



**Township of South Frontenac
Council Meeting Agenda**



TIME: 7:00 PM,
DATE: Tuesday, June 10, 2025
PLACE: 3910 Battersea Road/Virtual Via Zoom .

1. Meeting to Order

a) Resolution

That the Council meeting of June 10, 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 5

c) Public Meeting for Zoning By-law Amendment Application PL-ZBA-2025-0044, Roman Catholic Episcopal (Fotenn), 3977 Sydenham Road 6 - 41

d) Public Meeting for Zoning By-law Amendment Application PL-ZBA-2025-0045, Heyman, 2529 Freeman Road 42 - 48

e) Resolution

That the public meeting be closed.

9. Delegations

a) Mary Royer will be present to speak to Council regarding By-law 2017-50, A By-law to Regulate Outdoor Solid Fuel Burning Appliances.

b) Susan Foley will be present to speak to Council regarding By-law 2017-50, A By-law to Regulate Outdoor Solid Fuel Burning Appliances.

10. Briefings

- a) Richard Allen, Manager of Economic Development, County of Frontenac, will be present to provide an economic development update to Council.

(This Is Frontenac Youtube Video - <https://www.youtube.com/watch?v=o6JEthkrWXk>)

11. Reports from Administration

- a) 2025 Municipally Significant Event Designation for AGCO SOP 49 - 51

That Council designate the Line Spike Frontenac concert on June 28 and June 29, 2025 between 10:00 a.m. and 11:00 p.m. in Harrowsmith as a municipally significant in support of the Alcohol and Gaming Commission of Ontario Special Events Permit Application.

- b) Reconfirm Application to Stop up and Close Unopened Road Allowance (PL-RAC-2022-0136 (Carr)) 52 - 58

That Council agree, in principle, to stopping up, closing and selling a portion of unopened road allowance between Concessions 9 and 10, District of Bedford, with an understanding that a by-law will be brought back to Council to be approved upon the applicant producing an acceptable survey of the lands.

- c) Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units 59 - 67

That Council receive the “Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units” as included in Exhibit A of Report 2025-088; and

That Council direct staff to use the “Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units” for all planning applications, where applicable.

- d) Zoning By-law Amendment Application PL-ZBA-2025-0031, Willes (The Boulevard Group), 102904001011600, Sydenham Road 68 - 80

That the Zoning By-law Amendment Application (File Number PL-ZBA-2025-0031) submitted by Willes (The Boulevard Group), regarding the property with roll number 102904001011600, be approved;

That By-law 2025-43, attached to Report Number 2025-090, as Exhibit A, being a By-law to amend the zoning on lands known as Part of Lot 6, Concession 4, District of Loughborough, Township of South Frontenac, be given first and second reading; and

That By-law 2025-43 be presented to Council for third reading.

- e) Appointment of a Building Inspector 81 - 83

That By-law 2025-44, attached to Report Number 2025-44, as Exhibit A, being a By-law to appoint a Building Inspector, be given first and second reading; and

That By-law 2025-44 be presented to Council for third reading.

- f) CAO Performance Appraisal Working Group 84 - 87

That Council appoint Mayor Vandewal, Councillor _____ and Councillor _____ to a CAO Performance Review Working Group for 2025.

- g) Budget Approval Request – Unplanned Road Repairs 88 - 94

That Council approve funding in the amount of \$768,350 for unplanned roadwork on Henderson Road, Latimer Road and Long Swamp Road funded by off-setting savings from the forecasted surplus of \$1,124,413.74 for the Road 38 Reconstruction (#23-56) and Craig Road (#24-41A) projects.

- h) Harrowsmith Social and Athletic Club Canada Day Event – Intent to Sell Alcohol 95 - 97

That Council approve the temporary sale of alcohol by Harrowsmith Brewing Company as a part of Harrowsmith Social and Athletic Club’s Canada Day event at Centennial Park on July 1st, 2025, from 2:00 pm – 11:00 pm as required by By-law 2002–57 Sec. 10 (c).

- i) 2025 Private Lane Upgrade Assistance Program 98 - 103

That Council approve the grant subsidies for the 2025 Private Lane Upgrade Assistance Program as outlined in Option 2 of Report 2025-082 totalling \$115,996.55.

12. Reports from Advisory Committees

- a) Motion Received from Recreation and Leisure Advisory Committee

That the Recreation and Leisure Services Advisory Committee recommend to Council that staff be directed to explore changes to the existing municipally led program and event offerings for 2026, without introducing additional events or programs.

13. Information Reports

- a) Bill 5, Protecting Ontario by Unleashing Our Economy Act, 2025 104 - 107
- b) Bill 17, Protect Ontario by Building Faster and Smarter Act 108 - 112
- c) Lake Ecosystem Grants – Annual Report 113 - 116
- d) Award of Tender # PS-2025-08 Pleasant Valley Municipal Drain 117 - 120

14. Committee of the Whole

15. Communications

- a) Correspondence received from Mark Dickson, Manager, Transportation Systems, City of Kingston, dated May 30, 2025 regarding traffic calming measures on Orser Road. 121

16. Tabling of Documents

- a) Received from Eastern Ontario Wardens' Caucus (EOWC), regarding the June 2025 newsletter. 122 - 141

17. New Business

18. Notice of Motion

19. Approval of Minutes

- a) Resolution 142 - 148

That the minutes of the May 20, 2025 Council meeting be approved.

20. Approval of By-laws

- a) Resolution

That By-laws Numbers (1) and (2) be given third reading.

- b) Summary of By-laws:

- 1. By-law 2025-43 - A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural Industrial – Special Provision (RI-13) on lands described as Part Lot 6, Concession 4, District of Loughborough
- 2. By-law 2025-44 - A By-law to Appoint a Building Inspector

21. Committee of the Whole "Closed Session"

22. Confirmation By-law

- a) Resolution 149

That By-law 2025-45, 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 2025-45, 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 June 17, 2025 at 7:00 p.m.

24. Adjournment

- a) Resolution

That the Council meeting of June 10, 2025 be adjourned at ____ p.m.

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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**

Public Meeting

under the Planning Act

Zoning By-law Amendment Applications

PL-ZBA-2025-0044

PL-ZBA-2025-0045

Tuesday, June 10, 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 Applications PL-ZBA-2025-0044 and PL-ZBA-2025-0045.
- 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 or Agent 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-2025-0044

Applicant: Roman Catholic Episcopal Corporation of the Diocese of Kingston in Canada (St. Patrick's Catholic Church)

Agent: Fotenn Planning + Design

Property: 3977 Sydenham Road



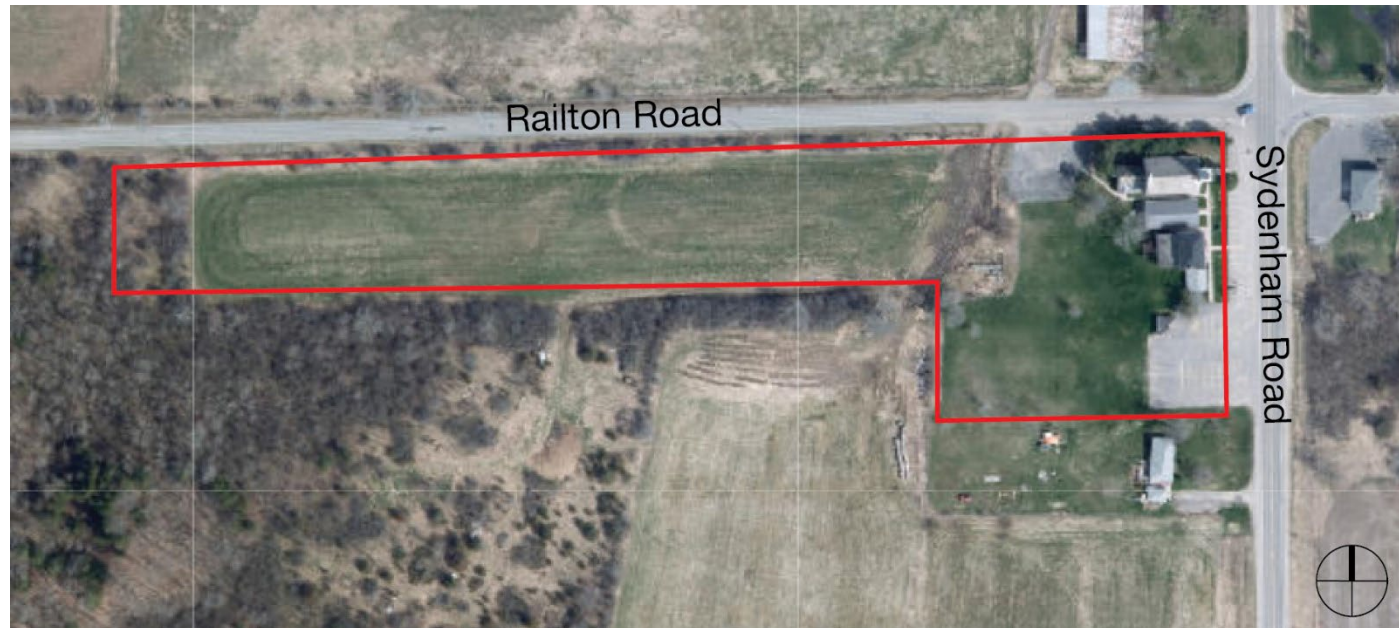
3977 Sydenham Road

Application for:
Zoning By-law Amendment

Applicant:
St. Patrick's Catholic Church

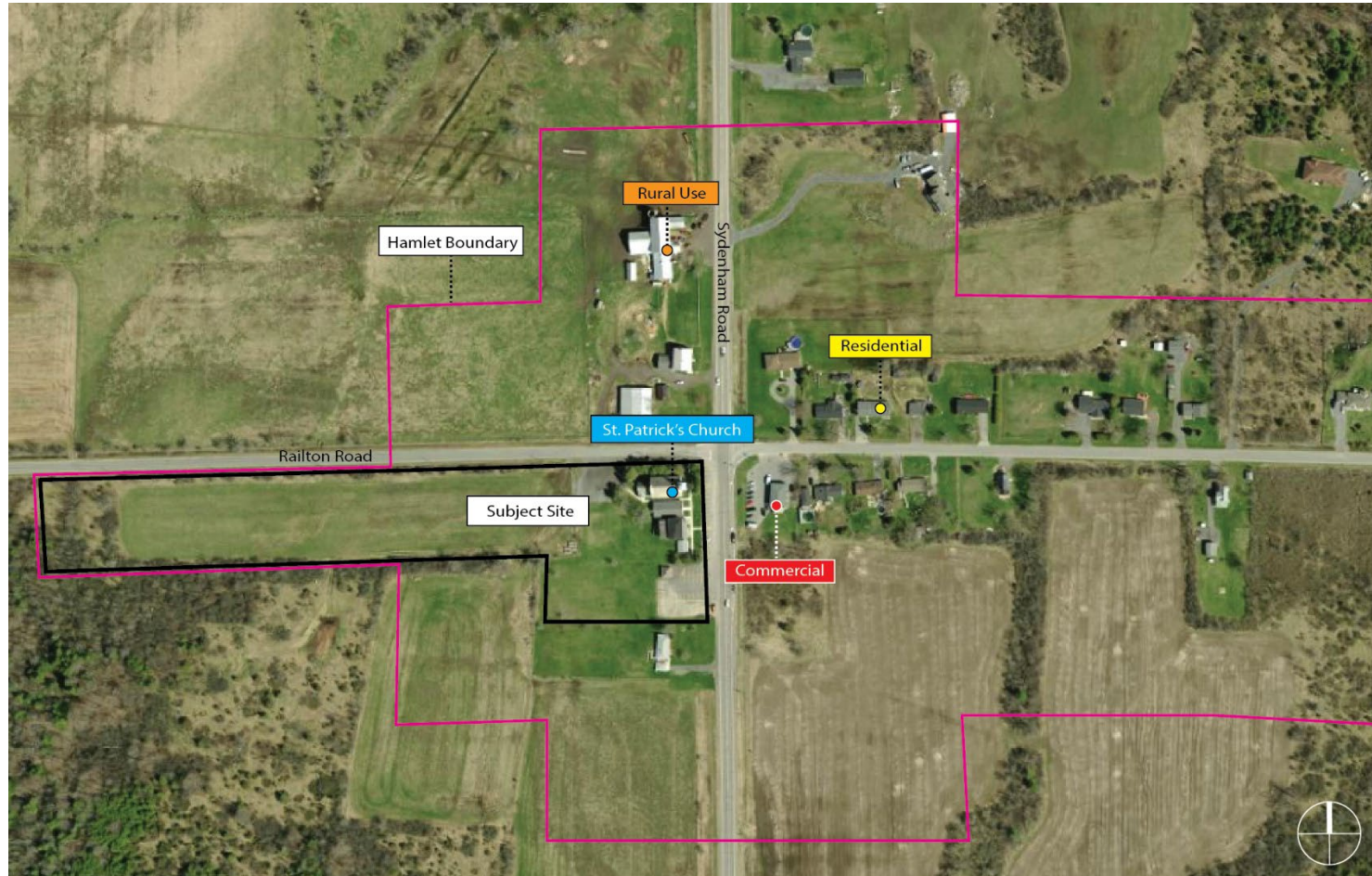
Subject Site

- / Lot area of approximately 1.6 hectares
- / Approximately 101 metres of frontage on Sydenham Road and approximately 404 metres of frontage on Railton Road



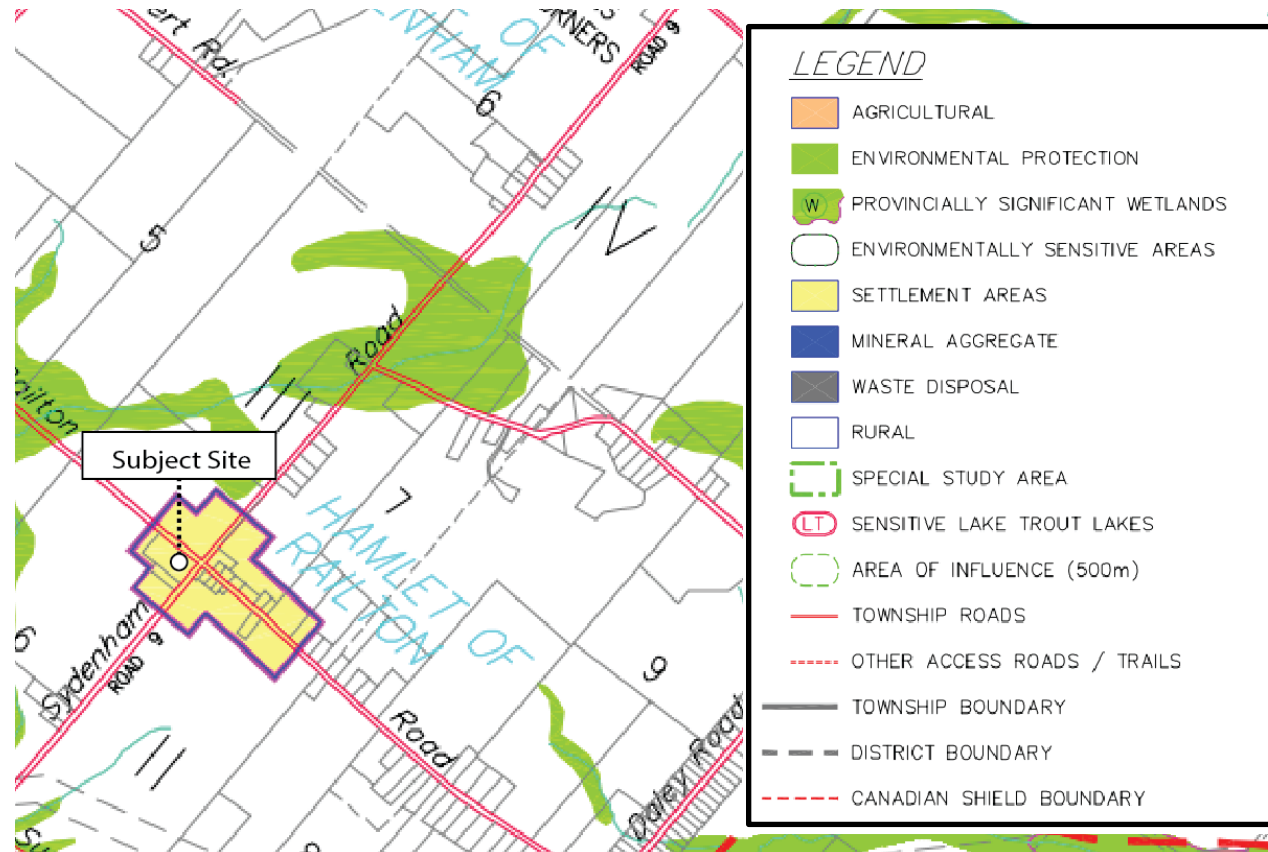
Context

- / Hamlet of Railton
- / Predominantly residential and rural surrounding



Official Plan

- / Designated Settlement Areas
- / Intended to accommodate a majority of new development in the municipality, including low-rise residential uses on private or communal services



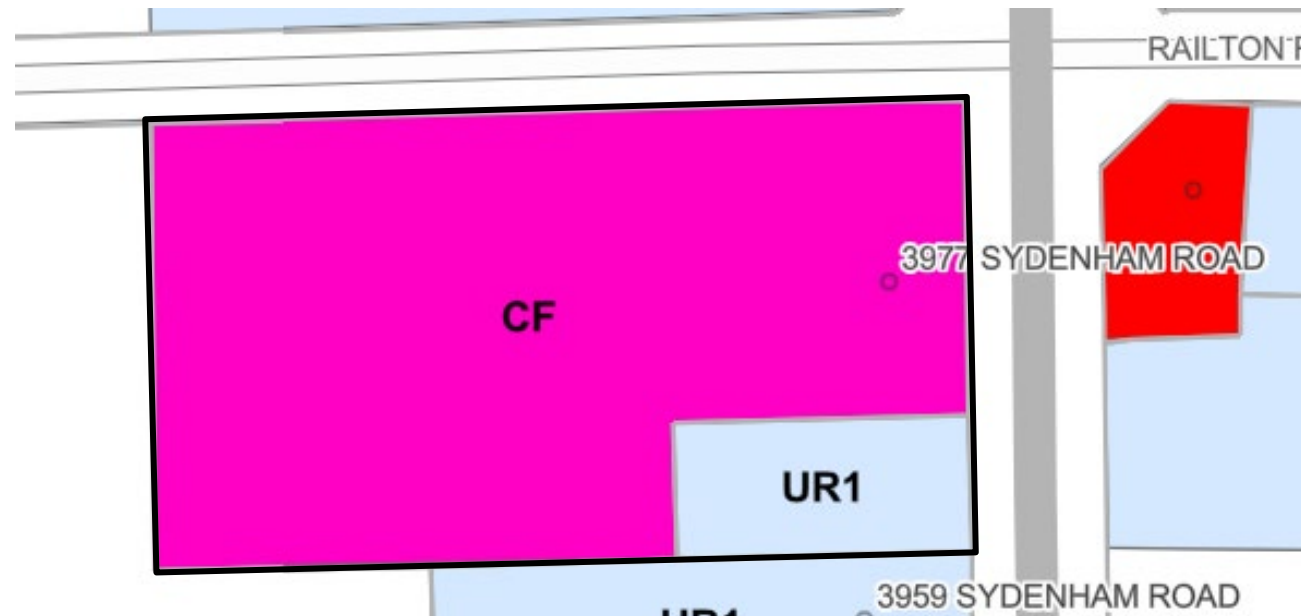
Current Zoning

Community Facility (CF) Zone

Permits:

- / Place of worship
- / Accessory uses

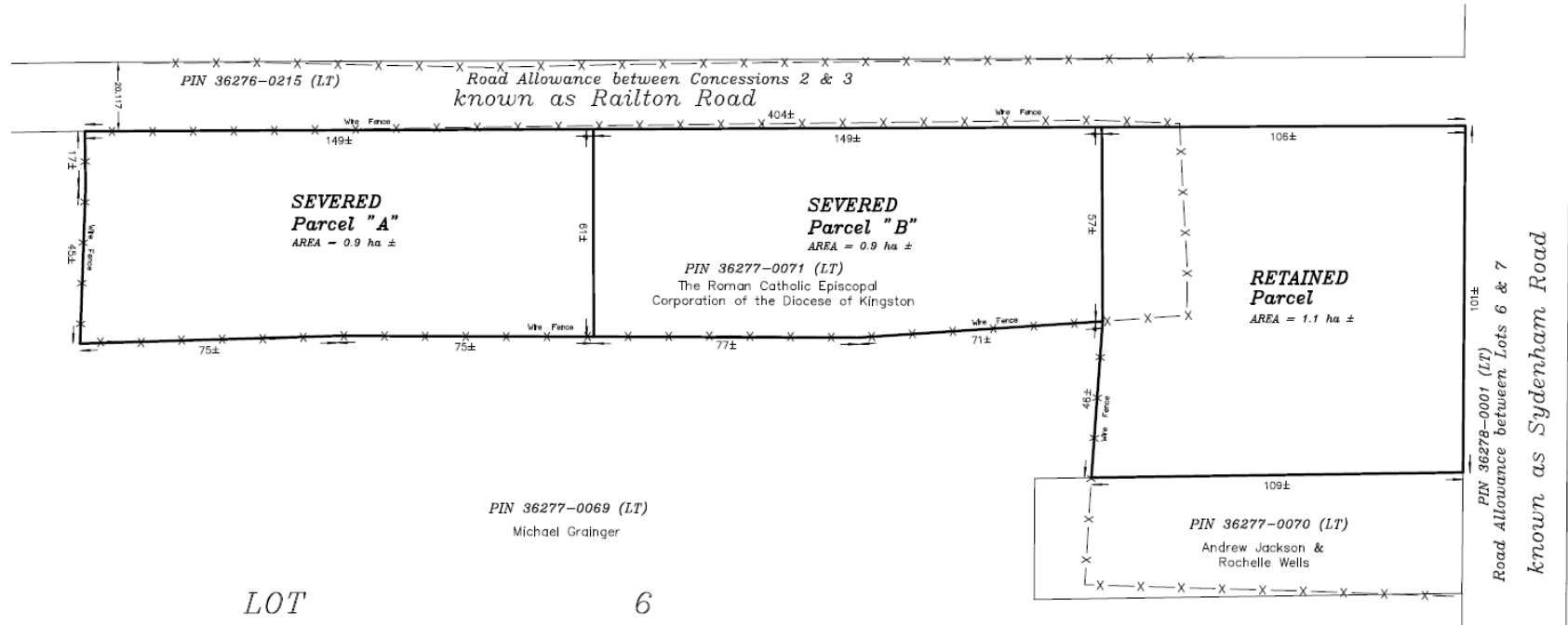
Inaccurate UR1 Zone Mapping



Proposed Development

Consent to Sever

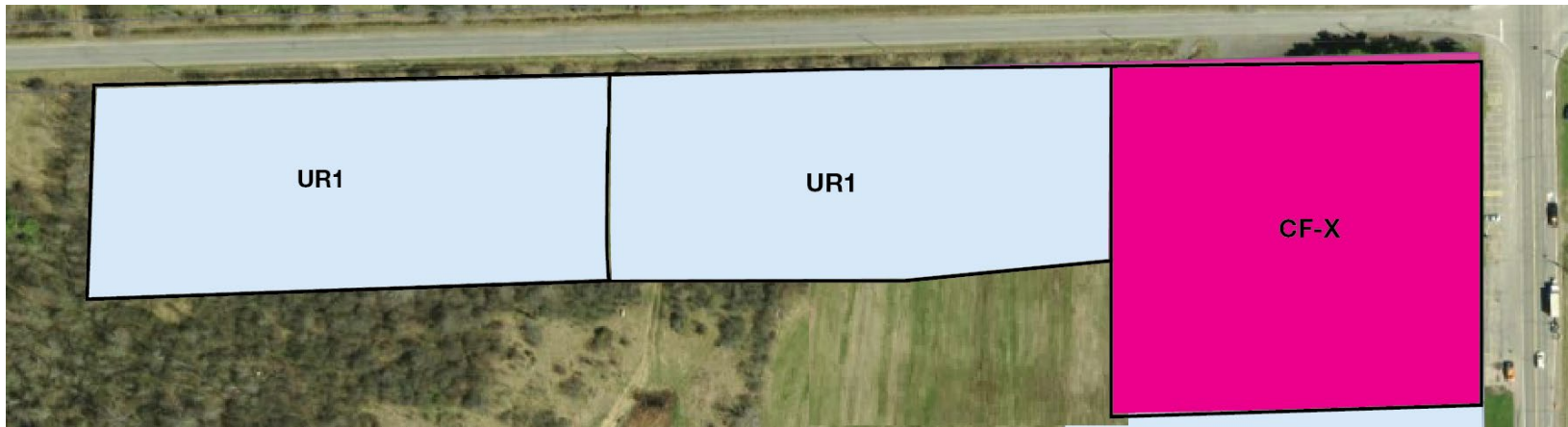
- Concurrent applications for consent to sever two new lots with frontage on Railton Road to facilitate future residential development



Proposed Zoning By-law Amendment

Rezone from CF to Urban Residential – First Density Zone (UR1) Zone

- Permits future residential development on proposed severed lots
- Compliant lot area and lot frontage
- CF Zone and lot boundary to be corrected on online mapping
 - Site specific CF zone to reflect existing parking on the site



Summary – Good Land Use Planning

- Required to facilitate consent for severance to create two new residential lots.
- Zoning By-law Amendment will permit future residential development that is compatible with surrounding area and to reflect existing parking available in the CF Zone.
- Conforms with the Township of South Frontenac and Frontenac County Official Plan.
- Represents good land use planning.

