperson of the Committee, asked whether the applicant or their agent wished to address the Committee. The applicant was present, but indicated that he did not wish to speak.

Mr. Pegrum inquired (3 times) as to whether there were any questions or comments from members of the public regarding the proposal. None heard.

Committee members were provided the opportunity to ask questions. None heard.

Kate Kaestner, Planning Clerk & Secretary of the Committee read the resolution for approval of the application, subject to conditions.

Resolution No. 2025-11-04
Moved by: Ray Leonard
Seconded by Brett Moreland

THAT the Committee of hereby approves application PL-BDJ-2025-0114 for property municipally addressed as 3590 Harrowsmith Road, consenting to create one new residential lot, being a minimum of 9 acres in area and having a minimum of 115 metres frontage on Alton Road West, subject to conditions.

Carried

b) PL-BDJ-2025-0115 (Neumann) - Portland District

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

The proposal is for a lot addition of approximately 60 acres with approximately 27 metres of frontage on Alton Road West to be added to the vacant farm

property to the west, having roll number 102908002004001. This will increase the size of the property to approximately 123 acres.

See Agenda Item 7. a) for Minutes Text.

Ms. Kaestner read the resolution for approval of the application, subject to conditions.

There was no discussion arising from the resolution.

Resolution No. 2025-11-05

Moved by: Mike Howe

Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves application PL-BDJ-2025-0115, for property municipally addressed as 3590 Harrowsmith Road, granting consent for a rural lot addition, being approximately 60 acres in area and having approximately 27 metres on frontage on Alton Road West. Such land is to be conveyed only to adjacent lands having Roll number 1029-080-020-04001, subject to conditions.

Carried

8. Minor Variance / Permission Applications from a Previous Meetings: not applicable

9. New Minor Variance / Permission Applications:

a) PL-ZNA-2025-0104 (Belsey) - Bedford District

Property Address: 198A Brooks Lane

Purpose & Effect of the Application:

A minor variance is being requested to allow a 16' x 18' (288sqft) sleeping cabin to be setback 24.4 metres from the highwater mark of Thirty Island Lake, whereas a minimum of 30 metres is required. The sleeping cabin was partially constructed without the necessary approvals.

Noah Perron, Planner, delivered his report to the Committee, with a staff recommendation that the application be approved, subject to the conditions outlined in the staff report.

Mr. Pegrum inquired as to whether the applicant or their agent wished to address the Committee. The applicant was not present at the hearing.

Mr. Pegrum inquired (3 times) as to whether there were any comments or questions from members of the public regarding the proposal. None heard.

Committee member Alan Revill asked Mr. Perron why there was a recommended condition of having the building's location confirmed by an Ontario Land Surveyor if the construction has already started.

Mr. Perron replied that in most cases Planning staff recommend that applicants have an OLS confirm setbacks as part of the application submission. If this work is not done as part of the application, staff typically recommend the condition of having the location confirmed before a permit can be issued. It will also allow staff to be sure that the proposed building complies not only with the Decision but also with the required setback from the interior side lot line.

There were no further questions from Committee members.

Ms. Kaestner read the resolution for approval of the application, subject to conditions.

Committee member Norm Roberts inquired as to whether there was a fine levied against the applicant due to the construction commencing prior to receiving building and planning approvals.

Mr. Perron confirmed that the applicant was required to pay the increased application fee for building without a permit.

Resolution No. 2025-11-07
Moved by: Alan Revill
Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0104, for property municipally addressed as 198A Brooks Lane, permitting a 288 square foot sleeping cabin to establish a 24.4 metre front yard and highwater mark setback, subject to conditions

Carried

b) PL-ZNA-2025-0113 (Samoil) - Portland District

Property Address: 4291 Genge Street

Purpose & Effect of the Application:

There are two storage sheds in the backyard of this property. The owners propose to connect the two sheds to make one 398 square foot shed. They need permission to connect the sheds and make a larger building because the sheds are less than 30 metres from Verona Lake.

Christine Woods, Manager of Planning, presented her report to the Committee with a staff recommendation that the application be approved.

Mr. Pegrum inquired as to whether the applicant or their agent wished to address the Committee. Gabriel Samoil, applicant, confirmed to the Committee that he had paid the review fee to the Conservation Authority and wasn't sure why there were no comments received from the agency, and stated that everything in Ms. Woods' presentation was correct.

Mr. Pegrum inquired as to whether any members of the public wished to comment on the application. Michele Zigman, adjacent landowner, asked what the enlarged shed would be used for on the property. Mr. Samoil stated that the primary reason was to have more storage but also to stop water erosion that was occurring between the two sheds. There was further discussion regarding the shed being used for entertainment. Ms. Woods clarified that the zoning by-law allows for accessory buildings to be used for both storage and as living space, so either of the contemplated uses would be compliant with the zoning by-law.

Committee member Roberts asked Ms. Woods to confirm whether she received any correspondence from Quinte Conservation regarding the proposal. Ms. Woods stated that she did not receive formal written comments, but from conversations that took place with QCA before the application was submitted, the agency was satisfied with the location of the structures and stated that a permit would be required from them as part of the building permit process.

Ms. Kaestner read the resolution for approval of the application.

Committee member Revill inquired as to whether it would be appropriate to amend the resolution to include the conditions that a both a building permit and a conservation permit be required.

Ms. Woods stated that it would not be appropriate to add these conditions, as the work that is being proposed will require a permit under the Ontario Building Code, and having a permit from the Conservation Authority would be classified as applicable law, meaning that a building permit can not be issued until a permit from the conservation authority has been provided to the building department.

Mr. Revill withdrew his request to amend the motion.

Resolution No. 2025-11-08

Moved by: Scott Trueman

Seconded by: Mike Howe

THAT the Committee hereby approves application PL-ZNA-2025-0113, for property municipally addressed as 4291 Genge Street, granting permission for two legal non-conforming sheds to be connected to make one 398 square foot shed.

Carried

c) PL-ZNA-2025-0116 (Neumann) - Portland District

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

Application PL-ZNA-2025-0116 is requesting minor variance for the retained lot of associated consent applications PL-BDJ-2025-0114 & PL-BDJ-2025-0115 to have approximately 65 metres of frontage along Harrowsmith Road whereas the zoning by-law requires 76 metres.

See Agenda Item 7. a) for Minutes Text.

Ms. Kaestner read the resolution for approval of the application.

There was no discussion arising from the resolution.

Resolution No. 2025-11-06

Moved by: Patrick Diotte

Seconded by: Norm Roberts

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0116, for property municipally addressed as 3590 Harrowsmith Road, allowing the retained lands of associated consent applications PL-BDJ-2025-0114 & PL-BDJ-2025-0115 to have a minimum of 65.9 metres frontage on Harrowsmith Road.

Carried

d) PL-ZNA-2025-0117 (Hutchings) (Boulevard Group) - Loughborough District

Property Address: 1277 Sheila Lane

Purpose & Effect of the Application:

The owners have requested permission under s. 45(2) of the *Planning Act* to increase the area of a boathouse on Sydenham Lake. The property was developed with a dwelling and attached boathouse. The owners propose to construct a new detached boathouse in a similar footprint. The new boathouse would project 1.67 metres further onto Sydenham Lake but would not extend beyond the existing dock. The new boathouse would have a 44.6sqm (480sqft) footprint area, which is larger than the 28.46sqm (306.25sqft) footprint area of the old boathouse. The new boathouse would be approximately 2.16 metres shorter in height and would have an unenclosed observation deck on its roof.

Noah Perron, Planner, introduced the file and advised the Committee that the applicant's agent would provide the majority of the presentation.

There was discussion between Mr. Pegrum and Ms. Woods as to whether having the agent provide a presentation would infringe upon the process and time limits in the procedural by-law. Ms. Woods confirmed that it is always an option for applicants (or their agents) to present their proposals to the Committee, and that the time limit only applies to members of the public.

Jason Sands, Boulevard Group, provided a presentation to the Committee with a request that the application be approved. He stated that the applicant was agreeable to the conditions outlined in Mr. Perron's staff report.

Mr. Perron followed with a short presentation and concluded with a staff recommendation that the application be approved subject to the conditions outlined in his staff report.

Mr. Pegrum inquired (3 times) as to whether there were any questions or comments from members of the public regarding the proposal. None heard.

Committee member Roberts sought clarification regarding the condition of the proposal having to be consistent with the submitted drawings, and inquired as to what department is responsible for confirming this.

Mr. Perron responded that every building permit application is reviewed by the Planning Coordinator to ensure compliance with the zoning by-law, so it would be confirmed by Planning staff prior to the permit application being passed along to the building inspector.

Ms. Kaestner read the resolution for approval of the application, subject to conditions.

There were no comments arising from the resolution.

Resolution No. 2025-11-09
Moved by: Ray Leonard
Seconded by: Brett Moreland

THAT the Committee hereby approves application PL-ZNA-2025-0117 for property municipally addressed as 1277 Sheila Lane, granting permission to replace the existing legal non-conforming boathouse with a 44.6 square metre boathouse, having a maximum building height of 3.25 metres, subject to conditions.

Carried

10. Other Business

Delegated Authority Consent Report

Minutes of Committee Of Adjustment
December, 11, 2025

Kate Kaestner delivered her report to the Committee.

There were no questions from Committee members arising from the report.

11. Adjournment

Resolution.

Resolution No. 2025-11-10

Moved by: Brett Moreland

Seconded by: Ray Leonard

THAT the December 11, 2025, meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 7:58 PM, to reconvene on Thursday, February 12, 2026, at 7:00PM, or at the call of the Chair.

Carried

, Chair



Application Requirements

The following items must be submitted with your application. Any application which does not include the below required information may not be accepted or will not be considered complete.

1. A pre-consultation meeting is a requirement prior to submission of the application.

Pre-consultation meeting fee	\$150.00
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2. One hard copy of this completed application form signed and commissioned.
3. A Sketch of your proposal (see Question 25 for details on what to include). The sketch must be drawn with accurate dimensions and measurements. It is recommended that you take your time to carefully assemble the data and create the sketch. You may wish to secure the assistance of a person who specializes in the drafting of sketches.
4. The applicable **non-refundable** application fee, payable to the Township of South Frontenac:

Application Type:	Planning Application Fee:	TOTAL:
Consent Application	\$1,347.00	\$1,347.00
Change of conditions	\$320.00	\$320.00
Change of conditions requiring re-circulation	\$560.00	\$560.00

5. Agency Review Fees (as applicable). A separate **cheque or proof of payment**, payable to the applicable Conservation Authority, is to be submitted to the Township with the completed application. The on-site sewage disposal review fee may be included in the payment of the application fee to the Township.

Agency:	TOTAL:
Township of South Frontenac onsite sewage disposal review (per new lot)	\$515
Cataraqui Conservation (per new lot or lot addition)	\$445
Quinte Conservation (per new lot or lot addition)	\$450
Rideau Valley Conservation Authority (per new lot or lot addition)	\$500

Please Note: These fees are for consultation on this application only; agencies may require additional fees if permit applications are required prior to any construction.

6. Required studies & Supporting Information identified at pre-consultation (if applicable)
7. Deed or transfer, or authorization for Township Staff to acquire title documents (if applicable)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Collection of Personal Information:

Personal information requested on the application form is required under the *Planning Act*. This information will be used by the Township for the purpose of reviewing the application. It may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 613-376-3027 ext. 2224).

What is considered when reviewing an application?

In considering an application, the decision-making approval authority, shall have regard, among other matters, to the health, safety, convenience and welfare of the present and future inhabitants of the municipality and to:

- The effect of development on matters of provincial interest as referred to in Section 2 of the Planning Act.
- Whether the proposed severed lot is premature or in the public interest.
- Whether the consent conforms to the intent of the Official Plan and adjacent plans of subdivision (if any)
- The suitability of the land for the purposes for which it is being severed
- If affordable housing units are being proposed, the suitability of the proposed units for affordable housing
- The number, width, location and proposed grades and elevations of roadways and their adequacy in relation to any proposed roadway linking the proposed severed area with the established roadway system.
- The dimensions and shape of the proposed lot.
- Any restrictions on the subject land (or on the buildings and structures to be erected on it) and any restrictions on abutting lands.
- Conservation of natural resources and flood control.
- The adequacy of utilities and municipal services.
- The adequacy of schools.
- The area of land, if any, exclusive of roadways, that is to be conveyed or dedicated for public purposes (such as for parks).
- The physical configuration of the new lot having regard to energy conservation.
- Site Plan Control
- County of Frontenac Official Plan
- Township of South Frontenac Official Plan
- Township of South Frontenac Zoning By-Law
- Provincial Policy Statement

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

For Office Use Only
Date Received: 02 Jan. 2026 File Number: PL-BDJ-2026-0001

1. Name of Owner(s): DIANE KENNEDY, CLIFF & GERALDINE GREEN
Full Mailing Address of Owner(s): 1104 LELAND RD. PERTH ROAD, ON K0H 2L0

Phone number of Owner(s): [Redacted]
Email Address of Owner(s): [Redacted]

2. If the applicant is NOT the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, be provided below.

Name of Authorized Applicant/Agent: DIANE KENNEDY
Full Mailing Address of Authorized Applicant/Agent: 1104 LELAND RD.
PERTH ROAD, ON K0H 2L0

Phone number of Authorized Applicant/Agent: [Redacted]
Email Address of Authorized Applicant/Agent: [Redacted]

Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application (please fill out the last page).

