

Public Council Agenda

re: Proposed Amendments to Official Plan - Site Plan Control Policies

9:00 AM - Friday, February 6, 2026

Council Chambers

[Zoom Meeting Registration](#)

1. Call to Order; Purpose of Meeting; and Chair's Opening Remarks

- a) Public Notice regarding Recording of Meetings 3
[Recorded Meetings - Notice to Public](#)

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

- a) February 6, 2026

Be It Resolved That Council approves the Agenda for the Public Meeting regarding amendments to the Township's Official Plan, specifically Site Plan Control policies, dated February 6, 2026, as circulated.

4. Disclosure of Pecuniary Interest and General Nature Thereof

5. Administrative Reports

- a) Proposed Official Plan Amendment for Site Plan Control 4 - 14

Be It Resolved That Council receives for information the Administrative Report prepared by Sonya Bolton, Manager of Community Planning, County of Frontenac, entitled "Proposed Official Plan Amendment for Site Plan Control";

And That Council proposes the following amendments to the proposed policies regarding Site Plan Control:

And That Council receives for consideration all public comments regarding the proposed amendments;

And That Council instructs Planning Staff to make any necessary revisions to the draft Official Plan Amendment; and bring it back to Council at a future meeting for a decision.

[Proposed Official Plan Amendment for Site Plan Control - Pdf](#)

6. Public Comments

7. Adjournment

- a) Adjournment of the Meeting

Be It Resolved That Council adjourns the Public Meeting at _____
.m



Please be advised North Frontenac Council Meetings are recorded. By attending a public meeting of Council, you are consenting to your image, voice and comments being recorded.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of the recording. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. It should be noted that no protection is afforded to Council Members, Employees or the public for comments made during Meetings which are subsequently challenged in a court of law and/or determined to be defamatory.

Notice is hereby provided that under the authority of the Municipal Act, 2001 and in accordance with the Municipal Freedom of Information and Privacy Act (MFIPPA), that all information provided for at a public meeting or other public process are considered a public record.

Members of Council, Staff, Delegates and attendees should be mindful of using names of individuals or entities when discussing matters in public. Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or unacceptable behaviour or comments.

To: Mayor and Members of Council
From: Sonya Bolton, Manager of Community Planning, County of Frontenac
Approved by:
Date of Meeting: 06 Feb 2026
Re: Proposed Official Plan Amendment for Site Plan Control

Recommendation:

Be It Resolved That Council receives for information the Administrative Report prepared by Sonya Bolton, Manager of Community Planning, County of Frontenac, entitled "Proposed Official Plan Amendment for Site Plan Control";

And That Council proposes the following amendments to the proposed policies regarding Site Plan Control:

And That Council receives for consideration all public comments regarding the proposed amendments;

And That Council instructs Planning Staff to make any necessary revisions to the draft Official Plan Amendment; and bring it back to Council at a future meeting for a decision.

Background:

The purpose of this report is to provide information about a proposed amendment to the Township Official Plan. The purpose of the proposed amendment is to ensure the Township's policies regarding Site Plan Control comply with the Planning Act, including changes that have been made over the last several years through various provincial bills.

Site Plan Control is a municipal planning tool used to ensure that development is well designed, safe, functional, and compatible with surrounding properties, while meeting municipal development standards. Under Section 41 of the Ontario Planning Act, municipalities may apply Site Plan Control in areas designated in the Official Plan.

The process includes a Site Plan Agreement between the municipality and the property owner, which is registered on title and continues to apply even if the property is sold. Through Site Plan Control, municipalities may review and approve matters such as building location and design, site layout, pedestrian and vehicle access, landscaping and buffering, lighting and servicing, grading and drainage, sustainable design features, and road access or widening requirements.

Site Plan Control does not regulate interior building design, construction methods, or construction standards, except for interior features that are accessible to the public.

Researched By:

Sonya Bolton, Manager of Community Planning, County of Frontenac

Comments:

The current Site Plan Control policies can be found in Section 6.9.10 of the Township [Official Plan](#). The proposed revised policies have been included as Attachment 1 to this report.

There are two key changes proposed with the amendment and draft policies:

1. Including wording that designates the entire Township of North Frontenac as a Site Plan Control area. This is absent from the current policies and is required by the Planning Act.
2. Removing the list of land uses and types of development that are subject to Site Plan Control. It is not a requirement of the Planning Act to list these in the Official Plan. Instead, the list of uses and types of development to be controlled are to be outlined in the municipality's Site Plan Control By-Law.

The additional policies in the draft amendment address what is required for a complete application, including what is to be shown on drawings, conditions that the municipality can impose on the property owner as part of any approval, and a requirement for the property owner to enter into an agreement with the municipality.

Changes to the Planning Act through Bill 109 in 2022 require the Council of a municipality to delegate the authority to approve a Site Plan Control application to municipal staff. The Township of North Frontenac, through By-Law Number 2024-10, has delegated authority for Site Plan Control application decisions to the Clerk/Planning Manager. This will not change as part of the proposed amendment.