Department and Public Comments

- Public Services
 - No concerns with application PL-ZBA-2025-0044 and the related consent applications.
 - Future upgrades to the Sydenham Road/Railton Road intersection could require the full road allowance and result in the removal of existing on-street parking so the retained parcel will need to be large enough to accommodate the parking needs of the facility.



Next Steps

- South Frontenac Council should receive comments from the public
- A report with a recommendation will be brought to a future Council meeting



Open Discussion

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



Proposed Zoning By-law Amendment

1. By-law 2003-75 of the Corporation of the Township of South Frontenac, entitled “Township of Sout Frontenac Comprehensive Zoning By-law” is amended as follows:

- a) THAT Schedule “C is hereby amended by changing the zoning from Community Facility (CF) Zone to Urban Residential-First Density (UR1) Zone for those lands shown on the attached map designated as Schedule “A”.
- b) THAT Schedule “C is hereby amended by changing the zoning from Community Facility (CF) Zone to a special Community Facility (CF-X) Zone for those lands shown on the attached map designated as Schedule “A”.
- c) THAT Section 29.5 is hereby amended by the following special zone as follows:

CF-X Notwithstanding any provisions of this by-law to the contrary, on the lands zoned Special Community Facility (CF-X), the following provisions shall apply:

- a) Minimum Parking Provision 40 spaces

All other provisions of this by-law shall apply.

PL-ZBA-2025-0045

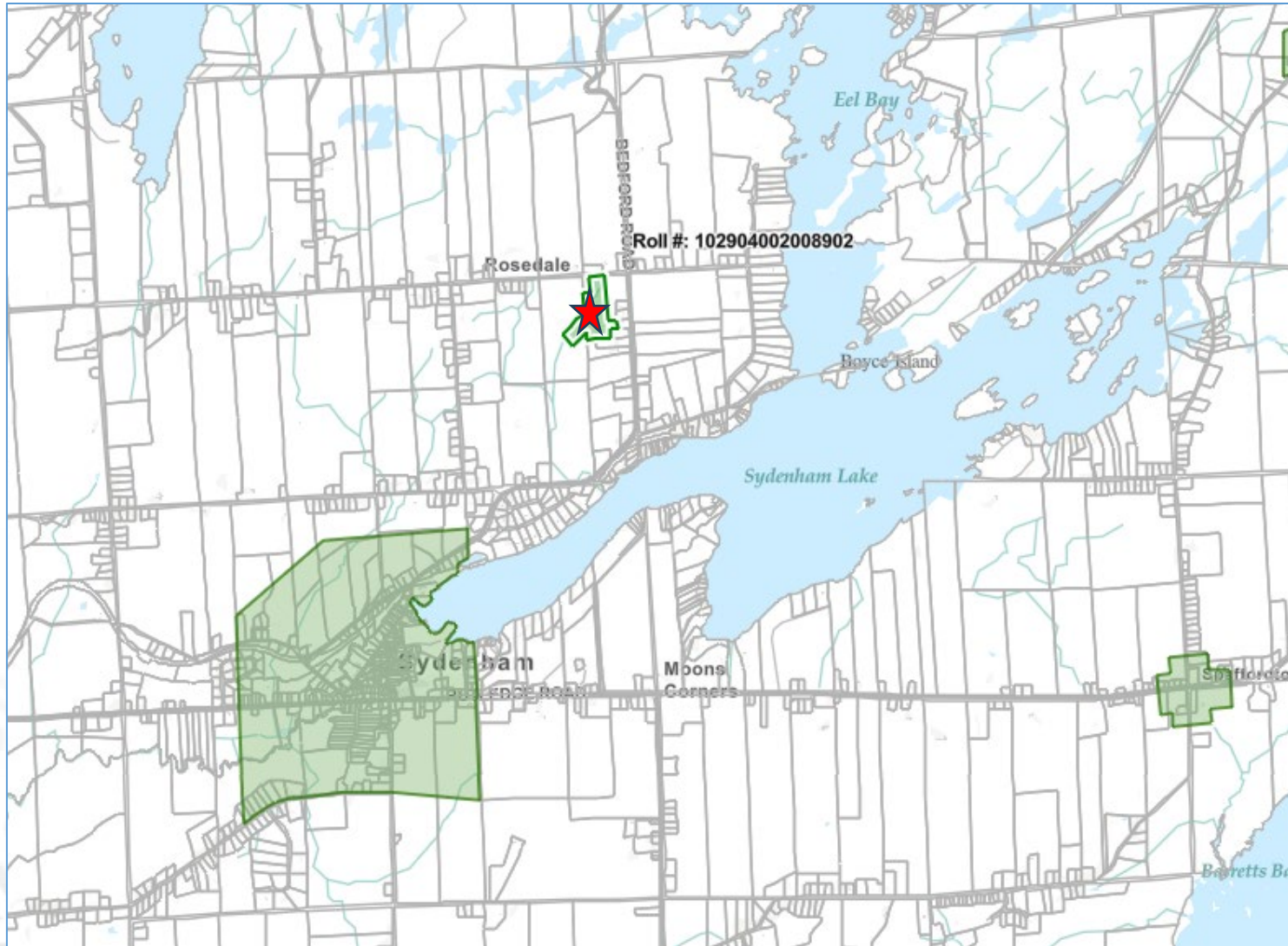
Applicant: Bradley and Tanya Heyman

Property: 2529 Freeman Road



**SOUTH
FRONTENAC**

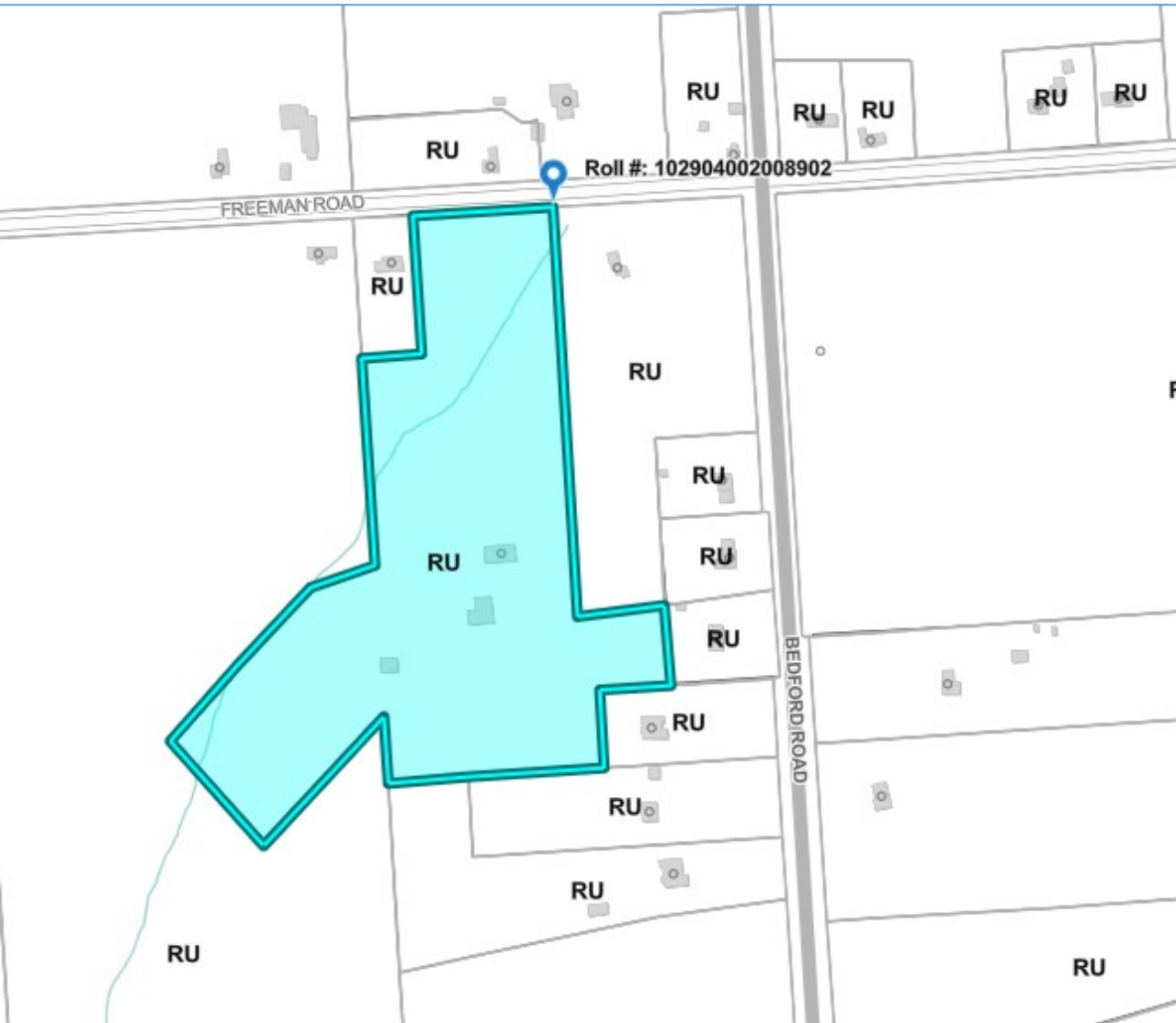
Location



Location



Neighbourhood Zoning



PERMITTED USES

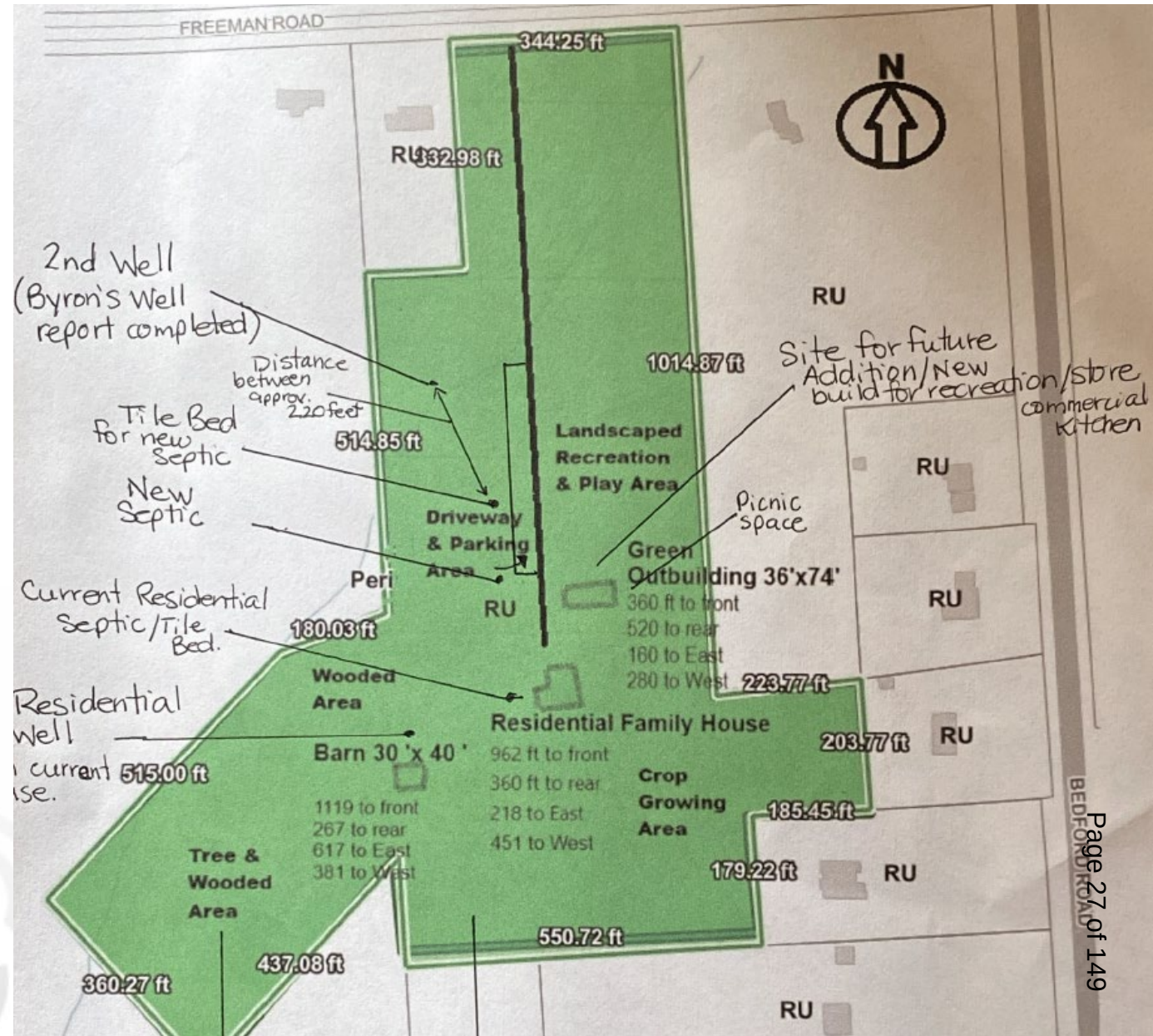
- agricultural uses, including a livestock facility and intensive agricultural uses,
- conservation uses, including reforestation and other activities connected with the conservation of soil or wildlife,
- wood lots,
- wayside pits and wayside quarries,
- open space use,
- a kennel,
- an apiary,
- a riding club,
- a greenhouse,
- a cold storage warehouse,
- a grain drying facility,
- a hobby farm,
- a livestock assembly area or a livestock exchange,
- an agricultural sales barn,
- a veterinary clinic,
- a research facility,
- a single detached dwelling,
- a seasonal dwelling,
- a group home,
- a dock, subject to approval from the appropriate authority,
- accessory buildings or uses to the above uses, including a single detached dwelling as an accessory use to agriculture,
- a home occupation, in accordance with the provisions of Section 5.28 of this By-law,
- a home industry, in accordance with the provisions of Section 5.29 of this By-law,
- a garden suite in accordance with the provisions of Section 5.33 of this By-law,
- an agricultural produce sales outlet.

Existing

- House
- Hobby farm with market garden
- Elements Outdoors business

Proposal

- Expand programming for community members, children, youth and their families to learn, experience the outdoors and enjoy recreational activities together
 - Forest and nature school
 - Licensed childcare program
 - Summer day camp
 - Events and workshops



Draft By-law

- Site-specific Rural zone (RU-XX)
- Add uses allowed on the property
 - a community service
 - a retail store
 - a craft shop
 - a nursery or garden centre
 - a studio
- Add Community Service definition
 - The use of land, buildings or structures by a not-for-profit, non-commercial body or society such as a service club or charitable organization for promoting athletic, cultural, educational, environmental, health, recreational, social, philanthropic or other similar objectives. Without limiting the generality of this type of use, such services as a learning centre, and a summer camp, and accessory cooking and eating facilities and temporary sleeping accommodations for patrons engaging in the community service, may be located therein.



Department Comments

- Public Services
 - No concerns with the proposal provided adequate parking facilities will be available on site to support the intended uses



Public Comments

- Impact on groundwater availability
- Increased vehicular and pedestrian traffic on roads with limited visibility and no sidewalks
- Impact on wildlife and habitat
- Incompatibility with rural residential neighbourhood
- Increased noise and light pollution



Discussion

- Provincial Planning Statement 2024
 - Healthy, integrated and viable rural areas to be supported by building upon rural character and leveraging rural amenities and assets
 - Economic and social opportunities and benefits should be improved
- A wide variety of land uses are permitted in the Rural designation including agricultural, residential, recreational and community facilities
- Township considerations for community facilities
 - Compatibility with adjacent land uses
 - Suitability of the land for the proposed use
 - Adequate private water and sewage services
 - Adequate buffering
 - Adequate parking



Next Steps

- South Frontenac Council should receive comments from the public
- A report with a recommendation will be brought to a future Council meeting



Open 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: June 10, 2025

Subject: Public Meeting for Zoning By-law Amendment Application PL-ZBA-2025-0044, Roman Catholic Episcopal (Fotenn), 3977 Sydenham Road

Report Number: 2025-083

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2025-0044 for 3977 Sydenham Road. The application requests the zone on a portion of the subject lands be changed to Urban Residential – First Density (UR1) in order to facilitate the creation of two residential lots on Railton Road. It also requests a site-specific Community Facility (CF) zone be placed on the balance of the lands to reduce the minimum parking requirements for the church to reflect existing conditions (*i.e.* 40 off-street parking spaces).

Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

Recommendation

This report is for information only.

Background

The subject property is located in Railton. An Ontario Land Surveyor determined that the legal lot lines of the property do not match those shown on the Assessment Parcels layer in Frontenac Maps. The property is 2.9ha (7.1 acres) in size. It has approximately 100m frontage on Sydenham Road and 400m frontage on Railton Road. The property contains a church, a parish hall, a house, a shed and two parking lots. There is an agricultural field along Railton Road. Parking occurs in the parking lots and within the Sydenham Road and Railton Road allowances.

The surrounding area is predominantly residential and agricultural, with some commercial uses.

The subject property is designated Settlement Area in the Township of South Frontenac Official Plan. The lands are zoned Community Facility (CF), Urban Residential – First Density (UR1) and Rural (RU) in Zoning By-law No. 2003-75, as amended.

www.southfrontenac.net

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The *Township* is in receipt of consent applications for the creation of two residential lots (PL-BDJ-2025-0042 and PL-BDJ-2025-0043). The two lots would each be 0.9ha in size with 149m frontage on Railton Road. The applications will not be processed unless Council approves the zoning by-law amendment application.

The draft by-law that was submitted with the subject application would change the zone in the area of the proposed lots from CF to UR1. It would also place the balance of the lands in a site-specific Community Facility (CF) zone to reduce the minimum parking requirements for the church to reflect existing conditions (*i.e.* 40 off-street parking spaces instead of 78).

Under the *Planning Act*, a public meeting is required to receive comments from the public on the proposed rezoning.

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/114028/>

Planning Justification Report

A Planning Justification Report (Fotenn Planning + Design, April 15, 2025) was submitted in support of the zoning by-law amendment application and the consent applications. The report assessed the appropriateness of the proposed zoning by-law amendment and consents in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework. The consultant also provided draft by-law wording.

Department and Agency Comments

Public Services staff indicated that they have no concerns with application PL-ZBA-2025-0044, nor with the related consent applications, provided that there will be enough land remaining on the retained parcel to accommodate the parking requirements of the facility outside of the road allowance. Future upgrades to the Sydenham Road/Railton Road intersection could require the full road allowance and result in the removal of existing on-street parking.

Public Comments

No public comments were received before this report was finalized.

Discussion

The proposed zoning by-law amendment will need to be assessed against the applicable policies of the Provincial Planning Statement 2024, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75 as amended.

An Ontario Land Surveyor determined that the legal lot lines of the subject property are significantly different than what was assumed and what is shown on various map sources, including the Township Official Plan and Zoning By-law schedules.

The subject property, based on the recent survey, is divided between the Settlement Area designation and the Rural designation on Schedule A of the Township Official Plan. Section 9.0(a) of the Official Plan intends that the boundaries of any land use designation be considered as approximate except where they are bounded by features such as existing roads. Therefore, the proposal will be reviewed based on the property being entirely within the Settlement Area designation.

The subject property, based on the recent survey, is divided into the Community Facility (CF), Urban Residential – First Density (UR1), and Rural (RU) zones. Zoning By-law No. 2003-75, as amended, does not provide the same flexibility interpreting zone boundaries as the Official Plan. However, this is irrelevant since the proposal will be reviewed based on the Settlement Area policies, and the lands would be placed in appropriate zones.

A detailed policy analysis will be provided in a subsequent report to Council following the public meeting. The report will include a by-law for consideration by Council. Staff anticipate that the draft by-law may need to be refined based on further technical review of the proposal, and consideration of any comments received at the public meeting.

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 posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies

Attachments

Exhibit A – Draft By-law

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-XX

A By-Law to amend By-law 2003-75, as amended, to rezone land from Community Facility (CF) to Urban Residential – First Density (UR1) and to establish a Special Community Facility (CF-XX) zone on lands described as 3977 Sydenham Road, Part Lot 6, Concession 2, District of Loughborough

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** Schedules “C” and “F” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Community Facility (CF) to Urban Residential – First Density (UR1) for the lands shown on Schedule “1”.
2. **THAT** Schedules “C” and “F” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Community Facility (CF) to Special Community Facility (CF-XX) for the lands shown on Schedule “1”.
3. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section CF-XX (Part of Lot 6, Concession 2, District of Loughborough) immediately after the last Community Facility – Special Provision section to read as follows:

CF-XX (Part of Lot 6, Concession 2, District of Loughborough)

Notwithstanding any provision of this by-law to the contrary, on the lands zoned Special Community Facility (CF-XX), the following provision shall apply:

- Off-street parking spaces (minimum): 40

All other provisions of this by-law shall apply.

4. 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: Click or tap to enter a date.

Township of South Frontenac By-Law Number 2025-XX

Page 2 of 3

Given Third Reading and Passed: Click or tap to enter a date.

