



**Township of South Frontenac
Council Meeting Agenda**



TIME: 7:00 PM,
DATE: Tuesday, October 7, 2025
PLACE: Council Chambers/Virtual Via Zoom .

1. Meeting to Order

a) Resolution

That the Council meeting of October 7, 2025 be called to order at ____ p.m.

2. Roll Call

3. Approval of Agenda (and Addendum)

a) Resolution

That the agenda be approved, as presented.

4. Disclosure of Pecuniary Interest

5. Committee of the Whole "Closed Session"

6. Recess (If Required)

7. Ceremonial Presentations

8. Public Meeting

a) Resolution

That the public meeting be called to order.

b) Notice of Collection 6

c) Proposed Amendment to Waste Management By-law 2005-98 7 - 30
Loughborough Waste Disposal Site Fees

d) Zoning By-law Amendment Application PL-ZBA-2025-0093, 4293- 31 - 54
4353 Miller Road, Portland District

e) Resolution

That the public meeting be closed.

9. Delegations

10. Briefings

11. Reports from Administration

a) Zoning By-law Amendment Application PL-ZBA-2025-0093, 4293- 55 - 56
4353 Miller Road, Portland District

That Zoning By-law Amendment Application PL-ZBA-2025-0093, submitted by Philip Ball, regarding 4293-4353 Miller Road, be approved,

That By-law 2025-61, attached to Report Number 2025-134, as Exhibit A, being a By-law to amend the zoning on a portion of lands known as Part 1 on 13R23313, Part of Lot 10, Concession 12, District of Portland, Township of South Frontenac, be given first and second reading, and

That By-law 2025-61 be presented to Council for third reading.

- b) 2025 Lake Ecosystem Grant Recommendations 57 - 59

That Council approve Lake Ecosystem Grants for \$9,500 for Garter Lake Lane Association, \$2,000 for Wolfe Lake Association, and \$10,000 for Queen's University Biological Station;

That Council carryover \$8,500 from 2025 and \$10,660 from 2024 (total of \$19,160) to be used for the 2026 Lake Ecosystem Grant program.

- c) LA-2025-004 (Votary) Licence Agreement Application, 1029 Benjamin Lane, Road Allowance Between Concession 7 and Concession 8, Loughborough 60 - 70

That Council approve a by-law to authorize the Mayor and Clerk to enter into a Licence Agreement with Marilyn and Robert Votary for the purpose of recognizing the existing use of the unopened road allowance between Concession 7 and 8, Loughborough;

That By-law 2025-62, attached as Exhibit B, being "A By-law to Authorize the Execution of a Licence Agreement Between the Township of South Frontenac and Marilyn and Robert Votary Relating to the Existing and Continued use of the Unopened Road Allowance", be given first and second reading; and

That By-law 2025-62 be presented to Council for third reading.

- d) RAC-22-0136 (Carr) Unopened Road Allowance Closure and Purchase Request 71 - 76

That Council approve a by-law to stop up and close a portion of unopened road allowance; and

That By-law 2025-63, attached to Report Number 2025-122 as Exhibit C, being "A By-law to Stop up, close and sell a portion of Unopened Road Allowance, Parts 1 through 4, Plan 13R23412, Bedford District" be given first and second reading; and

That By-law 2025-63 be presented to Council for third reading.

- e) Proposed Fee Changes for Loughborough Waste Disposal Site 77 - 81

That Council approve the proposed amendment to the Waste Management By-law, as outlined in Exhibit A of Report Number 2025-125 relating to waste management fees; and

That Council approve the proposed amendment to Schedule E of the Fees and Charges By-Law, as outlined in Exhibit B of Report Number 2025-125 relating to waste management fees; and

That By-law 2025-64, attached to Report Number 2025-125 as Exhibit A, being a By-Law to Amend By-law 2005-98, As Amended and Bylaw 2025-65, attached to Report Number 2025-125 as Exhibit B, being a By-Law to Amend By-law 2024-59, As Amended be given first and second reading;

That By-laws 2025-64 and 2025-65 be presented to Council for third reading.

- f) Speed Transition Zone – South of Harrowsmith 82 - 88

That Council approve the staff recommendation for a new 60km/hr speed limit transition zone for Road 38 located south of the Village of Harrowsmith.

That By-law 2025-66, being a “By-law to amend By-law 2000-01, and to amend the speed limits on a section of Road 38 from 200m south of Kingston Road to 1200m south of Kingston Road” be given first and second reading; and

That By-law 2025-66 be presented to Council for third reading.

- g) Watersheds Canada Partnership on Shoreline Restoration Efforts 89 - 93

That Council support Watersheds Canada’s application to the Green Municipal Fund’s Growing Canada’s Community Canopies Campaign.

- h) Fire Protection Grant 94 - 97

That Council endorse The Township of South Frontenac application to the Fire Prevention Grant as listed under report 2025-132; and

That Council authorize the Clerk and Mayor to enter into an agreement should the Township be successful with their application.

- i) Municipal Ice Storm Assistance (MISA) Program 98 - 100

That the Council of the Corporation of the Township of South Frontenac hereby requests assistance under the Municipal Ice Storm Assistance program due to the eligible costs directly linked to the March 2025 ice storm; and

That the Treasurer is given delegated authority to verify and attest to the accuracy of the application package; and

That Council authorize the Mayor and Clerk to execute all corresponding agreements should the request be successful.

12. Reports from Advisory Committees

13. Information Reports

- a) Fire Department Q1 & Q2 Report 2025 101 - 104
- b) Preliminary Financials for 2024 105 - 113

14. Committee of the Whole

15. Communications

- a) Received from Drinking Water Source Protection, dated September 23, 2025, regarding "Invitation for Expression of Interest Municipal 114 - 116

Representative (Eastern Area) - Cataraqui Source Protection Committee.

16. Tabling of Documents

17. New Business

18. Notice of Motion

19. Approval of Minutes

- a) Resolution 117 -
121

That the minutes of the September 2, 2025 Council meeting be approved.

20. Approval of By-laws

- a) Resolution

That By-laws (1) through (6) be given third reading, signed and sealed:

1. *By-law 2025-61 - A By-Law to amend By-law 2003-75, as amended, to rezone land from RU to RLSW and EP on lands described as Part 1 on 13R23313, Part of Lot 10, Concession 12, District of Portland: Ball*
2. *By-law 2025-62 - A By-Law to Authorize the Execution of a Licence Agreement Between the Township of South Frontenac and Marilyn Votary Relating to the Existing and Continued use of the Unopened Road Allowance Concession 7 and Concession 8 Loughborough, Lying Between Eel Lake and FR259791; Township of South Frontenac*
3. *By-law 2025-63 - A By-Law to Stop up, Close and Sell a portion of Unopened Road Allowance, between Concessions 9 and 10, Parts 1 through 4, Plan 13R23412, Bedford District*
4. *By-law 2025-64 - A By-Law to Amend By-law 2005-98, A By-law for Providing and Maintaining a System for the Collection, Removal and Disposal of Garbage and Recycling Materials, and to Repeal Certain By-laws from the Former Municipalities that Deal with the Same Subject Matter*
5. *By-law 2025-65 - A By-Law to Amend By-Law Number 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, As Amended*
6. *By-law 2025-66 - A By-law to Amend By-law 2000-01, Being A By-law to Regulate the Use of Traffic, Parking and Stopping on Highways and Bridges in the Township of South Frontenac, to Regulate Speeds as Outlined in Schedule "A"*

21. Committee of the Whole "Closed Session"

22. Confirmation By-law

- a) Resolution 122

That By-law 2025-67, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading; and

That By-law 2025-67, being the confirmatory by-law, be given third reading, signed and sealed.

23. Date of Next Meeting

- a) The next Council meeting is scheduled for October 21, 2025 at 7:00 p.m.

24. Adjournment

a) Resolution

That the Council meeting of October 7, 2025 be adjourned at ___ p.m.

South Frontenac is a welcoming and thriving rural community

Notice of Collection

- Personal information, as defined by the *Municipal Freedom of Information and protection of Privacy Act (MFIPPA)*, including (but not limited to names, addresses, opinions and comments, is collected under the authority of the *Municipal Act, 2001, Planning Act* and in accordance with *MFIPPA*.
- All personal information may form part of the meeting agendas and minutes, and therefore will be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Township of South Frontenac.
- Questions regarding the collection, use and disclosure of this personal information may be directed to the Township Clerk.



**SOUTH
FRONTENAC**

**Proposed Amendment to
Waste Management By-law 2005-98
Loughborough Waste Disposal Site Fees**

Tuesday, October 7, 2025
7:00 p.m. Council Meeting

Background:

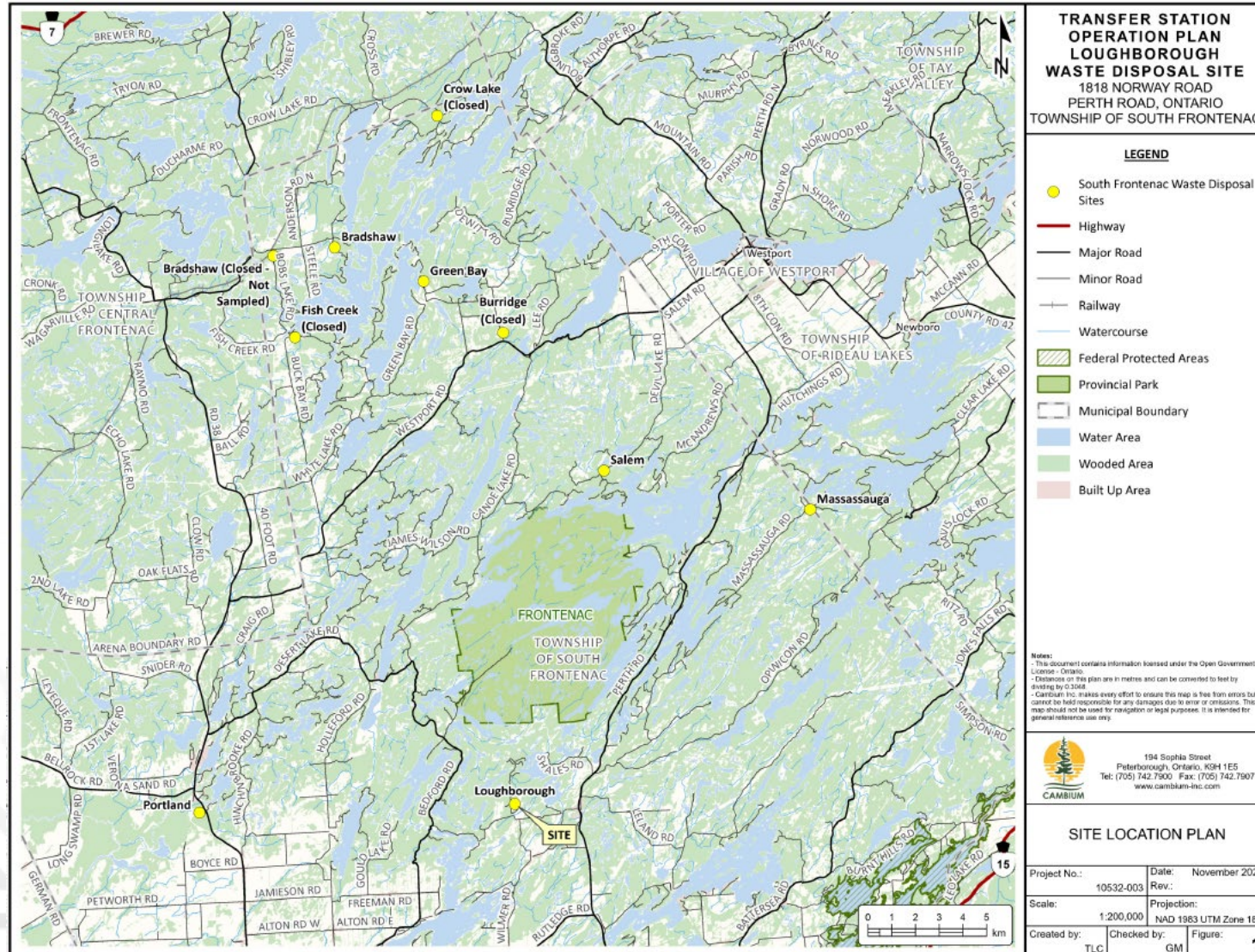
- August 2024 – Township Council received Report 2024-137 regarding the status of capacity at the Loughborough Waste Disposal Site. Phase 2A operations forecasted to reach capacity in 2025. Expansion Phase 2B currently delayed pending groundwater issues under review with the Ministry
- Council directed staff to submit an application to the Ministry to operate a waste transfer station at the Loughborough WDS (currently under review).
- Council approved funding in the amount of \$65,000 to retrofit the site to construct ramps and off-loading areas so that waste could be disposed into large roll-off bins
- With the suspension of landfilling activities, the Township will have to amend its fees and charges to reflect the new waste transfer operations to roll out this fall

Background (continued):

- Tipping fees for the Township's waste disposal sites are currently set within By-law 2005-98. The fees for Loughborough WDS will be amended

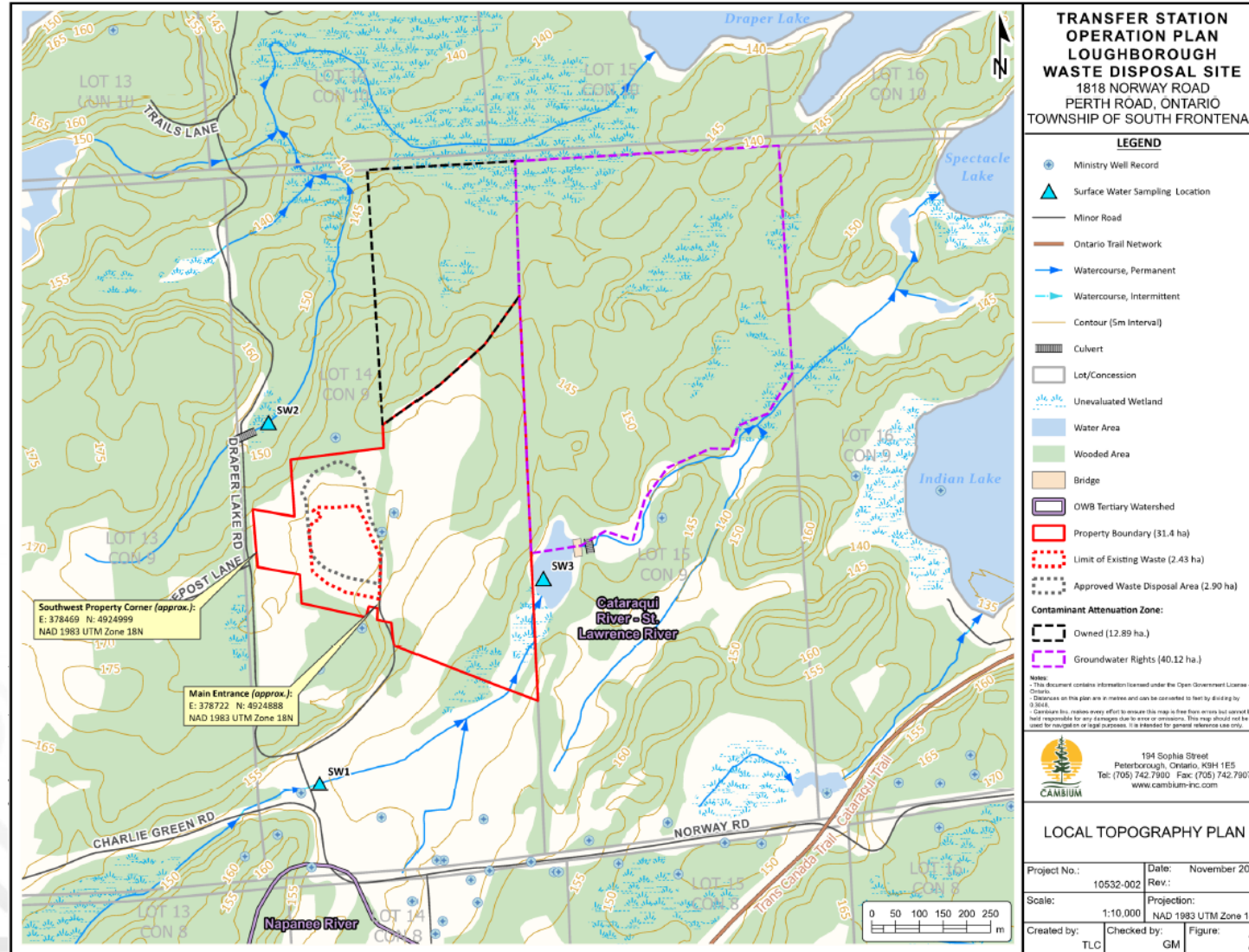
Location – Loughborough WDS

1818 Norway Road – Perth Road



Location – Loughborough WDS

1818 Norway Road – Perth Road



Loughborough Waste Disposal Site

Existing Fee Structure:

Table 1 – Current Waste Disposal Services and Fees (Loughborough WDS)

ITEM	FEES
Tires (Small and Large)	Free
Metal	Free
Flattened Cardboard	Free
Construction Material (SF verification required)	\$30 – half ton truck load
*Furniture (Large) – sofas, box springs, mattresses, etc.	\$20 each
*Furniture (Small) – chairs, tables etc..	\$20 minimum passenger vehicle fee
*Sinks, Toilets, Tubs	\$20 minimum passenger vehicle fee
*Fiberglass Boats <4.5m, 4.6 - 5.5m, 5.6 to 6.5m and over 6.5m	\$100, \$125, \$200, and \$200 + \$25 per additional 0.5m
Other Loose Material	\$30/m ³ or half ton truck load
Half Ton Truck	\$30 per load
One Ton Truck	\$50 per load
*Single Axle Truck	\$75 per load
*Double Axle Truck	\$150 per load
*Triple Axle Truck	\$200 per load
Trailers – up to 8 foot (utility type)	\$30 per load
Trailers – 8 to 12 foot (utility type)	\$75 per load
*Trailers – 12 to 18 foot (utility type)	\$100 per load

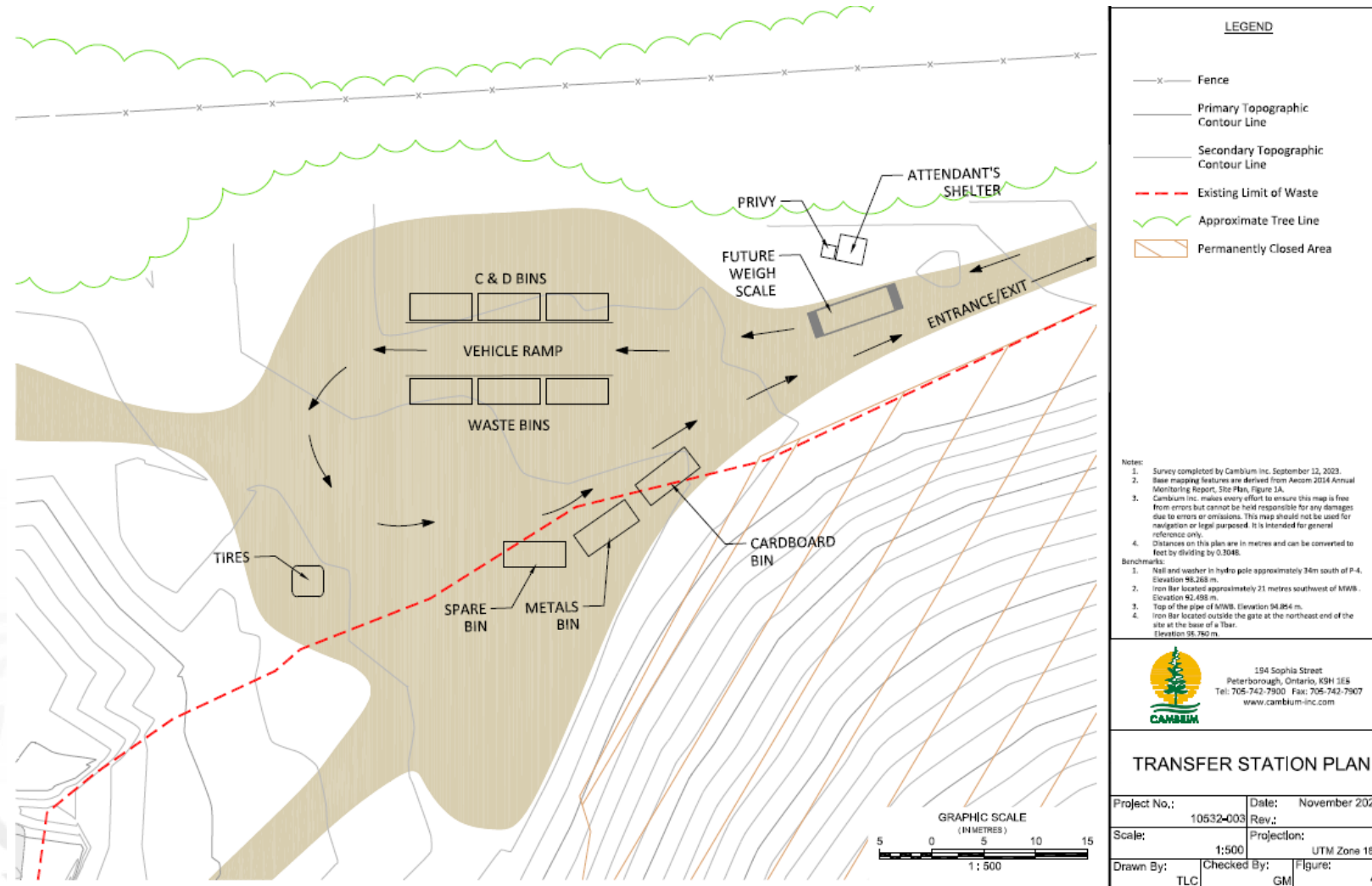
Note: There are no scales at the Loughborough Waste Disposal Site.

