



**Township of South Frontenac
Council Meeting Agenda**



TIME: 7:00 PM,
DATE: Tuesday, April 7, 2026
PLACE: Verona Lions Club 4504 Sand Rd/Virtual Via Zoom.

1. Note - Location of Meeting - Verona Lions Club, 4504 Verona Sand Road

2. Meeting to Order

a) Resolution

That the Council meeting of April 7, 2026 be called to order at ____ p.m.

3. Roll Call

4. Approval of Agenda (and Addendum)

a) Resolution

That the agenda be approved, as presented.

5. Disclosure of Pecuniary Interest

6. Committee of the Whole "Closed Session"

7. Recess (If Required)

8. Ceremonial Presentations

9. Public Meeting

a) Resolution

That the public meeting be called to order.

b) Notice of Collection 5

c) Public Meeting for Official Plan Amendment Application PL-OPA-2025-0098 and Zoning By-law Amendment Application PL-ZBA-2025-0097, Hartington Subdivision Phase 2 6 - 35

d) Resolution

That the public meeting be closed.

10. Delegations

11. Briefings

a) Representatives from Quinte Conservation will be present to speak about the application for the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC). 36 - 46

12. Reports from Administration

a) Quinte Conservation – GMF application 47 - 48

That Council acknowledges that Quinte Conservation is applying as the lead applicant under the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC), in partnership with the Township of South Frontenac; and

That the Township also recognizes that the lifetime contribution from the Growing Canada's Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

b) Verona Housing - Easement 49 - 51

That Council approve providing the County of Frontenac with an easement on the property owned by the Township identified as roll # 1029-080-080-10801 for the realignment of the K&P trail in relation to the Verona Housing.

c) Verona Housing – Project Management 52 - 53

That Council approve the extension of the current contract for Project Management with the addition of the construction phase of the Verona Housing project to its completion to 2B Developments in the amount of \$950,000 plus HST.

d) Award of Contract # 2026-C01 – Electronic Voting for 2026 Municipal Election 54 - 56

That Council award the contract for RFP #2026-C01 Electronic Voting for 2026 Municipal Election to Intelivote Systems Inc. for the successful bid of \$54,150 exclusive of HST.

e) Open Air Fires – Fire Permits 57 - 83

That Council authorize the Director of Emergency Services / Fire Chief to implement an Open-Air Fire – Burn Permit system that requires occupants of The Township of South Frontenac to obtain an open-air fire permit prior to setting an open-air fire.

f) Proposed Open Air Fires By-law (Administrative Report) 84 - 115

That Council approve the proposed Open Air Fires By-law (attached to Report 2026-032 as Exhibit A);

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 2026-032 as Exhibit B);

That Council approve the proposed amendments to By-law 2004-59, As Amended, A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac (attached to Report 2026-032 as Exhibit C); and

That By-law 2026-19, attached to Report Number 2026-32, as Exhibit A, being a By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac, By-law 2026-20, attached to Report Number 2026-32, 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 2026-21, attached to Report Number 2026-32, as Exhibit C, being a to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac, be given first and second reading; and

That By-laws 2026-19, 2026-20 and 2026-21 be presented to Council for third reading.

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| g) | Zoning By-law Amendment Application PL-ZBA-2025-0101, Scott
(The Boulevard Group), 4413 Road 38 | 116 -
128 |
|----|--|--------------|

That Zoning By-law Amendment Application PL-ZBA-2025-0101 submitted by Lori Scott and Gregory Gray (The Boulevard Group), regarding 4413 Road 38, be approved;

That By-law 2026-18, attached to Report Number 2026-042, as Exhibit A, being a By-law to amend the zoning on a portion of lands known as 4413 Road 38, Part of Lots 7 and 8, Concession 3, District of Portland, Township of South Frontenac, be given first and second reading; and

That By-law 2026-18 be presented to Council for third reading.

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| h) | Verona Housing Servicing EA – Stage 2 Archaeological
Assessments | 129 -
137 |
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That Council accept the proposal from J. L. Richards (LHC Heritage Planning and Archaeology) for the required Stage 3 Archaeological Assessment (AA) to meet the requirements of the Ministry of Citizenship and Multiculturalism (MCM);

That Council approve an upset budget amount of \$101,722.75 for this activity, and

That Council direct staff to proceed with the Stage 3 AA field investigations pursuant to the MCM Standards and Guidelines for Consultant Archaeologists (2011).

13. Reports from Advisory Committees

14. Information Reports

- | | | |
|----|---|--------------|
| a) | Award of Tender # PS-2026-03 Desert Lake Road Reconstruction | 138 -
141 |
| b) | Award of Tender # PS-2026-01 – 2026 Surface Treatment Program | 142 -
146 |

15. Committee of the Whole

16. Communications

- | | | |
|----|--|--------------|
| a) | Correspondence received from Eastern Ontario Wardens' Caucus (EOWC) regarding the March 2026 newsletter. | 147 -
159 |
| b) | Correspondence received from John Lesperance, regarding the Hartington draft plan of subdivision. | 160 -
163 |

17. Tabling of Documents

18. New Business

19. Notice of Motion

20. Approval of Minutes

- | | | |
|----|------------|--------------|
| a) | Resolution | 164 -
171 |
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That the minutes of the March 3, 2026 Council meeting be approved.

21. Approval of By-laws

- a) Resolution

That By-laws Numbers (1) through (4) be given third reading.

- b) Summary of By-laws:

1. By-law 2026-18 - A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural – Special Provision (RU-85) on a portion of lands described as Part Lots 7 and 8, Concession 3, District of Portland
2. By-law 2026-19 - A By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac
3. By-law 2026-20 - 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”
4. By-law 2026-21 - A By-Law to Amend By-law 2024-59, As Amended being “A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac”

22. Committee of the Whole "Closed Session"23. Confirmation By-law

- a) Resolution

172

That By-law 2026-22, 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 2026-22, being the confirmatory by-law, be given third reading, signed and sealed.

24. Date of Next Meeting

- a) The next Council meeting is scheduled for April 21, 2026 at 7:00 p.m.

25. Adjournment

- a) Resolution

That the Council meeting of April 7, 2026 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

Tuesday, April 7, 2026
7:00 p.m. Council Meeting

Public Meeting Statement

- The purpose of this public meeting is to hear comments on applications for the proposed Hartington Subdivision Phase 2.
- If you wish to be notified of the decision of Council in respect to the applications, 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

Presentation of the Application:

A summary of the Application will be presented to Council by either a member of the Planning Department or the Agent/Applicant.

Please Note: During this stage of the application process, a holistic review of the application has not been completed by Township Staff and/or stakeholders.

Questions/General Comments from Council:

Members of Council may pose questions, relay comments provided by residents to staff or make general comments related to the application.

Please Note: During this portion of the process, members of Council are unable to offer their support or opposition to the application until Council has an opportunity to consider a subsequent report and associated resolution tabled by staff.

Questions/Comments from Members of the Public:

Members of the public are afforded an opportunity to speak to the application for up to five minutes. Members of the public are requested to provide all comments/questions during their statement. There is not an opportunity to discuss comments/questions with other parties.

Please Note: At the conclusion of a statement from a member of the public, Planning staff will have discretion to respond to procedural or simplistic land use planning questions. All questions/comments, and any answers provided if applicable, will become part of a subsequent report.