James Thompson, Clerk

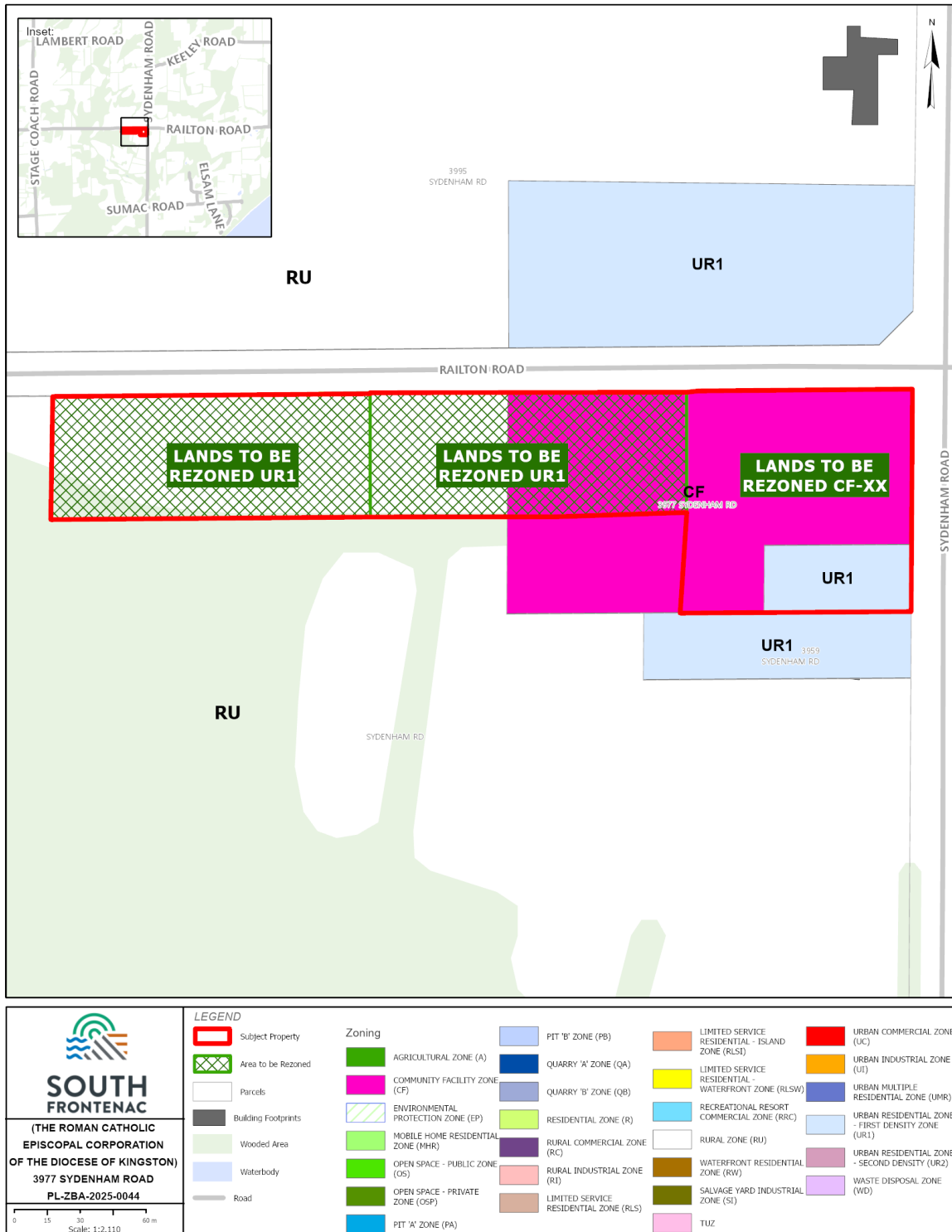
Ron Vandewal, Mayor

DRAFT

Township of South Frontenac By-Law Number 2025-XX

Page 3 of 3

Schedule 1 of By-law 2025-XX



Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: June 10, 2025

Subject: Public Meeting for Zoning By-law Amendment Application PL-ZBA-2025-0045, Heyman, 2529 Freeman Road

Report Number: 2025-084

Summary

This report provides Council with information about Zoning By-law Amendment Application PL-ZBA-2025-0045 for 2529 Freeman Road. The application requests the Rural (RU) zone on the property be expanded to permit a community service, retail store, craft shop, nursery or garden centre and studio.

Consistent with Council's Procedural By-law, Council will receive comments from the public on the application through the public meeting. Staff will bring a more detailed report considering applicable policy and public comments, as well as providing a recommendation to Council on this application at a future meeting.

Recommendation

This report is for information only.

Background

The subject property is located on Freeman Road north of Sydenham. The property is 20.9 acres in size with 108.5m frontage. The property contains a house and two accessory buildings. The property is used as a hobby farm, a market garden and a family business. The surrounding area is predominantly residential and agricultural uses.

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

The draft by-law would amend the RU zone on the property to include an expanded list of permitted uses. Specifically, a community service, retail store, craft shop, nursery or garden centre and studio.

The draft by-law defines a "community service" as "the use of land, buildings or structures by a not-for-profit, non-commercial body or society such as a service club or charitable organization for promoting athletic, cultural, educational, environmental, health, recreational, social, philanthropic or other similar objectives. Without limiting the generality of this type of use, such services as a learning centre, and a summer camp, and accessory

cooking and eating facilities and temporary sleeping accommodations for patrons engaging in the community service, may be located therein.”

The effect of the by-law would be to allow the owner’s business, Elements Outdoor, to expand their programming for community members, children, youth and their families to learn, experience the outdoors and enjoy recreational activities together.

Under the *Planning Act*, a public meeting is required to receive comments from the public on the proposed rezoning.

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/114028/>

Planning Justification Report

A Planning Justification Report (Richard Doherty, April 16, 2025) was submitted in support of the application. The report explained how the property is currently used and its proposed use. The report assessed the appropriateness of the proposed zoning by-law amendment in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework.

Department and Agency Comments

Public Services staff indicated that they have no concerns with the proposal provided there are assurances that adequate parking facilities will be available on site to support the intended uses.

Public Comments

No public comments were received before this report was finalized.

Discussion

The proposed zoning by-law amendment will need to be assessed against the applicable policies of the Provincial Planning Statement 2024, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75 as amended.

The PPS suggests that healthy, integrated and viable rural areas should be supported by building upon rural character and leveraging rural amenities and assets. It also speaks to improving economic and social opportunities and benefits within the Township.

The County Official Plan notes that low density residential development as well as rural-related commercial, industrial, recreational and institutional development is desirable in rural areas, provided it is appropriately located.

The Township Official Plan permits a wide range of uses in the Rural designation including agricultural, residential, recreational and community facilities. Section 5.7.3 of the Township Official Plan provides direction for rural community facilities.

A detailed policy analysis will be provided in a subsequent report to Council following the public meeting. The report will include a by-law for consideration by Council. Staff anticipate that the draft by-law may need to be refined based on further technical review of the proposal, and consideration of any comments received at the public meeting.

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 posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies

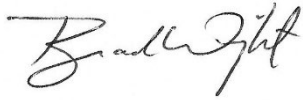
Attachments

Exhibit A – Draft By-law

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-XX**A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural – Special Provision (RU-XX) on lands described as 2529 Freeman Road, Part Lot 6, Concession 6, District of Loughborough**

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 “B” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-XX) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RU-XX (Part of Lot 6, Concession 6, District of Loughborough) immediately after the last Rural – Special Provision section to read as follows:

RU-XX (Part of Lot 6, Concession 6, District of Loughborough)

Notwithstanding the provisions of Section 7 or any other provision of this By-law to the contrary, the lands zoned Special Rural (RU-XX) shall be used in accordance with the following:

- In addition to the Permitted Uses in Section 7.2, the following uses are permitted:
 - A community service
 - A retail store
 - A craft shop
 - A studio
 - A nursery or garden centre
- Definition
 - “Community service” shall mean the use of land, buildings or structures by a not-for-profit, non-commercial body or society such as a service club or charitable organization for promoting athletic, cultural, educational, environmental, health, recreational, social, philanthropic or other similar objectives. Without limiting the generality of this type of use, such services as a learning centre, and a summer camp, and accessory cooking and

Township of South Frontenac By-Law Number 2025-XX

Page 2 of 3

eating facilities and temporary sleeping accommodations for patrons engaging in the community service, may be located therein.

All other provisions of this by-law shall apply.

3. 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: Click or tap to enter a date.

Given Third Reading and Passed: Click or tap to enter a date.

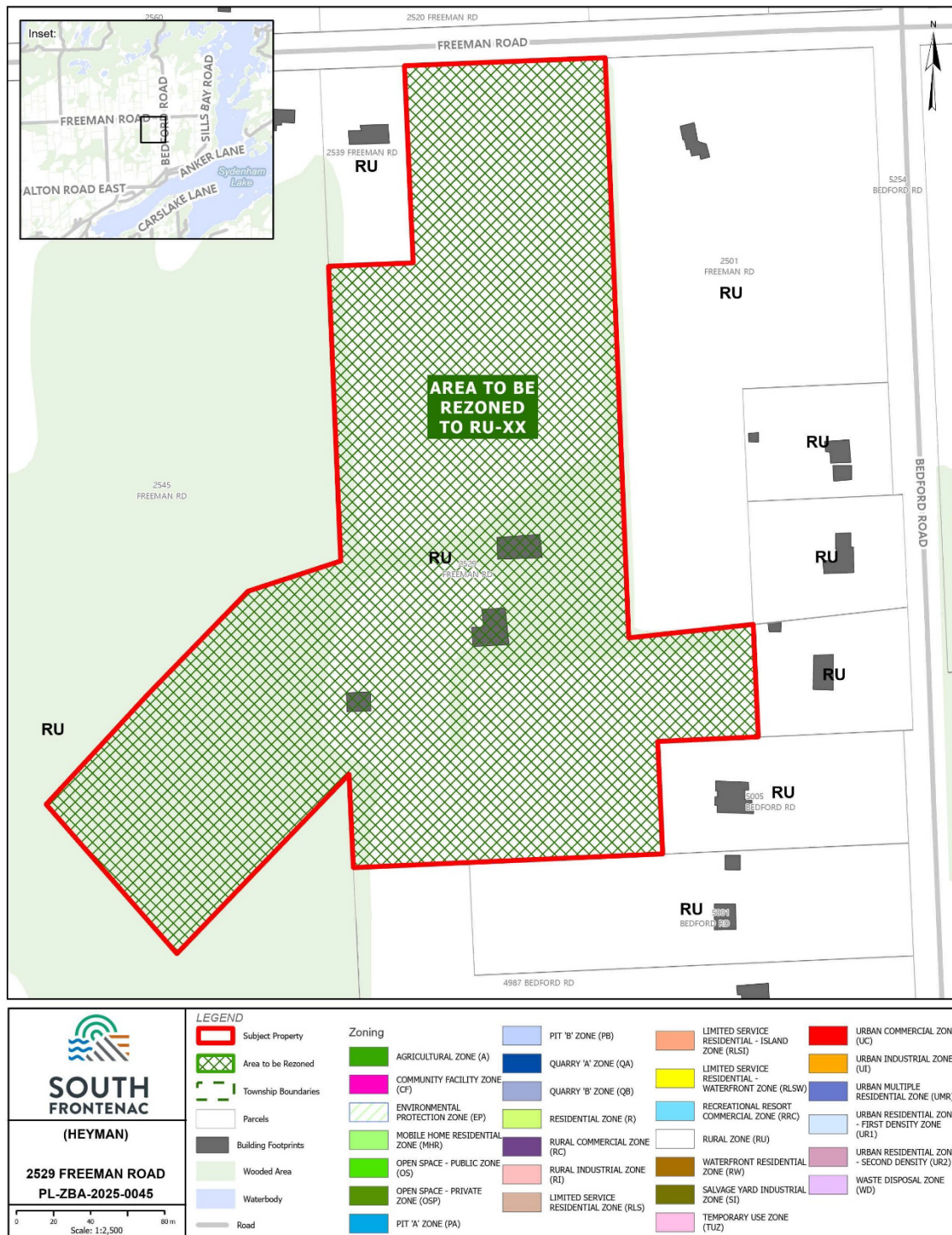
James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac By-Law Number 2025-XX

Page 3 of 3

Schedule 1 of By-law 2025-XX



Township of South Frontenac

Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: June 10, 2025

Subject: 2025 Municipally Significant Event Designation for AGCO SOP

Report Number: 2025-091

Summary

This report recommends that Council move to designate the Line Spike Frontenac concert as municipally significant as required by the Alcohol and Gaming Commission of Ontario to obtain a Special Occasion Permit.

Recommendation

That Council designate the Line Spike Frontenac concert on June 28 and June 29, 2025 between 10:00 a.m. and 11:00 p.m. in Harrowsmith as a municipally significant in support of the Alcohol and Gaming Commission of Ontario Special Events Permit Application.

Background

To obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) to sell and serve alcohol, public events must be designated as municipally significant in support of the application.

AGCO defines an event as municipally significant an exhibition, event or function open to the general public that is being held within the Municipality, that is defined as:

- a) Having local, regional, national or international historical or cultural significance;
- b) Builds awareness of diverse cultures; or
- c) Benefits the community at large.

The Line Spike Frontenac event includes live music and is located on private property at 3587 Harrowsmith Road. Staff have received confirmation that the property owner has entered into an agreement with Get2ThePoint Productions Inc. regarding the use of 3587 Harrowsmith Road for the Line Spike Frontenac event. The concert is estimated to a maximum capacity of 10,000 people per day.

Discussion/Analysis

The Township received a request from the event organizer in early April 2025 requesting that the event be declared as municipally significant in order to support their application with the AGCO.

In order to consider the declaration, the Township coordinated meetings with the various parties impacted and to ensure public safety which included the OPP, Frontenac Paramedic Services, AGCO, Cataraqui Region Conservation Authority (CRCA), County of Frontenac, KFL&A Public Health as well as Township departments including Public Services, Building, Fire and Clerk. There was also a meeting with the event organizer and all the parties listed in April to go over requirements and concerns. Requirements and concerns from this meeting were then circulated via email as well as individual follow up meetings with the event organizer.

The concert is estimated to a maximum capacity of 10,000 people per day. In comparison to our population 20,800, it is anticipated that the event will impact traffic flows, infrastructure as well as resources from the Township and all parties listed previously.

Based on the information received from the event organizer as of Friday May 23rd as well as the feedback received from all parties involved, staff are recommending that Council support declaring the Line Spike Frontenac concert as municipally significant.

The municipally significant declaration will provide for a revocation clause should any of the discussed plans or should any circumstances drastically change which the Township and involved parties feel would have a significant impact on public safety.

Financial Implications

None.

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.

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

- Clerk's Department
- Chief Building Official
- Fire and Rescue Service
- Public Services
- Frontenac Paramedic Services

- Ontario Provincial Police – Frontenac Detachment
- KFL&A Public Health
- Frontenac County
- CRCA
- AGCO

Attachments

None.

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: June 10, 2025

Subject: Reconfirm Application to Stop up and Close Unopened Road Allowance (PL-RAC-2022-0136 (Carr))

Report Number: 2025-081

Summary

The purpose of this report is to provide information to Council and request support to continue the process of an application received in 2022 to stop up, close and transfer a portion of unopened road allowance between Concession 9 and 10, District of Bedford.

Recommendation

That Council agree, in principle, to stopping up, closing and selling a portion of unopened road allowance between Concessions 9 and 10, District of Bedford, with an understanding that a by-law will be brought back to Council to be approved upon the applicant producing an acceptable survey of the lands.

Background

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. Since this application was received prior to the new Unopened Road Allowance Policy, the price was quoted as follows:

The purchase price for the first 300 feet by 66 feet of unopened road allowance, totalling 19,800 square feet is \$47,718 plus HST (\$6,203.34) = \$53,921.34. The purchase price for the remaining 684 feet by 66 feet of unopened road allowance, 45,144 square feet is \$9,480.24 plus HST (\$1,232.43) = \$10,712.67. The total purchase price of the portion of

unopened road allowance proposed to be purchased would be approximately \$64,634.01, inclusive of HST. The actual purchase price will be determined once the lands are surveyed by an Ontario Land Surveyor.

Discussion/Analysis

In May, 2025, the applicant contacted Staff to ask about moving forward with the process and inquired as to whether their application had expired. Prior to the new policy being approved, there were no provisions regarding closing inactive applications, so the file remained open. Staff advised the applicant that a report to Council would be beneficial to reconfirm the application prior to the applicant incurring costs with respect to the survey since it had been two years since Council had the opportunity to review the information presented.

During the notice period in Summer, 2023, staff received questions from members of the public regarding a right-of-way over the portion of Briggs Lane which runs over a portion of the unopened road allowance. It was communicated to the public and to the applicant that the by-law, if approved, would include language regarding the provision of legal deeded access over the lane.

It is customary for Council to deny applications to close unopened road allowances leading directly to water. It is important to note that while the unopened road allowance in question leads to water, the reports from 2023 provide justifications for closure which are summarized as follows: the section of unopened road allowance is only accessible by a private lane and not by a municipally owned road, and the topography of the land makes public access nearly impossible due to the steep slopes, rock outcroppings, a pond a rock cliff leading to Wolfe Lake. There is little viability for a public road or for public access on these lands which is why staff are recommending approval from Council to move forward.

As the next steps, the applicant is required to procure a survey for the portion of the unopened road allowance, and once the survey is received a report with the purchase price and by-law will be brought to Council for final approval.

Financial Implications

The application fee and legal deposit have been paid by the applicant to process this road closing application. Final purchase price will be determined once the surveyor has completed a survey of the pertinent section of the road allowance. Fees to survey the portion to be transferred would be paid by the applicant.

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

Not applicable.

Attachments

Exhibit A – Location Map

Exhibit B – Sketch of Lands

Exhibit C – Updated Site Visit Photos

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

Notes

0.2 0 0.11 0.2 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 4,514



FIGURE 7

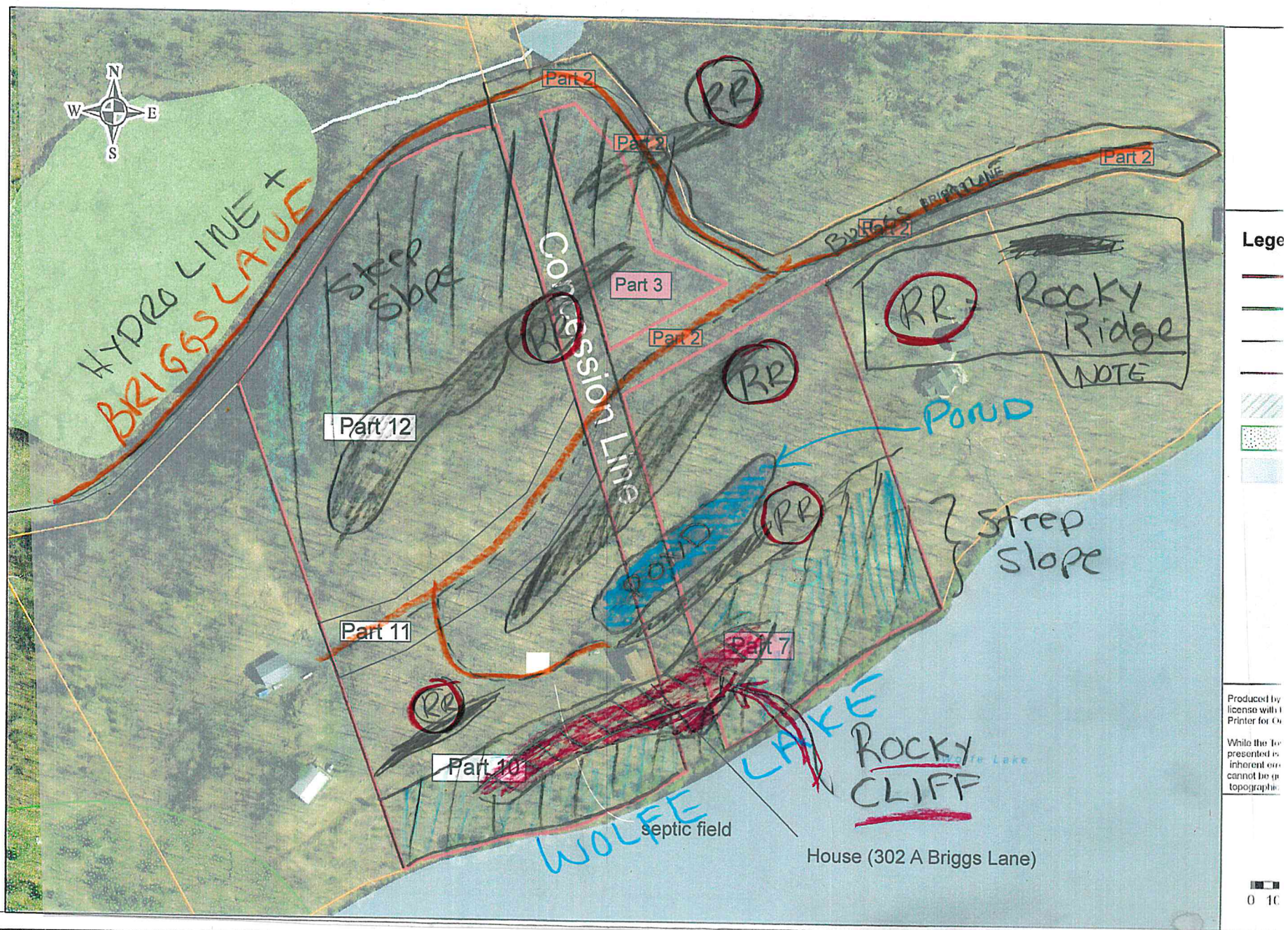


Image 1: View of road allowance looking South to the lake before a steep drop.



Image 2: View of road allowance looking North to a large pond at the bottom of a slope.



Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: June 10, 2025

Subject: Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units

Report Number: 2025-088

Summary

The purpose of this report is to inform Council of the completed “Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units” (Exhibit A). The standard has been developed to provide clarity around groundwater study requirements for consent applications and additional dwelling units. These standards are intended to be a resource for the development community (applicants, developers, consultants, *etc.*) to assist in the preparation and submission of consent and additional dwelling unit applications and to assist Planning Services staff during the development review process.

Recommendation

That Council receive the “Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units” as included in Exhibit A of report 2025-088; and

That Council direct staff to use the “Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units” for all planning applications, where applicable.

Background

In order to support lot creation and additional dwelling units, the Township of South Frontenac needs to have reasonable assurance that the quality and quantity of groundwater is sufficient for the intended land use, that groundwater will provide safe, long-term potable water, and that the proposal will not adversely impact the water supply of adjacent lots.

Aside from a portion of Sydenham that has a municipal water system, and waterfront properties that draw water from lakes, most residents and businesses draw their water from underground aquifers. Therefore, uncontaminated and plentiful groundwater resources are essential to the safe and adequate provision of drinking water in the Township. The Ontario Well Records Database suggests that well yield and recovery rates (*i.e.* quantity of water) vary across the Township depending on the location and the depth of the wells. These records suggest that this variability also exists at the neighbourhood level.

In September 2023, Council approved a Township initiated Official Plan Amendment and Zoning By-law Amendment to permit additional residential dwellings in the Township. During the public meeting process, Development Services staff heard Council and the public raise concerns about small lot areas and impacts to wells. It was requested that standards be developed which could be applied consistently to all additional dwelling unit applications.

At that time, Township staff engaged a Hydrogeologist to prepare a reference document that could be utilized by residents and staff.

Discussion/Analysis

The Provincial Policy Statement (2020) requires planning authorities (*i.e.* the Township) to implement necessary restrictions on development to protect vulnerable and sensitive groundwater resources. In the context of additional dwelling units, the Township must be satisfied that the additional water usage will not impact the water supply of the principal dwelling and of adjacent lots. The Township must also be satisfied that discharge from the required sewage system will not contaminate groundwater, especially from nitrate-nitrogen. This can be accomplished through a hydrogeological study.

A hydrogeological study in support of a proposal for development must establish that the activity will not cause unacceptable groundwater quantity and/or quality impacts which may impact the natural environment, and if impacts are expected, that they can be mitigated in a sustainable way.

Standard for Hydrogeological Assessments: Additional dwelling units that will be connected to the existing water supply

For applications involving additional dwelling units that will be connected to the existing water supply/well of the principal dwelling unit:

- A letter of opinion signed by a qualified professional must be submitted to support the application. A qualified professional may be a licensed well technician, Hydrogeologist, Professional Engineer or Professional Geoscientist.

The letter of opinion shall confirm that the private water supply is sufficient in quantity and quality, and without unacceptable interference to offsite existing groundwater users, to support the additional dwelling unit(s) in combination with the normal operation of the principal dwelling unit on the lot.

Standard for Hydrogeological Assessments: For newly created lots, or for an additional dwelling unit(s) supplied by a different well

For a newly created lot, or for an additional dwelling unit(s) that is supplied by a different well than the principal dwelling, the applicant is required to adhere to the Ministry of Environment Technical Guidelines (D-5-5, 1996).

Pumping tests are required as part of the guideline and details for the number of test wells required as well as the duration of the pumping test are outlined. The provincial technical

guidelines stipulate the minimum number of test wells as well as other considerations for a given size of property and a survey of private wells within a minimum of 500m of the site. Where there are private water wells in the vicinity of the development, information should be obtained where possible to establish pre-development conditions and to assess impacts during pumping tests.

For determining water quality, it needs to be demonstrated that the new well provides water that is safe for human consumption. All Health-Related Ontario Drinking Water Objectives must be met without the need for an any additional treatment, with the exceptions of sodium. Water sampling must be supervised and reported by the Hydrogeologist and completed by trained, qualified staff under the direct supervision of the Hydrogeologist.

Current practice

In 2023, The Township initiated Zoning By-law amendment established a Township-wide holding overlay for additional dwelling units, excluding the municipal water service of Sydenham. The applicant is required to demonstrate to the satisfaction of the Township, that the lot has an adequate supply of potable water.

