TOWNSHIP OF SOUTH FRONTENAC
Committee Of Adjustment Meeting
Agenda

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

1. *Call to Order*

a) Resolution.

2. *Roll Call*

3. *Adoption of Agenda*

a) Resolution.

4. *Electronic Meeting Information*

a) The meeting will be live streamed at the following link: http://www.facebook.com/SouthFrontenacTwp/

Please visit the Virtual Committee of Adjustment Meetings page on the Township website for the link to register to be a participant in this meeting: https://www.southfrontenac.net/en/open-for-business/virtual-committee-of-adjustment-meetings.aspx

Instructions about participating via Computer, Laptop, Smartphone, Tablet and Telephone can be found at the above noted link as well.

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. 4 - 81

5. *Declaration of pecuniary interest*

a) There are none.

6. *Approval of Minutes – February 12, 2026*

a) Resolution. 82 - 85

7. *Consent Applications from a Previous Meetings: (not applicable)*

8. *New Consent Applications:*

a) PL-BDJ-2026-0006 (2436933 Ont. Inc.) - Storrington District 86 - 108

Property Address: 4797 Latimer Road

Purpose & Effect of the Application:

Consent for the creation of one new residential lot. The new lot would be 4.2 acres in area with 12 metres of frontage on Latimer Road. The severed parcel contains a dwelling, a barn and several outbuildings. The retained parcel would be approximately 88 acres with 20 metres of road frontage on Latimer Road, 10 metres on

Round Lake Road and 130 metres on Greenfield Road. The retained parcel would be used for cultivating crops (farming) and contain an existing machine shed.

9. *Minor Variance / Permission Applications from a Previous Meetings: (not applicable)*

10. *New Minor Variance / Permission Applications:*

a) PL-ZNA-2025-0118 (LeBlanc) - Bedford District 109 - 136

Property Address: 294 Island Drive Lane

Purpose & Effect of the Application:

The property has a house that is setback 8.5 metres from Bobs Lake at its closest point. The owners propose to demolish the house and to construct a new one in its place. The new house would have a slightly larger footprint and height. The new one-storey house would be 1400 square feet and have a basement. There would be an 80 square foot covered deck on the south side of the building and a 310 square foot deck on the north side and a 175 square foot deck on the west side.

b) PL-ZNA-2026-0007 (Oxman) - Bedford District 137 - 181

Property Address: 12 Woodrush Lane

Purpose & Effect of the Application:

The owner proposes to build a approx. 117 sqm dwelling with an attached deck. The Zoning Bylaw requires that no building or structure shall be located within 30 metres horizontal of the high-water mark of a waterbody or permanent watercourse. A minor variance is being requested to allow the dwelling to be setback 6.3m from a watercourse on the property.

c) PL-ZNA-2026-0016 (Taylor) - Bedford District 182 - 205

Property Address: 7501 Deyos Road

Purpose & Effect of the Application:

To request permission under section 45(2) of the Planning Act to enlarge the existing dwelling within 30m of the highwater mark of Thirteen Island Lake. The applicant is proposing to increase the gross floor area of the existing 157 sqm dwelling by adding a 19.5 sqm addition to the rear of the dwelling. The addition is proposed to be used as a screened in porch.

d) PL-ZNA-2026-0017 (Burgess) (Davey) - Portland District 206 - 222

Property Address: 4990 Bradford Road West

Purpose & Effect of the Application:

The owner recently constructed a garage addition and is thinking about putting a roof over two shipping containers. The minor

variance would allow the total lot coverage of all accessory buildings and structures (2.1%) to be greater than the lot coverage of the house (1.2%).

11. *Other Business*

a) Delegated Authority Consent Report 223 - 227

12. *Adjournment*

a) Resolution.

Committee of Adjustment Meeting

Thursday, March 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.

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
Chris Lumsden, Planner
Kate Kaestner, Planning Clerk / Secretary-Treasurer

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Agenda

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

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Format for Each Hearing

1. Chair introduces application
2. Planner or Applicant/Agent 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

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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.

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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

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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.

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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*.
- Except for 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.

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Declaration of Pecuniary Interests

Approval of Minutes of Previous Meeting

- Approval of Minutes from February 12, 2026, meeting

New Consent Applications

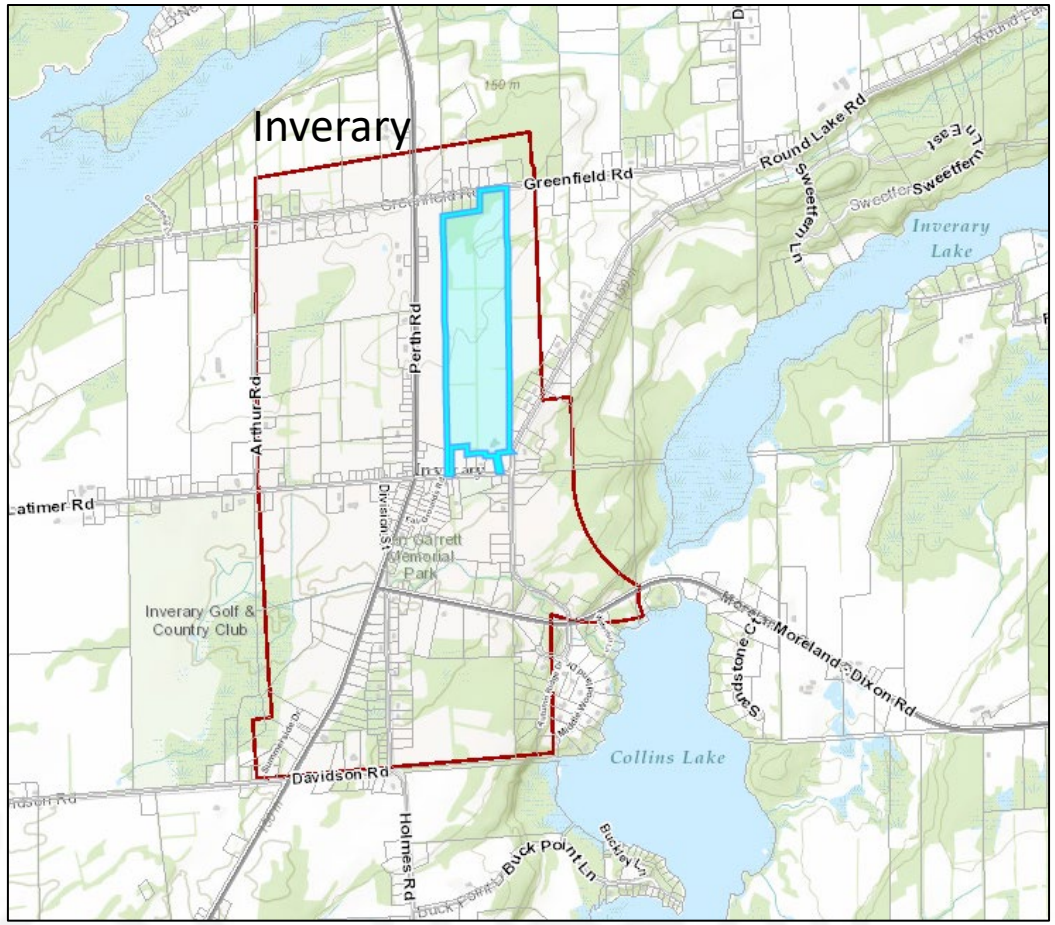
PL-BDJ-2026-0006

Consent to sever

Owners: 2436933 Ontario Inc. (Jody Campbell)

Property: 4797 Latimer Road

Location



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Proposal

- Create one residential lot
  - 4.2 acres
  - 12m on Latimer Road
  - House, barn, sheds
- Retained parcel
  - 90 acres
  - 20m on Latimer Road
  - 10m on Round Lake Road
  - 130m on Greenfield Road
  - Storage shed
- Same as revised application PL-BDJ-2022-0067

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Retained Parcel Entrance off Latimer Road

Retained Entrance off Round Lake Road

Severed Parcel Entrance off Latimer Road

Existing Buildings on Severed Parcel

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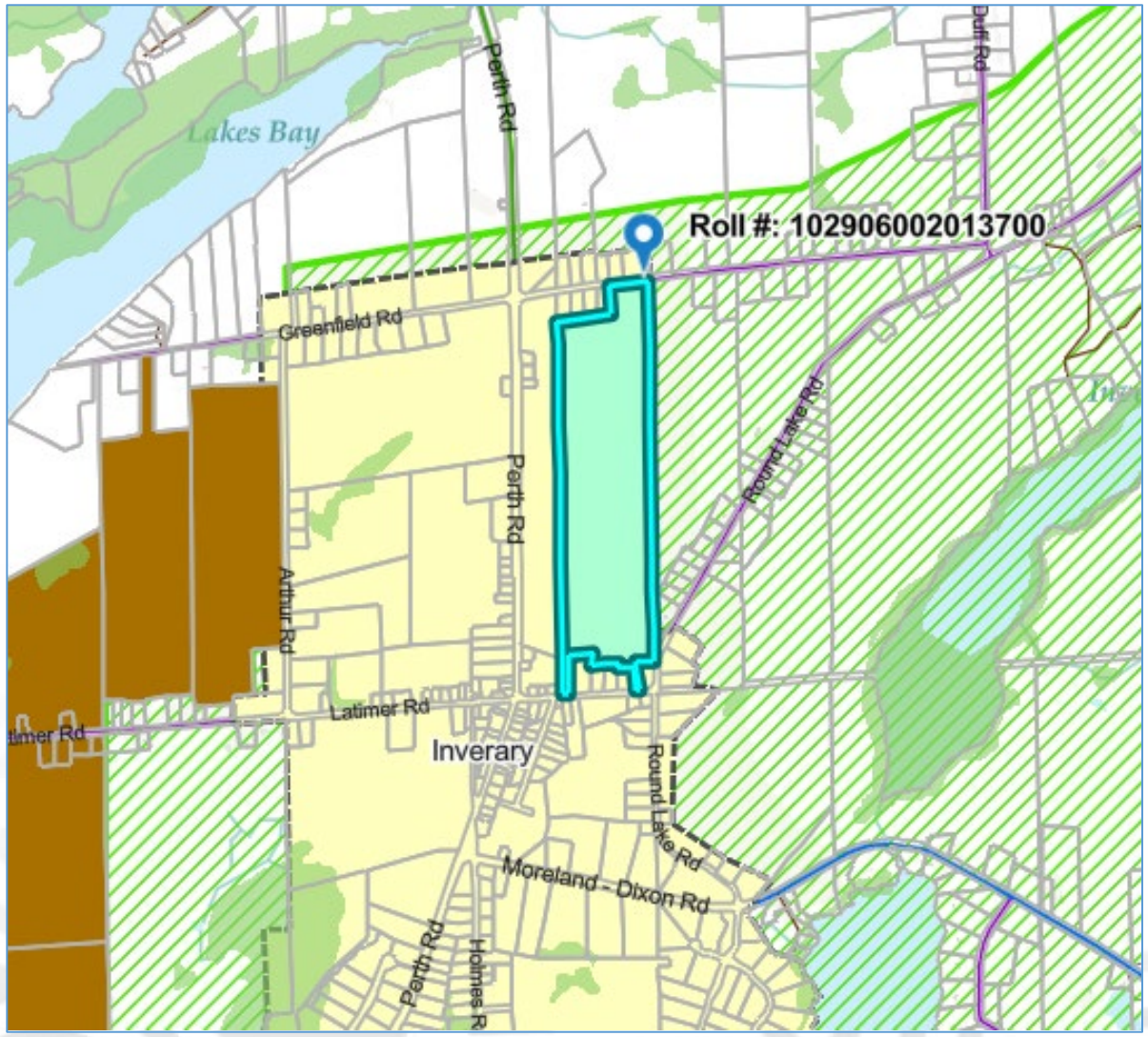
Official Plan Designation



- Settlement Area
- Future Secondary Planning Area
- Prime Agricultural Area
- Rural

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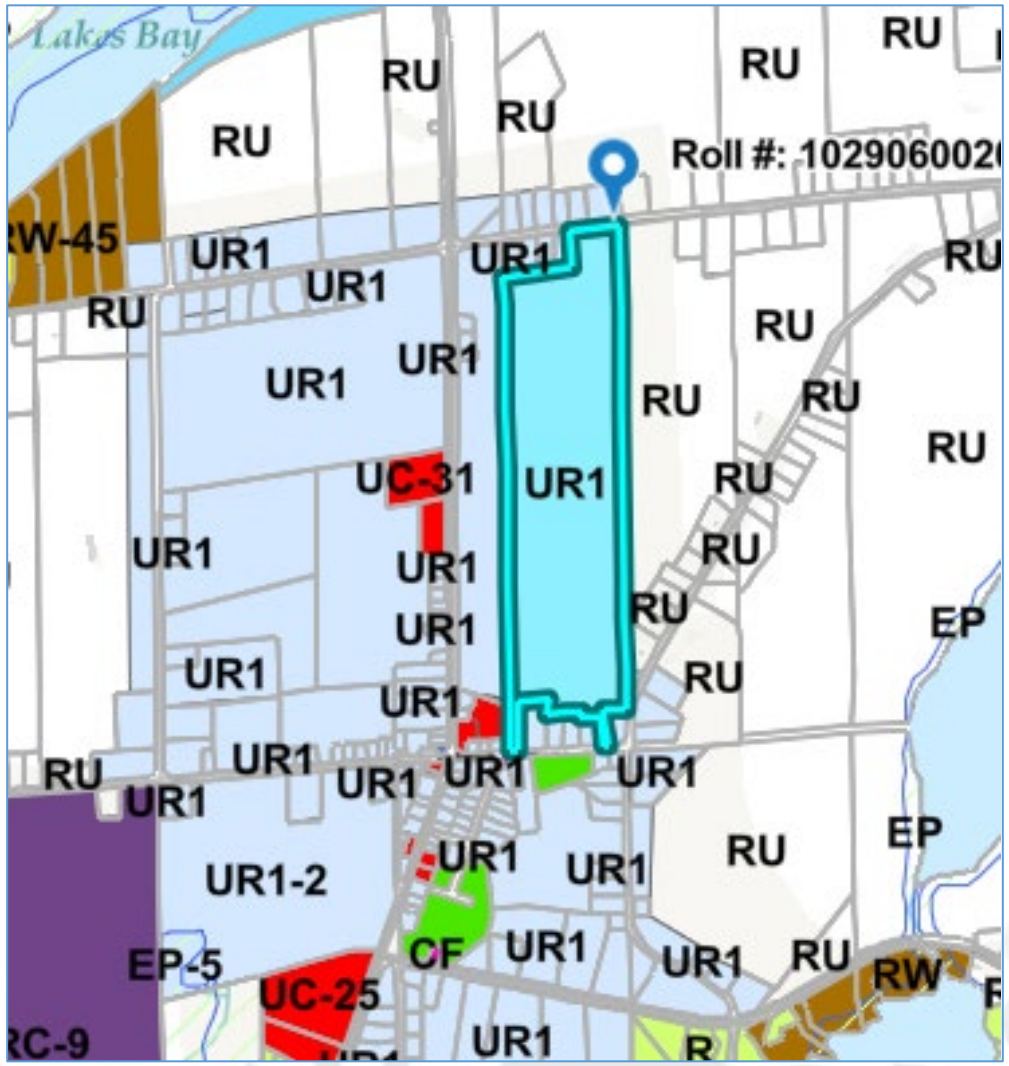
Zoning By-law



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Settlement Area Policies

- Focus growth and development in these areas
- Promote their vitality and regeneration
- Promote efficient development and land use patterns

Future Secondary Planning Area Policies

- Need Township study to confirm areas can accommodate future growth on municipal water and sewage services
- Require secondary planning to direct growth and guide change
- May allow limited land division and development that will not compromise or predetermine the outcome of the secondary plan

Consent Policies

- Consents allowed in Settlement Area for
  - Infilling built-up areas and rounding out the settlement area boundary
  - New lot creation in already developed areas
  - Lot enlargement, lot boundary adjustments
  - Assembling land for future development
- Subject application to be considered under “new lot creation in already developed area” policy
  - Severed parcel behind several residential lots
  - House is surplus to the owner’s current needs

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Consent Policies Continued

- Need to consider long term development potential of the property
  - Retain safe, convenient access points to the public road system
  - Appropriate lot size for proposed use to avoid inefficient use of land
  - Locate lot to accommodate a future subdivision
- It is a large property between three public roads, near community park and local businesses
- Retained parcel would have access points on Latimer Road and Greenfield Road
- The proposed lot configuration to keep the storage shed on the retained parcel is not practical and would lead to neighbour and land use conflicts
- A different lot size and/or configuration would make a more efficient use of land

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Department, Agency and Public Comments

- **Public Services** – No objection, road widening required
- **Building Services** – Review not required
- **Public Comment**
  - Two individuals object to severing a residential lot from a farm. They have concerns about changes to the water table from another house, and about noise issues.
  - From 2022 file: Ability for livestock to be reintroduced to barn, and potential land use compatibility issues

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Recommendation

- Denial

Questions & Comments

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

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PL-BDJ-2026-0006
Committee Deliberation and Vote

New Minor Variance / Permission Applications

PL-ZNA-2025-0118

Permission to Enlarge a Legal Non-Conforming Use

Applicant: John and Giselle LeBlanc

Property: 294 Island Drive Lane

Location

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Property Description

- Island Drive Lane
- Bobs Lake
- RLSI zone
- 0.59 acres
- Existing buildings
  - House
  - Two sheds

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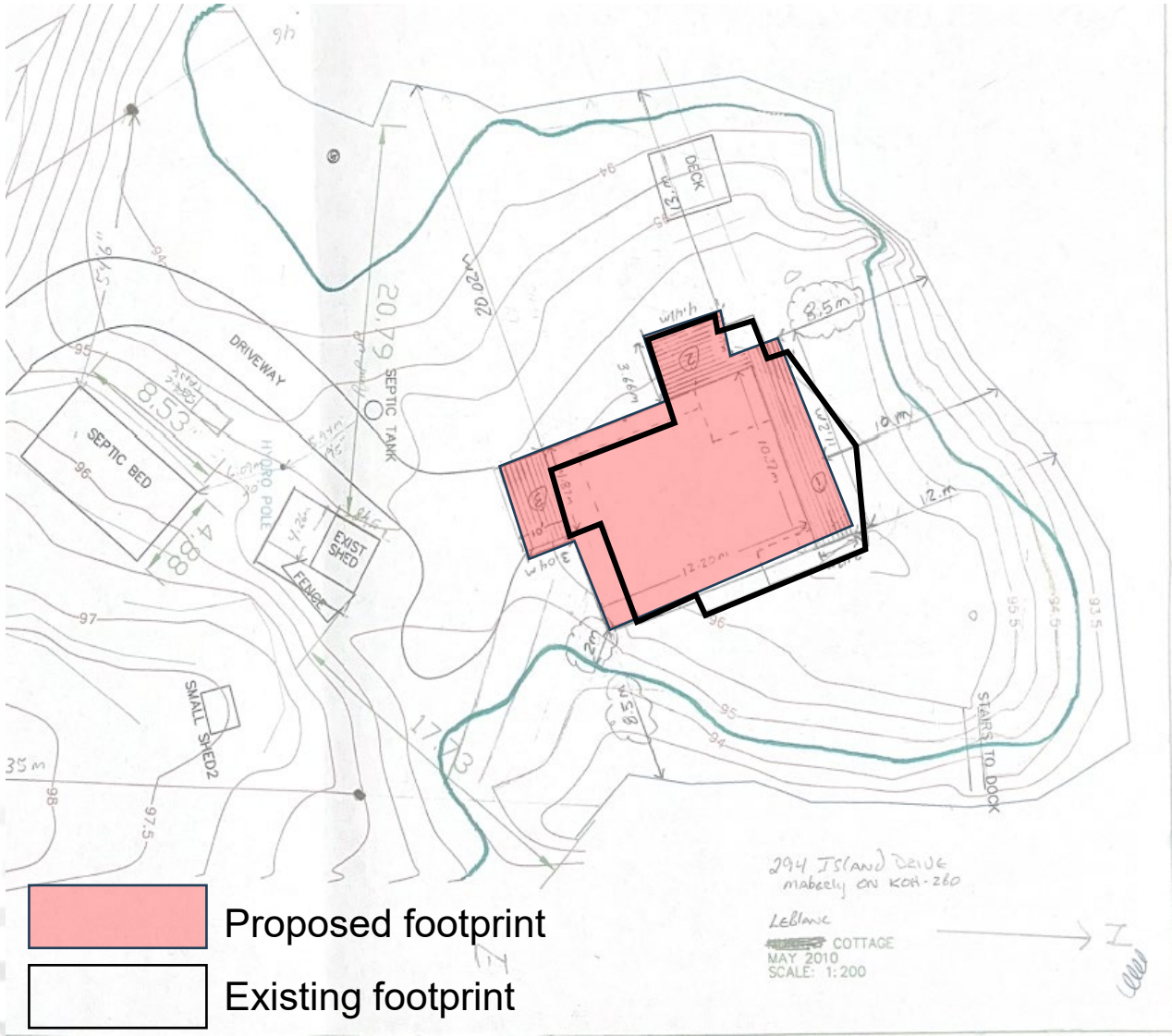
Proposal

- Old house and decks
  - One storey on posts
  - 1155 square feet building
  - 650 square feet decks
- New house with decks
  - One storey with basement
  - 1400 square feet building
  - 565 square feet covered and uncovered decks
- Maintain 8.5 metre setback from highwater mark



Proposed building elevations

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Existing house as seen from driveway

Existing house and shoreline

South side of property looking towards lane

Department, Agency and Public Comments

- **Rideau Valley Conservation Authority** – no objection
- **Public Comments** – none received

Discussion

- The house is legal non-conforming because it was constructed before 2003 and is 8.5 metres from the highwater mark instead of 30 metres.
- The new house would be 245 square feet larger
- There would be 85 square feet less decking
- No increase in lot coverage
- Increase in building height due to basement on bedrock
- No negative or intrusive impacts anticipated
- Appropriate to grant permission

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Recommendation

- Approval
  - Development to be consistent with submitted plans
  - Building and deck setbacks to be confirmed at building permit stage

Questions & Comments

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

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PL-ZNA-2025-0118
Committee Deliberation and Vote

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Application PL-ZNA-2026-0007

Application for Minor Variance

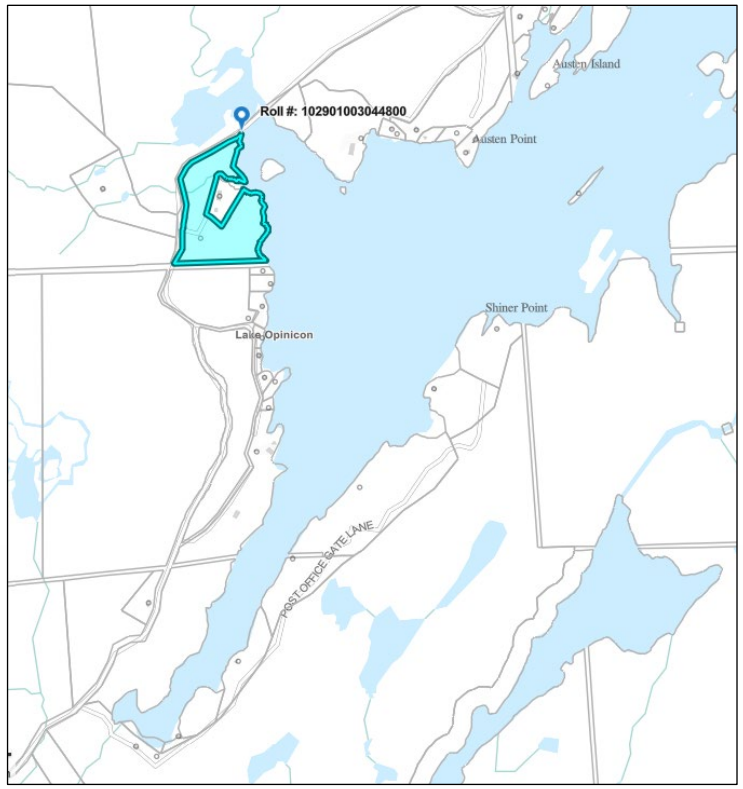
Owner: Lake Opinicon Village (Trent Oxman)

Agent: Groundwork Engineering

Property: 12 Woodrush Lane

Property Description

- Lake Opinicon
- ~18.2 acres
- Existing Structures
  - Sleeping Cabin
  - Septic System
  - Accessory Building
- Rural and EP Designations & RU Zone



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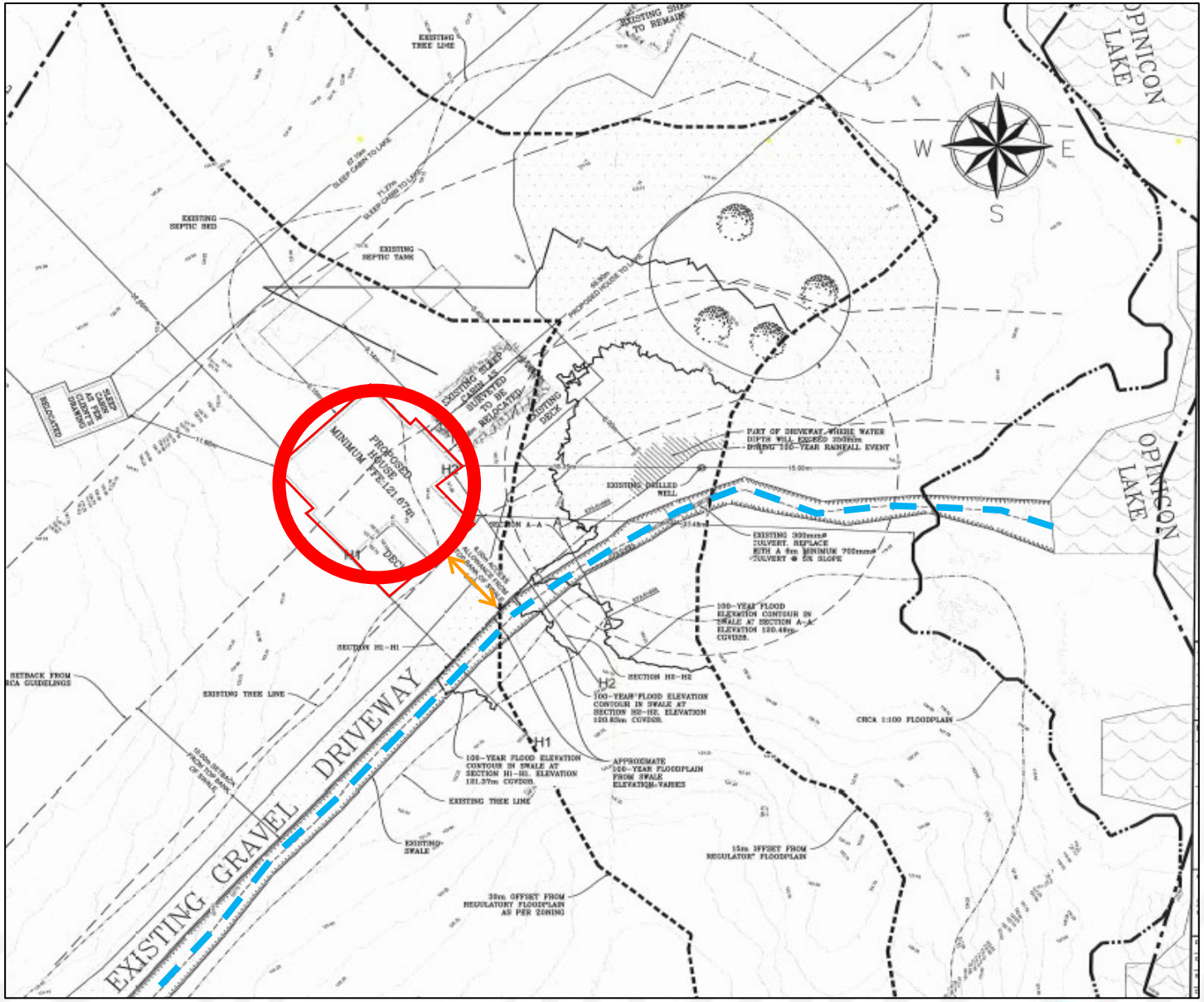
Proposal

- Build a new dwelling with deck
  - Over 33m from Lake Opinicon
  - 6.3m from watercourse along existing gravel driveway



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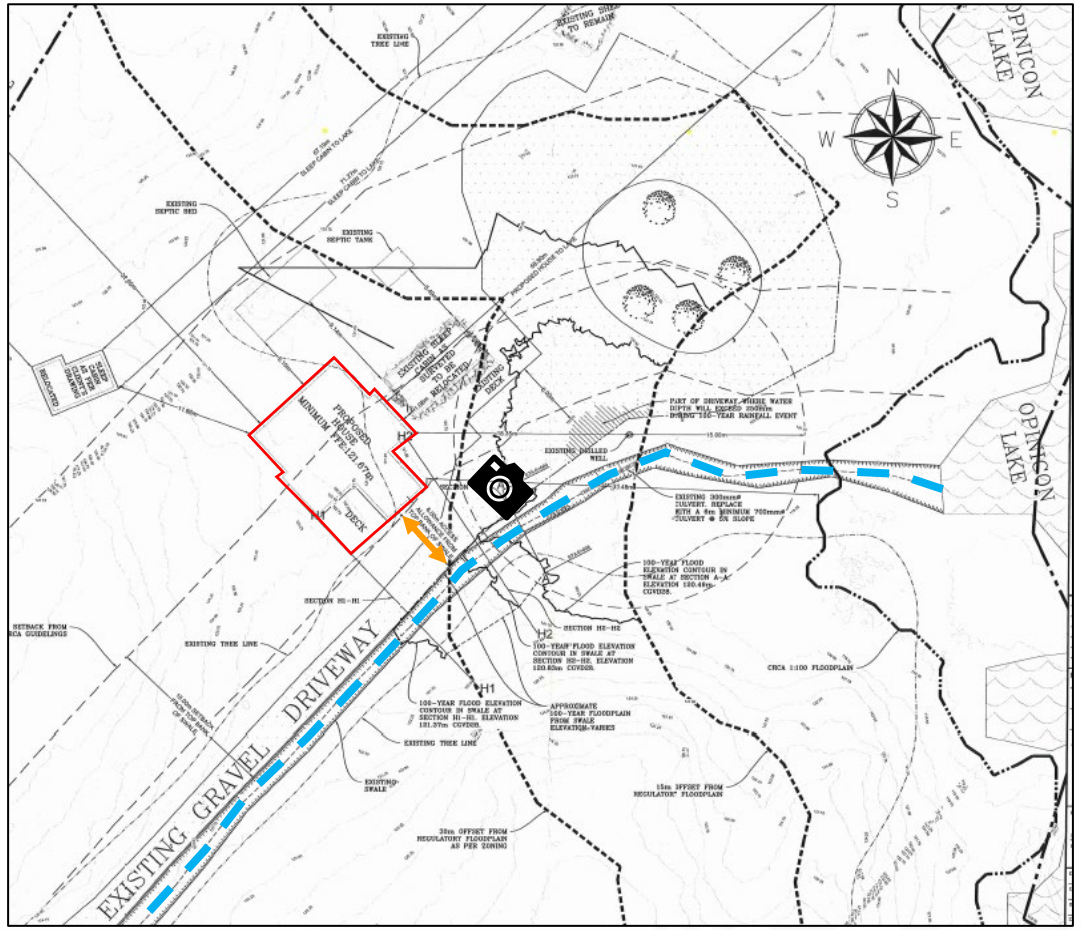
OPINICON LAKE
N
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E
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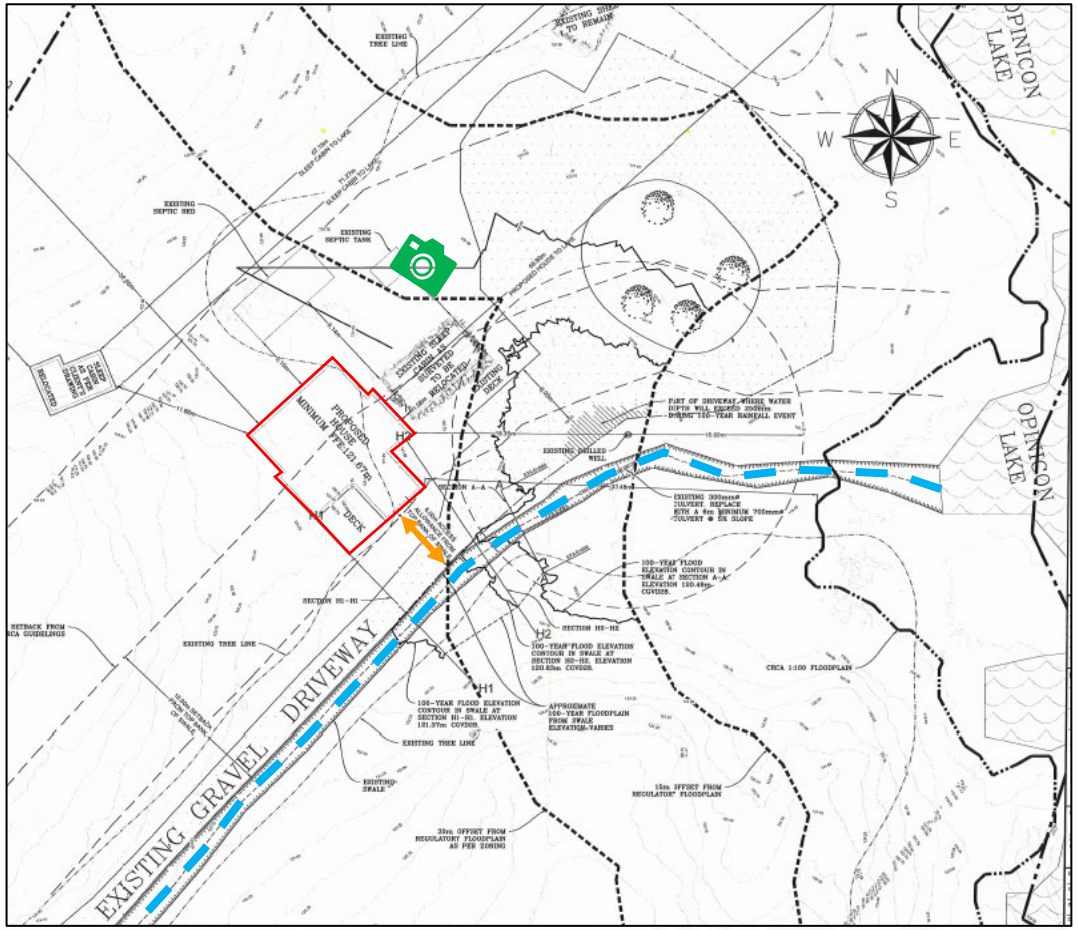
EXISTING GRAVEL DRIVEWAY
EXISTING TREE LINE
EXISTING SEPTIC BED
EXISTING SEPTIC TANK
PROPOSED HOUSE MINIMUM MAIN FLOOR EL. 121.67m
EXISTING DRILLED WELL
EXISTING 900mmø CULVERT. REPLACE WITH A 4m MINIMUM 700mmø CULVERT @ 5% SLOPE
100-YEAR FLOOD ELEVATION CONTOUR IN SWALE AT SECTION A-A ELEVATION 120.44m COVERS.
SETBACK FROM RCA GUIDELINES
SECTION H1-H1
SECTION H2-H2
100-YEAR FLOOD ELEVATION CONTOUR IN SWALE AT SECTION H2-H2 ELEVATION 120.82m COVERS.
105-YEAR FLOOD ELEVATION CONTOUR IN SWALE AT SECTION H1-H1 ELEVATION 121.57m COVERS.
APPROXIMATE 100-YEAR FLOODPLAIN FROM SWALE ELEVATION-VARIES
CRCA 1:100 FLOODPLAIN
15m OFFSET FROM REGULATORY FLOODPLAIN
30m OFFSET FROM REGULATORY FLOODPLAIN AS PER ZONING
EXISTING SWALE