How to Speak to an Application

- The Mayor will open the floor to public comments
- 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



Hartington Subdivision

Applications for:

Draft Plan of Subdivision

Official Plan Amendment

Zoning By-law Amendment

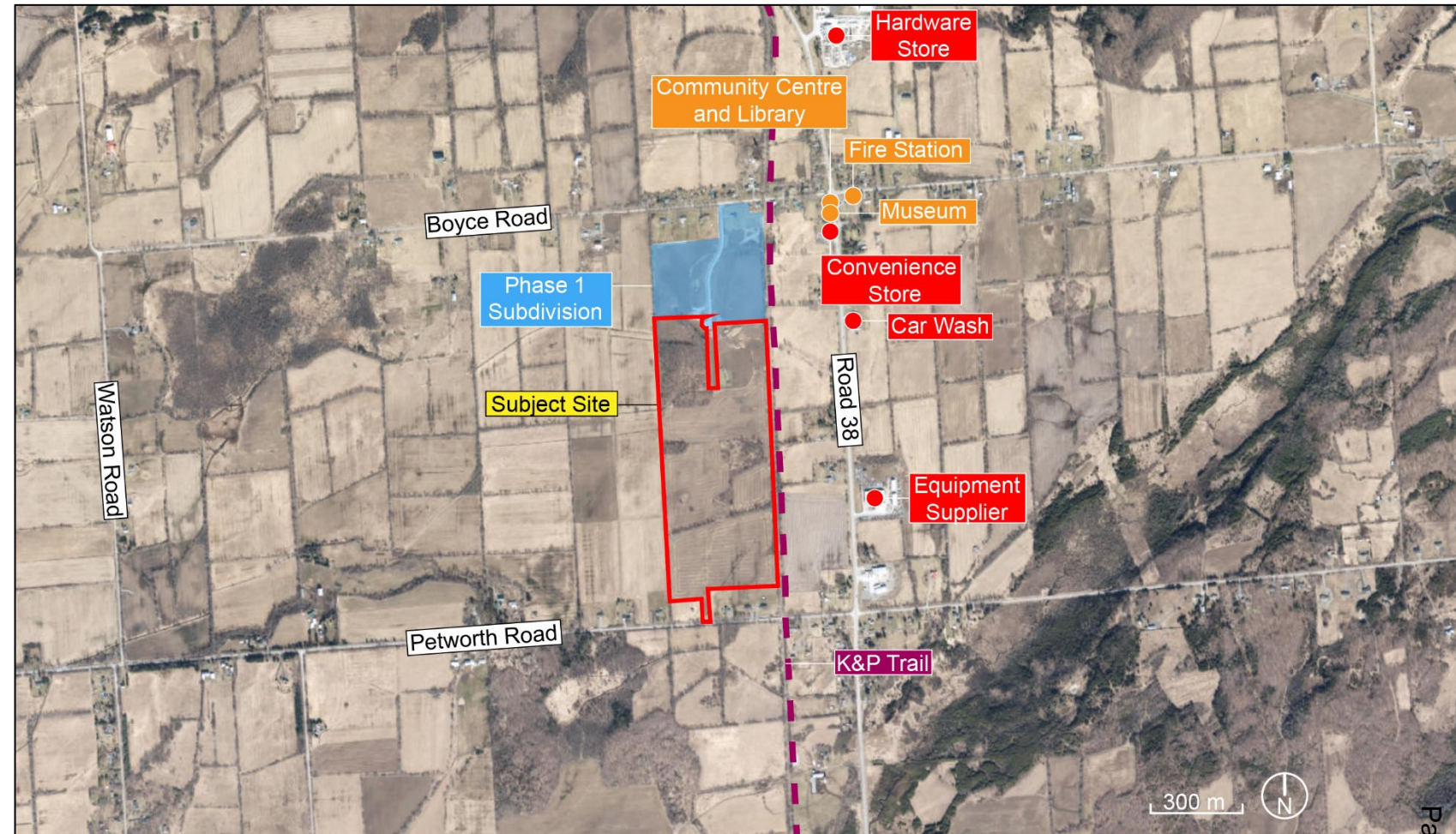
Applicant:

1278804 Ontario Inc.

April 7, 2026

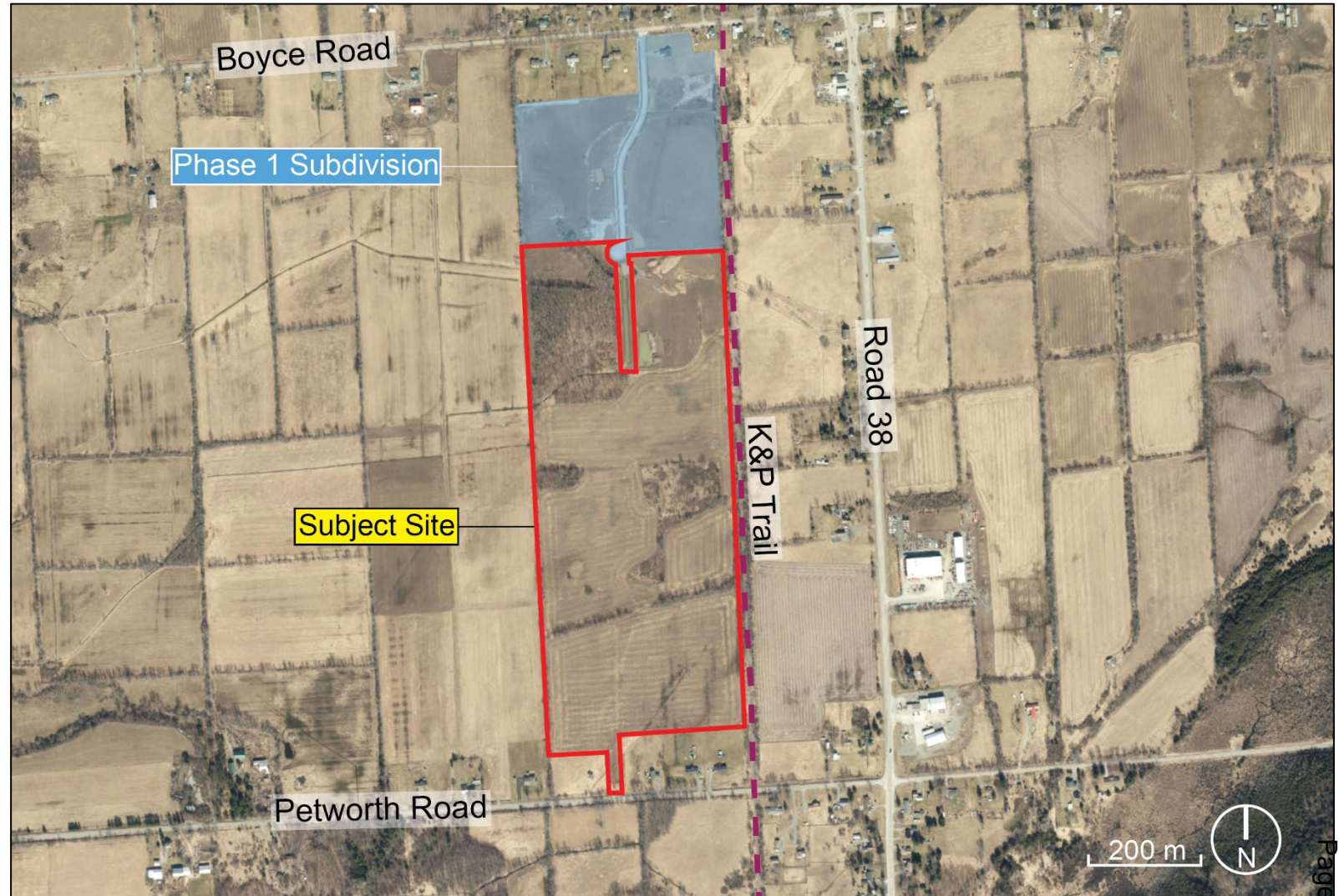
Surrounding Context

- / Surrounding area features a mix of land uses
- / Primarily one- and two-storey single detached dwellings on lots of varying sizes
- / K&P Trail runs along the eastern boundary
- / In proximity to community facilities
- / Vehicular and pedestrian access