On November 7, 2023, passed by-law 2023-091 to provide delegated authority to the Director of Development Services to lift holding provisions. The delegated authority reduces the burden on Council by reducing straightforward applications and streamline the approval process for the applicant.

Applicants are informed about groundwater study requirements during the pre-consultation meeting who are looking to create a new lot or construct an additional dwelling unit. For the creation of a new lot, the drilling of a well, pumping test, and water quality analysis is a condition listed by the Township. As part of the consent process, the applicant has two years from the date of the Certificate of Official to complete the listed conditions to the satisfaction of the Township. Applicants are made aware of the conditions before a recommendation report is provided to the Committee of Adjustment or the Director of Development Services (for undisputed applications).

As part of the pre-consultation meeting for applicants looking to construct an additional dwelling unit, the groundwater study requirements are explained for both the utilization of an existing well or the drilling of a new well. Planning Services staff outline the potential study costs and estimated timelines related to meeting the groundwater study standards.

To date, there have been no issues with applicants meeting the requirements set out in the groundwater study standards.

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.

- Pillar: Municipal Service Excellence
- Action Item (If Applicable): We will optimize processes, service levels, resources, and systems to modernize service delivery, streamline operations, maximize cost-effectiveness, and support and empower management to innovate municipal service delivery.

Climate Considerations

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

Notice/Consultation

Planning Services staff

Attachments

Exhibit A – Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units

Approvals

Submitted By:



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

Approved By:



Louise Fragnito, CPA, CGA
Chief Administrative Officer



Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units

1.0 Overview

This document is intended to serve as the standard to support Planning Act applications for lot creation through consent, and for additional dwelling units on private wells and sewage systems. A terms of reference would be prepared for any other type development and Planning Act application as part of the pre-application process.

In order to support lot creation and additional dwelling units, the Township of South Frontenac needs to have reasonable assurance that the quality and quantity of groundwater is sufficient for the intended land use, that groundwater will provide safe, long-term potable water, and that the proposal will not adversely impact the water supply of adjacent lots.

This document will provide clarity on the Hydrogeological Assessment requirements of the Official Plan and Zoning By-law related to severance applications and to additional dwelling unit applications.

The amount of detail needed for assessing a water supply can vary depending on the location of the property and the scale of the proposal. This document provides direction on the requirements for a Letter of Opinion on Private Water Supply, and for a Hydrogeological Assessment.

2.0 Pre-Application Consultation

Proponents must consult with Planning Services staff to determine what level of study is needed for their proposal before submitting a Planning Act application.

3.0 Letter of Opinion on Existing Water Supply

For applications involving additional dwelling units that will be connected to the existing water supply/well of the principal dwelling unit:

- A letter of opinion signed by a qualified professional must be submitted to support the application. For the purpose of this study, a qualified professional may be a licensed well technician, Hydrogeologist, Professional Engineer or Professional Geoscientist.
- The letter of opinion shall confirm that the private water supply is sufficient in quantity and quality, and without unacceptable interference to offsite existing groundwater users, to support the additional dwelling unit(s) in combination with the normal operation of the principal dwelling unit on the lot. The letter must adequately

demonstrate how the supply well will support the increased demand required by the proposed additional dwelling unit(s) while ensuring that neighbouring wells are not adversely impacted. The letter must also include a statement confirming that any water quality treatment systems in place at the time of review are sufficient in terms of design, treatment capacity, maintenance, and condition to safely service the proposed project.

- If the qualified professional is not able to determine the feasibility of the site through this investigation, then they will, at their discretion, recommend a Hydrogeological Assessment be conducted. A Hydrogeological Assessment may also be required if there are additional existing or proposed water-using uses on the property (e.g. a home-based business such as a dog grooming service).

4.0 Hydrogeological Assessment

For applications involving new lot creation through consent, and for applications involving additional dwelling units that will be connected to a new, separate water supply/well than the principal dwelling unit:

- The Township requires a comprehensive assessment of groundwater quality and quantity, and potential for impacts to adjacent well water users and properties for proposed development using a new well.
- A Hydrogeological Assessment must be completed by a Hydrogeologist, and the final report must be signed and stamped by the Hydrogeologist. For the purpose of this study, a Hydrogeologist is a qualified Professional Engineer or Professional Geoscientist licensed to practice in Ontario, and who has training and experience as a hydrogeologist.

4.1 Well Construction

Any new wells used for the purpose of the Hydrogeological Assessment must be drilled and constructed by a licensed well contractor in accordance with the Provincial D-5-5 guidelines on water supply assessment for private wells, and Ontario Regulation 903 (R.S.O. 1990) as amended.

4.2 Water Quality Assessment

The objective of this section is to demonstrate that the new well provides water that is safe for human consumption.

Water sampling must be supervised and reported by the Hydrogeologist and completed by trained, qualified staff under the direct supervision of the Hydrogeologist. The Hydrogeologist may expand the scope of the sampling program at their own discretion based on a review of land uses and potential hazards within 500 metres of the sample well.

Defensible professional practices for well development, sampling, and analysis must be followed, including adherence to the Provincial D-5-5 guidelines on water supply assessment for private wells. In addition to these standards:

- The sampler must confirm and document zero chlorine residual at the time of sampling.
- Sampling must take place during the last hour of the prescribed 6-hour pump test.
- All samples must be submitted to a Canadian Association of Laboratory Accreditation (CALA) certified laboratory, and lab certificates for this analysis must accompany the Hydrogeologist's report.

Water quality parameters to be tested for are outlined in Tables 1, 2 and 3 of the Provincial D-5-5 guidelines on water supply assessment for private wells.

All Health-Related Ontario Drinking Water Objectives (i.e. Tables 1 and 2) must be met without the need for any additional treatment, with the exceptions of Sodium. The Ontario Drinking Water Standard for Sodium is 20mg/L and the aesthetic objective is 200mg/L. The local Medical Officer of Health should be notified when sodium concentration exceeds 20mg/L. A warning indicating high sodium concentration must be included in future agreements for purchase, sale, or rental of the property.

In addition, while fluoride is not identified in Procedure D-5-5 as a health-related parameter, it is noted in the M.O.E. Drinking Water Standards (August 2001) that naturally occurring fluoride levels higher than 1.5mg/L must be reported to the local Medical Officer of Health. A warning indicating elevated fluoride levels must be included in future agreements of purchase, sale, and rental of the property.

Aesthetic and operational well water parameters outlined in Procedure D-5-5 Table 3 are also to be analyzed. The Hydrogeologist must provide comment related to aesthetic and operational well water parameters, and commented upon in their final report.

A description of well development and sampling methodologies used must be included in the hydrogeological assessment report.

4.2.1 Adverse Results and Resampling – Health Related

Should adverse results be identified, resampling may occur under the condition that two or more additional confirmatory samples with acceptable water quality are achieved. Additional samples must be undertaken on separate occasions, with a minimum time between sampling events of 24 hours, to allow for full recovery of the well. All health-related parameters listed in the D-5-5 Standard Water Supply Assessment must be analyzed and reported on when conducting resampling activities.

4.3 Water Quantity and Interference Assessment

The purpose of this section is to determine whether a new well has adequate and sustainable groundwater quantity, and to demonstrate whether operation of the new well will have

unacceptable impact on the quantity of groundwater available to existing, adjacent users of the groundwater resource.

A six hour pump test must be done for each newly created lot, or for an additional dwelling unit(s) that is supplied by a different well than the principal dwelling, to determine if adequate quantity of water is available to the new well(s) without unacceptable interference to existing wells at adjacent properties.

The Hydrogeologist may submit additional information if it can be determined that one pump test is sufficient for multiple lots off the same property. In either case, the Hydrogeologist will need to make a clear statement that each new well can provide sufficient quantity for year-round service.

Pump tests should conform to Procedure D-5-5 Private Wells: Water Supply Assessment. This includes:

- Applicable flow rate calculation with a minimum flow rate of 3.5 gallons per minute for a new lot, or a minimum pumping test rate and well yield described in Procedure D-5-5 for additional dwelling units
- Must be performed at a fixed rate ($\pm 5\%$) for a minimum of six hours
- Recovery must be monitored in the test well until 95% recovery occurs or for 24 hours, whichever is less

In addition to the provisions of Procedure D-5-5, the Hydrogeologist will comment on the acceptability of draw down interference of the well in question on adjacent existing wells. The appropriate radius of interference under consideration will be determined by the Hydrogeologist. This radius must be justified in their final report.

If owners of adjacent properties do not wish to have their wells monitored for interference, the Hydrogeologist shall provide documentation of this, preferably a signed letter by the adjacent homeowner that indicates that they do not wish to have their well monitored. Where adjacent landowners do not consent to a signed letter, the Hydrogeologist will need to demonstrate the efforts taken to obtain permission in other ways such as field notes detailing dates and location of attempts made. Applicants cannot refuse access to existing wells located on the subject property.

Based on the available data for the area (e.g. the tests conducted, well records, geological mapping, contractor knowledge, neighbouring well survey), the Hydrogeologist will need to make an assessment of the probability of impact of the new well on existing wells, regardless of the adjacent owners consent to monitor.

4.4 Summary of Report Requirements

The Hydrogeological Assessment report shall be signed and stamped by the Hydrogeologist and shall provide a detailed discussion of the methodology and finds of well construction, water quality, water quantity and interference. The minimum report requirements are listed below.

- Well Construction – provide a clear statement on the well’s construction and status of compliance with Regulation 903
- Water Quality – conform to section 4.2 of this Standard, and provide a clear statement indicating the ability of the well to meet the Ontario Drinking Water Standards for health related parameters without treatment. Provide comment related to the aesthetic and operational well water parameters observed.
- Water Quantity – conform to section 4.3 of this Standard, and provide a clear statement indicating if the well water quantity is sufficient to meet the year round needs of the intended land use.
- Interference – Provide a clear statement that indicates the potential of the well to have an adverse impact on adjacent wells and properties.

5.0 Dug and Blasted Wells

In general, dug and blasted wells are more susceptible to drought and contamination from surface water infiltration and therefore are discouraged. Ontario Regulation 903 provides a methodology for the installation of a dug well by a licensed well driller. The Township recognizes that in some cases, a dug or blasted well may be the only acceptable option for providing potable water to a new residence.

The Township will only allow the installation of a dug well if the Hydrogeologist, in consultation with the well driller, and after review of well logs in the area, determines that such a well is the only reasonable option available to obtain potable water for the proposed lot. The methodology and the rationale that led to this determination must be provided in writing to the Township prior to proceeding with the construction of a dug or blasted well.

If applicable, all dug and/or blasted wells are subject to the requirements of a Hydrogeological Assessment, and must meet the requirements for construction, water quality, quantity and interference.

6.0 Review of Report

The Township may require a peer review of the completed letter of opinion or hydrogeological assessment report at the Township’s sole discretion and at the expense of the applicant. Factors considered for whether a peer review is required include infill development, dug wells, identification of bacteria and/or nitrate problems, and known areas of constraints.

Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: June 10, 2025

Subject: Zoning By-law Amendment Application PL-ZBA-2025-0031, Willes (The Boulevard Group), 102904001011600, Sydenham Road

Report Number: 2025-090

Summary

This report recommends that Council approves the subject application and pass a by-law to change the zone on a property on Sydenham Road, south of 2527 Rutledge Road. The zoning on a portion of the subject lands would change from Rural (RU) to a site-specific Rural Industrial zone RI-13). The RI-13 zone would permit a variety of industrial uses and specify performance standards.

Recommendation

That the Zoning By-law Amendment Application (File Number PL-ZBA-2025-0031) submitted by Willes (The Boulevard Group), regarding the property with roll number 102904001011600, be approved;

That By-law 2025-43, attached to Report Number 2025-090, as Exhibit A, being a By-law to amend the zoning on lands known as Part of Lot 6, Concession 4, District of Loughborough, Township of South Frontenac, be given first and second reading; and

That By-law 2025-43 be presented to Council for third reading.

Background

The subject property is 26.3ha (65 acres) with approximately 25m frontage on Rutledge Road and 655m frontage on Sydenham Road. The property consists of a mix of forest and open field. There are rural residential lots to the north and south, and agricultural lands to the east. The property across the road, at the southeast corner of Sydenham Road and Rutledge Road, is zoned for commercial uses.

The Owners intend to apply to sever a 1.6ha (4 acre) lot on Sydenham Road. They propose to construct a 21,474sq.ft. (1,995sq.m.) single storey building for warehousing and distribution of a shipping pallet safety system product, potentially adding a manufacturing component in the future.

A consent application would be submitted to the Township if Council approves the zoning by-law amendment application.

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/114028/>

Planning Justification Report

A Planning Justification Report (The Boulevard Group, March 2025) was submitted in support of the application. The report assessed the appropriateness of the proposed zoning by-law amendment in the context of the surrounding area as well as its conformity with the applicable policy and regulatory framework. It included a land use compatibility assessment ("D-6 Assessment"). The consultant also provided draft wording for the proposed Special Rural Industrial zone. The by-law before Council was revised based on staff and public comments.

Conceptual Drawings

A conceptual site plan (The Boulevard Group, Revision 2, December 2024) was submitted to demonstrate how the proposed lot would be developed. Floor plan and building elevation drawings were also provided to help with visualization.

Hydrogeological Assessment

A Hydrogeological Assessment (CCR Environmental Inc., February 25, 2025) was submitted in support of the application. The consultant completed the assessment on the understanding that all process water would be brought to the site and no process water would be disposed of in the sewage system. The well water would only be for staff consumption and the sewage system would be for domestic use (e.g. kitchen, washroom).

The proponent conducted a 6-hour pumping test, interference monitoring, and water quality analyses. The pumping test indicated a sufficient yield and no interference to off-site wells. Water quality met the D-5-5 bacteriological guideline and showed elevated turbidity, sodium, and hardness, which is not atypical of the area.

Nitrates were detected in the raw water and the consultant conducted a nitrate dilution calculation to evaluate potential offsite impacts from on-site sewage disposal. The nitrate dilution calculation showed concentrations would be below the 10 mg/L drinking water standard. The consultant recommends precautionary water treatment in the report.

The Hydrogeological Assessment was reviewed by Malroz Engineering Inc. on behalf of the Township. They concur with the consultant's recommendation. Considering the elevated sodium, they also recommend that a letter from the well owner or their consultant be provided to the Medical Officer of Health.

Traffic Brief

A Traffic Brief (DRP Engineering & Design, October 5, 2024) was submitted in support of the application. The consultant completed the assessment on the understanding that the development will have minimal traffic activity, including daily employee parking, limited truck deliveries, and infrequent service vehicle visits. The report concluded that an access point can be safely located at any position along the site's frontage, and that the minimum traffic generated by the site will result in a negligible impact on the surrounding road network. They do not anticipate any traffic concerns from the proposed development.

The Traffic Brief was reviewed at a high level by Public Services. Public Services were satisfied with the level of study and the findings for the purpose of the subject application. They are confident that the reported traffic volumes would not trigger any required modifications to Sydenham Road (i.e. auxiliary lanes). They will re-evaluate traffic at the site plan control stage to ensure the findings remain consistent with the development proposal. Proposed entrances, parking lot design, grading, and stormwater management will also be reviewed at that time.

Public Meeting Summary

Council held a public meeting under the *Planning Act* on April 15, 2025. Council also spoke to the application. Written comments were received from the public before and after the meeting. Written comments can be accessed through the Township's CivicWeb Document Center, <https://southfrontenac.civicweb.net/filepro/documents/114028/>.

Councillor Morey asked whether the Traffic Brief is only for the proposed use and whether it would need to be revisited if a different use is proposed in the future. The property would be subject to site plan control. The site plan control agreement should include clauses requiring new or updated studies, including a traffic impact study, should a more intensive use be proposed. A new agreement would also be required.

Councillor Pegrum noted that air, dust, noise or odour impacts are not anticipated for the proposed warehouse. He asked whether the same was true for the manufacturing component of the business. Jason Sands, agent for the application, confirmed that no heat, noise, odour or waste is generated or used in the mixing / manufacturing process.

Mayor Vandewal noted the required and proposed buffering from residential properties to the north and east. He asked whether buffering was also required/proposed at the south end of the parcel in case there was future residential development in that direction. Jason Sands indicated that the submitted site plan is conceptual at this stage. Buffering and landscaping would be addressed as required and in detail at the site plan control application stage.

Supportive written correspondence was received prior to the public meeting from Jeremy and Karrie Card (2562 Rutledge Road) and from John A. and Fran Willes (2527 Rutledge Road).

Howard Mortfield submitted written correspondence following the public meeting. He suggested that site-specific zoning should be limited to named types of light manufacturing

that will not adversely impact the quality of life and the environment in the surrounding areas. He recommended that a process description of the manufacturing component of the proposed facility be provided to confirm that there would be no discharges to the natural environment, and to assess/mitigate risks due to a spill. Finally, he raised concerns about impact on drinking water quality and capacity of Sydenham Lake if the process water supply was sourced from the Sydenham Water Treatment Plant. In response, the company that produces the shipping pallet safety system product provided the Township with additional information about their processes (see CivicWeb Document Center).

Discussion

The proposed zoning by-law amendment was assessed against the applicable policies of the Provincial Planning Statement 2024, County of Frontenac Official Plan, and Township of South Frontenac Official Plan, as well as the provisions of Zoning By-law No. 2003-75 as amended.

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

The Provincial Planning Statement 2024 (PPS) states that healthy, integrated and viable rural areas should be supported by promoting diversification of the economic base and employment opportunities through goods and services, including value-added products (section 2.5.1). Development must be sustainable on rural service levels (section 2.6.2), and it must be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure (section 2.6.3). At the same time development needs to be compatible with the rural landscape as well as with surrounding sensitive land uses, such as residential properties.

The PPS also states that economic development and competitiveness shall be promoted by providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs, in addition to providing opportunities for a diversified economic base, and addressing land use compatibility, among other ways (section 2.8.1).

The County of Frontenac Official Plan, consistent with the PPS, promotes ways to enhance local employment opportunities in strategic locations such as settlement areas and along major transportation routes (section 3.1.1). Rural-related industrial development is permitted provided that it is appropriately located (section 3.3.1).

The Township of South Frontenac Official Plan recognizes that it is necessary for certain industrial uses to be located in the rural setting, and these industrial uses provide employment opportunities for residents (section 5.7.6). In the Rural designation, the Official Plan permits industrial uses which pose no threat of pollution to air, land or water, and which will not have a deleterious impact on adjacent land uses.

Section 5.7.6 of the Official Plan includes a list of permitted uses. The RI zone expands on these uses and specifies performance standards for their development. A zoning by-law amendment is required to establish a new industrial business. Such amendments must

define appropriate uses and performance standards to ensure compatible development with adjacent sensitive (e.g. residential) land uses.

The Township has many residents but it lacks industrial and commercial zoned properties for businesses. There is a demand for lots for both existing/growing businesses and for new business opportunities.

The proposed development would be located on an arterial road near another property with broad commercial land use permissions. The property to the east is zoned RC-11. The RC-11 zone allows a variety of uses including some that overlap with the proposed RI-13 zone (e.g. self-storage facility, business or professional office, merchandising service shop). This potential clustering of uses would promote economic vitality and attract new investment in the Township. It can also help to address general land use compatibility by providing an opportunity for a transition from industrial and commercial uses to sensitive land uses including houses.

Section 5.7.6 of the Official Plan specifies the development criteria for rural industrial uses. These criteria help ensure that proposed development conform to the applicable PPS and County Official Plan policies. The criteria and how the proposal meets them are outlined below.

- a) *Industrial uses shall occur on lots of an appropriate size, generally 1 hectare (2.5 acres) or larger.*

The proposed by-law would apply to 1.6ha (4 acres) of land on Sydenham Road. This land is an open field that is generally level. The conceptual site plan (The Boulevard Group, Revision 2, December 2024) demonstrates that the proposed lot size would be appropriate for its intended manufacturing and warehousing uses.

- b) *Industrial uses shall be encouraged to locate on arterial or collector roads. Consideration may be given to the use of other public roads where Council is satisfied that no suitable alternate location is available. In all cases, it shall be demonstrated that the proposed use will not create a traffic hazard, that the impact of the proposed use on adjacent land uses will be minimal and that the public road is of suitable quality to accept traffic generated by the new industrial development.*

The proposed industrial use would be located Sydenham Road, which is an arterial road. The submitted Traffic Brief (DRP Engineering & Design, October 5, 2024) concluded that an access point can be safely located at any position along the site frontage, and that the minimum traffic generated by the site will result in a negligible impact on the surrounding road network. The consultant did not anticipate any traffic concerns from the proposed development. Public Services was satisfied with the study.

The property would be subject to site plan control. The site plan control agreement should include clauses requiring new or updated studies, including a traffic impact study, should a more intensive use be proposed.

- c) *No industrial use shall be permitted which creates an adverse impact on adjacent land uses as a result of the emission of contaminants into or onto the air, water or land. Adjacent uses shall be adequately protected from industrial emissions in accordance with and subject to the regulations and requirements of the Ministry of the Environment and Council. Where deemed necessary, a report(s) shall be prepared by a professional engineer(s), biologist or other qualified professional(s) indicating the anticipated impact of the proposed operation on the environment, including air and water pollution, noise, changes in the water table, changes in surface drainage both on and off the site and the effectiveness of the proposed ameliorative measures.*

The Planning Justification Report (The Boulevard Group, March 2025) included a land use compatibility assessment ("D-6 Assessment"). It concluded that the proposed RI-13 zone permitted uses, and specifically the proposed manufacturing and warehousing of a shipping pallet safety system product, are equivalent to Class I industrial facilities.

According to Guideline D-6: Compatibility between Industrial facilities and Sensitive Land Uses (MECP, July 1995), a Class I industrial facility is "a place of business for a small-scale, self-contained plant or building which produces/stores a product which is contained in a package and has low probability of fugitive emissions. Outputs are infrequent and could be point source or fugitive emissions for any of the following: noise, odour, dust and/or vibration. There are daytime operations only, with infrequent movement of products and/or heavy trucks and no outside storage."

The draft by-law included "any manufacturing, processing or warehousing undertaking including storage warehousing" as a permitted use. Such a broad permission would potentially allow more impactful Class II and Class III industrial facilities (e.g. medium or large scale manufacturing with outdoor storage, frequent movement of products and/or heavy trucks, fugitive emissions). Such uses would be more likely to pose a threat of pollution to air, land or water and could have a deleterious impact on adjacent land uses, which would not conform to the intent of the Township Official Plan.

The by-law was revised based on staff and public feedback to define and permit a "light industrial use" rather than any manufacturing or processing. A light industrial use could only be a Class I Industrial Facility based on the proposed definition:

"Light Industrial Use" shall mean the use of any lot or building for production, processing, manufacturing, fabrication, assembly, or similar processes, including those that are technologically advanced or innovative, within a self-contained building where the processes have a low probability of fugitive emissions such as noise, odour, dust or vibration.

In terms of potential impact on water, the company that produces the shipping pallet safety system product provided process information. All process water would be trucked in and stored in a tank on-site. All waste process water would be stored in a holding tank and transported off-site for proper treatment and disposal. The well water would only be for staff consumption and the sewage system would be for domestic use (e.g. kitchen, washroom). Site plan control would be used to ensure adequate management of stormwater runoff.

- d) *Adequate off-street parking and loading facilities shall be provided. Access points to parking areas shall be limited in number and designed in such a manner so as to minimize the danger to vehicular and pedestrian traffic.*

The draft by-law proposed a minimum of eight parking spaces and a minimum of one loading facility based on the proposed manufacturing and warehousing a shipping pallet safety system product. The by-law was revised based on staff feedback, such that these minimum requirements would apply only to specific uses. All other uses would need to comply with the general off-street parking and loading facility provisions of the Zoning By-law. This should ensure that adequate off-street parking and loading facilities are provided dependent on the use. For example, some other industrial establishments may require more than 50 parking spots. Site plan control will be used to regulate access points as well as the location off-street parking and loading spaces based on the proposed development.