Key Changes in Operations – Fall 2025

- Township will be moving to full waste transfer operations
- All incoming waste will be sorted by residents and off-loaded by hand into large roll-off bins using a ramp system.
- Bulky wood and lumber that were traditionally off-loaded onto the ground by dump trucks and dump trailers will no longer be accommodated
- Clean lumber that was traditionally processed with a tub grinder will no longer be used as interim cover materials for landfilling operations

Location – Loughborough WDS

New Waste Transfer Layout



Location – Loughborough WDS

Wood Waste - Processing



Key Changes in Fees – Fall 2025

- Fee schedule items will be significantly reduced
- Wastes will continue to be charged on a per item basis (bulky items) or based on general volume per vehicle
- Fiberglass boats that were previously accepted and landfilled have been removed from schedule. These items will no longer be accepted
- Load charges for dump trucks (single/double axle) and large commercial trailers have been removed from schedule as waste will no longer be dumped on the ground or into the active face of the landfill at the site
- Minimum charge will be \$20 for consistency with Portland Landfill

Loughborough Waste Disposal Site

Proposed Fee Structure:

Table 3 – Proposed Waste Disposal Services and Fees (Loughborough WDS)

ITEM	FEES
Tires (Small and Large)	Free
Metal	Free
Flattened Cardboard	Free
*Minimum Charge	\$20
Large Bulky Items – sofas, box springs, mattresses	\$20 each
Small Bulky Items – chairs, tables, sinks, toilets, tubs etc..	\$20 minimum charge passenger vehicle fee
Construction Material (SF verification required)	\$30 – half ton truck load
Other Loose Material	\$30/m3 or half ton truck load
Half Ton Truck	\$30 per load
One Ton Truck	\$50 per load
Trailers – up to 8 <u>foot</u> (utility type)	\$30 per load
Trailers – 8 to 12 <u>foot</u> (utility type)	\$75 per load



Bylaw Amendments Required

- Waste Management By-Law # 2005-98 will be amended to move all current and proposed waste charges into the Fees and Charges By-law # 2024-59
- Fees and Charges By-law # 2024-59, Schedule E will be updated to list all current and proposed waste related fees in South Frontenac
- It is recommended that all new fees go into force and effect on Tuesday, October 14th, 2025

Notifications:

- Initial Report to Council on August 12, 2025, provided direction to hold a public meeting on proposed fee changes on October 7, 2025
- Public Meeting – Advertised over 4 weeks in Frontenac News Banner in accordance with Provision of Notice Bylaw (2025-33)
- Members of the public were invited to submit comments to the Clerk by phone or email ahead of the Public Meeting up until 2:00pm on October 3, 2025
- Status / summary - written comments received prior to the meeting

Questions?



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: October 7, 2025

Subject: Proposed Fee Changes for Loughborough Waste Disposal Site

Report Number: 2025-125

Summary

The purpose of this report is to provide information regarding proposed amendments to By-law 2005-98 “Waste Management Bylaw” and By-law 2024-50 “A Bylaw to Establish Fees and Charges to be Collected by the Township of South Frontenac. Fee changes subject to amendment relate to the Loughborough Waste Disposal Site in relation to operational changes planned in the fall of 2025.

Recommendation

That Council approve the proposed amendment to the Waste Management By-law, as outlined in Exhibit A of Report Number 2025-125 relating to waste management fees; and

That Council approve the proposed amendment to Schedule E of the Fees and Charges By-Law, as outlined in Exhibit B of Report Number 2025-125 relating to waste management fees; and

That By-law 2025-64, attached to Report Number 2025-125 as Exhibit A, being a By-Law to Amend By-law 2005-98, As Amended and Bylaw 2025-65, attached to Report Number 2025-125 as Exhibit B, being a By-Law to Amend By-law 2024-59, As Amended be given first and second reading;

That By-laws 2025-64 and 2025-65 be presented to Council for third reading.

Background

On August 12th, 2025, Public Services Staff presented Report # 2025-111 regarding proposed amendments to the Waste Management Bylaw. At that time staff outlined that Phase 2A of landfilling operations at the Loughborough Waste Disposal Site were forecasted to reach capacity late this year. The report also outlined that the next phase of landfilling operations, known as Phase 2B, was currently on hold pending resolution of groundwater quality exceedances above the reasonable use concept (RUC) limits for the site. Resolution of these groundwater issues is expected to take some time to resolve and as such funding was accounted for within the 2025 Capital budget to retrofit the Loughborough landfill site to move toward full waste transfer operations. A new ramp

system was therefore constructed at the site this summer with the intention that incoming wastes will eventually be sorted and offloaded by residents into large roll-off bins. Materials would then be transported off-site for disposal at a Ministry approved waste disposal facility.

At the conclusion of report discussions, Council provided direction to staff to proceed with a public meeting regarding proposed fee changes at the Loughborough Waste Disposal site.

Discussion/Analysis

The Township currently establishes the waste disposal fees within the Waste Management By-law # 2005-98 as amended. Refer to Table 1 below for a summary of the services and charges applicable to the site. Table 2 outlines the items that are not accepted at the site:

Table 1 – Current Waste Disposal Services and Fees (Loughborough WDS)

ITEM	FEES
Tires (Small and Large)	Free
Metal	Free
Flattened Cardboard	Free
Construction Material (SF verification required)	\$30 – half ton truck load
*Furniture (Large) – sofas, box springs, mattresses, etc.	\$20 each
*Furniture (Small) – chairs, tables etc..	\$20 minimum passenger vehicle fee
*Sinks, Toilets, Tubs	\$20 minimum passenger vehicle fee
*Fiberglass Boats <4.5m, 4.6 - 5.5m, 5.6 to 6.5m and over 6.5m	\$100, \$125, \$200, and \$200 + \$25 per additional 0.5m
Other Loose Material	\$30/m3 or half ton truck load
Half Ton Truck	\$30 per load
One Ton Truck	\$50 per load
*Single Axle Truck	\$75 per load
*Double Axle Truck	\$150 per load
*Triple Axle Truck	\$200 per load
Trailers – up to 8 foot (utility type)	\$30 per load
Trailers – 8 to 12 foot (utility type)	\$75 per load
*Trailers – 12 to 18 foot (utility type)	\$100 per load

Note: There are no scales at the Loughborough Waste Disposal Site.

Table 2 – Current Items Not Accepted at Site (Loughborough WDS)

ITEMS EXCLUDED	FEES
Appliances (no freon)	Not accepted. Accepted at Portland Landfill
Electronics (radios, computers etc..)	Only accepted at 2491 Keeley Road
Tagged Garbage in Bags	Not Accepted – Charges will still apply.
Shingles	Not Accepted
Batteries	Only accepted at 2491 Keeley Road
Yard Waste	Not accepted. Accepted at Portland Landfill

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Once the Township moves into full waste transfer operations, all waste at the Loughborough site will have to be off loaded by residents into designated roll-off bins. Bulky wood and lumber items that were traditionally offloaded onto the ground by dump trucks and/or dump trailers will no longer be able to be accommodated. Clean lumber materials that were traditionally processed with a tub grinder are otherwise no longer of use as interim cover materials at the site. Large items that cannot be readily fit into bins such as fiberglass boats will also be prohibited. Other disposal options for these materials are otherwise available in Kingston and published on our website.

It should be noted that the minimum tipping fee for waste at the site will remain at \$20 which is consistent with the fee structure at the Portland Waste disposal site. Table 3 below presents the proposed waste disposal services and fees under the new operations expected to be rolled out in October of this year.

Table 3 – Proposed Waste Disposal Services and Fees (Loughborough WDS)

ITEM	FEES
Tires (Small and Large)	Free
Metal	Free
Flattened Cardboard	Free
*Minimum Charge	\$20
Large Bulky Items – sofas, box springs, mattresses	\$20 each
Small Bulky Items – chairs, tables, sinks, toilets, tubs etc..	\$20 minimum charge passenger vehicle fee
Construction Material (SF verification required)	\$30 – half ton truck load
Other Loose Material	\$30/m3 or half ton truck load
Half Ton Truck	\$30 per load
One Ton Truck	\$50 per load
Trailers – up to 8 foot (utility type)	\$30 per load
Trailers – 8 to 12 foot (utility type)	\$75 per load

In conclusion, the Township will be required to consult the public on proposed changes to the services and fee schedules impacting the Loughborough Site. In addition, the minimum waste disposal charge of \$20 will be further clarified at the site to align with the tipping fees at the Portland Waste Disposal Site. It is recommended that the revised fee schedule be approved and that the fees go into force and effect on Tuesday, October 14th, 2025.

Public Comments

Members of the public have yet to submit comments to staff regarding this matter. As such, staff recommend approval of the proposed by-law changes at the October 7, 2025 meeting provided that significant concerns are not raised during the public meeting.

Financial Implications

The service and rate changes recommended in Table 3 are intended to address near term changes in service delivery only. These changes should otherwise not be viewed as a Township wide comprehensive waste charges review. Once the Township has fully moved out of the Blue Box Transition period in January 2026, it is recommended that a comprehensive review of waste disposal fees and charges be advanced for further review and consideration. This timeline will also provide Public Services with adequate opportunity to better understand any changes in trends on vehicle counts, tonnages, tipping fees and revenues resulting from the new operations.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

As directed by Council on August 12th, 2025, staff provided notice to allow for Council to hold a Public Meeting on October 7, 2025 in order to seek comment from the public regarding the proposed by-law changes.

Staff have provided notification for the public meeting in accordance with the Township's Notice By-law 2025-33. Specifically, notices were included on the Township's website and in the weekly banner advertisements for a minimum of 20 days in advance of the meeting.

The following notice was published in the Frontenac News during the weeks of August 26th, September 1st, 8th, 15th, 22nd and 29th.

“The Council of The Township of South Frontenac will host a public meeting on October 7th, 2025, at 7:00 pm regarding proposed Bylaw Updates - Waste Management By-law – Fee Changes at the Loughborough Waste Disposal Site. Members of the public may review the agenda on the Council meeting agenda page. Register to participate in the meetings via Zoom - Zoom meeting link. In person attendance shall be at the Storrington Centre, 3910 Battersea Road. Residents may contact the Clerk, James Thompson at jthompson@southfrontenac.net or by phone at 613-376-3027, for more information. Any written comments should be submitted to the Clerk by October 3rd, 2025, at 2:00 pm.”

Attachments

Exhibit A – By-law 2025-64 “A By-law to amend the Waste Management By-law 2005-98

Exhibit B –By-law 2025-65 “A By-law to amend the Fees and Charges Bylaw 2024-59

Approvals

Prepared By: W. Troy Dunlop, C.E.T, Manager of Engineering and Capital Projects

Submitted By:



Kyle Bolton, C.E.T., Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

By-Law Number 2025-64

A BY-LAW TO AMEND BY-LAW 2005-98, “A BY-LAW FOR PROVIDING AND MAINTAINING A SYSTEM FOR THE COLLECTION, REMOVAL AND DISPOSAL OF GARGAGE AND RECYCLING MATERIALS, AND TO REPEAL CERTAIN BY-LAWS FROM THE FORMER MUNICIPALITIES THAT DEAL WITH THE SAME SUBJECT MATTER”

WHEREAS Council desires to update By-law 2005-98;

NOW THEREFORE the Corporation of the Township of South Frontenac hereby enacts as follows:

1. By-Law 2005-98, “ A By-Law For Providing And Maintaining A System For The Collectlon , Removal And Disposal Of Garbage And Recycling Materials, And To Repeal Certain By-Laws From The Former Municipalities That Deal With The Same Subject Matter” is hereby amended as follows:

That Clause 5 of Part II – Waste Disposal Sites be deleted in its entirety and replaced as follows:

Subject to paragraph 6 hereof, Acceptable Material brought to a Waste Disposal Site by or on behalf of a resident of the Municipality, within the geographical boundaries of the Municipality , shall be accepted for disposal upon payment of the appropriate tipping fees as detailed in Schedule E of the Fees and Charges By-Law 2024-59, which schedule may be amended from time to time by resolution of Council.

That Clause 28 of Part IV – Bag Tags be deleted in its entirety and replaced as follows:

The cost of additional Bag Tags shall be as detailed in Schedule E of the Fees and Charges By-Law 2024-59, which schedule may be amended from time to time by resolution of Council.

That Schedule B be deleted in its entirety and amended to read as follows:

The service and disposal fees that apply within the Township shall be as detailed in Schedule E of the Fees and Charges By-Law 2024-59, which schedule may be amended from time to time by resolution of Council.

2. This By-law shall come into force and take effect on October 14th, 2025.

Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

By-Law Number 2025-65

A By-Law to Amend By-Law Number 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, As Amended

Whereas the Council of The Corporation of the Township of South Frontenac enacted By-Law Number 2024-59, A Bylaw to Establish Fees and Charges to be Collected by The Corporation of the Township of South Frontenac, as amended;

Whereas the Council of the Township of South Frontenac considers it necessary and desirable to amend By-law 2024-59, as amended;

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. Schedule "E" of By-law 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, as amended, is hereby further amended as follows:
 - a) The existing table is amended to include the following:

Description	Amount	Effective Date
Waste Management Fees - General		
Bag Tags	\$ 2.00 ea	October 14th, 2025
Composter	\$ 50.00 ea	
TyeDee Bin – Kamper Model	\$ 800.00 ea	
TyeDee Bin – X-L Model	\$ 425.00 ea	
Tires (where accepted)	Free	
Metal (where accepted)	Free	
Appliances (refrigerant free – where accepted)	Free	
Flattened Cardboard (where accepted)	Free	

Waste Disposal Fees – Portland WDS (Scales)		
Grass / Ashes (Must Debag)	Free	October 14th, 2025
Residential Brush (Up to 6" diameter limbs)	Free	
0 to 200kg (weighed garbage)	\$ 20.00	
201 to 300kg (weighed garbage)	\$ 33.00	
301 to 400kg (weighed garbage)	\$ 44.00	
401 to 500kg (weighed garbage)	\$ 55.00	
Over 500kg (weighed garbage) - prorated	\$110 per tonne	
Waste Disposal Fees – Loughborough WDS (No Scales)		
Minimum Charge (garbage)	\$ 20.00	October 14th, 2025
Small Bulky Items – chairs, tables, sinks, toilets, tubs etc..	\$20.00 minimum charge	
Large Bulky Items – sofas, box springs, mattresses	\$20.00 each	
Construction Waste / Other Loose Material	\$30.00 half ton load	
Passenger Vehicle (car / SUV)	\$ 20.00/load	
Half Ton Truck	\$ 30.00/load	
One Ton Truck	\$ 50.00/load	
Trailers – up to 8 foot utility type	\$ 30.00/load	
Trailers – up to 8 to 12 foot utility type	\$ 75.00/load	

2. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor



**SOUTH
FRONTENAC**

Public Meeting

under the Planning Act

Tuesday, October 7, 2025

7:00 p.m. Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on Zoning By-Law Amendment Application PL-ZBA-2025-0093.
- If you wish to be notified of the decision of Council in respect to the application, you must submit a written request to the Township Clerk by email care of planning@southfrontenac.net. This will also entitle you to be advised of an Ontario Land Tribunal appeal.
- Subsection 34(19) of the Planning Act defines the people and public bodies that may appeal the decision to the Ontario Land Tribunal.
- Appeals must be filed within 20 days of the notice of decision. They must be filed with the Clerk via the Ontario Land Tribunal's e-file service at <https://olt.gov.on.ca/e-file-service/>.

Meeting Format

1. Mayor introduces application
2. Planner presents application/reviews proposal
3. Applicant/agent permitted to address Council
4. Questions from Council
5. Members of the public permitted to address Council
6. Council discussion
7. Close meeting



How to Speak to an Application

- The Mayor will open the floor to public comments
- You will have five minutes to address Council
- In person
 - Raise your hand and wait for the Mayor to acknowledge you
 - Move to the table, turn on microphone, 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 Mayor will acknowledge you, and the Meeting Host will unmute you
 - Once you are done speaking or Council has no further questions, the Meeting Host will mute your microphone

PL-ZBA-2025-0093

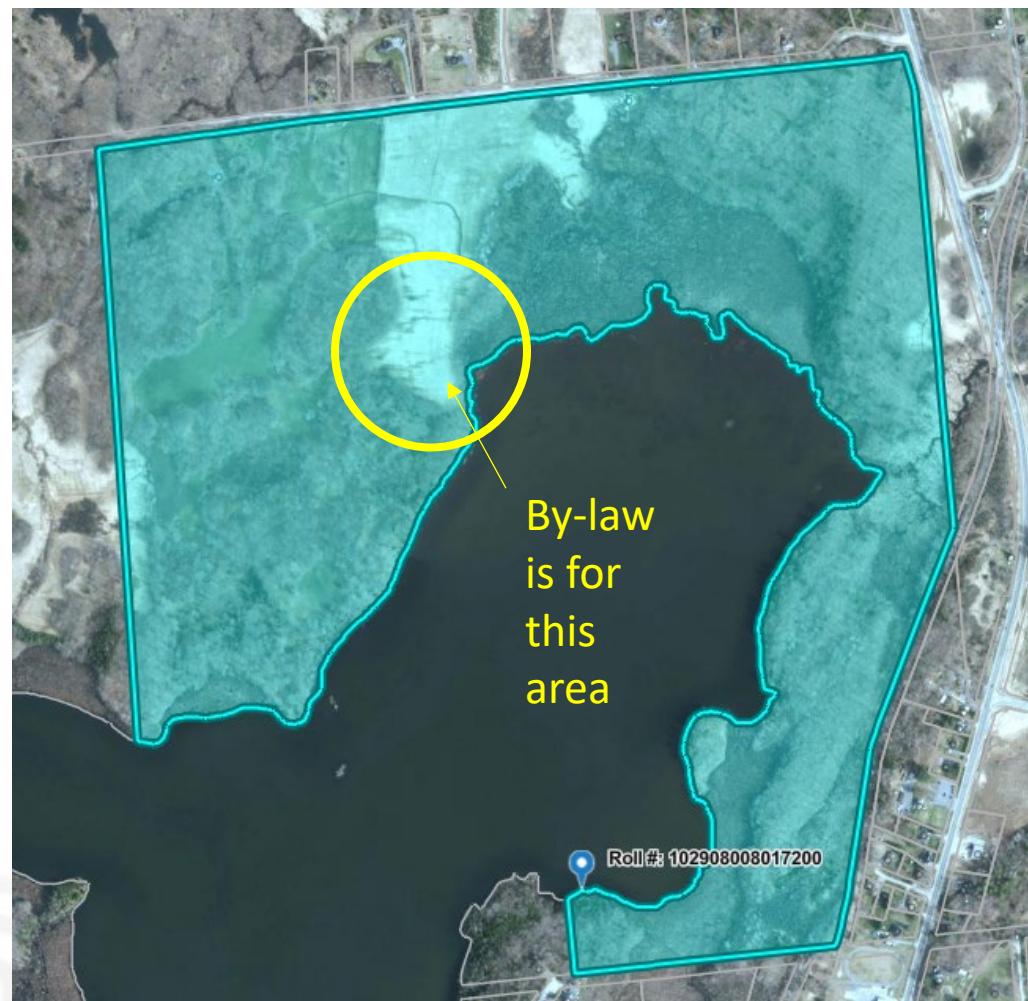
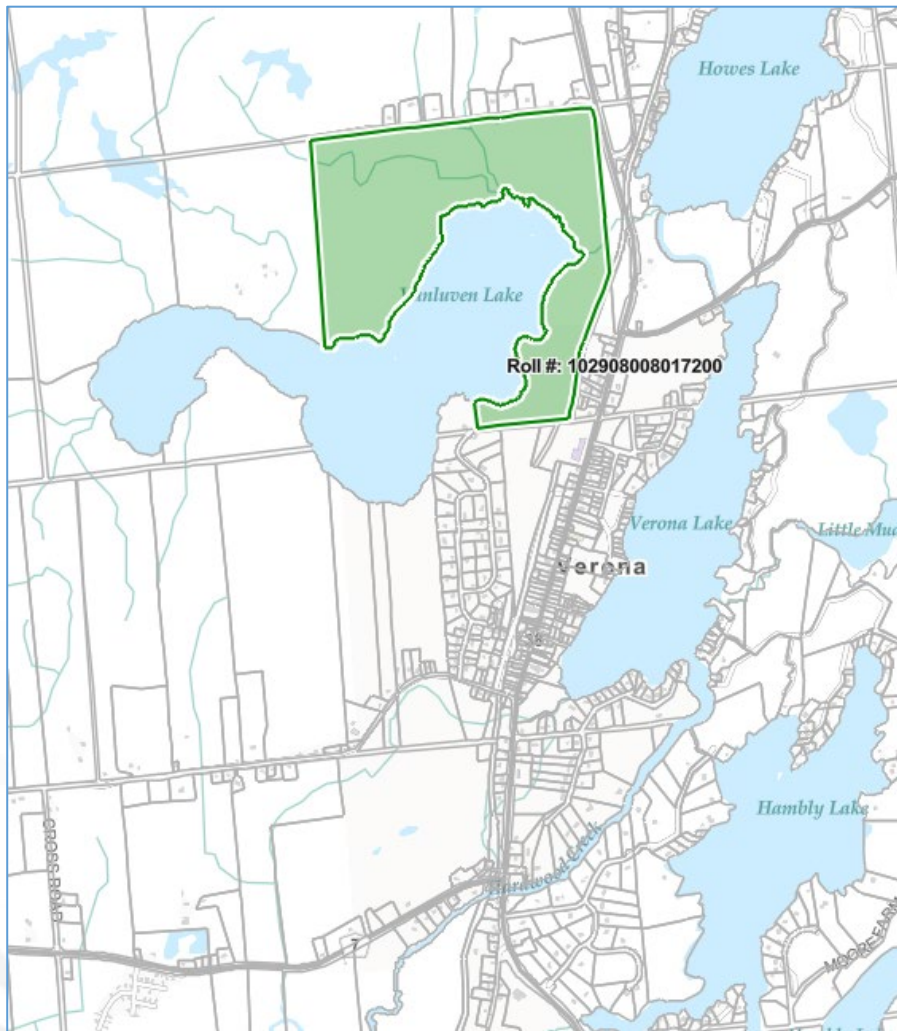
Applicant/Agent: Philip Ball