EXISTING GRAVEL DRIVEWAY
OPINICON LAKE
N
S
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W
EXISTING TREE LINE
EXISTING SEPTIC BED
EXISTING SEPTIC TANK
PROPOSED HOUSE
MINIMUM HOUSE ENTRANCE 121.67m
DECK
EXISTING DRILLED WELL
EXISTING 900mm CULVERT, REPLACE WITH A 8m MINIMUM 700mm CULVERT @ 5% SLOPE
100-YEAR FLOOD ELEVATION CONTOUR IN SWALE AT SECTION A-A ELEVATION 120.46m COVERS
SECTION H1-H1
SECTION H2-H2
100-YEAR FLOOD ELEVATION CONTOUR IN SWALE AT SECTION H2-H2, ELEVATION 120.80m COVERS
100-YEAR FLOOD ELEVATION CONTOUR IN SWALE AT SECTION H1-H1, ELEVATION 121.37m COVERS
APPROXIMATE 100-YEAR FLOODPLAIN FROM SWALE ELEVATION-VARIES
CRCA 1:100 FLOODPLAIN
EXISTING SWALE
30m OFFSET FROM REGULATORY FLOODPLAIN AS PER ZONING
15m OFFSET FROM REGULATORY FLOODPLAIN
SETBACK FROM RCA GUIDELINES

Department, Agency and Public Comments

- **Cataraqui Conservation –** No Objections, advised of regulated area.
- **Public Comment** – None Received

Planning Analysis

Minor Variance application 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
  - Proposal be consistent with submitted plans
  - Sleeping cabin to be relocated
  - Owner enter into a Development Agreement to:
    - Implement appropriate erosion control measures
    - Direct roof runoff away from lake
    - Maintain natural vegetated buffer within 30m of the lake

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Questions & Comments

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

PL-ZNA-2026-0007
Committee Deliberation and Vote

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Application PL-ZNA-2026-0016

Permission to Enlarge Legal Non-Conforming Use

Owners: Robert & Kathryn Taylor

Property: 7501 Deyos Road

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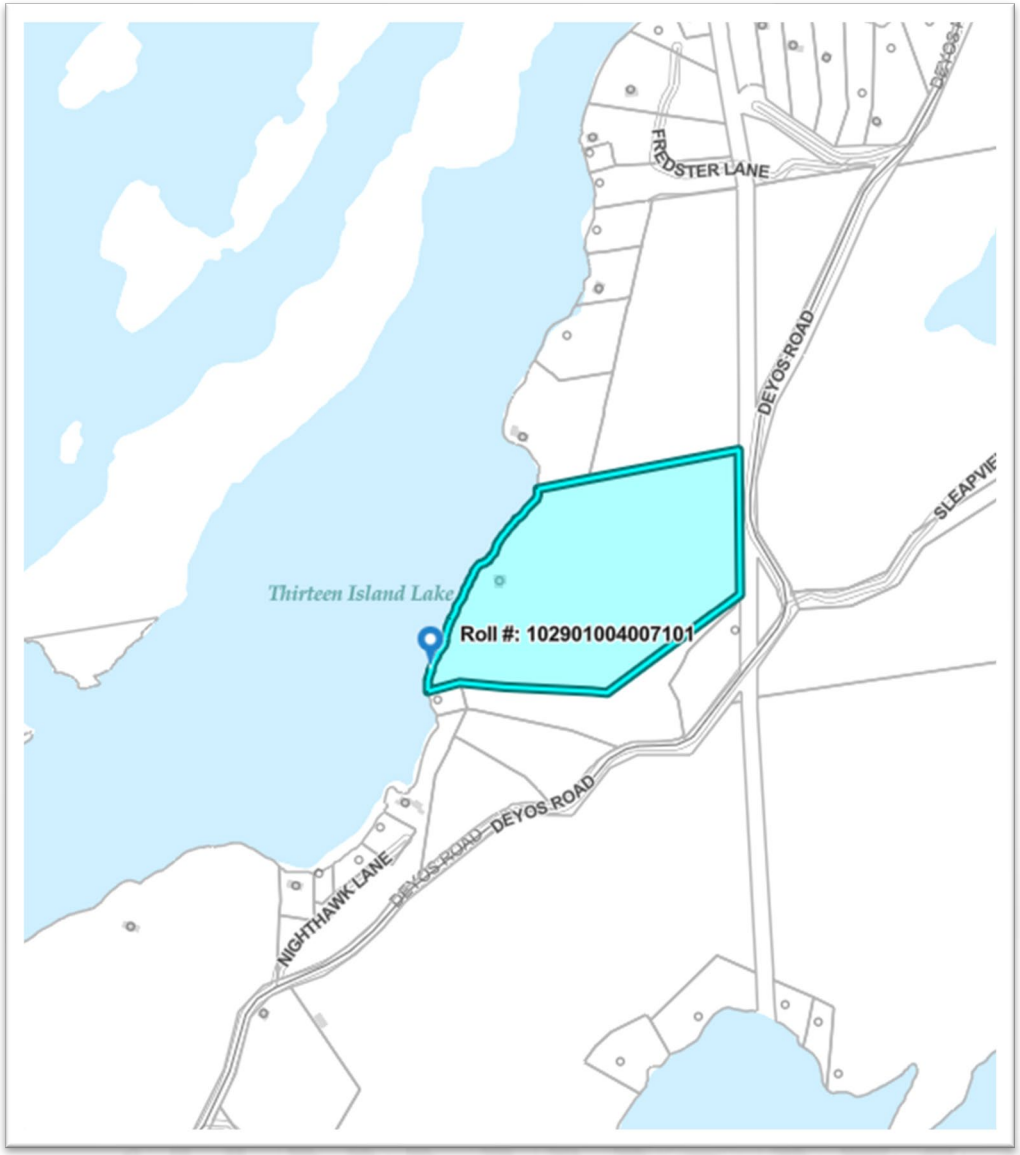
Property Description

- 7501 Deyos Road
- ~14 acres
- Existing Buildings & Uses
  - Dwelling
  - Detached garage
  - Art studio in accessory building
- Rural Designation & RW Zone



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Proposal

- Expand existing dwelling that is within 30m of the high-water mark of Thirteen Island Lake
  - Existing dwelling is 21.9m front the lake
    - Height is 6.5m
  - Proposed 19 square metre addition for a screened in porch
    - Approx 5.5m in height

Submitted Sketches

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Department, Agency and Public Comments

- **Quinte Conservation**– Advised of no objection.
- **Public Comment** – Phone call received in support of the application.

Planning Analysis

- The criteria for considering an application under section 45(2) are:
  - 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.
    - Existing dwelling approx. 21.9m from high water mark of lake
    - Increase floor area of dwelling by 10%
    - Expansion would not go closer to lake
    - Addition would follow established building line
    - Proposal is appropriate development
    - No negative impacts anticipated

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Recommendation

- Approval
- Pending any comments received
- Subject to conditions
  - Proposal be consistent with submitted plans
  - Owner enter into a Development Agreement to:
    - Implement appropriate erosion control measures
    - Direct roof runoff away from lake
    - Maintain natural vegetated buffer within 30m of the lake

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Questions & Comments

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

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PL-BDJ-2026-0016
Committee Deliberation and Vote

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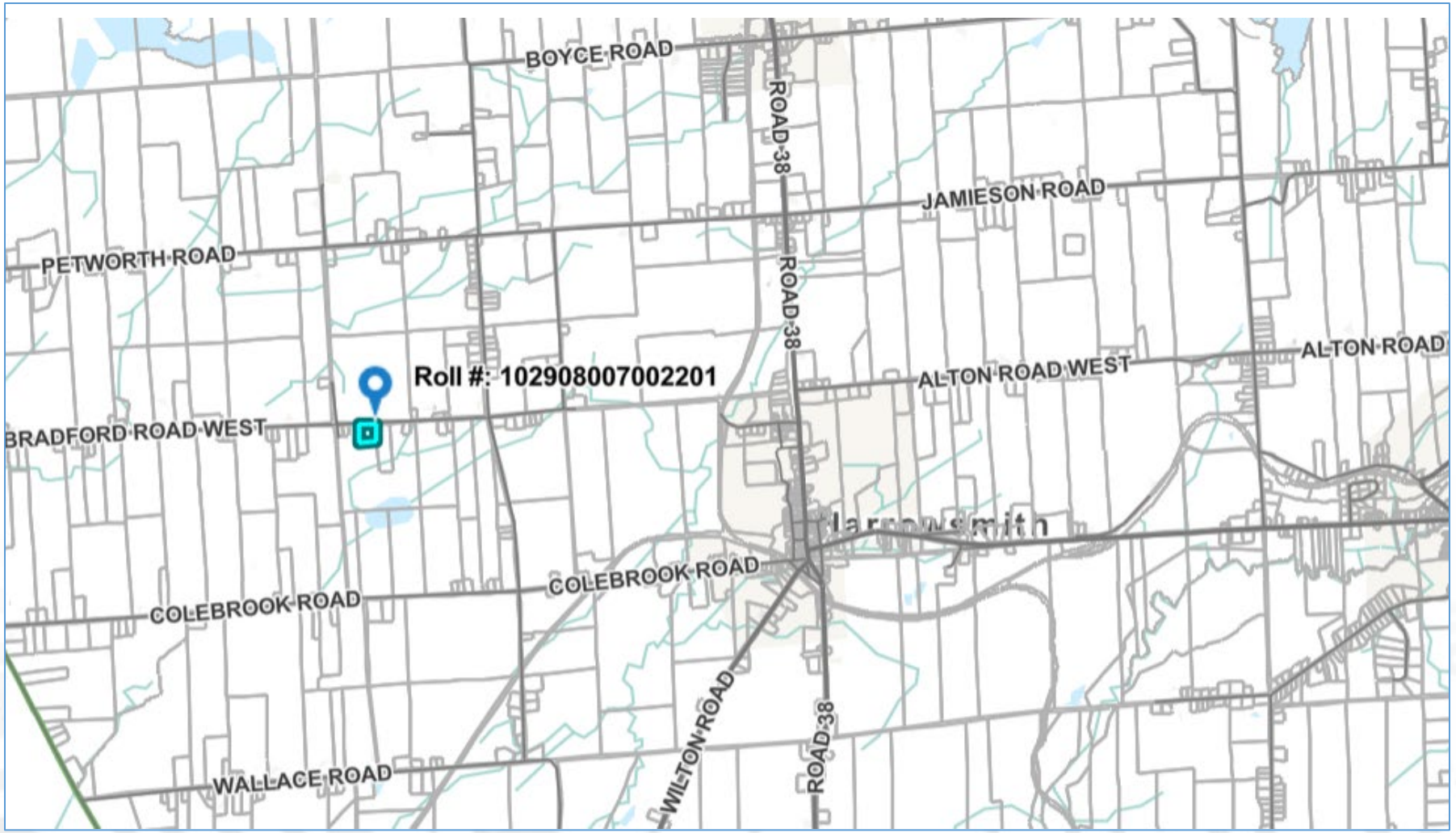
PL-ZNA-2026-0017

Minor variance

Applicant: Dylan Burgess

Property: 4990 Bradford Road West

Location



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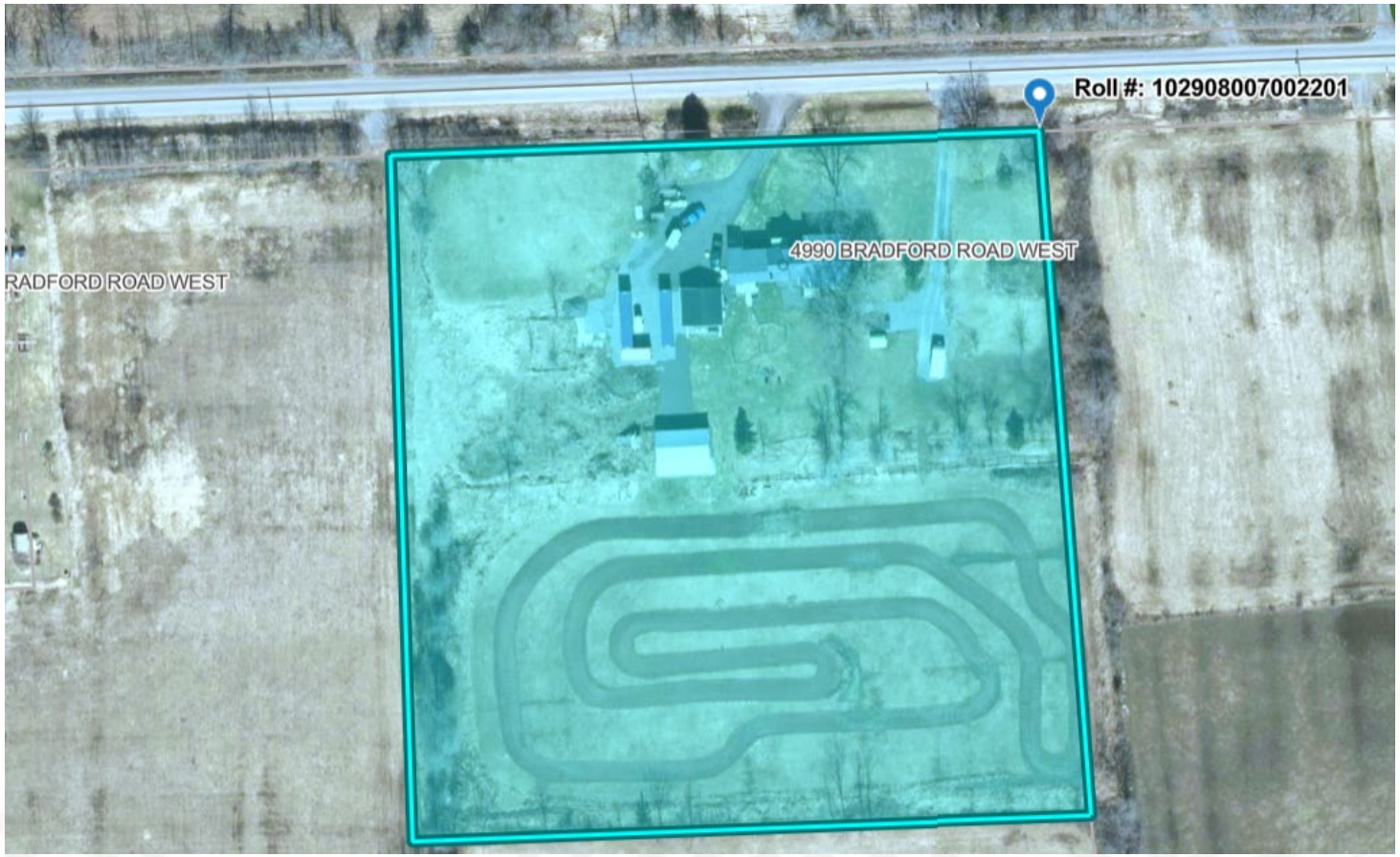
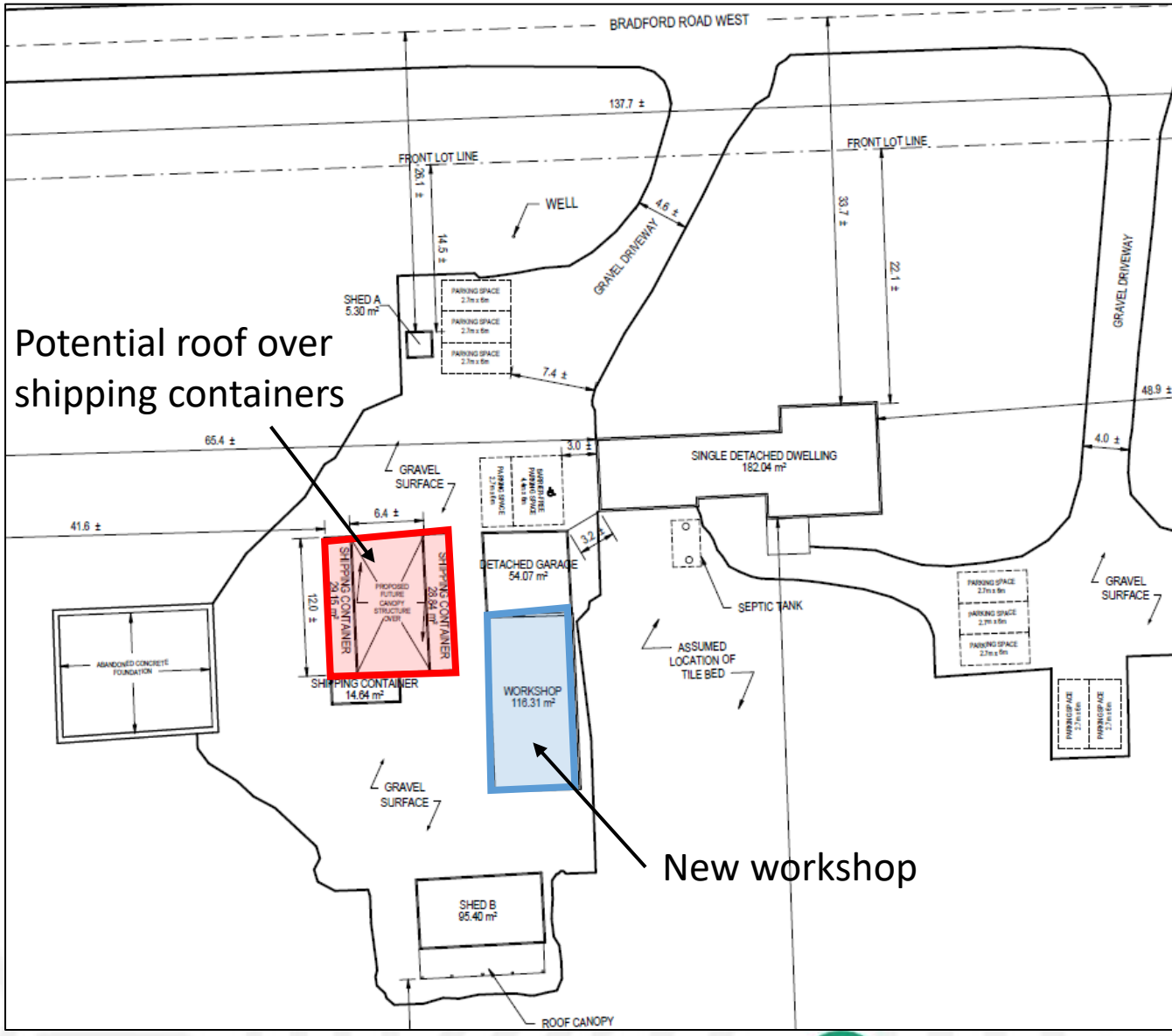
Property Description

- RU zone
- 0.59 acres
- Existing buildings
  - House
  - Detached garage
  - Two sheds
  - Three shipping containers



Proposal

- Recent 1250 square foot workshop addition to garage
- Roof over two shipping containers
- Total lot coverage of all accessory buildings and structures (2.1%) is greater than lot coverage of the house (1.2%)



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Shipping container locations (source: Google Maps)

Garage addition and shipping containers viewed from driveway

Addition on the back of the garage

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Department, Agency and Public Comments

- **Public Comments** – none received

Discussion

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
  - Development to be consistent with submitted plans

Questions & Comments

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

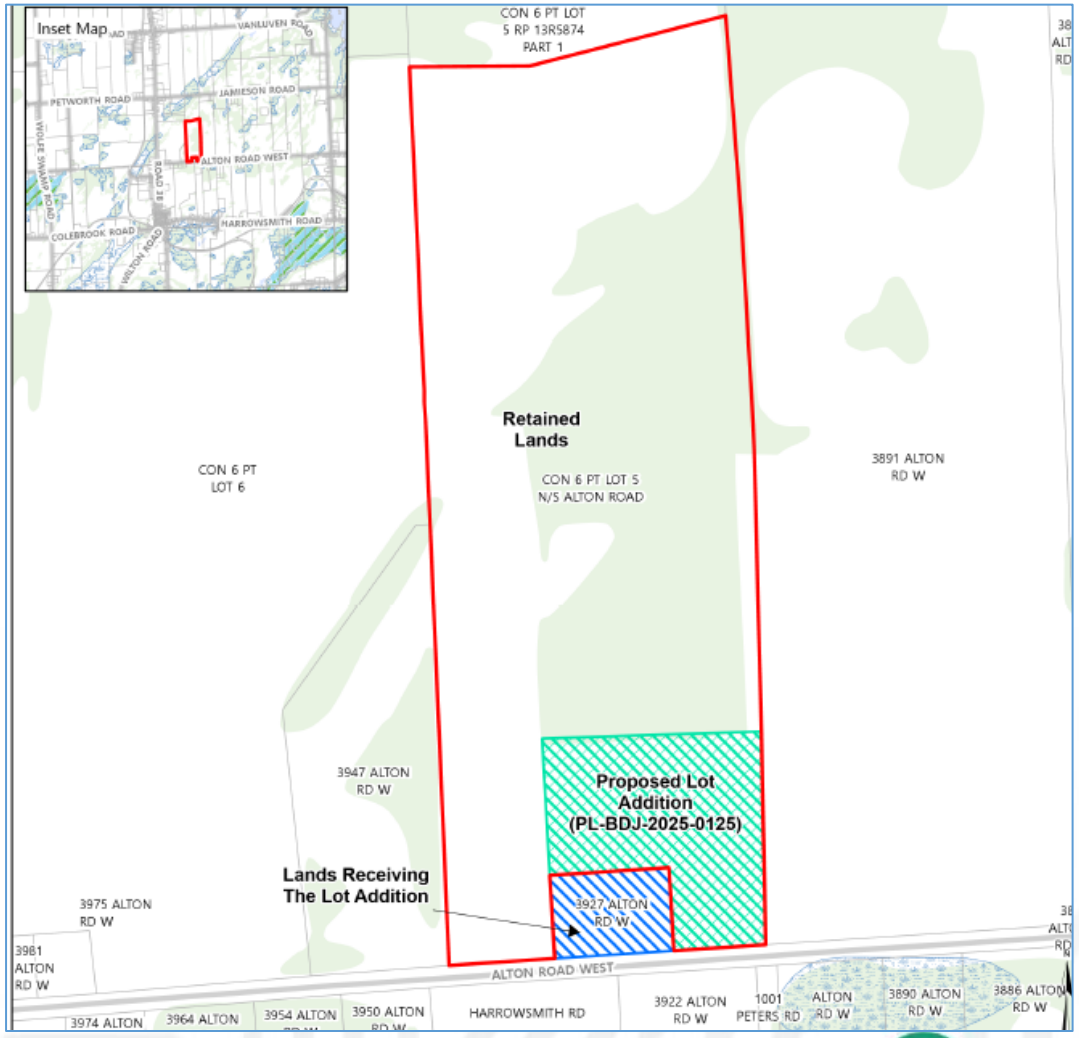
SOUTH FRONTENAC

PL-ZNA-2026-0017
Committee Deliberation and Vote

Delegated Consent Authority Report

PL-BDJ-2025-0125

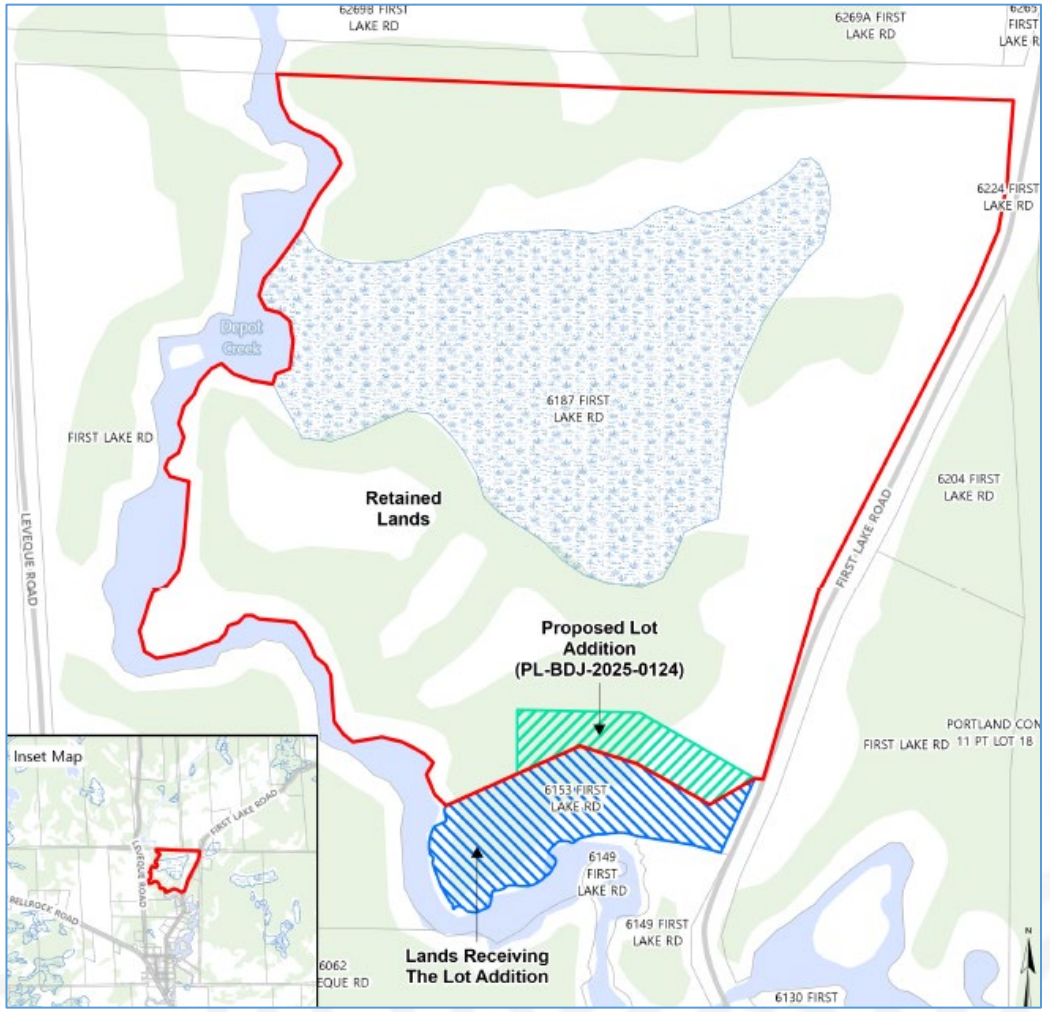
- Granted February 09, 2026
- Unaddressed land on Alton Road West
- Portland District
- 7.5 acre lot addition to 3972 Alton Road West
- Benefitting parcel
  - Increase to 9.75 acres
  - 195m frontage
- Retained lot
  - 51.4 acres in area
  - 94m frontage



Delegated Consent Authority Report

PL-BDJ-2025-0124

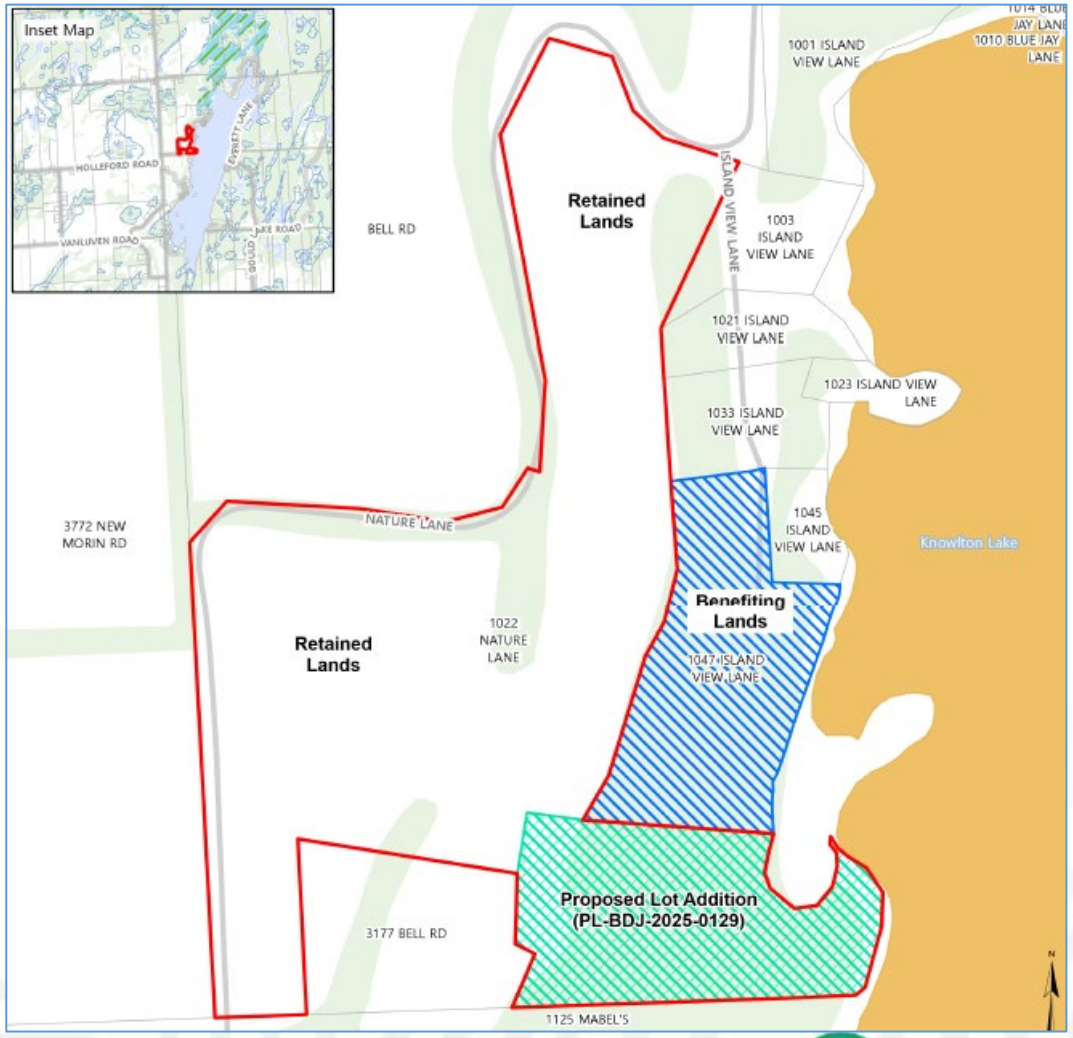
- Granted February 10, 2026
- 6187 First Lake Road
- Portland District
- 1 acre lot addition to 6153 First Lake Road
- Benefitting parcel
  - Increase to 3.6 acres
  - No change to frontage on Depot Creek & First Lake Road
- Retained lot
  - 62 acres in area
  - No change to frontage on Depot Creek & First Lake Road



Delegated Consent Authority Report

PL-BDJ-2025-0129

- Granted February 10, 2026
- 1022 Nature Lane
- Loughborough District
- 3.5 acre lot addition to 1047 Island View Lane
- Benefitting parcel
  - Increase to 6.7 acres
- Retained lot
  - 14.4 acres in area
  - No change to frontage on Nature Lane

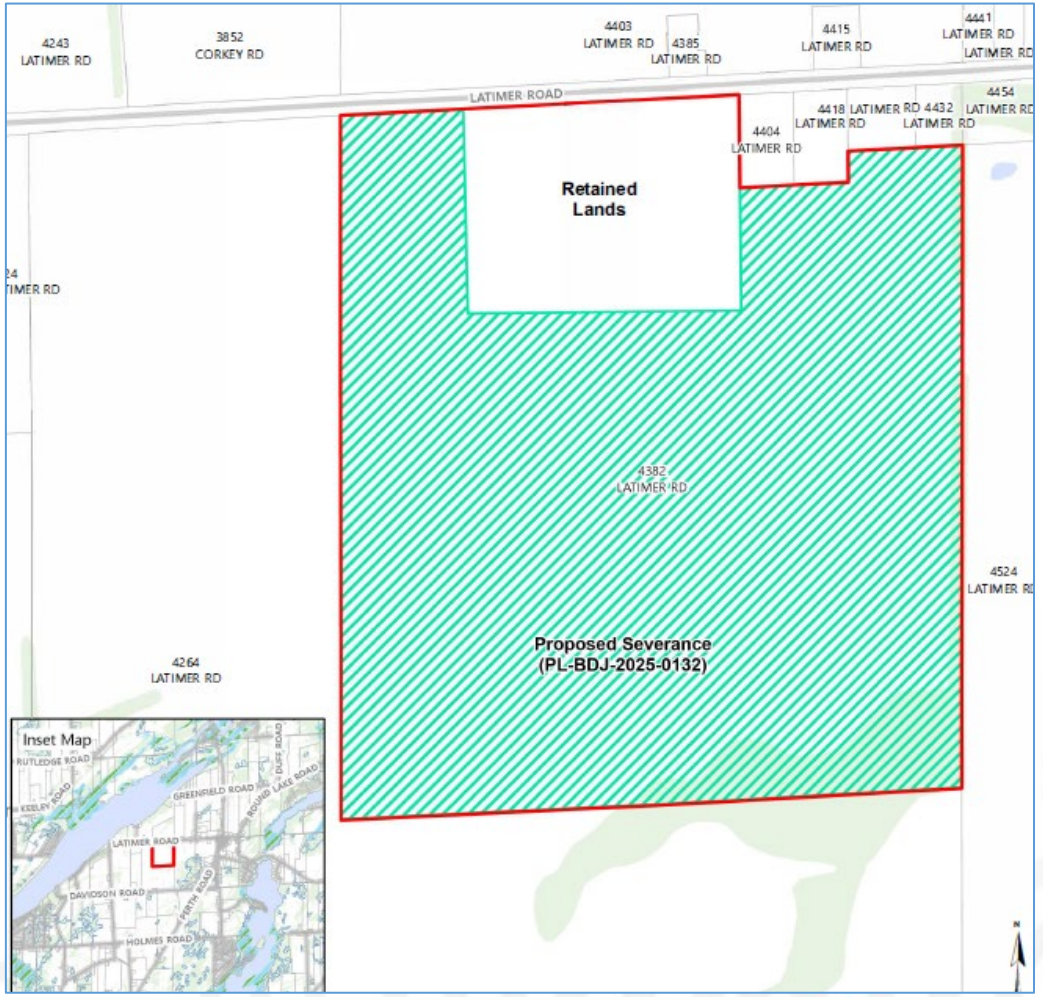


SOUTH FRONTENAC

Delegated Consent Authority Report

PL-BDJ-2025-0132

- Granted February 10, 2026
- 4382 Latimer Road
- Storrington District
- New lot creation to separate farm fields from house and accessory buildings
- Severed parcel
  - 82 acres
  - 122m frontage
- Retained lot
  - 14.4 acres in area
  - 266m frontage

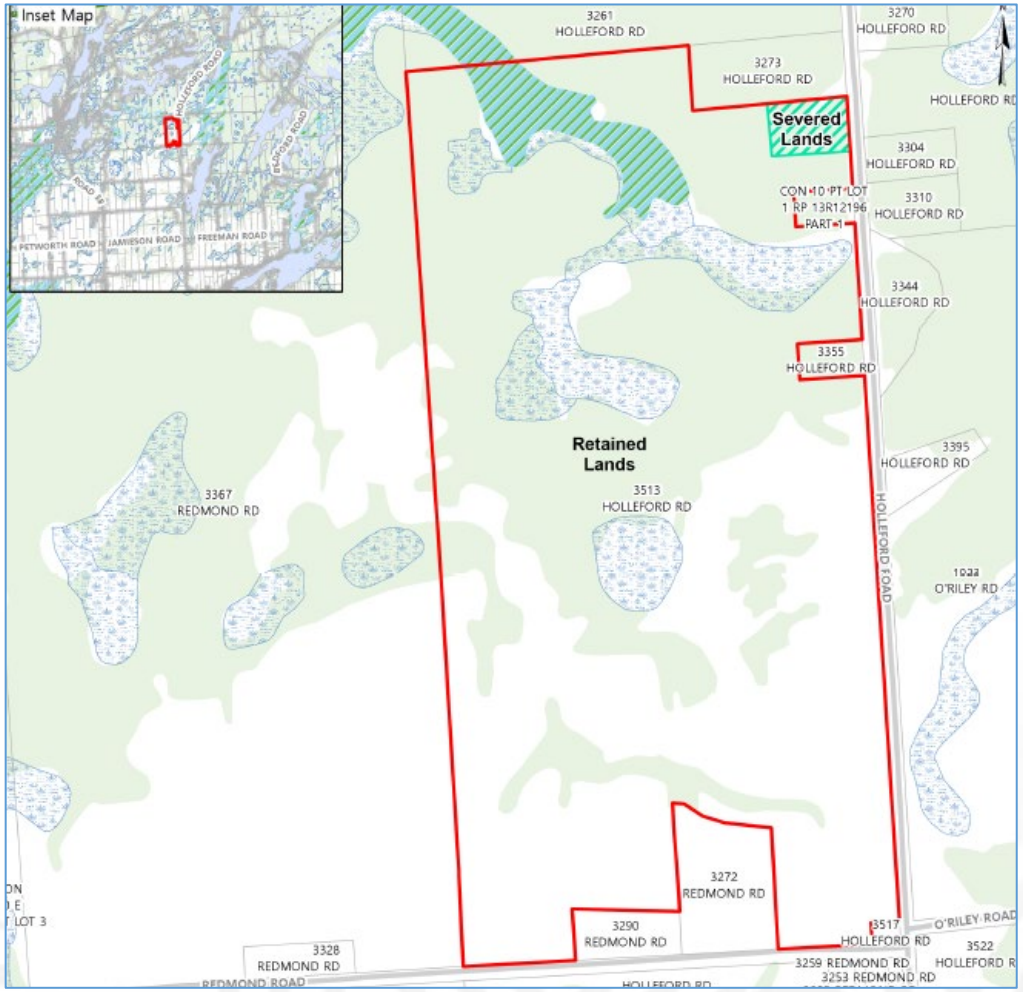


SOUTH FRONTENAC

Delegated Consent Authority Report

PL-BDJ-2025-0136

- Granted February 27, 2026
- 3513 Holleford Road
- Portland District
- Creation of one new lot
- Severed parcel
  - 2 acres
  - 76m frontage
- Retained lot
  - 168 acres in area
  - Frontage on Holleford Road & Redmond Road



Delegated Consent Authority Report

PL-BDJ-2024-0134

- Granted March 5, 2026
- 688 Dewitt Lane
- Beford District
- Creation of one new lot to provide mainland parking and docking access for properties on Ashuelot Island and Timmerman Island
- Severed parcel
  - 1 acre
  - 60m frontage on Dewitt Lane
  - 120m frontage on Bobs Lake
- Retained parcel
  - 7.6 acres
  - 240m frontage on Dewitt Lane
  - 220m frontage on Bobs Lake

Adjournment

Township of South Frontenac
Committee of Adjustment Meeting
Minutes

Meeting # 2026-01

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 (via Zoom), Mike Howe

Absent:

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

1. Call to Order

Resolution No. 2026-01-01
Moved by: Ray Leonard
Seconded by: Norm Roberts

THAT the February 12, 2026 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby called to order at 7:00 PM.