- e) *Adequate buffering and setbacks shall be provided between industrial uses and adjacent uses and roadways. Such buffers may include the provision of grass strips, screening and the planting of trees and shrubs and the location of a berm or fence.*

Guideline D-6 requires a minimum 20 metre setback between Class I industrial facilities and sensitive uses. In accordance with this guideline for Class I industrial facilities, the RI zone requires a minimum 22 metre interior side yard and/or rear yard abutting a residential zone or use. This 22 metre area must be maintained in an open space condition with no open storage of goods or materials. This means that there could be no buildings or storage within 22 metres of the residential property to the north. Staff interpret that this area could be used in other ways, for example, for a sewage system, parking, and managing stormwater runoff. The proposed RI-13 zone includes an exception to permit a sewage disposal system within the interior side yard for clarity in interpreting the intent of the by-law.

The RI zone requires a minimum 8 metre front yard setback for all principal buildings or uses. The proposed RI-13 zone requires a minimum 4 metre front yard setback for all principal buildings. The intent is to provide for an aesthetic streetscape by accommodating all loading, truck and vehicular parking at the rear of the proposed building.

Per By-law 2022-58, site plan control would be used to implement screening and buffering to ensure land use compatibility. An agreement would be registered

against the title of the property and a performance security would be taken to ensure that the proposed development would be constructed as approved.

Conclusion

It is the opinion of staff that the proposed zoning by-law amendment is consistent and conforms to the Provincial Planning Statement 2024 and the County of Frontenac Official Plan. The by-law also maintains the intent of the Township of South Frontenac Official Plan. The by-law is appropriate and represents good land use planning.

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 posting on the Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies

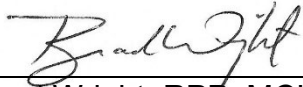
Attachments

Exhibit A – By-law 2025-43

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 2025-43**A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural Industrial – Special Provision (RI-13) on lands described as Part Lot 6, Concession 4, District of Loughborough**

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 “B” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural Industrial – Special Provision (RI-13) for the lands shown on Schedule “1”.
2. **THAT** Zoning By-law Number 2003-75 as amended is hereby further amended by adding a new section RI-13 (Part of Lot 6, Concession 4, District of Loughborough) immediately after the last Rural Industrial – Special Provision section to read as follows:

RI-13 (Part of Lot 6, Concession 4, District of Loughborough)

Notwithstanding the provisions of Section 20 or any other provision of this By-law to the contrary, on the lands zoned Special Rural Industrial (RI-13), the following provisions apply:

Permitted Uses

- A light industrial use
- A warehousing undertaking
- Any cartage, express or truck terminal
- Any workshop for the repair, processing, or treatment of small goods and wares, and any other service industries
- Any yard for the open or concealed storage of goods or materials
- Any business or professional office accessory to a permitted industrial use
- An agricultural equipment supply and repair outlet
- A contractor’s yard
- A bulk storage yard

- A merchandising service shop
- An assembly operation
- A retail and/or wholesale building supply outlet
- A factory outlet
- A research and development facility
- A self-storage facility
- A recreational vehicle sales and service establishment
- A small engine sales and service establishment
- A snowmobile and all-terrain sales and service establishment
- Accessory buildings or uses to the above uses, including a retail outlet for the purpose of selling goods manufactured, stored and/or assembled on the premises

Definition

“Light Industrial Use” shall mean the use of any lot or building for production, processing, manufacturing, fabrication, assembly, or similar processes, including those that are technologically advanced or innovative, within a self-contained building where the processes have a low probability of fugitive emissions such as noise, odour, dust or vibration.

Zone Provisions

- An accessory retail outlet for the purpose of selling goods manufactured, stored and/or assembled on the premises, shall be part of the principal building, and shall occupy a maximum 25% of the gross floor area of the principal building
- Off-street parking and loading requirements
 - For a light industrial use, a warehousing undertaking, any cartage, express or truck terminal, a research and development facility, or self-storage facility:
 - Off-street parking spaces (minimum): 8 spaces
 - Off-street loading spaces (minimum): 1 space
- Front Yard for All Principal Buildings (minimum): 4 Metres (13.1 ft.)
- Notwithstanding the provisions of subsection 20.3.1, where an interior side yard and/or rear yard abuts a residential use, or undeveloped land intended for residential use, then such interior side yard and/or rear yard shall be a minimum of 22 metres (72.2 ft.). This yard shall be maintained in an open space condition, exclusive of a sewage disposal system, and no open storage of goods or materials shall be permitted therein.

All other provisions of this by-law shall apply.

3. 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.

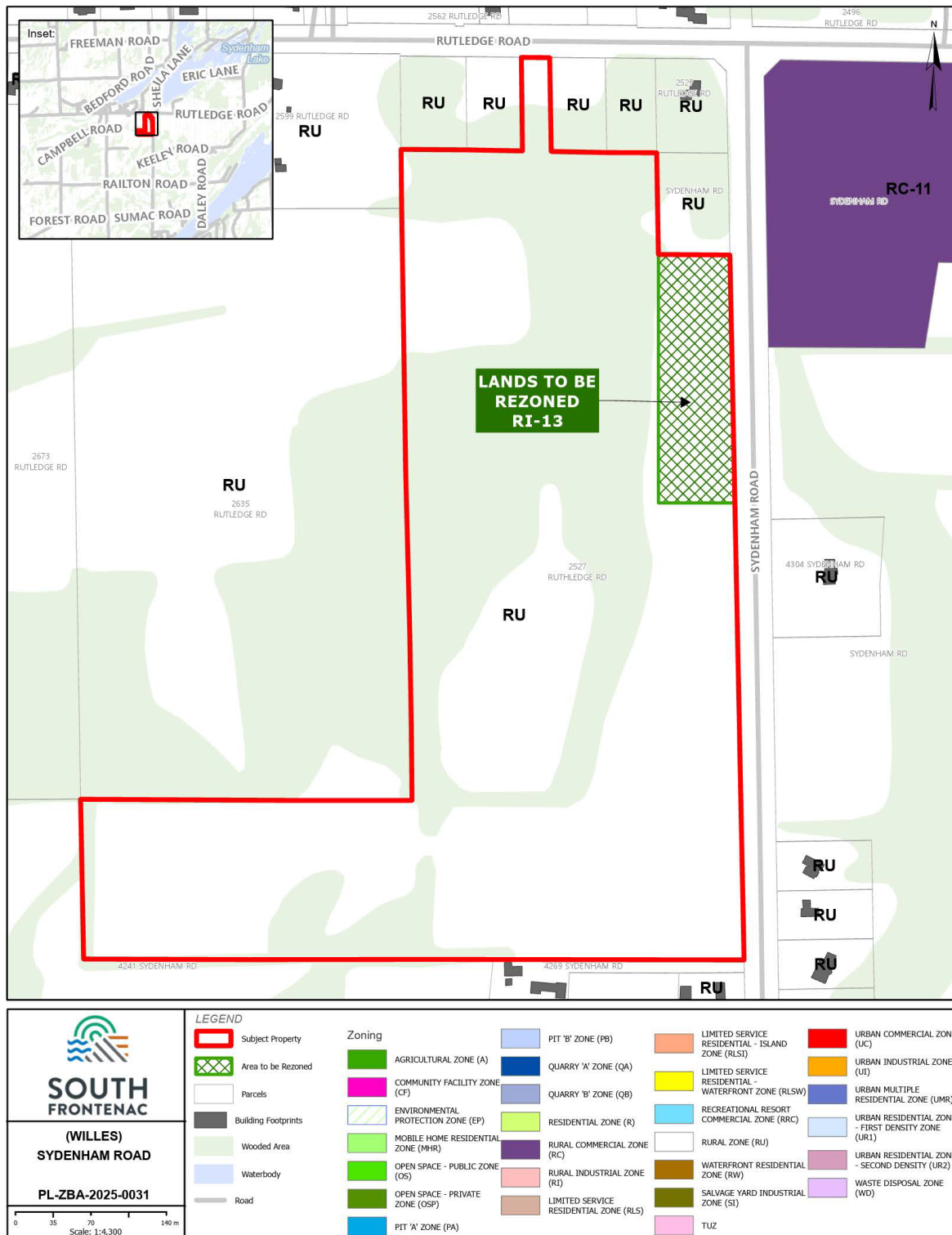
Given First and Second Readings: Tuesday, June 10, 2025

Given Third Reading and Passed: Tuesday, June 10, 2025

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1 of By-law 2025-43



Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: June 10, 2025

Subject: Appointment of a Building Inspector

Report Number: 2025-087

Summary

This report recommends the appointment of Kathleen Pulfer as Building Inspector.

Recommendation

That By-law 2025-44, attached to Report Number 2025-44, as Exhibit A, being a By-law to appoint a Building Inspector, be given first and second reading; and

That By-law 2025-44 be presented to Council for third reading.

Background

As per the *Building Code Act*, Section 3(2), the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the administration and enforcement of the *Building Code Act* in the areas in which the municipality has jurisdiction.

Discussion/Analysis

With the assistance of the Human Resources Department, management went through a recruitment process and are pleased that Kathleen Pulfer is the successful candidate for the vacant Building Inspector position. Staff is recommending that Kathleen Pulfer be appointed as a Building Inspector.

Financial Implications

There are no financial implications associated with 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: Choose an item.
- Action Item (If Applicable): Insert Text

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural 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

Manager of Human Resources
Chief Building Official
Chief Administrative Officer

Attachments

Exhibit A – By-law 2025-44

Approvals

Submitted By:



Brad Wright, RPP, MCIP, AICP, PLE

Approved By:



Louise Fragnito, Chief Administrative Officer

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2025-44**

A BY-LAW TO APPOINT A BUILDING INSPECTOR

WHEREAS Section 3 (1) of the *Building Code Act*, 1992 S.O. 1992 c. 23, as amended, provides that the Council of each municipality is responsible for the enforcement of the *Building Code Act* in the municipality; and,

WHEREAS Section 3 (2) of the *Building Code Act*, 1992 S.O. 1992 c. 23, as amended, requires that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

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

- 1. Kathleen Pulfer is hereby appointed as Building Inspector for the Township of South Frontenac effective June 10th, 2025.
- 2. Kathleen Pulfer is authorized by the Council to carry out the duties of a Building Inspector as set out in the *Building Code Act* effective June 10th, 2025.
- 3. This by-law shall come into force and take effect on June 10th, 2025.

Dated at the Township of South Frontenac this 10th day of June 2025.

Read a first and second time this 10th day of June 2025.

Read a third time and finally passed this 10th day of June 2025.

The Corporation of the Township of South Frontenac

Ron Vandewal, Mayor

James Thompson, Clerk

Township of South Frontenac

Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: June 10, 2025

Subject: CAO Performance Appraisal Working Group

Report Number: 2025-096

Summary

This report seeks support from Council to form a Working Group comprised of Mayor Vandewal and two (2) Councillors to conduct the annual Performance Appraisal for the Chief Administrative Officer as per the CAO Performance Appraisal Framework that was approved in 2020.

Recommendation

That Council appoint Mayor Vandewal, Councillor _____ and Councillor _____ to a CAO Performance Review Work Group for 2025.

Background

In 2020, Council approved a modified CAO performance evaluation process based on the Canadian Association of Municipal Administrators (CAMA) CAO Performance Review Toolkit.

As part of that process, it was determined that a CAO Performance Review Working Group consisting of the Mayor and two (2) Councillors would be assembled to undertake the review.

Discussion/Analysis

The CAO's anniversary date with the Township was February 1st. With an employee's anniversary comes the requirement for a performance appraisal as per Township Policy No. HR-008 Performance Management.

In keeping with the principles outlined in the CAMA CAO Performance Review Toolkit and as per the process that was carried out since 2020, the following steps are recommended for the 2025 review:

1. The Manager of Human Resources will release a short survey to the senior management team in June 2025;

2. The Manager of Human Resources will release a short survey to Council members in June 2025;
3. The CAO will complete a self-evaluation and submit a report on her goals and objectives to the Working Group in July 2025;
4. The CAO Performance Review Working Group will meet to conduct its own evaluation in July and August 2025;
5. The CAO Performance Review Working Group will submit their evaluation to Council in a closed session for approval in August 2025;
6. The Working Group or a representative from the Working Group will review the appraisal with the CAO prior to goal setting for the following year in August 2025.

For Working Group members, the performance appraisal process will involve the review of:

1. Senior staff survey results,
2. Council survey results,
3. CAO self-evaluation,
4. CAO report on goals and objectives, and
5. Assessment of performance under the following six (6) competency areas:
 - Staff effectiveness & human resource management
 - Operational expertise and planning, and quality assurance
 - Initiative, risk-taking, vision, creativity and innovation
 - Public engagement; interpersonal communications and media relations
 - Budgeting & financial analysis
 - Strategic planning

To facilitate this process, the Manager of Human Resources has been delegated authority by the Clerk to fulfill the duties outlined in Section 228 of the Municipal Act in relation to the administration of the CAO Performance Appraisal Working Group.

Financial Implications

Not applicable to 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.

- 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

James Thompson, Clerk

Attachments

Exhibit A – Chief Administrative Officer Competency Areas

Approvals

Prepared By: Name, Title

Submitted By:



Jan Minaker, Manager of Human Resources

Approved By:



Louise Fragnito, Chief Administrative Officer

COMPETENCY AREA	DEFINITION/EXAMPLES
Staff effectiveness/Human resource management	• Promoting the development and performance of staff and employees throughout the organization; • Creating an environment of involvement, respect, and connection of diverse ideas, backgrounds, and talent throughout the organization; • Ensuring that policies and procedures for hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; • Ensuring that human resources are adequate to accomplish municipal objectives.
Operational expertise and planning/Quality assurance	• Ensuring an efficient org structure and operations; • Maintaining a consistently high level of quality in staff work, procedures, and service delivery; • Monitoring and adjusting based on data and evidence • Breaking down silos and integrating services; collaboration between departments for greater efficiencies and outcomes
Initiative, risk-taking, vision, creativity and innovation	• Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action; • Demonstrates an understanding of technology and ensuring that it is incorporated appropriately; • Evidence of calculated risk-taking • Promoting new ideas; out of the box thinking
Public engagement; interpersonal communication and media relations	• A commitment to the local democratic process by respecting and supporting elected officials, community groups, and the decision making process; • Educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community; • Facilitating the flow of ideas, information, and understanding between all parties; • Advocating effectively in the community’s interest; • Communicating information to the media in a way that increases public understanding of local government issues and activities and builds a positive relationship with the media
Budgeting & Financial Analysis	• Preparing, administering and monitoring the annual budget; • Facilitating a pragmatic, priority-focused and inclusive approach to the budget process; • Interpreting financial information to assess the short-term and long-term fiscal condition of the community, • Determine the cost-effectiveness of programs, and compare alternative strategies.
Strategic Planning	• Positioning the organization and community for anticipated events and circumstances; • Being proactive, taking a strategic approach to day to day activities; • Focusing on the big picture and the long game • Rallying others around the Municipality’s strategic vision and objectives;

Township of South Frontenac

Staff Report



To: Council

From: Director, Public Services

Date of Meeting: June 10, 2025

Subject: Budget Approval Request – Unplanned Road Repairs

Report Number: 2025-093

Summary

This report provides an outline of unplanned road repairs requiring action in 2025 along with recommendations for project scope and funding.

Recommendation

That Council approve funding in the amount of \$768,350 for unplanned roadwork on Henderson Road, Latimer Road and Long Swamp Road funded by off-setting savings from the forecasted surplus of \$1,124,413.74 for the Road 38 Reconstruction (#23-56) and Craig Road (#24-41A) projects.

Background

During the spring of 2025, several of the Township's surface treated roads experienced excessive break-up and surface damages during the spring frost cycle. Henderson Road, Latimer Road, and Long Swamp Road collectively received the most significant damages and sections of the roads are currently in a poor state of repair. Due to the scale of the damages, conventional pothole repairs are no longer a practical approach to ongoing maintenance repairs as required under the Minimum Maintenance Standards Regulation 239/02 as amended. Larger repair efforts are therefore required to address the damaged areas and ensure that these roads can be adequately serviced heading into the 2025/26 winter season.

Other roads in the network with more localized break up such as Forest, Jamieson, Wallace, and Freeman Road have been patched with hot mix asphalt which has been spread with the grader. This newer repair method is proving to serve as an effective holding strategy to maintain these poor roads through to replacement. These patching activities which are underway are funded from the general operating budget.

Township staff have received the initial draft of the updated road condition rating work that was completed in the spring of 2025 and that data will be processed over the next 3 to 4 weeks. This information will be used to help develop an updated 5-year capital plan for Councils consideration. The Township has closely followed the 5-year plan for project

delivery in 2023 through 2025 however some adjustments are expected for surface treated road priorities heading into 2026.

Discussion/Analysis

Township staff have carried out site investigations on all three roads and have determined a list of repair options for Council's consideration. A summary of the locations and recommended repairs are included in Exhibit A for Councils consideration.

Option # 1 – This repair option would involve localized repairs for the worst areas of break up on each of the roads. This approach would result in ongoing asphalt patching efforts within the asset segments until such time as the roads are otherwise reconstructed.

Option # 2 (Recommended) - This repair option would take a more comprehensive approach that would look at the full asset lengths on Henderson Road and Long Swamp Road. Under this approach, these segments would be fully rehabilitated and would receive a new wear surface throughout. This approach, while more costly, would eliminate excessive patching efforts until the next single surface treatment is applied.

A summary of the repair costs for Options 1 and 2 are listed below:

Street Name	2022 Road Ratings	Length (m)	Option 1 - Minimum Repair (\$)	Option 2 - Comprehensive Repair (\$) Recommended
Henderson Road (Wilton Road to Yarker Road) Asset # 42760	PCI of 53 (Poor)	1,600	\$ 128,000	\$ 380,000
Latimer Road (Corkey Road to 700m West) Asset # 51115	PCI of 46 (Poor)	700	\$ 42,000	\$ 147,000
Long Swamp Road (German Road to Dead End) Asset # 43930	PCI of 42 (Poor)	2,100	\$ 186,900	\$ 241,350
Total Estimated Costs			\$ 356,900	\$ 768,350

Financial Implications

The Public Services Department has closed and awarded tenders on two of its largest road projects and has reported the forecasted surplus for the Road 38 and the Craig Road projects. The combined surplus reported for all these projects is approximately \$1.12 million as noted below:

Table 1 – Forecasted Budget Surplus – Linear Capital (to June 1, 2025)

Awarded Contract	Staff Report #	Forecasted Surplus
PS-2025-02 - Road 38 Reconstruction	2025-072	\$ 957,186.90
PS-2025-03 – Craig Road Reconstruction	2025-073	\$ 167,226.84
Total Forecasted Surplus		\$1,124,413.74

Staff are currently recommending that the Township proceed with the Option 2 recommendation for repairs to Henderson Road, Latimer Road and Long Swamp Road. The forecasted cost of the repairs totalling \$768,350 would be fully offset by the project surplus for the two contracts outlined in Table 1 above. This approach offers a fiscally responsible solution to funding and otherwise avoids the need to access additional funding from reserves.

Relationship to Strategic Plans

- ☐ Not applicable to this report.
- ☒ This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.
- Priority: Financial Sustainability
 - Action Item – Assess and provide affordable and reliable services that are aligned with our community’s needs.

Climate Considerations

- ☒ Not applicable to this report.

Notice/Consultation

Director of Corporate Services / Treasurer
Manager of Operations and Fleet

Attachments

Exhibit A – Unplanned Road Repairs – Locations and Details

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, CPA CGA, Chief Administrative Officer

EXHIBIT A – UNPLANNED ROAD REPAIRS LOCATIONS AND DETAILS

Location 1 - Henderson Road (Wilton Road to Yarker Road) - Asset # 42760

Total Length = 1,600m



Option 1 – Remove surface, excavate road bed, place new granular B sub-base, new granular A base and apply double surface treatment. Works would impact the 400m section (red) between Florida Road and Yarker Road. Total estimated cost \$128,000.

Option 2 (Recommended) – Complete all repairs outlined in Option 1 and pulverize surface, place new granular A road base and double surface treat remaining 1200m section of roadway (orange). Fog seal applied to full roadway. Total estimated cost \$380,000 and would result in corridor renewal. Final condition rating – Very Good.

Location 2 – Latimer Road (Corkey Road to 700m West) - Asset # 51115

Total Length = 700m



Option 1 – Pulverize surface, place new granular A base and apply new double surface treatment. Works would impact the 200m sections (red) between Corkey Road and Arthur Court Lane. Total estimated cost \$42,000.

Option 2 (Recommended) – Pulverize surface, place new granular A base and apply new double surface treatment and fog seal. Works would impact the full 700m sections (red/orange) between Corkey Road and Arthur Court Lane. Total estimated cost \$147,000. Final condition rating – Very Good.

Location 3 – Long Swamp Road (German Road to Dead End) - Asset # 43930

Total Length = 2,100m



Option 1 – Pulverize surface, place new granular A base and apply new double surface treatment. Works would impact the 890m sections (red) between German Road and the end of Long Swamp Road. Total estimated cost \$186,900.

Option 2 (Recommended) – Complete all repairs outlined in Option 1 and place single surface treatment and fog seal on remaining 1,210m section of roadway (orange). Total estimated cost \$241,350. Final condition rating – Very Good.

Township of South Frontenac

Staff Report



To: Council

From: Director, Public Services

Date of Meeting: June 10, 2024

Subject: Harrowsmith Social and Athletic Club Canada Day Event – Intent to Sell Alcohol

Report Number: 2025-095

Summary

The Harrowsmith Social & Athletic Club (S&A Club) is hosting the 2025 Canada Day event at Centennial Park once again this year. The Club would like to have a beer garden in partnership with Harrowsmith Brewing Company and is seeking Council's approval.

Recommendation

That Council approve the temporary sale of alcohol by Harrowsmith Brewing Company as a part of Harrowsmith Social and Athletic Club's Canada Day event at Centennial Park on July 1st, 2025, from 2:00 pm – 11:00 pm as required by Bylaw 2002 – 57 Sec. 10 (c).

Background

The Harrowsmith S&A Club hosts the annual Canada Day celebrations at Centennial Park with logistical and financial support from the Township. The Club is requesting a bylaw exemption to permit the sale and service of alcohol at their event. The beer garden would be hosted by the Harrowsmith Brewing Company using a catering endorsement licence through the Alcohol and Gaming Commission of Ontario (AGCO). Harrowsmith is the host site of the firework finale this year, and as such, the Club has modified their event itinerary to fit with the schedule of the fireworks.

Discussion/Analysis

The Harrowsmith S&A Club has successfully hosted the Canda Day festivities at Centennial Park for several years, including with a beer garden at their 2023 event. This year, Centennial Park is the host site for the firework finale. To accommodate the fireworks timeline, the Club is planning activities that will take place later than their typical event itinerary. This will include live music, dinner options, and the beer garden.

While the activities planned for the day will still have a family focus, the S&A Club intention with the beer garden is to appeal to a broader audience and to provide an opportunity for a positive economic opportunity for a local business.

The beer garden will be hosted by the Harrowsmith Brewing Company using a catering endorsement, which is an add-on to their existing liquor sales licence. It allows the brewery to sell and serve liquor at places where their liquor sales licence doesn't apply. This type of licence does not require a designation of municipal significance, however, a bylaw exemption must still be granted as per Bylaw 2002 – 57 Sec. 10 (c) to allow alcohol in the Park.

The Harrowsmith S&A Club has indicated the following measures to mitigate potential risks for the beer garden:

- At least one designated security person on shift during the event.
- Only Harrowsmith Brewing Company products will be served. No hard liquor will be permitted.
- No outside alcohol will be permitted.
- The beer garden's boundary will be exclusively under the Grand Pavillion.
- The Harrowsmith S&A Club will be required to notify local fire, police, and ambulance of their event plans.
- All other conditions set by the AGCO will also be followed by the event host and vendors.

Financial Implications

None.

Relationship to Strategic Plans

☐ Not applicable to this report.

☒ This initiative adheres to the following guiding principle of the 2023-2026 Strategic Plan.

- Priority: 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

Harrowsmith Social and Athletic Club

Attachments

None.

Approvals

Prepared By: Amanda Pantrey, Recreation and Events Coordinator

Submitted By: Tim Laprade, Manager of Recreation and Facilities



Kyle Bolton, Director of Public Services

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

From: Director, Public Services

Date of Meeting: June 10, 2025

Subject: 2025 Private Lane Upgrade Assistance Program

Report Number: 2025-082

Summary

The purpose of this report is to summarize the applications received under the 2025 Private Lane Upgrade Assistance Program and to seek approval from Council for the approval of the preferred grant funding Option.

