



**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

Minutes of Committee Of Adjustment  
February, 12, 2026

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.

Minutes of Committee Of Adjustment  
February, 12, 2026

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.

Minutes of Committee Of Adjustment  
February, 12, 2026

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