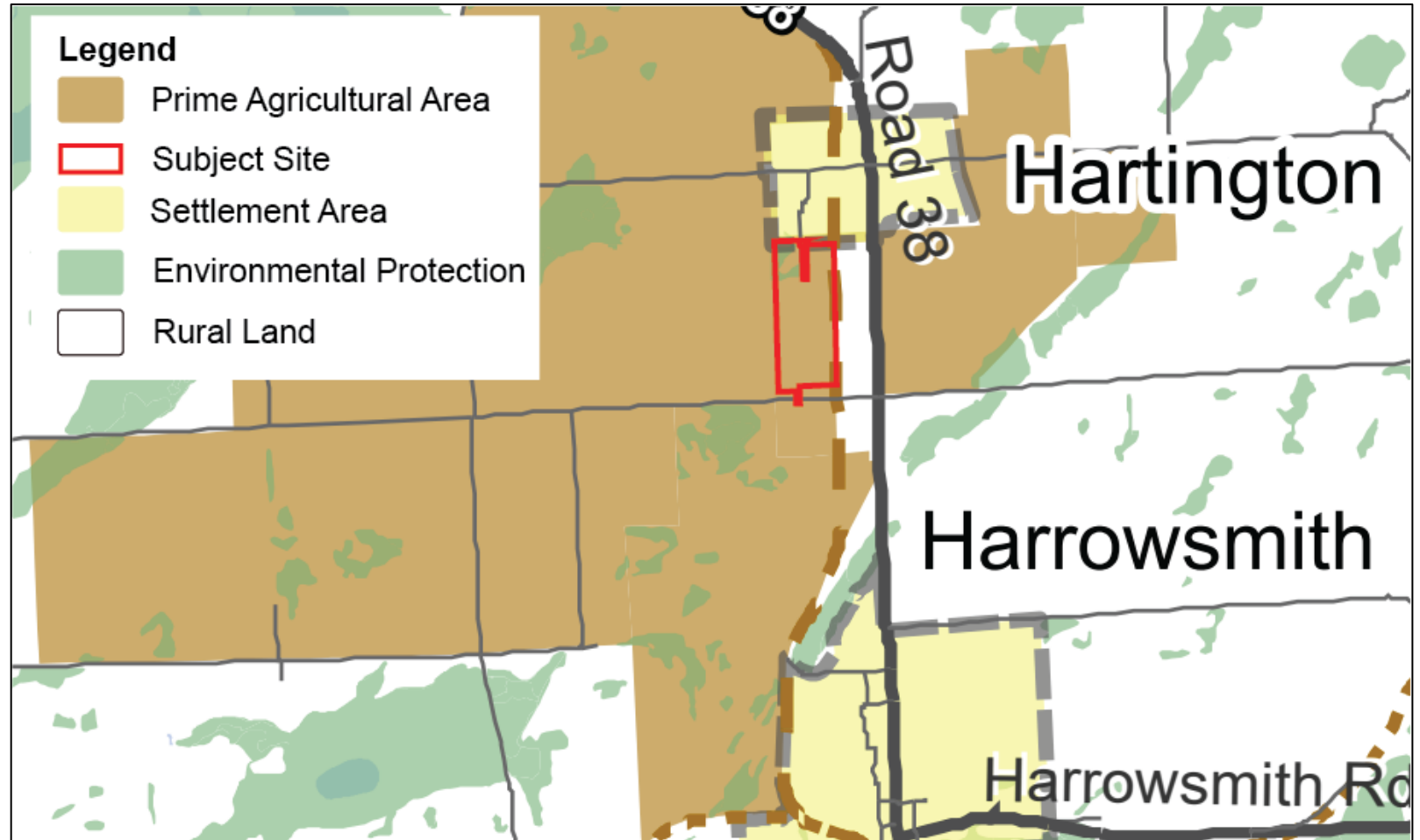
Subject Site

- / South of the Settlement Area of Hartington
- / Site area: +/- 32.6 ha
- / Bittersweet Drive frontage +/- 23.8 m
- / Petworth Road frontage: +/- 20 m
- / Historically used for agriculture
- / Wooden areas in the northwest and eastern portions
- / Pleasant Valley Municipal Drain runs east to west across the site



Official Plan

- / The site is designated Prime Agricultural Area and Environmental Protection
- / Prime Agricultural Areas do not permit the creation of multiple residential lots



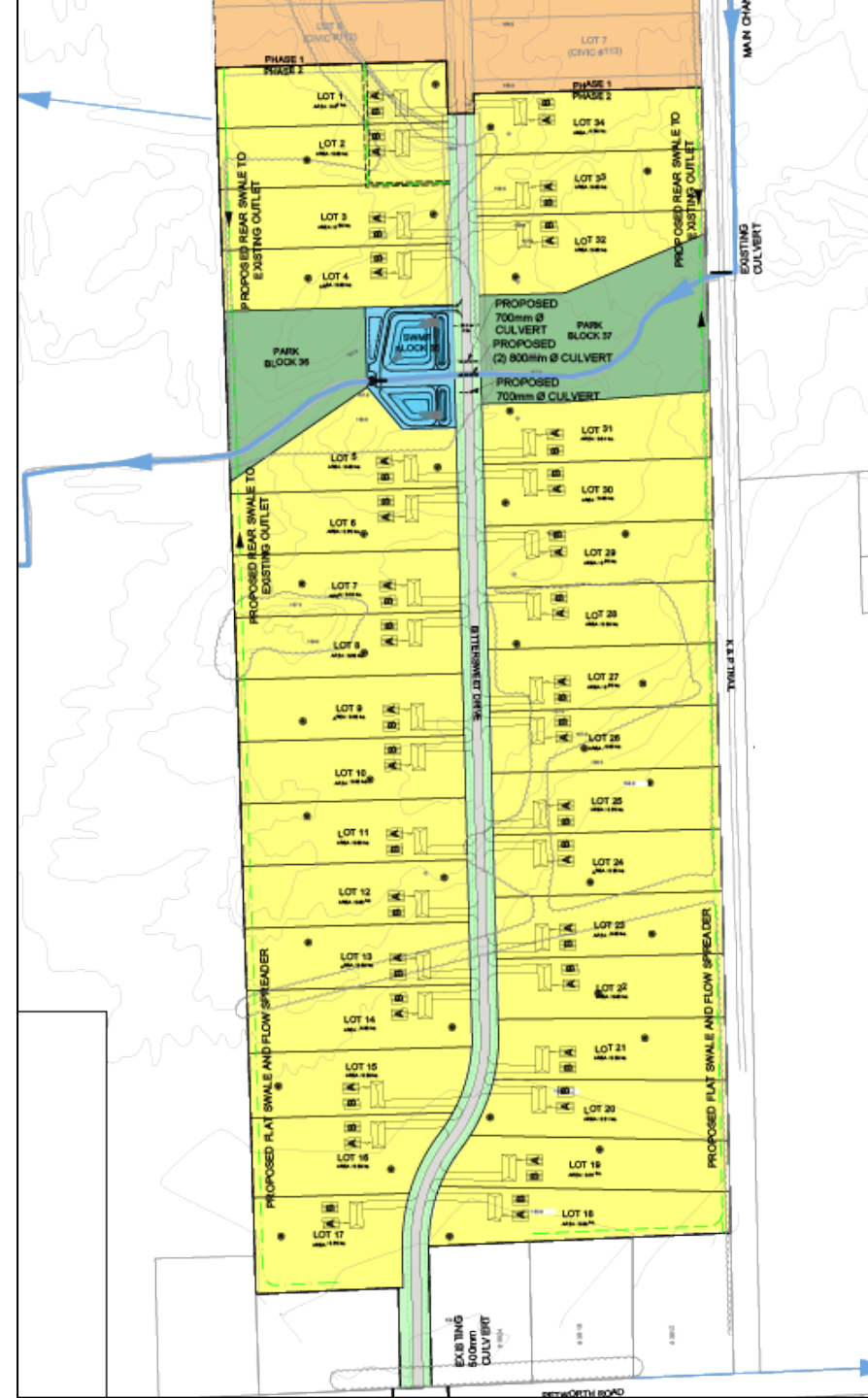
Zoning By-law No. 07-079

- / The site zoned Special Rural Zone 46 (RU-46)
- / Permits a variety of rural uses
- / Has increased west side yard setbacks



Proposed Development

- / Residential subdivision consisting of:
 - o 34 residential lots
 - o Two (2) Parkland Blocks
 - o One (1) Stormwater Management Block
- / Intended to be developed with single-detached residential dwellings serviced by private water and septic systems
- / Extension of Bittersweet Drive to provide connection between Boyce Road and Petworth Road
- / Overall net density of 1.06 units per hectare
- / Reduced lot frontage maintains character of the existing low-density rural development in the surrounding area and existing developed portion of the subdivision
- / Requires an expansion to the Settlement Area of Hartington