[Redacted] [Redacted]
Signature(s) of Owner(s)

Communications are to be sent to: [X] Owner(s) [] Agent

3. Permission to Enter Subject Lands: Permission is hereby granted to the relevant staff, committee members, and necessary commenting agencies to enter the premises (subject lands) subject to this development application for the purposes of making inspections associated with this application.

[Redacted] (Signature of the property/owner) [Redacted] (Signature of the property owner) [Redacted] (Date)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

4. Have you consulted with Township Planning Staff regarding this application?

Yes No

Date Fee Paid: _____

Name of Planner: COLIN HERREWYNEN Date of Meeting: DEC. 12/25

5. The description of the subject land:

District: Bedford Portland Loughborough Storrington

Civic Address: _____

Concession Number: 9 Lot Number: PART LOT 21

Reference Plan Number: 13R-23336 Part Number(s): _____

Roll Number: _____

Property Identification Number (PIN): 36283 - 0657

*6. Indicate the frontage(s), depth and area of the subject land. The subject land is the whole property prior to any changes. Please indicate the name of the road/lane and waterbody (if applicable).

Frontage on water (m): _____ Frontage on road/lane (m): 555.64 m

Name of Waterbody: _____ Name of Road/Lane: LELAND ROAD

Depth(m): 1290.44 m Area(acres/ha): 174.85

7. Select the type of consent being applied for:

- Creation of a New Lot
- Easement (right of way)
- Lot Addition
- Charge/Discharge of Mortgage
- Correction of Title
- Lease
- Other: _____

8. Please provide a brief description of your application. Indicate the reason why you are applying for a consent.

NEW LOT FOR MY DAUGHTER TO BUILD HOME

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

9. Create a NEW LOT – Complete this section ONLY if you are applying to create a new lot.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Severed Lot (Proposed new lot):	Retained Lot:
Frontage on Road/Lane (m):	72.28 m	483.36 m
Name of Road/Lane:	LELAND RD.	LELAND RD.
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):	150 m	1290.44 m.
Acres (acres or ha):	2.68 ACRES.	172.17 ACRES.

Please list the existing and proposed **USES** and **STRUCTURES**.

	Severed Lot (Proposed new lot):	Retained Lot:
Existing Use of Lot:	RESIDENTIAL	RESIDENTIAL
Existing Buildings/Structures:	HOUSE FIRE - TOTAL LOSS NONE 2003.	HOUSE GARAGE.
Proposed Use of Lot:	RESIDENTIAL	RESIDENTIAL
Proposed Buildings/Structures:	HOUSE	NONE.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

10. LOT ADDITION – Complete this section ONLY if you are applying for a lot addition.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Proposed Lot Addition (Severed parcel):	Retained Lot:
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

The following information is regarding the Benefitting Lands also known as the land being enlarged which are receiving the lot addition.

	Existing Benefitting Lot: (Before Lot Addition)	Enlarged Lot with added Land: (After Lot Addition)
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Please list the existing and proposed **USES and STRUCTURES**.

	Lot Addition:	Retained Lands:	Benefitting Lands:
Existing Use of Lot:			
Existing Buildings/Structures:			
Proposed Use of Lot:			
Proposed Buildings/Structures:			

11. EASEMENTS & RIGHT OF WAY – Complete this section if you ONLY are applying for an easement or a right-of-way

Length: _____ Depth: _____ Width: _____ Area: _____

Civic address of Benefitting lands: _____

Roll Number of Benefitting Lands: _____

Describe the purpose and effect of the easement and the property that will benefit:

12. Type of Servicing Proposed – WATER (Indicate the method by which water will be provided):

(NEW LOT) Severed Parcel

Retained Parcel

- Municipal water system
- Privately owned and operated well
- Lake water
- Other: _____

- Municipal water system
- Privately owned and operated well
- Lake water
- Other: N/A

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

13. Type of Sewage Disposal System Proposed (How will sewage disposal system be provided?):

(NEW LOT) Severed Parcel

Retained Parcel

- | | |
|--|---|
| <input type="checkbox"/> Publicly owned and operated communal septic system | <input type="checkbox"/> Publicly owned and operated communal septic system |
| <input checked="" type="checkbox"/> Privately owned and operated individual septic system: | <input type="checkbox"/> Privately owned and operated individual septic system: |
| <input checked="" type="checkbox"/> Leaching Bed (Class 4) | <input type="checkbox"/> Leaching bed (Class 4) |
| <input type="checkbox"/> Holding Tank (Class 5) | <input type="checkbox"/> Holding Tank (Class 5) |
| <input type="checkbox"/> Greywater Pit (Class 2) | <input type="checkbox"/> Greywater Pit (Class 2) |
| <input type="checkbox"/> Privy/Outhouse (Class 1) | <input type="checkbox"/> Privy/Outhouse (Class 1) |

14. Please list the name of the person(s) to whom the land or an interest in the land is to be transferred, charged or leased (*if known*):

KORTNEE AND SAM LAING

15. Are there any existing easements or restrictive covenants? Yes No Unknown
If Yes, please provide a description of each easement or covenant and its effect:

16. Are you aware of any abandoned wells on the subject property? Yes No

17. Name of road or lane which accesses:

The new lot (lot addition or Right of Way): LELAND ROAD

The retained lot: LELAND ROAD

Please indicate whether access to the land will be by:

- | | |
|--|--|
| <input type="checkbox"/> Provincial highway | <input type="checkbox"/> Lane |
| <input checked="" type="checkbox"/> Municipal Road - maintained year round | <input type="checkbox"/> A right of way |
| <input type="checkbox"/> Municipal Road - seasonally maintained | <input type="checkbox"/> Water (see next page) |

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

If access is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Parking and Docking for water access only properties **MUST** be legally deeded access. Please provide confirmation.

The New Lot: _____

The Retained Lot: _____

18. What is the zoning of the subject lands? (Check www.frontenacmaps.ca)

RESIDENTIAL

19. What is the current [Official Plan Designation](#) of the subject lands?

RESIDENTIAL

20. Please describe how the application conforms with the [Township Official Plan](#) & [County Official Plan](#) by **citing specific applicable** sections and sub sections. Please make sure to look at Sections 5 and 7 in the Township Official Plan and Section 3 in the County Official Plan. If you are unsure, please indicate that you do not know.

21. Is the application consistent with the 2020 [Provincial Policy Statement](#)?

Yes No Unknown

Please explain:

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

22. Has the subject land ever been, or is currently, the subject of an application for approval of a plan of subdivision under section 51 of the *Planning Act*, for a consent under section 53 of the *Planning Act*, for a minor variance, for approval of a site plan, or for an amendment to an official plan, an amendment to the zoning by-law or a Minister's zoning order? Complete all applicable

<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown			
Application Type	Application Number	Date of Application	Decision
<input type="checkbox"/> Plan of Subdivision			
<input type="checkbox"/> Consent			
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Site Plan Approval			
<input type="checkbox"/> Official Plan Amendment			
<input type="checkbox"/> Zoning By-law Amendment			
<input type="checkbox"/> Minister's Zoning Order			

23. Has land been previously severed from the subject property, since September 5, 2000? If yes, please provide date of transfer; name of transferee and uses of the land.

Yes MITCHELL & KELSEY SUTTON 2019 No

24. Did the current owner acquire the subject land as a result of a consent? Yes No

25. Is the applicant requesting a Certificate of Official for the retained land? Yes No

** If yes – the applicant must provide a lawyer's statement that there is no land abutting the subject lands that are owned by the owner of the subject land, other than the land that could be conveyed without contravening section 50 of the *Planning Act*.

26. A SKETCH must be submitted. For more information on what the sketch needs to show, please see "A guide to completing your consent application form". If your application is approved and then the required survey shows different frontages, area and location than was submitted, a new consent may be required including submission of a new application and fees.**

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Please note that the sketch must include the same metric as on the application, switching between meters and feet will not be acceptable unless both are shown.

The sketch must include the following:

- A directional arrow with North at the top of the page.
- The boundaries and dimensions of the whole property. LABEL the part that is to be severed and the part that is to be retained, including the total area (acres or hectares), road frontages on all roads/lanes for each and waterbodies.
- Indicate if the owner of the subject property also owns other lands near the proposal.
- The distance between the subject land and the nearest road, bridge or railway crossing
- The location of all land previously severed from the parcel (if applicable) originally acquired by the current owner of the subject land.
- All natural and artificial features that are located on the subject property and on land beside the subject property. Please label and show the approximate location of:
 - a. Existing Buildings, wells and septic systems, bridges, railways, roads, hydro lines
 - b. Waterbodies, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas
 - c. Landfills, propane facility, quarry's and pits
 - d. Barns

Note: The existence of a nearby barn will require you to complete a Minimum Distance Separation Calculation in order to consider compatibility issues. Please check with the Planning Department regarding the implications of any farm structure, on your application.

- Please include any information on natural and artificial features (as listed above) that in the applicant's opinion may affect the application
- Please indicate the current uses of land that is surrounding the property, such as residential, agricultural and commercial uses (if agricultural, please indicate the approximate distance of any barn structure from the proposed new lot).
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

- If access to the subject land is by water only, please show the location of the parking and boat docking facilities to be used, and the title documents to demonstrate legal deeded use of these facilities
- The location and nature of any easement affecting the subject land.
- The location of any abandoned wells on the property

PERMISSION, ACKNOWLEDGEMENT, AGREEMENT AND DECLARATION OF APPLICATION

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner agree that the information recorded in this Consent Application Form is accurate and agrees that representatives of the Township and relevant commenting agencies may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

ACKNOWLEDGEMENT OF ADDITIONAL REQUIREMENTS

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner, acknowledge that additional studies and/or peer review and/or legal review may be required by the Township as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete.

Attached to this application is payment to the Township of South Frontenac in the correct amount representing payment of the application fee, and additional payment (or proof of payment) for any required commenting agency review fees.

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of South Frontenac ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the *Planning Act*.

Without limiting the foregoing, such costs will include all legal, engineering, planning, and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Land Tribunal from any decision of the Council, Delegated Decision of Council, or Committee of Adjustments, of their designated approval authority, as the case may be, hearing the applicant's application.

The Owner/Applicant further agrees to provide the Municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality to prepare for and participate in the hearing. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

The applicant/owner acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not appear before the Ontario Land Tribunal in in connection with the application until the invoice has been paid in full.

DECLARATION FOR THE PRESCRIBED INFORMATION

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide photo identification (i.e. driver's license).

I/We, DIANE KENNEDY
(Name of Owner / Agent)

of PERTH ROAD ON
(Municipality, Town, City name)

do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and acknowledge that personal information and all other material collected on this form and provided to the municipality as part of this application, including all names, addresses, opinions and comments, is collected under the authority of the *Planning Act*, R.S.O. 1990, as amended, will be used to assist in making a decision on this matter and will be made available for public disclosure. I/We are aware the information collected in this Application will be provided in the applicable Agenda and posted on the Township's website.

Sworn (or declared) before me in the Township of South Frontenac
(Municipality name)