Recommendation

That Council approve the grant subsidies for the 2025 Private Lane Upgrade Assistance Program as outlined in Option 2 of Report 2025-082 totalling \$115,996.55.

Background

In December of 2024, Council approved its 2025 Operating and Capital budgets which included an allocation of \$100,000 to the Private Lane Upgrade Assistance Program. The purpose of this annual program is to offer grant incentives for private lane associations that carry out construction improvements that offer improved access for emergency service vehicles.

On May 16th, 2025, the application deadline for the 2025 program closed with a total of 33 eligible grant applications. All of these applications have been individually reviewed and deemed complete. The details of the applications are listed alphabetically in Exhibit A.

Discussion/Analysis

The total subsidies offered under the private lane upgrade program are limited to 50% of eligible expenses to a maximum of \$7,000 per application. The award of grants, in all cases will recognize the availability of approved funding. Only one application per lane is to be considered annually.

A summary of the proposed costing and available budget for the 2025 program is listed below:

ACTIVITY	AMOUNT (\$)
Forecasted Expenditures (Upset Limit)	
33 - Applications Deemed Eligible (50% of eligible work <u>or</u> maximum \$7,000) Maximum Grant Commitment	\$153,565.28
Approved Budget Sources (2025)	
• 2025 Allocation for Private Lane Upgrading Program @ \$100,000	\$100,000.00
Estimated Shortfall	(\$53,565.28)

When reviewing the applications under the 2025 program it is apparent that the eligible projects in this year's program has exceeded the value of available funding. Staff are therefore presenting three options for Council to consider as part of the 2025 program roll out.

Option 1 – Maximum Grant Subsidy for All Users / Increased Budget – Under this Option all applicants would receive the maximum funding allowable under the current program and the budget shortfall of \$53,565.28 would be funded from available reserves. It should be noted that historically the actual funds paid out under the private lane program have been below the approved amounts due to project cancellations or reduced values reported in the actual work performed. Refer to Table 1 below.

Table 1 - Actual Costs – 2021 - 2024 Program

Private Lane Upgrading Assistance Program (Year)	Approved Budget (\$)	Grants Awarded (\$)	Actual Grants Paid (\$)	Year End Surplus (\$)
2021 (29 applicants)	\$107,181.14	\$107,098.01	\$91,114.44	\$16,066.70
2022 (25 applicants)	\$116,066.00	\$106,872.51	\$85,971.38	\$30,094.62
2023 (32 applicants)	\$130,094.62	\$135,885.84	\$115,815.60	\$14,279.02
2024 (29 applicants)	\$114,279.02	\$113,980.16	\$105,085.89	\$9,193.13

Option 2 (Recommended) – Reduced Subsidy for Frequent Users (20%) / Increased Budget
– Under this Option. All frequent program users that have received two (2) or more grants in the previous five (5) years would see their grant subsidy reduced from 50% to 20%. This approach has been used in a similar fashion in previous years in 2019 and again in 2021 when program funding was exceeded. Under this Option a modest deficit of \$15,996.55 would be generated.

Option 3 – Reduced Subsidy for All Users (33%) / Increased Budget – Under this Option all applicants would see their grant subsidy reduced from **50% to 33%**. This approach has not been used in previous years and is inconsistent with the Township’s messaging. Program messaging has always indicated that “funding priority is given to new applicants over those that have applied each and every year under the program”. Under this Option a deficit of \$1,255.90 would be generated.

Staff is recommending Option 2 for the 2025 program year in keeping with the grant policy. Although this approach results in a modest deficit, historical evidence has shown consistently that actual grants paid are consistently lower than the grants awarded. Council may however wish to increase the budget in 2025 in response to program interest.

Once the maximum grant subsidy amounts have been approved, lane associations will be required to submit all receipts and invoices for work performed in accordance with the approved application in November.

Financial Implications

The 2025 Budget allowance for the overall project is \$100,000. Staff are recommending that the 2025 program follow the outline of Option 2 which employs a reduced subsidy at 20% for frequent program users.

Under this Option the total funding commitment would be \$115,996.55. This approach leaves a modest deficit of \$15,996.55 however historical evidence has shown that the actual grants paid are consistently lower than the grants awarded year over year.

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):

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 Corporate Services & Treasurer
Operations Technologist

Attachments

Exhibit A – Applicants for 2025 Lane Upgrading Assistance Program

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

EXHIBIT A**Applicants for 2025 Lane Upgrading Assistance Program**

Name of Lane	Eligible Expenses (Inc. HST)	Option # 1 Maximum Eligible Grant (Inc. HST)	Option # 2 Reduced Subsidy of 20% Frequent Users (Inc. HST)	Option # 3 Reduced Subsidy of 33% All Users (Inc. HST)
Bacon Lane	\$9,718.00	\$4,859.00	\$4,859.00	\$3,206.94
Bauder Lane	\$2,542.50	\$1,271.25	\$1,271.25	\$839.03
Belknap Lane*	\$3,000.00	\$1,500.00	\$600.00	\$990.00
Bessey Lane*	\$11,107.90	\$5,553.95	\$2,221.58	\$3,665.61
Bridle Path Lane	\$16,653.38	\$7,000.00	\$7,000.00	\$4,620.00
Burns Lane*	\$15,876.50	\$7,000.00	\$2,800.00	\$4,620.00
Deer Park Lane	\$17,006.50	\$7,000.00	\$7,000.00	\$4,620.00
Doucette Lane*	\$4,870.30	\$2,435.15	\$974.06	\$1,607.20
Everette Lane*	\$9,130.40	\$4,565.20	\$1,826.08	\$3,013.03
Garter Lake Lane*	\$10,283.00	\$5,141.50	\$2,056.60	\$3,393.39
Greenslade Lane	\$8,554.10	\$4,277.05	\$4,277.05	\$2,822.85
Hiawatha Lane*	\$7,934.76	\$3,967.38	\$1,586.95	\$2,618.47
Hideaway Lane*	\$5,825.34	\$2,912.67	\$1,165.07	\$1,922.36
Little John Lane	\$6,497.50	\$3,248.75	\$3,248.75	\$2,144.18
Maple Grove Lane	\$23,366.37	\$7,000.00	\$7,000.00	\$4,620.00
McColl Lane	\$22,656.50	\$7,000.00	\$7,000.00	\$4,620.00
Meredith Lane*	\$12,983.70	\$6,491.85	\$2,596.74	\$4,284.62
Monarch Lane	\$9,492.00	\$4,746.00	\$4,746.00	\$3,132.36
Old Fourteen Island Lane*	\$13,543.05	\$6,771.53	\$2,708.61	\$4,469.21
Otter Point Lane	\$13,899.00	\$6,949.50	\$6,949.50	\$4,586.67
Salamander Lane	\$6,022.90	\$3,011.45	\$3,011.45	\$1,987.56
Sargent Lane	\$13,815.20	\$6,907.60	\$6,907.60	\$4,559.02
Sherbrook Lane	\$6,328.00	\$3,164.00	\$3,164.00	\$2,088.24
Silver Rock Lane*	\$3,188.30	\$1,594.15	\$637.66	\$1,052.14
Sperling Lane	\$3,150.00	\$1,575.00	\$1,575.00	\$1,039.50
Stafford Lane*	\$15,781.58	\$7,000.00	\$2,800.00	\$4,620.00
Steve Babcock Lane	\$22,848.60	\$7,000.00	\$7,000.00	\$4,620.00
Sunset Shores Lane*	\$10,898.85	\$5,449.43	\$2,179.77	\$3,596.62
Sweetfern Lane	\$4,096.25	\$2,048.13	\$2,048.13	\$1,351.76
Tims Lane*	\$4,463.50	\$2,231.75	\$892.70	\$1,472.96

EXHIBIT A (continued)**Applicants for 2025 Lane Upgrading Assistance Program**

Name of Lane (continued)	Eligible Expenses (Inc. HST)	Option # 1 Maximum Eligible Grant (Inc. HST)	Option # 2 Reduced Subsidy of 20% Frequent Users (Inc. HST)	Option # 3 Reduced Subsidy of 33% All Users (Inc. HST)
West Devil Lake Lane	\$14,762.04	\$7,000.00	\$7,000.00	\$4,620.00
West Shore Lane	\$8,362.00	\$4,181.00	\$4,181.00	\$2,759.46
Younge Lane	\$5,424.00	\$2,712.00	\$2,712.00	\$1,789.92
Total	\$344,082.02	\$153,565.28	\$115,996.55	\$99,430.72

Note - * Frequent user - received two or more grants in previous 5 years.

Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: Tuesday, June 10, 2025

Subject: Bill 5, Protecting Ontario by Unleashing Our Economy Act, 2025

Report Number: 2025-085

Summary

This report provides an overview of Bill 5, *Protect Ontario by Unleashing our Economy Act*, 2025.

Recommendation

This Report is for information purposes only.

Background

On April 17, 2025 the Province introduced Bill 5, *Protect Ontario by Unleashing our Economy Act*, 2025.

Discussion/Analysis

Bill 5 includes various changes to several different Acts. This staff report concentrates on the proposed changes to the *Endangered Species Act*, the proposed *Species Conservation Act*, as well as the *Special Economic Zones Act* as these changes have the most significant impact to the Township.

Bill 5, *Protect Ontario by Unleashing our Economy Act*, was proposed by the province to speed up mining projects and has been met with opposition from First Nations leaders and environmental groups. It includes eventually repealing the *Endangered Species Act*, removing significant habitat protections and doing away with requirements to create recovery strategies for at-risk species. As part of the legislation, the province is looking to create special economic zones that would suspend provincial and municipal laws for certain projects.

Endangered Species Act

The Province is proposing to make immediate amendments to the *Endangered Species Act* and would later repeal the the Act and enact the new *Species Conservation Act*, 2025 (SCA). In summary, these changes include:

- The province is proposing to give itself greater power over an independent, science-based committee to add and remove species from a protected list.
- The definition of habitat would be revised to focus on what the government considers to be the core protections essential to the conservation of species.
- There would be a shift to registration-first approach (away from requiring permits reviewed by the ministry).
- The definition of habitat would change from the entire area needed for a species to survive, to just its nest or den and the area immediately surrounding it.

Proposed Special Economic Zones Act

The bill would enable cabinet to designate any location in Ontario as a special economic zone, and then to exempt any company or project in the zone from having to comply with whichever provincial laws, regulations or municipal bylaws the government chooses. The bill also protects the government, crown corporations and private developers in special economic zones from lawsuits that oppose their activity.

Queen's Park Update

At the time of writing this report (June 3rd) the following updates had occurred with Bill 5:

- The provincial government has faced pushback to its proposed law to create special economic zones to fast track infrastructure projects. First Nations leaders arrived at Queen's Park the last week of May protesting the proposed legislation. First Nations leaders are stating that the proposed law would be a direct threat to their lands, jurisdiction, and sovereignty.
- On Wednesday, May 28th, Bill 5 was subject to a clause-by-clause analysis at a legislative committee, and opposition parties united to employ a series of tactics to try and stop the government from passing the legislation.
- First Nations organizations are opposed to the legislation and are calling for an immediate withdrawal of Bill 5. The original draft of Bill 5 did not include the duty to consult with First Nations. As a response to opposition, the government amended Bill 5 on May 28th, 2025 to include consultation with First Nations.

Several municipalities and environmental groups have demonstrated strong opposition to Bill 5 and have or are planning to pass their own resolutions stating that the omnibus legislation should not proceed in its current form.

Comments from Organizations

The Association of Municipalities of Ontario is providing a submission to the Standing Committee on the Interior on Bill 5 on May 26, 2025. Their submission included the following:

"Municipalities are committed to fostering economic opportunities and strengthening our economy amid global trade dynamic. If used responsibly and collaboratively, Special Economic Zones (SEZs) have the potential to drive growth more efficiently. SEZs will require strong municipal and local partnership to succeed. The use of SEZs to override

local bylaws should only occur with host municipal support and in cases of extraordinary need. AMO calls for municipal inclusion in developing the SEZ regulatory framework”.

The province has stated that “regulations would be developed by September 2025 prescribing criteria for the purposes of identifying a zone, and prescribing criteria for the purposes of designating trusted proponents and vetted projects that are in scope within a zone that meet high operating, safety, and environmental standards”.

The Canadian Environmental Law Association has reviewed the proposed legislation and suggests that Bill 5 should be withdrawn with no further consideration by the Legislative Assembly of Ontario until it is substantially modified to ensure the protection of the environment, human health, and vulnerable members of the Ontario public, including indigenous peoples.

Amnesty International Canada recommends that the province immediately withdraw Bill 5, recommit to upholding the rights of indigenous peoples as affirmed in Canadian law through the *United Nations Declaration on the Rights of Indigenous Peoples Act*, and engage in transparent, inclusive consultations with First Nations and civil society before tabling new development legislation.

Financial Implications

There are no financial implications at this time.

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

Planning Services staff

Approvals

Submitted By:



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

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: Tuesday, June 10, 2025

Subject: Bill 17, *Protect Ontario by Building Faster and Smarter Act*

Report Number: 2025-086

Summary

This report provides an overview of Bill 17, *Protect Ontario by Building Faster and Smarter Act*.

Recommendation

This Report is for information purposes only.

Background

On April 17, 2025 the Province introduced Bill 17, *Protect Ontario by Building Faster and Smarter Act*. Bill 17 aims to amend several Acts and the stated purpose is to streamline the approvals process for new construction.

The potential impacts to the Township are discussed below as they relate to the *Planning Act*, *Development Charges Act*, and *Building Code Act*.

Discussion/Analysis

Planning Act

1. Limiting complete application requirements

Municipalities require developers to provide technical studies, before deciding on certain planning applications (*i.e.* official plan amendments, zoning by-law amendments, site plan approvals, plan of subdivisions and consents). Without this information being submitted, an application is not deemed “complete” and the timelines for when a municipality must make a decision on the application or risk facing an appeal to the Ontario Land Tribunal (OLT) is not initiated.

Bill 17 proposes to significantly restrict this authority by freezing a municipality’s ability to require information to that already identified in the municipality’s official plan, unless the municipality obtains written approval from the Ministry of Municipal Affairs and Housing. Bill 17 further proposes to introduce regulation-making authority to limit the information that a municipality may require as part of a complete application. The proposed regulation, ERO No. 025-0462, identifies sun/shadow, wind, urban design and lighting studies among the list

of prohibited topics. The proposed regulation would also identify specific types of certified professionals whose studies municipalities must accept.

It is staff opinion that the submission of required studies completed by qualified professionals is an important component of successful land use development projects. The Township may require a third party review of submitted studies to ensure that findings and recommendations are valid. This ensures that aspects of development projects that are in the public interest (e.g. groundwater resources, traffic, land use compatibility) have been appropriately investigated and potential impacts have been mitigated appropriately.

2. As-of-Right Setback Variations

The province is consulting on a new regulation that contemplates a prescribed as-of-right deviation percentage of up to 10%. As an example, if a zoning by-law requires a 5.0 m setback from a property line, a setback of 4.5 m would be permitted as-of-right without the need to seek a minor variance.

It is proposed to limit the application of this as-of-right variance to urban residential lands. It is of staff opinion that if this regulation was expanded to rural municipalities, that there would be no significant impact to the Township. The majority of minor variance applications received by the Township are higher than the 10% deviation.

Development Charges Act

The Province proposes amendments to the *Development Charges Act* to simplify and standardize development charges (DCs) in an attempt to support home building through reduced fees.

1. Exemption for long-term care homes

Bill 17 proposes to introduce a new section to the *Development Charges Act*, which will provide that the development of any part of a building or structure intended for use as a long-term care home will be exempt from development charges.

2. Simplified D.C. by-law process to reduce charges

Any update to a Development Charges By-law requires a by-law amendment. The *Development Charges Act* has a detailed process for the passing of any DC by-law, including the requirement for a background study, statutory public meeting requirements, appeal rights, etc. Bill 17 reduces the requirements for municipalities to amend DC by-laws when reversing planned DC increases or which decrease DCs for certain development.

The simplified process would now only require passing of an amending by-law and providing notice of passing of the amending by-law. There would be no requirement to prepare a DC background study, undertake public consultation, and there would be no ability to appeal to the Ontario Land Tribunal.

3. Deferral of DC payment to occupancy for residential development

Bill 17 proposes to defer payment of DCs for residential development until occupancy, defined as the earlier of issuance of an occupancy permit or actual occupancy. Bill 17 would also enable the Province to make regulations prescribing the instruments (i.e. financial securities) that municipalities could require to secure deferred payments.

Bill 17 also proposes to eliminate interest payments that municipalities could previously demand on deferred DCs.

Deferring the timing of payment for residential development to occupancy may have cashflow implications for municipalities.

4. Removal of interest for legislated instalments

Proposed changes to the *Development Charges Act* would remove the ability for municipalities to charge interest on instalments for rental housing and institutional development.

5. Ability for residential and institutional development to pay a DC earlier than a by-law requires

The Bill proposes to allow a person to waive the requirement to pay in instalments. It also allows residential and institutional DCs to be paid earlier than required in a DC by-law. Watson & Associates Economists Ltd. state that this could be problematic for municipalities, as the development community may elect to pay DCs before indexing or before municipalities pass a new DC by-law where a publicly available DC background study may be indicating a potential increase in the charges.

6. Lower charge for rate freeze

For developments proceeding through a site plan or zoning by-law amendment application, the DC is to be determined based on the rates that were in effect when the planning application was submitted to the municipality. In some instances, the DC that would be imposed at the time of building permit issuance may be lower than that in place at the time of planning application. Watson & Associates Economists Ltd. indicate that these proposed changes are positive as developers would not be charged in excess of current rates (where lower) and developers who proceed in a timely manner are not penalized with additional interest costs.

7. Grouping of services for the purposes of using credits

The *Development Charges Act* allows a person to construct growth-related works on a municipality's behalf, subject to an agreement. The developer receives a credit against future DCs payable for the service(s) to which the growth-related works relate. The proposed amendments would allow the Province to, through regulation, deem two or more services to be one service for the purpose of applying credits. This proposed change appears to remove the municipality's discretion to combine services by agreement in certain instances. According to Watson & Associates Economists Ltd., combining services for the purposes of credits would have cashflow implications for municipalities, where funds held in a reserve fund for a service not included under the agreement would be reduced. This could delay the timing of capital projects for these impacted services and/or increase financing costs.

8. Defining local services in the regulations

Municipalities typically establish a local service policy when preparing a DC background study to establish which capital works will be funded by the developer as a condition of approval under the *Planning Act* (i.e., local service) and which will be funded by the DC by-law.

The proposed amendments would allow the Province to make regulations to determine what constitutes a local service.

Development Charges Act Summary

In a memo to municipal clients regarding an assessment of Bill 17, Watson & Associates Economists Ltd. indicated that municipalities may see a reduction in the collection of development charges. Watson & Associates note that most of the impacts of Bil 17 will not be fully understood until the release of the draft regulations.

Building Code Act, 1992

1. Green Building Standards

Some municipalities in Ontario have set green building standards that developers must achieve in order to obtain planning approvals. Developers and other stakeholders in the development industry have challenged the authority of municipalities to adopt such measures, resulting in the Residential Construction Council of Ontario (RESCON) bringing a court application to strike down the City of Toronto's Green Building Standards.

Bill 17 proposes to introduce a new provision to the *Building Code Act* that states that the authority powers under the *Municipal Act, 2001*, do not authorize municipalities to pass by-laws respecting the construction or demolition of buildings. This would appear to make green building standards obsolete and ensure that the same building standards apply province wide.

It is anticipated that this amendment will help standardize construction requirements across Ontario and will prevent developers from having to re-design their products and designs from one jurisdiction to another.

2. Innovative Construction Products

Bill 17 proposes new provisions in the *Building Code Act* that are intended to eliminate the need for a secondary provincial approval for innovative construction products approved by the Canadian Construction Materials Centre. This change will enable manufacturers of innovative construction products to save fees and access the Ontario market approximately 90 days sooner.

Summary

It is staff opinion that the proposed legislative change to the *Planning Act* to limit complete application requirements with technical supporting studies will erode public trust in land use development projects. Technical studies play an important role in upholding the public interest in development projects.

In a memo to municipal clients regarding an assessment of Bill 17, Watson & Associates Economists Ltd. indicated that municipalities may see a reduction in the collection of development charges. Watson & Associates note that most of the impacts of Bil 17 will not be fully understood until the release of the draft regulations.

It is of staff opinion that some of the proposed changes to the *Development Charges Act* could delay the timing of capital projects and/or increase financing costs. Development

charges play an important role as they ensure new development covers the costs of infrastructure required to support the particular development, which reduces the burden on existing taxpayers. New development projects need to be financially viable and should not place an undue burden on the municipality's budget.

Please note that the Province is seeking comments via the Environmental Registry of Ontario at the following link: <https://ero.ontario.ca/notice/025-0504>. The deadline for comments is June 11, 2025.

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: Choose an item.

Climate Considerations

☒ Not applicable to this report.

Notice/Consultation

Chief Administrative Officer

Attachments

None.

Approvals

Submitted By:



Brad Wright, RPP, MCIP, AICP, PLE

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Director, Development Services

Date of Meeting: Tuesday, June 10, 2025

Subject: Lake Ecosystem Grants – Annual Report

Report Number: 2025-089

Summary

This report provides Council with a summary of the projects completed in 2024 with assistance from Lake Ecosystem Grants.

Recommendation

This Report is for information purposes only.

Background

The Lake Ecosystem Grant program supports and encourages the preservation, restoration, monitoring and analysis of lake ecosystems within the Township. It places priority on projects that have the greatest positive impact on the health and welfare of lake ecosystems, with consideration of four objectives, which are to:

1. Reduce or limit diffuse or point source runoff primarily caused by human disturbance of the land.
2. Create or increase buffer zones along the lakeshore and/or banks of creeks and streams that drain into the lake.
3. Protect or enhance wildlife habitat.
4. Enable or perform monitoring and/or inventories of the lake environment and its contributing watershed in order to fill knowledge gaps.

The grant program funds projects up to \$10,000. On an exceptional basis, larger requests may be considered.

Discussion/Analysis

The Lake Ecosystem Grant Program was established in 2021. To date, the program has provided funding for fourteen projects with grants totalling \$122,770.98.

The Township has received final reports on four of the projects from 2022 and 2023. The projects had, or will lead to, a positive impact on the health and welfare of local lake ecosystems. Many of the projects have inspired other groups to consider implementing

similar projects in other parts of the Township and in the broader region. These projects are summarized below.

1. Applicant: Fourteen Island and Mink Lakes Watershed Association

Grant Value: \$10,060.10

Project Summary: This 2023 grant helped fund the detailed engineering design for repairs to the Fourteen Island Lake dam. Council provided additional funds through the 2024 budget for the dam rehabilitation and access road. FIMLA provided an update to Council on March 18, 2025.

2. Applicant: Queen's University Biological Station

Grant Value: \$6,030.00

Project Summary: This project implemented a turtle nest protection and relocation program in order to reduce nest mortality and to engage the public with wildlife conservation. Seventy five (75) nest protectors were constructed in 2023 and 2024 and donated to households in the lake community. Approximately 91 nests were protected. 224 hatchling turtles were released at an important local nesting site after being incubated in a lab. The organizers concluded that any steps taken to reduce artificial mortality may help to sustain local turtle populations. Also noted was that the project had a positive impact on the community by engaging residents with wildlife conservation and by demonstrating that simple steps can be taken to give turtles a fighting chance.

3. Applicant: Devil Lake Association

Grant Value: \$9,939.90

Project Summary: This project was completed in collaboration with the Queen's University Biology Department, under the leadership of Dr. Shelley Arnott. Surveys of the littoral area (shoreline) of Devil Lake were completed to estimate the amount of coarse woody habitat, macrophyte density, and the presence of invasive plants and mollusks. Lake salinity was also assessed. The studies established a baseline of lake ecosystem health. The Devil Lake Association hopes that these studies will encourage people to take invasive species and shoreline conservation much more seriously. They will follow up with its members on how to control and reduce invasive species, and to emphasize the positive effects of coarse woody habitats.