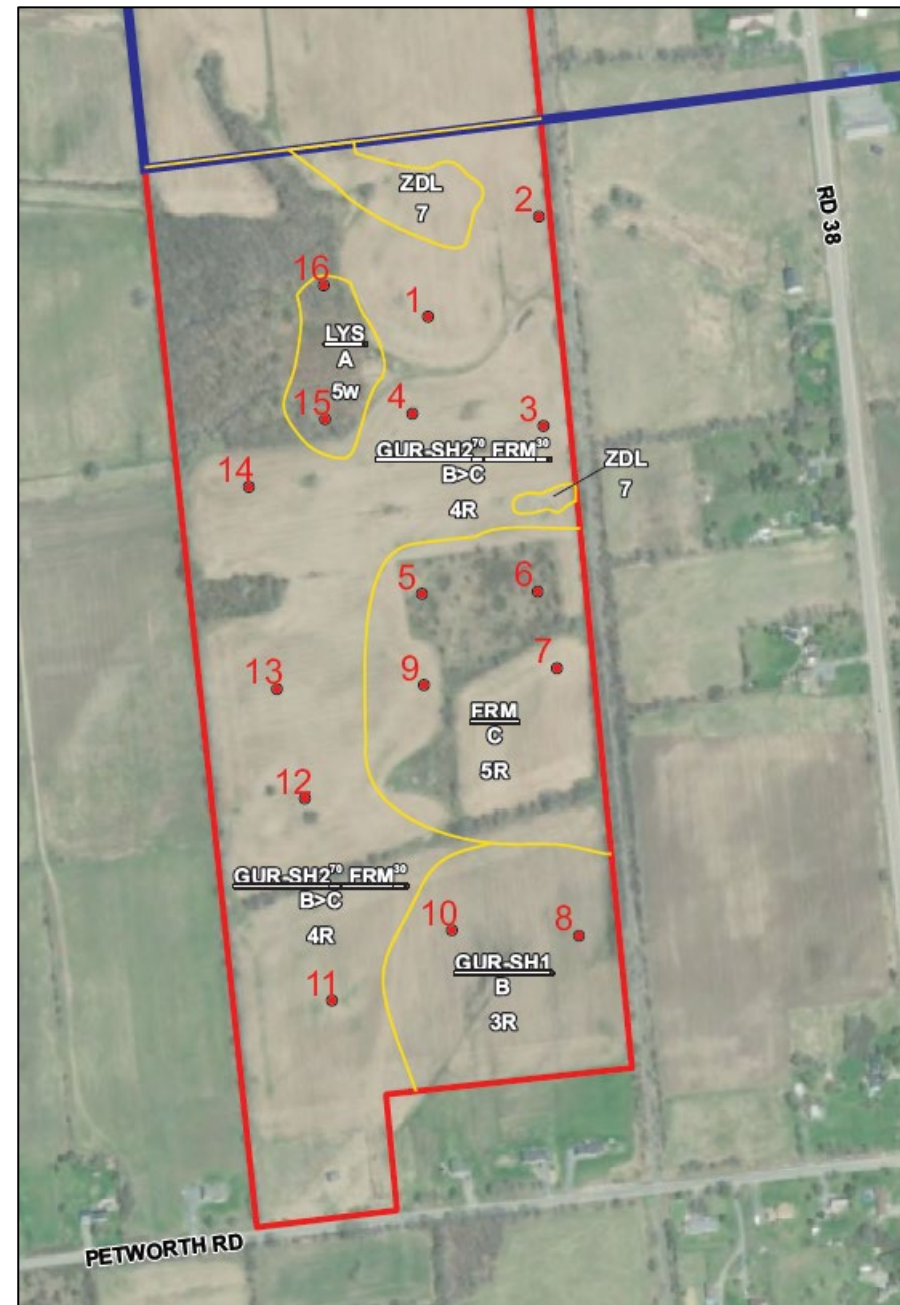


Technical Studies

- / Environmental Impact Assessment
- / Stormwater Management Report
- / Hydrogeological Assessment Brief
- / Traffic Brief
- / Servicing Options Memo
- / Soil Survey and MDS I Study

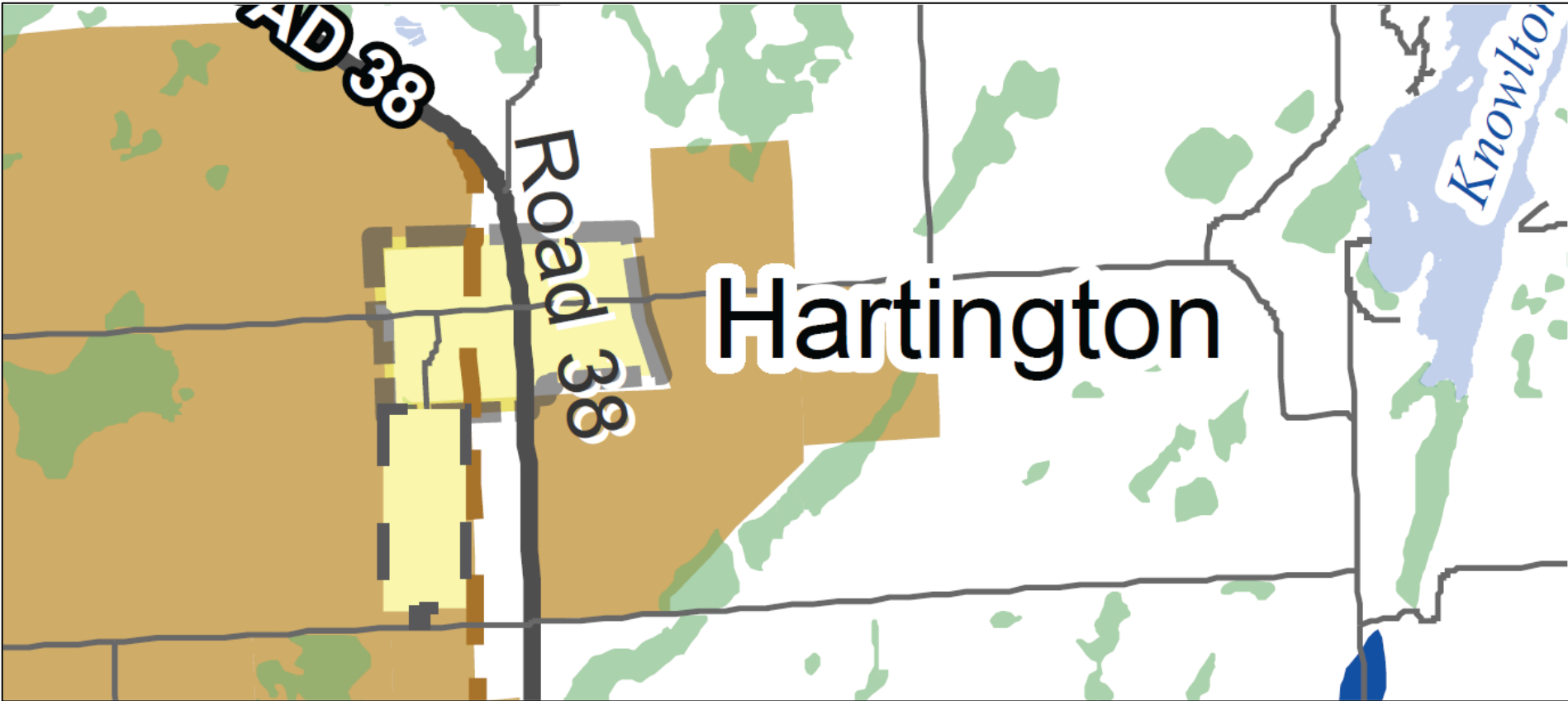
Soil Survey

- / 16 soil profiles gathered across the site
- / Soil on site comprised of:
 - / Class 3R (12.9%)
 - / Class 4R (44.5%)
 - / Class 5R (36.3%)
 - / Class 5W soils (3.2%)
 - / Class 7 soils (2.9%)



Proposed Official Plan Amendment

- ✓ The proposed Official Plan amendment will:
 - Designate the lands Settlement Area, expanding the Settlement Area boundary of Hartington



Proposed Zoning By-law Amendment

- ／ The proposed Zoning By-law Amendment will:
 - Rezone a majority of the site to a Special Residential Zone (R-X)
 - Permit a reduced lot frontage of 45 metres
 - Rezone a portion of the site to a Special Open Space Zone (OS-X)
 - Permit stormwater management facilities



Summary – Good Land Use Planning

- / The proposal will support the creation of new residential and open space uses within an expanded settlement area
- / Has regard for matters of Provincial Interest, is consistent with the Provincial Planning Statement, and conforms to the County of Frontenac Official Plan and the overall intent and purpose of the South Frontenac Official Plan
- / Supports housing options in a manner which is compatible with and maintains the character of the surrounding area
- / The proposal is anticipated to have a sufficient long term well water supply, and is not anticipated to have negative impacts on natural heritage features
- / Represents good land use planning

Questions & Comments

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: April 7, 2026

Subject: Public Meeting for Official Plan Amendment Application PL-OPA-2025-0098 and Zoning By-law Amendment Application PL-ZBA-2025-0097, Hartington Subdivision Phase 2

Report Number: 2026-041

Summary

This report provides Council with information about applications for official plan amendment, zoning by-law amendment, and draft plan of subdivision for a property in Hartington.