Owner: Robert Ball and Closten Ball

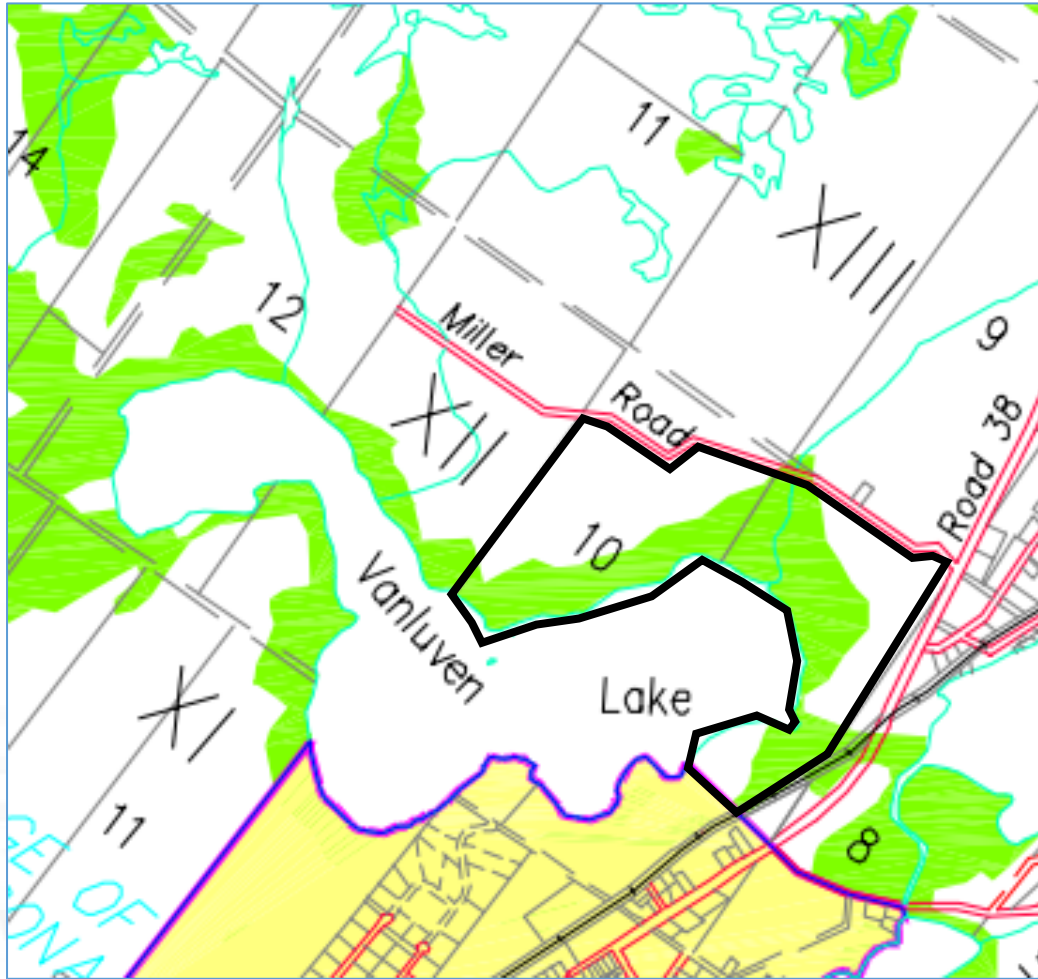
Property: 4293-4353 Miller Road



Location



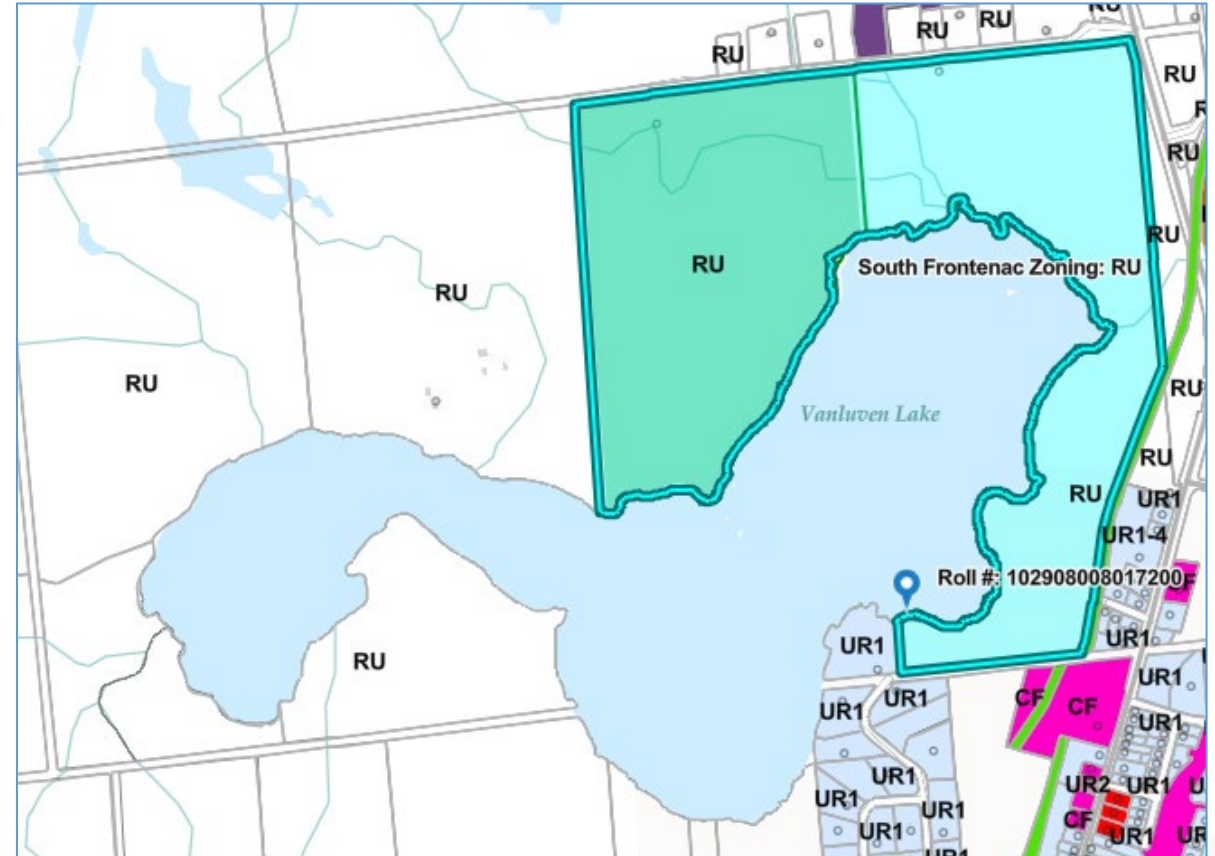
Official Plan Designation



White = Rural

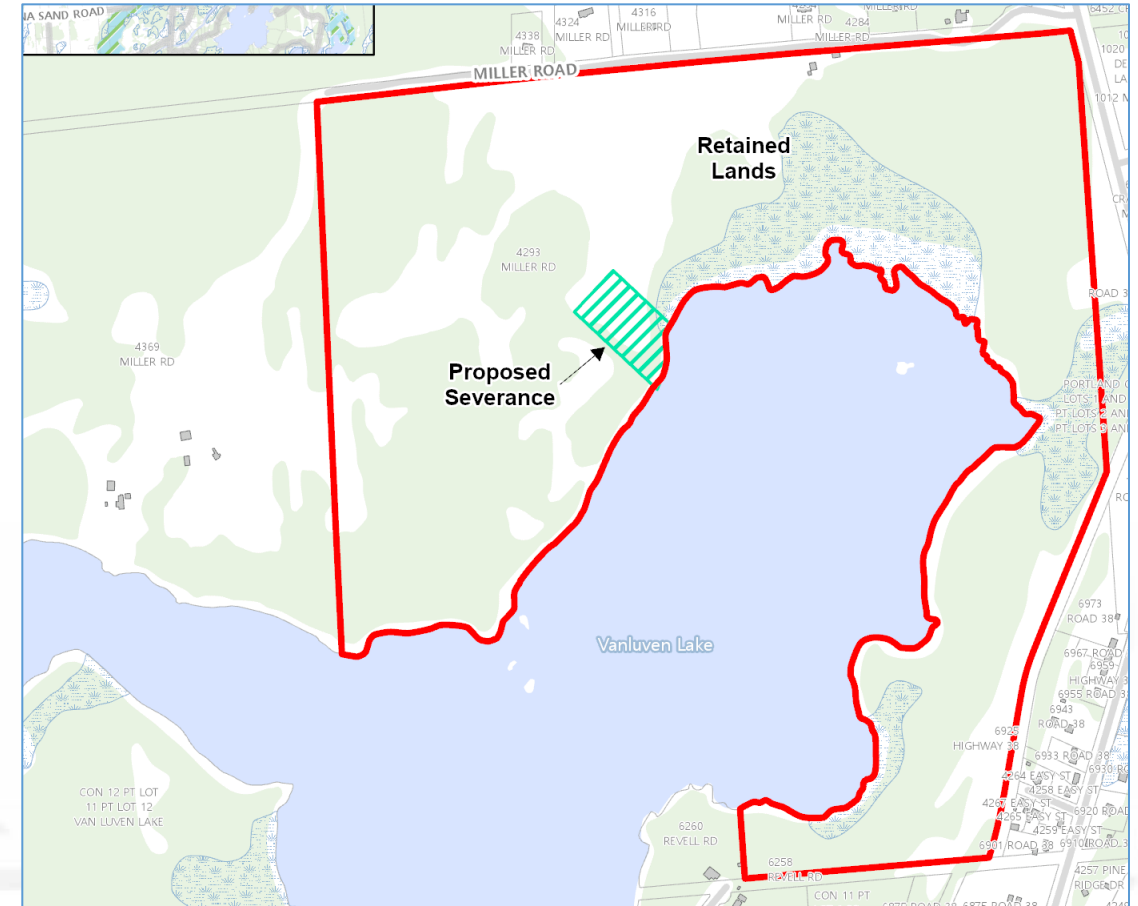
Green = Environmental Protection

Neighbourhood Zones



Background

- Consent application PL-BDJ-2023-0088
- Approved by Director of Development Services in April 2024
- 1.3ha lot area
- 90m frontage on new private Lane
- 130m frontage on Vanluven Lake



Natural Heritage Site Assessment

- Ecological Services, November 24, 2023
- Identified wetland, fish habitat, species at risk habitat and significant wildlife habitat
- Recommendations
 - Development should be setback a minimum of 30 metres from the wetland, to be measured from the treeline near the shoreline
 - Leave the strip of woodland along the shoreline intact to provide a buffer between development and the wetland
 - No tree removal between April 1 and September 30 to protect nesting birds and prevent harm to roosting bats
 - No site alteration between early May and mid August to prevent direct harm to grassland birds, if present



Severed parcel in the background

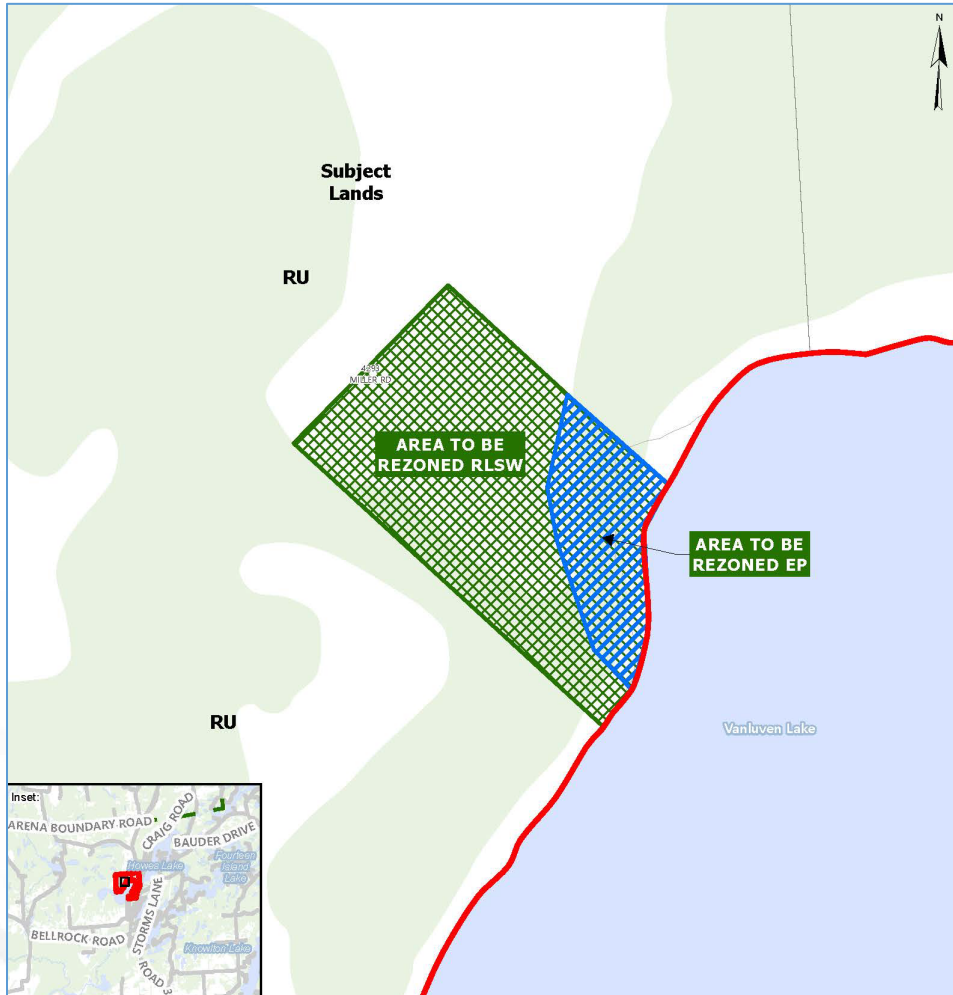


Open field and treeline along wetland/shoreline on severed parcel



Treeline and wetland on severed parcel

Proposal



- Change zone on proposed lot from RU to RLSW
 - Acknowledge waterfrontage and access from private lane
 - Allow a building permit to be issued
- Put treeline and wetland in EP zone
 - Implement Natural Heritage Site Assessment recommendation

Department and Public Comments

- Building Services, Public Services, and Quinte Conservation reviewed and had no objections to the consent application



Planning Analysis

- Waterfront lots accessed by private lane need to be zoned RLSW before a building permit can be issued
- EP zone applied to wetland and treeline to maintain intent of the EP designation and to implement study recommendation

Next Steps

- Council should receive comments from the public
- Staff recommend Council make a decision tonight if no concerns raised



Discussion

1. Applicant/agent permitted to address Council
2. Questions from Council
3. Members of the public permitted to address Council
4. Council discussion



Adjourn Public Meeting



Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: October 7, 2025

Subject: Zoning By-law Amendment Application PL-ZBA-2025-0093, 4293-4353 Miller Road, Portland District

Report Number: 2025-134

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2025-0093 for 4293-4353 Miller Road. If approved, the zone on a portion of the property that is subject to a consent application would change from Rural (RU) to Limited Service Residential – Waterfront (RLSW) and Environmental Protection (EP).

Council will review the proposal and invite public input at the statutory public meeting. Staff are recommending that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as amended by By-law 2023-44. This planning matter is technical in nature because it fulfills a condition of consent approval.

Recommendation

That Zoning By-law Amendment Application PL-ZBA-2025-0093, submitted by Philip Ball, regarding 4293-4353 Miller Road, be approved,

That By-law 2025-61, attached to Report Number 2025-134, as Exhibit A, being a By-law to amend the zoning on a portion of lands known as Part 1 on 13R23313, Part of Lot 10, Concession 12, District of Portland, Township of South Frontenac, be given first and second reading, and

That By-law 2025-61 be presented to Council for third reading.

Background

The subject property is a large rural parcel more than 80ha in size. It is located north of Verona on Miller Road and has frontage on Vanluven Lake. The property is comprised primarily of rocky forested areas with some cleared fields. There is a large wetland along the shoreline of the lake. The property is developed with a house, several accessory structures and a communications tower.

The neighbourhood contains several large rural landholdings, residential lots, and a golf course.

The subject property has an approved consent application for a new waterfront residential lot. The Director of Development Services approved application PL-BDJ-2023-0088 subject to conditions on April 19, 2024. The severed parcel will be 1.3ha in size with 90 metres frontage on a new private lane and 130 metres frontage on Vanluven Lake. It consists mostly of an open field with wetland and a tree line along the shoreline.

The zone on the new lot will be changed from RU to RLSW to acknowledge its access from a new private lane and its frontage on Vanluven Lake. The treeline and wetland on the east side of the new lot will be zoned EP. The effect of the by-law will be to allow a building permit to be issued for the new lot.

Under the *Planning Act*, a public meeting must be held to receive comments from the public on the proposed zoning by-law amendment.

Application and Supporting Documents

The application and supporting documents can be accessed through the Township's CivicWeb Document Center, <https://southfrontenac.civicweb.net/filepro/documents/123268/>.

Department and Agency Comments

The subject application did not require department and external agency reviews.

Building Services, Public Services and Quinte Conservation reviewed and had no objections to the consent application.

Public Comments

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

Planning Analysis

The Director of Development Services had consideration for the applicable policies of the Provincial Policy Statement 2020, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75, in the decision to grant provisional approval for the consent application.

The Provincial Policy Statement 2020 was subsequently replaced with the Provincial Planning Statement 2024 (PPS). The PPS 2020 allowed growth and development to be directed to rural lands, including residential lot creation that is locally appropriate. The PPS 2024 allows residential lot creation where site conditions are suitable for the provision of appropriate sewage and water services.

The County Official Plan and the Township Official Plan permit limited service waterfront residential development in the Rural designation. This type of development has its primary means of access from a private road or a navigable waterway. Section 5.7.7(iv) of the Township Official Plan requires limited service residential uses to be zoned in a separate category. The severed parcel would have frontage on a new private lane and Vanluven

Lake. The parcel is intended for residential development. Therefore, the zone on these lands needs to change from RU to RLSW.

A portion of the subject property is designated Environmental Protection (EP) on Schedule "A" of the Township Official Plan. The EP designation corresponds to the wetlands and wooded areas along the shoreline of Vanluven Lake. Section 5.2 of the Official Plan requires an environmental impact study to determine whether the proposed lot and its subsequent development would have a negative impact on these natural features and their ecological functions.

A Natural Heritage Site Assessment (Ecological Services, November 24, 2023) was submitted in support of the consent application. The study identified wetland, fish habitat, species at risk habitat and significant wildlife habitat on or beside the proposed lot. The report recommended the following mitigation measures that must be implemented to ensure that there is no negative impact on the identified features:

1. Development should be setback a minimum of 30 metres from the wetland, with the setback measured from the treeline near the shoreline,
2. Leave the strip of woodland along the shoreline intact to provide a buffer between development and the wetland,
3. No tree removal should be undertaken between April 1 and September 30 to protect nesting birds and prevent harm to roosting bats, and
4. No site alteration between early May and mid August to prevent direct harm to grassland birds.

Section 5.2.2 of the Official Plan indicates that Council may consider minor changes to the boundary of the EP designation without an amendment to the Official Plan provided the proposed use would be permitted in the adjacent designation (in this case, Rural) and the overall intent of the Plan is maintained. It notes that a zoning by-law amendment may be required. The Natural Heritage Site Assessment refined the boundaries of the wetland and woodland from what is associated with the EP designation.

The proposed by-law places the wetland and treeline along the shoreline in the EP zone. Section 5.8.2(c) of the Zoning By-law requires development to be setback 30 metres from an EP zone. Therefore, the proposed by-law would maintain the intent of the Official Plan and would implement the Natural Heritage Site Assessment requirement for the 30 metre development setback to be measured from the treeline of the wetland.

Conclusion

It is the opinion of staff that the proposed zoning by-law amendment conforms to the Provincial Planning Statement 2024, the County of Frontenac Official Plan, and the Township of South Frontenac Official Plan. It also represents good planning for the subject lands.

Staff recommend that Council pass a by-law during the Council meeting in which the public meeting is held, per Procedural By-law as amended by By-law 2023-44, as the planning matter is technical in nature. Specifically, the Director of Development Services had consideration for all applicable policy in the decision to grant provisional approval to the consent application, and the proposed by-law will fulfill one of the conditions.

Financial Implications

Not applicable.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillars: Choose an item.
- Action Item (If Applicable): Insert Text

Climate Considerations

Not applicable to this report.

This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Notice of the Statutory Public Meeting was given pursuant to the requirements of the *Planning Act*, 20 days in advance of the Public Meeting. This included notice given:

- by mail to every owner of land within 120 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies

Attachments

Exhibit A. By-law 2025-61

Approvals

Prepared By: Christine Woods, RPP, MCIP, Manager of Planning

Submitted By:



Brad Wright, RPP, MCIP, AICP, PLE

Director of Development Services

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

By-Law Number 2025-61**A By-Law to amend By-law 2003-75, as amended, to rezone land from RU to RLSW and EP on lands described as Part 1 on 13R23313, Part of Lot 10, Concession 12, District of Portland: Ball**

Whereas pursuant to the provisions of Section 34 of the *Planning Act*, RSO 1990 as amended, the Council of a Municipality may enact by-laws regulating the use of land and the erection, location and use of buildings and structures thereon; and

Whereas By-law 2003-75 being the Zoning By-law regulates the use of land and the erection, location and use of buildings and structures within the Township of South Frontenac; and

Whereas the Council of the Corporation of the Township of South Frontenac considered all written and oral submissions received on this application, the effect of which helped Council make an informed decision; and

Whereas there be no further notice pursuant to Section 34 (17) of the *Planning Act*;

Therefore be it resolved that the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. That Schedule "A" to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Limited Service Residential – Waterfront (RLSW) and Environmental Protection (EP) for lands shown on Schedule "1".
2. This By-law shall come into force in accordance with Section 34 of the *Planning Act*, 1990, as amended, either upon the date of passage or as otherwise provided by said Section 34.