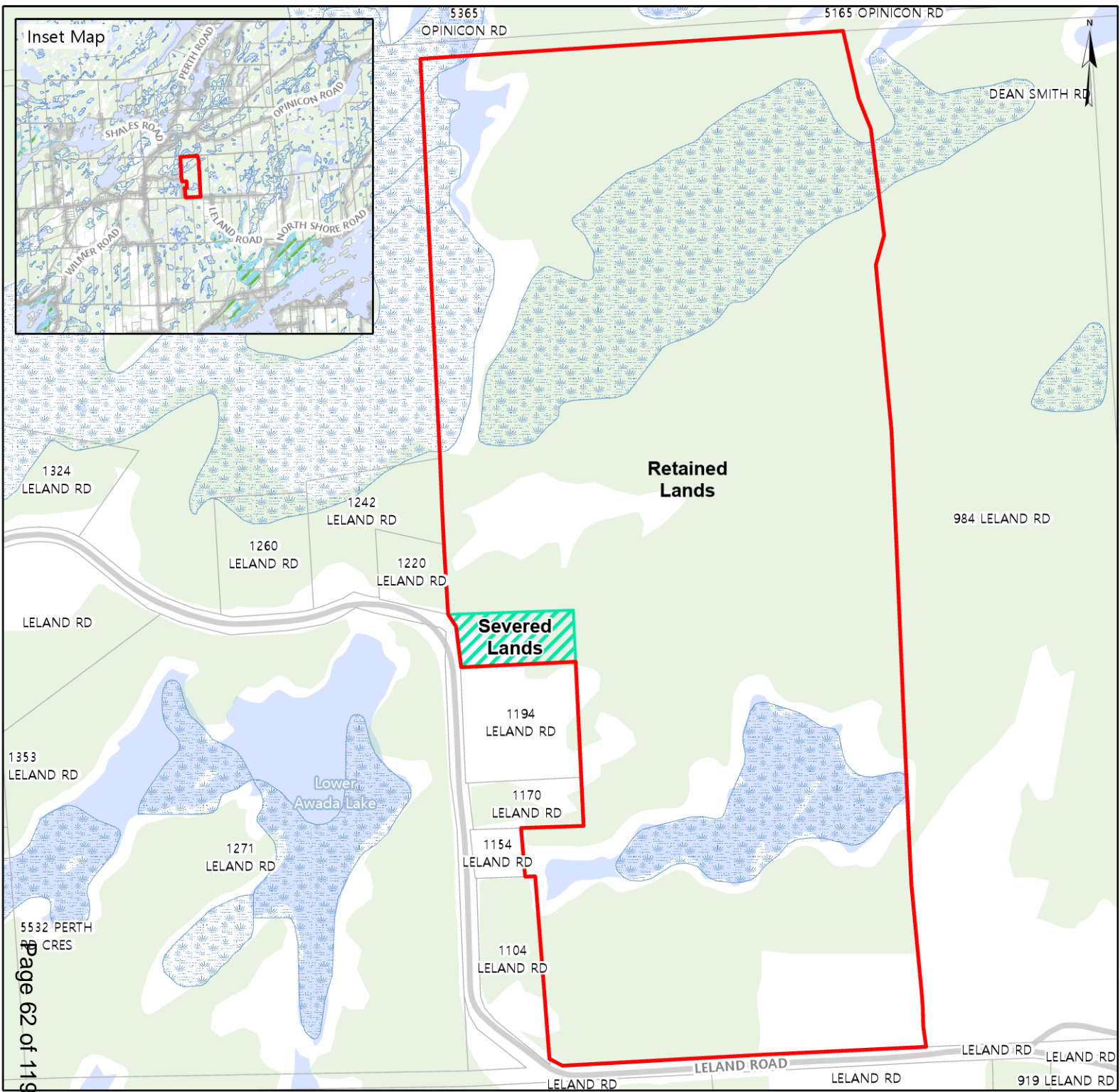
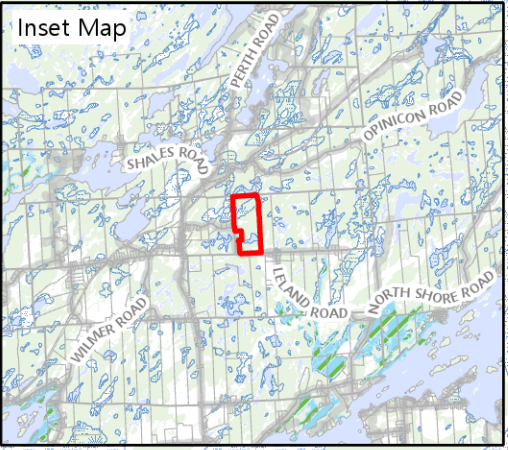
On this 2nd day of January, 2026.
(Day) (Month) Year

[Handwritten Signature]
Commissioner of Oaths Signature

[Redacted Signature]
Signature of Owner (s) or
Authorized Agent

Affix Commissioner of Oaths stamp below signatures











Katie Susan Kaestner, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.



SOUTH FRONTENAC

**PL-BDJ-2026-0001
PL-ZNA-2026-0002
(GREEN) (KENNEDY)
LELAND ROAD**

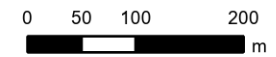
Legend

-  Subject Lands
-  Proposed Severance
-  Wetland
-  Wooded Area
-  Lake Trout Lake - At Capacity
-  Lake Trout Lake - Not at Capacity
-  Non-Lake Trout Lake - At Capacity
-  Waterbody
-  Township Boundary
-  Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2026.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

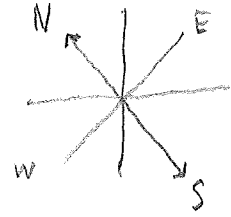
Scale: 1:7,000



UTM Zone 18 NAD 83

Date: 27/01/2026

Pond



Pond

Severed

2 acres

Forest

72.28 m

1206 Leland Rd

Rocky area

Retained

Parcel 1

shed shed

1194 Leland Rd

House

Garage
Well

1170 Leland Rd

Forest

1154 Leland Rd

Leland Road

1104 Leland Rd

483.36 m

LELAND Road



Access to Public Roads Report

Application Number(s): PLBDJ20260001

Applicant's Name(s): Cliff and Geraldine Green, Diane Kennedy

Concession: 9 **Lot:** PT Lot 21 **District:** Loughborough

Road: Leland Road

Road Maintenance: Year-round Seasonal

Sight Lines: Are there adequate sight lines for the entrance? Yes No

➤ If no, what changes are required to improve the sight lines?

**Existing residential entrance for severed lands is permitted to remain for continued residential purposes.

Retained portion has suitable frontage to achieve adequate sight lines.

Road Conditions:

1. Are there any special drainage/ditching concerns related to the creation of new lot(s)? Yes No

➤ If yes, what action is the applicant required to take?

2. Is the road condition adequate to serve increased development / traffic?

Yes No

➤ If no, please explain. What measures can be taken to correct the inadequacies?

3. Is Road Widening Required?

Yes No To be determined by an Ontario Land Surveyor

➤ Are there any specific requirements?

Local road - Rural classification. Ensure that there is a 20m (66ft road allowance) otherwise applicant to dedicate any shortfall of 10m from centerline. Alignment correction for ROW may be required.

Access Approved by Public Services?

Yes Yes, with conditions No

➤ If yes, with conditions, please describe the conditions below:

Steven V
Signature on behalf of Public Services

February 04, 2026
Date



January 20, 2026

File: SEV/FRS/012/2026
MV/FRS/013/2026

Sent By Email

Colin Herrewynen
Planner
Development Services
Township of South Frontenac
4432 George Street, Box 100
Sydenham, ON K0H 2T0

Dear Colin Herrewynen

**Re: Application, PL-BDJ-2026-001 & PL-ZNA-2026-002
1206 Leland Road, South Frontenac
Wetlands**

Staff of Cataraqi Conservation (CRCA) have reviewed the above-noted application and supporting materials. We provide the following comments regarding the proposal with reference to our roles as a commenting agency responsible for natural hazards review, and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits* (formerly O. Reg. 148/06).

Summary of Proposal

The proposal involves the creation of a new lot for residential development. The proposed severed lot has an area of 1 ha (2.6 ac) with 72 m of frontage. The retained lands have an area of 69 ha (172 ac) 483 m of frontage. The retained lands are developed with a single detached dwelling and accessory structures along the southern frontage of the subject lands. The proposal also involves a minor variance to permit a reduced frontage to less than the required 76 m.

Discussion

Cataraqi Conservation's main interest, in the proposal is the protection of the hydrologic function of wetlands. The comments are focused on the consent application.

Natural Hazards

Cataraqui Conservation, through our implementation of Ontario Regulation 41/24 and, in accordance with the natural hazards policies of the 2024 Provincial Planning Statement (PPS), directs development away from lands subject to natural hazards, such as flooding and erosion, and wetlands.

Wetlands

There is a large wetland complex in the northern portion of the subject lands and wetlands pockets throughout the retained lands. Based on a review of elevation mapping and aerial imagery, the wetlands extend onto adjacent lands and are hydrologically connected. Due to the size of the wetlands and the hydrological connectivity, the wetlands on the subject lands are regulated and a 30 m development setback applies.

The proposed severed lot is in proximity to a wetland (Figure 1). The proposed lot is located outside of the wetland boundary but within the 30 m wetland setback. CRCA policies do not permit development within 30 m of the wetland boundary to protect their hydrologic function. There is adequate area (greater than 0.5 ha) outside of the 30 m wetland setback to accommodate a future building envelope on the proposed severed lot. The retained lands are developed and there appears to be adequate area outside of wetlands setbacks to accommodate future development on the retained lands, if proposed. Based on this, Cataraqui Conservation has no objections from a regulatory perspective.

To protect the hydrologic function of the wetlands, staff recommend the maintenance and enhancement of a 30 m buffer of native vegetation around the wetland boundary, to help stabilize soils into the long-term. Runoff from buildings and structures and other hardened surfaces should also be directed away from the wetland to a naturally vegetated location where infiltration can occur.

Recommendation

Staff have no objection to the approval of applications PL-BDJ-2026-0001 & PL-ZNA-2026-0002 based on our consideration for natural hazard and regulatory policies.

Ontario Regulation 41/24

Lands within 30 m of wetlands are subject to Ontario Regulation 41/24: *Prohibited Activities, Exemptions, and Permits*, made pursuant to Section 28 of the Conservation Authorities Act. The purpose of O. Reg. 41/24 is to ensure that proposed changes (e.g.

development and site alteration) to a property are not affected by natural hazards, such as flooding and that the changes do not put other properties at greater risk from these hazards. **Current and future landowners should contact Cataraqui Conservation before considering any work within 30 m of the wetlands on the subject lands.**

Cataraqui Conservation Fees

Cataraqui Conservation charges fees for our review of Planning Act applications. The fee for the review of a consent application is \$465.00. **Fees for this application remain outstanding. We request that the applicant submit this review fee at their earliest convenience.** Fees can be paid online (<https://crca.ca/payment/>) or over the phone (613-546-4228 ext. 220). Our files, for reference, are SEV/FRS/012/2026 and MV/FRS/013/2026

Sincerely,

Emma Stucke

Emma Stucke MCIP, RPP
Resource Planner

cc: Applicant, via email

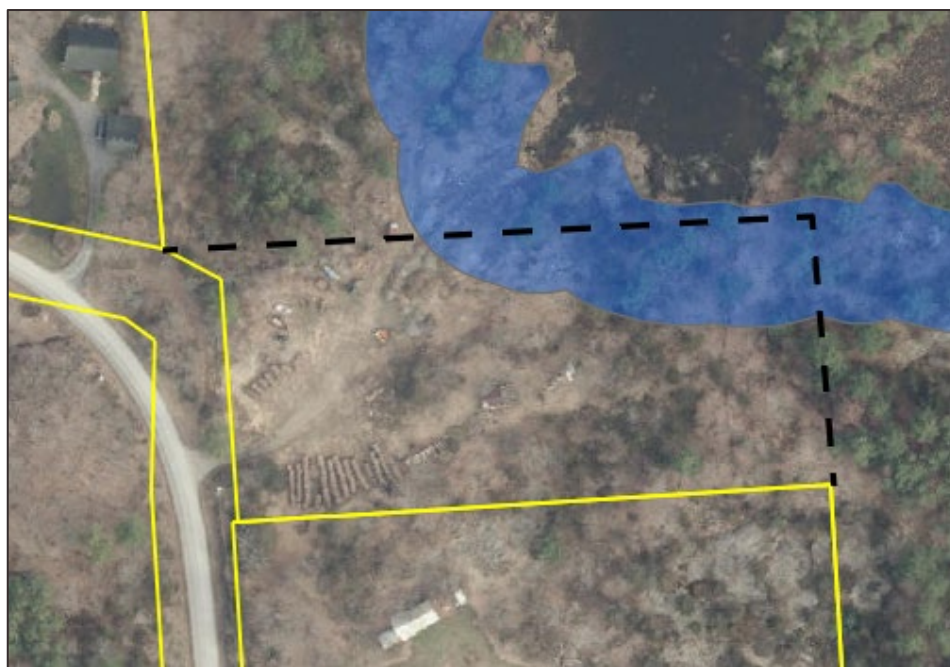


Figure 1 Proposed lot lines and approximate 30 m wetland setback (in blue shading).

Township of South Frontenac Staff Report



To: Committee of Adjustment

From: Development Services Department

Date of Meeting: February 12, 2026

Subject: Consent Application PL-BDJ-2026-0001 and Minor Variance Application PL-ZNA-2026-0002, Green, Kennedy, 1206 Leland Road, Loughborough District

Summary

This report recommends that the Committee of Adjustment grant approval of the subject consent application subject to conditions and the minor variance application for zoning relief.

Background

The subject property is very large (174.6 acres/70.6 ha) and has multiple road frontages along Leland Road. The north end of the property abuts an unopened road allowance and contains a large wetland area. In the middle of the property, the lot has frontage along the curved part of Leland Road and is in proximity to a beaver pond. There is approximately 72 metres of frontage along the road at this part only. The middle area of the property along Leland Road was the original homestead area of the property. In 2003, the dwelling was lost to a house fire. At the south end of the property, there is approximately 483 metres of frontage along a different part of Leland Road. The southern area along Leland Road is vacant and consists of tree-covered areas.

The subject lands are designated as Rural in the South Frontenac Township Official Plan 2025. The exception are the wetlands and ponds, which are in the Environmental Protection designated area. The entire property is zoned Rural Zone (RU) in Zoning By-law No. 2003-75, as amended.

Proposal

The consent application is for the creation of one new residential lot in the middle portion of the property along Leland Road. The lot to be severed is proposed to have a frontage of 72 metres along Leland Road and have an area of 2.6 acres (1 ha). The minor variance application is to allow the severed parcel to have less than the minimum 76 metres of lot frontage required by section 7.3.2 of the Zoning By-law.

The lot to be retained is proposed to have a frontage of approximately 483 metres along the south property line along Leland Road, with an area of approximately 172 acres (59.3 ha).

Related Applications

The lands are not subject to any additional applications under the Planning Act at this time.

Department and Agency Comments

Cataraqui Conservation (CRCA) advised of no objections. The CRCA noted that they should be contacted before the current or future landowner considers work within 30 metres of any regulated features or unevaluated wetlands on the property.

Public Services advised that they have no objections. The severed parcel has an existing residential access that can continue to be used for residential purposes. There is suitable frontage on the retained portion of the property for safe access.