4. Applicant: Frontenac Arch Biosphere Network

Grant Value: \$10,000.00

Project Summary: This project promoted citizen science and tangible community action about harmful blue green algae blooms. The organizers accomplished the following:

- Developed and delivered K-6 programming on ecological significance of the Frontenac Arch region and Lake Biology that encouraged campers at Gilmour Point to understand and appreciate their environment;
- Developed and delivered highschool programming on ecological significance of the FAB region and Biology of Algae, including the use of microscopes, to 60 highschool students;
- Engaged 24 residents of the Dog Lake area in learning about the biology of Blue Green Algae, factors contributing to blooms, trained them to use the jar test method and/or a microscope to identify BGA and to contribute data to an ongoing community science project;
- Created an ongoing iNaturalist Project to engage the South Frontenac community in observing and recording data about the location, time and extent of algal blooms in the Frontenac Arch Biosphere Region, especially in the area of Dog Lake. This data will be collected on an ongoing basis and will provide researchers the ability to analyze the emergence of blooms over time;
- Offered opportunities for emerging and established researchers at Queen's University to disseminate their research results beyond the academic community.

Financial Implications

These projects were funded through the Lake Ecosystem Grant program.

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): The heart of our Township is a vibrant community spirit. We strive to kindle this spirit by nurturing civic engagement and volunteerism, promoting a sense of pride, and encouraging active participation in local initiatives and Township decision-making processes.

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 required.

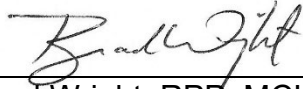
Attachments

No attachments.

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

Township of South Frontenac

Staff Report



To: Council

From: Director, Public Services

Date of Meeting: June 10, 2025

Subject: Award of Tender # PS-2025-08 Pleasant Valley Municipal Drain

Report Number: 2025-092

Summary

The purpose of this report is to provide background on the budget and award of contract for the Pleasant Valley Municipal Drain Maintenance Project under delegated authority of the Procurement By-law.

Recommendation

The report is for information only.

Background

On October 15th, 2024, Township Council received staff Report # 2024-176 which outlined the background on the Pleasant Valley Municipal Drain maintenance project. This report also included a summation of the outcomes of a public meeting held on the maintenance project on August 15th, 2024. The following resolution was subsequently passed :

*Resolution No. 2024:18:12
Moved by Councillor Turcotte
Seconded by Councillor Ruttan*

*That Council direct staff to advance with the final stages of planning and tendering for delivery of the Pleasant Valley Municipal Drain maintenance project in the fall of 2025:
and*

That staff be directed to prepare a future report outlining the possible payment options to assist landowners with repayment of future Drainage Act assessments of \$3,000 or greater.

Discussion/Analysis

On April 16th, 2025, the Township released a tender for Pleasant Valley Municipal Drain Maintenance on Biddingo and advertised on the Township's website.

The Township along with their appointed Drainage Engineer also hosted a voluntary site meeting with prospective bidders to discuss the project scope and answer questions on May 2nd. Questions impacting the scope of work or tender documents were subsequently addressed in a follow up addendum issued to all bid holders.

On May 21st, 2025, the tender closed with a total of three (3) tender submissions received. All of the tenders were reviewed and found to be compliant. The results of the tender bids are listed as follows:

Supplier	Total (Including Net HST Rebate)
Charles McLellan	\$ 97,950.83
G. Williams Paving Ltd.	\$ 837,527.54
Len Corcoran Excavating Ltd	\$ 168,193.51

Staff completed a detailed review of the Charles McLellan bid submission and found their tender bid to be balanced. Reference checks for the company have also confirmed that they have completed similar municipal drain projects in nearby Townships (Montague, Drummond North Elmsley and Beckwith) and their firm has the experience and resources necessary to perform the work.

This project has been awarded to Charles McLellan under delegated authority granted within the Procurement By-law. Terms and conditions contained in the contract require that the work is completed on or before November 31st, 2025.

Financial Implications

During the summer of 2024, Robinson Consultants estimated that the costs assessed to landowners under the Drainage Act would be \$87,500 for all contracted maintenance work on the drain. The Hartington Subdivision has previously been assessed under Section 65 of the Drainage Act for the land use changes and has already provided \$19,150 toward the project. This Development contribution will be deducted from the final assessed costs to be recovered from benefitting landowners.

The low bid tender for the work by Charles McLellan is listed as \$97,950.83 which is 12% higher. Although the tendered result is above the initial estimate, it is important to note that approximately \$19,700 of provisional work (or 20% contingency) has been built into the tender pricing. It is unlikely that the full impact of provisional work will be utilized in the project.

To help ensure the project stays within estimates, Robinson Consultants (RCI) will provide inspection services and will be on site throughout construction. RCI will work directly with the contractor and landowners to guide maintenance activities efficiently and ensure that measured quantities are being used effectively or reduced where possible. This includes identifying practical access routes, minimizing brushing, and avoiding unnecessary work while still meeting requirements of contract performance.

The approved 2024 and 2025 Budgets included an allowance of \$26,550 to support the Pleasant Valley Municipal Drain maintenance project. A total of \$25,650 was allocated towards the costs for design and administration of the project and an additional \$900 was included as the Township's estimated allocation of costs as a landowner within the assessment area of the drain. It is important to note that these costs are ineligible to be recovered from benefitting landowners.

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.

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
- Operations Technologist
- Robinson Consultants
- Riparian Landowners – Pleasant Valley Municipal Drain

Attachments

Exhibit A Budget Sheet Project # 23-51 Pleasant Valley Municipal Drain

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

Capital Project Detail Sheet

Project Information

Project Name: **Pleasant Valley Municipal Drain - Drainage Act Maintenance**

Type of Project: Plans/Studies

Project Number: **23-51**

Basis for Activity: Other

Department: 3100 - Structures

Relationship to Strategic Plan: N/A

Description: Consulting fees for landowner consultation, tender preparations and contract administration as Drainage Superintendent for the Pleasant Valley Municipal Drain Maintenance work.

Project also includes funding for the Township's levied drainage costs (as a benefitting property owner).

Original 2023 estimates for funding have been re-adjusted to reflect a fall 2025 project following outcomes of public consultation in August 2024.

Rationale: The Pleasant Valley Municipal Drain which was constructed in 1985 has been determined to be in need of maintenance based on current reviews of the system against the original Engineer's report.

Various vegetation removals, clean outs and channel obstructions are in need of removal.

The rationale for the project was provided to Council in a presentation by Robinson Consultants on November 14th, 2023 along with the supporting Maintenance Report dated October 2023.

Project will be scheduled in Fall of 2025 as a result of outcomes from Public Consultation carried out in August 2024.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals	Budget						
		Expensed to Current Year	Total Project	Prior Approved	2025	2026	2027	2028	2029
55290 - Contracted Services	Expenses / Expenditure	1,424	26,550	18,750	7,800	0	0	0	0
55330 - Consultant	Expenses / Expenditure	15,957	16,500	16,500	0	0	0	0	0
Total		17,380	43,050	35,250	7,800	0	0	0	0



where history and innovation thrive

City of Kingston

216 Ontario St.
Kingston, ON K7L 2Z3
613-546-4291

2025-05-30

To South Frontenac Council

The City of Kingston is advising that Orser Road has been selected by the Country Side District 1 as part of the Annual Traffic Calming Program to receive Type 1 Minor Traffic Calming Measures. The proposed measures include "SLOW" line paint markings, peripheral transverse bars, and a driver feedback sign. More information relative to the traffic calming program and these measures can be found at the following link on the city webpage <https://www.cityofkingston.ca/roads-parking-and-transportation/road-safety/traffic-calming/> .

As these measures will be installed along the City-owned portion of Orser Road, we would like to see similar treatments implemented along the shared section of the roadway with South Frontenac, extending to the easterly limits at Sydenham Road to ensure consistent treatment for this boundary roadway.

The City of Kingston will cover all costs associated with the installation and maintenance of the road markings and driver feedback sign. The anticipated timeline for this work is June 2025. We would also be happy to share any pre and post speed data collected if desired.

We look forward to your cooperation in this initiative to enhance road safety.

Sincerely,

Mark Dickson, P.Eng

Manager, Transportation Systems
Transportation and Transit
City of Kingston
613-546-4291 ext 3254
mdickson@cityofkingston.ca

Newsletter

June 2025

EOWC Advocacy Update

The EOWC's Queen's Park Advocacy Day: Advancing Eastern Ontario's Priorities



Left-to-Right: Connor Dorey, CAO, County of Hastings; Gerald Lichty, Warden, County of Frontenac; Doug Elmslie, Mayor, City of Kawartha Lakes; Tyler Allsopp, MPP, Bay of Quinte; Nathan Townend, Warden, County of Lennox and Addington; Martin Lang, Warden, United Counties of Stormont, Dundas, and Glengarry; Steve Ferguson, Vice-Chair, EOWC; Bonnie Clark, Chair, EOWC; Meredith Staveley-Watson, Director of Government Relations and Policy, EOWC; Toby Randell, Warden, County of Lanark; Corinna Smith-Gatcke, Warden, United Counties of Leeds and Grenville; Peter Emon, Warden, County of Renfrew; Brenda Orchard, CAO, County of Lennox and Addington; Sheridan Graham, Secretary Treasurer, EOWC; Kevin Farrell, CAO, County of Frontenac; Maureen Adams, CAO, United Counties of Stormont, Dundas and Glengarry; Craig Kelley, CAO, County of Renfrew; Gary Dyke, CAO, County of Haliburton; Stephanie DiNucci, Strategic Advisor, Atlas Strategic Advisors; Graydon Smith, Associate Minister, Municipal Affairs and Housing; Billy Denault, MPP, Renfrew-Nipissing-Pembroke; John Jordan, MPP, Lanark-Frontenac-Kingston; Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing; Rob Flack, Minister, Municipal Affairs and Housing; Doug Ford, Premier, Ontario; Vic Fedeli, Minister, Economic Development, Job Creation and Trade; David Piccini, Minister, Labour, Immigration, Training & Skills Development; Steve Clark, MPP, Leeds-Grenville-Thousand Islands; Stéphane Sarrazin, MPP, Glengarry-Prescott-Russell; Dave Smith, MPP, Peterborough-Kawartha.



Bonnie Clark, Chair, EOWC.



Left-to-right: David Piccini, Minister, Labour, Immigration, Training & Skills Development; Bonnie Clark, Chair, EOWC; Jill Dunlop, Minister, Emergency Preparedness and Response; Steve Ferguson, Vice-Chair, EOWC.

The EOWC had an impactful Queen's Park Advocacy Day on May 13, beginning with a Breakfast Reception that highlighted our key strategic priorities: housing, infrastructure, and our newly introduced focus — **economic resilience**.

A sincere thank you to Minister David Piccini for sponsoring the event, and to Minister Rob Flack and MPP Ted Hsu for joining us and offering their perspectives.

We were also proud to be joined by local business leaders from Charlotte Products, Heat-Line, Cavanagh Concrete, and Freymond Lumber, who showcased the strength and innovation of Eastern Ontario's economy.

A key milestone was our multi-minister meeting, including Premier

Doug Ford, where we were honoured to present the EOWC's vision and progress. We extend our appreciation to the Premier and the following leaders for taking the time to engage with us:

- Minister Nolan Quinn (Colleges, Universities, Research Excellence and Security)
- Minister Vic Fedeli (Economic Development, Job Creation and Trade)
- Minister David Piccini (Labour, Immigration, Training and Skills Development)
- Minister Rob Flack (Municipal Affairs and Housing)
- Associate Minister Graydon Smith (Municipal Affairs and Housing)
- MPP Matt Rae (Perth—Wellington)
- MPP Steve Clark (Leeds—Grenville—Thousand Islands and Rideau Lakes)
- MPP Stéphane Sarrazin (Glengarry—Prescott—Russell)
- MPP Billy Denault (Renfrew-Nipissing-Pembroke)
- MPP Dave Smith (Peterborough—Kawartha)
- MPP Tyler Allsopp (Bay of Quinte)
- MPP John Jordan (Lanark—Frontenac—Kingston)

Additional meetings throughout the day included productive discussions with:

- Minister Jill Dunlop (Emergency Preparedness and Response)
- Minister Kinga Surma (Infrastructure)
- Staff from the office of Minister Neil Lumsden (Sport)
- MPP Ted Hsu (Kingston and the Islands)
- MPP Mike Schreiner (Guelph)
- Staff from the office of Minister Peter Bethlenfalvy (Finance)
- Associate Minister Kevin Holland (Forestry and Forest Products)

These valuable conversations reflect our shared commitment to building stronger communities across the province. The EOWC is proud to represent the voice of Eastern Ontario and remains focused on solutions that drive growth, resilience, and prosperity in our region.

Read the EOWC's Queen's Park Advocacy Day News Release Here.

The EOWC Attends Great Lakes and St. Lawrence Cities Initiative Annual Conference



The EOWC was proud to attend the annual [Great Lakes and St. Lawrence Cities Initiative](#) (GLSLCI) conference in Milwaukee, where leaders from across the region gathered to address critical issues of water security and climate resilience.

Chair Bonnie Clark joined Warden Nathan Townend (Lennox and Addington County), and Warden Brian Ostrander (Northumberland County), for a special signing ceremony, formalizing a joint Memorandum of Understanding between the EOWC and the GLSLCI. Many thanks to Mayor Matt Sisco and CEO Jon Altenberg for their partnership and leadership.

Chair Clark also had the opportunity to connect with Ontario colleagues and congratulated Mayor Tom Mrakas from the Own of Aurora on receiving the Rob Ford Community Leader Award, presented by Ontario Agent-General Earl Provost.

A conference highlight was visiting the Biinaagami Great Lakes–St. Lawrence watershed map installation in downtown Milwaukee—an inspiring reminder of our shared responsibility to protect the world's largest freshwater system.

The EOWC remains dedicated to cross-border collaboration and innovative solutions for a more resilient Eastern Ontario and beyond.

[Read about the EOWC's initiatives amid U.S. tariff threats.](#)

The EOWC Attends 2025 Grow Ontario Food Summit: "Protecting Ontario's Agri-Food Industry"



Left-to-right: Meredith Staveley-Watson, Director of Government Relations and Policy, EOWC; Trevor Jones, Minister, Food and Agri-Business; Nathan Townend, Warden, County of Lennox and Addington; Rob Flack, Minister, Municipal Affairs and Housing; Christa Lowry, Chair, ROMA.

On Friday April 10, the EOWC attended the Grown Ontario Food Summit, hosted by Minister Trevor Jones, where leaders from across the agri-food sector came together to tackle today's challenges and shape the future of Ontario's Food systems.

As a key contributor to Ontario's economic engine, the agri-food industry continues to face uncertainty due to global challenges and trade disruptions. The Summit's theme, "Protecting Ontario's Agri-Food Industry," emphasized the importance of collaboration and innovation in sustaining this vital sector.

The event featured engaging speakers, insightful panel discussions, and valuable networking opportunities—all focused on strengthening Ontario's food supply chain and ensuring long-term resilience and global competitiveness.

The EOWC remains committed to supporting our rural communities and advocating for a strong, sustainable agri-food industry that drives economic growth across Eastern Ontario and beyond.

The EOWC Attends CAMA Conference, and CAO Brenda Orchard, Named CAMA President



The EOWC attended the 51st Annual CAMA Conference and Annual General Meeting held in beautiful Mont Tremblant, Québec, from May 26 to 28. Hosted in Mont Tremblant, delegates gathered to connect, learn, and celebrate.

The EOWC extends its congratulations to Brenda Orchard, Chief Administrative Officer for the County of Lennox & Addington, on her appointment as [President of the Canadian Association of Municipal Administrators](#).

Orchard, who also serves as the CAMA Representative for Ontario, assumed the role from her previous position as First Vice-President during the association's Annual General Meeting held on May 27.

"One of the greatest privileges of my career has been serving on the CAMA Board. As an Association we work hard to promote excellence in our profession and to support our colleagues in their challenging roles," said Orchard. "It is a rewarding experience to work alongside such passionate and committed leaders from across the country to help make our communities vibrant and strong."

The EOWC also extends its congratulations to Craig Kelley, CAO of the County of Renfrew, for receiving recognition of 20 years of service in the municipal service sector.

The EOWC Releases New Economic Resilience Strategic Priority and Data

The EOWC has introduced economic resilience as a new strategic priority, recognizing the critical need to safeguard the region's economy against future disruptions. With annual sales across Eastern Ontario averaging \$124 billion—including \$115 billion from the private sector—strengthening the economic foundation has never been more vital.

Manufacturing leads the region's economy with \$43.9 billion in annual sales. In particular, five key sectors—manufacturing, agriculture, transportation, electrical equipment, and residential construction. These sectors represent \$24 billion in economic activity and support nearly 49,000 jobs, making up 21% of the regional economy.

By focusing on these areas, the EOWC aims to proactively address risks, support long-term growth, and ensure the region remains economically strong and competitive.

See more of the [EOWC's data on Eastern Ontario Economic Resilience here](#).

The EOWC Congratulates and Encourages Newly Elected Federal Government to Prioritize National Prosperity Partnership with Municipalities



Following the recent federal election and the election of Prime Minister Mark Carney, the EOWC extends its congratulations and looks forward to working collaboratively with the new government to address the pressing needs of local communities across Canada.

As we move forward, it is essential that we adopt a long-term approach that not only addresses these unique needs but also sets the country on a path to a stronger, more sustainable future.

The EOWC, proudly supports the Federation of Canadian Municipalities, and respectfully encourages the newly elected federal government to prioritize the establishment of a [National Prosperity Partnership](#) between the federal government and municipal governments across the country.

This partnership presents an important opportunity to engage in a national dialogue about how Canada can best fund and support economic growth, while ensuring that the needs and aspirations of local communities are at the forefront of decision-making.

Key areas of focus for this proposed partnership include:

- Supporting local economic growth and resilience
- Investing in infrastructure renewal
- Achieving housing affordability
- Addressing homelessness with locally-driven solutions
- Ensuring the safety and well-being of communities
- Building climate-resilient communities
- Fostering the development of thriving rural, remote, and northern communities

[Read more about the National Prosperity Partnership here.](#)

Premier Ford Visits Peterborough County After Ice Storm



Left to right: Doug Ford, Premier, Ontario; Dave Smith, MPP, Peterborough-Kawartha; Jill Dunlop, Minister, Emergency Preparedness and Response; Bonnie Clark, Chair, EOWC.

Premier Doug Ford, Minister Jill Dunlop and MPP Dave Smith visited the Peterborough County Douro Depot in the Township of Douro-Dummer to witness firsthand the devastating impact of the recent ice storm on the community.

During the visit, residents had the opportunity to speak directly with the Premier and Minister, sharing their experiences and ongoing challenges. Following time spent clearing debris and engaging with residents, Premier Ford, Minister Dunlop, and MPP Smith met with Warden Clark to discuss the next steps in Peterborough County's recovery efforts.

County officials expressed deep gratitude for the visit and the continued support from the Province, acknowledging the commitment shown to the well-being of residents and the recovery of the region.

EOWC In The Media

Community Futures Peterborough and Partners Launch 'Tariff Toolkit' for Local Businesses

Community Futures Peterborough, alongside local government and business partners, has launched a Tariff Toolkit to help businesses navigate economic challenges tied to ongoing U.S. - Canada trade tensions. The free guide, Navigating Tariff Impacts with Strategy, offers practical steps for managing risk, diversifying supply chains, and exploring new markets

[Download the toolkit here.](#)

County of Renfrew Featured in Ontario Newsroom for Expanded Emergency Department

The County of Renfrew was recently featured in the Ontario Newsroom, highlighting St. Francis Memorial Hospital's largest redevelopment in history. With an \$18.6 million investment from the Ontario government, the expansion will add 6,000 square feet to the hospital's emergency department and renovate the ambulatory care clinic, significantly improving access to high-quality care for local residents.

Once complete in 2027, the new emergency department will feature a dedicated ambulance entrance, a quiet room for mental health patients, an upgraded trauma area, and enhanced infection control measures.

The expanded facility will handle 11,900 visits annually, ensuring faster, more efficient care for families in the community. Construction will not interrupt 24/7 emergency services, and the project is part of Ontario's broader efforts to modernize healthcare facilities across the province.

Read more about [the redevelopment here](#).

EOWC's Partnership with U.S.-Canada Great Lakes Coalition Gaining Recognition

Page 130 of 149

On March 27, the EOWC and the Great Lakes and St. Lawrence Cities Initiative officially signed a Memorandum of Understanding, marking a new chapter in cross-border collaboration. This partnership aims to strengthen border relations and share best practices to build resilient, thriving communities on both sides of the Great Lakes and St. Lawrence region.

The agreement has already gained media attention, with coverage in the [Penticton Herald](#), [KawarthaNow](#), and [The Badger Herald](#).

This media recognition highlights the importance of the agreement and the growing interest in cross-border efforts to support sustainable, connected communities.

The EOWC's Historic Queen's Park Advocacy Day Makes Headlines



On May 13, the EOWC hosted a Queen's park Advocacy Day including a breakfast reception and meetings with various ministers. The highlight of the day was the historic meeting for the EOWC - a meeting with Premier Doug Ford.

Premier Ford was accompanied by Ministers Nolan Quinn, Vic Fedeli, Rob Flack, Graydon Smith, David Piccini; Parliamentary Assistants and MPPs Matthew Rae, Steve Clark, Stephane Sarrazin, Dave Smith, Tyler Allsopp, John Jordan, Billy Denault. The EOWC feels immense gratitude for the Premier, Ministers and MPPs taking time out of the day to hear about the advocacy efforts, plans and data the EOWC has gathered.

The historic moment for the EOWC has been making media waves as the EOWC's meeting has been shared on [Renfrew County's page](#), [Kawartha Lakes' page](#), [QuinteNews](#), [Municipal Information Network](#), [Peterborough County's page](#), and [Napanee Today](#).

This media recognition highlights this significant milestone for the EOWC and advocacy efforts for Eastern Ontario.



Hon. Right Mark Carney Elected Prime Minister

The EOWC would like to congratulate Honourable Right Mark Carney on a federal election victory and extend our appreciation to all who ran in the recent election.

The EOWC remains **'Ready to Work and Ready to Grow'**, focused on economic resilience, infrastructure development and maintenance, creating housing, and supporting increased health care access.

The EOWC looks forward with the new federal government working to strengthen the communities amongst eastern Ontario.



Ontario Moves to Unlock Internal Free Trade

The Ontario government is taking bold steps to boost the economy and cut red tape with the introduction of the Protect Ontario through Free Trade within Canada Act.

If passed, the legislation will remove internal trade and labour mobility barriers, helping Ontario businesses grow and workers move more freely across provinces.

Key initiatives include:

- Recognizing certified workers from other provinces "As of Right,"
- Enabling direct-to-consumer alcohol sales across provinces, and
- Launching a \$50M Ontario Together Trade Fund.

Ontario is also partnering with Nova Scotia and New Brunswick to enhance trade and labour collaboration—setting a national precedent for stronger economic unity.

Learn more about the [Protect Ontario through Free Trade within Canada Act here.](#)

Ontario Expanding Strong Mayor Powers to 169 Additional Municipalities

Starting May 1, Ontario plans to extend strong mayor powers to heads of council in 169 additional municipalities.

This move supports provincial priorities like building homes,

infrastructure, and transit faster by cutting red tape and streamlining decision-making.

Already in place in 47 municipalities, these powers provide mayors with new tools—like proposing budgets and reorganizing departments—while maintaining oversight and accountability through council checks and balances.

Read [more here](#) and see [the list of the additional 169 municipalities here](#).

Donna Skelly Becomes Ontario's First Female Speaker

[MPP Donna Skelly has been elected as the 43rd Speaker of the Ontario Legislature](#)—making history as the first woman to hold the role.

A former broadcast journalist and current representative for Flamborough—Glanbrook since 2018, Skelly previously served as deputy Speaker.

She succeeds Ted Arnott, who retired after nearly seven years. Skelly aims to bring a more professional tone to the chamber as members return for the new legislative session.

Ontario Strengthens Local Governance with New Legislation

Ontario is reintroducing the Municipal Accountability Act, 2025 to enhance municipal governance and accountability. [The proposed legislation](#) aims to create a standardized municipal code of conduct, establish consistent integrity commissioner inquiry processes, and mandate training for council members and certain local boards. If passed, the act could enforce penalties, including removal from office for serious violations, upon the recommendation of municipal integrity commissioners.