When the Official Plan Amendment is adopted by the Township, the amendment will need to be forwarded to Frontenac County, as County Council is the approval authority for all amendments to the Township Official Plan.

In addition to the Official Plan Amendment, staff will be updating the Township's Site Plan Control By-Law and will be presenting it to Township Council at a future meeting.

Purpose of the Public Meeting

The purpose of the report is to provide information about the proposed amendment to Township Council and members of the public. The statutory public meeting required by the Planning Act is scheduled for February 6, 2026. At this meeting, staff will provide a brief presentation about the proposed amendment. After the presentation, staff will address questions from Council, as well as members of the public.

No decisions will be made at the public meeting. Staff will bring a recommendation and final Official Plan Amendment By-law to a future Council meeting.

Notification and Appeal Rights

As required by the Planning Act, a notice of the statutory public meeting was provided by advertisement in the Frontenac News, 20 days in advance of the public meeting. In addition, the notice was also posted on the Township's social media account and website at the following link: [Site Plan Control OPA public notice](#).

Anyone who attends the public meeting may make verbal comments about the proposed amendment or any person may make written submissions at any time before Council makes a decision on the amendment. Please note that if North Frontenac Council adopts the amendment by by-law, then the by-law must be approved by Frontenac County Council.

If a person or public body would otherwise have an ability to appeal the decision of the County of Frontenac to the Ontario Land Tribunal but the person or public body does not make oral submissions

at a public meeting or make written submissions to the Township of North Frontenac before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of North Frontenac before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If you wish to be notified of the decision of the Township of North Frontenac on the proposed Official Plan Amendment, you must make a written request to:

Tara Mieske, Clerk/Planning Manager

Township of North Frontenac

6648 Road 506

Plevna ON K0H 2M0

613-479-2231, extension 225

clerkplanning@northfrontenac.ca

Financial Impact:

None.

Attachments:

[Draft By-law - Official Plan Amendment](#)

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The Corporation of the Township of North Frontenac

By-Law Number 2026-_____

A By-Law to Amend the Official Plan for the Township of North Frontenac (Amendment Number ____ – Site Plan Control Policies)

Whereas a Public Meeting was held regarding this amendment on February 6, 2026;

And Whereas the Municipal Council of the Township of North Frontenac deems it appropriate to amend the Official Plan for the Township of North Frontenac, as it relates to policies regarding Site Plan Control;

Now Therefore Be It Resolved That the Council of The Corporation of the Township North Frontenac, in accordance with the provisions of Section 17 of the *Planning Act, R.S.O. 1990.c.P.13*, as amended, enacts as follows:

1. The Township of North Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number ____ to the Official Plan for the Township of North Frontenac:
 - a. Delete Section 6.9.10. “Site Plan Control – Section 41” of the Township of North Frontenac Official Plan in its entirety and replace it with the new text shown in Schedule ‘A’ to this by-law.
2. The Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Official Plan Amendment Number ____ for the Corporation of the Township of North Frontenac.
3. This by-law shall come into force and take effect on the date that Official Plan Amendment Number ____ is approved by the Council of The Corporation of the County of Frontenac, subject to the provisions of the *Planning Act, R.S.O, 1990.c.P.13*, as amended.

Read a first and second time this ____ day of _____ 2026.

Read a third time and finally passed this ____ day of _____ 2026.

Gerry Lichty, Mayor

Tara Mieske, Clerk

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Township of North Frontenac

Schedule 'A' to By-Law Number 2026-____

6.9.10. Site Plan Control

1. Site Plan Control will be used by the Township as a means of achieving high quality design, functional and accessible sites and developments, and sustainable communities, in accordance with the Planning Act and the policies of this Plan.
2. The entire area within the Township of North Frontenac is designated as a Site Plan Control Area.
3. The Township's Site Plan Control By-Law, as amended from time to time under Section 41 of the Planning Act, may affect all or part of the Site Plan Control Area, and will outline the land uses and types of development that are subject to Site Plan Control. The Site Plan Control By-Law may also identify specific developments considered to be minor or exempt from Site Plan Control where the Township considers that such approval would serve no useful purpose due to the scale and type of development or where the development is otherwise exempt by the Planning Act.
4. Applications submitted under the Site Plan Control By-Law will be subject to the provisions of the By-Law, and any guidelines prepared by the Township to guide its implementation.
5. In addition to the policies of this section, individual land use designations in this Plan establish criteria for the review of Site Plan Control applications and will be referred to as part of the review of any Site Plan Control application.
6. In accordance with the Planning Act and the policies of this Plan, an applicant may, at the Township's discretion, be required to submit the following as part of a complete application for Site Plan Control:
 - a) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works (i.e., physical infrastructure), including all facilities designed to have regard for accessibility for persons with disabilities.
 - b) Drawings showing floor plans, elevations, and cross-section views of each building (including a building to be used for fewer than 25 dwelling units located on any lands in the Township) that are sufficient to display:
 - 1) The massing and conceptual design of the proposed building;
 - 2) The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;