Public Comments

No public comments were received at the time of writing this report.

Planning Analysis

The consent application needs to be assessed against the applicable policies of the Provincial Planning Statement 2024 (PPS), Township of South Frontenac Official Plan 2025, as well as the provisions of Zoning By-law No. 2003-75, as amended. The minor variance application needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act.

The Provincial Planning Statement (2024) allows residential lot creation on Rural lands where site conditions are suitable for the provision of appropriate sewage and water services. The County Official Plan and the Township Official Plan also permit residential development in the Rural designation.

Section 9.3.2 of the Township Official Plan indicates that a maximum of three (3) new lots (exclusive of the retained parcel) may be permitted through the consent process from a lot of record as it existed on November 25, 2003. The subject property is eligible for a severance under Section 9.3.2 because there was one previous severance from the subject property in 2019.

Section 9.1 of the Township Official Plan requires that for new lots created, they need to be a minimum 0.8 hectare lot size and have a minimum 76 metres of frontage on a public road.

Section 9.1b) v) states that reductions in lot size, water frontage or lot frontage may be varied without amendment to this Plan, provided that the intent of applicable Official Plan policies are met, and the reduction is recognized through an appropriate planning process, such as a minor variance or zoning by-law amendment.

For properties in the RU Zone, section 7.3.2 of the zoning by-law states that the minimum lot frontage for single detached residential uses is 76 metres (250 ft).

Section 5.8.2 a of the Zoning By-law states that no building or structure shall be located within 30 metres horizontal of the high-water mark of a waterbody or permanent

watercourse. The lot proposed to be severed is large enough for development to be located outside the required 30 metre setback to the beaver pond.

The area where the severed lot is proposed only has 72 metres of frontage. The severed frontage would include all the available frontage on Leland Road for that area of the property. The lot proposed would also be similar to the frontages of lots of record on this section of Leland Road (they range from 60 to 90 metres). The proposed reduced frontage does not impact the development potential of the severed parcel nor the continued use of the retained parcel. The development area previously had a dwelling, but it burned down approx. 20 years ago. The proposed lot would be able to accommodate a new house and well and sewage system separation requirements.

The lot to be retained currently meets and will continue to meet the lot size requirements and lot frontage requirements being approximately 172 acres in size and having a frontage of 483 metres along Leland Road.

Rural development must be serviced by private water and sewage systems. The Township typically requires the ability to be serviced by a private well to be demonstrated as a condition of consent approval. Section 7.4.4 e) states that a hydrogeological assessment is required for new lots created by consent that would be serviced by a drilled or dug well to demonstrate a viable water supply. The study must be prepared in accordance with Township standards and Provincial guidelines, to the satisfaction of the Township. This is a recommended condition of approval. Sewage system requirements would be addressed at the building permit application stage.

Conclusion

The consent application meets the criteria outlined in section 51(24) of the Planning Act, does not require a plan of subdivision for the proper and orderly development of the municipality, is consistent with the PPS, and conforms to the County and Township Official Plans. The severed parcel will comply with the Zoning By-law subject to the requested minor variance for lot frontage.

It is the opinion of Planning staff that the proposed approximately 72 metre lot frontage of the severed parcel meets the four tests for a minor variance – the variance maintains the general intent and purpose of the Official Plan and Zoning By-law, it is desirable for the appropriate development of the lands, and it is minor in nature.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 14 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies

- Notice was also posted on the Township website.

Recommendations

Consent

It is recommended that application PL-BDJ-2026-0001 for the creation one new Residential lot along Leland Road be approved subject to the following conditions.

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for the creation of one new residential lot that is approximately 2.6 acres in area with a minimum 72.28 metres of frontage on Leland Road. The lot area, frontage and configuration of the proposed severed lot shall be consistent with the sketch submitted by the applicant attached to the decision as "Schedule A".

Survey/Reference Plan or Registerable Description

3. An acceptable reference plan or legal description of the severed lands in duplicate [*Registry Act*, s.81, *Land Titles Act*, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [*Planning Act*, s. 53(41)] after the date that "Notice of Decision" is given [*Planning Act*, ss. 53(17) and 53(24)].
4. The surveyor or applicant shall submit the draft Reference Plan, including area calculations and noting frontages along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Road Allowance Widening

5. The Ontario Land Surveyor who prepares the reference plan referred to in Condition #3 and #4 shall also determine by survey the width of Leland Road to be 20 metres. If such a width is less than 20 metres, the owner shall dedicate to the Township land along the frontage of the severed lands in the following manner as required:
 - a. The land to be dedicated shall be the width required to provide 10 metres from the centre of the existing travelled road Leland Road;

- b. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner's expense and filed with the Secretary-Treasurer prior to the issuance of the Certificate of Official;
- c. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the of "The Corporation of the Township of South Frontenac", and shall include the following attached to the Transfer/Deed as a Schedule:

The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended.

- d. The Transfer/Deed for the land to be dedicated shall be registered by the Owner at the Owner's expense;
- e. The duplicate registered Transfer/Deed for the land to be dedicated together with a letter of opinion of a solicitor qualified to practice law in the Province of Ontario addressed to the Secretary-Treasurer confirming that the municipality acquired good and marketable title to the land free and clear of all liens and encumbrances shall be delivered to the Secretary-Treasurer prior to the issuance of the Certificate of Official.

Municipal Requirements

- 6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.
- 7. The Township of South Frontenac shall receive 5% of the value of the severed parcel, in lieu of parkland [*Planning Act*, s. 51(1)].
- 8. In the event that there are abandoned wells located on the severed parcels or the retained property, the wells shall be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.
- 9. The Owner shall submit a Hydrogeological Assessment that demonstrates an adequate supply of potable water is available for the severed parcel and no unacceptable impacts to adjacent water well users and properties, to the satisfaction of the Township. The Hydrogeological Assessment shall be prepared in accordance with the Township's Standards for Hydrogeological Assessment and Provincial guidelines. In determining whether the assessment is satisfactory, the Township shall require the submitted Hydrogeological Assessment to be peer reviewed. The peer review process shall be initiated by the Township but will be at the cost of the Owner.

Zoning

10. The applicant is required to apply for a minor variance to permit the severed parcel to have a minimum of 72 metres of lot frontage.
11. Where a violation of Zoning By-law No. 2003-75 is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Minor Variance

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve minor variance application PL-ZNA-2026-0002, such that the severed parcel from Consent Application PL-BDJ-2026-0001 is permitted to have a minimum 72 metres of lot frontage.

Report Prepared By:

Colin Herrewynen, RPP, MCIP, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

TOWNSHIP OF SOUTH FRONTENAC
APPLICATION FOR MINOR VARIANCE
OR PERMISSION (s. 45(2))
Updated January 2025

The Committee of Adjustment is a Committee of eight persons appointed by Township Council. The Committee is formed under Section 45 of the *Planning Act* R.S.O. 1990, Chapter P.13, to authorize a minor variance from a zoning by-law or permission under s. 45(2) to alter a legal non-conforming use.

The Committee may vary Zoning By-law provisions provided the Committee is of the opinion that the variance:

- Is desirable for the appropriate development or use of the land, building or structure
- Maintains the general intent and purpose of the Official Plan.
- Maintains the general intent and purpose of the Zoning By-law.
- Is minor in nature

The Committee may grant permission to enlarge or extend a structure or alter the use of the lands where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the by-law.

Application Requirements

1. It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the **sketch**, accompanied by a **non-refundable fee** in accordance with the chart below in cash, or by debit card, credit card or cheque made payable to the Township of South Frontenac.

Application Type:	Planning Application Fee:
1-3 Variances	\$1,249.00
4+ Variances	\$1,468.00
After building without a permit	\$2,241.00

2. It is required that a Fee be provided for the Township to review onsite sewage disposal and Conservation Authority (where applicable) when submitting an application (Separate **cheques**, payable to the applicable Conservation Authority, are to be submitted with the application).

Township of South Frontenac	\$463.00
<i>Minor Variance Only</i>	\$720.00
<i>Minor Variance WITH Performance Review</i>	\$1,183.00
<i>Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system</i>	
Cataraqui Region Conservation Authority	\$445.00
Quinte Conservation Authority	\$450.00
Rideau Valley Conservation Authority	\$410.00

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

Please Note: These fees are for **consultation** on this application only; these agencies may require additional permit applications and fees prior to any construction.

3. PLEASE READ THIS ITEM CAREFULLY

Each applicant shall provide a sketch showing the dimensions of the subject land and of all abutting lands as outlined in Question 29 of the application. The sketch should be accurately dimensioned and scaled in either Imperial or Metric measures. This sketch, in conjunction with the Application Form, is the basis for the analysis of the Minor Variance Application by the Committee of Adjustment. It is strongly recommended that the applicant spend the necessary time to carefully and thoroughly assemble the data and transfer the data to the sketch. It is important that the sketch be drawn with accurate dimensions and measurements. Any application which does not include the above required information may not be accepted. In this regard, the applicant may wish to secure the assistance of a person who specializes in the drafting of such sketches. A guide to answering the application questions is attached.

4. Collection of Personal Information

Personal information requested herein is required under the *Planning Act*, 1990 as amended. This information will be used by the Committee of Adjustment/Land Division Committee for the purpose of reviewing the above referenced application, and may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 376-3027 ext.2224).

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

Date Received: 02 Jan. 2026

File No: PL.ZNA.2026.0002

Pre-Consultation for this application Yes No

Planner: COLIN HERREWYNEN Date of pre-consultation: DEC. 12/25

1. Name of Owner(s): DIANE KENNEDY, CLIFFORD & GERALDINE GREEN

Full Mailing Address of Owner(s): 1104 LELAND ROAD, PERTH RD, ON
K0H 2L0

Phone number of Owner(s): [REDACTED]

Email Address of Owner(s): [REDACTED]

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, must accompany the application.

Name of Authorized Agent: DIANE KENNEDY

Full Mailing Address of Authorized Agent: 1104 LELAND RD.
PERTH ROAD, ON K0H 2L0

Phone number of Authorized Agent: [REDACTED]

Email Address of Authorized Agent: [REDACTED]

Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application for Minor Variance.

[REDACTED]

Signature(s) of Owner(s)

3. The description of the subject land:

District: Bedford Portland Loughborough Storrington

Concession Number: 9 Lot Number: PART LOT 21

Street Number: _____ Name of Road/Street: _____

Reference Plan Number: 13R-23336 Part Number(s): _____

Roll Number: _____

PIN # 36283-0657

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

4. The frontage(s), depth and area of the subject land.

Frontage (on water): _____ Frontage (on road/lane): 72.28 m
~~150~~ ~~81.17 m~~ ~~5139.13 sq. m~~
Depth: 150 m Area: 10842 sq. m

5. The current zoning of the subject land:

RESIDENTIAL

6. The nature and extent of the relief from the Zoning By-law:

NOT ENOUGH ROAD FRONTAGE FOR NEW LOT

7. The reason why the proposed use cannot comply with the provisions of the Zoning By-law:

THERE IS ONLY 72.28m currently and we require.
AN ADDITIONAL 3.92m to meet guidelines

8. Does the subject property front on a municipally maintained road? Yes No

OR a privately maintained road? Yes No

Name of Road/Lane:

LELAND ROAD

9. If access to the subject property is by water only, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

10. What are the existing uses of the subject land?

RESIDENTIAL

11. Please indicate whether there are any EXISTING buildings or structures on the subject land. (i.e. residence, garage, shed, etc.)

Yes No
GARAGE.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

12. If the answer to item 11 is yes, for **EACH building or structure** indicate:

Type of Structure (E.g. residence)	(1)	(2)	(3)	(4)
Setback from Front Lot Line				
Setback from Rear Lot Line				
Setback from Side Lot Line				
Height of Building (Also indicate if it is one story or two story)				
Dimensions of Floor Area				
Setback from High Water Mark (If applicable)				

13. The proposed uses of the subject land:

RESIDENTIAL

14. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), **PROPOSED** to be built on the subject land?

Yes

No

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

15. If the answer to item 14 is yes, for each proposed addition, building or structure indicate:

Type of Structure (E.g. residence)	(1)	(2)	(3)	(4)
Setback from Front Lot Line				
Setback from Rear Lot Line				
Setback from Side Lot Line				
Height of Building (Also indicate if it is one story or two story)				
Outside Dimensions of Building/Structure				
Setback from High Water Mark (If applicable)				

NOTES: 1) If the subject property is on waterfront, and on a private lane, the setback from the front lot line and the setback from the high water mark will be the same.
 2) The dimensions required in this question relate to the **NEW CONSTRUCTION ONLY**, and **NOT** to the total size of the completed building.

16. Do your plans include any **DEMOLITION** of existing structures? Yes No

If yes, please provide details:

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

17. Do your plans include the **RAISING** of an existing structure? Yes No

If yes, please provide details:

18. What are the uses of the proposed development?

- | | | | |
|-----|--|------------------------------|-----------------------------|
| (a) | Increase in number of bedrooms | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) | Increase in plumbing fixtures | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) | Increase in living space | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) | Will the addition or structure encroach on the existing septic system? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

19. The date the subject land was acquired by the current owner:

1978

20. The date the existing buildings and structures were constructed on the subject lands:

2009

21. The length of time that the existing uses of the subject land have continued:

22. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake, or other water body, or other means:

23. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated sewage system, a privately owned and operated individual or communal septic system, a privy, or other means:

24. Is storm drainage provided by sewers, ditches, swales or by other means?

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

25. Please indicate whether the subject land is subject of an application under the Planning Act for approval of a Plan of Subdivision or Consent.