Consistent with Council's Procedural By-law, Council will receive comments from the public on the applications 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 these applications at a future meeting.

Recommendation

This report is for information only.

Background

The owner is proposing to extend Bittersweet Drive to Petworth Road, and to develop a 34 lot residential subdivision. The subdivision would also have two park blocks and one stormwater management block.

The proposed official plan amendment would change the designation on the subject lands from Prime Agricultural Area and Environmental Protection to Settlement Area. This would expand the Hartington Settlement Area boundary to include the site.

The subject lands are zoned RU-46. The proposed zoning by-law amendment would place the proposed residential lots in a Residential (R) zone that would allow a minimum 45 metre frontage. The amendment would also place the proposed park and stormwater management blocks in a Public Open Space (OS) zone.

The application for draft plan of subdivision would enable the lot and block creation as well as the road extension.

The subdivision application was submitted to, and will be processed by, the County of Frontenac, as they are the approval authority for plans of subdivision. Notice of this

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application was provided jointly with the official plan amendment and zoning by-law amendment applications.

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

Applications and Supporting Documents

The applications and supporting documents can be accessed through the Township's CivicWeb Document Center, <https://southfrontenac.civicweb.net/filepro/documents/126645/>.

The submitted draft plan of proposed subdivision and a concept plan (Forefront Engineering Inc., August 2025) illustrate the layout of the road, lots and open space blocks. They help visualize the proposed development. Exhibit A attached to this staff report is the submitted concept plan.

The **Planning Justification Report** (Fotenn Consultants Inc., December 19, 2025) assessed the proposal in the context of the surrounding area as well as its conforming with the applicable policy and regulatory framework. Exhibit B attached to this staff report includes the draft official plan amendment and draft zoning by-law amendment that were prepared by Fotenn.

The **Soil Survey and MDS I Study** (Colville Consulting Inc., August 15, 2025) determined that the subject lands are mainly comprised of lower priority agricultural lands (i.e. not Class 1, 2 or 3 soils). The consultant noted that lands in the surrounding area (1.5km radius) exhibit the same low priority agricultural and characteristics, and that there have been no investments in land improvements likely due to shallow depth to bedrock. They concluded that placing the lands in the Settlement Area would have minimal impacts on the area's agricultural system, and that it is a reasonable choice of locations for settlement area boundary expansion. The Township is having this study reviewed by a third party consultant.

The **Servicing Options Memorandum** (Forefront Engineering Inc., December 3, 2025) considered the technical feasibility, environmental suitability and economic viability of using communal water and wastewater systems instead of individual wells and sewage systems to service the proposed development. The consultant suggested that communal services would not be economically viable.

The **Hydrogeological Assessment Brief** (ASC Environmental Inc., September 3, 2025) concluded that well pumping test results show sufficient long term well water supply to meet demands without influence on existing neighbouring water supply. Also, that the water bearing zones are capable of replenishing wells in the proposed subdivision to meet seasonal variability, peak subdivision demand and long term water taking. There are elevated total dissolved solids, chloride and sodium in the groundwater, which can be removed with treatment. The consultant also concluded there is a low potential for nitrate impact to water supply in the subdivision. Frontenac County is having this study reviewed by a third party consultant.

An **Environmental Impact Assessment** (Ecological Services, December 9, 2025) was submitted. The purpose of the EIA was to identify and evaluate the significance of any natural heritage features, with a focus on species at risk, on the subject property and within the broader study area, as well as to assess the potential impacts from the proposed development, and to recommend appropriate mitigation measures. The recommended mitigation measures are to avoid tree clearing during bat roosting season and migratory bird breeding season, and to keep the wooded areas on some of the lots and the parkland block. The Township is having this study reviewed by a third party consultant.

The **Stormwater Management Report** (Forefront Engineering Inc., August 2025) details the existing drainage conditions and provides recommendations for stormwater management for the proposed subdivision. It recommended that two wet pond type stormwater management facilities be developed to mitigate any adverse water quantity and quality effects that site run-off may have on downstream works and the Pleasant Valley Municipal Drain. Enhanced swales are proposed to provide quality and quantity control for runoff draining to the south. Public Services staff is reviewing the study.

A **Traffic Brief** (Forefront Engineering Inc., September 17, 2025) was submitted that concluded that there are no concerns associated with the additional traffic generated from the proposed development. Public Services staff is reviewing the study.

An archaeology clearance letter (Ministry of Tourism, Culture and Sport, September 23, 2013) was submitted.

Discussion

The proposal will need to be assessed against the applicable policies of the Provincial Planning Statement 2024 (PPS), County of Frontenac Official Plan, and Township of South Frontenac Official Plan (2025), as well as the provisions of Zoning By-law No. 2003-75 as amended.

This section of the report provides an overview of the high level policy themes that apply to the proposal. A detailed policy analysis and recommendations will be provided in a subsequent report to Council following the public meeting and completion of the technical review process.

Settlement Area Expansion into Prime Agricultural Area

Most of the subject lands are designated Prime Agricultural Area by the Township Official Plan. The exception is the northwest corner which is designated Environmental Protection.

The application for official plan amendment seeks to change the designation on the subject lands from Prime Agricultural Area and Environmental Protection to Settlement Area. This would expand the Hartington Settlement Area boundary to include the site.

Prime agricultural areas are to be protected for long-term use for agriculture. Prime agricultural areas have a high capability to produce food, are primarily comprised of large blocks of Canada Land Inventory (CLI) Class 1 to 3 lands with some Class 4 to 5 lands included, have a local concentration of agricultural operations which exhibit characteristics of on-going agriculture, and are relatively unconstrained from incompatible uses.

The PPS states that land may only be excluded from prime agricultural areas for the expansion of a settlement area. There are several matters that the Municipality must consider in allowing a settlement area boundary expansion. These include:

1. the need to designate and plan for additional land to accommodate an appropriate range and mix of land uses;
2. the evaluation of alternative locations which avoid prime agricultural areas and, where avoidance is not possible, consider reasonable alternatives on lower priority agricultural lands in prime agricultural areas;
3. whether the expanded settlement area complies with the minimum distance separation formulae;
4. whether impacts on the agricultural system are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible as determined through an agricultural impact assessment or equivalent analysis, based on provincial guidance; and
5. the expanded settlement area provides for the phased progression of urban development.

The Planning Justification Report and the Soil Survey and MDS I Study were submitted to address these matters.

Settlement Area

Settlement areas are to be the focus of growth and development. They need to accommodate a mix of housing types, employment, institutional, recreation, park and open space and other uses to meet the long-term needs of a community. When directing development to a settlement area, there needs to be consideration for locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Servicing

Municipal water and sewage services is the preferred form of servicing for development in Settlement Areas. These services can enable more housing and different types of housing in a smaller space. The submitted Servicing Options Memorandum suggested that communal services would not be economically viable.

The submitted Hydrogeological Assessment Brief indicates that there would be an adequate water supply for the development, and that there would be no interference from sewage disposal or unsustainable draw down of the water table.

Environmental Protection

The northwest corner of the subject property is designated Environmental Protection by the Township Official Plan. Provincial mapping suggests that there is a wetland in this location. The submitted Environmental Impact Assessment (EIA) evaluated this location and determined that it is a woodland not a wetland. The EIA recommended mitigation measures to protect species at risk bats and birds that are present on and around the property.

Proposed Subdivision

If the Municipality determines that it is appropriate to allow the settlement area expansion, the zone on the subject lands would need to be changed to reflect the different components of the proposed subdivision. This would include placing the proposed residential lots in a Residential (R) zone, and proposed park and stormwater management blocks in a Public Open Space (OS) zone. The draft plan of subdivision will require further review and approval before the development could occur.

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*, more than 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 (January 29, 2026)
- by mail to individuals who requested notification (January 29, 2026)
- by posting notice signs on the subject lands (January 30, 2026)
- by e-mail to prescribed persons and public bodies

Notice was also posted on the Township website.