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- 3) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
 - 4) Exterior access and design of the building(s) or portions of the building(s) containing affordable housing; and,
 - 5) Facilities designed for persons with disabilities.
- c) Drawings showing sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.
- d) Drawings showing all elements of site design, including, but not limited to:
- 1) All vehicle access points;
 - 2) All walkways, ramps, and pedestrian access points;
 - 3) All off-street loading spaces and parking areas;
 - 4) Location of all lighting structures;
 - 5) Landscaping of the property for the protection and/or screening of adjoining lands, water bodies or natural heritage features, including the type of vegetation and techniques to be used, the existing vegetation that is to be preserved, and any structures such as walls, fences or barriers that are to be used; and,
 - 6) The location and type of facilities and enclosures for the storage of recyclables, garbage, and other waste materials.
- e) A grading plan for the property to illustrate how storm, surface and waste waters will be disposed of to prevent erosion or flooding, including the period during construction of the project. Plans will show the location and connections for all services to municipal services, including elevations and inverts.
- f) Any other drawings, plans, studies, and information listed in Section 6.9 of this Plan and/or identified through Pre-Application Consultation.
7. As a condition to the approval of the plans and drawings referred to in Section 6.9.10.6, a municipality may require the owner of the land to:
- a) Provide to the satisfaction of, and at no expense to the municipality, any or all of the following:
 - 1) Widening of municipal-owned roads that abut the subject property, in accordance with Section 5.2.9 of this Plan.

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- 2) Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
 - 3) Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
 - 4) Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
 - 5) Facilities designed to have regard for accessibility for persons with disabilities.
 - 6) Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.
 - 7) Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
 - 8) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
 - 9) Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
 - 10) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
- b) The Township shall require an owner subject to Site Plan Control to enter into one or more agreements – at the owner's sole risk and expense – to ensure the required works and facilities are provided, properly maintained, and that the development proceeds in accordance with the approved plans. Site Plan Control agreements shall be registered against the title of land to which they apply.
8. In the review of Site Plan Control applications, the Township may circulate to municipal departments and outside agencies that are considered to have a vested interest for their comments prior to the approval of any Site Plan Control application or Site Plan Control agreement.

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Read a first and second time this ____ day of _____ 2026.

Read a third time and finally passed this ____ day of _____ 2026.

Gerry Lichty, Mayor

Tara Mieske, Clerk

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Township of North Frontenac

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4. Applications submitted under the Site Plan Control By-Law will be subject to the provisions of the By-Law, and any guidelines prepared by the Township to guide its implementation.
5. In addition to the policies of this section, individual land use designations in this Plan establish criteria for the review of Site Plan Control applications and will be referred to as part of the review of any Site Plan Control application.
6. In accordance with the Planning Act and the policies of this Plan, an applicant may, at the Township's discretion, be required to submit the following as part of a complete application for Site Plan Control:
 - a) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works (i.e., physical infrastructure), including all facilities designed to have regard for accessibility for persons with disabilities.
 - b) Drawings showing floor plans, elevations, and cross-section views of each building (including a building to be used for fewer than 25 dwelling units located on any lands in the Township) that are sufficient to display:
 - 1) The massing and conceptual design of the proposed building;
 - 2) The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;

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- 3) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
 - 4) Exterior access and design of the building(s) or portions of the building(s) containing affordable housing; and,
 - 5) Facilities designed for persons with disabilities.
- c) Drawings showing sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.
- d) Drawings showing all elements of site design, including, but not limited to:
- 1) All vehicle access points;
 - 2) All walkways, ramps, and pedestrian access points;
 - 3) All off-street loading spaces and parking areas;
 - 4) Location of all lighting structures;
 - 5) Landscaping of the property for the protection and/or screening of adjoining lands, water bodies or natural heritage features, including the type of vegetation and techniques to be used, the existing vegetation that is to be preserved, and any structures such as walls, fences or barriers that are to be used; and,
 - 6) The location and type of facilities and enclosures for the storage of recyclables, garbage, and other waste materials.
- e) A grading plan for the property to illustrate how storm, surface and waste waters will be disposed of to prevent erosion or flooding, including the period during construction of the project. Plans will show the location and connections for all services to municipal services, including elevations and inverts.
- f) Any other drawings, plans, studies, and information listed in Section 6.9 of this Plan and/or identified through Pre-Application Consultation.
7. As a condition to the approval of the plans and drawings referred to in Section 6.9.10.6, a municipality may require the owner of the land to:
- a) Provide to the satisfaction of, and at no expense to the municipality, any or all of the following:
 - 1) Widening of municipal-owned roads that abut the subject property, in accordance with Section 5.2.9 of this Plan.

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- 2) Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
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 - 8) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
 - 9) Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
 - 10) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
- b) The Township shall require an owner subject to Site Plan Control to enter into one or more agreements – at the owner's sole risk and expense – to ensure the required works and facilities are provided, properly maintained, and that the development proceeds in accordance with the approved plans. Site Plan Control agreements shall be registered against the title of land to which they apply.
8. In the review of Site Plan Control applications, the Township may circulate to municipal departments and outside agencies that are considered to have a vested interest for their comments prior to the approval of any Site Plan Control application or Site Plan Control agreement.