Yes No

26. If the answer to question 25 is yes, please give the file number of the application and the status of the application.

27. If known, please indicate whether the subject land has ever been the subject of an application under Section 43 of the Planning Act (Minor Variance).

Yes No

28. If the answer to item 27 is yes, please give the file number of the application and the status of the application.

29. A **SKETCH** must be submitted showing the following:

- i) THE SKETCH **MUST** HAVE A NORTH ARROW AT THE TOP OF THE PAGE.
- ii) The boundaries and dimensions of the subject land including the location of any existing and proposed buildings.
- iii) The location of a reference point.....i.e. distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- iv) The location of all abutting (neighbours') lands.
- v) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.

****Note: **** The distances to on-site and abutting owners' wells, septic fields and barns, from the property to be varied, **IS REQUIRED** to be shown. The **SKETCH** is of significant importance and should be prepared as carefully, neatly and accurately as possible.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

- 9) Parking and Docking: This question is only relevant if you can only access your property by water.
- 10) Existing Uses: e.g. residential, retail business, vacant recreational land
- 11) Buildings: If there are **ANY** buildings or structures on the property now, the answer to this question is "yes".
- 12) Description of buildings and structures: You must complete all sections of this question for each structure on your property. **If there is a deck on your dwelling, please describe it separately from the residence.**
- 13) Proposed Uses: Generally, the answer to this question will be the same as the answer to #10, but if, for example, the land is currently vacant, and you are planning to construct a dwelling, then the use to be described in section 10 would be "vacant recreational land", and the use described in section 13 would be "residential"
- 14) Proposed structures: If you are planning to build **ANYTHING** on the property, the answer to this question is "yes" – This includes additions, decks, garages, septic systems.
- 15) Description of new construction: **ALL** proposed new development must be described here. If you are proposing to construct an addition to a dwelling, and to add a deck, please show this information in separate columns.
- 16) **Demolition: All demolition requires a permit from the building department.** In some instances, a proposed addition or increase in height cannot be accomplished without the removal of existing walls. If this is not made clear to the Committee at the beginning of the process, you may find that, although you are granted permission to add on to your residence, you can't actually do it because you have not made it clear that there is demolition involved.
- 17) Raising of Structure: In other words, are you proposing to raise the building in order to construct a basement under it.
- 18) Uses of Development: Please answer each part of this question. An increase in living space would include anything with walls – e.g. a screened porch would involve an increase in living space.
- 19) Date land acquired: When did you take possession of the property?
- 20) Date of existing buildings: If you are not sure, provide your best estimate.
- 21) Length of existing uses: For example, has the land been used for residential purposes for 30 years, or 18 months?
- 22) Water supply: in most cases the answer will be private well, but some waterfront properties take their water from a lake.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

- 23) Septic: in most cases the answer will be private sewage system, but there may be some privies.
- 24) Drainage: Are there specific ditches that have been constructed to deal with drainage; is there natural drainage, etc.?
- 25) Application for consent: Is there currently an application for consent (severance) being proposed for the property?
- 26) If yes: If there is a current application for severance or subdivision on the property, please indicate the file number. (Staff can help provide this information)
- 27) Minor variance: Has there ever been a minor variance granted on the property? If you are long-time owner of the property, you will probably be aware of any other special permission granted for a variance to the zoning by-law. If you are a new owner, the seller will probably have made you aware of this.
- 28) If yes: If there has been a previous variance granted on the property, please indicate the application number if known, and what the details of the variance were.
- 29) **SKETCH: We cannot stress enough the importance of a detailed, accurate, and complete sketch. You do not necessarily need to contract with a professional to draw the sketch, but sketches that are not drawn to scale, do not show dimensions and distances, or are not drawn neatly (PLEASE USE A RULER), will not be accepted.**
- 30) **Agreement to Indemnify:** Must be signed in front of a commissioner of oaths – you may have this done before submitting the application, or sign the application in front of staff who can sign as commissioners. All owners must sign the application, or it can be signed by an agent if one has been appointed.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac representing payment of the application fee.

The Owner/Applicant/Agent agrees that the information recorded in this Minor Variance Application Form is accurate. The Owner/Applicant/Agent agrees that representatives of the Township and, where applicable, the appropriate Conservation Authority, may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

The Owner/Applicant/Agent agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the municipality may, from time to time charge any fees and expenses incurred by the municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days,


The Owner/Applicant/Agent further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT THE TOWNSHIP OF SOUTH FRONTENAC

THIS 2nd DAY OF January, 2026.

I, DIANE KENNEDY OF PERTH ROAD, ON.

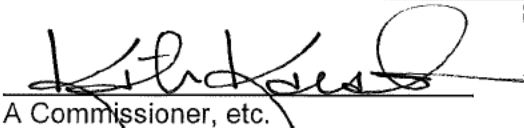
solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.


Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

DECLARED before me at the TOWNSHIP OF SOUTH FRONTENAC (IN THE COUNTY OF FRONTENAC)

THIS 02nd DAY OF January, 2026

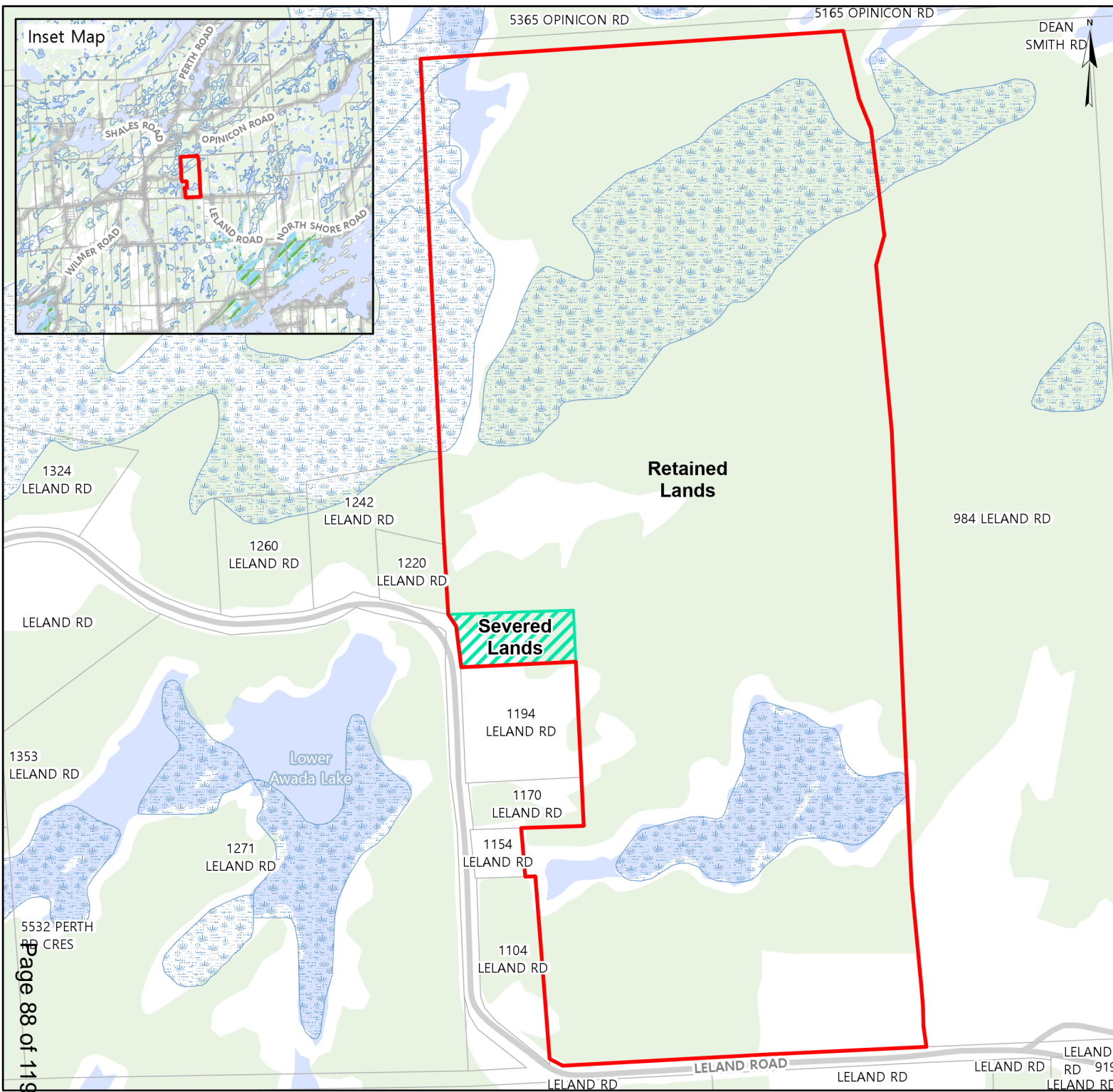
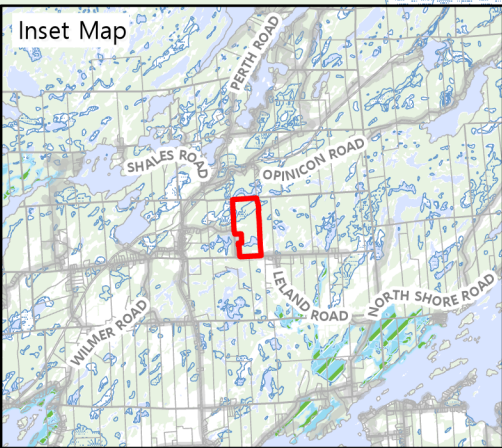

A Commissioner, etc.

Katie Susan Kaestner, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

A Guide to Completing the Minor Variance Form











- 1) The names of **all** owners must appear in this section, even if they live in separate residences, and the address(es) should be the **full mailing address, complete with postal code**.
- 2) You may wish to appoint someone to act on your behalf during the variance process. If so, that person's name, address and phone number should appear here All owner's must sign the authorization.
- 3) Description of the Subject Land:
 - a. District: The Districts are the same as the former Townships. If you are not sure, check the roll number (the long number beginning with 1029) on your tax bill. If the numbers are 010, 020 or 030, your district is Bedford; if the numbers are 040-050, your district is Loughborough; if the numbers are 060 or 070, your district is Storrington; and if the numbers are 080, your district is Portland.
 - b. Concession and Lot Numbers: if you are not sure, check your tax bill
 - c. Street Number: Your civic address – if a civic number has not been assigned, leave this space blank.
 - d. Name of Road/Street: This question applies whether or not you are on a private lane or a public road.
 - e. Reference Plan No: If your property has been surveyed, it will have a plan number, and one or more parts on that plan. If your property has not been surveyed, leave this space blank.
 - f. Roll No: This is the number beginning with '1029' which appears on your tax bill. Please take time to look it up before submitting the application.
- 4) Frontage, depth, area, acres: All parts of this question must be completed.
- 5) Current zoning: You may not be aware of the zoning on your property and this can be determined when you come in for pre-consultation with planning staff.
- 6) Nature and Extent of Relief: This question is asking what you are asking to do that requires the variance – for example, it could be that you are asking to be 25 m rather than 30 m from the high water mark, or that you are asking to increase the height of a structure within 30 m of the high water mark, or that you are seeking a variance to construct an accessory building closer to the front lot line than the principal building.
- 7) Reason why you can't comply: In other words, why can you not meet the required setbacks. It could be, for example, because you are seeking a variance to add on to an existing structure that is already too close to the water, or that developing further from the water would be impossible because of a steep embankment.
- 8) Roads: Municipally maintained roads are looked after by the Township; private roads are lanes that residents maintain themselves (not private driveways, but lanes that provide access to your property and that are generally shared with others).



SOUTH FRONTENAC

PL-BDJ-2025-0001
PL-ZNA-2025-0002
(GREEN) (KENNEDY)
LELAND ROAD

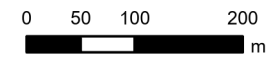
Legend

-  Subject Lands
-  Proposed Severance
-  Wetland
-  Wooded Area
-  Lake Trout Lake - At Capacity
-  Lake Trout Lake - Not at Capacity
-  Non-Lake Trout Lake - At Capacity
-  Waterbody
-  Township Boundary
-  Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2026.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

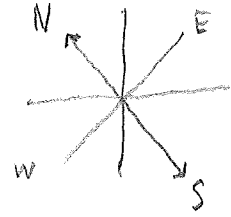
Scale: 1:7,000



UTM Zone 18 NAD 83

Date: 05/01/2026

Pond



Pond

Severed

2 acres

Forest

72.28 m

1206 Island rd

Rocky area

Retained

Parcel 1

shed shed

1194 Island rd

House

Garage
well

1170 Island rd

Forest

1154 Island rd

Island Road

1104 Island rd

483.36 m

LELAND Road



Access to Public Roads Report

Application Number(s): PLBDJ20260001

Applicant's Name(s): Cliff and Geraldine Green, Diane Kennedy

Concession: 9 **Lot:** PT Lot 21 **District:** Loughborough

Road: Leland Road

Road Maintenance: Year-round Seasonal

Sight Lines: Are there adequate sight lines for the entrance? Yes No

➤ If no, what changes are required to improve the sight lines?