2. Adoption of Agenda

Resolution No. 2026-01-02
Moved by: Norm Roberts
Seconded by: Ray Leonard

THAT the Committee hereby adopts the Agenda of the February 12, 2026 Committee of Adjustment meeting.

Carried

3. Committee of Adjustment Appointments

Appointment of Committee of Adjustment Chair

Resolution No. 2026-01-03
Moved by: Norm Roberts
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby appoints Steve Pegrum to the position of Chairperson for the 2026 calendar year.

Carried

Appointment of Committee of Adjustment Vice-Chair

Resolution No. 2026-01-04
Moved by: Norm Roberts
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby appoints Alan Revill to the position of Vice-Chairperson for the 2026 calendar year.

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 – December 11, 2025

Resolution No. 2026-01-05
Moved by: Norm Roberts
Seconded by: Ray Leonard

THAT the Committee hereby approves the minutes of the December 11, 2025 Committee of Adjustment Meeting.

Carried

7. Planning Department Update(s)

New Official Plan & Staffing Update

Christine Woods, Manager of Planning, advised the Committee of staffing changes within the planning department and provided a high-level overview of the new Official Plan.

6. Consent Applications from a Previous Meetings: (not applicable)

7. New Consent Applications:

PL-BDJ-2026-0001 (Green) (Kennedy) - Loughborough District

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.

Colin Herrewynen, Planner, delivered his report to the Committee for associated applications PL-BDJ-2026-0001 & PL-ZNA-2026-0002 [Agenda Item 11. a)], with a staff recommendation that both applications be approved, subject to the conditions outlined in his staff report.

Steve Pegrum, Chairperson of the Committee, inquired as to whether the applicant or their agent wished to address the Committee. The applicant declined the opportunity to speak.

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

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

Kate Kaestner, Planning Clerk & Secretary-Treasurer of the Committee read the resolution for approval of application PL-BDJ-2026-0001, subject to conditions.

There were no comments from Committee members regarding the motion.

Resolution No. 2026-01-06
Moved by: Scott Trueman
Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2026-0001, for property addressed as 1206 Leland Road, legally described as Part Lot 21, Concession 9 Loughborough, being Part 1 on Plan 13R23336, for the creation of one new rural residential lot, being 2.6 acres in area and having 72 metres frontage along Leland Road, subject to conditions.

Carried

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

9. New Minor Variance / Permission Applications:

PL-ZNA-2026-0002 (Green) (Kennedy) - Loughborough District

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.

**See Agenda Item 9. a) for minutes text

Kate Kaestner read the resolution for approval of application PL-ZNA-2026-0002.
There were no comments from Committee members arising from the motion.

Resolution No. 2026-01-07
Moved by: Mike Howe
Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2026-0002, for property addressed as 1206 Leland Road, legally described as Part Lot 21, Concession 9 Loughborough, being Part 1 on Plan 13R23336, permitting the severed lands of associated consent application PL-BDJ-2026-0001 to have a minimum of 72 metres frontage on Leland Road.

Carried

PL-ZNA-2025-0128 (Groenewegen) (Leroux) - Portland District

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.

Colin Herrewynen, Planner, delivered his 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. The applicant was present at the meeting, but declined the opportunity to speak.

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

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

Kate Kaestner, Planning Clerk & Secretary-Treasurer of the Committee read the resolution for approval of application PL-ZNA-2025-0128.

There were no comments from Committee members regarding the motion.

Resolution No. 2026-01-08
Moved by: Alan Revill
Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves application PL-ZNA-2025-0128, for property municipally addressed as 2113 Bracken Road, granting permission to enlarge the existing legal non-conforming barn by way of a 396 square foot addition which will establish a 7.3 metre front yard.

Carried

10. Other Business

Delegated Authority Consent Report

Kate Kaestner, Planning Clerk, delivered her report to the Committee.

There were no questions arising from the report.

11. Adjournment

Resolution No. 2026-01-09
Moved by: Norm Roberts
Seconded by: Ray Leonard

THAT the February 12, 2026 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 7:31 PM to reconvene on Thursday, March 12, 2026 at 7:00 PM, or at the call of the Chair.

Carried

_____
Steve Pegrum, Chairperson

Consent Application

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	$152.00

☐ 2. One hard copy of this completed application form signed and commissioned.

☐ 3. A Sketch of your proposal (see Question 26 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 crate 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:		**FEE:**
Consent Application		$1,368.00
Change of conditions		$325.00
Change of conditions requiring re-circulation		$568.00

☐ 5. Agency Review Fees (as applicable). A separate **cheque or proof or 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:	**FEE:**
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

January 22, 2026

To whom it may concern:

I Jody Campbell give Christy Risto permission to submit the severance application on my behalf.

Should you have any questions or concerns please don't hesitate to contact me directly at [redacted]

Thank you

[redacted]

Jody Campbell

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

For Office Use Only

Date Received: 22-Jan-2026- File Number: PL-BDJ-2026-0006

1. Name of Owner(s): Jody Campbell

Full Mailing Address of Owner(s): 4865 Lower Round Lake Road Battersea, Ontario K0H 1H0

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: Christy Risto

Full Mailing Address of Authorized Applicant/Agent: 3248 Perth Road Inverary, Ontario K0H 1X0

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]

Signature(s) of Owner(s)

Communications are to be sent to: ☑ 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.

(Signature of the property owner) (Signature of the property owner) Jan 18, 2026 (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: Christine Woods Date of Meeting: _____

5. The description of the subject land:

District: ☐ Bedford ☐ Portland ☐ Loughborough ☐ Storrington

Civic Address: _____

Concession Number: _____ Lot Number: _____

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

Roll Number: _____

Property Identification Number (PIN): _____

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): Ø Frontage on road/lane (m): 19.6m

Name of Waterbody: Ø Name of Road/Lane: Latimer Road

Depth(m): 1245.7m Area(acres/ha): 88A+4.2A

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.

I want to seperate the house+barn from the farm fields, but keep the machine shed for A.G. Equipment storage.

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:
		2 Road Entrances
Frontage on Road/Lane (m):	12.4m	19.6m + 13.6dm
Name of Road/Lane:	Latimer Road	Latimer Road=19.6m Roundlake Road=13.6dm
Frontage on Water (m):	∅	∅
Name of Waterbody:	∅	∅
Depth (m):	217m	1245.7m
Acres (acres or ha):	4.2A	88A

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

	Severed Lot (Proposed new lot):	Retained Lot:
Existing Use of Lot:	House	Farm Fields
Existing Buildings/Structures:	House, Barn	machine shed
Proposed Use of Lot:	Residental House	Farmland
Proposed Buildings/Structures:	Living-House	Farm Storage

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):		

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

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

(NEW LOT) Severed Parcel	Retained Parcel
☐ Publicly owned and operated communal septic system	☐ Publicly owned and operated communal septic system
☐ Privately owned and operated individual septic system:	☐ Privately owned and operated individual septic system:
☐ Leaching Bed (Class 4)	☐ Leaching bed (Class 4)
☐ Holding Tank (Class 5)	☐ Holding Tank (Class 5)
☐ Greywater Pit (Class 2)	☐ Greywater Pit (Class 2)
☐ Privy/Outhouse (Class 1)	☐ 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***):

_____

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): _____

The retained lot: _____

Please indicate whether access to the land will be by:

☐ Provincial highway	☐ Lane
☐ Municipal Road - maintained year round	☐ A right of way
☐ Municipal Road - seasonally maintained	☐ Water (see next page)

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)

_____

19. What is the current Official Plan Designation of the subject lands?

_____

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:

_____

_____

_____

_____

_____

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

☐ Yes ☐ No ☐ Unknown			
Application Type	Application Number	Date of Application	Decision
☐ Plan of Subdivision			
☐ Consent			
☐ Minor Variance			
☐ Site Plan Approval			
☐ Official Plan Amendment			
☐ Zoning By-law Amendment			
☐ 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 _____ ☐ 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.**

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.

☐ 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, Christy Risto,
(Name of Owner / Agent)

of South Frontenac
(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)

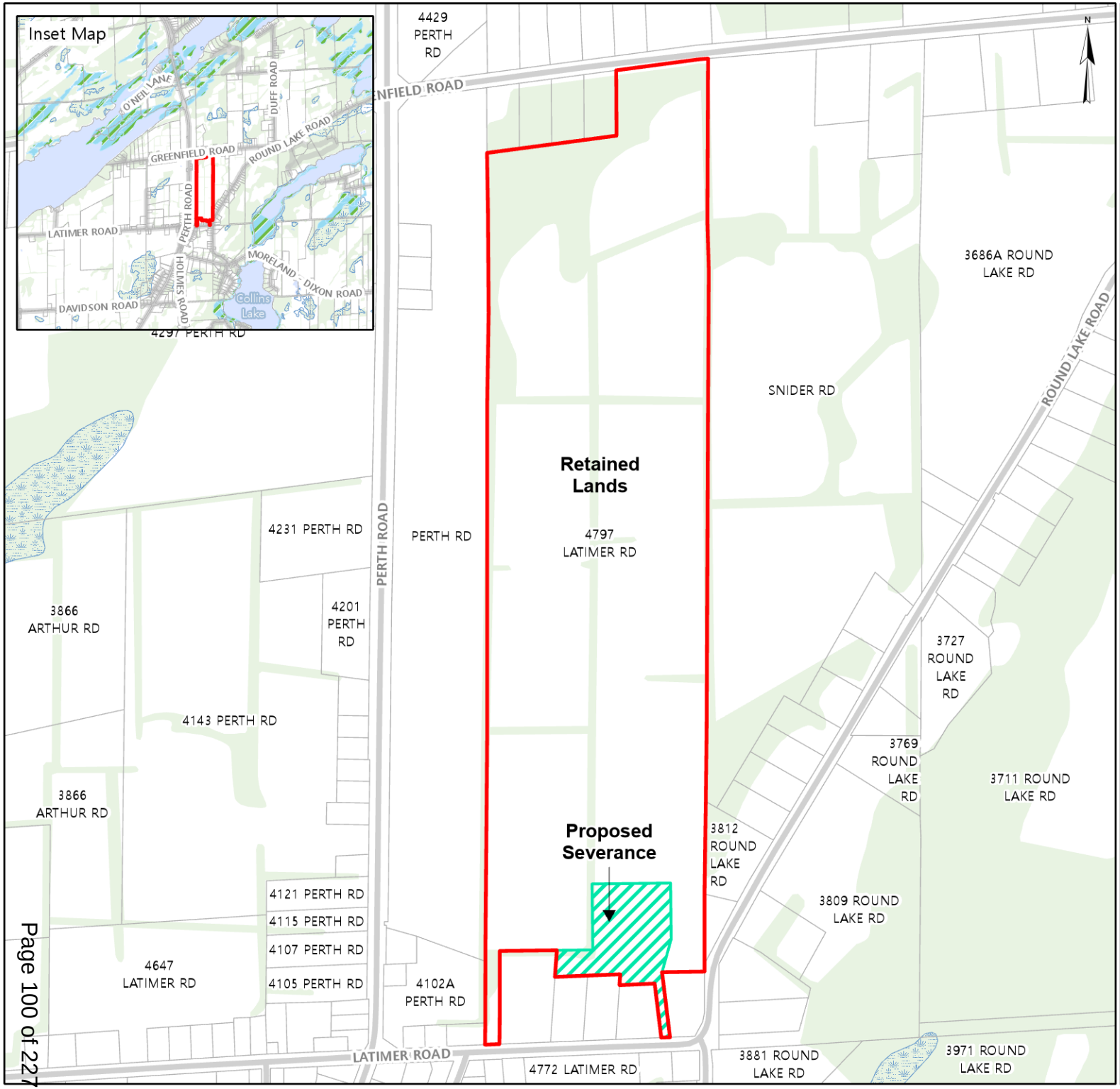
On this 22nd day of January, 2026.
(Day) (Month) Year)

Commissioner of Oaths Signature

[redacted]
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-2026-0006

(2436933 ONT INC)
4797 LATIMER 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: 1:7,500

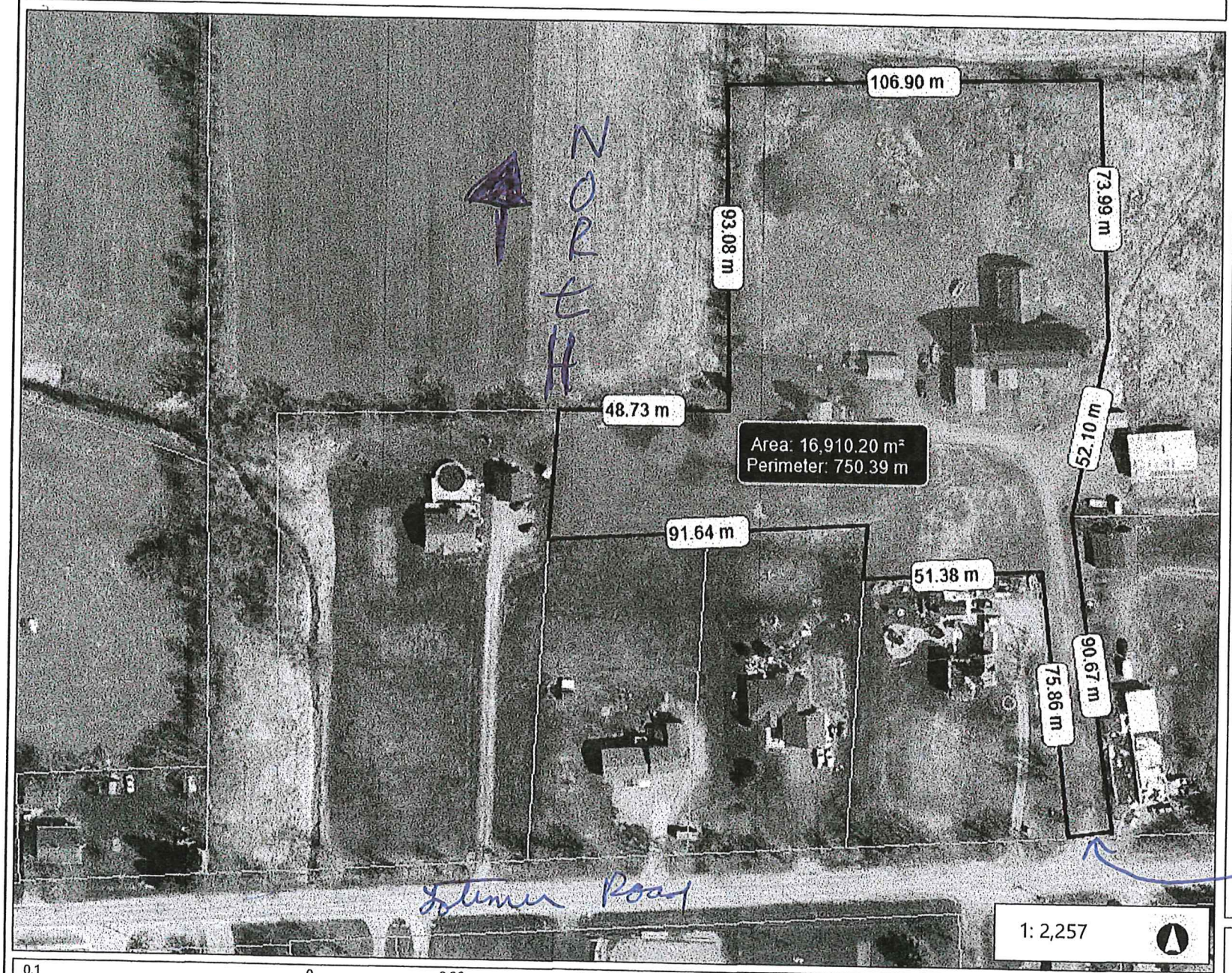
0 55 110 220 m

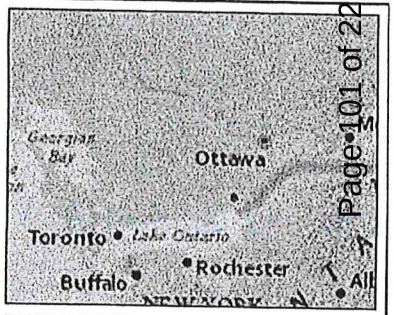
UTM Zone 18 NAD 83

Date: 27/01/2026

FRONTENAC | Map Title

New Lot





Legend

Parcels

Notes

0.1 0 0.06 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

4.05 acres

From: [redacted]
To: Planning Services – South Frontenac
Subject: PLBDJ20260006
Date: March 10, 2026 4:58:38 PM

To whom this may concern:

After talking to Christine Woods, we would like to formally object to the consent of severance on 4797 Latimer Road.
First of all it is currently designated as agricultural, and we do not understand why it should be entertained to sever for a residential lot. Besides that it does not have the required frontage on Latimer road.
We have concerns about the water table, after allowing a new home to be build in our area, and noise issues.
The field is occasionally being used by some locals as a race track with their very noisy hyped up dirt bikes. If a home is going to be build, more noise will come.
This might seem petty to some people but one of the main reasons why we moved to this specific location is because of my husbands medical condition (PTSD) and of the exact location of the farm which is right behind us and the likelihood of it ever being developed for anything other than agricultural use.

Thank you for considering our thoughts.
Please inform us of the outcome.

Kind regards
Richard and Jolanda Noble
3804 Round Lake road
Inverary

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Development Services Department**

Report Date: **March 12, 2026**

Subject: **Consent Application PL-BDJ-2026-0006, 2436933 Ontario Inc., 4797 Latimer Road, Storrington District**

Summary

This application is for the creation of a residential lot. This report recommends denial of the application as it does not conform to the Township of South Frontenac Official Plan. Specifically, the consent does not serve the greater long term public interest.

Background

The subject property is in Inverary. Inverary is a Settlement Area along Perth Road in the southeast corner of the Township. The property has frontage on Latimer Road, Round Lake Road, and Greenfield Road. It consists mostly of farmland. There is a treed area on the north end of the property along Greenfield Road. The south end of the property, approximately 100 metres north of Latimer Road, contains a single detached dwelling, a barn and two storage sheds.

Consent application PL-BDJ-2026-0006 is for the same proposal that the Committee of Adjustment approved through application PL-BDJ-2022-0067 in February 2024. The 2022 application lapsed before the owner fulfilled the conditions of approval.

The purpose of the application is to separate the house and barn from the farm fields, and to keep one of the storage sheds for agricultural equipment storage. The proposed lot lines follow field fence rows, except between the barn and the shed on the retained parcel.

The severed parcel would be approximately 4.2 acres in size with 12 metres of frontage on Latimer Road. The parcel would only have 12 metres of frontage because it is a remnant section of frontage from historical severances. The severed parcel contains the dwelling, the barn and one of the sheds. The retained parcel would be approximately 88 acres with 20 metres of road frontage on Latimer Road, 10 metres on Round Lake Road and 130 metres on Greenfield Road. It would contain one of the sheds. The owner would use the retained parcel for cultivating crops (farming).

Department Comments

Public Services had no objection to the approval of the application. They noted in 2022 that the owner obtained a permit and constructed a field entrance off Latimer Road on the far

west side of the property. This means that the retained parcel would have field entrances off Latimer Road, Round Lake Road, and Greenfield Road. There are no drainage concerns related to the creation of the lot. If the application is approved, the Ontario Land Surveyor who prepares a reference plan would need to determine by survey the width of Latimer Road to be 20 metres. Otherwise, a road widening will be required.

Building Services did not review the application as the severed parcel contains an existing house and sewage system. If the application is approved, the owner will need to confirm that the sewage system is entirely on the severed parcel.

Public Comments

The Township did not receive comments on the subject application at the time staff wrote this report.

Prior to the July 2022 public meeting, one member of the public raised concerns about the ability for livestock to be reintroduced to the barn on the severed parcel, and the resulting potential impact on the groundwater which all the residential properties use for their potable water supply. Staff discuss this matter in the Planning Analysis. They also raised concerns that the Township could address through the Safe Properties By-law or the Properties Standards By-law. This by-law requires every property in the municipality to be kept in a neat, tidy, and safe condition consistent with surrounding properties, and free from various conditions and materials including tires.

Planning Analysis

Planning staff assessed the consent application against the applicable policies of the Provincial Policy Statement 2024 (PPS), the County of Frontenac Official Plan (2016, consolidated to 2024), and the Township of South Frontenac Official Plan (2025), as well as the provisions of Zoning By-law No. 2003-75, as amended.

The subject lands are designated “Settlement Area” in the Township Official Plan.

The PPS promotes efficient development and land use patterns, and states that rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted (sections 2.3 and 2.5). The County Official Plan supports the PPS policies, encouraging the Township to promote mixed use development in settlement areas, including residential, commercial, institutional, parks and employment areas (section 3.2). The Township Official Plan also intends that most new growth will be directed to existing settlement areas where it can be supported by appropriate servicing (sections 2.1 and 4.3).

The PPS also states that planning authorities must consider rural characteristics, the scale of development and the provision of appropriate service levels when directing development in rural settlement areas. The County and Township Official Plans also encourage efficient development patterns and road connections to optimize public services and to make the most efficient use of land and resources.

The consent process may be used to create new lots where a plan of subdivision is not considered necessary for proper development. Section 9 of the Township Official Plan sets the framework on which land division practices will be based. Section 9.1(a) requires new lot creation to be consistent with the policies of the Provincial Planning Statement, to conform to the County Official Plan, and to conform to the Township Official Plan.

Section 9.3.3(a) states that in the Settlement Area designation, consents may be granted for:

i. Infilling built-up areas, and rounding out the boundary of the settlement area;
ii. Creation of new lots in already developed areas;
iii. Lot enlargement, lot boundary adjustments, and title correction purposes; and,
iv. Assembling land for future development.

The subject application would be considered under (ii), creation of new lots in already developed areas. The severed parcel would be located behind four residential lots on Latimer Road. There are also several residential lots to the east on Round Lake Road.

Section 9.3.1(b) states that prior to approving any application for consent which would result in the creation of a new lot, the long-term development potential of the overall land holding will be considered in order to ensure that additional future development potential of the land is not compromised. If the property has potential as a future subdivision site:

i. the safest, most convenient access point(s) to the public road system should be retained for possible future use for internal subdivision roads;
ii. the size of a lot created by consent should be appropriate for the proposed use in order to avoid the inefficient use of land; and
iii. the lot created by consent should be located in such a way that the future design of a plan of subdivision can be accommodated.

The subject property is in the Inverary Settlement Area. It is also in a large area identified in the Official Plan as a Future Secondary Planning Area. The Future Secondary Planning Area identifies an area where the Township needs to undertake further study to confirm that the area can accommodate anticipated future growth on municipal water and sewage services, and where more detailed planning is required to direct growth and guide change. The subject property and the parcels to the east and west have long-term development potential due to their large sizes, and their location between three public roads. They are also near a community park and several local businesses.

Regarding 9.3.1(b)(i), the Township required the existing 20 metre frontage of the subject property on Latimer Road through previous consents so that the frontage would have the necessary width for a road allowance for a future subdivision. This frontage, as well as the Greenfield Road frontage, would remain with the retained parcel.

Regarding 9.3.1(b)(ii) and (iii), the severed parcel would be approximately 4.2 acres in size to contain the existing driveway, house, and barn, as well as land that the owner does not actively cultivate. The severed parcel would have 12 metres of frontage instead of 76 metres. This would need to be addressed through a zoning by-law amendment. The

severed parcel would not extend to the eastern property line, but rather leave a 50 metre wide strip of land with 10 metres frontage on Round Lake Road with the retained parcel.

Staff acknowledge the owner's desire to divest of a house that is surplus to their current needs. In considering the efficient use of land, accommodating a future subdivision design, and land use compatibility (discussed later), it is the opinion of staff that it would be more appropriate for (1) the barn to be demolished so that the severed parcel could be smaller, leaving more land for a future subdivision, or (2) for the severed parcel to extend to the eastern property line, making a larger parcel with two frontages that may have potential for redevelopment through intensification as envisioned by section 4.3.3 of the Official Plan. Intensification refers to development of a site at a higher density than currently exists (e.g. more than just a single detached dwelling). Such changes would also align with section 10.2(b) of the Official Plan, which allows the Township to limit land division in a Future Secondary Planning Area to not compromise or predetermine the outcome of a secondary plan.

Section 4.3.7 of the Official Plan recognizes existing active farms in Settlement Areas. It allows existing agricultural uses to continue until such time as those lands are required to accommodate residential and non-residential growth and development. The subject property is zoned Urban Residential – First Density (UR1) in the Zoning By-law. The UR1 zone applies to large properties in Settlement Areas to restrict their use to support future orderly, large scale residential development. The UR1 zone allows a single detached dwelling, a group home, a public park, and existing agricultural uses.

The subject property was originally a farm and the layout of the existing buildings and structures in a concentrated area reflects the functionality and operation of the farm. It is not always possible or practicable for a lot that contains existing structures such as this to be divided in a manner that splits off existing buildings between the severed and retained parcels. It is the opinion of staff that the proposed lot configuration to keep the storage shed on the retained parcel is not practical and would lead to neighbour and land use conflicts.

The existing dairy barn on the property has been unused for several years. A previous owner removed the components that make the barn usable for a dairy operation (e.g. stanchions, gutter cleaner, water lines). However, it is the opinion of staff that the barn, with minor alterations, would be capable of housing a variety of other livestock types.

The barn would be on the severed parcel. Allowing the barn to remain on the severed parcel would not be consistent with the PPS, County Official Plan and Township Official Plan direction that lands within Settlement Areas are to be the focus of growth and development. In particular, the severed parcel would not be large enough for the required nutrient management (e.g. manure spreading). The barn, if used to house livestock, could result in compatibility issues with neighbouring existing and future residential properties (e.g. noise, dust, smell, water impacts). If the application is approved and the barn remains, the UR1 zone on the severed parcel would need to be amended to explicitly prohibit agricultural uses and more specifically farms for the grazing, breeding, raising, boarding of livestock.

Conclusion

It is the opinion of staff that the application is premature and does not support the orderly development of safe and healthy communities (per PPS, Township Official Plan, and Section 51(24) (a), (b), (d) and (f) of the Planning Act). Through a plan of subdivision for the entire subject property, or through a different lot layout, the 4.2 acres of the severed parcel may facilitate a more efficient subdivision layout, and could potentially yield more than one lot, or a different type of housing development, if water and sanitary servicing was found to be adequate.

Notice/Consultation

The Township provided notice of the public meeting pursuant to the requirements of the Planning Act, at least 14 days before the meeting. 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 provided on the Township's website.

Recommendation

Staff recommend the Committee of Adjustment deny application PL-BDJ-2026-0006.

Submitted by:

Christine Woods, RPP, MCIP, Manager of Planning

SOUTH FRONTENAC

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 *Minor Variance Only* *Minor Variance WITH Performance Review* *Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system*	$463.00 $720.00 $1,183.00
Cataraqui Region Conservation Authority	$445.00
Quinte Conservation Authority	$450.00
Rideau Valley Conservation Authority	$410.00

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: Oct 28/2025 File No: _____

Pre-Consultation for this application ☑ Yes ☐ No

Planner: NOAH PERRON Date of pre-consultation: OCT 28/2025

1. Name of Owner(s): JOHN AND GISELLE LEBLANC

Full Mailing Address of Owner(s): 2041 ISLAND DRIVE LN MABERLY K0H-2B0

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: _____

Full Mailing Address of Authorized Agent: _____

_____

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.

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

3. The description of the subject land:

District: ☑ Bedford ☐ Portland ☐ Loughborough ☐ Storrington

Concession Number: 6 PT Lot Number: 32 RP 13R 143

Street Number: 2041 Name of Road/Street: ISLAND DRIVE LN

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

Roll Number: 030-020-76200-0000

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

   Frontage (on water): 100 m Frontage (on road/lane): 23 m

   Depth: 38.1 m Area: 0.59 2,387.64 m²

5. The current zoning of the subject land:

   NON - COMPLIANCE

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

   NONE

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

   NON - COMPLIANCE

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

   OR a privately maintained road? ☑ Yes ☐ No

   Name of Road/Lane:

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

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

Type of Structure (E.g. residence)	**(1)** SHED	**(2)** COTTAGE	**(3)** DECK ① DECK ②	**(4)** DECK ③ DECK ④
	MEASURMENTS FROM HIGH WATER PIN	MEASURMENT FROM HIGH WATER PIN		
Setback from Front Lot Line	33m WATERS EDGE	11.27 m WATERS EDGE	DECK ① 11.27m DECK ② 13m WATERS EDGE	DECK ③ 12m DECK ④ 23m WATER EDGE
Setback from Rear Lot Line	26m DRIVEWAY/ROAD	47 m DRIVEWAY/ROAD	DECK ① 60m DECK ② 55m DRIVEWAY/ROAD	DECK ③ 50m DECK ④ 44M
Setback from Side Lot Line	10M EAST PIN 22m WEST PIN	17.6m EAST SIDE PIN 31m WEST SIDE PIN	DECK ① 25M DECK ② 30M MEASURED FROM HIGH WATER PIN	DECK ③ 30M – EAST SIDE PIN DECK ④ 33M – WEST SIDE PIN
Height of Building (Also indicate if it is one story or two story)	6.24 m	5.36m 1 STORY		
Dimensions of Floor Area	23.4 m^2	104.44 m2	DECK ① 81.76m^2 DECK ② 9.78 m^2	DECK ③ 23.81m^2 DECK ④ 34.47m^2
Setback from High Water Mark (If applicable)	10M EAST PIN 22 m WEST PIN	8.5m SE CORNER WATERS EDGE	DECK ① 11.27m DECK ② 13.10m WATERS EDGE	DECK ③ 14.20m DECK ④ 23m WATERS EDGE

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

JAN/22/26

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:

	(1)	(2)	(3)	(4)
Type of Structure (E.g. residence)	Shed	Cottage/Home	Deck (1) All measurement from High water Pin	Deck (2) Deck (3) All measurements High water Pin
Setback from Front Lot Line	33m	12.02	8.50m	Deck (2) 11.m Deck (3) 23.m
Setback from Rear Lot Line	26m Driveway/Road	46.25 Driveway/Road	58m Driveway/Road	Deck (2) 50m Deck (3) 37.m
Setback from Side Lot Line	10M East side 22M west side	16m East Lot Line 28.37m west Lot Line measurement from High water Pin	32 m - E side 40 m - W side	Deck (2) 28.03 E Lot Line Deck (2) 31 m W Lot Line Deck (3) 15.03 m E Lot Line Deck (3) 28m - W Lot Line
Height of Building (Also indicate if it is one story or two story)	6.24M Existing	10m		
Outside Dimensions of Building/Structure	23.4m²	34.5' x 40'6" 10.51m x 12.37m	8' x 36' 2.43m x 10.97m	Deck (2) 3.66m x 4.41m Deck (3) 4.87m x 3.05m
Setback from High Water Mark (If applicable)	17.73m E-Lot Line 22m W-Lot Line	8.5m -E- Lot Line 20.02m W - Lot Line waters Edge		

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:

Complete Removal of Existing Structure

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

If yes, please provide details:

Raising Structure in order to construct a basement under it.

18. What are the uses of the proposed development?

(a)	Increase in number of bedrooms	☐ Yes	☑ No
(b)	Increase in plumbing fixtures	☐ Yes	☐ No
(c)	Increase in living space	☑ Yes	☐ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☑ No

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

05/2022

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

1978

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

Yes Residential (16 month)

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:

Lake water intake till purchase - new private well 09/2024

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:

Private Sewage System

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

Natural drainage

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.