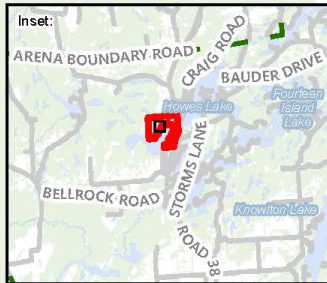
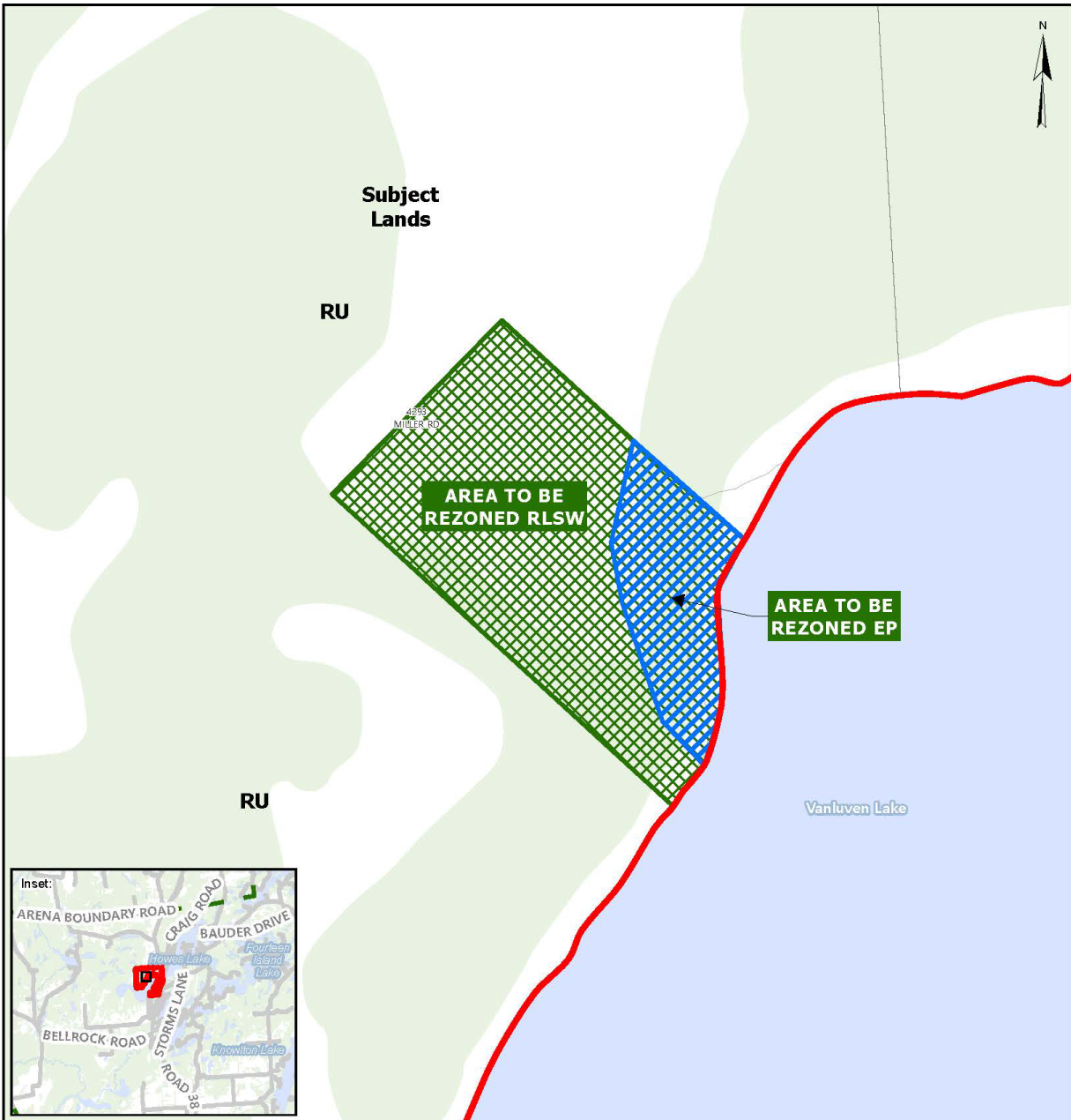
Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1 of By-law 2025-61



<p>SOUTH FRONTENAC</p> <p>(BALL)</p> <p>4293 MILLER ROAD</p> <p>PL-ZBA-2025-0093</p> <p>0 10 20 40 m Scale: 1:2,000</p>	<p>LEGEND</p> <p> Subject Property</p> <p> Area to be Rezoned</p> <p> Area to be Rezoned - EP</p> <p> Township Boundaries</p> <p> Parcels</p> <p> Building Footprints</p> <p> Wooded Area</p> <p> Waterbody</p>		<p> Road</p> <p>Zoning</p> <p> AGRICULTURAL ZONE (A)</p> <p> COMMUNITY FACILITY ZONE (CF)</p> <p> ENVIRONMENTAL PROTECTION ZONE (EP)</p> <p> MOBILE HOME RESIDENTIAL ZONE (MH-R)</p> <p> OPEN SPACE - PUBLIC ZONE (OS)</p> <p> OPEN SPACE - PRIVATE ZONE (OSP)</p>		<p> PIT 'A' ZONE (PA)</p> <p> PIT 'B' ZONE (PB)</p> <p> QUARRY 'A' ZONE (QA)</p> <p> QUARRY 'B' ZONE (QB)</p> <p> RESIDENTIAL ZONE (R)</p> <p> RURAL COMMERCIAL ZONE (RC)</p> <p> RURAL INDUSTRIAL ZONE (RI)</p> <p> LIMITED SERVICE RESIDENTIAL ZONE (RLS)</p>		<p> LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)</p> <p> LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)</p> <p> RECREATIONAL RESORT COMMERCIAL ZONE (RRC)</p> <p> RURAL ZONE (RU)</p> <p> WATERFRONT RESIDENTIAL ZONE (RW)</p> <p> SALVAGE YARD INDUSTRIAL ZONE (SI)</p> <p> TUZ</p>		<p> URBAN COMMERCIAL ZONE (UC)</p> <p> URBAN INDUSTRIAL ZONE (UI)</p> <p> URBAN MULTIPLE RESIDENTIAL ZONE (UMR)</p> <p> URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)</p> <p> URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)</p> <p> WASTE DISPOSAL ZONE (WD)</p>	
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By-Law Number 2025-61**A By-Law to amend By-law 2003-75, as amended, to rezone land from RU to RLSW and EP on lands described as Part 1 on 13R23313, Part of Lot 10, Concession 12, District of Portland: Ball**

Whereas pursuant to the provisions of Section 34 of the *Planning Act*, RSO 1990 as amended, the Council of a Municipality may enact by-laws regulating the use of land and the erection, location and use of buildings and structures thereon; and

Whereas By-law 2003-75 being the Zoning By-law regulates the use of land and the erection, location and use of buildings and structures within the Township of South Frontenac; and

Whereas the Council of the Corporation of the Township of South Frontenac considered all written and oral submissions received on this application, the effect of which helped Council make an informed decision; and

Whereas there be no further notice pursuant to Section 34 (17) of the *Planning Act*;

Therefore be it resolved that the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. That Schedule "A" to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Limited Service Residential – Waterfront (RLSW) and Environmental Protection (EP) for lands shown on Schedule "1".
2. This By-law shall come into force in accordance with Section 34 of the *Planning Act*, 1990, as amended, either upon the date of passage or as otherwise provided by said Section 34.

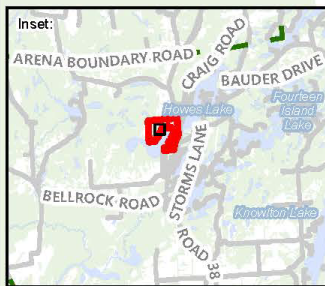
Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1 of By-law 2025-61





SOUTH FRONTENAC

(BALL)

4293 MILLER ROAD
PL-ZBA-2025-0093

0 10 20 40 m
Scale: 1:2,000

LEGEND

Subject Property	Road	PIT 'A' ZONE (FA)	LIMITED SERVICE RESIDENTIAL - ISLAND ZONE (RLSI)	URBAN COMMERCIAL ZONE (UC)
Area to be Rezoned	Zoning	PIT 'B' ZONE (FB)	LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RLSW)	URBAN INDUSTRIAL ZONE (UI)
Area to be Rezoned - EP	AGRICULTURAL ZONE (A)	QUARRY 'A' ZONE (QA)	RECREATIONAL RESORT COMMERCIAL ZONE (RRC)	URBAN MULTIPLE RESIDENTIAL ZONE (UMR)
Township Boundaries	COMMUNITY FACILITY ZONE (CF)	QUARRY 'B' ZONE (QB)	RURAL ZONE (RU)	URBAN RESIDENTIAL ZONE - FIRST DENSITY ZONE (UR1)
Parcels	ENVIRONMENTAL PROTECTION ZONE (EP)	RESIDENTIAL ZONE (R)	WATERFRONT RESIDENTIAL ZONE (RW)	URBAN RESIDENTIAL ZONE - SECOND DENSITY (UR2)
Building Footprints	MOBILE HOME RESIDENTIAL ZONE (MH-R)	RURAL COMMERCIAL ZONE (RC)	SALVAGE YARD INDUSTRIAL ZONE (SI)	WASTE DISPOSAL ZONE (WD)
Wooded Area	OPEN SPACE - PUBLIC ZONE (OS)	RURAL INDUSTRIAL ZONE (RI)	TUZ	
Waterbody	OPEN SPACE - PRIVATE ZONE (OSP)	LIMITED SERVICE RESIDENTIAL ZONE (RLS)		

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Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: October 7, 2025

Subject: 2025 Lake Ecosystem Grant Recommendations

Report Number: 2025-135

Summary

The Township accepted applications for the 2025 Lake Ecosystem Grant program until August 30, 2025. Staff are recommending approval of three applications for this intake, totally \$21,500.00.

Recommendation

That Council approve Lake Ecosystem Grants for \$9,500 for Garter Lake Lane Association, \$2,000 for Wolfe Lake Association, and \$10,000 for Queen's University Biological Station.

That Council carryover \$8,500 from 2025 and \$10,660 from 2024 (total of \$19,160) to be used for the 2026 Lake Ecosystem Grant program.

Background

The Township has a Lake Ecosystem Grant program to support and encourage the preservation, restoration, monitoring, and analysis of lake ecosystems within the Township. The 2025 operating budget includes \$30,000 for this grant program.

The 2025 program was advertised on the Township website and social media, as well as in Frontenac News. Lake Associations were sent the media release directly. Applications were accepted until August 30, 2025.

Discussion/Analysis

Four applications were received this year. However, one group withdrew its application because they determined that they would be unable to fulfill one of the terms and conditions of the grant program. Their project will proceed with funding from a different source. The group intends to reapply in the future for assistance implementing lake-specific recommendations that come from the project.

Three applications were evaluated by the Manager of Planning to determine eligibility according to the Lake Ecosystem Grant policy. Clarification or additional information was sought from applicants where necessary. The applications were found to be eligible for the

grants. Staff are recommending grant funding subject to all terms and conditions of the policy being met and an agreement signed, prior to the release of funds.

Project Summaries

Applicant: Garter Lake Lane Association

Project: Garter Lake is an at-capacity lake trout lake. The project will assess the current and historical nutrient status and water quality of the lake to determine any legacy issues of major watershed disturbance such as logging and beaver dam breaks. Queen's University researchers will collect and analyze sediment cores and current water quality of the lake. They hope to learn how past disturbances and climate change are impacting the lake in order to influence mitigation or management measures that can be established to maintain or improve the water quality of the lake. The results will be presented to the Garter Lake Lane Association, and the summary report and full undergraduate thesis report will be made available. The association also intends to make the information available to other lake associations, especially those with lake trout.

The amount requested and recommended for the project is \$9,500.00.

Applicant: Wolfe Lake Association

Project: The Wolfe Lake Association launched a Get the Lead Out program in 2022. Part of the program includes a website (fishleadfree.ca) that is attached to the lake association's webpage. They propose to create a separate website for fishleadfree.ca to expand their reach and reduce navigation confusion. The website will include information on the use of lead tackle and its impact, the science, newsletters, and the program's progress. The grant would help pay for this separation and for three years website services.

The amount requested and recommended for the project is \$2,000.00.

Applicant: Queen's University Biological Station

Project: Purchase four new high-quality and robust stereo microscopes for the aquatic lab at the Elbow Lake Environmental Education Centre. This will expand access to microscopes so that community groups and visiting local school groups can engage directly with science by investigating their local freshwater environments, and make meaningful discoveries at Elbow Lake. It will also enhance learning opportunities for students in the Limnology program. Free public events, featuring QUBS aquatic ecology researchers, will be offered in the Spring and Summer of 2026.

The amount requested and recommended for the project is \$10,000.00.

Financial Implications

There is \$30,000 in the approved 2025 operating budget for this program. Staff recommend approval of \$21,500 for three applications, as detailed in this report.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillars: People and Partnerships
- Action Item (If Applicable): Forge collaborative relationships with external organizations, stakeholders, and neighbouring communities to leverage resources, share expertise, and achieve common goals for the betterment of the community.

Climate Considerations

Not applicable to this report.

This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Director of Finance & Treasurer

Approvals

Prepared By: Christine Woods, RPP, MCIP, Manager of Planning

Submitted By:



Brad Wright, RPP, MCIP, AICP, PLE
Director of Development Services

Approved By:



Louise Fragnito CPA, CGA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: October 7, 2025

Subject: LA-2025-004 (Votary) Licence Agreement Application, 1029 Benjamin Lane, Road Allowance Between Concession 7 and Concession 8, Loughborough

Report Number: 2025-137

Summary

An application has been received asking that Council consider entering into a Licence Agreement to allow the continued use of a portion of unopened road allowance for the purposes of access to the owner's properties, as a condition of consent applications PL-BDJ-2025-0013 to PPL-BDJ-2025-0016.

Recommendation

That Council approve a by-law to authorize the Mayor and Clerk to enter into a Licence Agreement with Marilyn and Robert Votary for the purpose of recognizing the existing use of the unopened road allowance between Concession 7 and 8, Loughborough;

That By-law 2025-62, attached as Exhibit B, being "A By-law to Authorize the Execution of a Licence Agreement Between the Township of South Frontenac and Marilyn and Robert Votary Relating to the Existing and Continued use of the Unopened Road Allowance", be given first and second reading; and

That By-law 2025-62 be presented to Council for third reading.

Background

In 2005, the developed properties lying South of the unopened road allowance entered into a licence agreement to grant vehicular access to those properties from Hard Maple Lane.

The applicant, Marilyn Votary, owns three properties that are currently accessed from Benjamin Lane as shown on Exhibit A. The three properties are subject to consent applications PL-BDJ-2025-0013 to PL-BDJ-2025-0016 to have their boundaries adjusted. The properties will also benefit from a right-of-way over Hard Maple Lane created through consent application PL-BDJ-2025-0028.

As a condition of approval for applications PL-BDJ-2025-0013 to PL-BDJ-2025-0016, the applicant is required to apply for a licence agreement to be able to use the unopened road allowance portion of Hard Maple Lane to access their properties.

As per By-law 2024-66, the Municipality may enter into a Licence agreement with a property owner to allow the continued use of the road allowance as a means of access to that person's property.

Discussion/Analysis

The applicant has submitted a request to allow the use of the unopened road allowance for vehicular access to their properties so that they have year-round access over Hard Maple Lane. Benjamin Lane is not maintained or accessible year-round.

The purpose of requiring a licence agreement for these properties is to ensure that all landowners who access their properties over the unopened road allowance are bound by the terms of the 2005 licence agreement.

Once the Agreement has been fully executed, the Applicant's lawyer will register the by-law on title to the benefitting lands with the Agreement as Schedule "A". No registrations will occur on title to the unopened road allowance.

Financial Implications

The application fee has been paid by the applicants.

The applicants will be responsible for the payment of the legal fees to have the documents registered on title to the benefitting lands.

A fee of \$10.00 per year due January 31st, is applicable to every Licence Agreement to keep it in good standing.

Relationship to Strategic Plans

- Not applicable to this report.
- This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.
 - Priority: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Manager of Planning Services

Attachments

Exhibit A – Location Map

Exhibit B – By-law 2025-62

Exhibit C – Licence Agreement

Approvals

Prepared By: Heather Woodland, Deputy Clerk

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer











**SOUTH
FRONTENAC**

LA-2025-004

**(MARILYN & ROBERT VOTARY)
1029 BENJAMIN LANE**

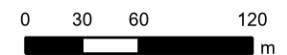
Legend

-  Subject Lands
-  Unopened Road Allowance
-  Parcels
-  Building Footprints
-  Road
-  Wetland
-  Wooded Area
-  Township Boundary

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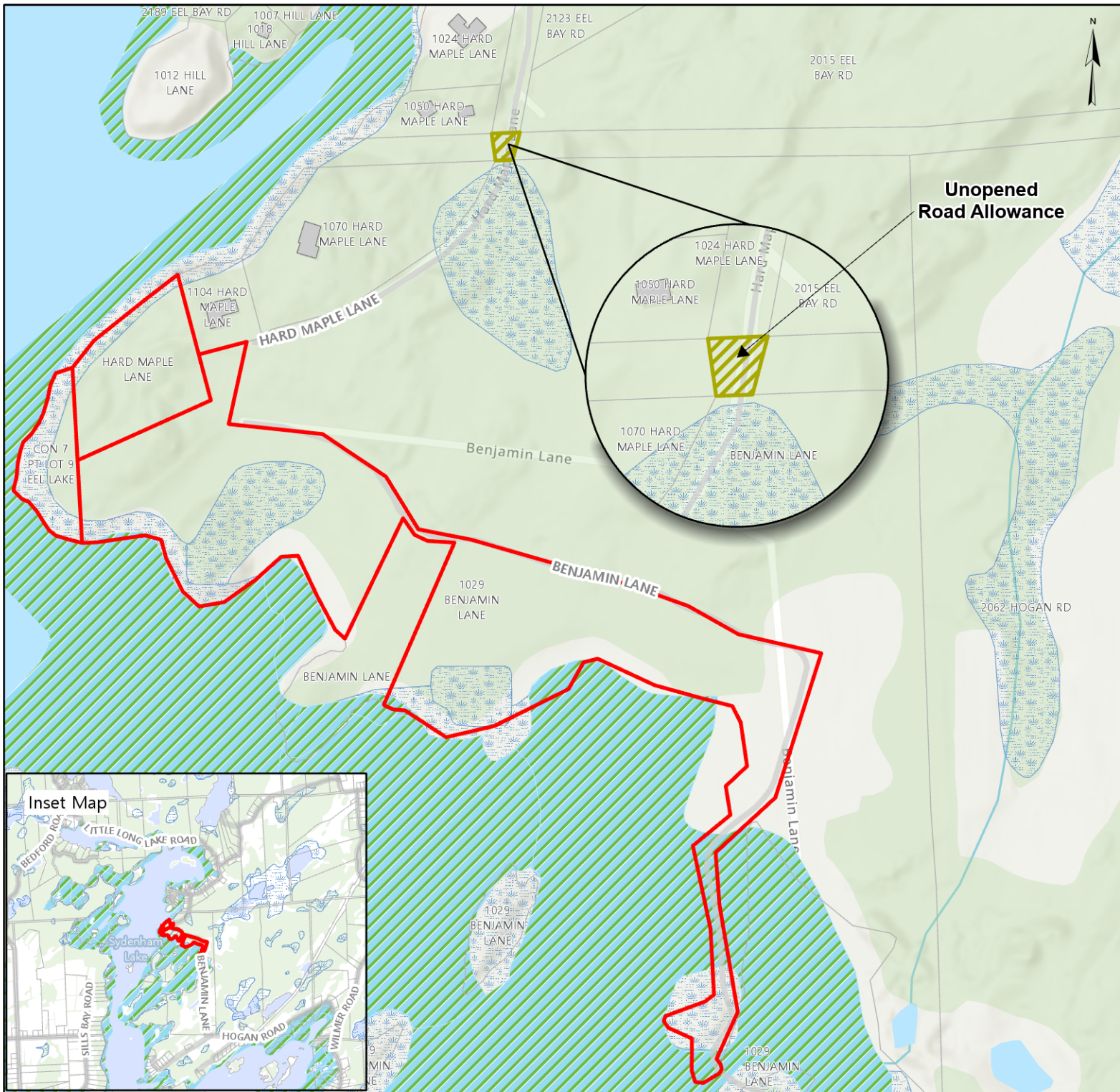
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Scale: 1:4,000



UTM Zone 18 NAD 83

Date: 24/09/2025



By-Law Number 2025-62**A By-Law to Authorize the Execution of a Licence Agreement Between the Township of South Frontenac and Marilyn Votary Relating to the Existing and Continued use of the Unopened Road Allowance Concession 7 and Concession 8 Loughborough, Lying Between Eel Lake and FR259791; Township of South Frontenac**

Whereas PURSUANT TO Section 9 of the *Municipal Act*, 2001, S.O. 2001, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

Whereas pursuant to Section 5.3 of the *Municipal Act*, 2001, c.25, the powers of every Council shall be exercised by by-law;

Whereas it is deemed expedient that the Township of South Frontenac enter into an agreement with Marilyn Votary respecting the use of the unopened road allowance between Concession 7 and Concession 8, Loughborough, Lying between Eel Lake and FR259791; Township of South Frontenac for the purpose of accessing the property Municipally known as 1029 Benjamin Lane;

Whereas such agreement is required to set out the terms and conditions of the provision of such service;

Therefore Be It Resolved That the Council of the Township of South Frontenac enacts as follows:

1. **That** the Mayor and the Clerk are hereby authorized, on behalf of the Township of South Frontenac, to enter into and execute under its corporate seal, a Licence Agreement with Marilyn and Robert Votary.
2. **That** a copy of the said agreement shall remain attached to and form part of this by-law marked as Schedule A.
3. **That** the Owner(s) of the lands as of the date of by-law passage shall pay all costs associated with the development, passage and registration of this by-law.
4. **That** this by-law shall be registered in the Land Registry Office and the Municipality shall be provided with the appropriate documentation that the registration has been completed within ten (10) business days of the date of registration.
5. **That** passage of this by-law shall be deemed to include authorization to legal counsel to register the same in the Land Registry Office without further written authorization.
6. **That** this by-law shall come into force and effect on the final date of passing.

Given First and Second Readings: Monday, October 7, 2024

Given Third Reading and Passed: Monday, October 7, 2024

James Thompson, Clerk

Ron Vandewal, Mayor

Licence Agreement

Made this _____ day of _____, 2025

Between:

Marilyn and Robert Votary
Hereinafter called the "Licensee"

of the First Part

-and-

The Corporation of the Township of South Frontenac
hereinafter called the "Licensor"

of the Second Part

WHEREAS the Licensee is the registered owner in fee simple of certain lands located in the Township of South Frontenac more particularly described in Schedule "A" ("the Owners' Lands");

AND WHEREAS the Licensor has agreed to enter into a Licence Agreement with the Licensee to provide access along a portion of the unopened road allowance between Lot 10, Concession 7 and Lot 10, Concession 8, Loughborough District, Township of South Frontenac;

AND WHEREAS Section 28, (2)(a) of the *Municipal Act*, 2001, c. 25, gives local municipalities jurisdiction over all road allowances located in the municipality; and whereas Council is authorized to license the use of un-travelled portions of highways under its jurisdiction;

AND WHEREAS it was a condition of the Committee's approval that the Owner of the lands enter into this agreement with the Licensor on the terms set out;

AND WHEREAS the Licensor is authorized to enter into this agreement and register it against the title to the Licensee's lands as described in Schedule "A" of this agreement, pursuant to subsections 51(26) and 53(12) of the *Planning Act*, R.S.O. 1990, as amended;

AND WHEREAS the Licensee has agreed that the Licensor shall not be liable for the maintenance, improvement or use of the road allowance after any permitted alterations;

AND WHEREAS the Licensee has agreed that the Licensor may enforce the terms of this Agreement pursuant to sections 445 and 446 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, including the authority to order remedial work to be completed at the Licensee's sole cost;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree with each other as follows:

1. In this Agreement,
 - a. "Licensee's Property" means those lands owned by the Licensee described in Schedule "A" to this Agreement, it being understood that, pending approval, the licence will also apply to the reconfigured lots arising from Consent Applications PL-BDJ-2025-0013 to PL-BDJ-2025-0016;
 - b. "Road Allowance" means that portion of the unopened road allowance described in Schedule "B" to this Agreement;

2. The Licensor grants the Licensee a non-exclusive licence to use the Road Allowance for the purpose of pedestrian and vehicular access to and from the Licensee's Property.
3. The term of this Licence shall be from the date of this Agreement to December 31, 2025, and thereafter from year to year.
4. Upon entering into this Agreement, the Licensee shall pay the Licensor the sum of \$10.00 and, prior to January 31 of each year thereafter, the further sum of \$10.00 which shall be added to the tax roll and collected in the same manner as taxes pursuant to Section 398 of the *Municipal Act*, 2001, S.O. 2001, during the term of this Licence.
5. The Licensee acknowledges that they have no rights, title or interest in the Road Allowance other than as provided in this Agreement.
6. The Licensor may, at any time, terminate this Licence by giving the Licensee a minimum of 60 days written notice of termination, and the annual payment for the licence fee shall be apportioned as of the date of termination. The Licensee agrees that upon termination the Licensee hereby irrevocably waives any rights to claim damages or loss as against the Licensor.
7. The Licensee covenants with the Licensor:
 - a. To accept the Road Allowance in an "as is" condition and not to require the Licensor to pay for or do any work or supply any equipment or services in connection with the Licensee's use of the Road Allowance;
 - b. To pay the annual Licence fee;
 - c. To obtain all necessary permits and approvals required by law and as determined by the scope of work which is to be submitted and approved by the Licensor as outlined in clause d;
 - d. Not to remove any trees or commence any work, or make any changes in surfacing, grade or landscaping on the Road Allowance as described in Schedule "B" except in accordance with plans and specifications submitted to and approved by the Licensor;
 - e. The Licensor and the licensee acknowledge that the lane serving access to the lands known as "Hard Maple Lane" currently exists and has existed for several years. No alterations will take place on the existing lane unless a plan as mentioned in clause d above is submitted to the Licensor and is approved prior to commencing work;
 - f. To keep the Road Allowance in a clean and well-ordered condition, and not to permit any rubbish, refuse, debris or other objectionable material to be stored, or to accumulate thereon;
 - g. To use the Road Allowance only for the purpose of access to and from the Licensee's Property and not to interfere, obstruct or impede in any way the use of the Road Allowance by the Licensor or any other member of the public;
 - h. Not to assign or otherwise transfer this Licence without the prior written consent of the Licensor, which consent may be arbitrarily withheld;
 - i. To ensure that nothing is done or kept at or on the Road Allowance which is or may be a nuisance, or carry on any activity or do anything else, which causes disturbance to or interferes with the users or occupants of any neighbouring property, or which in the opinion of the Licensor may cause damage to the road allowance or any neighbouring property;
 - j. To take, at the Licensee's own expense, all measures necessary to ensure to the Licensor's satisfaction that any municipal services or utilities now or in the future on, under or adjacent to the Road Allowance are or will be adequately protected against damage, impairment, destruction or loss;

- k. To ensure that no inflammable or explosive substances, contaminants, pollutants, or hazardous or environmentally sensitive materials are brought on to the Road Allowance, other than materials legally permitted on Township roads without special permit;
 - l. Upon termination of this Licence to remove from the Road Allowance all fixtures and chattels belonging to the Licensee, with all damage if any, caused by such removal made good by the Licensee;
 - m. Upon failure by the Licensee to comply with any covenants or obligations imposed under this Agreement within 14 days written notice requiring such compliance from the Licensor, the Licensor may enter the Road Allowance and fulfill such conditions at the sole expense of the Licensee, who shall forthwith upon being invoiced therefore, reimburse the Licensor for all of its costs;
 - n. That the Licensor has no obligation during or upon expiration of the term of this Licence to compensate or reimburse the Licensee for any costs or expenses incurred by the Licensee to improve or maintain the Road Allowance, all of which will be done for the benefit of the Licensee and not the Licensor;
 - o. Not to register this Agreement or a notice of this Agreement or any other notice of the Licensee's interest in the Road Allowance against title to the Road Allowance;
 - p. To indemnify and save harmless, the Licensor from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by or imposed on the Licensor in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from or sustained as a result of the Licensee's occupation or use of the Road Allowance;
 - q. To further indemnify and save harmless the Licensor from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the *Construction Act* in connection with any work done for the Licensee at or on the Road Allowance, and to promptly attend at the Licensee's expense to the removal of every claim for lien or certificate of action having to do with such work within 14 days of being notified in writing by the Licensor to do so, failing which the Licensor may attend to such removal and recover the expense and all attendant costs from the Licensee;
 - r. To take out and maintain in force at all times, a comprehensive policy of public liability and property damage insurance acceptable to the Licensor, that provides insurance coverage in respect of any one occurrence to a limit of not less than two million dollars (\$2,000,000.00) exclusive of interest and costs, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, and that names the Licensor on the policy as an additional insured;, and to provide the Licensor with proof of such insurance no later than the 15th day of January each year or upon request.
8. This Agreement shall be binding upon, and enure to the benefit of, the parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first written above.

