



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



Meeting # 2025-11

Time: 7:00 PM

Location: Council Chambers/Virtual Via Zoom

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

Absent:

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

1. Call to Order

Resolution.

Resolution No. 2025-11-01

Moved by: Norm Roberts

Seconded by: Patrick Diotte

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

2. Adoption of Agenda

Resolution.

Resolution No. 2025-11-02

Moved by: Mike Howe

Seconded by: Alan Revill

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

Carried

3. Electronic Meeting Information

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

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

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

4. Declaration of pecuniary interest

None declared.

5. Approval of Minutes – November 13, 2025

Resolution.

Minutes of Committee Of Adjustment
December, 11, 2025

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

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

Carried

6. Consent Applications from a Previous Meetings: not applicable

7. New Consent Applications:

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

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

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

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

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

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

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

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

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

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

Carried

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

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

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

Minutes of Committee Of Adjustment
December, 11, 2025

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

See Agenda Item 7. a) for Minutes Text.

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

There was no discussion arising from the resolution.

Resolution No. 2025-11-05

Moved by: Mike Howe

Seconded by: Alan Revill

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

Carried

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

9. New Minor Variance / Permission Applications:

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

Property Address: 198A Brooks Lane

Purpose & Effect of the Application:

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

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

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

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

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

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

There were no further questions from Committee members.

Minutes of Committee Of Adjustment
December, 11, 2025

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

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

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

Resolution No. 2025-11-07

Moved by: Alan Revill

Seconded by: Mike Howe

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

Carried

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

Property Address: 4291 Genge Street

Purpose & Effect of the Application:

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

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

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

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

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

Minutes of Committee Of Adjustment
December, 11, 2025

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

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

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

Mr. Revill withdrew his request to amend the motion.

Resolution No. 2025-11-08
Moved by: Scott Trueman
Seconded by: Mike Howe

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

Carried

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

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

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

See Agenda Item 7. a) for Minutes Text.

Ms. Kaestner read the resolution for approval of the application.
There was no discussion arising from the resolution.

Resolution No. 2025-11-06
Moved by: Patrick Diotte
Seconded by: Norm Roberts

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

Carried

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

Property Address: 1277 Sheila Lane

Purpose & Effect of the Application:

Minutes of Committee Of Adjustment
December, 11, 2025

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

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

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

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

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

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

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

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

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

There were no comments arising from the resolution.

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

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

Carried

10. Other Business

Delegated Authority Consent Report

Minutes of Committee Of Adjustment
December, 11, 2025

Kate Kaestner delivered her report to the Committee.

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

11. Adjournment

Resolution.

Resolution No. 2025-11-10

Moved by: Brett Moreland

Seconded by: Ray Leonard

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

Carried


Steve Pegrum, Chair