Roll # 1029-030-020-76200 - Setback MINOR VARIANCE

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 3 DAY OF November, 2025

I, John Louis LeBlanc OF Madoc 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 _____ DAY OF _____, 20_____

A Commissioner, etc.

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).

9) Parking and Docking: This question is only relevant is 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.

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 5th DAY OF NOVEMBER, 2025

I, Johnny LaBlanc OF Maberly

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.

[redacted]
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 5th DAY OF NOVEMBER, 2025

Sue Hughes
A Commissioner, etc.

Susan Nicole Hughes, a Commissioner, etc., Province of Ontario, for the Corporation of the Township of South Frontenac. Expires May 22, 2028.

SOUTH FRONTENAC

PL-ZNA-2025-0118

(LeBLANC)
294 ISLAND DRIVE

Legend

- Subject Lands
- Provincially Significant Wetland
- 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: 1:500

0 4.25 8.5 17 m

UTM Zone 18 NAD 83

Date: 13/11/2025

JAN 22/26

3

DRIVEWAY

SEPTIC TANK

20.79

W 24.02

W 20 hi

DECK

9.4m

11.27m

8.53

SEPTIC BED

HYDRO POLE

4.26m

EXIST SHED

FENCE

4.88

SMALL SHED2

PRIVATE ROAD

35 m

17.73

8.58m

STAIRS TO DOCK

96

95

94

97

98

86

95.5

94.5

93.5

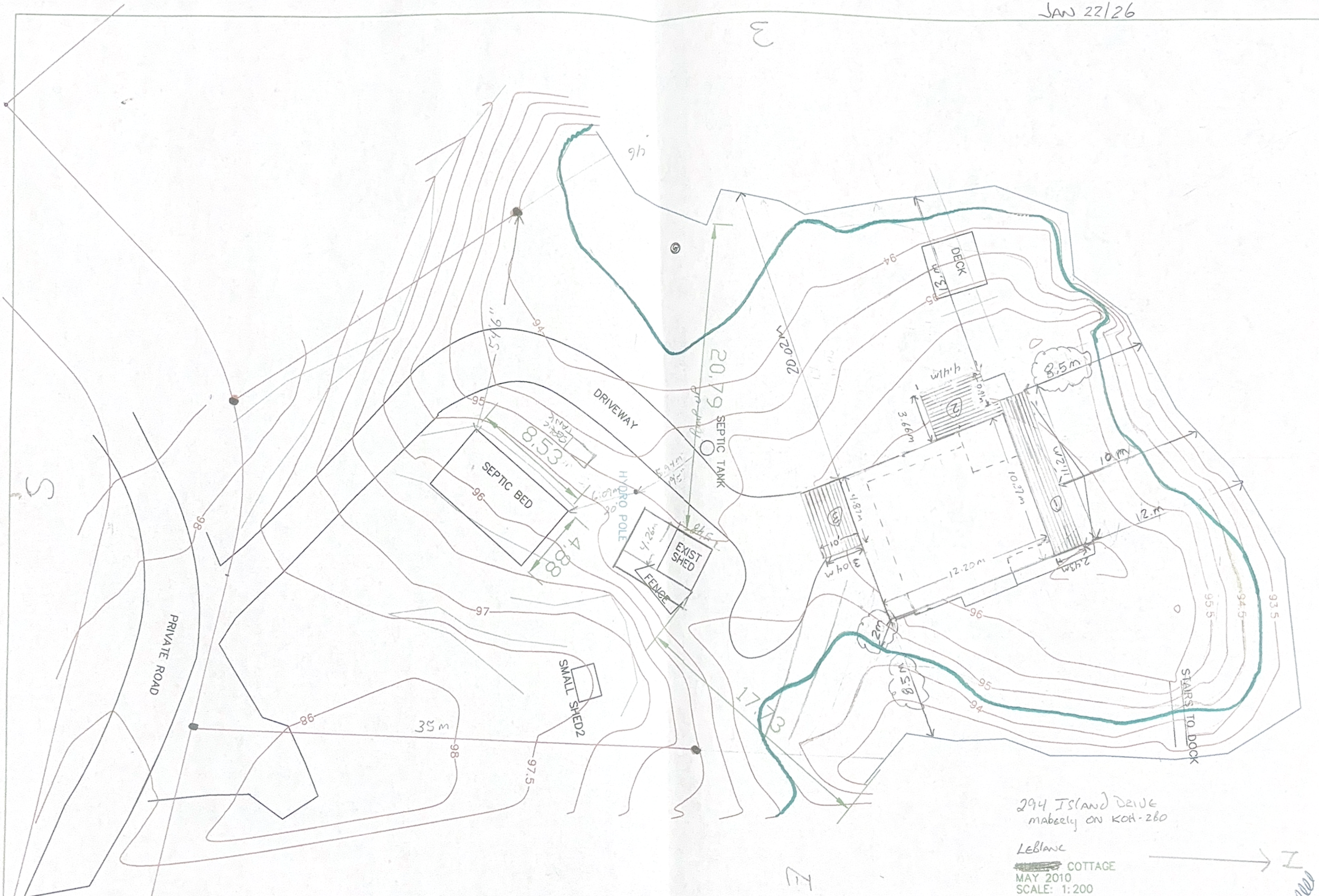
294 ISLAND DRIVE
MABERLY ON K0H-2B0

Leblanc

COTTAGE
MAY. 2010
SCALE: 1:200

JAN 22/26

3



294 ISLAND DRIVE
MABERLY ON K0H-2B0

Leblanc
[redacted] COTTAGE
MAY 2010
SCALE: 1:200

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John / Lisette LeBlanc

294 Island Drive LN

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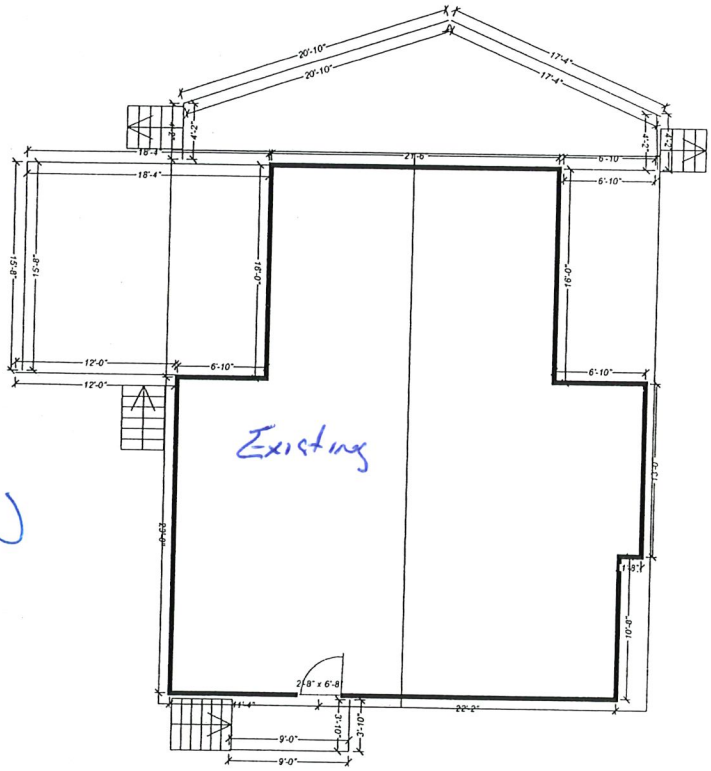

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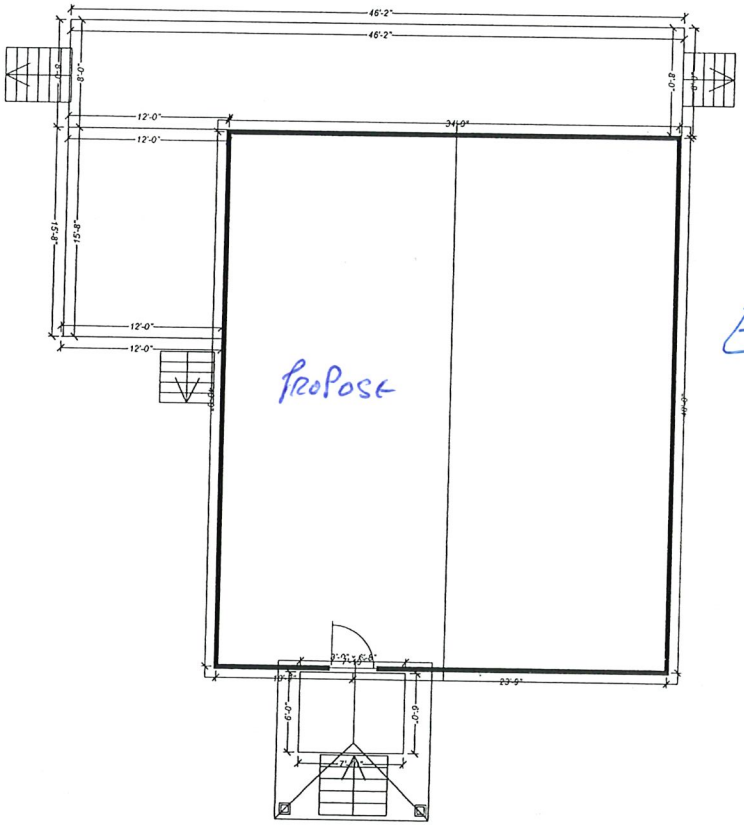

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John / Fisette LeBlanc

294 Island Drive

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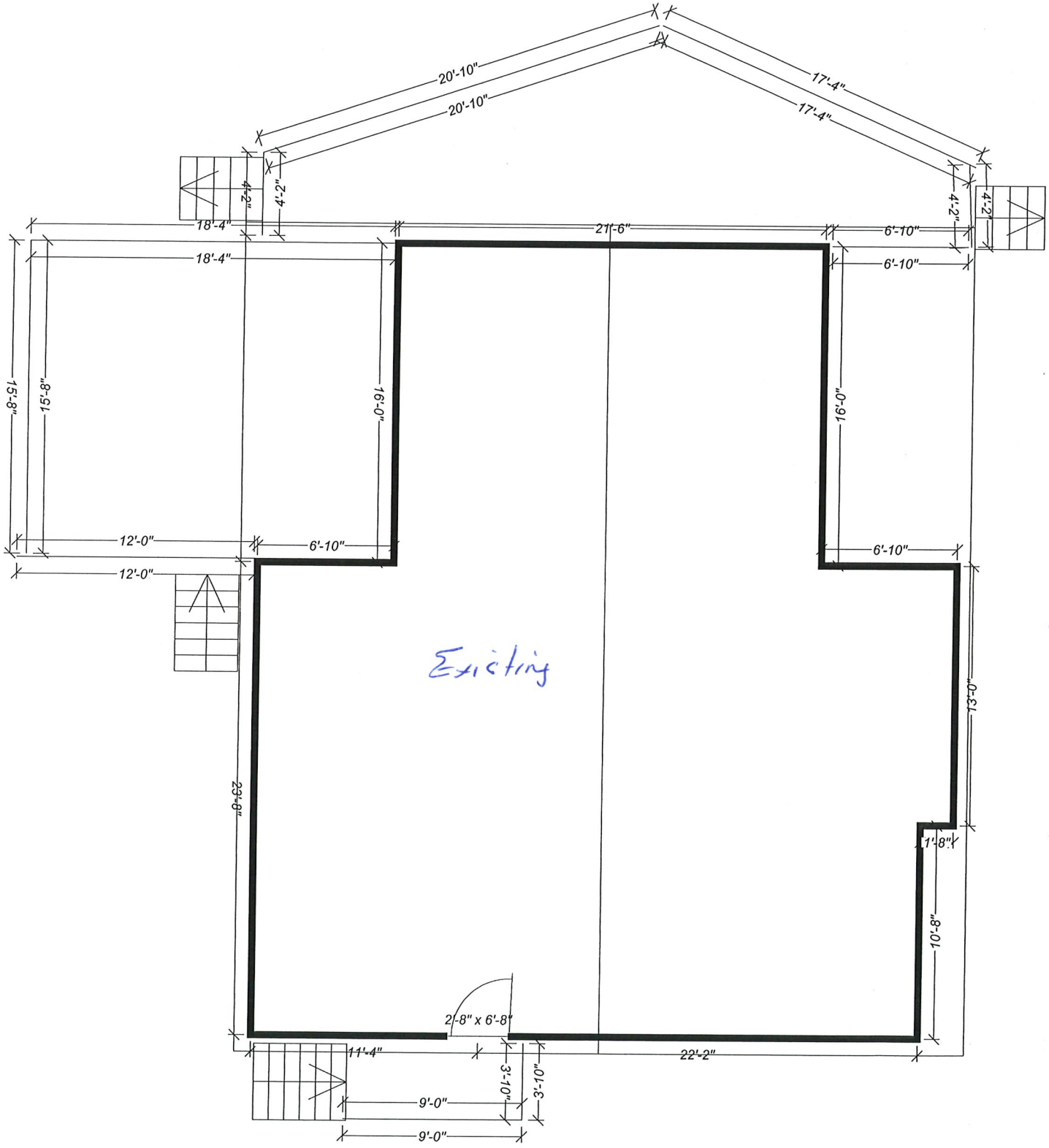

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John/Kisette LeBlanc

2914 Island Drive

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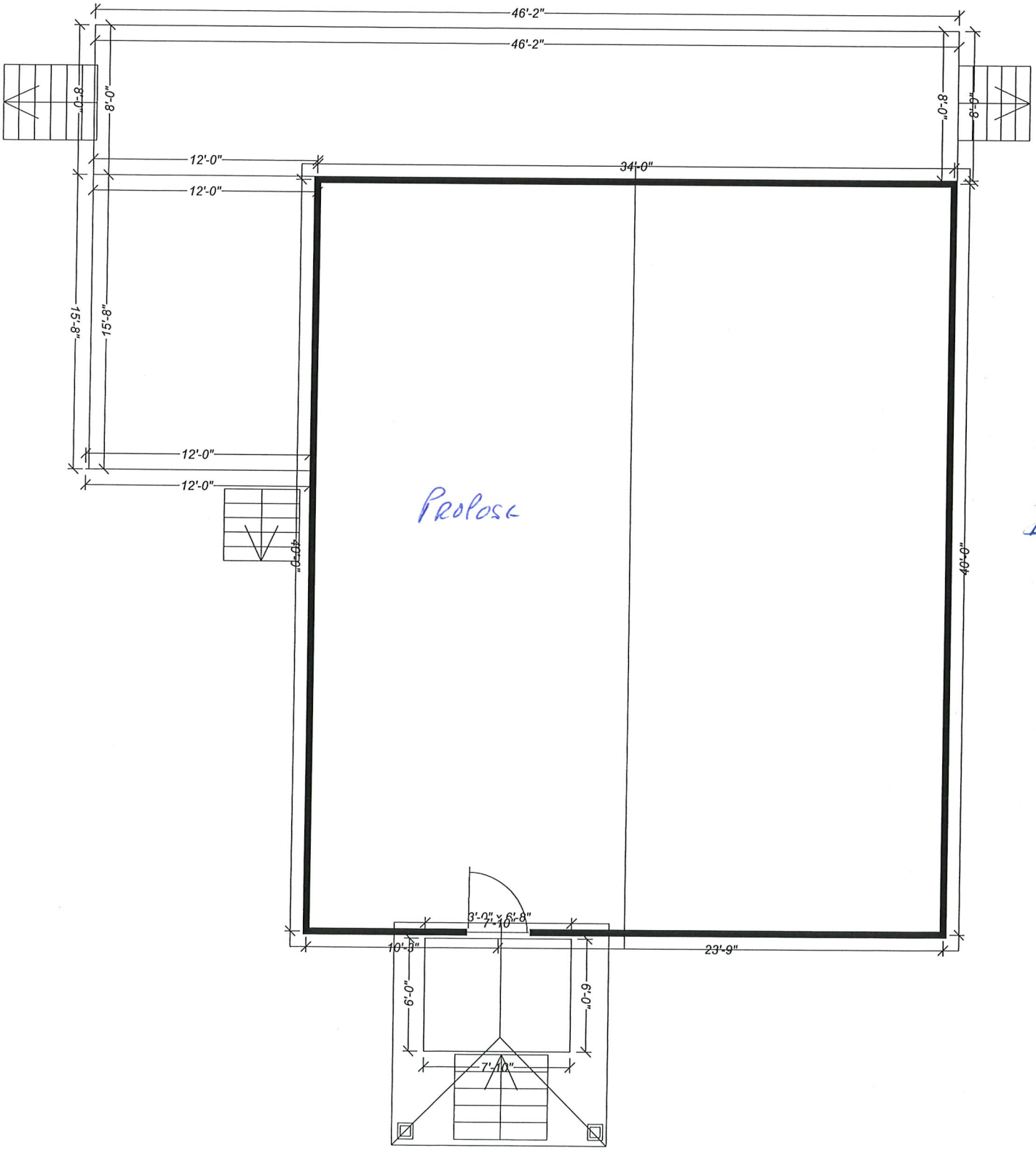

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John / Iselle LeBlanc

2014 Island Drive LN

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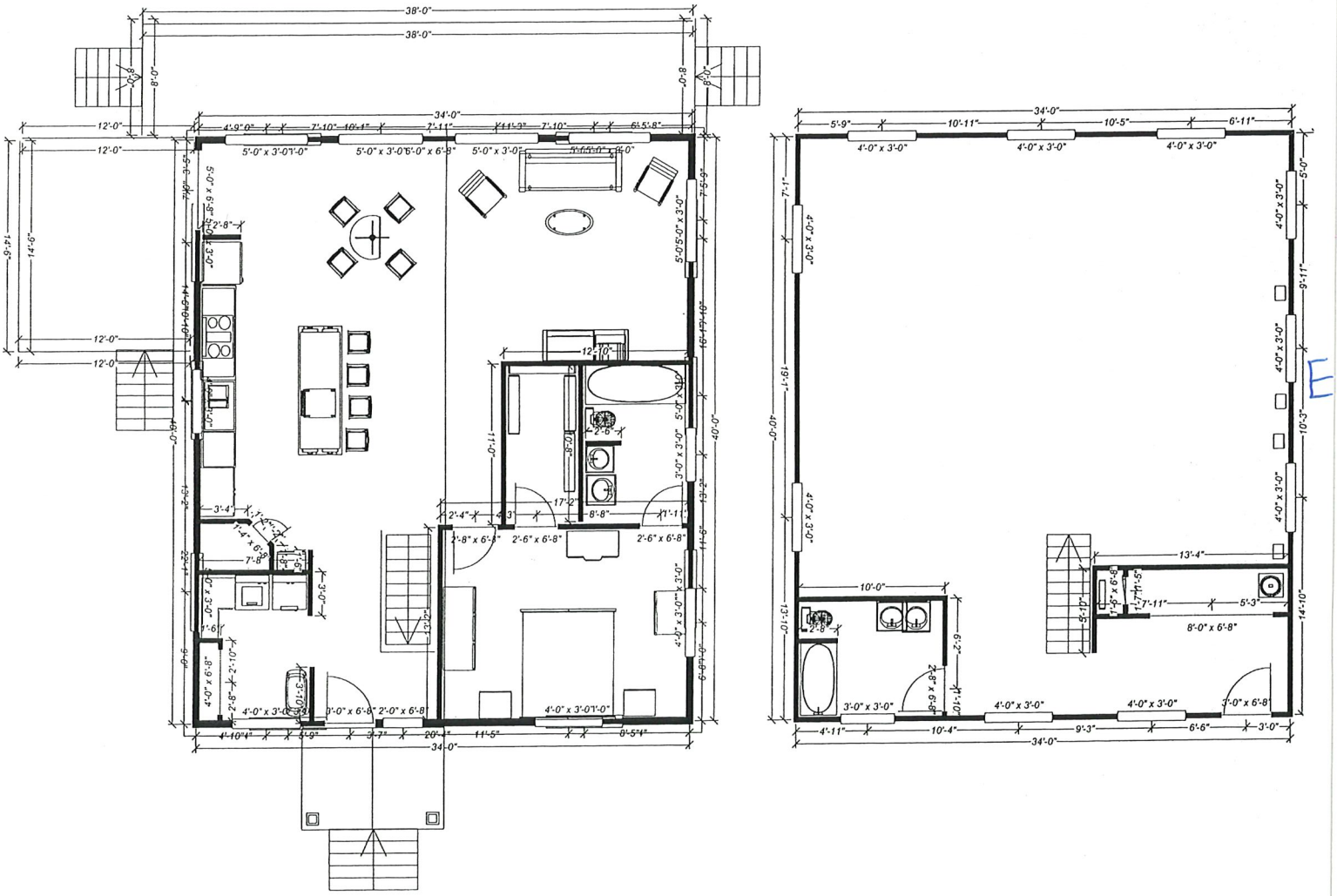
Proposed



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Rideau Valley Conservation Authority

3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

March 3, 2026
26-SFR-MVA-0006

Committee of Adjustment
Township of South Frontenac
4432 George St. Box 100
Sydenham ON K0H 2T0

Attention: Christine Woods, Manager of Planning

Subject: **Application for Minor Variance PL-ZNA-2025-0118**
John & Giselle LeBlanc
294 Island Drive Lane, South Frontenac
ARN 1029 0300 2076 2000 0000

Dear Ms. Woods,

The Rideau Valley Conservation Authority has received the above noted application and have reviewed it within the context of:

- Section 5.2 Natural Hazards of the *Provincial Planning Statement* under Section 3 of the *Planning Act*;
- *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* under Section 28 of the *Conservation Authorities Act*;
- The Mississippi-Rideau Source Water Protection Plan;

The Proposal

Based on the circulated materials, RVCA understands this application requests permission to construct a new residential dwelling and attached decks within the 30 m highwater mark of Bob's Lake. The proposed dwelling would be setback from the shoreline approximately 8.5 m, replacing an existing dwelling with a similar shoreline setback.

The Property

The subject lands are described as Part Lot 32 Concession 6 Bedford, municipally known as 294 Island Drive Lane in the Township of South Frontenac. The lands are approximately 0.23 ha (0.59 ac) in area, with approximately 100 m (250 ft) of water frontage along Bob's Lake, a regulated waterbody with a Regulated Flood Level of 163.07 masl. The lands generally slope down towards the shoreline and are presently developed with an existing dwelling, accessory structures, and private servicing.

A review of our records and mapping shows that there are no Provincially Significant Wetlands (PSWs) or mapped natural hazards in the form of mapped floodplain, organic soils or marine clays present on the subject lands.

Provincial Planning Statement

Regarding Section 5.2 Natural Hazards within the PPS, our office has no major concerns with the requested minor variance as there are no mapped natural hazards identified on the subject lands.

Ontario Regulation 41/24

As development activity and/or site alteration is proposed within RVCA's regulated area (within 15 metres of a watercourse/waterbody), a permit from our office will be required prior to construction in accordance with *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*.

As part of the permit application, the owner will need to submit to RVCA a completed application form and drawings confirming the elevations of the proposed dwelling in relation to the Regulated Flood Level of 163.07 masl.

Source Water Protection

The subject property is identified as overlying a highly vulnerable aquifer. These are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking groundwater supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,
- avoiding the use of pesticides, herbicides, and fertilizers.

Conclusion

RVCA has no objections to the proposed minor variance application, subject to the owner obtaining a permit from our office under *Ontario Regulation 41/24*.

RVCA also provides the following advisory comment for consideration:

- Roof runoff should be collected and directed on-site and away from slopes and shorelines into natural or constructed leaching pits and/or rain barrels to provide the greatest infiltration of surface runoff. Runoff should not outlet or be directed towards the lake. Other Low Impact Development (LID) techniques should be considered to address runoff from hardened surfaces (roofs, walkways, decks, driveways, etc).

Please advise us on the Committee's decision respecting this application, or any changes in the status of the application.

Best regards,

Dan Nguyen
Planner, RVCA

cc -John & Giselle LeBlanc, owner
cc -Colin Herrewynen, Planner Township of South Frontenac

To: **Committee of Adjustment**

From: **Development Services Department**

Date of Meeting: **March 12, 2026**

Subject: **Application for Permission to Enlarge Legal Non-Conforming Use PL-ZNA-2025-0118, LeBlanc, 294 Island Drive Lane, Bedford District**

Summary

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

Background

The Township Official Plan (2003) designates the subject property as Rural. Zoning By-law No. 2003-75, as amended, zones the property as Limited Service Residential – Island (RLSI).

The property is located on the north side of Island View Lane. It has waterfrontage on Bobs Lake. The property is approximately 0.59 acres in size. There is a house with attached decks and two small sheds on the property. The house was constructed in the 1970s.

The house is located on a point of land, so its distance to the highwater mark varies. It is 8.5 metres from the highwater mark at its closest point. The house is one storey on a post foundation. It is 5.4 metres tall. It has an approximately 1155 square foot floor area. There is approximately 650 square feet of attached decking. This is equivalent to 7.6% lot coverage. The sewage system is constructed into the hill behind the house, approximately 15 metres from the highwater mark.

Section 5.10.2 of the Zoning By-law states that existing buildings with less than the minimum 30 metre setback from the highwater mark of a waterbody may be repaired, renovated or strengthened to a safe condition provided there is no enlargement of the gross floor area or increase in height. Section 5.11 has similar language for replacement buildings. These provisions prohibit the enlargement of the existing house on the subject property, without permission from the Committee of Adjustment.

Proposal

The owners seek permission under section 45(2) of the Planning Act to enlarge the legal non-conforming house. The owners propose to demolish the house and to construct a new one in its place. The new house would have a slightly larger footprint and height. The new one-storey house is anticipated to be 10 metres tall. It would be 1400 square feet and have

a basement. There would be an 80 square foot covered deck on the south side of the house, a 310 square foot deck on the north side, and a 175 square foot deck on the west side.

Related Applications

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

Department and Agency Comments

Rideau Valley Conservation Authority said that they have no objection to the application. They noted that a permit will be required under Ontario Regulation 41/24. They recommended that roof runoff should be collected and directed on-site and away from slopes and shorelines into natural or constructed leaching pits and/or rain barrels to provide the greatest infiltration of surface runoff. Runoff should not outlet or be directed towards the lake. They also recommended the owner consider other low impact development (LID) techniques to address runoff from hardened surfaces.

Public Comments

The Township did not receive any public comments at the time staff prepared this report.

Planning Analysis

Through its powers under section 45(2) of the Planning Act, the Committee of Adjustment may grant permission to enlarge the house. The 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 5.2.7(ii)(3) of the Township Official Plan (2003) says that the Township must evaluate proposals for an addition to an existing house that is less than 30 metres from the highwater mark of a lake on the merits of the proposal and the following considerations:

a) the ultimate total gross floor area, building footprint and lot coverage,
b) the closeness of the existing dwelling to the high watermark, and
c) the capacity of the lot to accommodate new development at a greater setback from the high watermark.

This policy also says that “in no case shall an already encroaching structure be permitted to encroach further on the setback from the highwater mark.”

The new house would be 1400 square feet in area, which is larger than the 1155 square foot area of the old house. The increased building footprint accounts for squaring off the footprint and converting decking to building, and a slight expansion to the south and west. The building height will increase because of a steeper pitched roof and a partially raised basement on bedrock.

The new covered and uncovered decks would have a total area of 565 square feet, which is less than the existing 650 square feet of attached decking. There would be a slight increase in the setback from the highwater mark due to the change from a triangular to a rectangular deck.

The area of the new house with attached decks would not result in an increase to lot coverage.

The new house and attached decks would maintain the existing 8.5 metre setback from the highwater mark at its closest point. There is limited opportunity on the lot to accommodate the proposed development at a greater setback due to the shape of the lot and the hill to the rear of the house.

There will be no vegetation removal between the house and the shoreline because the footprint of the new house will extend to the rear and sides of the existing building footprint.

Conclusion

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

Notice/Consultation

The Township gave Notice of the Statutory Public Hearing per 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

The Township also provided notice on the Township's website.

Recommendation

Staff recommend that the Committee of Adjustment receive comments from the public and, pending comments received, approve application PL-ZNA-2025-0118 for 294 Island View Lane to permit the owner to replace the legal non-conforming dwelling with a larger dwelling with attached decks that would be setback 8.5 metres from the highwater mark of Bobs Lake at its closest point. The new dwelling shall have a maximum 11 metre building height, and a maximum 1400 square gross floor area plus a basement. The dwelling may have an 80 square foot covered deck on the south side of the house, a 310 square foot deck on the north side, and a 175 square foot deck on the west side.

Approval should be subject to the following conditions:

1. The property shall be developed to be generally consistent with the submitted revised plot plan (dated January 22, 2026) and floor plan and building elevation drawings (dated February 12, 2026).

2. At the building permit stage and prior to construction of the house footings, the owner shall have the location of the building pinned and its setbacks from the highwater mark confirmed to be compliant with the permission granted by the Committee of Adjustment, through the submission of a letter of verification by an Ontario Land Surveyor, to the satisfaction of the Township's Chief Building Official or their designate.

Report Prepared By:

Christine Woods RPP, MCIP, Manager of Planning

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

Date Received: 29-Jan-2026 File No: PL-ZNA-2026-0007

Pre-Consultation for this application ☐ Yes ☐ No

Planner: _____ Date of pre-consultation: _____

1. Name of Owner(s): Trent Oxman

   Full Mailing Address of Owner(s): 12 Woodrush Lane, Lake Opinicon, 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: Groundwork Engineering

   Full Mailing Address of Authorized Agent: Unit 640, 654 Norris Court

   Kingston, ON, K7P 2R9

   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.

   _____
   Signature(s) of Owner(s)

3. The description of the subject land:

   District: ☒ Bedford ☐ Portland ☐ Loughborough ☐ Storrington

   Concession Number: 16 Lot Number: PT LOT 1

   Street Number: 12 Name of Road/Street: Woodrush Lane

   Reference Plan Number: 13R21061 Part Number(s): _____

   Roll Number: 102901003044800

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): 482m Frontage (on road/lane): 424m

   Depth: 263m Area: 7.38

5. The current zoning of the subject land:

   RU - Rural

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

   As per attached letter

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

   As per attached letter

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

   OR a privately maintained road? ☐ Yes ☐ No

   Name of Road/Lane:

   Opinicon 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?

    Seasonal Dwelling, Hay Harvesting

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

    ☒ Yes ☐ No

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

Type of Structure (E.g. residence)	**(1)** Sleeping Cabin	**(2)** Shed	**(3)**	**(4)**
Setback from Front Lot Line	46.03m	19.54m		
Setback from Rear Lot Line	195.55m	209.91m		
Setback from Side Lot Line	39.11m	36.18m		
Height of Building (Also indicate if it is one story or two story)	one story	one story		
Dimensions of Floor Area	19m2	16m2		
Setback from High Water Mark (If applicable)	30.06m	4.43m		

13. The proposed uses of the subject land:

Full time residence

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

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

Type of Structure (E.g. residence)	**(1)** Proposed Residence	**(2)**	**(3)**	**(4)**
Setback from Front Lot Line	51.95m			
Setback from Rear Lot Line	184.81m			
Setback from Side Lot Line	159.04m			
Height of Building (Also indicate if it is one story or two story)	one story			
Outside Dimensions of Building/Structure	117m2			
Setback from High Water Mark (If applicable)	33.48m			

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:

_____

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

If yes, please provide details:

Existing cabin moved as per plan

18. What are the uses of the proposed development?

(a)	Increase in number of bedrooms	☒ Yes	☐ No
(b)	Increase in plumbing fixtures	☒ Yes	☐ No
(c)	Increase in living space	☒ Yes	☐ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☒ No

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

2012

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

1957

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

68 years

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:

Privately owned drilled 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:

Privately owned septic

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

Ditches and swales

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

12 Woodrush Lane

Response to Item 6. The nature and extent of the relief from the Zoning By-law.

In accordance with the ZBL 5.8.2 the required setback from the Highwater Mark (minimum) of a waterbody or a **permanent** watercourse is 30 m. The proposed dwelling is located 33.3 m from the Opinicon Lake Highwater Mark (100-year flood elevation).

An intermittent watercourse conveys runoff along a portion of the driveway from the upper plateau lands of the subject lot to Opinicon Lake. The Highwater Mark (100-year flood elevation) of the intermittent watercourse follows the top of the bank of the watercourse along the existing gravel driveway with a maximum elevation of 121.37 m at the proposed dwelling. In accordance with CRCA guidelines any structure is recommended to be setback 15 m from the Highwater Mark. The proposed dwelling is located on bedrock a horizontal distance of 6.3 m from the Highwater Mark of the intermittent watercourse.

Groundwork Engineering Limited completed a hydraulic and hydrologic study of the watercourse to verify the watercourse capacity. Access on the driveway **will not** be compromised during high water events in the watercourse. New hazards will not be created and existing hazards are not aggravated and no adverse environmental impacts will be created by construction of the proposed dwelling. Groundwork Engineering have recommended that the foundation elevation of the proposed dwelling be a minimum 300 mm (121.67 m) above the Highwater Mark of the intermittent watercourse. CRCA has completed a preliminary review of the study and concur with the findings.

The proponent is seeking a relief of 23.7 m from the horizontal distance setback from the highwater mark of the intermittent watercourse.

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

There is an existing seasonal cabin, Class 4 septic system, well and shed located on a gently sloping plain at the base of a major slope on the north shore of Lake Opinicon. The proposed dwelling is intended to be constructed on the sound bedrock of a small raised fairly level plateau beside the existing gravel driveway a distance of 5.1 m from the existing septic system. The existing septic system will be used to service the proposed dwelling.

The proposed dwelling cannot be located 30 m in a northwesterly direction from the Highwater Mark of the intermittent watercourse as this would place the dwelling on the existing septic bed. Placing the proposed dwelling further west would cause undue damage to the natural environment. The steep slope and mature maple tree growth would require major excavation effort and removal of maple trees that are currently used for the production of maple syrup.

The study completed by Groundwork Engineering indicates that safe access can be maintained during times of flooding, erosion and any other emergencies at the proposed dwelling location and that no new hazards will be created by constructing the dwelling on sound bedrock with a foundation elevation 300 mm above the Highwater Mark of the intermittent watercourse.

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 29 DAY OF January, 20 26

I, Trent Osman OF Lake Opinicon

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 [redacted] ence Act.

Signature of Applicant or Authorized Agent

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

THIS 29th DAY OF January, 20 26

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.

SOUTH FRONTENAC

PL-ZNA-2026-0007

(OXMAN)
12 WOODRUSH LANE

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, 2026.