SIGNED, SEALED AND DELIVERED

In the presence of:

Witness

Marilyn Votary
Licensee

Witness

Robert Votary
Licensee

THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC

Per:

Ron Vandewal – Mayor

James Thompson – Clerk

We have the authority to bind the corporation.

Schedule "A"

The Licensee Lands

Concession 7 Part Lot 10 RP 13R10006 Parts 1, 4, and 7 to 12, Part Part 5 RP 13R15782
Parts 2 to 4

Role Numbers: 1029-050-040-61900, 1029-050-040-61801, 1029-050-040-61970

All of current PINs: 36279-0102, 36279-0091, 36279-1072

Schedule "B"

Road Allowance Legal Description

Being a portion of the Road Allowance between Concession 7 and Concession 8,
Loughborough, Lying Between Eel Lake and FR259791

Being a portion of PIN: 36279-1269 (LT)

Township of South Frontenac

Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: Tuesday, October 7, 2025

Subject: RAC-22-0136 (Carr) Unopened Road Allowance Closure and Purchase Request

Report Number: 2025-122

Summary

This Report is to request the approval of Council for the closure and sale of a portion of Unopened Road Allowance, legally described as a Road Allowance between Concessions 9 and 10, District of Bedford, Parts 1 through 4, Plan 13R23412.

Recommendation

That Council approve a by-law to stop up and close a portion of unopened road allowance; and

That By-law 2025-63, attached to Report Number 2025-122 as Exhibit C, being “A By-law to Stop up, close and sell a portion of Unopened Road Allowance, Parts 1 through 4, Plan 13R23412, Bedford District” be given first and second reading; and

That By-law 2025-63 be presented to Council for third reading.

Discussion/Analysis

On August 16, 2022, staff received an application requesting the closing of an unopened road allowance lying between Concessions 9 and 10, District of Bedford. The benefitting lands are known as 302A Briggs Lane as outlined in the location map, attached to the Report as Exhibit A.

Staff received an application to purchase a portion of road allowance on August 16, 2022. On [January 10, 2023](#), Council approved a recommendation to proceed with the process of stopping up, closing, and selling a portion of the road allowance to the benefitting lands located on Briggs Lane. A subsequent public meeting was held on [July 18, 2023](#). Staff received two inquiries in advance of the public meeting which were seeking more information about a right-of-way over the unopened road allowance. No further comments from the public, members of Council, staff, Ontario Natural Resources or the Rideau Valley Conservation Authority were received.

During the same meeting, Council approved the recommendation to receive the report for information, and it was determined that the next steps would be for the applicant to move

forward with surveying the unopened road allowance to determine the size and purchase price. Finally, on [June 10, 2025](#), Council approved a recommendation to reconfirm the intent to stop up and close the unopened road allowance with the understanding that the property owner would obtain a survey of the lands and a by-law would return to Council for final approval.

The applicants engaged the services of an Ontario Land Surveyor to survey and determine the area of the parcel. The surveyor calculated the area for Parts 1 through 4 on Plan 13R23412 as follows:

Part 1: 404.66 square metres

Part 2: 2280.06 square metres

Part 3: 558.26 square metres

Part 4: 3096.70 square metres

Total: 6339.68 square metres (68,239.75 square feet)

It is important to note that this file falls within the previous Unopened Road Allowance Closure Policy and at the time it was determined that the lands were calculated at a purchase price of \$2.41 for the first 19,800 square feet and \$0.21 per square foot for the remainder, as follows:

19,800 square feet at \$2.41 per square foot is \$47,718 + HST (\$6,203.34) = \$53,921.34

48,439.75 square feet at \$0.21 per square foot is \$10,172.35 + HST (\$1,322.40) = \$11,494.75

The total purchase price for this portion of unopened road allowance is \$65,416.09 inclusive of HST.

Financial Implications

The applicants have paid the application fee, a deposit for legal costs incurred, and the costs of the survey.

The purchase price is noted above.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillars: Choose an item.
- Action Item (If Applicable): Insert Text

Climate Considerations

Not applicable to this report.

This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Not applicable

Attachments

Exhibit A – Location Map

Exhibit B – Survey

Exhibit C – By-law 2025-63

Approvals

Prepared By: Heather Woodland, Deputy Clerk

Submitted By:

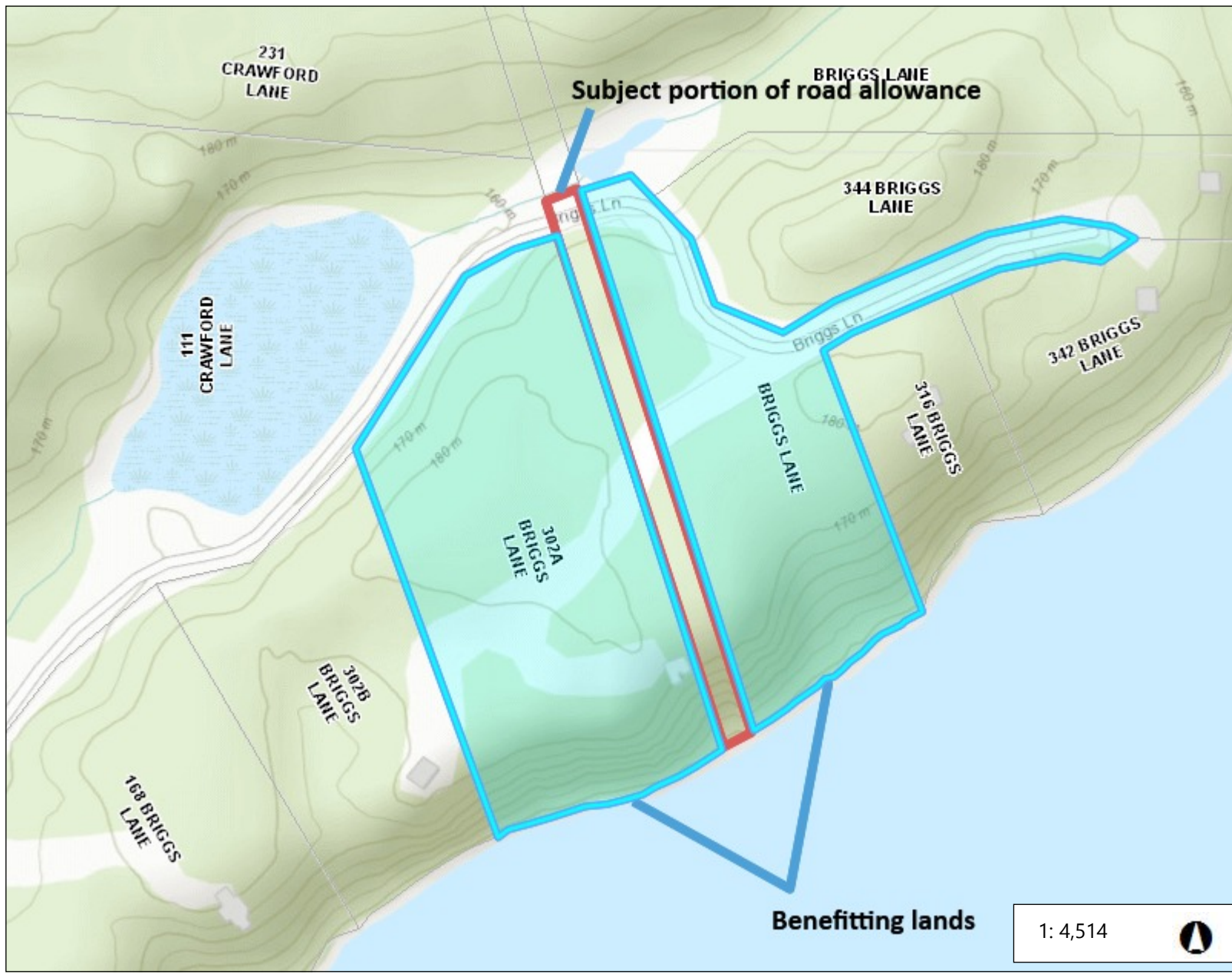


James Thompson, Clerk





Approved By:




Louise Fragnito, Chief Administrative Officer



Legend

-  SF Trailer Licencing
-  Assessment Parcels
-  Location Labels
-  Citations

1:4,514 



WGS_1984_Web_Mercator_Auxiliary_Sphere
Includes Material © 2019 of the Queen's Printer for Ontario. All Rights Reserved.

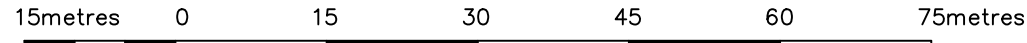
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

**PLAN of SURVEY of
PART of the ROAD ALLOWANCE BETWEEN
CONCESSIONS 9 and 10
Geographic Township of Bedford
TOWNSHIP OF SOUTH FRONTENAC
COUNTY of FRONTENAC**

SCALE = 1:750



**HOPKINS CHITTY LAND SURVEYORS INC.
-2025-**

THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN HEIGHT
BY 457mm IN WIDTH WHEN PLOTTED AT A SCALE OF 1:750



PLAN 13R-23412

Received and deposited

August 28th, 2025

Todd Bondy

Representative for the
Land Registrar for the
Land Titles Division of
Frontenac (No.13)

SCHEDULE		
PART	LOCATION	PIN No.
1	PART of	PART of 36239-0470 (LT)
2	Road Allowance between	
3	Concessions 9 & 10	
4		

OBSERVED REFERENCE POINTS (ORP'S) DERIVED FROM GPS OBSERVATIONS USING PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18, NAD83 (CSRS) (2010) COORDINATES TO RURAL ACCURACY PER SEC. 14(2) OF O.REG. 216/10		
POINT ID	NORTHING	EASTING
ORP "A"	4949018.46	379808.46
ORP "B"	4948959.74	379979.02

COORDINATES CANNOT, IN THEMSELVES BE USED TO
RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

BEARINGS ARE UTM GRID, DERIVED FROM MULTIPLE REAL TIME KINEMATIC
(GPS) OBSERVATIONS FROM MONUMENT "A" TO "B", UTM ZONE 18
(75° WEST LONGITUDE) NAD83 (CSRS) (2010)

FOR BEARING COMPARISONS, A ROTATION OF 1°03'50" CLOCKWISE WAS
APPLIED TO BEARINGS ON PLAN 13R-8720

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY
MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999754

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

LEGEND:

SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN

- denotes Planted Survey Monument
- Found Survey Monument
- SIB Standard Iron Bar
- SSIB Short Standard Iron Bar
- IB Iron Bar
- IBØ Iron Bar (round)
- RB Rock Bar
- RPL Rock Plug
- (WIT) Witness
- (M) Measured
- CC Cut Cross
- (OU) Origin Unknown
- (HP) Hydro Pole
- (1185) John F. Goltz-O.L.S.
- (P1) PLAN 13R-8720
- (P2) PLAN 13R-21955

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT, THE LAND TITLES ACT and the REGULATIONS made under them.
- The SURVEY was completed on the 26th day of June, 2025

DATE: July 4th, 2025

Thomas MacDonald
Thomas MacDonald - O.L.S.

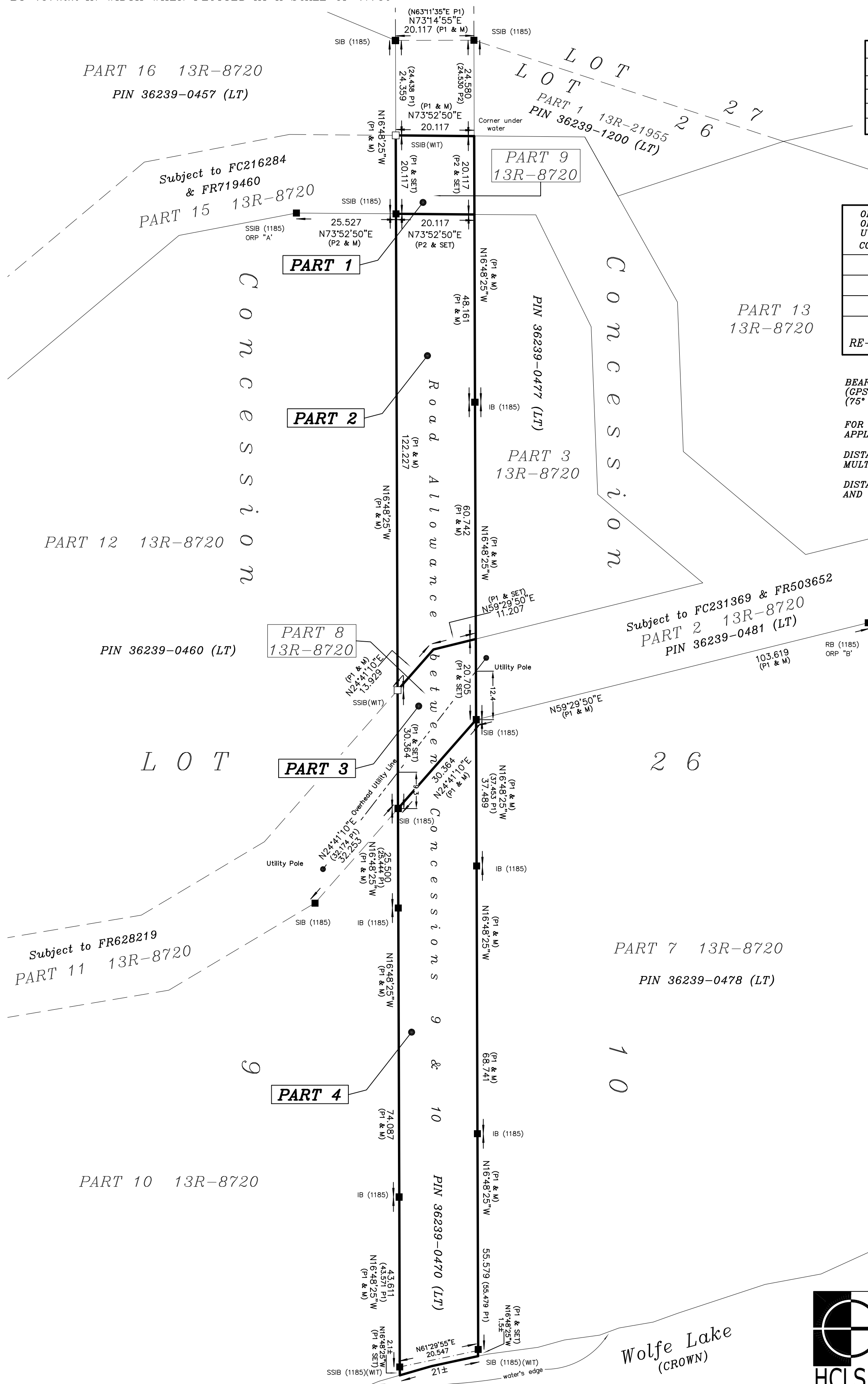
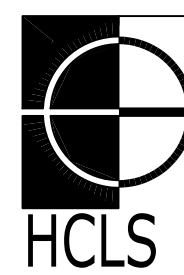
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION
FORM NUMBER V-109102

Party Chief: TJ	Instrument: CP	Checked By: TCM	Plan By: DM
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**HOPKINS CHITTY
LAND SURVEYORS INC.
Ontario Land Surveyors**
www.hopkinschitty.com

1224 GARDINERS ROAD, SUITE 102
KINGSTON, ONTARIO K7P-0G2
Tel (613) 384-9266
Fax (613) 384-3513

PROJECT No. 2025-0265
Part of Lot 26 & Road Allowance
between Concessions 9 & 10
Township of Bedford



Wolfe Lake
(CROWN)

By-Law Number 2025-63**A By-Law to Stop up, Close and Sell a portion of Unopened Road Allowance, between Concessions 9 and 10, Parts 1 through 4, Plan 13R23412, Bedford District**

Whereas the Council of the Township of South Frontenac may pass a by-law to stop up, close and sell any highway or part thereof pursuant to the *Municipal Act*, section 34(1);

Whereas pursuant to the Township of South Frontenac By-law Number 2024-66, the Corporation of the Township of South Frontenac advertised the proposal to close portions of the said road allowance;

Whereas the said road allowance is not used as a publicly travelled road; and

Whereas no objections have been received to the road closing:

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. **That** the portion of road allowance between Concession 9 and 10, Parts 1 through 4 Plan 13R23412, in the Bedford District, of South Frontenac (hereinafter, the "Said Lands") be and is hereby permanently closed.
2. **That** the Said Lands are hereby declared surplus to the needs of the Municipality.
3. **That** the Municipality shall convey its interest in Parts 1 through 4, Plan 13R23412 to the applicant, Sharon Carr or as directed by them, provided that such direction must be as a lot addition to one or more of the abutting properties located in South Frontenac. For clarity, this closure shall not create a new lot of record but shall only enlarge existing landholdings owned by the applicant located within South Frontenac.
4. The consideration for the conveyance of the Said Lands above shall be \$57,890.35 plus HST, plus all administration and legal costs to transfer Said Lands.
5. **That** the Mayor and Clerk are hereby authorized and directed to execute such documents as are required.
6. **That** a certified copy of this By-law be registered in the appropriate Land Registry Office.
7. **That** this By-law shall come into force and take effect upon the registration of this By-law.

Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

By-Law Number 2025-64

A BY-LAW TO AMEND BY-LAW 2005-98, “A BY-LAW FOR PROVIDING AND MAINTAINING A SYSTEM FOR THE COLLECTION, REMOVAL AND DISPOSAL OF GARGAGE AND RECYCLING MATERIALS, AND TO REPEAL CERTAIN BY-LAWS FROM THE FORMER MUNICIPALITIES THAT DEAL WITH THE SAME SUBJECT MATTER”

WHEREAS Council desires to update By-law 2005-98;

NOW THEREFORE the Corporation of the Township of South Frontenac hereby enacts as follows:

1. By-Law 2005-98, “ A By-Law For Providing And Maintaining A System For The Collectlon , Removal And Disposal Of Garbage And Recycling Materials, And To Repeal Certain By-Laws From The Former Municipalities That Deal With The Same Subject Matter” is hereby amended as follows:

That Clause 5 of Part II – Waste Disposal Sites be deleted in its entirety and replaced as follows:

Subject to paragraph 6 hereof, Acceptable Material brought to a Waste Disposal Site by or on behalf of a resident of the Municipality, within the geographical boundaries of the Municipality , shall be accepted for disposal upon payment of the appropriate tipping fees as detailed in Schedule E of the Fees and Charges By-Law 2024-59, which schedule may be amended from time to time by resolution of Council.

That Clause 28 of Part IV – Bag Tags be deleted in its entirety and replaced as follows:

The cost of additional Bag Tags shall be as detailed in Schedule E of the Fees and Charges By-Law 2024-59, which schedule may be amended from time to time by resolution of Council.

That Schedule B be deleted in its entirety and amended to read as follows:

The service and disposal fees that apply within the Township shall be as detailed in Schedule E of the Fees and Charges By-Law 2024-59, which schedule may be amended from time to time by resolution of Council.