Attachments

Exhibit A – Concept Plan

Exhibit B – Draft Official Plan Amendment and By-laws

Approvals

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

Submitted By:

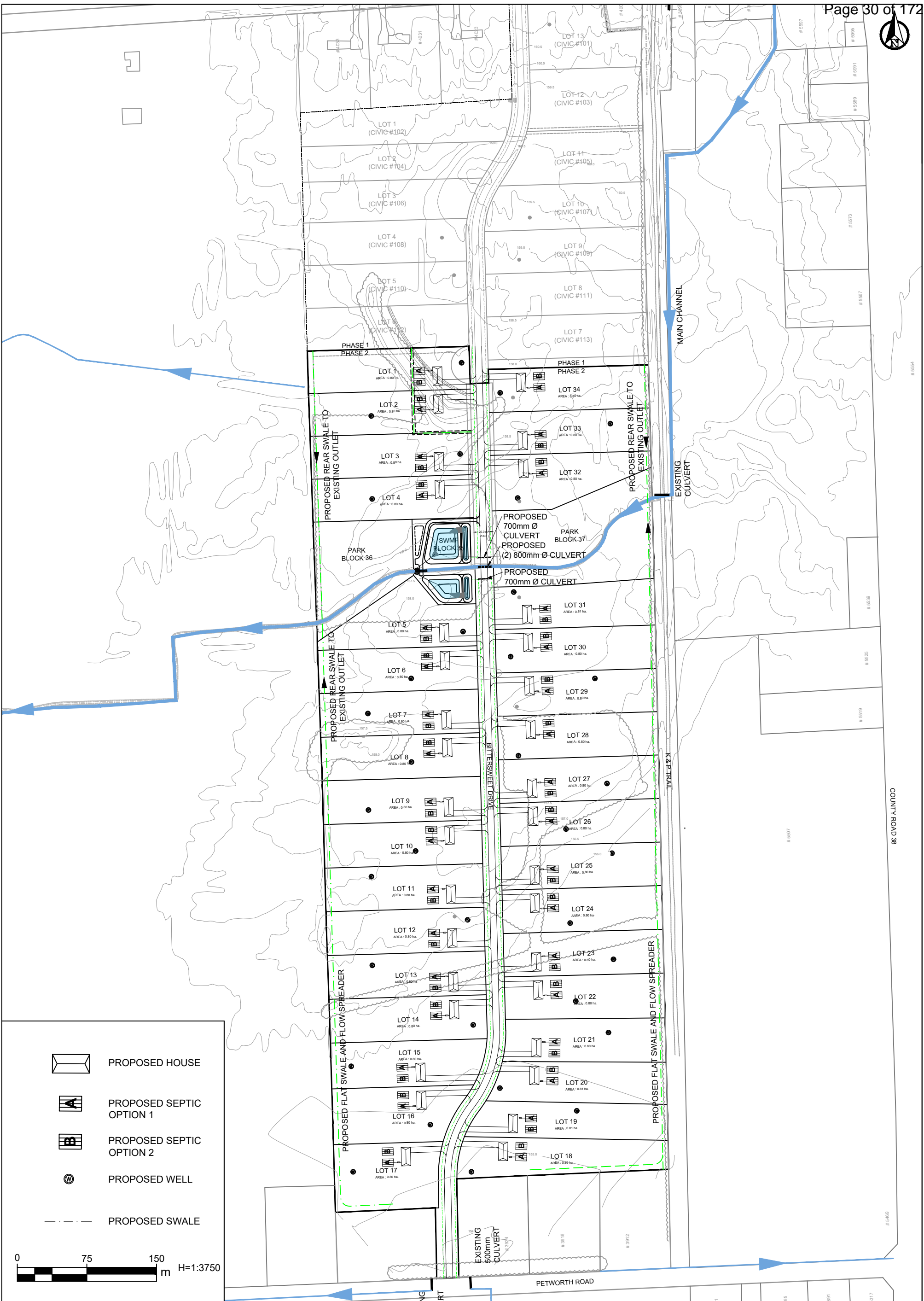







Brad Wright, RPP, MCIP, AICP, PLE
Director of Development Services

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer



-  PROPOSED HOUSE
-  PROPOSED SEPTIC OPTION 1
-  PROPOSED SEPTIC OPTION 2
-  PROPOSED WELL
-  PROPOSED SWALE



No.	Revision/Issue	Date



1329 Gardiners Road Suite 210
 Kingston, ON, Canada K7P 0L8
 613.634.9009 tel.
 1.888.884.9392 fax.

Client
 1278804 ONTARIO INC.
 TERRY GRANT CONSTRUCTION

Project
 HARTINGTON SUBDIVISION
 PHASE 2

Drawing CONCEPT PLAN		
Drawn by: EP	Checked by: JH	Project No.
Designed by: KMN	Approved by: KMN	Drawing No.
Date: AUGUST 2025	CP	
Scale: 1: 3750		

Appendix A

Proposed Official Plan Amendment

TOWNSHIP OF SOUTH FRONTENAC

BY-LAW 2025-xx

BEING A BY-LAW TO AMEND BY-LAW NUMBER ____-__, THE OFFICIAL PLAN FOR THE TOWNSHIP OF SOUTH FRONTENAC, AS AMENDED, TO REDESIGNATE THE LANDS IDENTIFIED AS PART OF LOT 7, CONCESSION 7, GEOGRAPHIC TOWNSHIP OF PORTLAND, TOWNSHIP OF SOUTH FRONTENAC FROM “RURAL” TO “SETTLEMENT AREA

Whereas the Council of the Corporation of the Township of South Frontenac deems it expedient to amend By-law ____-__, the Township of South Frontenac Official Plan, as amended, as it relates to a parcel of land located in Part of Lot 7, Concession 7, Geographic Township of Portland, and

Whereas Council held a statutory Public Meeting on the proposed Official Plan Amendment, as required by the Planning Act, on xxxx, 2026;

Now Therefore, the Council of The Corporation of the Township of South Frontenac, in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990. c.P.13, as amended, enacts as follows:

1. That Township of South Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number XX to the Official Plan:
 - a. Amend Map A: Land Use Plan of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule ‘A’ to By-Law Number ____-__ as “Settlement Area”.
 - b. Amend Map B: Settlement and Employment Areas of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule ‘A’ to By-Law Number ____-__ as “Settlement Area”.
 - c. Amend Map C: Natural Heritage System of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule ‘A’ to By-Law Number ____-__ as “Settlement Area”.
 - d. Amend Map D: Mineral Aggregates and Mining of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule ‘A’ to By-Law Number ____-__ as “Settlement Area”.
 - e. Amend Map E: Water Resources of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule ‘A’ to By-Law Number ____-__ as “Settlement Area”.
 - f. Amend Map F: Road Classification of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule ‘A’ to By-Law Number ____-__ as “Settlement Area”.
 - g. Amend Map G: Wildfire Hazard Areas of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule ‘A’ to By-Law Number ____-__ as “Settlement Area”.
 - h. Amend Map H: Future Secondary Planning Areas of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland,

Township of South Frontenac as shown on Schedule 'A' to By-Law Number ___-__ as "Settlement Area".

- i. Amend Map I: Township Cemeteries of the Township of South Frontenac Official Plan so as to designate Part of Lot 7, Concession 7, Geographic Township of Portland, Township of South Frontenac as shown on Schedule 'A' to By-Law Number ___-__ as "Settlement Area".

2. That the Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Amendment XX to the Township of South Frontenac Official Plan.

3. That this by-law shall come into force and take effect on the date that Official Plan Amendment XX is approved by Frontenac County, subject to the provisions of the *Planning Act, R.S.O, 1990.c.P.13*, as amended.

Dated at the Township of South Frontenac this xx day of xx, 2026.

Read a first and second time this xxth day of xx, 2026.