**Existing residential entrance for severed lands is permitted to remain for continued residential purposes.

Retained portion has suitable frontage to achieve adequate sight lines.

Road Conditions:

1. Are there any special drainage/ditching concerns related to the creation of new lot(s)? Yes No

➤ If yes, what action is the applicant required to take?

2. Is the road condition adequate to serve increased development / traffic?

Yes No

➤ If no, please explain. What measures can be taken to correct the inadequacies?

3. Is Road Widening Required?

Yes No To be determined by an Ontario Land Surveyor

➤ Are there any specific requirements?

Local road - Rural classification. Ensure that there is a 20m (66ft road allowance) otherwise applicant to dedicate any shortfall of 10m from centerline. Alignment correction for ROW may be required.

Access Approved by Public Services?

Yes Yes, with conditions No

➤ If yes, with conditions, please describe the conditions below:

Steven V
Signature on behalf of Public Services

February 04, 2026
Date

Township of South Frontenac Staff Report



To: Committee of Adjustment

From: Development Services Department

Date of Meeting: February 12, 2026

Subject: Consent Application PL-BDJ-2026-0001 and Minor Variance Application PL-ZNA-2026-0002, Green, Kennedy, 1206 Leland Road, Loughborough District

Summary

This report recommends that the Committee of Adjustment grant approval of the subject consent application subject to conditions and the minor variance application for zoning relief.

Background

The subject property is very large (174.6 acres/70.6 ha) and has multiple road frontages along Leland Road. The north end of the property abuts an unopened road allowance and contains a large wetland area. In the middle of the property, the lot has frontage along the curved part of Leland Road and is in proximity to a beaver pond. There is approximately 72 metres of frontage along the road at this part only. The middle area of the property along Leland Road was the original homestead area of the property. In 2003, the dwelling was lost to a house fire. At the south end of the property, there is approximately 483 metres of frontage along a different part of Leland Road. The southern area along Leland Road is vacant and consists of tree-covered areas.

The subject lands are designated as Rural in the South Frontenac Township Official Plan 2025. The exception are the wetlands and ponds, which are in the Environmental Protection designated area. The entire property is zoned Rural Zone (RU) in Zoning By-law No. 2003-75, as amended.

Proposal

The consent application is for the creation of one new residential lot in the middle portion of the property along Leland Road. The lot to be severed is proposed to have a frontage of 72 metres along Leland Road and have an area of 2.6 acres (1 ha). The minor variance application is to allow the severed parcel to have less than the minimum 76 metres of lot frontage required by section 7.3.2 of the Zoning By-law.

The lot to be retained is proposed to have a frontage of approximately 483 metres along the south property line along Leland Road, with an area of approximately 172 acres (59.3 ha).

Related Applications

The lands are not subject to any additional applications under the Planning Act at this time.

Department and Agency Comments

Cataraqui Conservation (CRCA) advised of no objections. The CRCA noted that they should be contacted before the current or future landowner considers work within 30 metres of any regulated features or unevaluated wetlands on the property.

Public Services advised that they have no objections. The severed parcel has an existing residential access that can continue to be used for residential purposes. There is suitable frontage on the retained portion of the property for safe access.

Public Comments

No public comments were received at the time of writing this report.

Planning Analysis

The consent application needs to be assessed against the applicable policies of the Provincial Planning Statement 2024 (PPS), Township of South Frontenac Official Plan 2025, as well as the provisions of Zoning By-law No. 2003-75, as amended. The minor variance application needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act.

The Provincial Planning Statement (2024) allows residential lot creation on Rural lands where site conditions are suitable for the provision of appropriate sewage and water services. The County Official Plan and the Township Official Plan also permit residential development in the Rural designation.

Section 9.3.2 of the Township Official Plan indicates that a maximum of three (3) new lots (exclusive of the retained parcel) may be permitted through the consent process from a lot of record as it existed on November 25, 2003. The subject property is eligible for a severance under Section 9.3.2 because there was one previous severance from the subject property in 2019.

Section 9.1 of the Township Official Plan requires that for new lots created, they need to be a minimum 0.8 hectare lot size and have a minimum 76 metres of frontage on a public road.

Section 9.1b) v) states that reductions in lot size, water frontage or lot frontage may be varied without amendment to this Plan, provided that the intent of applicable Official Plan policies are met, and the reduction is recognized through an appropriate planning process, such as a minor variance or zoning by-law amendment.

For properties in the RU Zone, section 7.3.2 of the zoning by-law states that the minimum lot frontage for single detached residential uses is 76 metres (250 ft).

Section 5.8.2 a of the Zoning By-law states that no building or structure shall be located within 30 metres horizontal of the high-water mark of a waterbody or permanent

watercourse. The lot proposed to be severed is large enough for development to be located outside the required 30 metre setback to the beaver pond.

The area where the severed lot is proposed only has 72 metres of frontage. The severed frontage would include all the available frontage on Leland Road for that area of the property. The lot proposed would also be similar to the frontages of lots of record on this section of Leland Road (they range from 60 to 90 metres). The proposed reduced frontage does not impact the development potential of the severed parcel nor the continued use of the retained parcel. The development area previously had a dwelling, but it burned down approx. 20 years ago. The proposed lot would be able to accommodate a new house and well and sewage system separation requirements.

The lot to be retained currently meets and will continue to meet the lot size requirements and lot frontage requirements being approximately 172 acres in size and having a frontage of 483 metres along Leland Road.

Rural development must be serviced by private water and sewage systems. The Township typically requires the ability to be serviced by a private well to be demonstrated as a condition of consent approval. Section 7.4.4 e) states that a hydrogeological assessment is required for new lots created by consent that would be serviced by a drilled or dug well to demonstrate a viable water supply. The study must be prepared in accordance with Township standards and Provincial guidelines, to the satisfaction of the Township. This is a recommended condition of approval. Sewage system requirements would be addressed at the building permit application stage.

Conclusion

The consent application meets the criteria outlined in section 51(24) of the Planning Act, does not require a plan of subdivision for the proper and orderly development of the municipality, is consistent with the PPS, and conforms to the County and Township Official Plans. The severed parcel will comply with the Zoning By-law subject to the requested minor variance for lot frontage.

It is the opinion of Planning staff that the proposed approximately 72 metre lot frontage of the severed parcel meets the four tests for a minor variance – the variance maintains the general intent and purpose of the Official Plan and Zoning By-law, it is desirable for the appropriate development of the lands, and it is minor in nature.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 14 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies

- Notice was also posted on the Township website.

Recommendations

Consent

It is recommended that application PL-BDJ-2026-0001 for the creation one new Residential lot along Leland Road be approved subject to the following conditions.

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for the creation of one new residential lot that is approximately 2.6 acres in area with a minimum 72.28 metres of frontage on Leland Road. The lot area, frontage and configuration of the proposed severed lot shall be consistent with the sketch submitted by the applicant attached to the decision as "Schedule A".

Survey/Reference Plan or Registerable Description

3. An acceptable reference plan or legal description of the severed lands in duplicate [*Registry Act*, s.81, *Land Titles Act*, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [*Planning Act*, s. 53(41)] after the date that "Notice of Decision" is given [*Planning Act*, ss. 53(17) and 53(24)].
4. The surveyor or applicant shall submit the draft Reference Plan, including area calculations and noting frontages along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Road Allowance Widening

5. The Ontario Land Surveyor who prepares the reference plan referred to in Condition #3 and #4 shall also determine by survey the width of Leland Road to be 20 metres. If such a width is less than 20 metres, the owner shall dedicate to the Township land along the frontage of the severed lands in the following manner as required:
 - a. The land to be dedicated shall be the width required to provide 10 metres from the centre of the existing travelled road Leland Road;

- b. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner's expense and filed with the Secretary-Treasurer prior to the issuance of the Certificate of Official;
- c. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the of "The Corporation of the Township of South Frontenac", and shall include the following attached to the Transfer/Deed as a Schedule:

The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended.

- d. The Transfer/Deed for the land to be dedicated shall be registered by the Owner at the Owner's expense;
- e. The duplicate registered Transfer/Deed for the land to be dedicated together with a letter of opinion of a solicitor qualified to practice law in the Province of Ontario addressed to the Secretary-Treasurer confirming that the municipality acquired good and marketable title to the land free and clear of all liens and encumbrances shall be delivered to the Secretary-Treasurer prior to the issuance of the Certificate of Official.

Municipal Requirements

- 6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.
- 7. The Township of South Frontenac shall receive 5% of the value of the severed parcel, in lieu of parkland [*Planning Act*, s. 51(1)].
- 8. In the event that there are abandoned wells located on the severed parcels or the retained property, the wells shall be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.
- 9. The Owner shall submit a Hydrogeological Assessment that demonstrates an adequate supply of potable water is available for the severed parcel and no unacceptable impacts to adjacent water well users and properties, to the satisfaction of the Township. The Hydrogeological Assessment shall be prepared in accordance with the Township's Standards for Hydrogeological Assessment and Provincial guidelines. In determining whether the assessment is satisfactory, the Township shall require the submitted Hydrogeological Assessment to be peer reviewed. The peer review process shall be initiated by the Township but will be at the cost of the Owner.

Zoning

10. The applicant is required to apply for a minor variance to permit the severed parcel to have a minimum of 72 metres of lot frontage.
11. Where a violation of Zoning By-law No. 2003-75 is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Minor Variance

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve minor variance application PL-ZNA-2026-0002, such that the severed parcel from Consent Application PL-BDJ-2026-0001 is permitted to have a minimum 72 metres of lot frontage.

Report Prepared By:

Colin Herrewynen, RPP, MCIP, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning



TOWNSHIP OF SOUTH FRONTENAC
 APPLICATION FOR MINOR VARIANCE
 OR PERMISSION (s. 45(2))
 Updated January 2025

The Committee of Adjustment is a Committee of eight persons appointed by Township Council. The Committee is formed under Section 45 of the *Planning Act* R.S.O. 1990, Chapter P.13, to authorize a minor variance from a zoning by-law or permission under s. 45(2) to alter a legal non-conforming use.

The Committee may vary Zoning By-law provisions provided the Committee is of the opinion that the variance:

- Is desirable for the appropriate development or use of the land, building or structure
- Maintains the general intent and purpose of the Official Plan.
- Maintains the general intent and purpose of the Zoning By-law.
- Is minor in nature

The Committee may grant permission to enlarge or extend a structure or alter the use of the lands where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the by-law.

Application Requirements

1. It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the **sketch**, accompanied by a **non-refundable fee** in accordance with the chart below in cash, or by debit card, credit card or cheque made payable to the Township of South Frontenac.

Application Type:	Planning Application Fee:
1-3 Variances	\$1,249.00
4+ Variances	\$1,468.00
After building without a permit	\$2,241.00

2. It is required that a Fee be provided for the Township to review onsite sewage disposal and Conservation Authority (where applicable) when submitting an application (Separate **cheques**, payable to the applicable Conservation Authority, are to be submitted with the application).

Township of South Frontenac	\$463.00
<i>Minor Variance Only</i>	\$720.00
<i>Minor Variance WITH Performance Review</i>	\$1,183.00
<i>Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system</i>	
Cataraqui Region Conservation Authority	\$445.00
Quinte Conservation Authority	\$450.00
Rideau Valley Conservation Authority	\$410.00

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

Please Note: These fees are for **consultation** on this application only; these agencies may require additional permit applications and fees prior to any construction.

3. PLEASE READ THIS ITEM CAREFULLY

Each applicant shall provide a sketch showing the dimensions of the subject land and of all abutting lands as outlined in Question 29 of the application. The sketch should be accurately dimensioned and scaled in either Imperial or Metric measures. This sketch, in conjunction with the Application Form, is the basis for the analysis of the Minor Variance Application by the Committee of Adjustment. It is strongly recommended that the applicant spend the necessary time to carefully and thoroughly assemble the data and transfer the data to the sketch. It is important that the sketch be drawn with accurate dimensions and measurements. Any application which does not include the above required information may not be accepted. In this regard, the applicant may wish to secure the assistance of a person who specializes in the drafting of such sketches. A guide to answering the application questions is attached.

4. Collection of Personal Information

Personal information requested herein is required under the *Planning Act*, 1990 as amended. This information will be used by the Committee of Adjustment/Land Division Committee for the purpose of reviewing the above referenced application, and may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 376-3027 ext.2224).

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

Date Received: 01. Dec. 2025


File No: PL. ZNA. 2025. 0128

Pre-Consultation for this application Yes No

Planner: _____ Date of pre-consultation: _____

1. Name of Owner(s): Hannah Groenewegen

Full Mailing Address of Owner(s): 2113 Bracken rd.
Harrowsmith Ont. K0H 1V0

Phone number of Owner(s): 

Email Address of Owner(s): 

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, must accompany the application.

Name of Authorized Agent: Jeff Lehoux

Full Mailing Address of Authorized Agent: 2113 Bracken rd.
Harrowsmith Ont. K0H 1V0

Phone number of Authorized Agent: 

Email Address of Authorized Agent: 

Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application for Minor Variance.