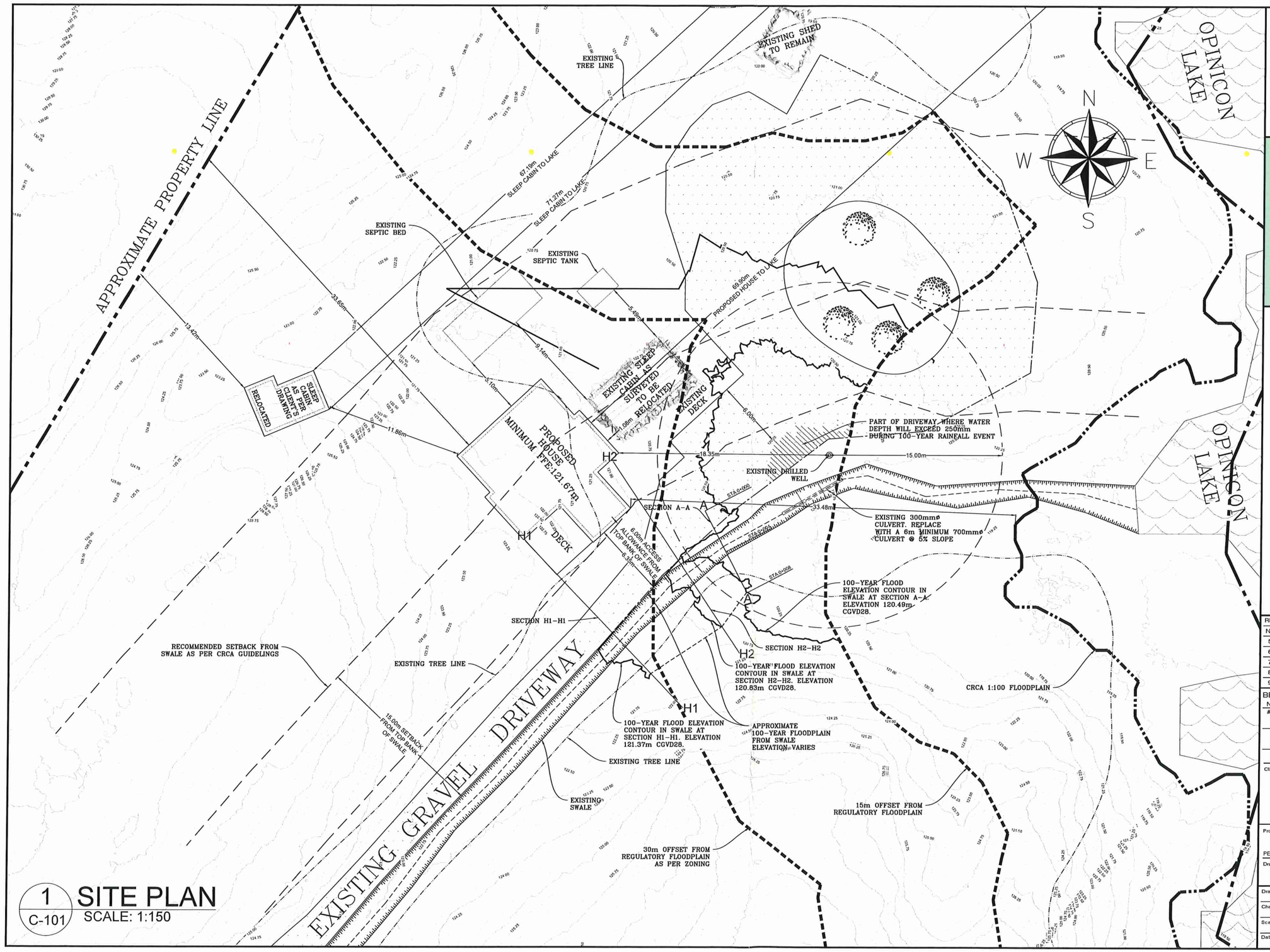
While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:2,500

0 25 50 100 m

UTM Zone 18 NAD 83

Date: 30/01/2026



1 / C-101 **SITE PLAN**
SCALE: 1:150

GROUNDWORK ENGINEERING LIMITED
GEOTECHNICAL • CIVIL • STORMWATER • ONSITE WASTEWATER
UNIT 640 - 654 NORRIS COURT
KINGSTON ONTARIO
OFFICE (613) 634-1789
www.groundengineer.ca

LOCATION PLAN
N.T.S.

REVISIONS

No.	Description	Date
5.	CLIENTS REVISION #2	2025/07/09
6.	REVISED AS PER CRCA COMMENTS	2025/09/15
7.	REVISED AS PER CRCA COMMENTS	2025/10/14
8.	REVISED AS PER CRCA COMMENTS	2025/12/08
9.	REVISED FOR MINOR VARIANCE APP	2026/01/14

BENCHMARK:

No.	DESCRIPTION	ELEVATION
##.	XXX	XXX.XX

LICENSED PROFESSIONAL ENGINEER M. H. BURGER PROVINCE OF ONTARIO

Client / Land Owner:
TRENT OXMAN

Project:
12 WOODRUSH LANE
PERTH ROAD ONTARIO

Drawing Title:
SITE PLAN

Drawn by: DR	Project Number: GW-25019
Checked By: MB	
Scale: 24"x36" 1:150	Drawing Number: C-101
Date: JAN 14, 2025	SHEET 2 of 2

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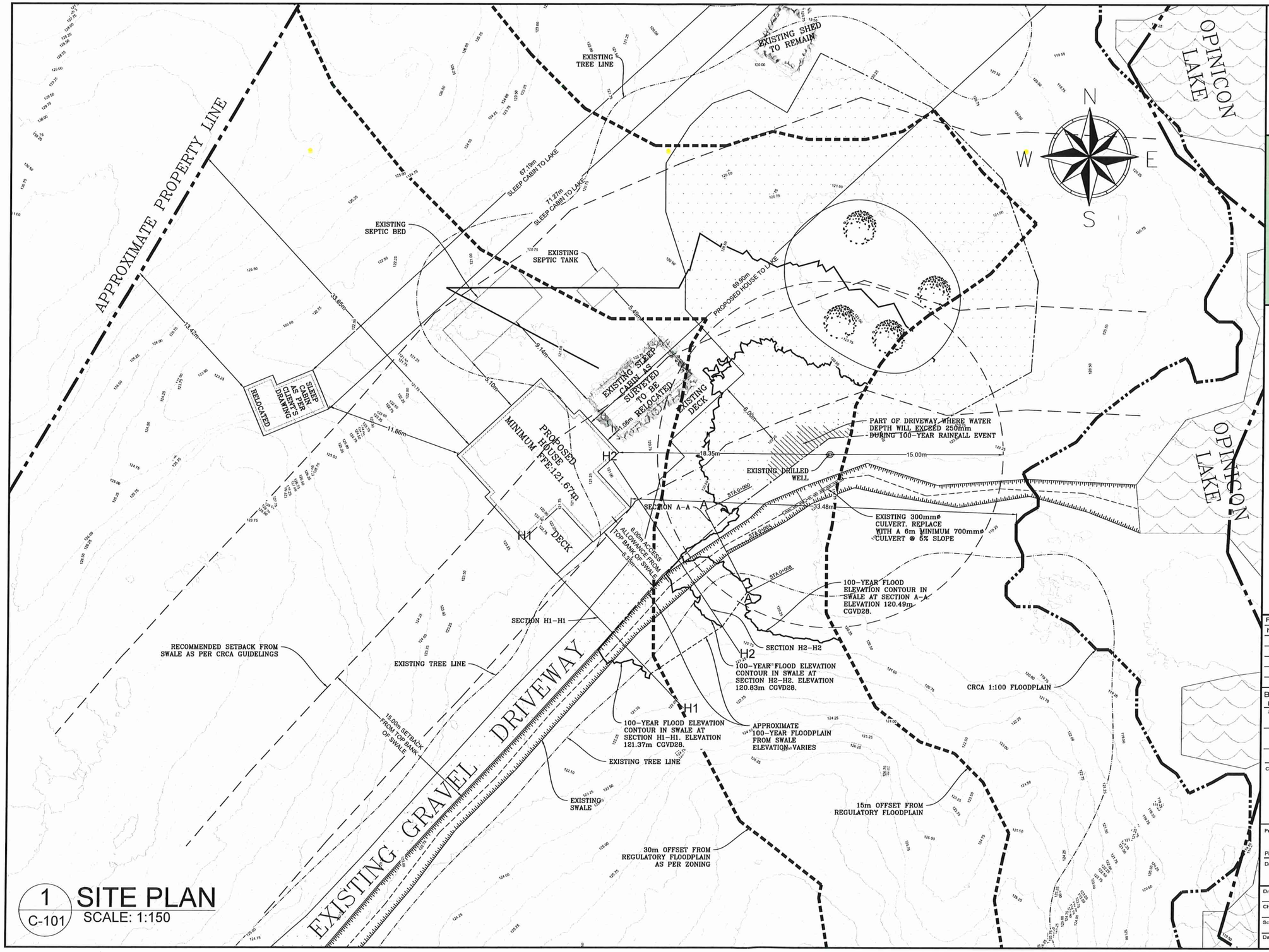

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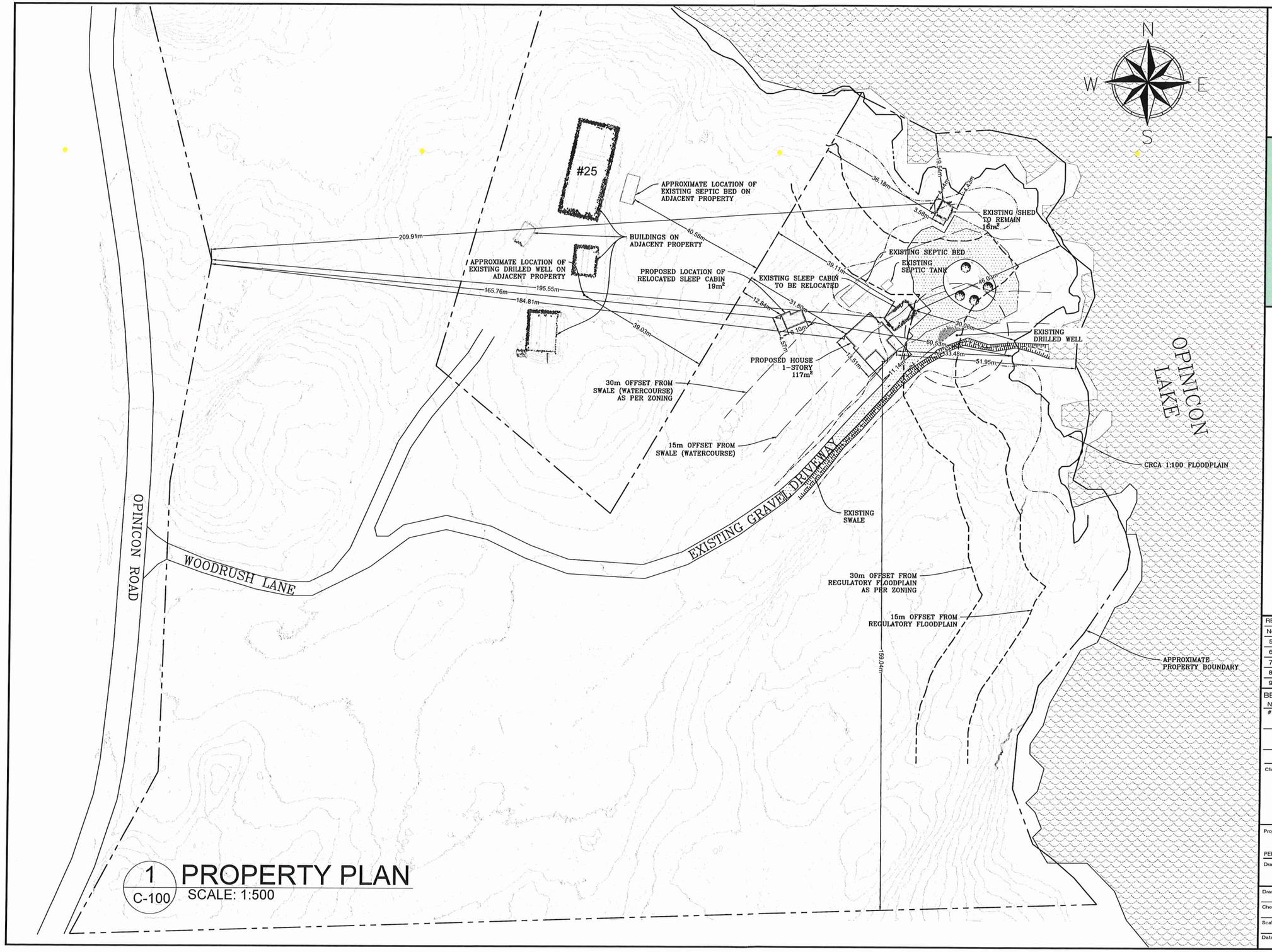

1 C-100 PROPERTY PLAN
SCALE: 1:500

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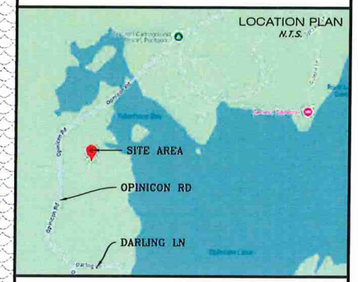

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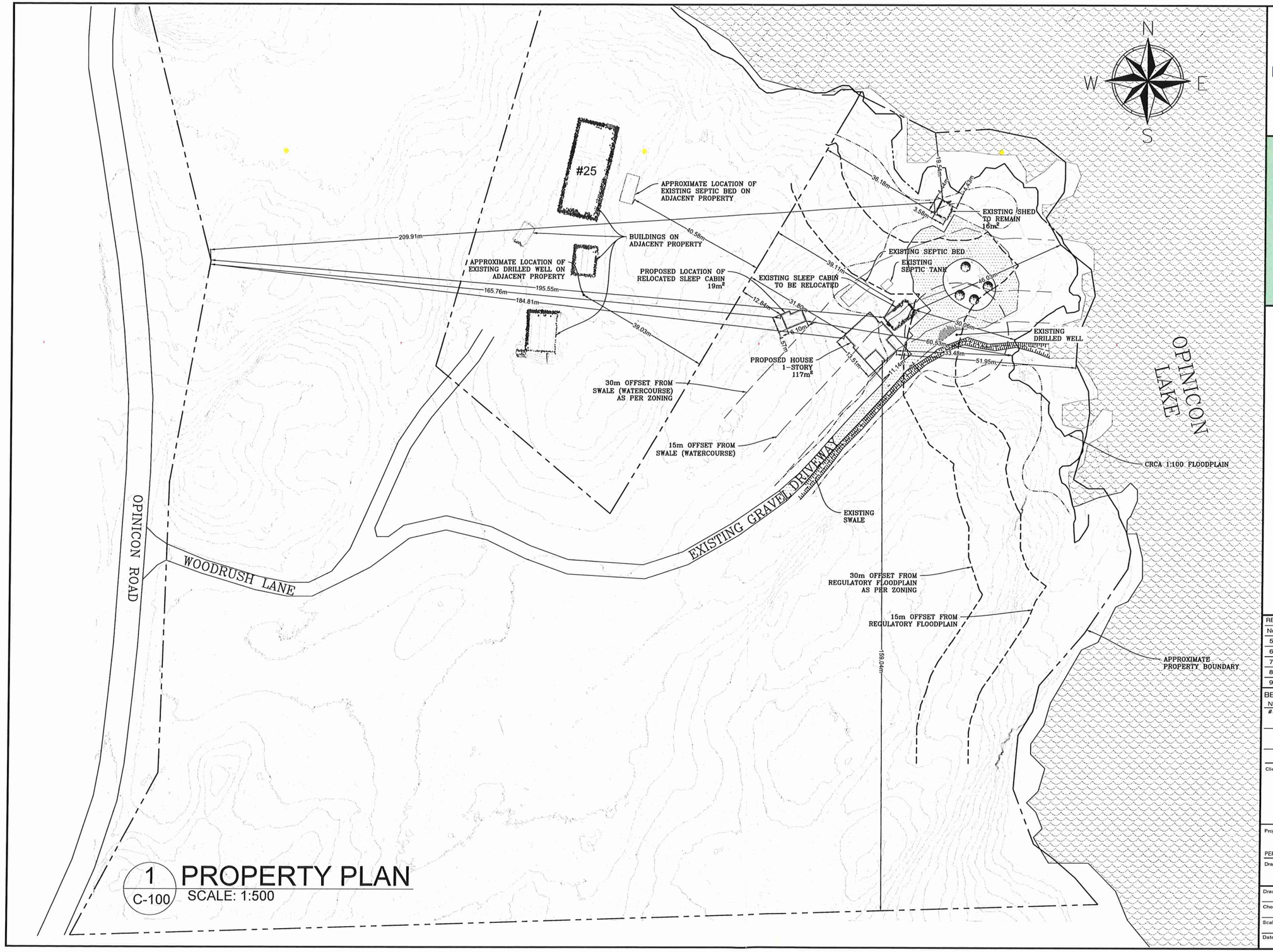

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GROUNDWORK ENGINEERING LIMITED

Hydraulic & Hydrologic Analysis

12 Woodrush Lane, South Frontenac, Ontario

Prepared for: **Trent Oxman**

Project No. **GW-25019**

Date: **July 9, 2025**
Revised: **January 14, 2026**

GEOTECHNICAL • CIVIL • STORMWATER • ONSITE WASTEWATER

Unit 640-654 Norris Court, Kingston, ON K7P 2R9
Tel: (613)-634-1789
www.groundengineer.ca

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2.0 Site Overview **3**

3.0 Design Methodology **3**

4.0 Existing Drainage **4**

5.0 Swale Capacity **5**

6.0 Sediment and Erosion Control **6**

7.0 Conclusion **7**

Statement of Qualifications and Limitations **8**

APPENDIX A.....Site Plan

APPENDIX B.....MTO IDF Data

APPENDIX C.....Calculation Sheets

APPENDIX D.....Drainage Areas

1.0 Introduction

Groundwork Engineering Limited (**GEL**) was retained by Trent Oxman (**Client**) to conduct a hydraulic and hydrologic analysis to establish the 100-year flood elevation on an unnamed water course in support of the construction of a proposed dwelling and sleep cabin. The dwelling and sleep cabin will be accessed via an existing entrance off Woodrush Lane, South Frontenac. The Cataraqui Region Conservation Authority requested that a hydrologic and hydraulic analysis be performed to ensure that the proposed dwelling is not encroaching on the floodplain.

This report prepared by GEL on behalf of the Client details the 100-year floodplain calculation.

2.0 Site Overview

The groundcover of 12 Woodrush Lane, South Frontenac consists of urban style lawn grass and heavy mixed woods. The site generally slopes from west to east towards Opinicon Lake. A natural drainage course flows southwest to northeast through the center of the property. This drainage course enters the property from the adjacent property to the south.

The subject site is bounded by rural residential to the south, the Opinicon Road Right-of-Way (ROW) to the West, and Opinicon Lake to the east and north. A site plan is attached as Appendix A.

3.0 Design Methodology

Surface water runoff calculations in this report are derived using the Rational Method. The Rational Method calculates the peak flow rate of a catchment area due to the runoff contributed from the upstream catchment area. The peak flow rate (Q) is calculated by the following equation:

$$Q = 0.0028 \cdot A \cdot I \cdot C$$

Where:
C = runoff coefficient
I = rainfall intensity (mm/hr)
A = drainage area (ha)
Q = peak flow rate (m^3/s)

Based on the existing site conditions the following runoff coefficients were used to develop a weighted coefficient for the drainage area and to determine runoff flow rates:

Gravel	0.90
Asphalt	0.90
Concrete	0.90
Grassed Areas	0.25
Building Roof Areas	0.90

A time of concentration (T_c) using the Bransby Williams formula has been used to calculate the peak runoff flows. The time of concentration is calculated by the following equations:

$$Tc = \frac{0.057L}{A^{0.1}S^{0.2}}$$

Where:

L = Length of Flow (m)
A = Watershed Area (ha)
S = Slope (%)
T_c = Time of concentration (min)

Rainfall intensities were derived from Intensity-Duration-Frequency (IDF) curves from Ministry of Transportation (MTO) Rainfall data. IDF curves from Ministry of Transportation (MTO) Rainfall data and Environment Canada were compared for the 100-year storm intensity. The MTO data was more conservative and will be used in the calculations (Appendix B).

Detailed calculation sheets are provided in Appendix C.

4.0 Existing Drainage

The existing drainage course is an unnamed drainage channel that drains southwest to northeast through a rural waterfront residential area. Flow in this channel consists mostly of surface runoff from agricultural and undeveloped lands located to the west and south of the subject site.

Drainage areas were determined using the Ontario Watershed Information Tool (OWIT) and supplemented with an additional topographical survey performed by Groundwork Engineering Ltd. in April of 2025 using the CAN-Net GNSS real time correction network. The drainage channel is not recognized by OWIT. However, nearby drainage channels to the north and south are recognized by OWIT and the drainage area that supplies the subject drainage channel can be interpreted to be the area between the two (2) nearby drainage channels.

The drainage area contributing to the study area is illustrated in Appendix D.

The area contributing directly to the drainage course is identified as drainage area P-1. Area P-1 is conservatively estimated as a 17.1 ha strip of terrain that contains mostly

undeveloped land and a small part of the Opinicon Road ROW. Runoff from P-1 is conveyed via surface flow to the drainage channel. The drainage area consists primarily of urban lawns and wooded areas with a few residential homes and accessory buildings. Drainage area P-1 has an average slope of approximately 2.97%. This slope is measured over an 843 m distance beginning at the southwestern most point having an approximate elevation of 145 m and terminating at the drainage course downstream of the proposed dwelling having an approximate elevation of 120 m. The drainage channel is dependent on precipitation and seasonal runoff and does not maintain standing water. The time of concentration for area P-1 was calculated to be 29.1 minutes. The 5-year storm runoff rate was calculated to be 0.76 m^3/s and the 100-year storm runoff rate was calculated to be 1.26 m^3/s. Detailed calculations can be found in Appendix C.

5.0 Swale Capacity

The existing drainage course has a V-shaped earth and grass bottom. When measured from the top of the apparent bank the drainage course has a variable width measuring between 1.5 m – 2.5 m along its length as it crosses the subject site. This channel is moderately irregular throughout its length. Three sections in the swale were analyzed to determine the 100-year floodplain for the swale.

Section H1-H1 is located at the upstream edge of the proposed residence. At this location the bank-to-bank span measures approximately 1.5 m and has a depth of approximately 0.27 m with a side slope of 4.7 [h] : 1 [v] on the northern bank and a depth of approximately 0.167 m with a side slope of 5 [h] : 1 [v] on the southern bank at this location. At the location of Section H1-H1, the swale was calculated to accommodate a flow of 0.53 m^3/s without overtopping its banks, which is less than the flow from 100-year storm. Therefore, the southern bank of the swale will overtop vastly increasing the effective width of the drainage course. Above the southeastern bank the side slope is 18 [h] : 1 [v]). The 100-year rainfall event will result in a flow depth of 0.288 m within the drainage channel and the slope above the southeastern bank. The calculated 100-year flood elevation is 121.37 m CGVD28 (HT2_2010).

Section H2-H2 is located at the downstream edge of the proposed residence. At this location the bank-to-bank span measures approximately 2.3 m and has a depth of approximately 0.28 m with a side slope of 1.34 [h] : 1 [v] on the northern bank and a depth of approximately 0.237 m with a side slope of 8.63 [h] : 1 [v] on the southern bank at this location. At the location of Section H2-H2, the swale was calculated to accommodate a flow of 0.87 m^3/s without overtopping its banks, which is less than the flow from 100-year storm. Therefore, the southern bank of the swale will overtop increasing the effective width of the drainage course. Above the southeastern bank the side slope is 109 [h] : 1 [v]). The 100-year rainfall event will result in a flow depth of 0.295 m within the drainage channel and the slope above the southeastern bank. The calculated 100-year flood elevation is 120.83 m CGVD28 (HT2_2010).

Section A-A is located in a narrow part of the channel slightly downstream of the proposed residence location. The bank-to-bank span measures approximately 1.5 m and has a depth of approximately 0.40 m with a side slope of 2.1 [h] : 1 [v] on the northern bank and a depth of approximately 0.182 m with a side slope of 4.2 [h] : 1 [v] on the southern bank at this location. At the location of Section A-A, the swale was calculated to accommodate a flow of 0.121 m^3/s without overtopping its banks, which is less than the flow from 100-year storm. Therefore, the southern bank of the swale will overtop vastly increasing the effective width of the drainage course. Above the southeastern bank the ground elevation increases by an additional 0.05 m over a distance of 2.5 m (side slope of 50 [h] : 1 [v]). The 100-year rainfall event will result in a flow depth of 0.345 m within the drainage channel and the slope above the southeastern bank. The calculated 100-year flood elevation is 120.49 m CGVD28 (HT2_2010).

A section of driveway downstream of Section A-A will flood during the 100-rainfall event. Water depths during temporary flooding of 250 mm are allowable within a driveway. A small part of the driveway will have flood depths exceeding 250 mm. However, this will not prevent access to the property as the part of the driveway where flood depth is less than 250 mm is approximately 6.0 m wide.

The proposed house will be founded on granite bedrock, which is highly resistant to erosion. According to "Table: Minimum toe erosion allowance – where river is within 15 m of slope toe" in the Ministry of Natural Resources and Forestry (MNRF) Understanding Natural Hazards document the toe erosion allowance for a granite riverbank where there is no evidence of active erosion is 0 m.

A 6.0 m access allowance between the swale's 100-year floodplain and the proposed residence is provided.

There is a 300 mm diameter culvert located downstream of Section A-A that is undersized to convey flow from the 100-year storm. It is recommended that this culvert be replaced with a minimum 700 mm diameter culvert sloped at 5.0% to match the slope of the channel.

During the 100-year storm event at the flow velocity within the swale will vary with location. The maximum velocity in the swale will be 1.62 m/s at Section H1-H1.

6.0 Sediment and Erosion Control

All works in and around the drainage channel are not to occur prior to the installation of sediment and erosion control measures. Temporary light duty silt fence, as per OPSD 219.110, is to be installed between the work site and the drainage course to prevent

sediment from entering the drainage course. Material stockpile locations should be located to prevent material from entering the watercourse.

7.0 Conclusion

The existing drainage course is capable of conveying the 100-year storm. However, it will overtop its banks. The proposed dwelling is located north of the existing drainage course and will therefore not be adversely affected by the overtopping of the banks of the drainage course, which will primarily occur to the south and east of the drainage course. The proposed development of a dwelling will not have any adverse effects on stormwater run-off contributing to upstream areas or downstream areas.

It is recommended that the existing 300 mm diameter culvert be replaced with a minimum 700 mm diameter culvert sloped at 5.0% to match the slope of the channel.

Report Prepared by: Lucas McCallum

Lucas McCallum, C. Tech., B.Eng.

LICENSED PROFESSIONAL ENGINEER
14 JAN 2026
M. H. BURGER
PROVINCE OF ONTARIO

Report Reviewed by: _____

Martin Burger, M.Eng., P.Eng.

Statement of Qualifications and Limitations

The attached Report has been prepared by Groundwork Engineering Limited (the Consultant) for the benefit of the Client in accordance with their Agreement.

The information, data, recommendations and conclusions contained in the Report:

1. is subject to the scope, schedule, and other constraints and limitations in the Agreement and the qualifications contained in the Report;
2. represents the Consultant's judgement in light of the limitations and industry standards for the preparation of similar reports;
3. may be based on information provided to Consultant which has not been independently verified;
4. has not been updated since the date of issuance of the Report and its accuracy is limited to the time and circumstances in which it was prepared; and
5. must be read as a whole and sections should not be read out of context.

The Consultant shall be entitled to rely upon the accuracy and completeness of information that was provided to it and has no obligation to update such information. The Consultant accepts no responsibility for any events or circumstances that may have occurred since the date on which the Report was prepared.

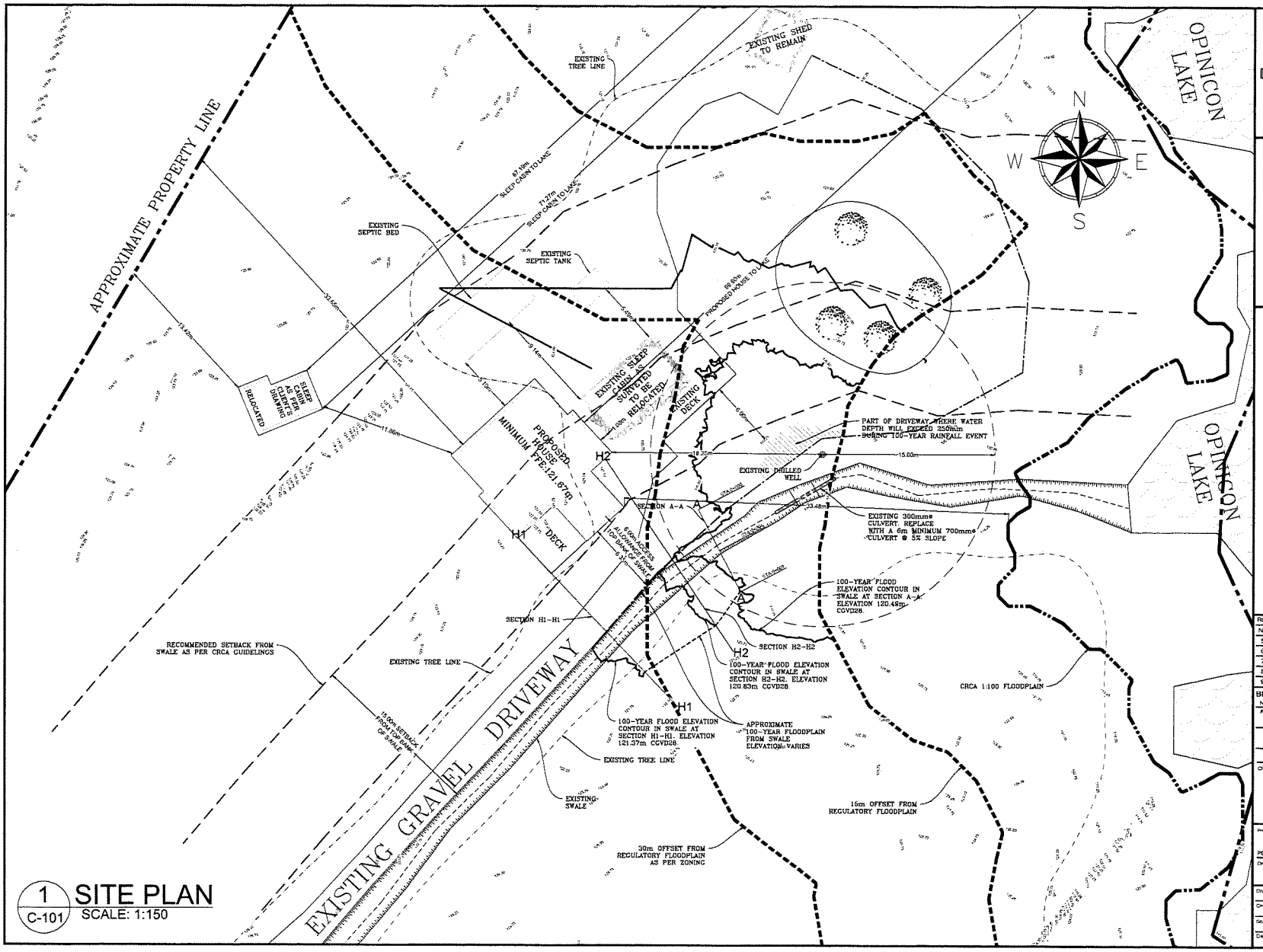
Any estimates or opinions regarding expected construction costs or construction schedule provided by Consultant represent the Consultant's judgement in light of its experience and the knowledge and information available to it at the time of preparation. The Consultant does not make any representations, with respect to such estimates or opinions, and accepts no responsibility for any loss or damage arising from them. Persons relying on such estimates or opinions do so at their own risk.

Except as agreed to in writing by the Consultant and the Client; as required by law; or to the extent used by governmental reviewing agencies for the purpose of obtaining permits or approvals, the Report and the Information may be used and relied upon only by the Client.

The Consultant accepts no responsibility, to parties other than the Client who may obtain access to the Report or the information for any injury, loss or damage suffered by such parties arising from their use of, reliance upon, or decisions or actions based on the Report, except to the extent that those parties have obtained the prior written consent of the Consultant to use and rely upon the Report and the information. Any injury, loss or damages arising from improper use of the Report shall be borne by the party making such use.

Appendix A

Site Plan Drawing



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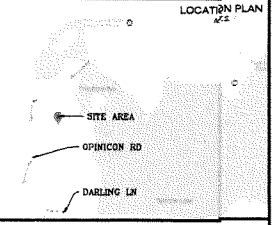

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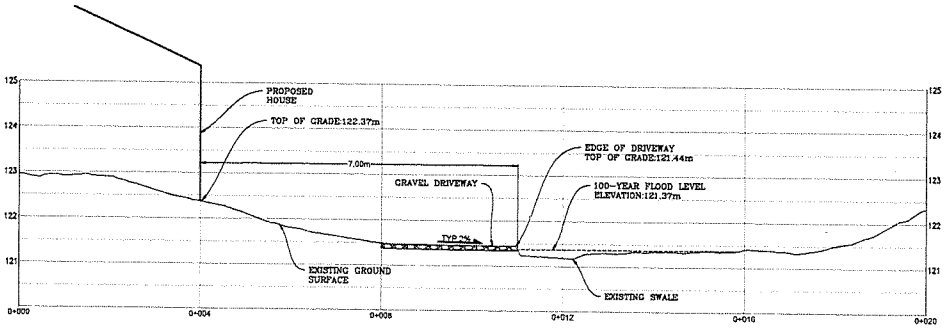
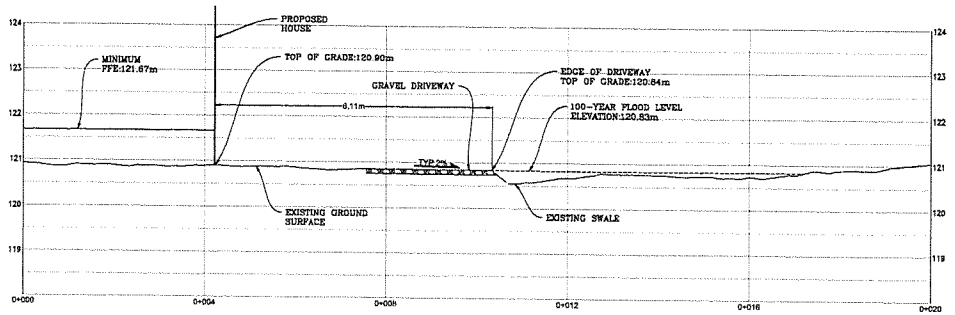
Date: JAN 14, 2025	SHEET 1 of 2

P:\Projects\25000\25019 - 12 Woodrush Lane\02 - Design\03 - Drawings\03 - Design Review (Issued For Tender)\GW 25019 12 Woodrush Lane [Jan 2025] Site Plan - Minor Variance Application.dwg 1/14/2026 12:47 PM



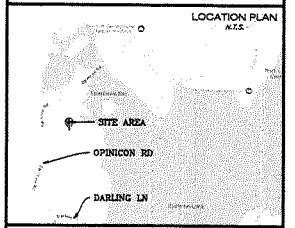
1 C-102 SECTION H1-H1
SCALE: 1:50



2 C-102 SECTION H2-H2
SCALE: 1:50

GROUNDWORK ENGINEERING LIMITED
UNIT 648 - 654 NORRIS COURT
KINGSTON ONTARIO
OFFICE (613) 634-1789
www.groundengineer.ca

LOCATION PLAN
N.T.S.