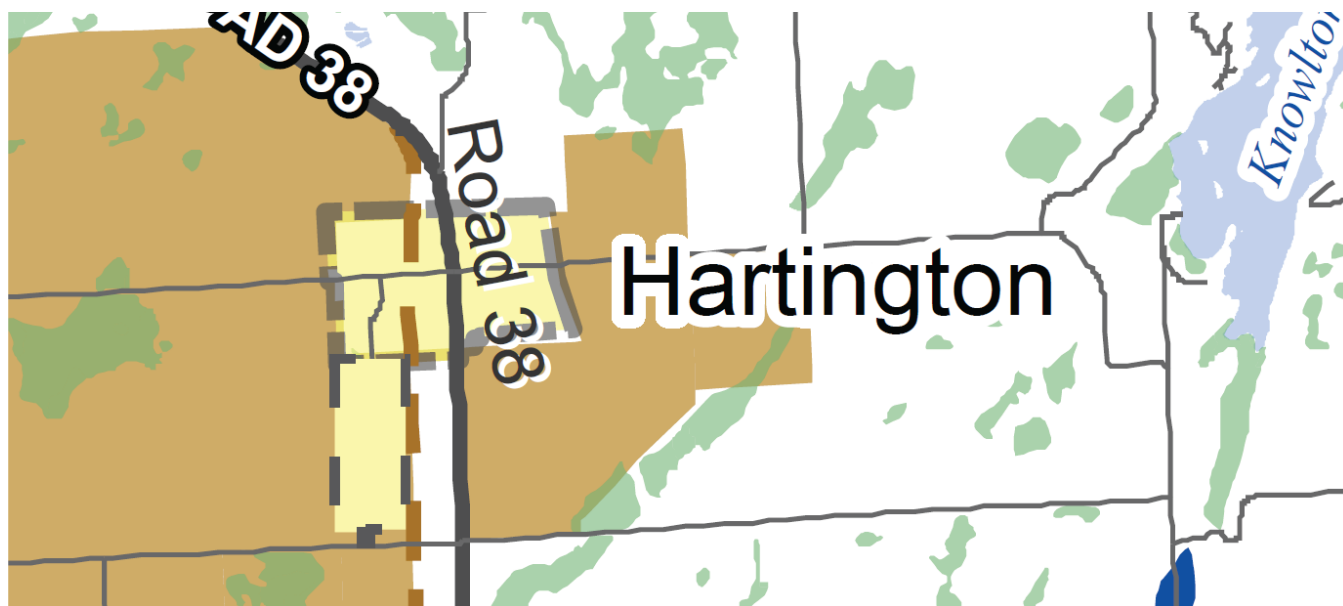
Read a third time and finally passed this xxth day of xx, 2026.

THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1
This is Schedule "1" to By-law No. 2025-XX



Appendix B

Proposed Zoning By-law Amendment

Township of South Frontenac

By-Law Number 2026-XX

Being a by-law to amend By-Law Number 2003-75, as amended, to rezone land from the Rural (RU) Zone to a Special Residential (R-X) Zone, and a Special Open Space—Public (OS-X) Zone, Part of Lot 7, Concession 7, Township of Portland, Township of South Frontenac:

WHEREAS pursuant to the provisions of the 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;

NOW THEREFORE, the Council of the Corporation of the Township of South Frontenac by its Council, hereby enacts as follows:

1. THAT Schedule "C", to Zoning By-law Number 2003-75 as amended, is hereby amended by changing the zoning from the Rural (RU) Zone to the Special Residential (R-X) Zone and the Special Open Space—Public (OS-X) for those lands shown on the attached map designated as Schedule "1".
2. THAT Section 12.5 Special R – Residential Zone is hereby further amended by adding a new section RU-X (Part of Lot 7, Concession 7, Township of Portland, Township of South Frontenac) to read as follows:

R-X (Part of Lot 7, Concession 7, Township of Portland, Township of South Frontenac)

Notwithstanding any provision of this by-law to the contrary, on lands zoned Special Residential (R-X), the following provision applies:

- The minimum lot frontage shall be 45 m (147.63 ft).
- All other provisions of this by-law shall apply.

3. THAT Section 30.5 Special OS Open Space Public Zones, is hereby further amended by adding a new section OS-X (Part of Lot 7, Concession 7, Township of Portland, Township of South Frontenac) to read as follows:

OS-X (Part of Lot 7, Concession 7, Township of Portland, Township of South Frontenac)

Notwithstanding any provision of this by-law to the contrary, on lands zoned Special Open Space—Public (OS-X), the following provision applies:

- Permitted uses:
 - a. facilities for stormwater detention.

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.

Dated at the Township of South Frontenac
this ___ day of _____, 2026.

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

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

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

Ron Vandewal, Mayor

Angela Maddocks, Clerk

Schedule 1

This is Schedule "1" to By-law No. 2025-XX



Passed this ___ day of ____, 2025.

MAYOR _____

CLERK _____



Quinte CONSERVATION



Bay of Quinte Monitoring



Habitat Restoration and Enhancement



Water Quality Monitoring

Lindsay Nash

Outreach and
Stewardship
Coordinator



613-968-3434 ext. 124

LNash@QuinteConservation.ca





[Home](#) ▶ Growing Canada's Community Canopies

Growing Canada's Community Canopies

Helping communities plant the right type of trees in the right places

RECOMMENDED COUNCIL ACTION,

Quinte Conservation is proposing to obtain **council support to apply as the lead** for the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC).

Project Description

Quinte Conservation (alongside QUFN) be lead applicant for the GMF GCCC fund.

Providing 18 member municipalities the *option* to **leverage funding** and **staff support** for planting projects; existing and proposed. Note: trees cannot already be planted prior to obtaining funds.



As lead, Quinte Conservation will focus on planting a **diverse** range of **native** tree and shrub species.

See Growing Canada's Community Canopies [Application Guide](#).

Project Description – Eligible

Funding opportunities are for **long term/permanent** forestry intention and can include the following project types:

- street tree planting,
- urban planting,
- park tree planting,
- riparian planting,
- forest restoration,
- and reforestation on public or private lands.



Project Description – Not Eligible

Please note, projects to transition healthy natural wetlands and grassland ecosystems into forests are not eligible.



Extremely isolated sites not eligible.



A maintenance plan and a survival assessment report are required following each project.

Annual Community Trees Bare-root Giveaway likely not eligible.

Project Description - Timeline

February/March 2026: Obtain council support at their February meetings. Quinte Conservation can only apply with support of council. Even if municipal programs are not included, private interest groups within the municipality could then access these funds.

April 13, 2026: Deadline for municipalities, landowners and private interest groups to respond with project participation and a general project outline.

April 29, 2026: QC will formally apply for the fund with a professionally reviewed planting plan and an urban forestry grant coach.

Late fall 2026 or spring 2027: Plant trees for a period of up to two years.

2027- 2028: Maintain and monitor planted trees.

See Growing Canada's Community Canopies [Application Guide](#)

QC expectations in working with municipal partners and private interest groups:

- A letter of support from council
- A financial contribution of 50%
- A tree planting budget with the source of funding identified
- Identification of existing/proposed programs
- Identify sites where an increase in tree canopy would be beneficial, either on private or public lands
- Any data or current tree/canopy studies to support or identify the need for trees



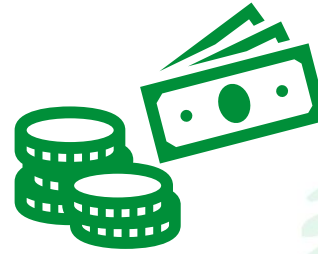
QC will:

- Coordinate administrative and logistical aspects of the application
- Assist with leveraging additional funding where possible
- Act as a liaison between municipalities, local interest groups, and GMF GCCC funders
- Submit final reporting

Financial Details

50% match cost share:

- minimum project cost of \$50,000
- maximum of \$10 million (for eligible costs)
- maximum of \$1 million for infrastructure costs



Half of budget covered by the GMF fund, and the other half could come from:

- municipal budget
- private interest groups
- other grants (not funded by the 2 Billion Trees Program/Tree Canada)
- fundraising
- other

Can increase (not replace) municipal tree planting budgets.

Cannot be part of any legal tree planting requirements.



See [GMF Eligible and Ineligible Costs GCCC Tree Planting Funding](#) for eligible costs.

Implementing a watershed wide tree planting initiative through **different levels of partnership creates capacity** for the community to **work together**, while supporting climate resilience close to home.

Benefits of planting trees:

- Climate resiliency through flood retention
- Reducing carbon dioxide from the air
- Oxygen produced by trees is good for physical health
- Reducing heat island effects in urban areas
- Cooling buildings in summer with shade (lower energy bills)
- Providing a windbreak to buildings in winter (lower energy bills)
- Improved mental health through connection with nature
- Diverse native tree species promotes healthy soils
- Diverse native tree species promotes habitat for a wide range of insects, birds, and mammals that are specific to Quinte.



QC's Vision: advance watershed knowledge and **collective actions** to strengthen our natural ecosystems.

Questions?