2. This By-law shall come into force and take effect on October 14th, 2025.

Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

By-Law Number 2025-65

A By-Law to Amend By-Law Number 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, As Amended

Whereas the Council of The Corporation of the Township of South Frontenac enacted By-Law Number 2024-59, A Bylaw to Establish Fees and Charges to be Collected by The Corporation of the Township of South Frontenac, as amended;

Whereas the Council of the Township of South Frontenac considers it necessary and desirable to amend By-law 2024-59, as amended;

Therefore Be It Resolved That the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. Schedule "E" of By-law 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, as amended, is hereby further amended as follows:
 - a) The existing table is amended to include the following:

Description	Amount	Effective Date
Waste Management Fees - General		
Bag Tags	\$ 2.00 ea	October 14th, 2025
Composter	\$ 50.00 ea	
TyeDee Bin – Kamper Model	\$ 800.00 ea	
TyeDee Bin – X-L Model	\$ 425.00 ea	
Tires (where accepted)	Free	
Metal (where accepted)	Free	
Appliances (refrigerant free – where accepted)	Free	
Flattened Cardboard (where accepted)	Free	

Waste Disposal Fees – Portland WDS (Scales)		
Grass / Ashes (Must Debag)	Free	October 14th, 2025
Residential Brush (Up to 6" diameter limbs)	Free	
0 to 200kg (weighed garbage)	\$ 20.00	
201 to 300kg (weighed garbage)	\$ 33.00	
301 to 400kg (weighed garbage)	\$ 44.00	
401 to 500kg (weighed garbage)	\$ 55.00	
Over 500kg (weighed garbage) - prorated	\$110 per tonne	
Waste Disposal Fees – Loughborough WDS (No Scales)		
Minimum Charge (garbage)	\$ 20.00	October 14th, 2025
Small Bulky Items – chairs, tables, sinks, toilets, tubs etc..	\$20.00 minimum charge	
Large Bulky Items – sofas, box springs, mattresses	\$20.00 each	
Construction Waste / Other Loose Material	\$30.00 half ton load	
Passenger Vehicle (car / SUV)	\$ 20.00/load	
Half Ton Truck	\$ 30.00/load	
One Ton Truck	\$ 50.00/load	
Trailers – up to 8 foot utility type	\$ 30.00/load	
Trailers – up to 8 to 12 foot utility type	\$ 75.00/load	

2. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac Staff Report



To: Council
From: Director, Public Services
Date of Meeting: October 7, 2025
Subject: Speed Transition Zone – South of Harrowsmith
Report Number: 2025-126

Summary

The purpose of this report is to seek Council approval to implement new speed limits on Road 38 for the speed transition zone south of the Village of Harrowsmith.

Recommendation

That Council approve the staff recommendation for a new 60km/hr speed limit transition zone for Road 38 located south of the Village of Harrowsmith.

That By-law 2025-66, being a “By-law to amend By-law 2000-01, and to amend the speed limits on a section of Road 38 from 200m south of Kingston Road to 1200m south of Kingston Road” be given first and second reading; and

That By-law 2025-66 be presented to Council for third reading.

Background

On August 13th, 2024, Public Services staff presented Council with the findings of the preliminary design study for the Road 38 Reconstruction project (Murton Road to Kingston Road). The report presented the design recommendations from Safe Roads Engineering and summarized all of the public feedback heard at the Open House held on June 26th, 2024. At the conclusion of the meeting, Council approved the staff recommendation to issue Request for Proposals to advance the detailed design phase.

Discussion/Analysis

On September 27th, 2024, the Township awarded the detailed design phase of the Road 38 project to the Greer Galloway Group. Greer Galloway’s team worked on the preparation of the Road 38 tender documents and drawings over the next five months, and the project was advanced to public tender in March of 2025.

During the detailed design phase, Greer Galloway's team reviewed all of the preliminary design recommendations and all of the public comments received during the previous phase. One of the key concerns that was raised by the public was the speed of traffic on Road 38 immediately south of the Village of Harrowsmith. Greer Galloway's team was therefore asked to review the speed transitions in this area, specifically the northbound speed transitions from 80km/hr to 50km/hr was to be reviewed against the provincial guidelines.

Greer Galloway's team reviewed Ontario Traffic Manual Book 5 – Regulatory Signs for guidance on speed transition zones and highlighted the following provincial recommendations found on page 60:

“When it is required to introduce a reduction in speed from a higher speed limit to a lower speed limit with a speed limit change greater than 20km/hr (e.g. from 90km/hr to 50km/hr), transitional speed limits should be used in intervals of 20km/hr maximum (e.g. from 90km/hr to 70km/hr to 50km/hr). It is desirable to use a minimum transitional speed zone length of 1 km. It is recommended that a consistent approach for speed transition be used throughout a jurisdiction.”

The Township's design engineer on the Road 38 Reconstruction project has reviewed the Ontario Traffic Manual standard and recommends that the municipality implement a new speed transition zone. Exhibit A attached shows the existing speed limit transitions on Road 38 south of Harrowsmith as they exist today. Exhibit B attached shows the proposed speed limits transitions that would be required to meet the guideline for transitions from 80km/hr to 50km/hr.

It is therefore staff's recommendation that a new transitional speed zone be introduced south of the village. An amending bylaw has been attached as Exhibit C for Council to enact the necessary speed limit bylaw changes.

Financial Implications

The replacement and updates to regulatory speed limit signs on Road 38 project will be funded within the Capital project budget for the road project currently underway.

Relationship to Strategic Plan

Not applicable to this report.

This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.

- Pillars: Choose an item.
- Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Greer Galloway, a division of Jp2g Consultants Inc.

Attachments

- Exhibit A – Existing Speed Transition Zone Road 38 South of Harrowsmith
- Exhibit B – Proposed Speed Transition Zone Road 38 South of Harrowsmith
- Exhibit C – By-law 2025-66

Approvals

Prepared By: W. Troy Dunlop, C.E.T. Manager of Engineering and Capital Projects

Reviewed by:



Kyle Bolton, C.E.T., Director of Public Services

Approved By:



Louise Fragnito, CPA CGA, Chief Administrative Officer

EXHIBIT A – Existing Speed Transition Zone Road 38 South of Harrowsmith

- 50km/hr zone for Harrowsmith begins 200m south of Kingston Road (red)
- 50km/hr zone Begins Sign located 75m south of the Cataraqui Trail Crossing (just north of the Gas Station entrance)
- 80km/hr zone ends 200m south of Kingston Road (green)

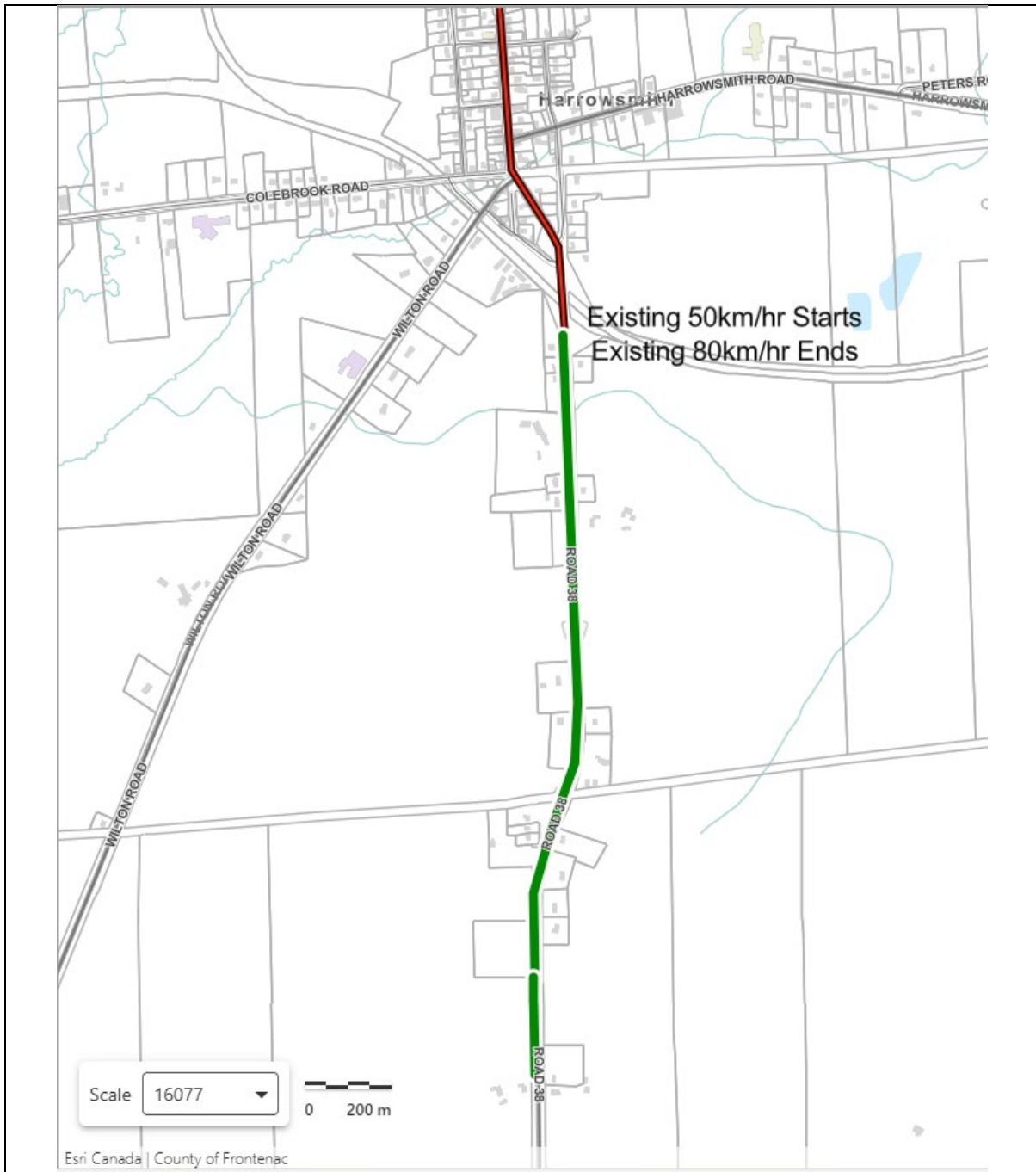
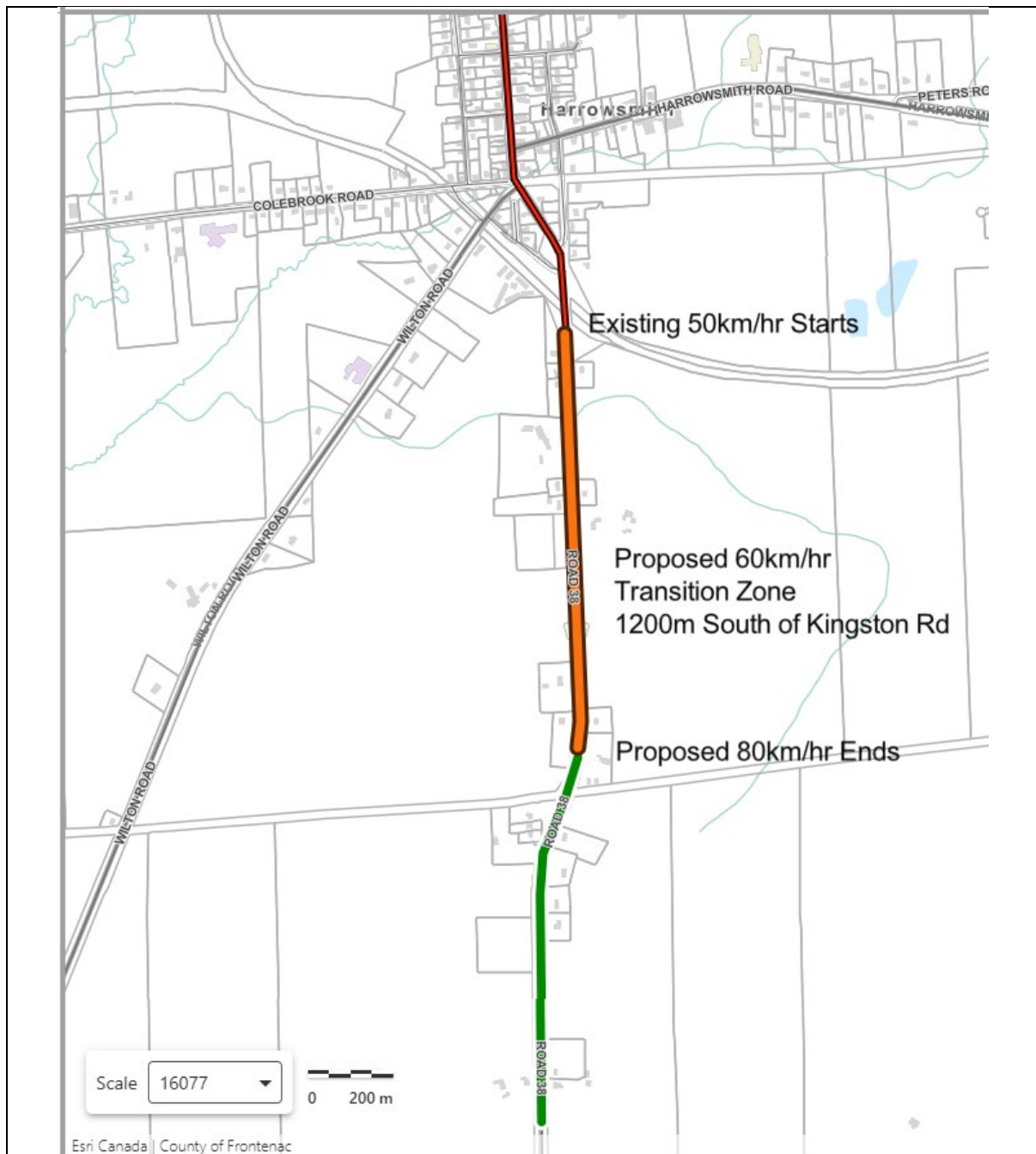


EXHIBIT B – Proposed Speed Transition Zone Road 38 South of Harrowsmith

- 50km/hr zone for Harrowsmith begins 200m south of Kingston Road (red)
- New 60km/hr transition zone begins 1200m south of Kingston Road (orange). New zone to comply to OTM Book 5 Regulatory Signs guidelines
- 80km/hr zone ends 1200m south of Kingston Road (green)



**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2025-66**

A BY-LAW TO AMEND BY-LAW 2000-01, BEING A BY-LAW TO REGULATE THE USE OF TRAFFIC, PARKING AND STOPPING ON HIGHWAYS AND BRIDGES IN THE TOWNSHIP OF SOUTH FRONTENAC, TO REGULATE SPEEDS AS OUTLINED IN SCHEDULE "A".

WHEREAS By-law 2000-01 regulates the use of traffic, parking and stopping on highways and bridges under the jurisdiction of the Council of the Corporation of the Township of South Frontenac, pursuant to the Municipal Act, R.S.O. 1990, Ch. 45, as amended and the Municipal Act, 2001, Ch. 25, as amended; and

WHEREAS Council wishes to amend By-law 2000-01 as amended, for the purposes of regulating the speed on a section of Road 38.

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:

1. That the attached Schedule "A-28" is hereby added to By-law 2000-01 as amended.
2. This by-law shall come into force and take effect upon the posting of the appropriate speed limit signs.

Dated at the Township of South Frontenac this 7th day of October, 2025.

Read a first and second time this 7th day of October, 2025.

Read a third time and finally passed this 7th day of October, 2025.

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH FRONTENAC**

Ron Vandewal, Mayor

James Thompson, Clerk

SCHEDULE "A-28"
(By-law 2025-66)

Maximum Rate of speed 60 kilometers per hour.

<u>Highway</u>	<u>From</u>	<u>To</u>
Road 38	200m South of Kingston Road	1200m South of Kingston Road

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: October 7, 2025

Subject: Watersheds Canada Partnership on Shoreline Restoration Efforts

Report Number: 2025-136

Summary

Watersheds Canada is seeking Council support of their application to the Green Municipal Fund's Growing Canada's Community Canopies Campaign. The application is for a project called The Natural Edge: Climate Change Action for High-Priority Shorelines in the Great Lakes Basin.

Recommendation

That Council support Watersheds Canada's application to the Green Municipal Fund's Growing Canada's Community Canopies Campaign.

Background

Watersheds Canada is a non-profit organization and registered charity committed to providing education and stewardship programs in communities across the country to engage and help community groups, municipalities, shoreline property owners, and organizations to enhance and protect the health of lakes and rivers.

The Federation of Canadian Municipalities has a Green Municipal Fund. This Fund includes a new initiative called Growing Canada's Community Canopies that is funded through the Government of Canada's 2 Billion Trees program.

Watersheds Canada has applied for funding through this initiative for their project called The Natural Edge: Climate Change Action for High-Priority Shorelines in the Great Lakes Basin. This project will provide opportunities for South Frontenac residents to receive free native plants for shoreline restoration efforts as well as educational resources from Watersheds Canada. This project is described in more detail in Exhibit A.

Watersheds Canada is requesting a council resolution to complete the funding application requirements. The grant would not require Township financial commitment nor staff resources.

Discussion/Analysis

Watersheds Canada's Natural Edge shoreline naturalization program has helped South Frontenac landowners restore their shorelines since 2002. Watersheds Canada was awarded a 2024 Lake Ecosystem Grant to carry out ten shoreline naturalization projects across the Township. The intent was to restore 500 metres of shoreline and 1200 square metres of riparian habitat.

The current application to the Green Municipal Fund would result in the restoration of 25,000 square metres of shoreline riparian habitat in four municipalities, including South Frontenac.

The requested partnership would help the Township to leverage resources and achieve common goals for the betterment of the community as envisioned by the 2023-2026 Strategic Plan. More specifically, it would align with the Township's goal to support and encourage the restoration of lake ecosystems.

Financial Implications

The grant would not require Township financial commitment nor staff resources.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillar: People and Partnerships
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Christine Woods – Manager of Planning

Attachments

Exhibit A – Watersheds Canada letter dated September 29, 2025

Approvals

Submitted By:



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, CGA, CPA, Chief Administrative Officer



115-40 Sunset Blvd., Perth, ON K7H 2Y4
613.264.1244 info@watersheds.ca watersheds.ca

September 29, 2025

Mr. Kyle Bolton
Township of South Frontenac
4432 George St., Box 100,
Sydenham, Ontario
K0H 2T0

Re: Request for Council Resolution in favor of Watersheds Canada's The Natural Edge: Climate Change Action for High-Priority Shorelines in the Great Lakes Basin, in partnership with the Township of South Frontenac.

Dear Kyle,

Watersheds Canada would like to request a Council Resolution in support of our application to the Green Municipal Fund's Green Canada Canopies Campaign.

In our application, Watersheds Canada has identified the Township of South Frontenac as a township in need of shoreline restoration efforts to create climate change resilience on our lakes and rivers. Funding through the Green Municipal Fund will provide opportunities for South Frontenac residents to receive free native plants as well as educational resources from Watersheds Canada which takes sole responsibility in the management of all GMF grant deliverables.

As part of our proposed grant application whereby the township of South Frontenac is our preferred lead municipal partner, there will be no financial commitment required from the Township. Furthermore, the Township will be in no way responsible for the management or reporting of this grant opportunity.

Watersheds Canada's The Natural Edge team will expand its successful projects in the Township with a new two-year education & on-the-ground shoreline restoration initiative. In collaboration with national partners, we'll continue restoring shorelines across Canada while scaling our efforts into high-priority municipalities within the Great Lakes region that urgently need nature-based solutions.

Working with 4 municipalities including South Frontenac, we will deliver timely shoreline education, outreach, and restorations that will result in ~25,000m² of revitalized

Your Lakes. Your Rivers. Your Future.



Request for South Frontenac Council Resolution

shoreline habitat. Our education rollout will include 8 in-person Design Your Shoreline workshops (2/municipality), targeted mailouts, and climate-focused communications reaching ~8,000 landowners.

Our restoration strategy will engage municipal and regional partners, including Indigenous, and local landowners in shoreline plantings led by The Natural Edge team. Using our custom-built App - featuring a Native Plant Database linked to Canada's Hardiness Zone Map and our Waterfront Climate Resilience Report generator - we will assess shoreline conditions and provide regionally suitable native plant kits. Planting climate-resilient native vegetation will reduce erosion, address flooding, support biodiversity and species at risk, and increase the Great Lakes Basin's long-term resilience.

We will host 8 native plant kit pick-up events (2/municipality), with plant drop-offs and 1-on-1 shoreline assessments offered for those unable to attend. We anticipate distributing 15,000 native plants (300 kits), and delivering 4 public planting demonstrations to engage the community.

Project partners Trees for Life, Ottawa Riverkeeper, and Water Rangers will support plant sourcing, evaluation, and outreach.

Again, we kindly request a Council Resolution that is necessary to complete our funding application requirements as noted by the Federation of Canadian Municipalities Green Municipal Fund.

Thank you for your consideration.

Sincerely,



Robert J. Pye
Executive Director



Township of South Frontenac Staff Report



To: Council
From: Director of Emergency Services & Fire Chief
Date of Meeting: Tuesday, October 7, 2025
Subject: Fire Protection Grant
Report Number: 2025-132

Summary

The Report provides an overview of the Fire Prevention Grant currently available to Ontario Municipalities by the Ministry of the Solicitor General, Government of Ontario and the planned application by The Township of South Frontenac. Please note that the deadline for submission was September 30th, 2025.

Recommendation

That Council endorse The Township of South Frontenac application to the Fire Prevention Grant as listed under report 2025-132 and;

That Council authorize the Clerk and Mayor to enter into an agreement should the Township be successful with their application.

Background

The Government of Ontario is committed to protecting the health and safety of Ontario's firefighters. Ensuring public safety is a key priority for the Ministry of the Solicitor General (ministry) which is committed to working with municipal fire departments to provide them with the tools and resources they need to keep Ontario's firefighters and communities safe.

The Ministry is accepting applications under the Fire Prevention Grant for fiscal year 2025-26 to continue to support firefighters and the important role that they play in the safety and wellbeing of their communities.

The *Fire Protection (FP) Grant* program was announced in the government's 2024 Budget and is designed to support cancer prevention efforts by municipal fire departments across Ontario. The FP Grant will assist fire departments in acquiring critical equipment to enhance firefighter health and safety, and minor infrastructure at the local level.

The FP Grant will be awarded over three years, with a total of \$10M available each

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South Frontenac is a welcoming and thriving rural community.

year. The types of projects eligible for grant funding will be revisited annually to ensure that the FP Grant continues to meet local and provincial priorities. As such, calls for applications will take place annually. Each application cycle will require fire departments to complete outlined projects and demonstrate the success of the initiatives.

Discussion/Analysis

Currently South Frontenac firefighters are issued one set of personal protective equipment bunker gear, and one pair of wildland coveralls that have a 10-year lifespan. Additionally, firefighters are issued one pair of structural firefighting boots and one pair of safety boots for inside the fire station. Following fire occurrences firefighters are required to wash their personal protective equipment which places the firefighters out of service. Bunker gear is also required to be inspected and cleaned annually which places 10 to 12 firefighters out of service for a 6-week period.

Previously, all firefighters were issued a full set of turn out gear and a pair of wildland overalls that were worn with existing structural boots and helmets.