REVISIONS

No.	Description	Date
5.	CLIENT'S REVISION #2	2025/07/09
6.	REVISED AS PER CRCA COMMENTS	2025/09/15
7.	REVISED AS PER CRCA COMMENTS	2025/10/14
8.	REVISED AS PER CRCA COMMENTS	2025/12/08
9.	REVISED FOR MINOR VARIANCE APP	2026/01/14

BENCHMARK:

No.	DESCRIPTION	ELEVATION
##	XXX	XXX.XX

LICENSED PROFESSIONAL ENGINEER
M. H. BURGER
PROVINCE OF ONTARIO

Client / Land Owner:
TRENT OXMAN

Project:
12 WOODRUSH LANE
PERTH ROAD ONTARIO

Drawing Title:
SITE PLAN

Drawn by: DR
Checked by: MB
Scale: 24"x36" AS NOTED
Date: JAN 14, 2025

Project Number: GW-25019
Drawing Number: C-102
SHEET 2 of 2

P:\Projects\25000\25019 - 12 Woodrush Lane\02 - Design\03 - Drawings\03 - Design Review [Issued For Tender]\GW 25019 12 Woodrush Lane [Jan 2025] Site Plan - Minor Variance Application.dwg 1/15/2026 12:47 PM

GROUNDWORK ENGINEERING LIMITED

Appendix B

MTO IDF Data

Ontario IDF CURVE LOOKUP

Active coordinate

44° 32' 45" N, 76° 22' 14" W (44.545833,-76.370833)

Retrieved: Thu, 24 Apr 2025 20:28:03 GMT

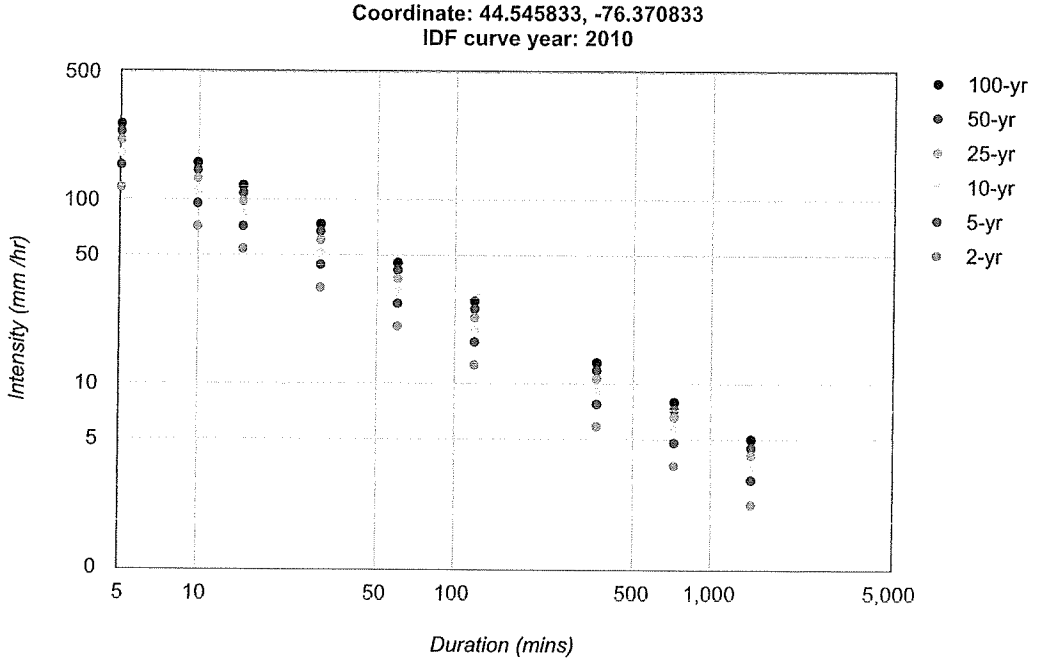
Location summary

These are the locations in the selection.

IDF Curve: 44° 32' 45" N, 76° 22' 14" W (44.545833,-76.370833)

Results

An IDF curve was found.



Coefficient summary

IDF Curve: 44° 32' 45" N, 76° 22' 14" W (44.545833,-76.370833)

Retrieved: Thu, 24 Apr 2025 20:28:03 GMT

Data year: 2010
IDF curve year: 2010

Return period	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
A	20.6	27.4	31.8	37.4	41.6	45.7
B	-0.699	-0.699	-0.699	-0.699	-0.699	-0.699

Statistics

Rainfall intensity (mm hr^{-1})

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	117.0	72.1	54.3	33.4	20.6	12.7	5.9	3.6	2.2
5-yr	155.6	95.9	72.2	44.5	27.4	16.9	7.8	4.8	3.0
10-yr	180.6	111.3	83.8	51.6	31.8	19.6	9.1	5.6	3.4
25-yr	212.4	130.9	98.6	60.7	37.4	23.0	10.7	6.6	4.1
50-yr	236.3	145.6	109.6	67.5	41.6	25.6	11.9	7.3	4.5
100-yr	259.6	159.9	120.4	74.2	45.7	28.2	13.1	8.0	5.0

Rainfall depth (mm)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	9.8	12.0	13.6	16.7	20.6	25.4	35.3	43.5	53.6
5-yr	13.0	16.0	18.1	22.2	27.4	33.8	47.0	57.9	71.3
10-yr	15.1	18.5	21.0	25.8	31.8	39.2	54.5	67.2	82.8
25-yr	17.7	21.8	24.6	30.4	37.4	46.1	64.1	79.0	97.3
50-yr	19.7	24.3	27.4	33.8	41.6	51.3	71.3	87.9	108.3
100-yr	21.6	26.6	30.1	37.1	45.7	56.3	78.4	96.5	118.9

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Last Modified: September 2016

Appendix C

Calculation Sheets

DRAINAGE AREA

Length of Overland Flow (m)	843
Slope (m/m)	0.02966
Rational Coefficent	0.35
Area (ha)	17.1
Time of Concentration Bransby Williams (Minutes)	29.1

$$t_c = \frac{0.057 * L}{S_w^{0.2} * A^{0.1}} \quad (1)$$

where:
t_c = time of concentration (min)
L = catchment length, (m)
S_w = catchment slope (%)
A = catchment area (ha)

Rainfall Intesity	2-Year	5-Year	10-Year	25-Year	50-Year	100-Year
A	20.6	27.4	31.8	37.4	41.6	45.7
B	-0.699	-0.699	-0.699	-0.699	-0.699	-0.699
INTENSITY (mm/hr)	34.2	45.4	52.7	62.0	69.0	75.8
Runoff Rate						
RATIONAL METHOD (L/S)	568	756	877	1032	1148	1261
RATIONAL METHOD (cms)	0.57	0.76	0.88	1.03	1.15	1.26

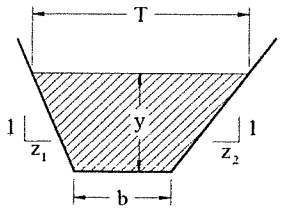
Groundwork Engineering Limited

Swale Calculations at Section H1-H1 (100-Year Rainfall Event)

$$Q = VA \qquad A = \frac{y}{2}(b + T)$$

$$V = \frac{1}{n} R^{2/3} S^{1/2} \qquad T = b + y(z_1 + z_2)$$

$$R = \frac{A}{P} \qquad P = b + y\left(\sqrt{1 + z_1^2} + \sqrt{1 + z_2^2}\right)$$



Input Parameters

Side Slope, z1 lower slope	4.7 :1
Side Slope, z2 lower slope	5 :1
Side Slope, z1 upper slope	4.7 :1
Side Slope, z2 upper slope	18 :1
Height of lower slope	0.205 m
Flow Depth, y	0.288 m
Allowable Flow Depth	0.167 m
Bottom Width, b	1.16 m
Bottom Elevation	121.08 m
Mannings Roughness, n	0.04
Channel Slope, S	5.08

Computed Values

Flow Width, T (top of lower slopes)	3.1485 m
Flow Top Width, T	5.0326 m
Top Width, T	25.48 m
Channel Area, A	0.78 m^2
Channel Wetted Perimeter, P	5.086 m
Hydraulic Radius, R	0.154 m
Velocity, V	1.62 m/s

Conveyance Capacity, Q 1.26 m^3/s

1262 L/s

100-Year Flood Elevation 121.37 m

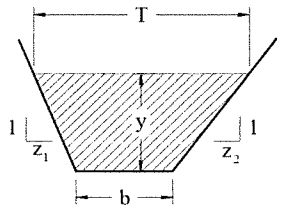
Groundwork Engineering Limited

Swale Calculations at Section H2-H2 (100-Year Rainfall Event)

$$Q = VA \qquad A = \frac{y}{2}(b + T)$$

$$V = \frac{1}{n} R^{2/3} S^{1/2} \qquad T = b + y(z_1 + z_2)$$

$$R = \frac{A}{P} \qquad P = b + y\left(\sqrt{1 + z_1^2} + \sqrt{1 + z_2^2}\right)$$



Input Parameters

Side Slope, z1 lower slope	1.34	:1
Side Slope, z2 lower slope	8.63	:1
Side Slope, z1 upper slope	40.4	:1
Side Slope, z2 upper slope	109	:1
Height of lower slope	0.214	m
Flow Depth, y	0.295	m
Allowable Flow Depth	0.237	m
Bottom Width, b	0.26	m
Bottom Elevation	120.53	m
Mannings Roughness, n	0.04	
Channel Slope, S	10.13	

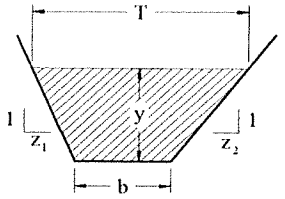
Computed Values

Flow Width, T (top of lower slopes)	2.39358	m
Flow Top Width, T	14.49498	m
Top Width, T	152.02	m
Channel Area, A	0.97	m^2
Channel Wetted Perimeter, P	14.580	m
Hydraulic Radius, R	0.066	m
Velocity, V	1.30	m/s
Conveyance Capacity, Q	1.26	m^3/s
	1263	L/s
100-Year Flood Elevation	120.83	m

Groundwork Engineering Limited

Swale Calculations at Without Overtopping
Southeastern Bank

$$Q = VA \qquad A = \frac{y}{2}(b + T)$$
$$V = \frac{1}{n} R^{2/3} S^{1/2} \qquad T = b + y(z_1 + z_2)$$
$$R = \frac{A}{P} \qquad P = b + y\left(\sqrt{1 + z_1^2} + \sqrt{1 + z_2^2}\right)$$



Input Parameters

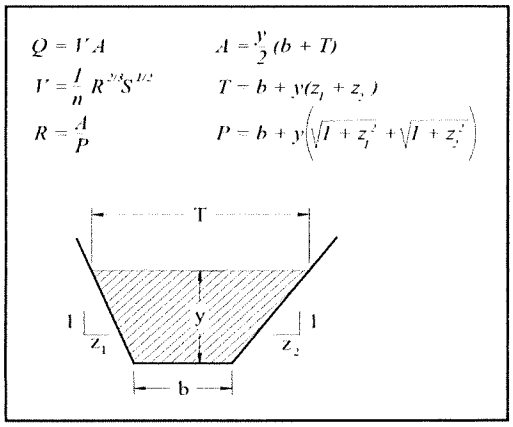
Side Slope, z1	2.1	:1
Side Slope, z2	4.2	:1
Flow Depth, y	0.182	m
Allowable Flow Depth	0.182	m
Bottom Width, b	0	m
Mannings Roughness, n	0.04	
Channel Slope, S	5.6	%
Swale Bottom Elevation	120.14	m (CGVD28)

Computed Values

Flow Top Width, T	1.1466	m
Top Width, T	1.15	m
Channel Area, A	0.10	m^2
Channel Wetted Perimeter, P	1.209	m
Hydraulic Radius, R	0.086	m
Velocity, V	1.16	m/s
Conveyance Capacity, Q	0.12	m^3/s
	121	L/s
Flow Elevation	120.322	m (CGVD28)

Groundwork Engineering Limited

Swale Calculations at Section A-A (100-Year Rainfall Event)



Input Parameters

Side Slope, z1 lower slope	2.1	:1
Side Slope, z2 lower slope	4.2	:1
Side Slope, z1 upper slope	2.1	:1
Side Slope, z2 upper slope	50	:1
Height of lower slope	0.182	m
Flow Depth, y	0.345	m
Allowable Flow Depth	0.232	m
Bottom Width, b	0	m
Bottom Elevation	120.14	m
Mannings Roughness, n	0.04	
Channel Slope, S	5.6	

Computed Values

Flow Width, T (top of lower slopes	1.1466	m
Flow Top Width, T	9.6389	m
Top Width, T	53.56	m
Channel Area, A	0.98	m^2
Channel Wetted Perimeter, P	9.740	m
Hydraulic Radius, R	0.101	m
Velocity, V	1.28	m/s
Conveyance Capacity, Q	1.26	m^3/s
	1261	L/s
100-Year Flood Elevation	120.49	m

Groundwork Engineering Limited

Mannings Pipe Flow

Input Parameters

Pipe Diameter	0.700 m
Mannings Roughness, n	0.022
Slope %	5.00

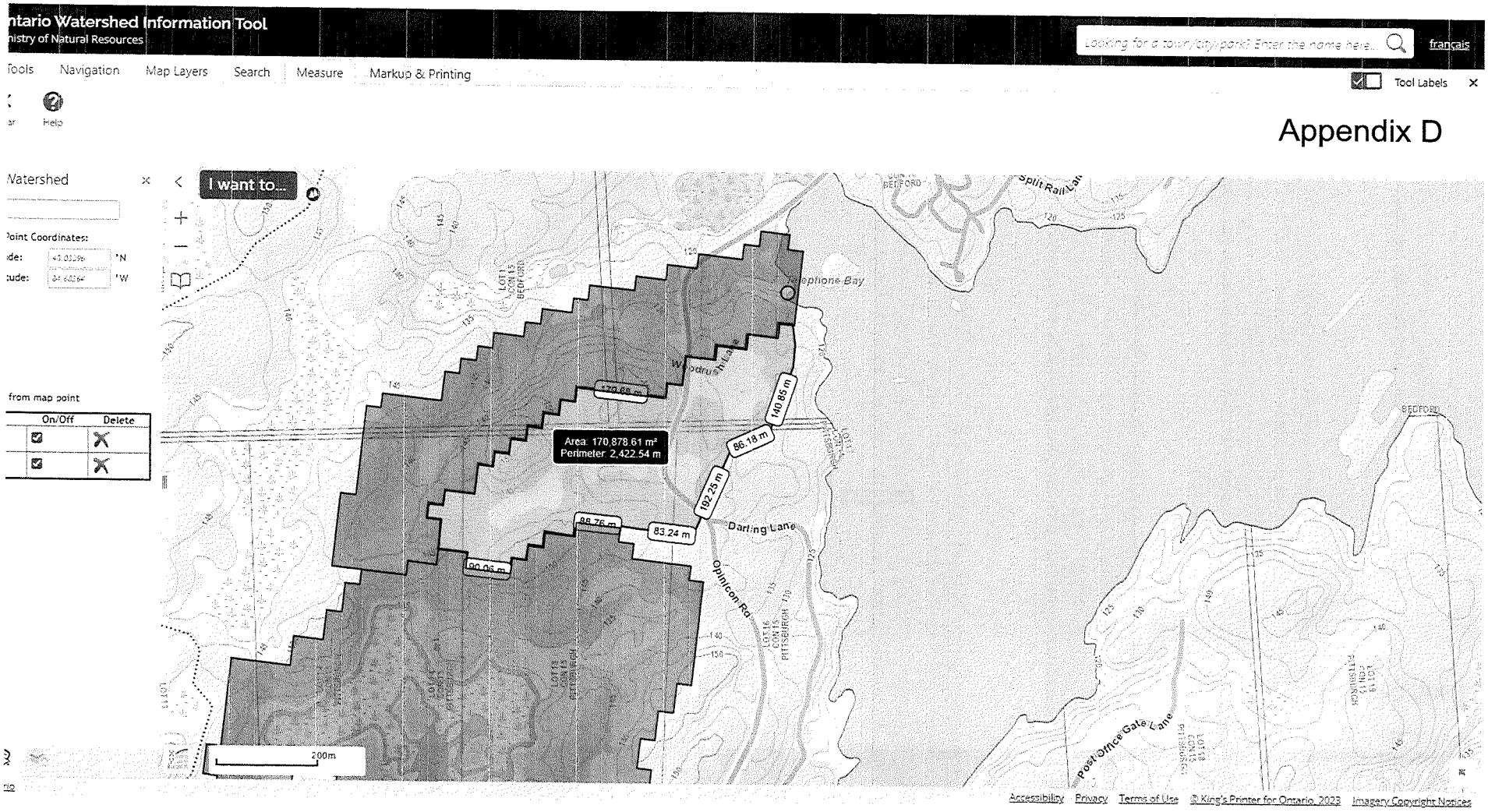
Computed Values

Velocity, V	3.18 m/s
Hydraulic Radius, R	0.18 m
Cross Sectional Pipe Area, A	0.38 m^2
Conveyance Capacity, Q	1.2238 m^3/s
Conveyance Capacity, Q	1223.79 L/s

GROUNDWORK ENGINEERING LIMITED

Appendix D

Drainage Areas


ntario Watershed Information Tool
nistry of Natural Resources
Looking for a town/city/park? Enter the name here...
français
Tools
Navigation
Map Layers
Search
Measure
Markup & Printing
Tool Labels
Help
Watershed
I want to...
Point Coordinates:
from map point
On/Off
Delete
Area: 170,878.61 m²
Perimeter: 2,422.54 m
140.85 m
86.18 m
192.29 m
83.24 m
Darling Lane
Opinicon Rd
Post Office Gate Lane
Split Rail Ln
BEDFORD
200m
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Appendix D

Ontario Watershed Information Tool
Ministry of Natural Resources

About | Watershed Tools | Navigation | Map Layers | Search | Measure | Markup & Printing | Tool Labels

Line | Erase | Clear | Help

Appendix D

Create Watershed

Name: Watershed 5

Coordinate System: Pour Point Coordinates:

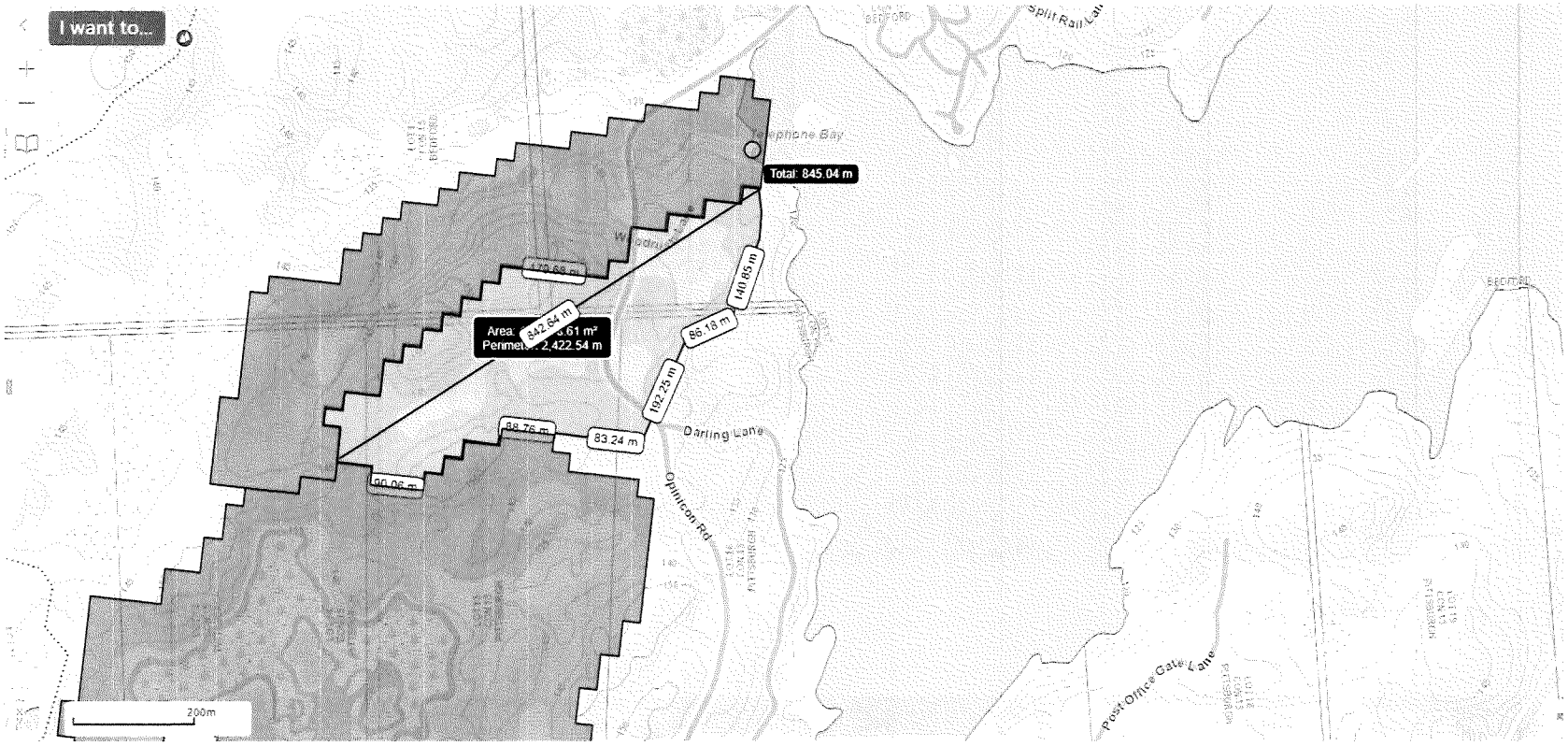
- Lat / Long — Latitude: [redacted] °N
- UTM — Longitude: [redacted] °W
- MNR Lambert

Create from Map Point

Zoom in to activate creation from map point

Watershed Name	On/Off	Delete
Watershed 1	☑	✕
Watershed 2	☑	✕

I want to...



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March 4, 2026 File: MV/FRS/34/2026

Sent by E-mail

Colin Herrewynen
Planner
Development Services
Township of South Frontenac

Dear Mr. Herrewyen:

Re: Application PL-ZNA-2026-0007 (Oxman)
Part Lot 1, Con. 16; 12 Woodrush Lane
Bedford District, Township of South Frontenac
Waterbody: Lake Opinicon

Cataraqui Conservation staff have reviewed the above-noted application and provide the following comments for the Committee of Adjustment's consideration based on our role as commenting agency responsible for natural hazards on *Planning Act* applications, and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*.

Proposal

The proposal involves the construction of a new, approximately 117 sq. m. dwelling with an attached deck on the existing, vacant lot. Relief from the Township Zoning By-law is required to permit the new dwelling at a 6.3 metre setback from a watercourse on the subject property, whereas the By-law requires 30 metres. The dwelling will be serviced by an existing septic system on site and an existing sleep cabin will be relocated.

Discussion

Cataraqui Conservation's scope of review for this proposal includes the avoidance of natural hazards (e.g. flooding and erosion) associated with the watercourse on the subject property and the shoreline of Lake Opinicon.

Natural Hazards / Ontario Regulation 41/24

Lake Opinicon

Flooding: The maximum recorded water level for Lake Opinicon is 119.28 metres geodetic. For waterbodies on the Rideau Canal system, the maximum recorded water level is used in lieu of an engineered flood plain. Cataraqui Conservation's policies require all development and site alteration to be setback a minimum of 6 metres from the regulatory flood plain of a waterbody.

The submitted plans demonstrate that the new dwelling and decking will be located outside of the extent of flood risk associated with the lake.

Erosion: Section 5.8.2.b) of the Zoning by-law requires that no building or structure or septic tank installation shall be located within 15 metre horizontal of the top of bank of any embankment, the slope of which is greater than 30% from horizontal. CRCA policies require new development to be outside the erosion hazard associated with waterbodies such as Lake Opinicon.

The new dwelling is proposed on an elevated knoll of bedrock located greater than 30 metres from the shoreline of the lake and well outside the erosion hazard associated with the lake.

Watercourse

There is a small watercourse that traverses the property from southwest to northeast, eventually draining into Lake Opinicon near the proposed building location. As with any watercourse, there is potential for flood risk associated with this feature.

During pre-consultation, CRCA staff identified the need for engineering assessment (hydrologic and hydraulic analysis) to determine the extent of the hazard associated with the watercourse and to ensure the dwelling would be adequately protected. A report (Groundwork Engineering, rev. January 14, 2026) has been completed for this purpose and has been reviewed by CRCA.

In December 2025, CRCA staff concluded that the assessment was satisfactory and that it has been demonstrated that the dwelling will be adequately protected from flood risk. CRCA staff are also satisfied that the dwelling will be protected from erosion risk associated with the watercourse.

As noted below, permit approval from CRCA under Ontario Regulation 41/24 will be required prior to site alteration and construction should the minor variance application be approved.

To ensure long-term erosion avoidance and slope stability and to maintain a resilient shoreline, staff recommend the maintenance and enhancement of a healthy buffer of native vegetation between buildings/structures and the water (lake and watercourse). This will help stabilize soils into the long-term. Runoff from buildings and structures and other hardened surfaces should also be directed away from the shoreline to a naturally vegetated location where infiltration can occur. Erosion and sediment controls are also necessary for construction mitigation.

Recommendation

Cataraqui Conservation staff have no objections to the approval of application PLZNA 2026-0007 based on our consideration for natural hazard and regulatory policies.

Staff recommend implementation of the above-noted best practice measures (in bold text).

Ontario Regulation 41/24

Please note that portions of the subject lands are subject to Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*, which is administered by the Cataraqui Conservation. The purpose of the regulation 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 erosion, and that the changes do not put other properties at greater risk from these hazards. **The proposed new**

dwelling, decking and associated site alteration is subject to Cataraqui Conservation permit approval. The applicant will need to obtain a permit from this office prior to commencement of work.

Please inform this office of any decision made by the Committee with regard to these applications. If you have any questions, please contact the undersigned at 613-546-4228 ext. 228, or by e-mail at mdakin@crca.ca.

Sincerely,

Michael Dakin MCIP, RPP
Supervisor, Development Review

Cc: applicant, via email

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Development Services Department**

Date of Meeting: **March 12, 2026**

Subject: **Minor Variance Application PL-ZNA-2026-0007, Oxman, 12 Woodrush Lane, Storrington District**

Summary

This report recommends that the Committee of Adjustment grant approval of the subject application for zoning relief for a dwelling setback to a watercourse, subject to conditions, as this application meets the four tests of a minor variance outlined in section 45(1) of the Planning Act.

Background

The subject property is designated Rural in the Township Official Plan 2025, with the exception to two wetland areas that are designated Environmental Protection. The property is zoned Rural (RU) in Zoning By-law No. 2003-75, as amended.

The subject property is approximately 7.38 hectares (18.2 acres) in area, located between Opinicon Road and Lake Opinicon.

The property consists of a hayfield along Opinicon Road, near the beginning of Woodrush Lane. There is a wetland that is located at the north-west corner of the property along Opinicon Road, and another at the south end of the hayfield. The remaining area is tree covered. There are two ridges on the east half of the property that run parallel to the lake. The existing driveway and a small watercourse run through a valley between the two ridges. The watercourse outlets into the lake. There is a sleeping cabin (19m2) with associated sewage system between the two ridges approximately over 30 metres from the lake and 10 metres from the watercourse. There is also an accessory structure (16m2 shed) on the property near the shoreline.

Proposal

The owner proposes to construct a dwelling with a 117m2 footprint and also with an attached deck. The proposed dwelling would be over 33m from Lake Opinicon but would be located 6.3m from the watercourse that runs beside the existing driveway. The owner anticipates being able to connect the dwelling to the existing sewage system. Based on drawings submitted, the sleeping cabin will be relocated more than 30m from the watercourse.

A minor variance is being requested to permit a dwelling with an attached deck to be setback 6.3m from the watercourse on the property, whereas Section 5.8.2 of the Zoning By-law requires that no building or structure shall be located within 30 metres horizontal of the high-water mark of a waterbody or permanent watercourse.

In support of the application, a Hydraulic & Hydrologic Analysis (Groundwork Engineering, 2026) was submitted to establish the 100-year flood elevation on the watercourse. Cataraqui Region Conservation Authority requested the analysis to ensure that the dwelling would not encroach on the floodplain. The analysis concluded that the existing watercourse is capable of conveying the 100-year storm, however it will overtop its banks in some locations. The proposed dwelling location would not be adversely affected by the overtopping. The proposed development will not have any adverse effects on stormwater run-off.

Related Applications

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

Department and Agency Comments

Cataraqui Conservation were circulated on the application and advised of no objections. A conservation permit needs to be obtained from the CRCA prior to commencement of work.

Public Comments

The Township did not receive any public comments at the time staff prepared this report.

Planning Analysis

The proposal needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act. It is the opinion of Planning staff that the proposal meets the four tests as explained below.

Does the variance maintain the general intent and purpose of the Official Plan?

The variance would facilitate the construction of a dwelling on lands designated Rural in the Official Plan 2025. The type and amount of development on rural lands must maintain the rural character, natural heritage and cultural landscape in the Township. A dwelling is a permitted use on the property. The proposed dwelling would be setback at least 30 metres from Lake Opinicon, as required by the Official Plan.

Section 3.10 d) of the Official Plan states that new development, shall be se back a minimum of 30 metres from the highwater mark of a waterbody or watercourse. Section 3.10 g) of the Official Plan states reductions to the required minimum 30 metre setback from the highwater mark may be considered for existing lots of record where it is not physically possible to meet this requirement. The intent of these sections of the plan are to minimize environmental and visual impacts by preventing erosion, maintaining a natural appearance along the shoreline of lakes and watercourses, to limit the removal of trees and vegetation, and to ensure development is located outside of Natural Hazard areas.

While the proposed dwelling meets the setback requirement to Lake Opinicon, it is proposed to only be 6.3m from the watercourse. It would be separated from the watercourse by the existing driveway. The opportunity to locate the dwelling 30-metres from the watercourse is limited by the two ridges near the lake and the location of the existing sewage system. The dwelling is proposed in the flat area between the two ridges, near the location of the sleeping cabin. The dwelling would be set back as far as possible near the base of the slope to maximise the setback to the lake and to the watercourse. To provide a greater setback from the watercourse, the dwelling would need to be located either into or on top of the ridge, which would require considerable site alteration and tree removal to accommodate. It is the opinion of staff that the proposed highwater mark setback has been maximized to the extent possible. Reducing the amount of site alteration and tree removal within this area will ensure that the character and ecological integrity of the area is maintained and that the natural appearance along the shoreline of the lake is maintained.

Section 5.2.1 a) of the Official Plan states that development shall generally be directed to areas outside of hazardous lands adjacent to waterbodies and watercourses which are impacted by flooding hazards. Based on the Hydraulic & Hydrologic Analysis submitted with the application, the proposed dwelling location would not be adversely affected by being near the watercourse.

It is the opinion of Township staff that the proposed variance maintains the general intent and purpose of the Official Plan.

Does the variance maintain the general intent and purpose of the Zoning By-law?

Section 5.8.2 of the Zoning By-law requires that no building or structure shall be located within 30 metres horizontal of the high-water mark of a waterbody or permanent watercourse. Section 3 of the Zoning Bylaw defines a “watercourse” as a surface stream or river and includes a natural channel for an intermittent stream. This means that the required setback applies to the watercourse on the property, even though it does not flow all year long.

As previously discussed, the highwater mark setback has been maximized when considering the existing constraints. The proposed dwelling location is over 30m to the lake and will have a minimal impact existing shoreline vegetation.

A property in the RU zone with a principal building is permitted to have one accessory sleeping cabin. Section 5.24.7 of the Zoning Bylaw states that a sleeping cabin as an accessory structure to a principal dwelling is permitted on all lands abutting a navigable waterway regardless of the zone classification. Since there is no principal dwelling on the property, it currently does not comply with Section 5.24.7 of the Zoning Bylaw. The addition of a dwelling to the property would bring the sleeping cabin into zoning compliance.

The proposed dwelling would comply with all remaining zoning requirements, including setbacks from lot lines, maximum building height, maximum permitted lot coverage and bring the property into compliance with Section 5.24.7 of the zoning bylaw.

It is the opinion of Township Planning Staff that the proposed variance maintains the general intent and purpose of the Zoning By-law.

Is the requested variance desirable for the appropriate development or use of the land, building or structure in question?

The proposed variance is desirable for the appropriate development or use of the land and the proposed building. In considering the proposed location for the dwelling and the physical limitations created by topography in proximity to the lake, the reduced setback to the high-water mark to the watercourse is appropriate. The proposed dwelling would bring the subject property into compliance with section 5.24.7 regarding accessory buildings.

Is the variance minor?

The requested variance is minor as it maintains the general intent and purpose of the Official Plan and Zoning By-law. The variance is also desirable for the appropriate development or use of the land. There are no anticipated negative impacts on the surrounding area or lake because of the new dwelling.

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 minor variance application PL-ZNA-2026-0007 for 12 Woodrush Lane, to allow dwelling with an attached deck to be setback a minimum of 6.3 metres from the high-water mark of the unnamed watercourse to the south.

Approval should be subject to the following conditions:

1. The proposal must be generally consistent with the submitted plans by the applicant that will be attached to the decision as a schedule.

2. That the sleeping cabin shall be relocated as outlined on the submitted plans by the applicant.

3. The Owner shall enter into a Development Agreement to be registered on title of the property to the satisfaction of the Township to address the following matters and environmental standards of the Township:

a. Appropriate erosion control measures (e.g. silt fence, straw bales) must be used during construction and until the site is stable and revegetated.

b. Roof runoff will be directed away from Lake Opinicon and discharged to natural or constructed leaching pits/areas to maximize infiltration or onto coarse rock rubble splash pads to reduce the velocity of runoff.

c. A natural vegetated buffer must be maintained in its natural state within 30 metres of Lake Opinicon, except in the immediate area of the development envelope.

Report Prepared By:

Colin Herrewynen, RPP, MCIP, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

SOUTH FRONTENAC

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 *Minor Variance Only* *Minor Variance WITH Performance Review* *Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system*	$463.00 $720.00 $1,183.00
Cataraqui Region Conservation Authority	$445.00
Quinte Conservation Authority	$450.00
Rideau Valley Conservation Authority	$410.00

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: _____ File No: _____

Pre-Consultation for this application ☐ Yes ☐ No

Planner: C. HERRENYNEN Date of pre-consultation: FEB 12, 2026

1. Name of Owner(s): ROBERT AND KATHRYN TAYLOR

Full Mailing Address of Owner(s): _____

10 AUCA AVE, SUITE 1804, TORONTO, ON M4T2B7

Phone number of Owner(s): [redacted]

Email Address of Owner(s): [redacted] .com

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: _____

Full Mailing Address of Authorized Agent: _____

_____

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: 2 Lot Number: 2

Street Number: 7501 Name of Road/Street: DEYOS RD

Reference Plan Number: _____ Part Number(s): PIN: 362520054

Roll Number: 610640007101500 000 000

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

Frontage (on water): 280.8 M Frontage (on road/lane): 169.7 M

Depth: 324.6 M Area: 14 ACRES / 5.6 H.

5. The current zoning of the subject land:

R.W

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

TO EXPAND THE SIZE OF COTTAGE, INCREASING GROSS FLOOR AREA WITH SCREENED IN PORCH, WITHIN 30 M OF HIGH WATER MARK

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

EXISTING COTTAGE IS CLOSER THAN 30M TO THE HIGH WATER MARK.

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

OR a privately maintained road? ☐ Yes ☐ No

Name of Road/Lane:

DEYOS 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.