Minister Rob Flack emphasized that strong local governance begins with accountability, while AMO President Robin Jones praised the bill for holding elected officials to higher standards of conduct. This legislative move promises to empower municipal leaders to uphold the trust residents place in them.

Ontario Invests \$1.3 Billion to Support Manufacturing Jobs

The Ontario government is enhancing the Ontario Made Manufacturing Investment Tax Credit, committing an additional \$1.3 billion over three years to help manufacturers lower costs and invest in buildings, machinery, and equipment.

As part of the upcoming 2025 Budget, the proposed changes will:

- Increase the tax credit rate from 10% to 15% for Canadian-controlled private corporations;
- Extend the credit to non-Canadian-controlled private corporations as a non-refundable tax credit;

- Allow eligible businesses to receive up to \$3 million annually.

The move comes amid growing concerns over job losses linked to U.S. tariffs. The government says this investment will help safeguard Ontario's 830,000 manufacturing workers and attract new investment to strengthen the province's economy.

Read more about [Ontario's investment in manufacturing jobs here](#).

Ontario Introduces More Convenient Care Act to Strengthen Health System

The Ontario government has re-introduced the More Convenient Care Act, 2025—a key step in its commitment to building a more connected, transparent, and patient-focused health care system.

This legislation supports better access to care, enhances hospital governance, modernizes digital health tools, and empowers health professionals across the province. From streamlining emergency services to giving Ontarians secure access to their health records online, the Act ensures the right care is delivered in the right place, at the right time.

Learn more about [how Ontario is protecting and modernizing health care for the future](#).

Ontario Accelerates Home and Infrastructure Development with New Legislation and Funding

The Government of Ontario is taking bold steps to address the housing crisis and improve infrastructure by introducing the [Protect Ontario by Building Faster and Smarter Act, 2025](#). This legislation aims to cut red tape, lower development costs, and fast-track construction, in close partnership with municipalities across the province.

As part of this initiative, the province is boosting its investment in housing-enabling infrastructure with an additional \$400 million, bringing the total to nearly \$2.3 billion over four years through the

Housing-Enabling Water Systems Fund (HEWSF) and Municipal Housing Infrastructure Fund (MHIP).

Key measures include:

- Simplifying development charges and municipal approval processes
- Reducing construction costs by encouraging innovation
- Harmonizing building and road standards
- Expanding fast-track approvals for transit and housing projects

Ontario is also working closely with local governments to streamline planning and unlock more housing near transit. These changes aim to get homes built faster, create jobs, and build a more affordable, efficient future for all Ontarians.

Ontario Permanently Cuts Gas Tax and Ends Tolls on Highway 407 East

As part of its ongoing effort to help families and businesses manage

rising costs, the Ontario government is making two major cost-saving moves: [permanently cutting the gas tax and removing tolls from Highway 407 East](#).

Premier Doug Ford announced that the province will lock in its current 9-cent-per-litre gas and fuel tax rate, saving households an average of \$115 annually. Since the temporary cut was introduced in 2022, Ontarians have saved \$1.7 billion at the pumps.

In a move to improve affordability and reduce gridlock, tolls on the provincially owned section of Highway 407 East (from Brock Road to Highway 35/115) will be eliminated effective June 1, 2025. This change is expected to save commuters up to \$7,200 a year, and follows the earlier removal of tolls on Highways 412 and 418.

These initiatives are part of Ontario's broader strategy to:

- Lower the cost of living
- Support economic growth
- Improve transportation access and affordability

Ontario and Manitoba Unite to Break Down Trade Barriers

Ontario Premier Doug Ford and Manitoba Premier Wab Kinew have signed a new [Memorandum of Understanding \(MOU\) aimed at eliminating interprovincial trade barriers](#).

The agreement will boost the flow of goods, services, investment, and workers between the two provinces—strengthening economic ties and reducing costs for families and businesses. This is the latest in a series of efforts by Ontario to enhance free trade within Canada, including MOUs with Nova Scotia and New Brunswick and the landmark Protect Ontario Through Free Trade Within Canada Act.

With over \$19.5 billion in trade between Ontario and Manitoba in 2021 alone, this partnership signals a major step toward a more unified and resilient Canadian economy.

Ontario Releases 2025 Budget: A Plan to Protect Ontario

[Ontario's 2025 Budget, A Plan to Protect Ontario](#), outlines bold steps to strengthen the province's economy and safeguard jobs, businesses, and families amid global economic uncertainty. Finance Minister Peter Bethlenfalvy announced measures to unleash economic growth through targeted investments in workers, critical minerals, infrastructure, and Indigenous partnerships—all while maintaining a responsible path to balance by 2027–28.

Key highlights include:

- A \$500M Critical Minerals Processing Fund to boost domestic production.
- A \$3B expansion of the Indigenous Opportunities Financing Program.
- A proposed expansion of the Ontario Made Manufacturing Tax Credit, providing \$1.3B in support.
- A new \$5B Protecting Ontario Account to shield businesses from tariff shocks.
- Permanent cuts to gas and fuel taxes, saving households an

- average of \$115 annually.
- Over \$200B in infrastructure investments over 10 years, including highways, public transit, health care, and schools.

The budget reflects the government's commitment to building a resilient, self-reliant economy that protects Ontarians today and strengthens the province for the future.

Ontario Government Moves Forward with New Campbellford Memorial Hospital in Northumberland County

As part of the 2025 Ontario Budget: A Plan to Protect Ontario, the provincial government has announced the start of [planning for the construction of a new Campbellford Memorial Hospital In Northumberland County](#). This investment will significantly improve access to high-quality, modern health care for residents in Trent Hills and across Northumberland, Peterborough, and Hastings Counties.

The project marks a major step toward building a state-of-the-art facility that will expand programs and services, increase inpatient capacity, and improve emergency and community care through a new health care campus. The new hospital will also include enhanced infection control measures and support services tailored to the needs of the region's growing and aging population.

This initiative is part of Ontario's nearly \$60 billion investment to build and upgrade more than 50 hospitals across the province, ensuring families can access care when and where they need it—close to home.

Ontario Launches Trade-Impacted Communities Program to Support Local Resilience

The Ministry of Economic Development, Job Creation and Trade has launched the Trade-Impacted Communities Program (TICP)—a new, competitive funding initiative aimed at helping Ontario communities and industries navigate economic challenges caused by U.S. trade disruptions.

With up to \$40 million in funding available, the TICP supports local projects aligned with Ontario's economic priorities, including:

- Economic resiliency – Building local competitiveness and growth opportunities
- Supply-chain diversification – Strengthening key sectors like manufacturing, agri-food, and critical minerals
- Trade partnerships – Expanding export markets and reducing reliance on the U.S.
-

The program includes two streams:

- Stream 1: Community Economic Development – Supporting local strategies and immediate resiliency efforts
- Stream 2: Transformational Projects – Backing large-scale, collaborative projects to grow and modernize key industries

Eligible applicants include municipalities, economic development organizations, business incubators, and industry associations.

Upcoming Info Webinars:

- Program Orientation: May 28, 2025

- Stream 1 Overview: June 4, 2025
- Stream 2 Overview: June 11, 2025

For more information or to register, contact Amanda Wouters at amanda.wouters@ontario.ca, or direct general inquiries to ticip@ontario.ca.



AMO Launches Municipal Health Survey

Following the successful release of our homelessness report, AMO is launching a new survey to better understand the health care challenges municipalities face. With many communities using property tax dollars to fill system gaps, your input is vital.

Heads of Council and treasurers have been sent details—your participation will help strengthen evidence-based advocacy across Ontario.

AMO Welcomes the Reintroduction of Municipal Codes of Conduct Legislation

AMO welcomes the reintroduction of long-awaited legislation to strengthen accountability standards for elected municipal officials. Promised after extensive public consultations in 2021, the proposed legislation aims to:

- Standardize municipal codes of conduct and integrity commissioner processes;
- Introduce a formal role for Ontario's Integrity Commissioner in local matters; and
- Establish a process to remove or disqualify council members and certain board members for serious violations.

In April, AMO recommended amendments to address concerns, including a too-high threshold for removal from office and the need for progressive penalties.

Upcoming Events



P3s for Municipalities: 6-Part Webinar Series

The EOWC is excited to build its partnership with the [Canadian Council for Public-Private Partnerships](#) (CCPPP). CCPPP is offering the free P3s for municipalities webinar series available for municipal and Indigenous employees and elected officials across Canada.

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Designed for those new to or seeking a refresher on P3 infrastructure delivery, the series covers fundamentals, opportunities, challenges, and tools for successful P3 procurement.

CCPPP is also introducing the Council's new municipal P3 recommendations and insights from the updated [Public-Private Partnerships: A Guide for Municipalities](#).

Upcoming webinars: June 3, and September 16. Webinars will continue to be available on the CCPPP site.

[Sign up for the webinars](#)



AMO Strategic Leadership Workshops

AMO is offering two strategic leadership workshops designed to support elected municipal officials as they navigate increasing pressures—from provincial interventions and council cohesion challenges to ethical concerns, staff relations, and growing constituent expectations.

These interactive, expert-led sessions will provide practical tools and insights to strengthen leadership and improve municipal governance:

Strategic Thinking, Planning, and Leading **June 4 | 10:00 AM – 1:00 PM**

This session offers tools and strategies to strengthen leadership effectiveness, including approaches to stewardship, strategic planning, and fiscal sustainability.

[Register now for Thinking, Planning, and Leading](#)

The Value of Community Engagement: Insights and Approaches **June 25 | 10:00 AM – 1:00 PM**

This workshop emphasizes the importance of clear communication and meaningful engagement with the public, particularly around local budgets and strategic plans. It highlights how elected officials can lead more impactful community conversations.

[Register now for The Value of Community Engagement: Insights and Approaches](#)



AMO Municipal Trade and Tariff Forum

On June 6, 2025, AMO will host a forum to bring together members, stakeholders, and partners to assess the impacts of tariff and trade disruptions on Ontario Municipalities and the business sector. The forum will focus on identifying strategies to address and mitigate these challenges, fostering new alliances and relationships to support effective economic advocacy.

Key topics will include:

- What the trade war means for municipalities
- Building Ontario in uncertain times
- Changing approach to procurement
- seizing opportunities to strengthen Ontario

[Find more information and register for the forum here.](#)



AMO Rural Healthy Democracy Forum

On June 11, 2025, AMO will host its Rural Healthy Democracy Forum. AMO's Healthy Democracy Project is an initiative aimed at improving local democracy through respectful and diverse civic engagement. It's all about collaboration and working together to strengthen democracy in Ontario.

This full-day event will bring together municipal leaders, experts, and academics to discuss the state of democracy in rural Ontario.

[Find more information and register for the forum here.](#)



ROMA's Teeny Tiny Summit

On June 17th, 2025, the Ontario Ministry of Rural Affairs and the Rural Ontario Municipal Association (ROMA) will host the Teeny Tiny Summit.

This summit focuses on the challenges and opportunities faced by

[Find more information about ROMA's summit here.](#)



Crisis Communication in Action: The Mayor-CAO Dynamic During Disasters

Join AMO and OMAA on June 24 from 12–1 PM for a free dynamic virtual session on effective leadership during municipal emergencies. Hear from leaders in Huntsville and Red Lake as they share real-life lessons on navigating crises like wildfires, floods, and cyberattacks.

Strengthen your approach to communication, collaboration, and public trust when it matters most.

[Sign up for the free webinar here.](#)



AMO and TMU Present: Cybersecurity Training for Municipal Councillors

The Association of Municipalities of Ontario (AMO), in collaboration with Toronto Metropolitan University's Rogers Cybersecure Catalyst, is hosting a vital training session to support municipal councillors in understanding and addressing today's cybersecurity threats.

As cyber-attacks on municipalities become more frequent and sophisticated, elected officials have a critical role to play in ensuring their organization's cyber resilience. This half-day virtual session will help councillors prepare for, prevent, and respond to cyber incidents with confidence and clarity.

On October 21, 2025, from 1:00 p.m. to 4:00 p.m., participants will engage in expert-led lectures, guided discussions, and practical activities that explore the evolving cyber threat landscape, highlight best practices in prevention, and clarify the leadership role of elected officials during a cyber event.

[Sign up for the training session here.](#)

Connect With Us on LinkedIn, Facebook and X



About the EOWC

The EOWC is a regional non-profit organization representing 13 upper and single-tier municipalities across Eastern Ontario. The EOWC supports and advocates on behalf of 103 municipalities and nearly 800,000 residents. The EOWC covers an area of approximately 50,000 square kilometers from Northumberland County to the Québec border.

The EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with government, business leaders, the media, and the public.

Visit the EOWC's website at eowc.org.

Connect with the EOWC

2025 Chair, Warden of Peterborough County, Bonnie Clark

2025 Vice-Chair, Mayor of Prince Edward County, Steve Ferguson

Director of Government Relations and Policy, Meredith Staveley-Watson

info@eowc.org



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Township of South Frontenac Council Meeting Minutes



Meeting #2025-12

Time: 6:30 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, Troy Dunlop - Manager of Engineering and Capital Projects, Tim Laprade - Manager of Recreation and Facilities, Stephanie Kuca - Director of Finance and Treasurer

1 Meeting to Order

a) Resolution

Resolution No. [2025-12]-01

Moved by Councillor Leonard

Seconded by Councillor Roberts

That the Council meeting of May 20, 2025 be called to order at 6:30 p.m.

Carried

2 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-12]-02

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

That the agenda be approved, as presented.

Carried

3 Disclosure of Pecuniary Interest

- a) Councillor Morey declared a potential pecuniary interest in the matter of Agenda Item 11, Clause (c) as he is an employee of a telecom company.

4 Committee of the Whole "Closed Session"

a) Resolution

Resolution No. [2025-12]-03

Moved by Councillor Turcotte

Seconded by Deputy Mayor Ruttan

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

1. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - public event.

Carried

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b) Resolution

Resolution No. [2025-12]-04

Moved by Councillor Roberts

Seconded by Councillor Trueman

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

Carried

5 Recess (If Required)

a) Council recessed from 6:42 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) Julie Atherley, President, True Friend Supported Independent Living, was present and spoke to Council regarding a proposal for a group home on Stage Coach Road.

b) Steven Leonard was present and spoke to Council regarding private property rights.

10 Briefings

a) Councillor Pegrum and Staff Sergeant Scott Underhill were present and spoke to Council regarding the Frontenac O.P.P. Detachment Board 2025 Annual Report.

b) A representative from ABSI was present and spoke to Council regarding the Building Condition Assessments - 2025.

11 Reports from Administration

a) June is Recreation and Parks Month

Resolution No. [2025-12]-05

Moved by Councillor Morey

Seconded by Councillor Leonard

That Council declare June as Recreation and Parks Month in South Frontenac Township.

Carried

b) Sydenham Water Financial Plan 2025-2031

Resolution No. [2025-12]-06

Moved by Councillor Pegrum

Seconded by Councillor Turcotte

That Council support the attached 2025-2031 Financial Plan for Sydenham Water.

Carried

- c) Rogers Communications Inc. Wireless Telecommunications Installation
Proposal C8875 – Buck Lake @ South Frontenac

Councillor Morey withdrew from the meeting due to a pecuniary interest.

Resolution No. [2025-12]-07

Moved by Deputy Mayor Ruttan

Seconded by Councillor Roberts

That the Township of South Frontenac concurs with the proposal by Rogers Communications Inc. to erect a wireless communication installation on the property with PIN 362480041 on Perth Road, and

That staff be directed to send a statement of concurrence to Rogers Communications Inc. and to Innovation, Science and Economic Development Canada.

Carried

- d) Councillor Morey returned to the meeting.

- e) Adoption of New Official Plan

Resolution No. [2025-12]-08

Moved by Councillor Trueman

Seconded by Councillor Turcotte

That By-law 2025-025 approved by Council on April 8, 2025 be revoked;

That Council Adopt the Township's New Official Plan as included in Exhibit A to Report 2025-078 and forms Exhibit A of By-law 2025-41;

That By-law 2025-41 being a By-law to Adopt the Township's New Official Plan, be given first and second reading;

That Council direct staff to forward the adopted New Official Plan to the County of Frontenac for final approval;

That Council direct staff to advise the County of Frontenac of this endorsement, as presented at the May 20, 2025, Council meeting; and

That By-law 2025-41 be presented to Council for third reading.

Carried

- f) Environmental Impact Study (EIS) Guidelines Final Document

Resolution No. [2025-12]-09

Moved by Councillor Sleeth

Seconded by Councillor Roberts

1) That Council receive the Environmental Impact Study (EIS) Guidelines as included in Exhibit A to this Report; and

2) That Council direct staff to use the EIS Guidelines for all planning applications where applicable.

Carried

- g) Deeming By-Law Application PL-LC-2025-0048 (Green), Lot 19, Plan 1706

Resolution No. [2025-12]-10

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Moved by Councillor Leonard

Seconded by Councillor Pegrum

That Deeming By-Law Application (File Number PL-LC-2025-0048) submitted by Dylan Sutton, on behalf of Kathleen Green, regarding 6105 McMahon Drive, be approved;

That By-law 2025-40, attached to Report Number 2025-074, as Exhibit A, deem the property described as Lot 19, Plan 1706, District of Portland, Township of South Frontenac as not being in a plan of subdivision, be given first and second reading; and

That By-law 2025-40 be presented to Council for third reading.

Carried

h) Bunker Hill Road Project – Final Steps

Resolution No. [2025-12]-11

Moved by Councillor Morey

Seconded by Councillor Leonard

That Council approve By-law 2025-35, attached as Exhibit A, to assume a section of road, and By-law 2025-36, attached as Exhibit B, to close a portion of road;

That By-law 2025-35, attached to Report Number 2025-68, as Exhibit A, being “A By-law to Assume as Common and Public Highway Certain Lands in the Township of South Frontenac, Pursuant to Section 31(6) of the Municipal Act, 2001” and notwithstanding By-law 2025-33, By-law 2025-36, attached to Report Number 2025-68, as Exhibit B, being “A By-Law to Stop up and Close a Portion of Road in the Township of South Frontenac as a result of Reconstruction on Bunker Hill Road” be given first and second reading;

That notwithstanding By-law 2025-33, Council approve the renaming of Part 1 Plan 13R-20702, attached as Exhibit C, to Report Number 2025-68, to McNichols Access Road; and

That By-laws 2025-35 and 2025-36 be presented to Council for third reading.

Carried

i) Noise By-law Exemption Request

Resolution No. [2025-12]-12

Moved by Councillor Turcotte

Seconded by Councillor Sleeth

That the Line Spike Frontenac Event to be held at 3587 Harrowsmith Road by Get2ThePoint Productions be granted an exemption from Section 3. Clause F. of By-law 201-41, as amended, “A By-Law To Prohibit And Regulate Noise Within The Township of South Frontenac”, to permit musical events on June 28, 2025 and June 29, 2025 between 10:00 a.m. and 11:00 p.m.

Carried

j) Proposed Property Standards By-law

Resolution No. [2025-12]-13

Moved by Councillor Morey

Seconded by Councillor Pegrum

Recommendation One:

That Council approve the proposed Property Standards By-law, as amended, (attached to Report 2025-066 as Exhibit A);

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That Council approve the proposed amendments to the By-law 2022-70 As Amended, A By-Law to Impose Administrative Monetary Penalties On Violations Of Municipal By-Laws (attached to Report 2025-066 as Exhibit B);

That Council approve the proposed By-Law to Appoint Property Standards Officers for the Township of South Frontenac (attached to Report 2025-066 as Exhibit C); and

That By-law 2025-37, attached to Report Number 2025-66 as Exhibit A, being a By-law for Prescribing Standards for the Maintenance of Property Within The Township of South Frontenac, as amended, By-law 2025-38, attached to Report Number 2025-66, as Exhibit B, being a By-law to Amend By-Law 2022-70, As Amended, “A By-Law To Impose Administrative Monetary Penalties On Violations Of Municipal By-Laws” and By-law 2025-39, attached to Report Number 2025-66, as Exhibit C, being a By-law to Appoint Property Standards Officers for the Township of South Frontenac, be given first and second reading; and

That By-laws 2025-37, as amended, 2025-38 and 2025-39 be presented to Council for third reading.

Recommendation Two:

That the following members of Council be appointed to the Appeals Committee for the term of Council:

- i. Mayor Vandewal
- ii. Councillor Trueman; and
- iii. Councillor Leonard.

Carried as Amended

Resolution No. [2025-12]-14
Moved by Councillor Pegrum
Seconded by Councillor Sleeth

“Exterior lighting shall be directed away from adjacent properties and shall be positioned and operated in a manner so that it is not likely to cause unreasonable impacts on adjacent properties.”

Carried

- 12 Reports from Advisory Committees
- 13 Information Reports
 - a) Award of Tender # PS-2025-02 Road 38 Reconstruction
 - b) Award of Tender # PS-2025-04 Fish Creek Bridge Replacement
 - c) Award of Tender # PS-2025-03 Craig Road Reconstruction
 - d) Facility Condition Assessment
 - e) Heritage Advisory Committee Initiatives
- 14 Committee of the Whole
 - a) Not applicable.
- 15 Communications
 - a) There were none.

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16 Tabling of Documents

- a) Received from Rideau Valley Conservation Authority, dated May 2, 2025, regarding the 2024 Audited Financial Statements and the 2025 Approved Budget.
- b) Received from Findhelp Information Services 211, dated May 13, 2025, regarding The Victim Support Directory.
- c) Received from the Federation of Ontario Cottager's Associations, dated May 5, 2025, regarding a call to action to Save the Lake Partner Program of water quality monitoring,
- d) Received from Minister Rob Flack, dated May 13, 2025, regarding the Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17).

17 New Business

- a) There were none.

18 Notice of Motion

- a) There were none.

19 Approval of Minutes

- a) Resolution

Resolution No. [2025-12]-15
Moved by Councillor Roberts
Seconded by Councillor Leonard
That the minutes of the May 6, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

- a) Resolution

Resolution No. [2025-12]-16
Moved by Deputy Mayor Ruttan
Seconded by Councillor Morey
That By-laws Numbers (1) through (7) be given third reading.

Carried

- b) Summary of By-laws:

- 1. By-law 2025-35 - A By-Law to Assume as Common and Public Highway Certain Lands in the Township of South Frontenac, Pursuant to Section 31(6) of the Municipal Act, 2001
- 2. By-law 2025-36 - A By-Law to Stop up and Close a Portion of Road in the Township of South Frontenac as a result of Reconstruction on Bunker Hill Road
- 3. By-law 2025-37 - A By-law for Prescribing Standards for the Maintenance of Property
Within The Township of South Frontenac
- 4. By-law 2025-38 - A By-law to Amend By-law 2022-70, as amended, "A By-law to Impose Administrative Monetary Penalties on Violations of Municipal By-laws"
- 5. By-law 2025-39 - A By-Law to Appoint Property Standards Officers for the

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- Township of South Frontenac
6. By-law 2025-40 - Being a By-Law to deem part of Plan of Subdivision No. 1706 not to be a registered plan of subdivision: Lot 19, Plan 1706, District of Portland
7. By-law 2025-41 - A By-law to Adopt the Township's New Official Plan

21 Committee of the Whole "Closed Session"

a) Not applicable.

22 Confirmation By-law

a) Resolution

Resolution No. [2025-12]-17
Moved by Councillor Pegrum
Seconded by Councillor Turcotte
That By-law 2025-42, 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. [2025-12]-18
Moved by Councillor Morey
Seconded by Councillor Trueman

Carried

b) Note: Councillor Roberts spoke to the recent passing of Kevin Fox and provided information regarding the upcoming celebration of life.

23 Date of Next Meeting

a) The next Council meeting is scheduled for June 10, 2025 at 7:00 p.m.

24 Adjournment

a) Resolution

Resolution No. [2025-12]-19
Moved by Councillor Pegrum
Seconded by Councillor Sleeth
That the Council meeting of May 20, 2025 be adjourned at 8:56 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

By-Law Number 2025-45**A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on June 10, 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 June 10, 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 June 10, 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 June 10, 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, June 10, 2025

Given Third Reading and Passed: Tuesday, June 10, 2025

James Thompson, Clerk

Ron Vandewal, Mayor