This year we started providing new firefighters with a full set of turn-out gear and the following:

- A second helmet rated for all activities other than interior structural firefighting (medical, technical rescue, search and rescue, marine operations, auto extrication, and wildland firefighting). Meets requirements for working around helicopters, is light weight, provides protection around the neck. This was achieved through the 2024-2025 FP grant.
- Instead of wildland coveralls, all new firefighters (26) in 2025 were issued a two-piece set of gear that is rated for medical, technical rescue, search and rescue, marine operations, auto extrication, investigations, and wildland firefighting. The new gear sizes for the majority of staff are adjustable and off the shelf. This is being included in the grant to outfit all remaining personnel using this new strategy.
- Currently, station boots do not provide any ankle support and are not rated for firefighting activities. We've transitioned to leather high ankle boots that will be worn for most calls except structure fires and will provide proper fire rating as well as ankle support
- We're seeking funding for hot shield masks for wildland firefighting that eliminates breathing wildland fire smoke which was recently determined to contain harmful carcinogens.

This initiative eliminates our need for a second set of bunker gear, It provides flexibility and improved availability of firefighters while gear is being decontaminated, increases firefighter comfort and mobility and complies with our MNR contractual requirements.

We have also applied for a hose washer for each station to improve efficiency and reduce exposure to toxins.

Finally, we have applied for an electric vehicle fire blanket for each station. The blankets are placed over a burning vehicle, and the vehicle is monitored while the fire burns itself out. This reduces the need to apply up to 60,000 litres of water to control an electric vehicle fire while the fire burns itself out.

Financial Implications

We are recommending the following grant submission:

Cancer Prevention – Equipment and Supplies

Hose washers (8)	\$ 11,800
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Cancer Prevention – PPE

Wildland firefighting clothing. (90)	\$ 89,550
--------------------------------------	-----------

Wildland / Technical Rescue boots (90)	\$ 43,441
--	-----------

Wildland Respiratory Protection Masks (116)	\$ 14,848
---	-----------

Electrical Vehicle Fire Blanket (8)	<u>\$ 28,000</u>
-------------------------------------	------------------

Total request	\$187,639
---------------	-----------

These purchases will only move forward if successful with the Fire Protection Grant.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Municipal Service Excellence

Climate Considerations

- Not applicable to this report.

Notice/Consultation

Kyle Griese, Financial Analyst

Stephanie Kuca, Director of Corporate Services & Treasurer

Brad Smith, Deputy Fire Chief

Louise Fragnito, CAO

Approvals

Submitted By:



Delbert Blakney
Director of Emergency Services / Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director of Finance & Treasurer

Date of Meeting: Tuesday, October 7, 2025

Subject: Municipal Ice Storm Assistance (MISA) Program

Report Number: 2025-139

Summary

The Municipal Ice Storm Assistance (MISA) program is an application-based program that provides one-time support to eligible municipalities for incremental cost arising from the ice storm that started on March 28, 2025.

To be considered for the program, a municipality must:

- Have incremental costs directly linked to the 2025 ice storm (over and above regular budgets)
- Pass a council resolution requesting assistance
- Submit the Expression of Interest Survey by July 28, 2025
- Submit a completed application package by Oct 31, 2025

Recommendation

That the Council of the Corporation of the Township of South Frontenac hereby requests assistance under the Municipal Ice Storm Assistance program due to the eligible costs directly linked to the March 2025 ice storm; and

That the Treasurer is given delegated authority to verify and attest to the accuracy of the application package.; and

That Council authorize the Mayor and Clerk to execute all corresponding agreements should the request be successful.

Background

The Township of South Frontenac endured a significant weather event that began on March 28, 2025 and continued through April 1, 2025, as Environment Canada issued a freezing rain warning for the area with prolonged periods of freezing rain. The freezing rain resulted in thick layers of ice, downing branches and power lines, and left thousands of residents without electricity. The event resulted in municipal incremental expenses that were over and above regular budgets.

Discussion/Analysis

Under the MISA program municipalities will be required to submit evidence that the costs claimed are directly related to the 2025 ice storm.

Applications will be reviewed by the Ministry of Municipal Affairs and Housing and are subject to final funding approval by the minister.

Once an application is approved, the province and municipality will enter into a transfer payment agreement. All payments under the agreement will be based on the eligible costs incurred by the municipality as a result of the 2025 ice storm.

The program uses a sliding scale cost-sharing model. If an application is approved, the province will reimburse 75% of eligible expenses up to 3% of the municipality's own purpose taxation (as recorded under SLC 10 0299 01 – "Taxation-Own Purposes" of the municipality's latest Financial Information Return), with the municipality covering the remaining 25%. For eligible expenses exceeding 3% of own-purpose taxation, the province will cover 95%, leaving the municipality responsible for 5%.

Financial Implications

The total estimated costs of \$136,025 was included in the expression of interest survey submitted to the Municipal Ice Storm Assistance (MISA) program. These estimated costs consist of:

- Measures taken to reduce the extent of damage or danger to the community
- Temporary Employee response and equipment time to downed power lines
- Minor Capital

This is an estimated cost that will be refined for the final claim submission on October 31, 2025.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Choose an item.
 - Action Item (If Applicable): Insert Text

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Kyle Bolton, Director of Public Services

Del Blakney, Director of Emergency Services/Fire Chief

Approvals

Prepared By: Kyle Griese, Financial Analyst

Submitted By:



Stephanie Kuca, Director of Finance/Treasurer

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director of Emergency Services & Fire Chief

Date of Meeting: Tuesday, October 7, 2025

Subject: Fire Department Q1 & Q2 Report 2025

Report Number: 2025-133

Summary

The Report provides a high-level overview of responses and fire department activities during the first and second quarter of 2025.

Recommendation

This Report is for information purposes.

Background

The Township of South Frontenac is committed to providing efficient and responsive public services that enhance the quality of life for residents. In keeping with municipal service excellence pillar of the Township of South Frontenac Strategic Plan, this report provides transparency in the operations of South Frontenac Fire and Rescue while efforts are made to continuously strive to improve efficiency, effectiveness and accessibility of services and operations.

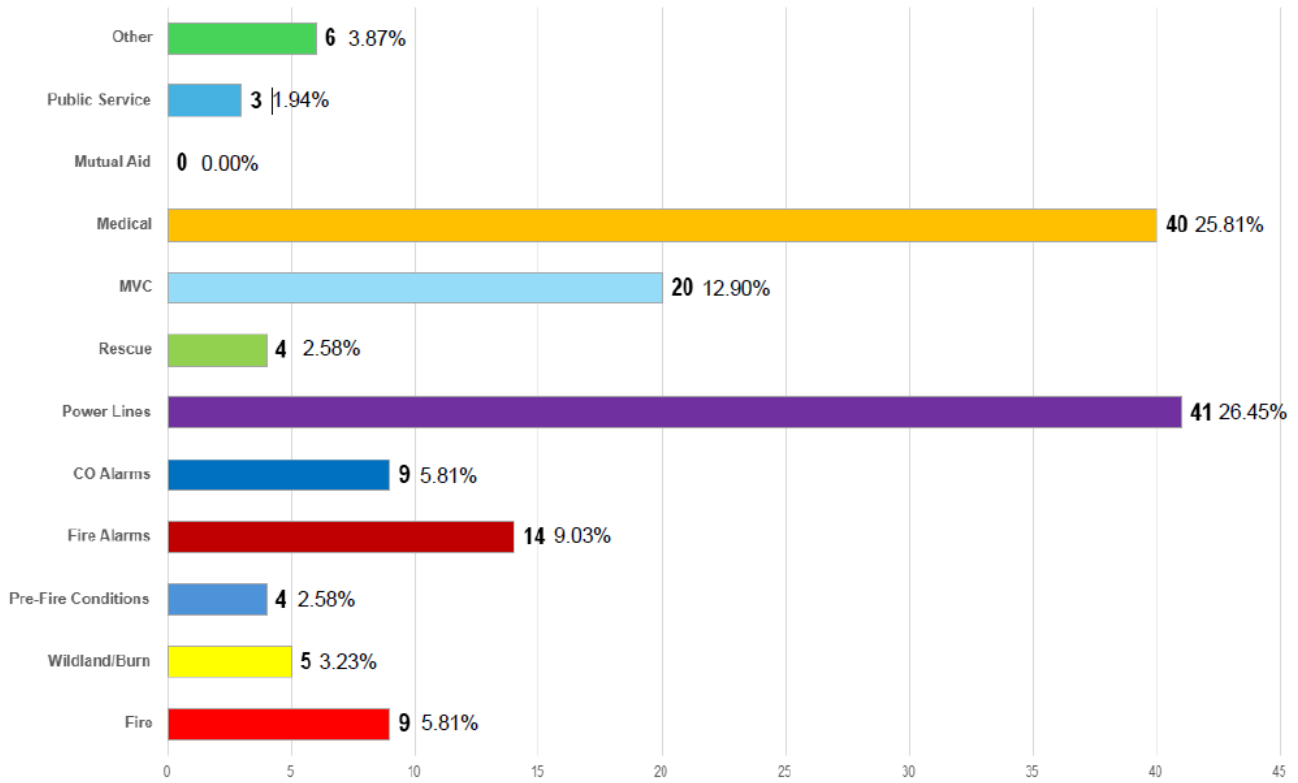
Discussion/Analysis

During the first quarter of 2025, South Frontenac Fire and Rescue responded to 155 incidents. Of the 155 incidents, 40 of the incidents were related to medical response calls which was a reduction of 19 calls from the same period last year. This is due to the new medical dispatch protocols. Call volume remained consistent with the 1st quarter of 2024 due to the ice storm that resulted in 50 emergency responses during a single weekend. During the second quarter SFFR responded to 107 incidents of which 33 were medical calls which was a reduction of 26 calls from the same period last year.

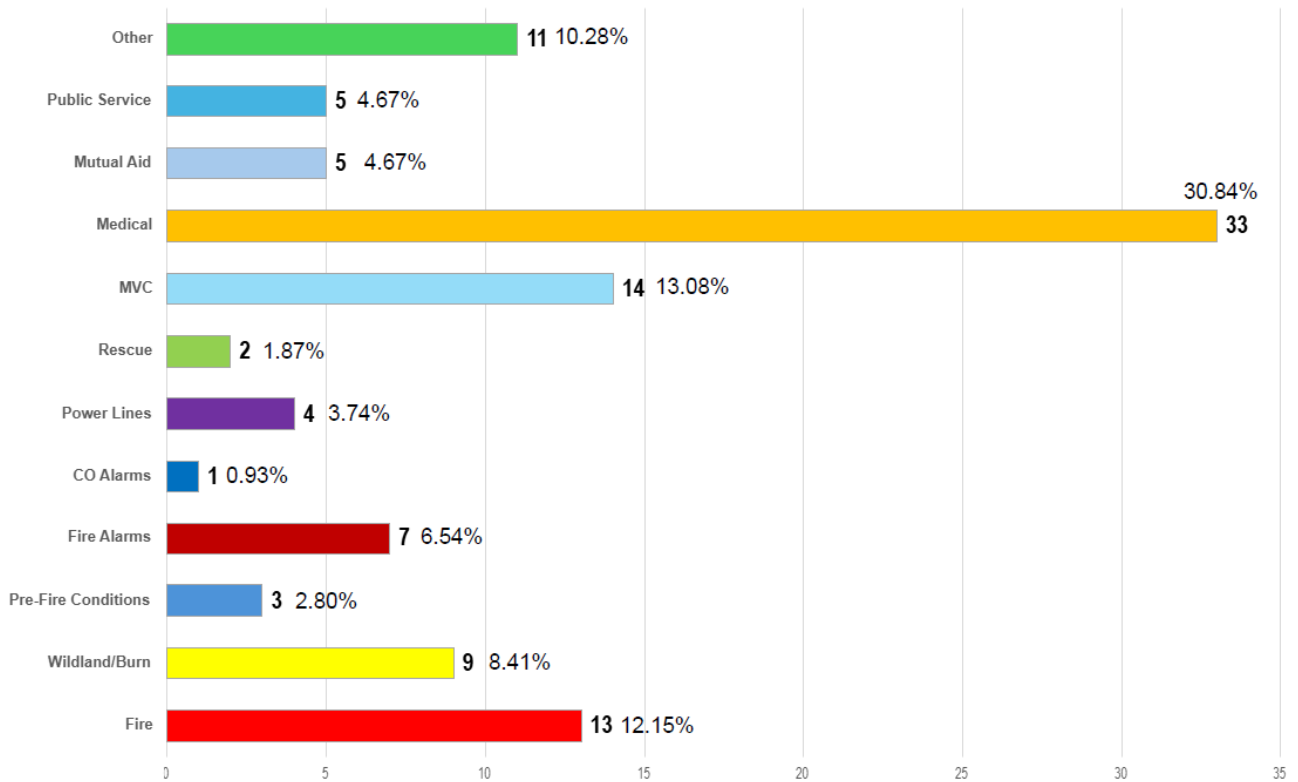
During 2024 medical calls made up for 45% of calls. In 2025, year to date medical calls are trending at 28% a reduction of 45 calls or a 17% reduction.

The following table illustrates the number of incidents per type of incident along with their percentages in relation to the total number of calls.

2025 Q1 SFFR INCIDENTS



2025 Q2 SFFR INCIDENTS



The following table provides additional context and comparison regarding the number of first, and second, quarter incidents occurring between 2020 and 2025:

	2020	2021	2022	2023	2024	2025
Response Quarter 1: Jan 1 - Mar 31	112	101	93	106	131	155
Response Quarter 2: Apr 1 - Jun 30	142	123	167	130	131	107

South Frontenac Fire and Rescue participated in various Township summer camps and

4 public education or community public relation events listed below:

January 25, 2025	Snow Social	Frontenac Community Arena
February 17, 2025	Family Day Event	Frontenac Community Arena
May 7, 2025	Touch-A-Truck	The Point Park
May 24, 2025	Summer Kick-Off Event	Centennial Park

In February of 2025 a new Deputy Chief of Operations was hired.

Year to date 19 of 22 new recruits have completed the firefighter level 1 qualifications and have started responding to emergencies. Additionally, 6 qualified firefighters have been hired and are active.

Financial Implications

None.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Municipal Service Excellence

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township’s resilience to climate change.

Notice/Consultation

Brad Smith, Deputy Fire Chief

Platoon Chiefs
Julie St-Cyr, Fire Administration

Approvals

Submitted By:



Delbert Blakney
Director of Emergency Services / Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council
From: Office of the Chief Administrative Officer
Date of Meeting: Tuesday, October 7, 2025
Subject: Preliminary Financials for 2024
Report Number: 2025-138

Summary

The report provides a summary of the capital and operating budget vs actuals for the year ended December 31, 2024.

Recommendation

This Report is for information only.

Background

The Township sets its annual budget typically at the end of the previous calendar year or early into the current year. State of infrastructure, professional estimates, the current legislative environment, macroeconomic trends such as currency fluctuations, commodity prices, inflationary trends and other local information available at the time are significant inputs to the budget.

The Township's budget is primarily funded by property taxes, with certain expenditures funded by specific non levy sources such as Building Permit Fees and Water Billing Revenue.

Discussion/Analysis

The Township ended the year 2024 with a 1.5% deficit of \$424,723 in the operating budget. Attached as Appendix A to this report is the 2024 operating summary comparing budget with the actuals. The key variances are highlighted in bold in the exhibit.

Capital Projects:

The capital budget, as reported on May 6, 2025 under [Report 2025-062](#), had a surplus of \$970,000 which remained in their respective reserves.

A complete listing of capital projects along with their status – as originally presented on May 6, 2025 is included in Appendix B.

Updated 2025 financials will be provided to Council by November and will return to a quarterly reporting timeframe.

Financial Implications

2024 was affected by the higher than anticipated inflationary increases or breakdowns related to facilities and vehicle. Staff was diligent in finding savings and repurposing available funds as best possible.

As per the final tax rate bylaw, the deficit will be funded from the Working Funds Reserve.

Relationship to Strategic Plan

- Not applicable to this report.
- This initiative adheres to the following strategic pillars and directions of the 2023-2026 Strategic Plan.
 - Pillars: Choose an item.
 - Action Item (If Applicable): n/a

Climate Considerations

- Not applicable to this report.
- This initiative supports climate change mitigation/adaption efforts in South Frontenac; and/or impacts the Township's resilience to climate change.

Notice/Consultation

Director of Finance/Treasurer
Financial Analyst

Attachments

- Exhibit A – 2024 Draft Financials
- Exhibit B – 2024 Capital Projects Financial Status.

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

	2024 Year Budget	2024 YTD Actuals	YTD Actual vs Budget Variance	Transfers	Net Adjusted Variance
REVENUE					
Property Taxation	22,723,775	22,707,505	(16,270)		-16,270
User Charges	1,612,492	1,604,753	(7,739)	-116,528	-124,266
Licenses, Permits and Rents	1,563,678	1,320,537	(243,141)		-243,141
Government Grants	2,132,602	2,077,048	(55,554)	53,948	-1,606
Grants from Other Municipalities	0	(7,860)	(7,860)		-7,860
Investment Income	649,000	1,585,504	936,504	-359,334	577,170
Penalties and Interest on taxes	370,000	414,482	44,482		44,482
Donations	2,100	45,106	43,006	-34,255	8,751
Other	0	62,347	62,347	-37,363	24,984
Transfer from Reserves/Reserve Funds	277,661	1,156,444	878,783	-791,501	87,282
Total Revenues	29,331,308	30,965,866	1,634,558	-1,285,033	349,525

OPERATING EXPENSE

General Government	6,296,571	6,601,742	305,171	-315,349	-10,178
Transfer to Reserve	0	99,218	99,218	-99,218	0
Protection to Persons and Property					
Fire	2,100,333	2,358,012	257,680	-133,708	123,972
Transfer to Reserve	0	37,363	37,363	-37,363	0
Police	2,873,290	2,919,343	46,053	-55,273	-9,220
Conservation Authorities	321,876	320,377	(1,499)	0	-1,499
Protective Inspections and Control	148,753	173,670	24,917	0	24,917
Emergency Measures	3,500	86	(3,414)	0	-3,414
Building Department	1,293,983	1,256,333	(37,650)	0	-37,650
Transfer to Reserve	0	132,732	132,732	-132,732	0
Transportation Services					
Roadway Maintenance	5,556,155	6,131,630	575,475	-47,931	259,006
Winter Control	2,361,009	2,092,471	(268,538)		
Environmental Services					
Water System	292,848	338,404	45,556	0	45,556
Transfer to Reserve	126,582	221,865	95,283	-113,229	-17,946
Solid Waste Management	3,110,649	3,493,986	383,338	-150,976	232,362
Transfer to Reserve		14,155	14,155	-14,155	0
Parks, Recreation and Cemeteries	1,429,046	1,665,689	236,642	0	236,642
Committees of Council	0	150,783	150,783	-150,783	0
Planning and Development	877,964	843,980	(33,983)	-34,316	-68,299
Total Expenses	26,792,558	28,851,839	2,059,281	-1,285,033	774,249
TOTAL	(2,538,750)	(2,114,027)	424,723	0	424,723

Building Permits
Recycling Grant shortfall - offset with Recycling Stabilization

Transferred/Offset to reserve

Fire Equipment sold - to reserve

\$250,000 Southern Frontenac Community Services - Capital Final Instalment (reserve offset)
\$65,349 First contribution of 5 Frontenac Municipal Services Corp (reserve offset)
\$37,214 Audit

Canada Building Fund Interest to Reserve

\$170,832 Wages - partially offset with transfer \$130,708 from stabilization reserve \$60,000 Equipment and fleet repairs

Fire Equipment Reserve from equipment sold
\$55,273 Prior Year reconciliation - funded from Policing Stabilization Reserve

Legal - bylaw enforcement

Investment Income to offset/transfer to reserve

\$47,931 Dust Layer (offset with reserve transfer)
\$95,000 Drainage, \$29,000 Patching, Insurance \$35,118

Utilities Kingston contract

\$100,600 Garbage Collection, Recycling \$97,028 offset with Recycling Stabilization reserve

\$57,260 Arena Levy, \$50,501 Cemeteries - new contract, Facilities/Park Maintenance

\$34,316 Transfer from Planning Stabilization re: OLT

**Township of South Frontenac
2024 Capital Budget Update
To December 31, 2024**

2024 Capital						
Project Number	Project Description	Total Project	2024 Original Budget (REVISED WITH Previous Year CARRYOVERS)	2024 Actuals	Variance	Year End Status
	CORPORATE SERVICES					
19-06	Asset Management Software & Document Update	22,021	-	-	-	Complete
20-02	Budgeting software incl reporting, self serve and metrics	50,000	5,830	-	5,830	Carryover
22-04	LiDar Imagery	16,000	10,276	-	10,276	Complete
22-05	Digital Modernization & Workflow Improvement	157,680	79,615	-	79,615	Carryover
22-06	Senior & Affordable Housing	225,900	225,900	113,443	112,457	Carryover
22-47	Payroll Digitization	80,460	33,600	2,290	31,310	Carryover
23-03	Climate Change Adaption / Mitigation Strategy	59,123	59,123	60,180	- 1,058	Carryover
23-10	Audio Visual System - Council Chambers and Backup	84,000	84,000	85,767	- 1,767	Complete
22-02	Gateway Signage -2022 - 2025	220,000	166,666	224,110	- 57,444	Complete
23-12	Wayfinding Sign Fabrication and Installation - 2023 - 2025	800,000	533,334	142,119	391,215	Carryover
23-94	Stage Coach Road Property	525,000	515,000	534,298	- 19,298	Complete
24-01	Website Redesign	33,190	33,190	20,421	12,769	Complete
24-03	Cloud Server	85,000	85,000	90,815	- 5,815	Complete
24-04	Records Management	100,000	100,000	97,418	2,582	Complete
24-05	14 Island Lake Dam Refurbishment	200,000	200,000	200,000	-	Complete
24-85	Road 38 - Hartington Property	350,000	350,000	366,269	- 16,269	Complete
	subtotal	3,008,373	2,481,533	1,937,129	544,404	
	FIRE					
22-07	16ft 40HP Aluminum - Marine Unit	75,000	75,000	68,763	6,237	Carryover
23-01	VFF Recruitment	137,000	11,245	3,534	7,711	Complete
23-22	Community Risk Assessment / Master Fire Plan	55,000	55,000	20,000	35,000	Carryover
23-23	Hose and Appliances	20,000	1,470	3,097	- 1,627	Complete
23-24	Bunker Gear Replacement	25,000	6,325	8,928	- 2,603	Complete
23-25	Ice Water Rescue Equipment Renewal	54,000	54,000	2,494	51,506	Carryover