N/A

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

FOUR SEASON COTTAGE

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

☒ Yes ☐ No

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

Type of Structure (E.g. residence)	(1) COTTAGE	(2) GARAGE	(3) ART STUDIO	(4)
Setback from Front Lot Line	22,27 M	50.20 M	25.89 M	
Setback from Rear Lot Line	270.57 M	251.89 M	246.13 M	
Setback from Side Lot Line	N-109.34 S-115.35	N-116,33 M S-109.76 M	N-64.10 M S-161.58 M	
Height of Building (Also indicate if it is one story or two story)	6.2 M 1 STORY	3.35 M 1 STORY	3,2 M 1 STORY	
Dimensions of Floor Area	157 SQ M 1706 SQ FT	29.7 SQ M 320 SQ FT	26.0 SQ M. 280 SQ FT	
Setback from High Water Mark (If applicable)	22,27 M	50.20 M	25.89 M	

13. The proposed uses of the subject land:

RECREATIONAL - ADDING SCREENED IN PORCH TO COTTAGE

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

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

	(1)	(3)	(4)
Type of Structure (E.g. residence)	SCREENED IN PORCH		
Setback from Front Lot Line	31.82 M		
Setback from Rear Lot Line	277.2M		
Setback from Side Lot Line	N-125.12 M S-109.19 M		
Height of Building (Also indicate if it is one story or two story)	5.5 M 1STORY		
Outside Dimensions of Building/Structure	18.95 SQM 204 SQFT		
Setback from High Water Mark (If applicable)	31.82 M		

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.

6. **Do your plans include any DEMOLITION of existing structures?** ☐ Yes ☒ No

If yes, please provide details:

_____

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	☐ Yes	☒ No
(b)	Increase in plumbing fixtures	☐ Yes	☒ No
(c)	Increase in living space	☒ Yes	☐ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☒ No

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

SEPTEMBER 2020

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

STUDIO - 1973, GARAGE - 2001, COTTAGE - 1990/91

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

50 YEARS USED AS A COTTAGE

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:

NO - WE ARE ON A 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:

NO - WE HAVE A SEPTIC SYSTEM

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

N/A

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.

N/A

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.

N/A

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 13th DAY OF FEBRUARY, 20 26

I, KATHRYN / ROBERT TAYLOR OF TORONTO, 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 [redacted] Evidence Act.

[redacted]nt Signature of Applicant or Authorized Agent

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

THIS 13th DAY OF February, 20 26

Kamila Seitkhanova
A Commissioner, etc.

Kamila Seitkhanova, 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).

9) Parking and Docking: This question is only relevant is 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.

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-2026-0016

(TAYLOR)
7501 DEYOS 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, 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: 1:2,500

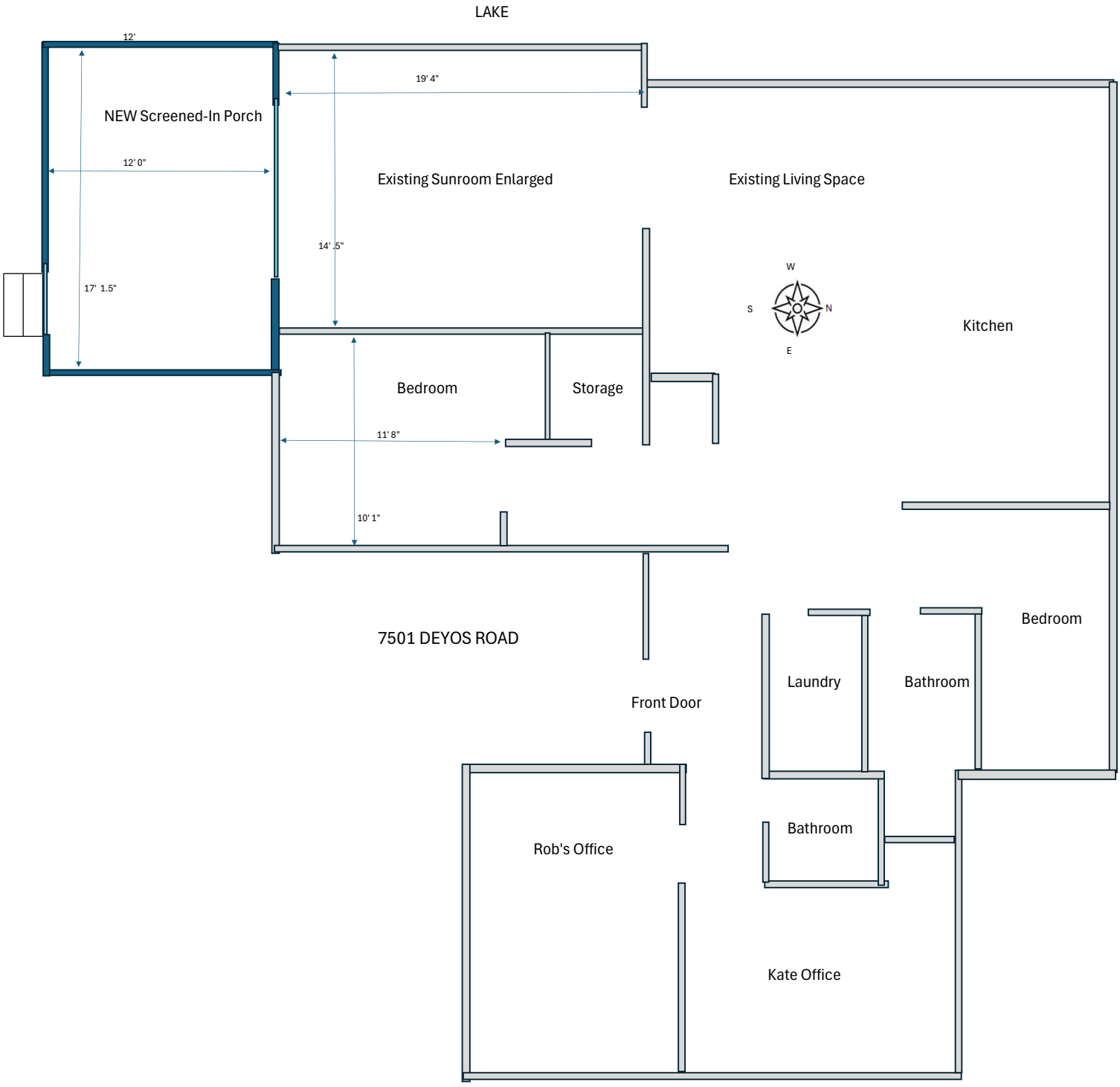
0 25 50 100 m

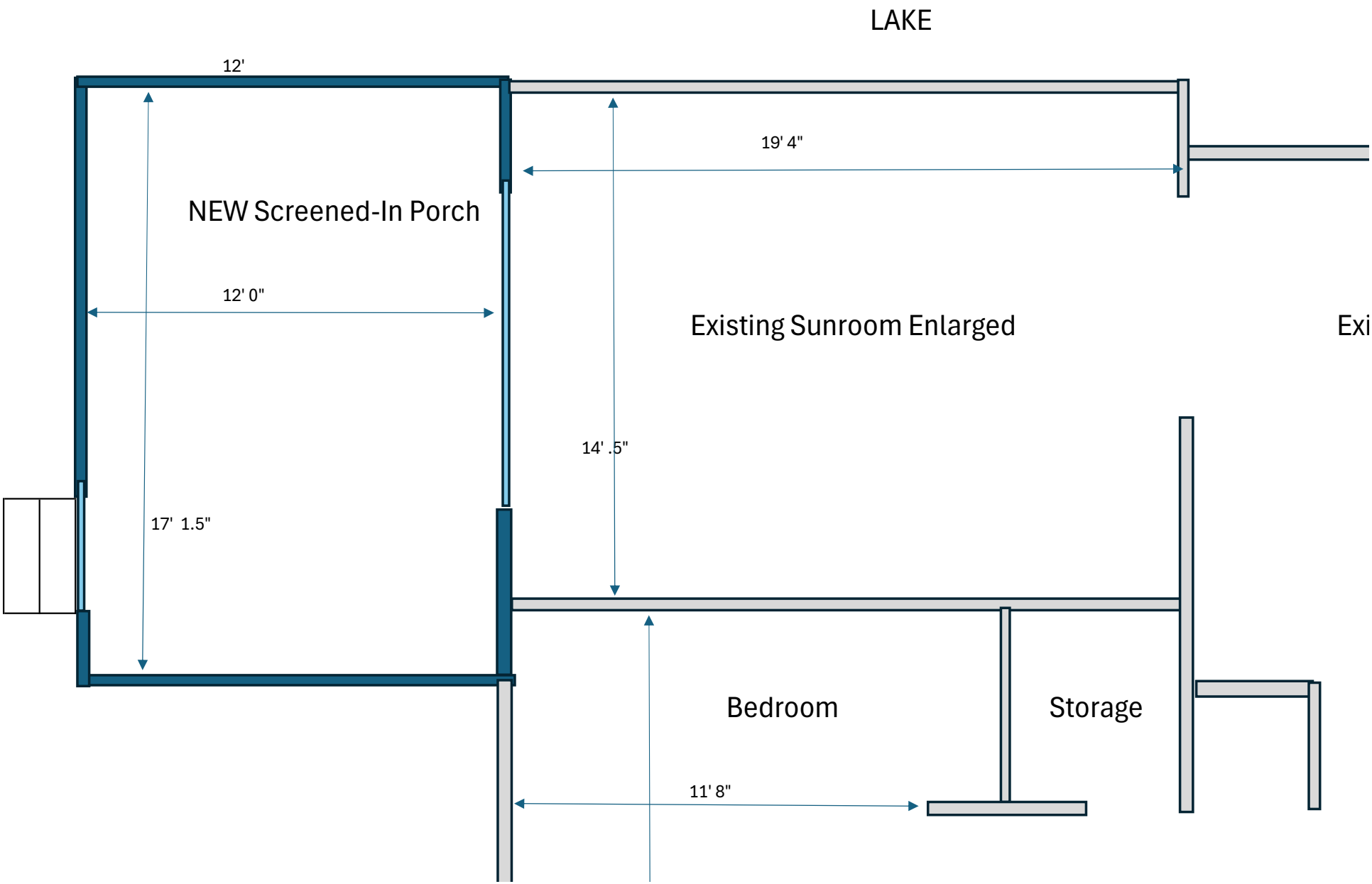
UTM Zone 18 NAD 83

Date: 17/02/2026

Setback from highwater line

Setback from top of bank. The lines at the top of the building without measurements are from top to bottom 3.1m, 5.3 m and 6.9 m


LAKE
12'
NEW Screened-In Porch
12' 0"
17' 1.5"
19' 4"
Existing Sunroom Enlarged
14' .5"
Existing Living Space
W
S
N
E
Kitchen
Bedroom
Storage
11' 8"
10' 1"
7501 DEYOS ROAD
Bedroom
Laundry
Bathroom
Front Door
Bathroom
Rob's Office
Kate Office


LAKE
12'
19' 4"
NEW Screened-In Porch
12' 0"
Existing Sunroom Enlarged
Exi
14' .5"
17' 1.5"
Bedroom
Storage
11' 8"

Quinte CONSERVATION

2061 OLD HIGHWAY 2, RR#2, BELLEVILLE, ON, K8N 4Z2
PHONE: (613) 968-3434 • **FAX:** (613) 968-8240
www.quinteconservation.ca

QUINTE CONSERVATION - PLANNING ACT REVIEW

QC File No. PL0048-2026

Municipality:	**Township of South Frontenac**		
Landowner:	**Robert and Kathryn Taylor**		
Location:	**7501 Deyos Road**	**Part Lot 2, Concession 2**	**Bedford**
Roll #:	**10290100400710100000**		
Application Description:	**Application File No. PL-ZNA-2026-0016**	**Requesting permission under Section 45(2) of the Planning Act to enlarge the existing dwelling within 30 metres of the highwater mark of Thirteen Island Lake. The application will facilitate the proposed 19 square metre screened-in porch addition to the rear of the dwelling.**	
Regulated Feature:	**Thirteen Island Lake**		

Comments:

Natural Hazard policies of the Provincial Planning Statement and Quinte Conservation Planning Act Review policy

Conservation Authorities have Provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the Provincial Planning Statement (PPS) (2024). Natural hazards include areas subject to flooding, prone to erosion, dynamic beaches, and unstable bedrock. Generally, the policies of the PPS direct development to areas outside of hazard lands.

As per 1:100-year flood plain mapping for Thirteen Island Lake, the proposed addition is located above the flood plain elevation and encroaches no closer to the lake than the existing dwelling. As a result, staff are satisfied that the application as presented is consistent with Section 5.2 of the PPS.

Ontario Regulation #41/24 (Regulation of Prohibited Activities, Exemptions and Permits)

The location of the proposed screened-in porch addition lies within the regulated area of Thirteen Island Lake (by virtue of Ontario Regulation #41/24 – Regulation of Prohibited Activities, Exemptions and Permits). This office is in receipt of the applicants' permit application no. REG00019-2026 for the proposed screened-in porch. The permit file will remain on hold pending approval of the planning application.

Any *future* development activity (including construction / filling/ excavation/ site grading/ change of use) within 30 metres of the 1:100-year flood plain of Thirteen Island Lake will require a permit from Quinte Conservation.

These planning comments do not constitute permission to develop within a Quinte Conservation regulated area. The permitting process is a separate process from the plan review process, and a separate fee will be applied to future permit application(s) to this office.

Quinte Region Source Protection Plan

Quinte Conservation provides Risk Management services as prescribed by the *Clean Water Act*, 2006 on behalf of member municipalities. Part of this is reviewing building and planning applications to ensure no new significant drinking water threats as outlined in the Quinte Region Source Protection Plan are created. Policies for significant threats in the Quinte Region Source Protection Plan are not applicable as the subject property lies outside of an intake protection zone or wellhead protection area for a municipal drinking water system. As such no Section 59 Clearance Notice is required.

	Other Potential Township Studies As per Sections 21.1.1 and 21.1.2 of Ontario Regulation 596/22 (amendments made under the Conservation Authorities Act) as a result of the More Homes Built Faster Act, 2022, conservation authorities are no longer able to review or provide comment on Natural Heritage and Hydrogeology, nor is this office able to peer-review technical reports related to these matters. If the Township requests a hydrogeological assessment or Environmental Impact Study (EIS) it should be peer-reviewed by a qualified consultant.
Final Comments:	Quinte Conservation has no objection to the application as presented. Staff request that a copy of the decision on the application be forwarded to this office, when available.

Sam Carney
Planning Technician

March 2, 2026
Date

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Development Services Department**

Date of Meeting: **March 12, 2026**

Subject: **Application for Permission to Enlarge Legal Non-Conforming Use PL-ZNA-2026-0016, Taylor, 7501 Deyos Road, Bedford District**

Summary

This report recommends that the Committee of Adjustment grant approval of this application for permission to enlarge a legal non-conforming dwelling under section 45(2) of the Planning Act, subject to conditions.

Background

The subject property is designated Rural in the Township Official Plan 2025. It is zoned Waterfront Residential Zone (RW) in Zoning By-law No. 2003-75, as amended.

The subject property is approximately 14 Ac (5.6 ha) in area with frontage on Deyos Road and Thirteen Island Lake. The existing development consists of a dwelling, a detached garage, and an art studio accessory building. At the east end of the property along the roadway the entire area is tree covered. At the west end around the dwelling are trees and steep slope toward Thirteen Island Lake. The surrounding area consists of lots with cottages along the lake.

Proposal

The subject property is developed with a 157sqm (1,689sqft) dwelling. The existing dwelling is one storey with a height of 6.2 m (20 ft). The existing dwelling is approximately 21.9m (71.8 ft) from the lake. The applicant is proposing to expand the gross floor area of the existing dwelling by adding a 19 sqm (204 sq ft) addition on the south side of the dwelling. The addition would be 5.5 m (18 ft) tall. The addition is proposed to be used as a screened-in porch.

The applicant seeks permission under Section 45(2) of the *Planning Act* to enlarge the existing legal non-conforming dwelling because section 5.10.2 of the Zoning By-law prohibits the enlargement of existing buildings that are less than the required 30m setback from the highwater mark of Thirteen Island Lake.

Related Applications

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

Department and Agency Comments

Quinte Conservation was circulated on the application and advised of no objections.

Public Comments

A phone call was received from a member of the public. They advised that they had no issues with the proposal. No written comments were received from the public regarding the application.

Planning Analysis

Section 5.10.2 of the Zoning By-law states that existing buildings with less than the minimum 30m setback from the highwater mark of waterbody may be repaired, renovated, or strengthened to a safe condition provided there is no enlargement of the gross floor area.

This provision prohibits the enlargement of these existing buildings, without seeking permission from the Committee of Adjustment. The existing dwelling is also a legal non-conforming building under this provision because it was constructed prior to the current Zoning By-law and is setback 21.9m (71.8 ft) from the highwater mark of Thirteen Island Lake.

Through its powers under section 45(2) of the *Planning Act,* the Committee of Adjustment may grant permission to enlarge the dwelling. The criteria for considering an application under Section 45(2) are:

- Whether the application is desirable for the appropriate development of the subject property; and
- Whether the application will result in undue adverse impacts on surrounding properties and the neighbourhood.

The existing dwelling is presently setback approximately 21.9m (71.8 ft) from the highwater mark of Thirteen Island Lake at the shortest distance. The proposed addition would increase gross floor area of the dwelling by 10%, from approximately 157sqm (1,689 sqft) to 176 sqm (1,894 sqft). The proposal would contribute additional living space to the existing dwelling with the addition of a screened in porch area.

The proposed expansion of the gross floor area will not go closer to the lake.

The north-west corner of the existing dwelling is approximately 3.1m from the existing top of bank. The south-west corner of the dwelling is approximately 12.2m from the existing top of bank. The proposed addition on the south end of the dwelling is proposed to follow the established building line of the dwelling and not go any closer to the existing top of bank.

Staff's opinion is that the application is desirable for the appropriate development of the property. The proposed expansion will enable the owners to better utilize their cottage and make it more functional for their needs.

Staff also believe the application is unlikely to cause undue adverse impacts on surrounding properties or the neighborhood. The dwelling's increased gross floor area will not reduce the

existing setbacks from the lake and will also not result in negative impacts on the surrounding properties.

Conclusion

It is the opinion of staff that it is appropriate for the Committee of Adjustment to grant permission to expand the legal non-conforming dwelling 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-2026-0016 for 7501 Deyos Road to permit the legal non-conforming dwelling to be enlarged by a maximum 19.5 sqm (210 sqft) by adding a screened in porch at the south end of the existing dwelling.

Approval should be subject to the following conditions:

1. The proposal must be generally consistent with the submitted plans by the applicant that will be attached to the decision as a schedule.

2. The Owner shall enter into a Development Agreement to be registered on title of the property to the satisfaction of the Township to address the following matters and environmental standards of the Township:

    a. Appropriate erosion control measures (e.g. silt fence, straw bales) must be used during construction and until the site is stable and revegetated.

    b. Roof runoff will be directed away from Thirteen Island Lake and discharged to natural or constructed leaching pits/areas to maximize infiltration or onto coarse rock rubble splash pads to reduce the velocity of runoff.

    c. A natural vegetated buffer must be maintained in its natural state within 30 metres of Thirteen Island Lake, except in the immediate area of the development envelope.

Report Prepared By:

Colin Herrewynen RPP, MCIP, Planner

Report Reviewed By:

Christine Woods RPP, MCIP, Manager of Planning

SOUTH FRONTENAC

TOWNSHIP OF SOUTH FRONTENAC
APPLICATION FOR MINOR VARIANCE
OR PERMISSION (s. 45(2))
Updated January 2026

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	$1,277.00
4+ Variances	$1,501.00
After building without a permit	$2,291.00

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: *Minor Variance Only* *Septic Performance Review*	 $463.00 $515.00
Cataraqui Region Conservation Authority	$465.00
Quinte Conservation Authority	$485.00
Rideau Valley Conservation Authority	$410.00

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: February 25, 2026 File No: PLZNA 2026 0017

Pre-Consultation for this application ☐ Yes ☐ No

Planner: _____ Date of pre-consultation: _____

1. Name of Owner(s): DYLAN BURGESS

Full Mailing Address of Owner(s): 4990 BRADFORD RD. HARROWSMITH

Phone number of Owner(s): [redacted]

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: WAYNE DUEY

Full Mailing Address of Authorized Agent: 5183 BRADFORD RD. HARROWSMITH

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.

_____
Signature(s) of Owner(s)

3. The description of the subject land:

District: ☐ Bedford ☒ Portland ☐ Loughborough ☐ Storrington

Concession Number: _____ Lot Number: _____

Street Number: 4990 Name of Road/Street: BRADFORD. RD WEST

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

Roll Number: _____

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:

   THE TOTAL LOT COVERAGE OF ALL ACCESSORY STRUCTURES EXCEEDS THE LOT COVERAGE OF THE HOUSE

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

   WD

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

   OR a privately maintained road? ☐ Yes ☐ No

   Name of Road/Lane:

   BRADFORD RD. WEST

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?

    RESIDENCAL

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

    ☑ Yes ☐ No

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

Type of Structure (E.g. residence)	(1) REFER TO PLOT PLAN	(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:

RESIDENCAL

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

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

Type of Structure (E.g. residence)	(1) REFEAR TO PLOT PLAN	(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:

_____

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	☐ Yes	☑ No
(b)	Increase in plumbing fixtures	☐ Yes	☑ No
(c)	Increase in living space	☐ Yes	☑ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☑ No

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

2020

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

_____

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?

_____

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 25th DAY OF February, 20 26

I, WAYNE DAVEY 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.

[redacted]

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 25th DAY OF February, 20 26

Susan Nicole Hughes

A Commissioner, etc.

Susan Nicole Hughes, a Commissioner, etc., Province of Ontario, for the Corporation of the Township of South Frontenac. Expires May 22, 2028.

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).

9) Parking and Docking: This question is only relevant is 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.

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?

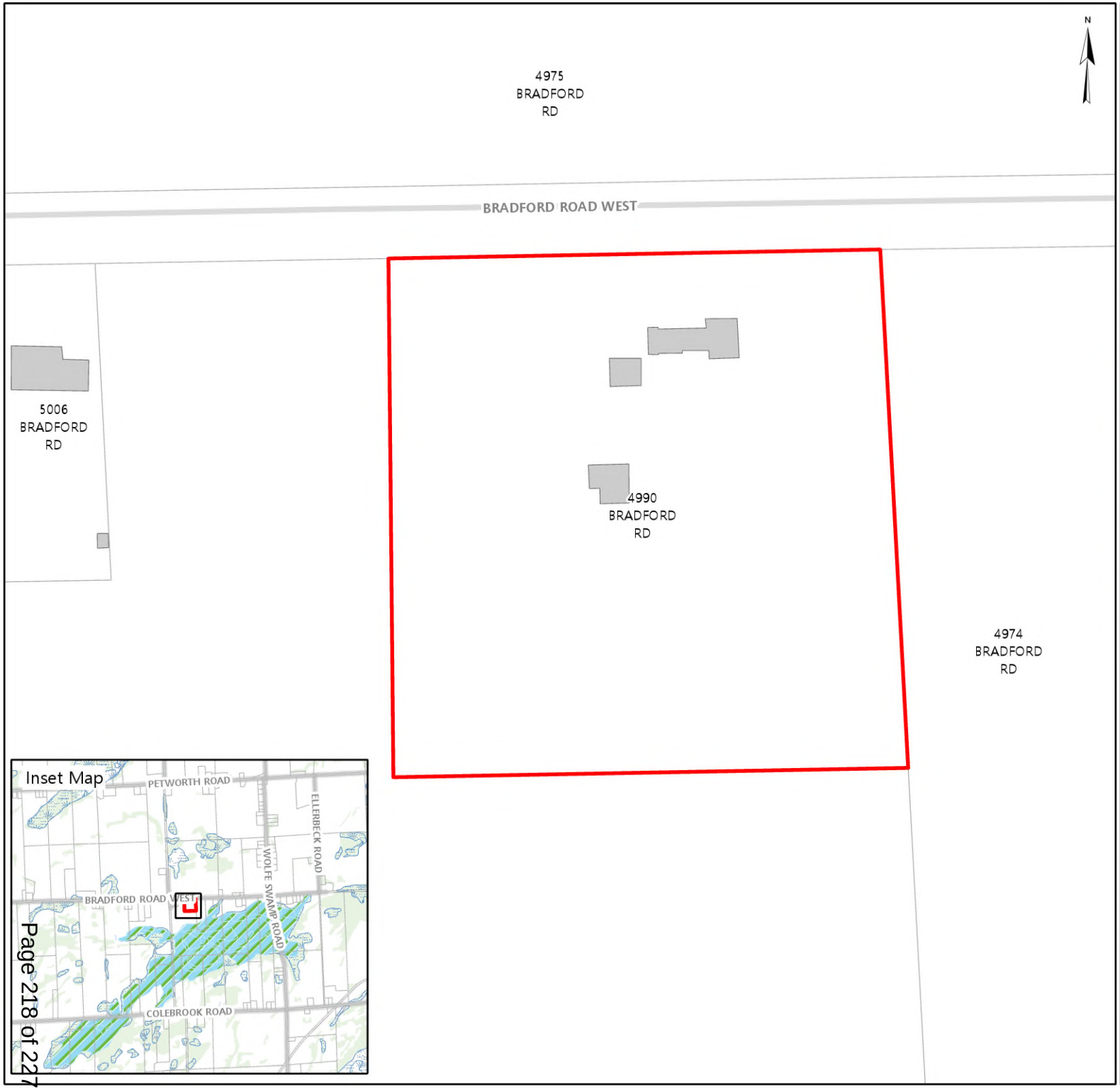
26) If yes: If there is a current application for severance or subdivision on the property, please indicate the file number. (Staff can help provide this information)

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-2026-0017

(BURGESS) (DAVEY)
4990 BRADFORD ROAD WEST

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, 2026.

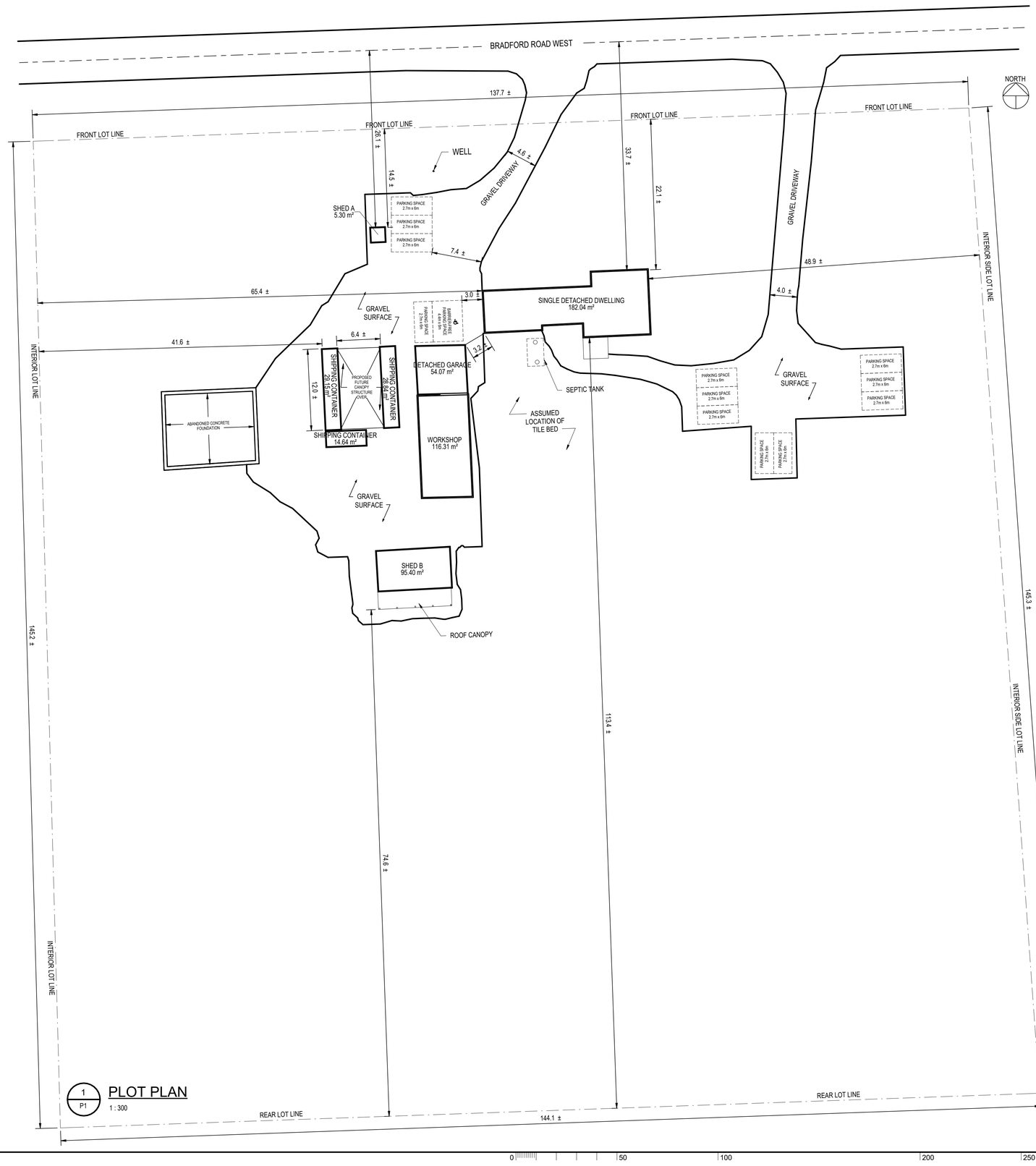
While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:1,500

0 15 30 60 m

UTM Zone 18 NAD 83

Date: 26/02/2026



1 / P1 PLOT PLAN
1 : 300

SITE STATISTICS

TOWNSHIP OF SOUTH FRONTENAC BY-LAW 2003-75
RURAL ZONE 'RU'

BY-LAW REQUIREMENT	CURRENT CONDITIONS	REMARKS
PERMITTED USES: AGRICULTURAL USES, INCLUDING A LIVESTOCK FACILITY AND INTENSIVE AGRICULTURAL USES, CONSERVATION USES, INCLUDING REFORESTATION AND OTHER ACTIVITIES CONNECTED WITH THE CONSERVATION OF SOIL OR WILDLIFE, WOOD LOTS, WAYSIDE PITS AND WAYSIDE QUARRIES, OPEN SPACE USE, A KENNEL, AN APIARY, A RIDING CLUB, A GREENHOUSE, A COLD STORAGE WAREHOUSE, A GRAIN DRYING FACILITY, A HOBBY FARM, A LIVESTOCK ASSEMBLY AREA OR A LIVESTOCK EXCHANGE, AN AGRICULTURAL SALES BARN, A VETERINARY CLINIC, A RESEARCH FACILITY, A SINGLE DETACHED DWELLING (SDD), A SEASONAL DWELLING, A GROUP HOME, ACCESSORY BUILDINGS OR USES TO THE ABOVE USES, INCLUDING A SINGLE DETACHED DWELLING AS AN ACCESSORY USE TO AGRICULTURE, A HOME OCCUPATION, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5.28 OF THE BY-LAW, A HOME INDUSTRY, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5.29 OF THE BY-LAW, A GARDEN SUITE IN ACCORDANCE WITH SECTION 5.33 OF THE BY-LAW, AN AGRICULTURAL PRODUCE SALES OUTLET.	SINGLE DETACHED DWELLING WITH A HOME INDUSTRY	NO EXTERIOR STORAGE OF GOODS OR MATERIALS RELATED TO THE HOME OCCUPANCY IS PERMITTED. THE MAXIMUM GROSS FLOOR AREA USED FOR THE HOME INDUSTRY SHALL NOT EXCEED 111.48 m² (1,200 ft²). NOT MORE THAN 1 PERSON WHO IS NOT A RESIDENT OF THE DWELLING SHALL BE EMPLOYED IN THE HOME INDUSTRY TO ACTIVELY WORK WITHIN THE PREMISES.
LOT AREA (MIN): 8,000 m²	20,456 m²	
FRONT YARD DEPTH (MIN): 20 m	22.15 m TO SDD	
INTERIOR SIDE YARD WIDTH (MIN): 3 m FOR SDD & ACCESSORY BUILDINGS, 10m FOR OTHERS	48.9 m TO SDD	
EXTERIOR SIDE YARD WIDTH (MIN): 10 m FOR SDD, 20m FOR OTHERS	N.A.	
REAR YARD DEPTH (MIN.): 10 m	113.4 m	
LOT FRONTAGE (MIN.): 76 m FOR SDD	137.66 m	
LOT COVERAGE (MAX): 20% FOR SDD	2.57%	
HEIGHT OF BUILDING (MAX.): 11 m	6.7± m FOR SDD	
ACCESSORY BUILDINGS FRONT YARD DEPTH (MIN): 20 m REAR YARD DEPTH (MIN): 3 m INTERIOR SIDE YARD DEPTH (MIN): 3 m EXTERIOR SIDE YARD DEPTH (MIN): 20 m BUILDING HEIGHT (MAX): 8 m FOR SDD USES	 14.52 m (SHED A) 74.5 m 41.6 m N.A. 5.98± m	ALL ACCESSORY BUILDINGS OTHER THAN SHED A EXCEED THE 20 m MINIMUM FRONT YARD DEPTH

GENERAL PROVISIONS

BY-LAW REQUIREMENT	CURRENT CONDITIONS
SETBACK FROM PUBLIC ROADS: CENTRELINE OF BRADFORD ROAD (MIN.): 10 m	26.1 m
BUILDINGS ON EXISTING LOTS WHERE A BUILDING HAS BEEN LEGALLY ERECTED PRIOR TO THE DATE OF THE PASSING OF THIS BY-LAW ON A LOT HAVING LESS THAN THE MINIMUM FRONTAGE AND/OR AREA, OR HAVING LESS THAN THE MINIMUM FRONT YARD, SIDE YARD, REAR YARD OR USABLE OPEN SPACE REQUIRED BY THIS BY-LAW, THE SAID BUILDING MAY BE ENLARGED, RECONSTRUCTED, REPAIRED OR RENOVATED PROVIDED SAID ENLARGEMENT, RECONSTRUCTION, REPAIR OR RENOVATION DOES NOT SERVE TO FURTHER REDUCE A REQUIRED YARD OR REQUIRED USABLE OPEN SPACE AND PROVIDED ALL OTHER PROVISIONS OF THIS BY-LAW ARE COMPLIED WITH.	THE STRUCTURE TO THE REAR OF THE GARAGE IS THE MOST RECENT CONSTRUCTION ON THE PROPERTY. THIS STRUCTURE DOES NOT REDUCE THE FRONT, SIDE OR REAR LOT CLEARANCES FROM THE CLEARANCES THAT EXISTED PRIOR TO ITS CONSTRUCTION.
MULTIPLE USES ON ONE LOT: CLEARANCE BETWEEN DWELLING & OTHER BUILDINGS (MIN): 3 m	3.2 m
ACCESSORY BUILDINGS LOT COVERAGE (MAX.): 5%	1.7%
OFF STREET PARKING : RESIDENTIAL: SDD - 2 SPACES HOME OCCUPATION/HOME INDUSTRY: GFA USED FOR HOME OCCUPANCY/INDUSTRY = 170.4 m² NUM. OF SPACES REQUIRED = 170.4/18 = 10 SPACES	2 PARKING SPACES PROVIDED FOR SDD PLUS >10 SPACES PROVIDED FOR HOME OCCUPANCY/INDUSTRY
STANDARD PARKING SPACE DIMENSIONS: 2.7x6 m	>12 PROVIDED
BARRIER-FREE PARKING REQUIREMENTS: 1 SPACE REQUIRED 4.4 x 6 m	1
OTHER PARKING REQUIREMENTS: DRIVEWAY WIDTH: 3.5 m FOR SDD, 6 m FOR OTHERS PARKING SETBACK FROM LOT LINE: 1m PARKING SETBACK FROM RESIDENTIAL: 3m	REFER TO PLOT PLAN

DISCLAIMER:

THIS DRAWING HAS BEEN PREPARED SOLELY TO ILLUSTRATE GENERAL EXISTING SITE CONDITIONS BASED ON INFORMATION PROVIDED BY THE PROPERTY OWNER, LIDAR SCANNING AND PUBLICLY AVAILABLE SOURCES. IT IS NOT AN ENGINEERING DOCUMENT AND DOES NOT CONSTITUTE THE PRACTICE OF PROFESSIONAL ENGINEERING.