Signature(s) of Owner(s)

3. The description of the subject land:

District: Bedford Portland Loughborough Storrington

Concession Number: Con. 3 Lot Number: part lot 9810

Street Number: 2113 Name of Road/Street: Bracken rd.

Reference Plan Number: _____ Part Number(s): _____

Roll Number: 102908601016200

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

4. The frontage(s), depth and area of the subject land.

Frontage (on water): _____ Frontage (on road/lane): _____

Depth: _____ Area: _____

5. The current zoning of the subject land:

Rural

6. The nature and extent of the relief from the Zoning By-law:

addition of cold storage to existing Barn 24' from property line. the addition is 396^{sq}' loading dock

7. The reason why the proposed use cannot comply with the provisions of the Zoning By-law:

only feasible location without major grading barn is only 38' from property line.

8. Does the subject property front on a municipally maintained road? Yes No

OR a privately maintained road? Yes No

Name of Road/Lane:

Bracken rd.

9. **If access to the subject property is by water only**, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

10. What are the existing uses of the subject land?

agriculture

11. Please indicate whether there are any **EXISTING** buildings or structures on the subject land. (i.e. residence, garage, shed, etc.)

Yes No

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

12. If the answer to item 11 is yes, for **EACH** building or structure indicate:

Type of Structure (E.g. residence)	(1)	(2)	(3)	(4)
Setback from Front Lot Line	Barn			
Setback from Rear Lot Line	38'			
Setback from Side Lot Line	> 1000'			
Height of Building (Also indicate if it is one story or two story)	> 1000'			
Dimensions of Floor Area	66'			
Setback from High Water Mark (If applicable)	16,500 sq. ft.			

13. The proposed uses of the subject land:

Cold Storage & loading dock

14. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), **PROPOSED** to be built on the subject land?

Yes No

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

15. If the answer to item 14 is yes, for each proposed addition, building or structure indicate:

Type of Structure (E.g. residence)	(1)	(2)	(3)	(4)
Setback from Front Lot Line	addition 24'			
Setback from Rear Lot Line	> 1000			
Setback from Side Lot Line	> 1000			
Height of Building (Also indicate if it is one story or two story)	18'			
Outside Dimensions of Building/Structure	12x12 + 7x36 396 sq'			
Setback from High Water Mark (If applicable)				

NOTES: 1) If the subject property is on waterfront, and on a private lane, the setback from the front lot line and the setback from the high water mark will be the same.
 2) The dimensions required in this question relate to the **NEW CONSTRUCTION ONLY**, and **NOT** to the total size of the completed building.

16. Do your plans include any **DEMOLITION** of existing structures? Yes No

If yes, please provide details:

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

17. Do your plans include the **RAISING** of an existing structure? Yes No

If yes, please provide details:

18. What are the uses of the proposed development?

- | | | | |
|-----|--|------------------------------|--|
| (a) | Increase in number of bedrooms | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (b) | Increase in plumbing fixtures | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (c) | Increase in living space | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (d) | Will the addition or structure encroach on the existing septic system? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

19. The date the subject land was acquired by the current owner:

2009

20. The date the existing buildings and structures were constructed on the subject lands:

1959

21. The length of time that the existing uses of the subject land have continued:

22. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake, or other water body, or other means:

Well

23. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated sewage system, a privately owned and operated individual or communal septic system, a privy, or other means:

Septic

24. Is storm drainage provided by sewers, ditches, swales or by other means?

ditches

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

25. Please indicate whether the subject land is subject of an application under the Planning Act for approval of a Plan of Subdivision or Consent.

Yes No

26. If the answer to question 25 is yes, please give the file number of the application and the status of the application.

27. If known, please indicate whether the subject land has ever been the subject of an application under Section 43 of the Planning Act (Minor Variance).

Yes No

28. If the answer to item 27 is yes, please give the file number of the application and the status of the application.

29. A **SKETCH** must be submitted showing the following:

- i) THE SKETCH **MUST** HAVE A NORTH ARROW AT THE TOP OF THE PAGE.
- ii) The boundaries and dimensions of the subject land including the location of any existing and proposed buildings.
- iii) The location of a reference point.....i.e. distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- iv) The location of all abutting (neighbours') lands.
- v) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.

****Note: **** The distances to on-site and abutting owners' wells, septic fields and barns, from the property to be varied, **IS REQUIRED** to be shown. The **SKETCH** is of significant importance and should be prepared as carefully, neatly and accurately as possible.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac representing payment of the application fee.

The Owner/Applicant/Agent agrees that the information recorded in this Minor Variance Application Form is accurate. The Owner/Applicant/Agent agrees that representatives of the Township and, where applicable, the appropriate Conservation Authority, may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

The Owner/Applicant/Agent agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the municipality may, from time to time charge any fees and expenses incurred by the municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days,


The Owner/Applicant/Agent further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT THE TOWNSHIP OF SOUTH FRONTENAC

THIS First DAY OF December, 2025

I, Jeff Leroux OF Harrowsmith

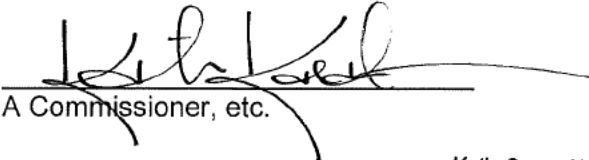
solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.


Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

DECLARED before me at the TOWNSHIP OF SOUTH FRONTENAC (IN THE COUNTY OF FRONTENAC)

THIS 01st DAY OF December, 2025


A Commissioner, etc.

Katie Susan Kaestner, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

A Guide to Completing the Minor Variance Form

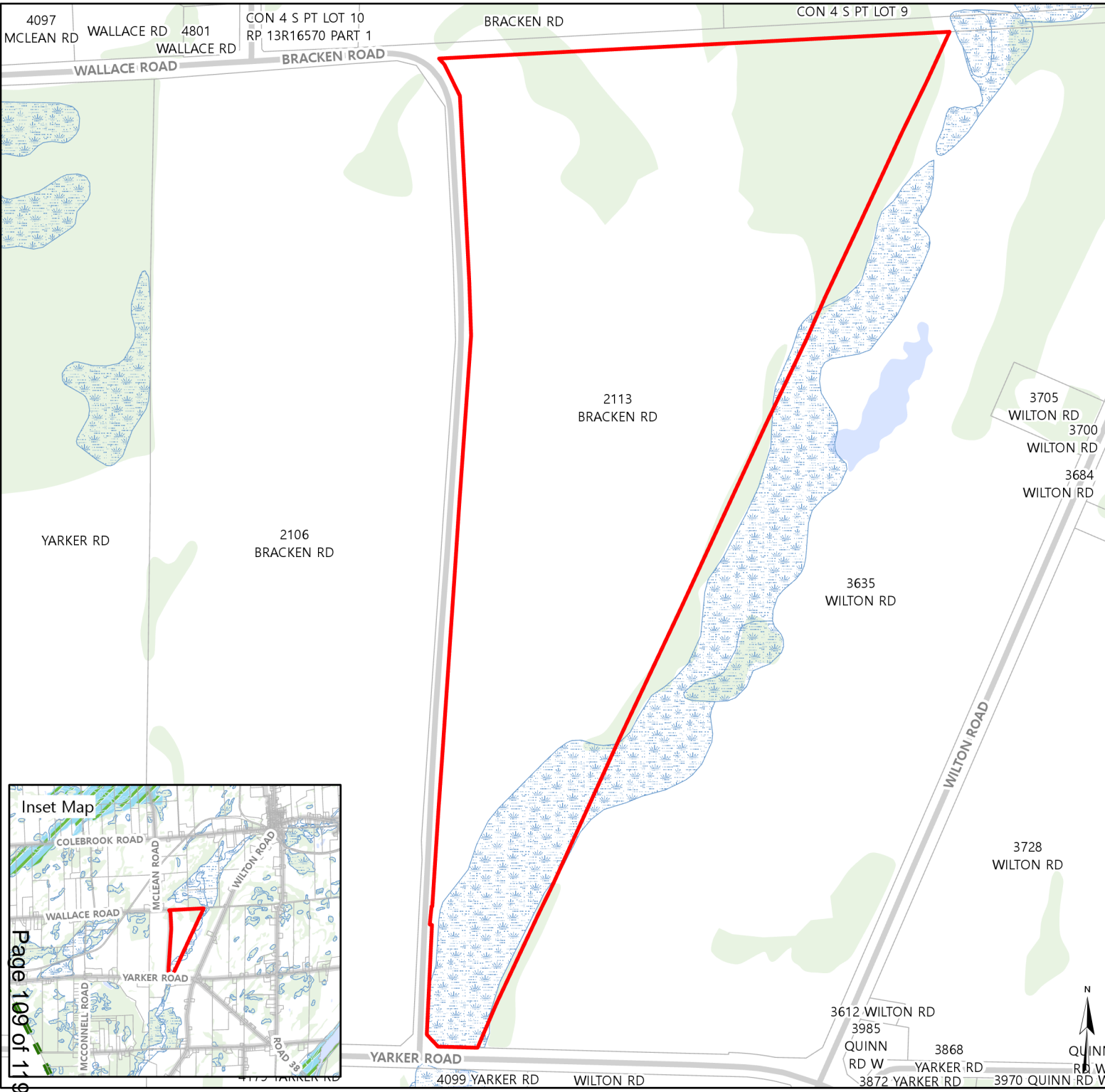
- 1) The names of **all** owners must appear in this section, even if they live in separate residences, and the address(es) should be the **full mailing address, complete with postal code**.
- 2) You may wish to appoint someone to act on your behalf during the variance process. If so, that person's name, address and phone number should appear here. All owner's must sign the authorization.
- 3) Description of the Subject Land:
 - a. District: The Districts are the same as the former Townships. If you are not sure, check the roll number (the long number beginning with 1029) on your tax bill. If the numbers are 010, 020 or 030, your district is Bedford; if the numbers are 040-050, your district is Loughborough; if the numbers are 060 or 070, your district is Storrington; and if the numbers are 080, your district is Portland.
 - b. Concession and Lot Numbers: if you are not sure, check your tax bill
 - c. Street Number: Your civic address – if a civic number has not been assigned, leave this space blank.
 - d. Name of Road/Street: This question applies whether or not you are on a private lane or a public road.
 - e. Reference Plan No: If your property has been surveyed, it will have a plan number, and one or more parts on that plan. If your property has not been surveyed, leave this space blank.
 - f. Roll No: This is the number beginning with '1029' which appears on your tax bill. Please take time to look it up before submitting the application.
- 4) Frontage, depth, area, acres: All parts of this question must be completed.
- 5) Current zoning: You may not be aware of the zoning on your property and this can be determined when you come in for pre-consultation with planning staff.
- 6) Nature and Extent of Relief: This question is asking what you are asking to do that requires the variance – for example, it could be that you are asking to be 25 m rather than 30 m from the high water mark, or that you are asking to increase the height of a structure within 30 m of the high water mark, or that you are seeking a variance to construct an accessory building closer to the front lot line than the principal building.
- 7) Reason why you can't comply: In other words, why can you not meet the required setbacks. It could be, for example, because you are seeking a variance to add on to an existing structure that is already too close to the water, or that developing further from the water would be impossible because of a steep embankment.
- 8) Roads: Municipally maintained roads are looked after by the Township; private roads are lanes that residents maintain themselves (not private driveways, but lanes that provide access to your property and that are generally shared with others).

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

- 9) Parking and Docking: This question is only relevant if you can only access your property by water.
- 10) Existing Uses: e.g. residential, retail business, vacant recreational land
- 11) Buildings: If there are **ANY** buildings or structures on the property now, the answer to this question is "yes".
- 12) Description of buildings and structures: You must complete all sections of this question for each structure on your property. **If there is a deck on your dwelling, please describe it separately from the residence.**
- 13) Proposed Uses: Generally, the answer to this question will be the same as the answer to #10, but if, for example, the land is currently vacant, and you are planning to construct a dwelling, then the use to be described in section 10 would be "vacant recreational land", and the use described in section 13 would be "residential"
- 14) Proposed structures: If you are planning to build **ANYTHING** on the property, the answer to this question is "yes" – This includes additions, decks, garages, septic systems.
- 15) Description of new construction: **ALL** proposed new development must be described here. If you are proposing to construct an addition to a dwelling, and to add a deck, please show this information in separate columns.
- 16) **Demolition: All demolition requires a permit from the building department.** In some instances, a proposed addition or increase in height cannot be accomplished without the removal of existing walls. If this is not made clear to the Committee at the beginning of the process, you may find that, although you are granted permission to add on to your residence, you can't actually do it because you have not made it clear that there is demolition involved.
- 17) Raising of Structure: In other words, are you proposing to raise the building in order to construct a basement under it.
- 18) Uses of Development: Please answer each part of this question. An increase in living space would include anything with walls – e.g. a screened porch would involve an increase in living space.
- 19) Date land acquired: When did you take possession of the property?
- 20) Date of existing buildings: If you are not sure, provide your best estimate.
- 21) Length of existing uses: For example, has the land been used for residential purposes for 30 years, or 18 months?
- 22) Water supply: in most cases the answer will be private well, but some waterfront properties take their water from a lake.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
Planning Act, R.S.O. 1990, c. P.13 as amended

- 23) Septic: in most cases the answer will be private sewage system, but there may be some privies.
- 24) Drainage: Are there specific ditches that have been constructed to deal with drainage; is there natural drainage, etc.?
- 25) Application for consent: Is there currently an application for consent (severance) being proposed for the property?
- 26) If yes: If there is a current application for severance or subdivision on the property, please indicate the file number. (Staff can help provide this information)
- 27) Minor variance: Has there ever been a minor variance granted on the property? If you are long-time owner of the property, you will probably be aware of any other special permission granted for a variance to the zoning by-law. If you are a new owner, the seller will probably have made you aware of this.
- 28) If yes: If there has been a previous variance granted on the property, please indicate the application number if known, and what the details of the variance were.
- 29) **SKETCH: We cannot stress enough the importance of a detailed, accurate, and complete sketch. You do not necessarily need to contract with a professional to draw the sketch, but sketches that are not drawn to scale, do not show dimensions and distances, or are not drawn neatly (PLEASE USE A RULER), will not be accepted.**
- 30) **Agreement to Indemnify:** Must be signed in front of a commissioner of oaths – you may have this done before submitting the application, or sign the application in front of staff who can sign as commissioners. All owners must sign the application, or it can be signed by an agent if one has been appointed.