**Township of South Frontenac
2024 Capital Budget Update
To December 31, 2024**

2024 Capital						
Project Number	Project Description	Total Project	2024 Original Budget (REVISED WITH Previous Year CARRYOVERS)	2024 Actuals	Variance	Year End Status
24-14	Pumper Replacement	559,675	-	8,279	- 8,279	Complete
24-11	Hoses and Appliances	18,000	18,000	16,445	1,555	Complete
24-12	Electric Portable Fans	30,000	30,000	28,411	1,589	Complete
24-13	Vehicle Replacement	75,000	75,000	70,940	4,060	Carryover
24-15	Gas Detectors & Docking Stations	40,000	40,000	31,142	8,858	Carryover
24-16	Mobile Gear Racks - Station 5 & 7	18,000	18,000	18,844	- 844	Complete
24-17	Specialized Equipment for Squads	20,000	20,000	13,062	6,938	Carryover
24-18	Radio Communications Study	10,000	10,000	-	10,000	Cancelled
24-19	Tanker 351 Replacement	100,000	100,000	-	100,000	Carryover
	subtotal	1,236,675	514,040	293,938	220,101	
	PUBLIC SERVICES					
	FLEET					
23-71	Tandem Dump Truck/Plow	430,000	430,000	223,389	206,611	Carryover
23-77	Snow Blower Attachment	40,000	40,000	39,636	364	Complete
24-21	Tandem Plow Truck	430,000	430,000	223,389	206,611	Carryover
24-22	Tandem Roller-Pro Truck	615,000	615,000	213,310	401,690	Carryover
24-23	Two (2) 1-Ton Trucks with plow and sander attachments	230,000	230,000	215,424	14,577	Complete
24-24	1-Ton Truck with Dump Box and power lift	120,000	120,000	126,497	- 6,497	Complete
24-25	Front Broom Attachment	40,000	40,000	40,583	- 583	Complete
24-26	AVL - Light Duty Installs	20,000	20,000	17,248	2,752	Complete
	subtotal	1,925,000	1,925,000	1,099,476	825,524	
	ROADS INFRASTRUCTURE					
19-R05	Fish Creek Road Bridge	1,550,000	1,476,377	45,551	1,430,826	Carryover
23-91	Notre Dame Sidewalk Design	29,500	26,810	12,472	14,338	Carryover
23-92	Road 38/Boyce Road Sidewalk Design	14,800	13,331	10,268	3,063	Carryover
21-R08	Streetlights (includes 18-17/19-14/20-20) / Streetlight Program	190,000	121,545	-	121,545	Complete
22-17	12th Con Bridge (B32) Repair	88,500	84,277	97,377	- 13,100	Complete
22-18	Eagle Creek Culvert (B31) Design	50,000	32,739	10,378	22,361	Carryover

**Township of South Frontenac
2024 Capital Budget Update
To December 31, 2024**

2024 Capital						
Project Number	Project Description	Total Project	2024 Original Budget (REVISED WITH Previous Year CARRYOVERS)	2024 Actuals	Variance	Year End Status
22-19	Opinicon Road Culvert (C12)	859,300	829,212	823,759	5,452	Complete
22-58	Buck Lake Accident	106,687	106,687	118,836	- 12,149	Complete
23-46A	Shale Road Culvert Design	20,000	4,075	4,732	- 657	Carryover
23-46B	Bracken Culvert	549,200	528,543	436,342	92,201	Complete
23-46C	Claire Road Culvert Design	18,000	12,658	13,994	- 1,336	Carryover
23-49	Transportation Master Plan	125,000	125,000	-	125,000	Carryover
23-50A	Bedford Road	1,453,600	1,440,951	1,137,405	303,546	Complete
23-50B	Greenfield Road	219,100	216,505	143,330	73,175	Complete
23-50C	Ormsbee Road	828,800	825,371	654,349	171,021	Complete
23-50D	Perth Road	530,500	525,259	456,802	68,458	Complete
23-51	Pleasant Valley Municipal Drain - Drainage Act Maintenance	35,250	30,664	16,548	14,116	Carryover
23-52	Gravel Road Granular Renewal	300,000	50,504	51,560	- 1,056	Complete
23-56	Road 38 Preliminary Design	220,000	149,785	76,485	73,300	Carryover
21-R09	Arterial Reserve (Road 38 - Reserve Transfer)	2,450,000	2,450,000	2,450,000	-	Complete
24-32	Microsurfacing - Bellrock Road	495,000	495,000	512,496	- 17,496	Complete
24-33	Orser Road	157,500	157,500	137,418	20,082	Complete
24-34	Spooner Road	39,100	39,100	34,288	4,812	Complete
24-38	Kerr Road	161,500	161,500	148,026	13,474	Complete
24-39	Tom Watson Road	124,400	124,400	110,202	14,198	Complete
24-43	Devil Lake Road	346,600	346,600	317,014	29,586	Complete
24-40	Surface Treatment (LCB) Preservation	905,207	905,207	849,447	55,760	Complete
24-44	Sydenham Lake Bridge and Dam	534,000	534,000	419,001	114,999	Complete
24-46	Long Swamp Bridge Study	35,000	35,000	9,000	26,000	Carryover
24-41A	Craig Road	54,900	54,900	53,964	936	Carryover
24-41B	Westport Road	10,800	10,800	13,615	- 2,815	Carryover
24-41C	Florida Road	9,300	9,300	7,123	2,177	Carryover
24-42	Pavement Condition Assessment Updates	25,000	25,000	1,995	23,006	Carryover
	subtotal	12,536,545	11,948,599	9,173,778	2,774,821	

**Township of South Frontenac
2024 Capital Budget Update
To December 31, 2024**

2024 Capital						
Project Number	Project Description	Total Project	2024 Original Budget (REVISED WITH Previous Year CARRYOVERS)	2024 Actuals	Variance	Year End Status
	FACILITIES					
20-27	Town Hall - Accessible Entrance Ramp & Front Step	300,000	65,617	-	65,617	Carryover
23-08	Town Hall Expansion Design	3,825,000	3,731,261	652,368	3,078,893	Carryover
21-33	Admin Office Location Expansion Feasibility Study	68,528	19,105	-	19,105	Carryover
21-01	New Firehall - Replacing Station 8	3,583,547	13,404	17,875	4,471	Complete
23-67	Fabric Roof Panels (3) - Keeley Road Sand/Salt Dome	80,000	31,558	45,634	14,076	Complete
23-60	Verona Medical Clinic - Construction 2nd floor accessible entrance	30,000	30,000	-	30,000	Cancelled
23-66	Building Condition Assessment Update	120,479	120,479	60,711	59,768	Carryover
24-51	Storrington Centre Roof and Parking Lot Upgrades	435,000	435,000	404,388	30,612	Carryover
24-52	Bedford Garage Equipment Upgrades	48,500	48,500	8,447	40,053	Carryover
24-54	Keeley Patrol Yard Waste Oil Disposal	25,000	25,000	-	25,000	Carryover
24-55	Sydenham Point Accessible Washroom Upgrades	30,000	30,000	-	30,000	Carryover
24-56	Centennial Park New Accessible Washrooms Design and Build	30,000	30,000	-	30,000	Carryover
24-57	Centennial Park Renovations to existing Canteen/Washrooms	155,000	155,000	22,702	132,298	Carryover
24-58	Harris Park Hall Flooring Replacement	29,000	29,000	16,176	12,824	Complete
24-59	Glendower Hall Interior Design Plans	20,000	20,000	-	20,000	Carryover
24-82	Station 5 Exterior Upgrades	15,000	15,000	5,195	9,805	Carryover
24-83	Station 4 Flooring	8,000	8,000	-	8,000	Carryover
24-84	Demo Pic Sand/Salt Storage Facility	30,000	30,000	27,054	2,946	Complete
24-86	Stage Coach Demolition	100,000	100,000	59,369	40,631	Complete
24-87	Storrington Renovations Admin Offices	40,000	40,000	46,232	6,232	Complete
24-89	Green Bay Waste Disposal Site	16,500	16,500	12,008	4,492	Carryover
	subtotal	8,989,554	4,993,425	1,378,160	3,615,265	
	SYDENHAM WATER					
18-18	Water Hauling Station & Mill Pond Drinking Station	95,000.00	10,210.44	6,345.57	3,864.87	Complete
22-53	SCADA & PLC (2023-2024)	275,000	206,418.02	82,228.90	124,189	Complete
22-54	Serpentine Piping (2024-2025)	700,000	700,000	-	700,000	Carryover

**Township of South Frontenac
2024 Capital Budget Update
To December 31, 2024**

2024 Capital						
Project Number	Project Description	Total Project	2024 Original Budget (REVISED WITH Previous Year CARRYOVERS)	2024 Actuals	Variance	Year End Status
24-61	Sydenham Drinking Water System Upgrades	37,500	37,500	12,636.10	24,864	Complete
	subtotal	1,107,500	954,128	101,211	852,918	
	RECREATION					
20-41	Davidson Beach - Access Road to swim area	50,000	50,000	38,480	11,520	Complete
19-54	Storrington Centre Upgrades	822,309	39,759	-	39,759	Complete
22-38	McMullen - Verona Court Project	486,323	6,009	2,155	3,854	Complete
22-43	Consulting Fee - User Fee & Facility Allocation Policy	49,720	4,235	6,476	- 2,240	Carryover
22-44	Recreation Software	39,554	16,184	5,495	10,689	Carryover
23-80	Boat Launch/Water Access Review	25,000	25,000	4,895	20,105	Carryover
23-83	Glendower Heritage Garden	20,000	9,843	1,517	8,326	Complete
23-84	Storrington Centre Audio Equipment	19,119	-	2,748	- 2,748	Complete
23-103	Princess Anne Repairs	15,000	8,152	-	8,152	Complete
24-60	Sydenham Point Field Score clock Power	10,000	10,000	13,306	- 3,306	Complete
24-66	Centennial Park Walkway Connections	240,000	240,000	15,136	224,864	Carryover
24-80	Centennial Park Courts and Electrical Improvements	49,000	49,000	9,066	39,934	Carryover
24-67	McMullen Park - Parking Lot paving & storage bunker	57,255	57,255	64,869	- 7,614	Complete
24-75	McMullen Park Beach and Washroom Building Upgrades	45,745	40,581	41,926	- 1,346	Complete
24-68	Keeley/Bowes Diamond Upgrades	208,000	208,000	155,615	52,385	Carryover
24-69	Glendower Court Basketball nets	11,000	11,000	9,066	1,934	Complete
24-70	Bellrock & Petworth Parkette Conceptual Design	15,000	15,000	-	15,000	Carryover
24-71	Petworth Mill wall cap and repairs	200,000	200,000	-	200,000	Carryover
24-72	Shipyards Boat Ramp Rehabilitation	110,000	110,000	-	110,000	Carryover
24-74	New Picnic Tables	10,000	10,000	6,251	3,749	Complete
	subtotal	2,483,024	1,110,018	377,001	733,017	

**Township of South Frontenac
2024 Capital Budget Update
To December 31, 2024**

2024 Capital						
Project Number	Project Description	Total Project	2024 Original Budget (REVISED WITH Previous Year CARRYOVERS)	2024 Actuals	Variance	Year End Status
	DEVELOPMENT SERVICES					
19-60	Official Plan	176,000	6,580	1,658	4,923	Carryover
21-16	Development of Subdivision / Condo Standards	15,000	15,000	-	15,000	Carryover
21-17	Servicing Options Study (Verona)	100,000	16,127	3,920	12,207	Carryover
22-60	Napanee River Lakes Study Updated Floodplain Mapping	79,900	19,975	-	19,975	Carryover
23-04	New Building Vehicle	45,000	45,000	41,876	3,124	Complete
23-90	New Building Vehicle	65,000	65,000	41,876	23,124	Complete
23-06	Zoning Bylaw Update	125,000	125,000	-	125,000	Carryover
23-07	Community Planning Permit System	25,000	25,000	9,143	15,857	Carryover
24-76	Economic Development Strategy	50,000	50,000	-	50,000	Carryover
24-77	Replacement Building Vehicle	50,000	50,000	-	50,000	Carryover
24-78	Development Charge Study and Population Study	95,000	95,000	70,180	24,820	Complete
	subtotal	825,900	512,682	168,653	344,029	
	Total	32,112,571	24,439,426	14,529,346	9,910,080	



September 23, 2025

AA-025-25

To: Municipal CAOs and Clerks
Cataraqi Source Protection Area – Eastern Area

**RE: Invitation for Expression of Interest
Municipal Representative (Eastern Area) – Cataraqi Source Protection
Committee**

This letter seeks input from municipalities in the Cataraqi Source Protection Area regarding the renewal of the eastern area municipal representative on the Cataraqi Source Protection Committee (SP Committee).

The SP Authority is composed of the Cataraqi Region Conservation Authority (Cataraqi Conservation) Full Authority Board plus a representative from the Township of Frontenac Islands. The SP Authority is responsible for appointing and maintaining the SP Committee, which guides the development of drinking water source protection technical studies and policies for our area. Established in 2007, the SP Committee successfully completed its initial mandate with the approval of the Cataraqi Source Protection Plan (2014), submission of annual implementation reports, and development of a workplan to determine areas for additional efforts. The Committee is now preparing to implement Section 36 updates under the *Clean Water Act* to ensure successful ongoing execution of the Source Protection Plan.

In accordance with the Ontario *Clean Water Act*, municipalities are represented by one-third of the voting members on the SPC. A municipal seat can be held by council members or other persons that represent municipal interests, including municipal employees. Nominees must live, work and/or own or rent land in the Cataraqi Source Protection Area; they cannot be a Cataraqi Conservation employee or Board member.

In 2007, it was agreed that the municipal representatives would be drawn from eastern, central, western, and the area at large for a total of four (4) representatives who, collectively, represent the interests of all Cataraqi Conservation's partner municipalities.

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AA-025-25
September 23, 2025



Per the attached chart, incumbents are prepared to continue representing the eastern, western, central areas as well as the area at large. The current representative for the eastern area has expressed interest in continuing to sit on the SP Committee and renewing his term.

We have the following specific questions for your consideration:

For municipalities in the eastern nomination area:

- (1) Please indicate whether there is support for Mr. Steve Allen, serving as your area representative for another three-year term by November 21, 2025, through council resolution.
- (2) Alternatively, please indicate whether there is a nominee for consideration who is eligible to serve as the eastern area representative and identify their name, address and contact information by November 21, 2025, through council resolution.

Pending approval by the Cataraqui Source Protection Authority, the successful candidate will begin their three-year term in January 2026.

We look forward to hearing from you. Please contact the undersigned with any questions or comments at 613-546-4228 ext. 252 or via jjobin@crca.ca.

Sincerely,

Jason Jobin
Coordinator, Source Protection

Attachments: Appointments to the Cataraqui Source Protection Committee – Municipal Sector

c.c. Paul Proderick, Chair, Cataraqui Source Protection Authority

Appointments to the Cataraqui Source Protection Committee (2025) - Municipal Sector ¹

Area	Municipalities	Candidate	Notes
Eastern Area	Township of Athens City of Brockville Township of Elizabethtown-Kitley Township of Front of Yonge Town of Gananoque Township of Leeds and the Thousand Islands Township of Rideau Lakes	Steve Allen, Brockville ²	Steven Allen is the Supervisor of Engineering with the City of Brockville. Mr. Allen has served on the Committee since 2019.
Central Area	Township of Frontenac Islands City of Kingston Township of South Frontenac	Niall Oddie, Kingston ²	Niall Oddie is a Senior Planner with the City of Kingston. He has served on the Committee since 2022.
Western Area	Town of Greater Napanee Loyalist Township	Luke MacDonald Loyalist ²	Luke MacDonald is the Engineering and Environment Manager with Loyalist Township. He has served on the Committee since 2023.
Area at Large	This member represents the interests of all municipalities in the Cataraqui Source Protection Area.	Kristie Kelly Greater Napanee ²	Kristie Kelly is the Director of Environmental Services for the Town of Greater Napanee and has served on the Committee since 2023.

¹ All appointments are subject to confirmation by the members of the Cataraqui Source Protection Authority.

² Incumbent member on the Cataraqui Source Protection Committee.

Minutes of Council
September 2, 2025



Township of South Frontenac Council Meeting Minutes



Meeting

Time: 6:15 PM

Location: 3910 Battersea Road/Virtual Via Zoom

Present: Ray Leonard, Doug Morey, Steve Pegrum, Norm Roberts, Randy Ruttan, Ron Sleeth, Scott Trueman, Adam Turcotte, Mayor Ron Vandewal

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Stephanie Kuca - Director of Finance and Treasurer, Melia Edgar - Deputy Treasurer, Troy Dunlop - Manager of Engineering Services and Capital Projects

1 Meeting to Order

a) Resolution

Resolution No. [2025-17]-01

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the Council meeting of September 2, 2025 be called to order at 6:15 p.m.

Carried

2 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-17]-02

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That the agenda be amended to include the addendum.

Carried

Resolution No. [2025-17]-03

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

That the agenda, as amended, be approved.

Carried

3 Disclosure of Pecuniary Interest

a) There were none.

4 Committee of the Whole "Closed Session"

a) Resolution

Resolution No. [2025-17]-04

Moved by Deputy Mayor Ruttan

Seconded by Councillor Turcotte

Minutes of Council
September, 2, 2025

That Council resolve itself into Committee of the Whole "Closed Meeting" to consider the following item:

1. Personal matters about an identifiable individual, including municipal or local board employees - Performance Review

Carried

b) Resolution

Resolution No. [2025-17]-05

Moved by Councillor Leonard

Seconded by Councillor Roberts

That Council rise from Committee of the Whole "Closed Meeting" without reporting.

Carried

5 Recess (If Required)

- a) Council recessed from 6:40 p.m. to 7:00 p.m.

6 Roll Call

- a) The Deputy Clerk conducted roll call.

7 Ceremonial Presentations

- a) There were none.

8 Public Meeting

- a) Not applicable.

9 Delegations

- a) There were none.

10 Briefings

- a) Representatives from Watson & Associates Economists LTD. were present to speak to Council regarding the Asset Management Plan for Non-core Infrastructure Assets.

11 Reports from Administration

- a) Asset Management Plan – Non-core Assets

Resolution No. [2025-17]-06

Moved by Councillor Turcotte

Seconded by Councillor Morey

That Council approve the 2025 Asset Management Plan – Non-core assets including the gravel roads component which falls under core assets as attached under Attachment A of Report 2025-129.

Carried

Resolution No. [2025-17]-07

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That staff review facility assets and report back to Council during the first quarter of 2026 it being understood that the report should detail the level of current and anticipated future use, the anticipated costs of maintenance and needed upgrades based on the assessment report, and identify any facilities that could be considered as surplus and divested or demolished.

Carried

b) City of Kingston- COCHI/OPHI – Grant Application

Resolution No. [2025-17]-08

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That Council endorse the grant requests submitted to the City of Kingston under the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) totalling \$1.4 million to support the Verona Housing Project.

That Council authorize the Mayor and Clerk to execute all corresponding agreements and registrations should the requests be successful.

Carried

c) Appointment of Deputy Chief Building Official

Resolution No. [2025-17]-09

Moved by Councillor Morey

Seconded by Deputy Mayor Ruttan

That Matt Doyle be appointed as a Deputy Chief Building Official for the Township of South Frontenac;

That By-law 2025-58, attached to Report Number 2025-123, as Exhibit A, being a By-law to amend By-law 2024-11, A By-Law to Appoint Deputy Chief Building Officials, be given first and second reading;

That By-law 2025-58 be presented to Council for third reading.

Carried

d) Stop up and Close a Portion of Hinchinbrooke Road

Resolution No. [2025-17]-10

Moved by Councillor Turcotte

Seconded by Councillor Roberts

That Council approve By-law 2025-59 to close a portion of Hinchinbrooke Road;

That notwithstanding By-law 2025-33, being “A By-law to Prescribe the Form, Manner and Times for the Provision of Notice”, By-law 2025-59, attached to Report Number 2025-124, as Exhibit A, “A By-Law to Stop up, Close, and Declare Surplus a Portion of Road in the Township of South Frontenac as a result of Reconstruction on Hinchinbrooke Road” be given first and second reading; and

That By-law 2025-59 be presented to Council for third reading.

Carried

e) Purchase of Used Fire Pumper

Resolution No. [2025-17]-11

Moved by Councillor Trueman

Seconded by Councillor Leonard

That Council support the purchase of a 2007 Spartan Pumper, required upgrades and supplies to an upset budget of \$130,000; and

That the purchase be funded from the Asset Investment Reserve.

Carried

Minutes of Council
September, 2, 2025

f) Committee of Adjustment - Appointment of Public Member

Resolution No. [2025-17]-12

Moved by Councillor Pegrum

Seconded by Councillor Leonard

That Patrick Diotte be appointed to the Committee of Adjustment, as a public representative, for the term of Council.

Carried

12 Reports from Advisory Committees

13 Information Reports

a) Strong Mayor Powers – Procedural Guide

b) Verona Housing Update

14 Committee of the Whole

a) Not applicable.

15 Communications

a) Received from Eastern Ontario Wardens' Caucus (EOWC) regarding the August 2025 newsletter.

16 Tabling of Documents

a) There were none.

17 New Business

a) There were none.

18 Notice of Motion

a) Councillor Pegrum presented the following Notice of Motion at the August 12, 2025 Council meeting:

Resolution No. [2025-17]-13

Moved by Councillor Pegrum

Seconded by Councillor Trueman

That the Director of Emergency Services prepare a report to Council prior to 2026 Budget Deliberations outlining options and costs associated with erecting signs to communicate fire burn ban status at Township of South Frontenac Fire Stations.

Carried

19 Approval of Minutes

a) Resolution

Resolution No. [2025-17]-14

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That the minutes of the August 12, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

a) Resolution

Resolution No. [2025-17]-15
Moved by Councillor Pegrum
Seconded by Councillor Sleeth
That By-laws Number (1) and (2) be given third reading.

Carried

21 Committee of the Whole "Closed Session"

22 Confirmation By-law

a) Resolution

Resolution No. [2025-17]-16
Moved by Deputy Mayor Ruttan
Seconded by Councillor Morey
That By-law 2025-60, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. [2025-17]-17
Moved by Councillor Turcotte
Seconded by Councillor Leonard
That By-law 2025-60, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

23 Date of Next Meeting

a) The next Council meeting is scheduled for October 7, 2025 at 7:00 p.m.

24 Adjournment

a) Resolution

Resolution No. [2025-17]-18
Moved by Councillor Roberts
Seconded by Councillor Pegrum
That the Council meeting of September 2, 2025 be adjourned at 8:00 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

By-Law Number 2025-67**A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on October 7, 2025**

Whereas Section 8 of the *Municipal Act*, S.O. 2001 c. 25 and amendments thereto provides that a municipality has the capacity, rights powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* of any other *Act* and;

Whereas Subsection 2 of Section 11 of the *Municipal Act* S.O. 2001, c. 25 and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of the jurisdiction described in the Table to Subsection 2, subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act*, S.O 2001 c. 25 and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise, and;

Whereas the Council of the Township of South Frontenac deems it expedient to confirm its actions and proceedings;

Therefore, be it resolved that the Council of the Corporation of the Township of South Frontenac hereby enacts as follows:

1. The all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on October 7, 2025, be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac held October 7, 2025, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act*, S.O. 2001, c.25 and amendments thereto.
3. That all actions and proceedings of the Council of the Corporation of the Township of South Frontenac taken at its regular meeting held on October 7, 2025, except those taken by by-law and those required by bylaw to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.
4. Execution by the Mayor and the Clerk of all Deeds, Instruments and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal to any such Deed, Instruments or other Documents is hereby authorized and confirmed.
5. This By-law shall come into force and take effect on the date of its passage.

Given First and Second Readings: Tuesday, October 7, 2025

Given Third Reading and Passed: Tuesday, October 7, 2025

James Thompson, Clerk

Ron Vandewal, Mayor