NO LAND SURVEYING, CADASTRAL SURVEY, BOUNDARY DETERMINATION, VERIFICATION OF PROPERTY LIMITS, ZONING ANALYSIS, LAND USE PLANNING, OR SITE PLAN SERVICES HAVE BEEN PERFORMED. PROPERTY BOUNDARIES, DIMENSIONS, AREAS, SETBACKS, AND BUILDING LOCATIONS SHOWN ARE APPROXIMATE ONLY AND MUST NOT BE RELIED UPON FOR LEGAL OR FINANCING PURPOSES.

THIS DRAWING HAS NOT BEEN PREPARED BY A LICENSED LAND SURVEYOR AND SHALL NOT BE USED OR INTERPRETED AS A SURVEY, PLAN OF SURVEY, OR REFERENCE PLAN. USERS ARE ADVISED TO OBTAIN AN APPROPRIATE PLAN OF SURVEY PREPARED BY A LICENSED LAND SURVEYOR AND ANY REQUIRED PLANNING OR ENGINEERING DOCUMENTATION IF NECESSARY TO COMPLY WITH APPLICABLE CODES, STATUTES, LAWS AND REGULATIONS OR OTHER APPLICABLE LEGISLATION.

No.	DATE	REVISIONS	BY

Project:
Burgess Property

4990 Bradford Road West
Harrowsmith, ON

Owner:
Dylan Burgess

Drawing Title:
Illustrative Plot Plan of Current Conditions

Client Project No.:	00000	Project No.:	1800920
Designed By:	N.A.	Scale:	As Shown
Drawn By:	C.R.	Date:	02/24/2026

Dwg. No.:
P1

To:	**Committee of Adjustment**
From:	**Development Services Department**
Date of Meeting:	**March 12, 2026**
Subject:	**Minor Variance Application PL-ZNA-2026-0017, Burgess, 4990 Bradford Road West, Portland District**

Summary

This report recommends that the Committee of Adjustment grant approval of the subject application for zoning relief to allow the lot coverage of all accessory buildings on the property to exceed the lot coverage of the house, subject to conditions, as this application meets the four tests of a minor variance outlined in section 45(1) of the Planning Act.

Background

The subject property is designated Rural in the Township Official Plan (2025). The property is zoned Rural (RU) in Zoning By-law No. 2003-75, as amended.

The subject property is 5 acres in size and has frontage on Bradford Road West. The north end of the property contains a house, a detached garage, two sheds and three shipping containers. The south end of the property contains a field used as a dirt track.

Proposal

The owner recently constructed an addition to the detached garage. They are also thinking about putting a roof over two of the shipping containers to create additional secure space for vehicles and equipment. The owner is working with Building Services to secure the necessary building permits for the addition and the shipping containers.

The garage addition and shipping containers make the total lot coverage of all accessory buildings and structures on the property exceed that of the house, which is not allowed by the Zoning By-law. Section 5.24.1 of the Zoning By-law states that, “the total lot coverage of accessory buildings and structures including detached private garages shall not exceed five (5) percent of the lot area…In no case shall the lot coverage of all accessory buildings and structures on a lot (excluding pools and tennis courts) exceed the lot coverage of the existing principal building.”

The owner has applied for a minor variance to allow the total lot coverage of all accessory buildings and structures (2.1%) to be greater than the lot coverage of the house (1.2%).

Related Applications

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

Department and Agency Comments

The application did not need to be circulated to any Township departments and external agencies.

Public Comments

No comments were received before this report was finalized.

Planning Analysis

The proposal needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act. It is the opinion of Planning staff that the proposal meets the four tests as explained below.

Does the variance maintain the general intent and purpose of the Official Plan?

The proposed variance maintains the general intent and purpose of the Official Plan. The subject lands are designated Rural in the Official Plan. The existing and proposed accessory buildings and structures are uses associated with the permitted residential use of the property. It is also in keeping with the rural character of the area.

Does the variance maintain the general intent and purpose of the Zoning By-law?

The proposed variance maintains the general intent and purpose of the Zoning By-law. The existing and proposed accessory buildings and structures are uses associated with the permitted residential use of the property.

The Rural zone allows 20% lot coverage for single detached residential uses. Of that, a maximum 5% total lot coverage is allowed for all accessory buildings on a property, but this lot coverage cannot exceed that of the principal building. The intent of this provision is to ensure that the house remains the focus of a residential property, and that the property is not overcrowded with buildings.

Even though there are more accessory buildings than house on this property, overall lot coverage is minimal. Accessory building lot coverage would be 2.1%, which is less than 5%. The lot coverage of ALL buildings and structures on the property would be 3.3%, which is significantly less than the 20% allowed in the Rural zone.

The subject property is a large (5 acre) rural property. All the existing and proposed accessory buildings are clustered together off the driveway on the west side of the house, in line with the rear of the house. The clustered buildings do not give the appearance of overcrowding the lot when viewed from the road.

Is the requested variance desirable for the appropriate development or use of the land, building or structure in question?

The requested variance is desirable for the appropriate development of the land. The existing and proposed accessory buildings provide space for the owner to securely store and work on their personal vehicles and equipment. It also provides flexibility to use some of the buildings for a home-based business should that be desired in the future.

Is the variance minor?

The requested variance is minor as it maintains the general intent and purpose of the Official Plan and Zoning By-law, and is desirable for the appropriate development of the land. It is not anticipated to impact the existing or planned functionality of the property and adjacent properties. The nearest houses are 120 metres to the east and west on the same side of the road, and more than 350 metres on the opposite side of the road.

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 provided on the Township's website.

Recommendation

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve minor variance application PL-ZNA-2026-0017 for 4990 Bradford Road West, such that the total lot coverage of all accessory buildings and structures on the property is permitted to be 2.1%, which is greater than the lot coverage of the house (1.2%). The proposal must be generally consistent with the application sketch, which will be attached to the decision as a schedule.

It is noted that a building permit is required for all construction and demolition on the property. There shall be no additional development on the property without approval from the Township of South Frontenac.

Report Prepared By:

Christine Woods, RPP, MCIP, Manager of Planning

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Kate Kaestner, Planning Clerk**

Report Date: **March 12, 2026**

Subject: **Decisions on Delegated Consents, February 2026 to March 2026**

Summary

This report summarizes the Consent applications that have been approved by Brad Wright, Director of Development Services, between February 09, 2026 and March 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-2025-0125 – Portland District**

Approved on February 09, 2026

This application is for a lot addition from unaddressed lands on Alton Road (identified by PIN # 36141-0028) to be conveyed to 3972 Alton Road West. The severed lands are to be approximately 7.5 acres of area with 85m of road frontage. This will increase the size of 3972 Alton Road West to 9.75 acres with 195m of road frontage. The retained lands will be approximately 51.4 acres in area and 94m of road frontage.

b) **PL-BDJ-2025-0124 – Portland District**

Approved on February 10, 2026

This application is for a 1 acre lot addition from 6187 First Lake Road to 6153 First Lake Road, increasing the area of the benefitting property to 3.6 acres. **T**he retained parcel (6187 First Lake Road) would be 62 Acres in area with frontage on First Lake Road and Depot Creek.

c) **PL-BDJ-2025-0129 – Loughborough District**

Approved on February 10, 2026

This application is for an approximately 3.5 acre lot addition to be conveyed from 1022 Nature Lane to 1047 Island View Lane, increasing the size of the benefitting land to 6.7 acres. The retained lands at 1022 Nature Lane will be approximately 14.4 acres.

d) PL-BDJ-2025-0132 – Storrington District

Approved on February 10, 2026

The proposal is to sever the farm fields from the house and accessory buildings. The severed lot will be 82 acres in area with 122m of frontage on Latimer Road. The retained parcel is to be approx. 14 acres in area with 266m of frontage on Latimer Road.

e) PL-BDJ-2025-0136 – Portland District

Approved on February 27, 2026

The application is for the creation of one rural residential lot from property at 3513 Holleford Road. The severed lot will be 2 acres in area with 76m of frontage on Holleford Road. The retained parcel is to be approx. 168 acres in area with frontage on both Holleford Road and Redmond Road and would contain an existing dwelling.

f) PL-BDJ-2024-0134 – Bedford District

Approved on March 5, 2026

The application is for the creation of one new 0.43 hectare lot from property at 688 Dewitt Lane for the purposes of mainland access for properties on Ashuelot Island and Timmerman Island, on Bobs Lake.

Appendix A – Mapping of application(s)

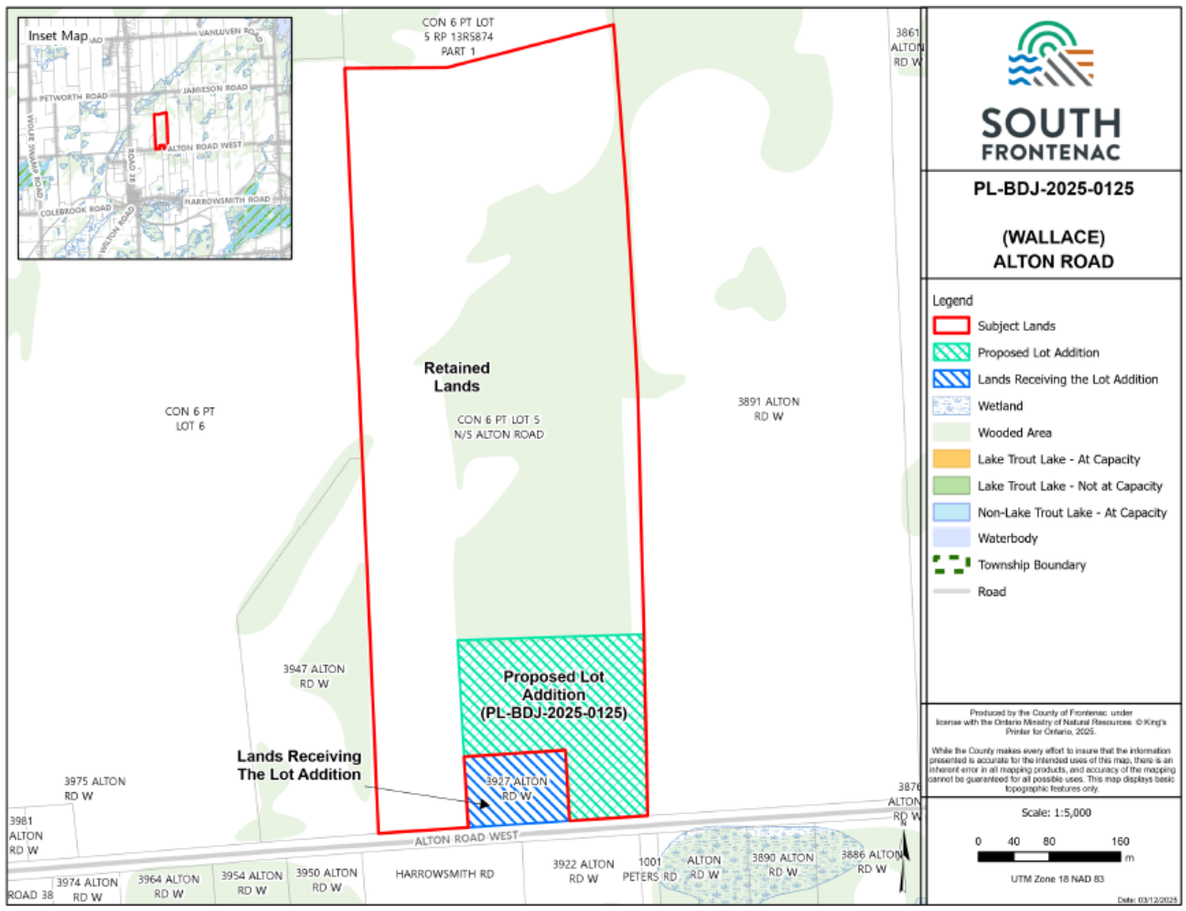
Report Prepared By:

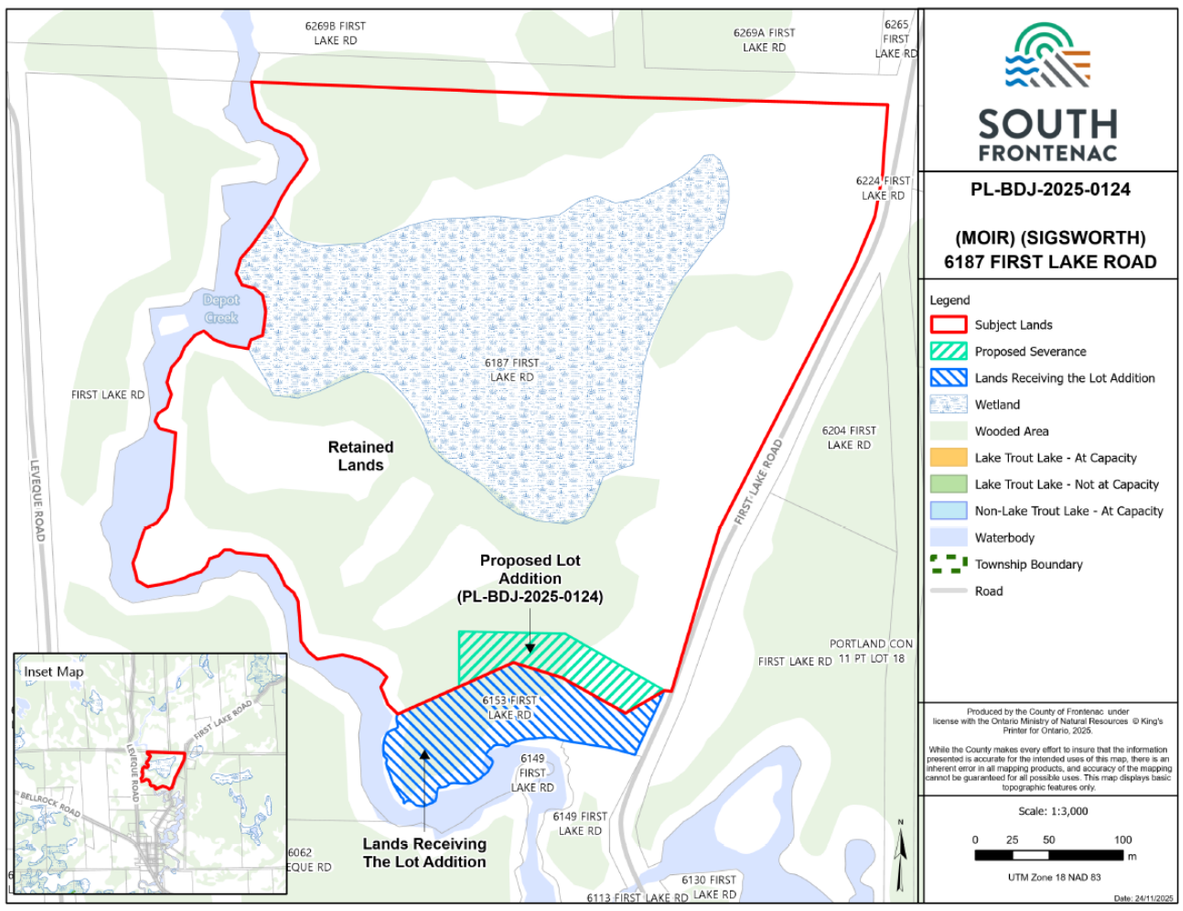
Kate Kaestner, Planning Clerk

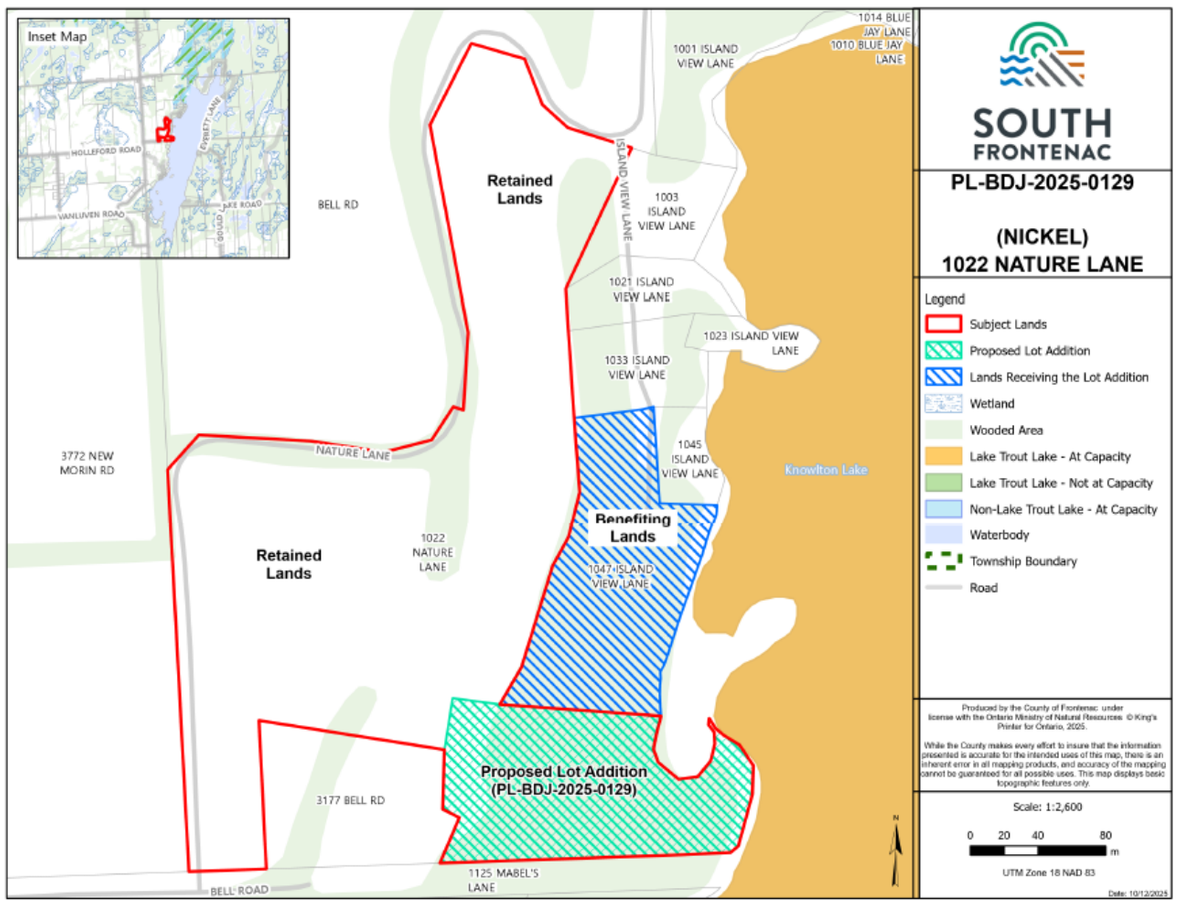
Report Approved By:

Christine Woods, Manager of Planning

APPENDIX A


Inset Map
CON 6 PT LOT 5 RP 13R5874 PART 1
Retained Lands
CON 6 PT LOT 6
CON 6 PT LOT 5 N/S ALTON ROAD
3891 ALTON RD W
3947 ALTON RD W
Proposed Lot Addition (PL-BDJ-2025-0125)
Lands Receiving The Lot Addition
3927 ALTON RD W
3975 ALTON RD W
3981 ALTON RD W
ALTON ROAD WEST
HARROWSMITH RD
SOUTH FRONTENAC
PL-BDJ-2025-0125
(WALLACE)
ALTON ROAD
Legend
Subject Lands
Proposed Lot Addition
Lands Receiving the Lot Addition
Wetland
Wooded Area
Lake Trout Lake - At Capacity
Lake Trout Lake - Not at Capacity
Non-Lake Trout Lake - At Capacity
Waterbody
Township Boundary
Road
Scale: 1:5,000
UTM Zone 18 NAD 83


6269B FIRST LAKE RD
6269A FIRST LAKE RD
6265 FIRST LAKE RD
6224 FIRST LAKE RD
Depot Creek
6187 FIRST LAKE RD
FIRST LAKE RD
Retained Lands
6204 FIRST LAKE RD
LEVEQUE ROAD
Proposed Lot Addition (PL-BDJ-2025-0124)
PORTLAND CON FIRST LAKE RD 11 PT LOT 18
6153 FIRST LAKE RD
6149 FIRST LAKE RD
Lands Receiving The Lot Addition
6130 FIRST LAKE RD
6113 FIRST LAKE RD
Inset Map
SOUTH FRONTENAC
PL-BDJ-2025-0124
(MOIR) (SIGSWORTH)
6187 FIRST LAKE ROAD
Legend
Subject Lands
Proposed Severance
Lands Receiving the Lot Addition
Wetland
Wooded Area
Lake Trout Lake - At Capacity
Lake Trout Lake - Not at Capacity
Non-Lake Trout Lake - At Capacity
Waterbody
Township Boundary
Road
Scale: 1:3,000
UTM Zone 18 NAD 83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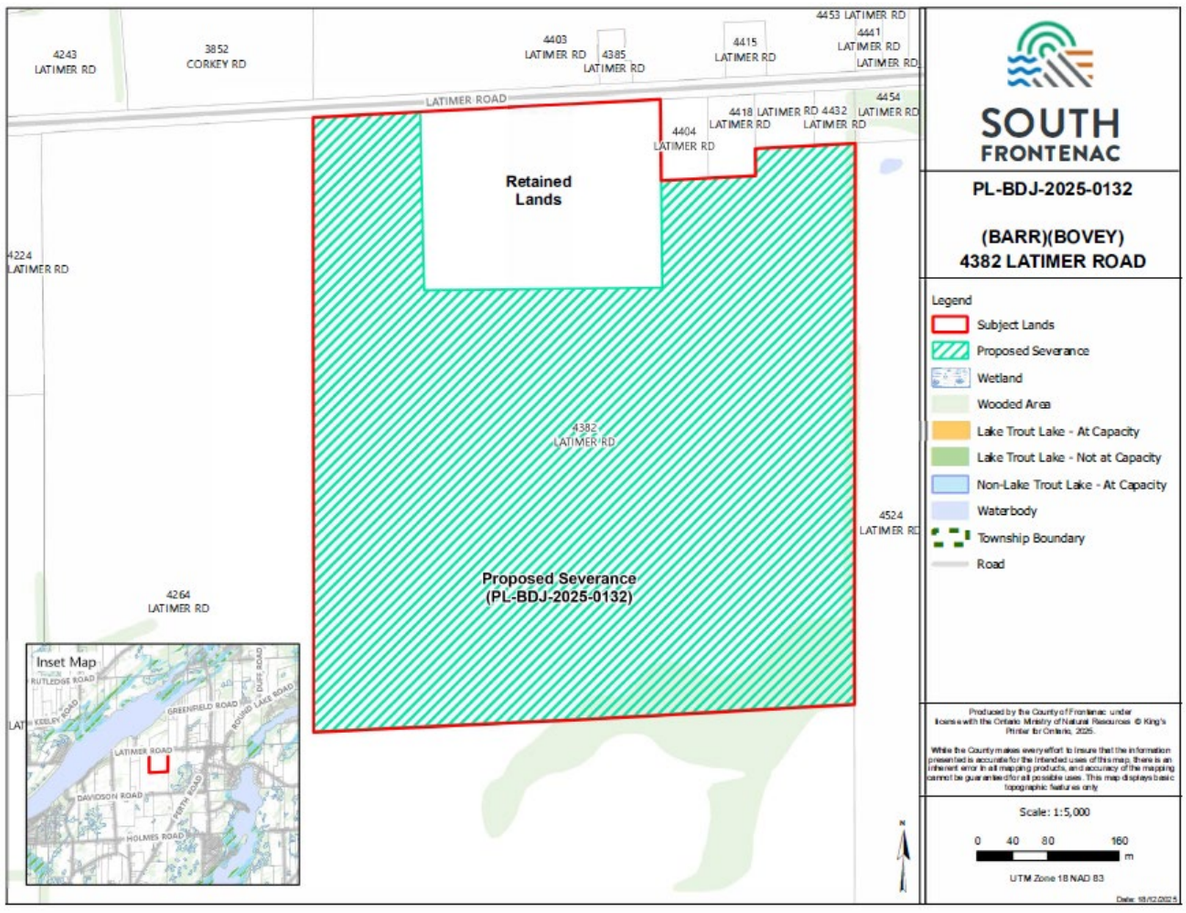
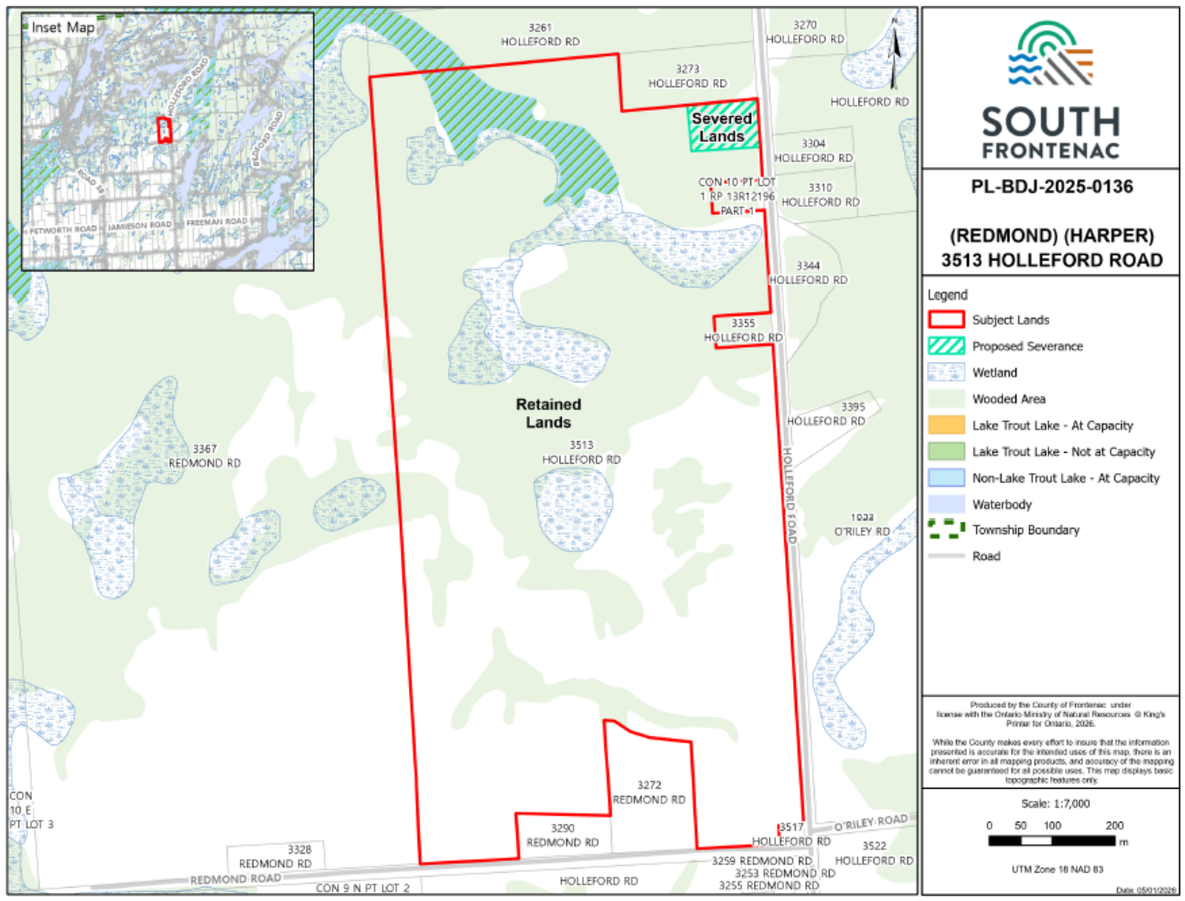
HOLLEFORD ROAD
VANLUVEN ROAD
BELL RD
Retained Lands
1001 ISLAND VIEW LANE
1014 BLUE JAY LANE
1010 BLUE JAY LANE
ISLAND VIEW LANE
1003 ISLAND VIEW LANE
1021 ISLAND VIEW LANE
1023 ISLAND VIEW LANE
1033 ISLAND VIEW LANE
1045 ISLAND VIEW LANE
Knowlton Lake
3772 NEW MORIN RD
NATURE LANE
Retained Lands
1022 NATURE LANE
Benefiting Lands
1047 ISLAND VIEW LANE
Proposed Lot Addition (PL-BDJ-2025-0129)
3177 BELL RD
1125 MABEL'S LANE
BELL ROAD
SOUTH FRONTENAC
PL-BDJ-2025-0129
(NICKEL)
1022 NATURE LANE
Legend
Subject Lands
Proposed Lot Addition
Lands Receiving the Lot Addition
Wetland
Wooded Area
Lake Trout Lake - At Capacity
Lake Trout Lake - Not at Capacity
Non-Lake Trout Lake - At Capacity
Waterbody
Township Boundary
Road
Scale: 1:2,600
0 20 40 80 m
UTM Zone 18 NAD 83


4243 LATIMER RD
3852 CORKEY RD
4403 LATIMER RD
4385 LATIMER RD
4415 LATIMER RD
4453 LATIMER RD
4441 LATIMER RD
LATIMER ROAD
4418 LATIMER RD
4432 LATIMER RD
4454 LATIMER RD
4404 LATIMER RD
Retained Lands
4224 LATIMER RD
4382 LATIMER RD
4524 LATIMER RD
Proposed Severance (PL-BDJ-2025-0132)
4264 LATIMER RD
Inset Map
GREENFIELD ROAD
LATIMER ROAD
DAVIDSON ROAD
HOLMES ROAD
SOUTH FRONTENAC
PL-BDJ-2025-0132
(BARR)(BOVEY)
4382 LATIMER 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
Scale: 1:5,000
0 40 80 160 m
UTM Zone 18 NAD 83


Inset Map
3261 HOLLEFORD RD
3270 HOLLEFORD RD
3273 HOLLEFORD RD
HOLLEFORD RD
Severed Lands
3304 HOLLEFORD RD
CON 10 PT LOT 1 RP 13R12196 PART 1
3310 HOLLEFORD RD
3344 HOLLEFORD RD
3355 HOLLEFORD RD
Retained Lands
3395 HOLLEFORD RD
3367 REDMOND RD
3513 HOLLEFORD RD
HOLLEFORD ROAD
1022 O'RILEY RD
CON 10 E PT LOT 3
3272 REDMOND RD
3290 REDMOND RD
3328 REDMOND RD
REDMOND ROAD
CON 9 N PT LOT 2
3517 HOLLEFORD RD
O'RILEY ROAD
3259 REDMOND RD
3253 REDMOND RD
3255 REDMOND RD
3522 HOLLEFORD RD
SOUTH FRONTENAC
PL-BDJ-2025-0136
(REDMOND) (HARPER)
3513 HOLLEFORD 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
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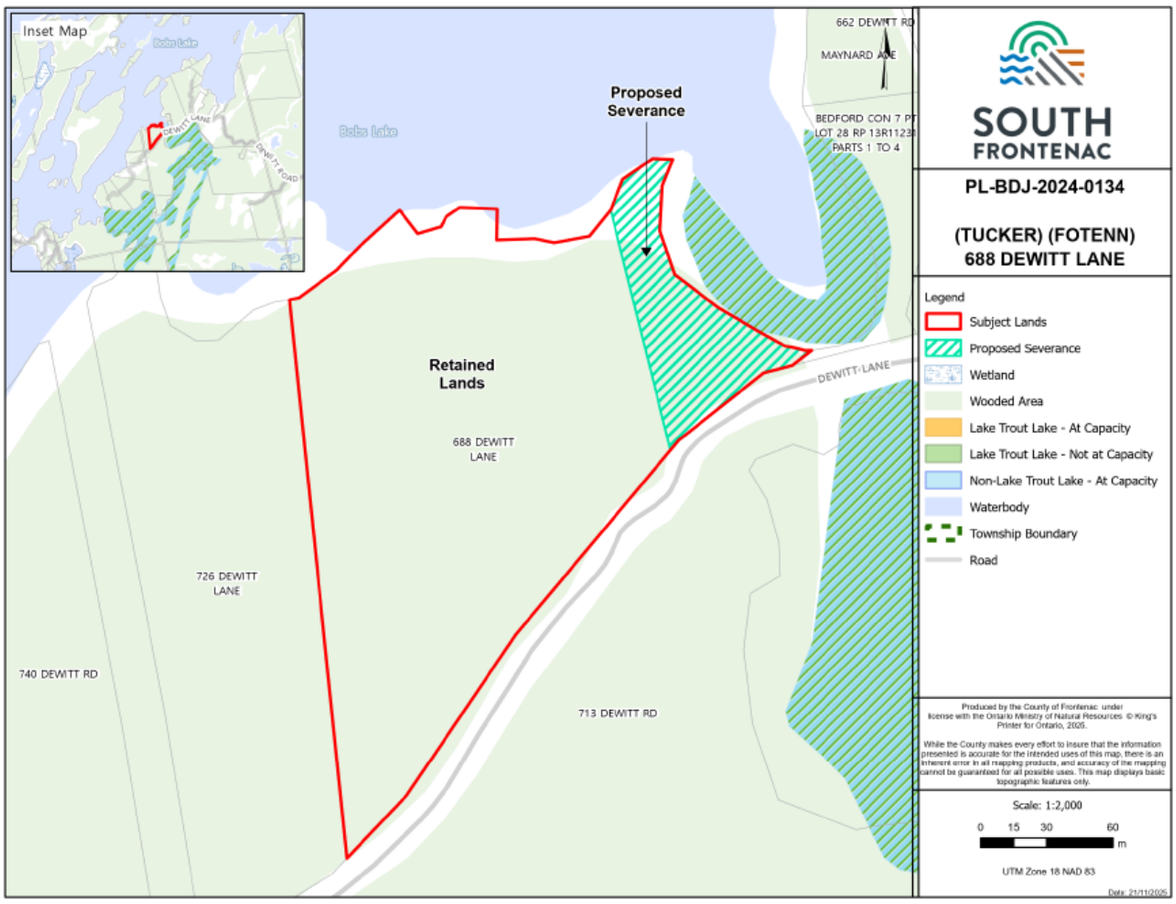
Date: 05/01/2026


Inset Map
Boike Lake
DEWITT LANE
662 DEWITT RD
MAYNARD AVE
Proposed Severance
BEDFORD CON 7 PT LOT 28 RP 13R11233 PARTS 1 TO 4
Retained Lands
DEWITT LANE
688 DEWITT LANE
726 DEWITT LANE
740 DEWITT RD
713 DEWITT RD
SOUTH FRONTENAC
PL-BDJ-2024-0134
(TUCKER) (FOTENN)
688 DEWITT LANE
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
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Scale: 1:2,000
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