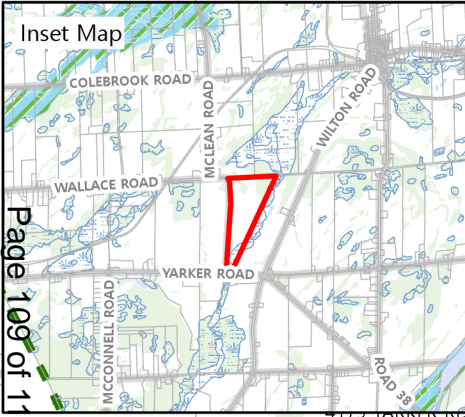
SOUTH FRONTENAC

PL-ZNA-2025-0128

**(GROENEWEGEN) (LEROUX)
2113 BRACKEN ROAD**

Legend

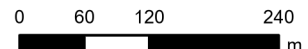
-  Subject Lands
-  Wetland
-  Wooded Area
-  Lake Trout Lake - At Capacity
-  Lake Trout Lake - Not at Capacity
-  Non-Lake Trout Lake - At Capacity
-  Waterbody
-  Township Boundary
-  Road



Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:7,000

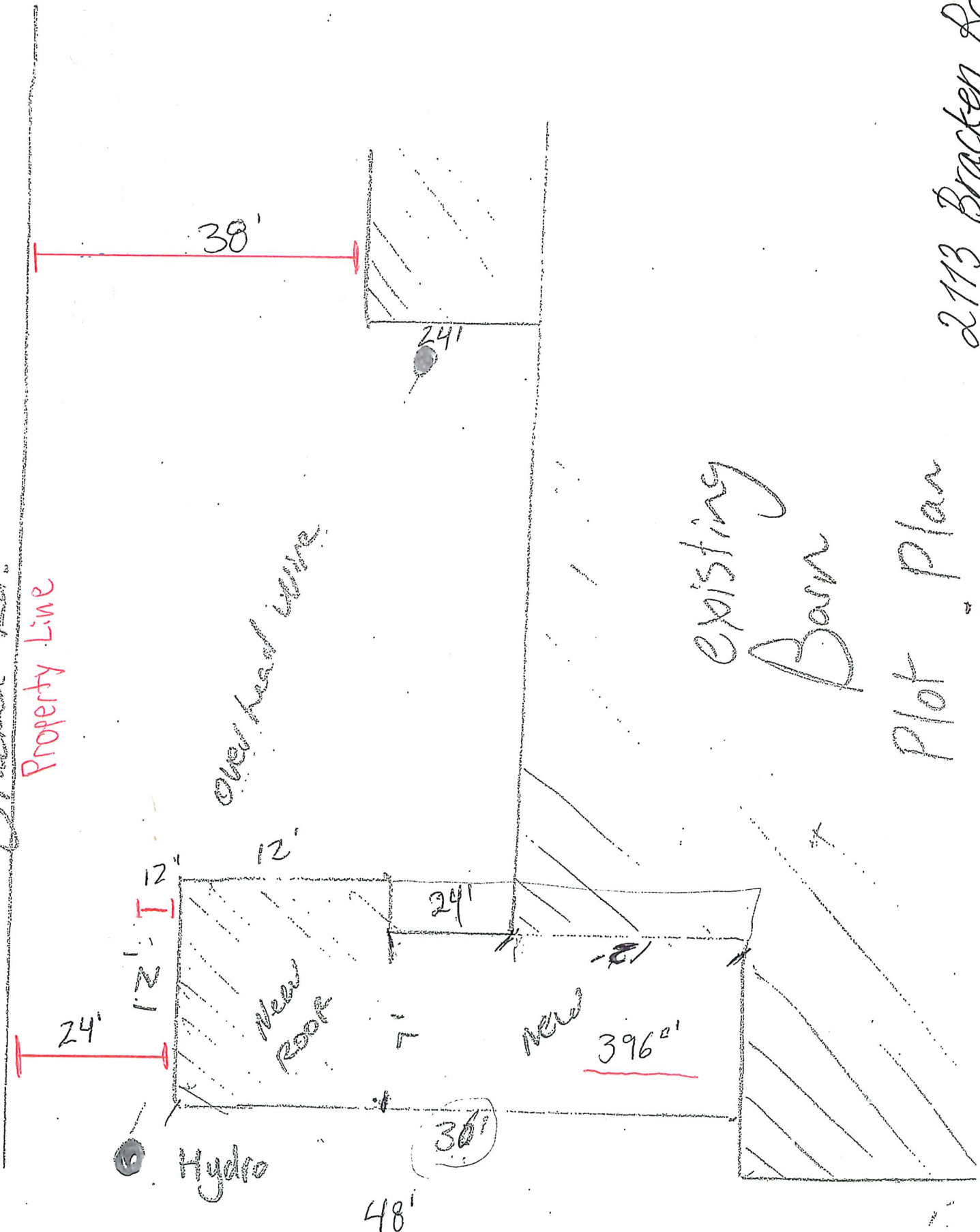


UTM Zone 18 NAD 83



Bracken Rd.

Property Line



2113 Bracken Rd.,

Plot Plan

From: [KINGSTON, ON \(External\)](#)
To: [Kate Kaestner](#)
Subject: Voice Mail (44 seconds)
Date: February 2, 2026 9:25:13 AM
Attachments: [audio.mp3](#)

hi kate my name is bob boudelier i'm at 3635 wilton rd we received a notice of a hearing on a legal nonconforming use permission application the application number is PLZ NA20250128 it's on behalf of hannah grownawagan and jeff larue we have the abiding property to their property and i just wanted to pass on my comments because we're not going to be able to be there on the 12th but we are in full support of what they're looking to do there if you have any questions you can call me at [REDACTED] thanks kate bye now

You received a voice mail from [KINGSTON, ON](#).

Thank you for using Transcription! If you don't see a transcript above, it's because the audio quality was not clear enough to transcribe.

[Set Up Voice Mail](#)

Re: Roads Application Review



Steven Vandenberggaard

To  Colin Herrewynen

Cc  Troy Dunlop

 Reply  Reply All  Forward 

Thu 2026-01-29 10:28 AM

PLN NA20250128

Page 11 of 119

No road widenings are anticipated along the corridor

Township of South Frontenac Staff Report



To: Committee of Adjustment

From: Development Services Department

Date of Meeting: February 12, 2026

Subject: Application for Permission to Enlarge Legal Non-Conforming Use PL-ZNA-2025-0128, Groenewegen and Leroux, 2113 Bracken Road, Portland District

Summary

This report recommends that the Committee of Adjustment grant permission to enlarge a legal non-conforming building under section 45(2) of the Planning Act.

Background

The subject property is approximately 110 acres in area. It has frontage on Yarker Road to the south and Bracken Road to the west. At the south and eastern portions of the property there are wetlands and a watercourse. The property is developed with a dwelling located along Bracken Road at the south end of the property. There is a barn, silos, and agricultural buildings north of the dwelling.

The subject lands are designated as Rural in the South Frontenac Township Official Plan 2025. The exceptions are the wetlands and watercourse at the south and eastern portions of the property. They are in the Environmental Protection designation. The entire property is zoned Rural Zone (RU) in the Zoning By-law No. 2003-75, as amended.

The barn located along Bracken Road is 11.5m from the front lot line, whereas the Zoning By-law requires a 20 metres front yard setback in the RU zone.

Proposal

The application is seeking permission under section 45(2) of the Planning Act to enlarge the barn while further reducing the required front yard from 11.5 metres to 7.3 metres.

The applicants propose a 396 square foot addition to the south side of the barn to be used as cold storage and a loading dock area.

The addition was recently constructed without a building permit. The owners are working with Building Services to secure the necessary building permit. Zoning compliance in the form of Committee approval of the barn addition location is one of the requirements for a building permit.

Related Applications

The lands are not subject to any additional applications under the Planning Act.

Department Comments

Public Services advised that no road widenings are anticipated along the corridor.

Public Comments

A phone call was received from the owner of 3635 Wilton Road. They stated that they are not able to attend the meeting but wanted to advise that they are in full support of the application.

Planning Analysis

Section 5.10.1 of Zoning By-law No. 2003-75, as amended, indicates that existing buildings having less than the required minimum front yard may be enlarged provided the enlargement does not serve to further reduce a required yard and provided all other provisions of the By-law are complied with.

The barn was constructed in the 1960s. As noted above, the barn is setback 11.5 metres from the front lot line at the closest point, whereas a 20 metres front yard is required. The proposed addition would further reduce the front yard to 7.3 metres.

Through its powers under section 45(2) of the Planning Act, the Committee of Adjustment may grant permission to enlarge the garage. The generally accepted criteria for considering such a request are:

- whether the proposal is desirable for the appropriate development of the subject property, and
- whether the proposal will result in undue adverse impacts on surrounding properties and the neighbourhood.

Section 5.30.2.17 of Zoning By-law No. 2003-75, as amended, requires that loading facilities, such as a loading dock area, shall not be located or used within 1 metre of any lot line or street line.

The addition would be closer to the front lot line and road than the barn, but it is not anticipated to impact visibility along the road. The loading dock door is situated on the north side of the addition and would be accessed from the existing loop driveway. As a result, all loading or unloading activities would take place between the addition and the loop driveway, with vehicles parking parallel to the barn. This configuration ensures that vehicles would not block the roadway.

It is the opinion of staff that it is appropriate for the Committee of Adjustment to grant permission to enlarge the legal non-conforming barn on the property as described in this report.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 10 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
by e-mail to prescribed persons and public bodies

- Notice was also posted on the Township website.

Recommendation

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve application PL-ZNA-2025-0128 for 2113 Bracken Road to permit the legal non-conforming barn to be enlarged with a 396 square foot addition on the south end of the barn, which may establish a minimum of 7.3 metre front yard.

Report Prepared By:

Colin Herrewynen, RPP, MCIP, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

To: Committee of Adjustment
From: Kate Kaestner, Planning Clerk
Report Date: February 12, 2026
Subject: Decisions on Delegated Consents, December 2025 to February 2026

Summary

This report summarizes the Consent applications that have been approved by Brad Wright, Director of Development Services, between December 11, 2025 and February 12, 2026.

Background

The authority to grant undisputed consents is delegated to the Director of Development Services under By-law 2020-27. This report lists the applications which met the criteria for being undisputed consents and have received provisional consent approval.

Discussion

a) PL-BDJ-2025-0111 – Portland District

Approved on December 11, 2025

This application is for the creation of one new rural residential lot from property addressed as 4875 Loughborough Portland Boundary Road. The severed parcel would be approximately 1.5 hectares in area with approximately 109 metres of frontage on Loughborough Portland Boundary Road and 105 metres frontage on Jamieson Road. The retained parcel would be approximately 5.1 hectares in area with approximately 107m of frontage along Loughborough Portland Boundary Road and 100 metres frontage on Jamieson Road.

b) PL-BDJ-2025-0095 – Loughborough District

Approved on January 06, 2026

This application is for a 2.27 acre lot addition from 6343 Billy Green Road to 1151 Mountain Lane. The benefitting lot (1151 Mountain Lane) would increase in area to 2.8 acres and would maintain its existing 43 metres of frontage on Buck Lake. This would leave the retained parcel (6343 Billy Green Road) with 188 acres of area, maintaining its existing frontage on Buck Lake and Billy Green Road.

c) PL-BDJ-2025-0122 – Bedford District

Approved on January 08, 2026

This application is for an approximately 15.2 acre lot addition to be conveyed from unaddressed lands on Green Bay Road to 22 Atwood Lane. 22 Atwood Lane is proposed to increase in size from 1.3 acres to approximately 16.5 acres and the

retained lands will be approximately 69 acres in area with 310 metres of remaining road frontage on Green Bay Road.

d) PL-BDJ-2025-0119 – Storrington District

Approved on January 21, 2026

This application is for a right-of-way over a portion of Welling Lane on 5007 Battersea Road in favour of both 4997 Battersea Road and the Retained Lands through Application PL-BDJ-2025-0023.

Appendix A – Mapping of application(s)

Report Prepared By:

Kate Kaestner, Planning Clerk

Report Approved By:

Christine Woods, Manager of Planning

APPENDIX A