Lindsay Nash
Outreach and Stewardship Coordinator
613-968-3434 ext. 124
Lnash@quinteconservation.ca



Township of South Frontenac

Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: April 7, 2026

Subject: Quinte Conservation – GMF application

Report Number: 2026-039

Summary

This report seeks Council support for a request from Quinte Conservation to apply under the Green Municipal Fund (GMF) as the lead applicant.

Recommendation

That Council acknowledges that Quinte Conservation is applying as the lead applicant under the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC), in partnership with the Township of South Frontenac; and

That the Township also recognizes that the lifetime contribution from the Growing Canada's Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

Background

Quinte Conservation reached out to staff with an interest in applying to the Green Municipal Fund (GMF): Growing Canada's Community Canopies (GCCC) grant. The project is focused on planting a diverse range of native trees and shrub species.

Discussion/Analysis

As per the briefing to be provided at the April 7th meeting and presentation provided within the agenda, Quinte Conservation is reaching out to all its member municipalities with a request to support their application to the GMF: Growing Canada's Community Canopies (GCCC) fund. Quinte would act as the lead applicant and also manage the entire project. Interested organizations within South Frontenac would provide their interest to Quinte and any programs would be administered with the oversight of Quinte Conservation. The Township does not have a tree planting program and would not be taking part in this component of the project.

In order for Quinte Conservation to apply for this grant, they need to receive from the Township a resolution which supports them as the lead applicant in partnership with the Township.

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: 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

Lindsay Nash, Quinte Conservation

Attachments

None

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Office of the Chief Administrative Officer

Date of Meeting: April 7, 2026

Subject: Verona Housing - Easement

Report Number: 2026-040

Summary

This report seeks Council support to provide the County of Frontenac an easement on the west parcel of the Verona Housing due to the relocation of the K&P trail.

Recommendation

That Council approve providing the County of Frontenac with an easement on the property owned by the Township identified as roll # 1029-080-080-10801 for the realignment of the K&P trail in relation to the Verona Housing.

Background

In July 2020, the Township purchased lands in Verona with the intent to build housing. At that time discussions were held between the County and the Township to discuss the need to realign of the K&P trail for the project as well as transfer to the Township the portion of the lands owned by the County that make up Verona Street.

In 2020, the County of Frontenac passed bylaw 2020-0009. This bylaw authorized the transfer of the parcel of land known as Verona Street to the Township. This transfer was under the understanding that the trail would need to be realigned as it is currently identified as being on Verona Street. The discussions at the time also proposed providing an easement to the County for the realignment of the trail on the property known as 1029-080-080-10801.

Discussion/Analysis

Through the development of the Verona Housing project, a preliminary road design has been developed for the portion of Verona Street north of Bank Street. Appendix 1 provides the preliminary road design. The trail is identified in yellow. Also identified based on this preliminary design is the easement that would be required for the trail to access the property owned by the Township to the west of the road and beyond the road allowance, circled in red.

As this road design is not finalized, staff are asking for Council approval to allow for an easement on the Township owned parcel to the west of Verona Street, known as roll 1029-080-080-10801 as needed to realign the K & P trail owned by the County.

Financial Implications

Legal costs will be incurred to register the easement in title registry. Sufficient funds exist within the project for these costs.

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

David Munday, Cunningham Swan
Kevin Farrell, CAO, County of Frontenac

Attachments

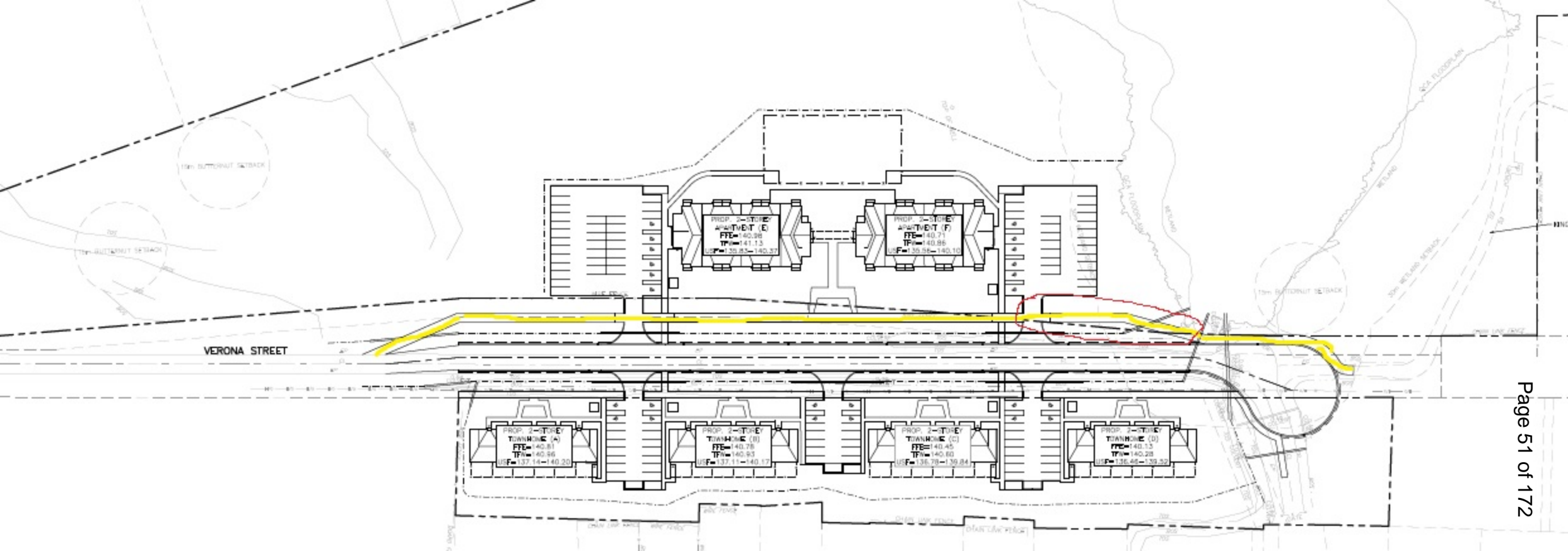
Appendix 1 – Preliminary road design

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer



Township of South Frontenac Staff Report



To: Council
From: Office of the Chief Administrative Officer
Date of Meeting: April 7, 2026
Subject: Verona Housing – Project Management
Report Number: 2026-043

Summary

This report seeks Council support to extend and award the project management on the Verona Housing to the end of the project.

Recommendation

That Council approve the extension of the current contract for Project Management with the addition of the construction phase of the Verona Housing project to its completion to 2B Developments in the amount of \$950,000 plus HST.

Background

The Verona Housing project began with the purchase of land in 2020 followed by the development of the Verona Master Plan in 2021/2022. Information on the project is available at [EngageFrontenac](#).

In March 2024, Council authorized the award of the Verona Housing consultant support contract to 2B Developments. Some critical components of the contract included pre-construction project management, grant support, consideration for the creation of a Municipal Service Corporation. The current project management and Development Consulting Services is focused on various pre-construction activities including oversight and coordination of the site plan and design of the housing, oversight of the contracted architect, various studies such as the Environmental Impact Studies, submission of zoning bylaw amendment, coordination with the Township on servicing requirements, development of the project proforma and financial sustainability and support on grants/financing.

Discussion/Analysis

As we are approaching construction on the project, the scope of the current contract needs to continue on the existing parameters but also needs to be expanded to incorporate project management on the construction component to the end of the project. As the project manager, key responsibilities will include:

- Management of the project schedule

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

- Management of the project budget including cost tracking
- Continued review of the ownership structure with consideration for a Municipal Service Corporation
- Creation and documentation the rental process
- Continue support for project grants/financing applications and reporting
- Oversight of Architect team – RAW Design (awarded December 3, 2024) and sub-consultants
- Management of procurement on the project including
- Oversight of construction management for the road, servicing and housing

2B Developments has thorough knowledge of the project that is critical to ensure a smooth transition into the construction phase. They have been involved in all the pre-construction components and have been a key partner in ensuring the success of the project to have it come to a stage where construction is estimated to take place in the summer. For this reason, staff are recommending that the current contract be extended to continue the existing services provided along with the addition of project management services for the construction phase of the project.

Financial Implications

The proposed fees for the project management component of the project to its completion is \$950,000 + HST. Project completion is estimated to be in June 2028.

Sufficient funds exist in the project budget for this component. Project management fees were estimated in the project proforma in the amount of \$1,220,000.

The project has an estimated total cost of \$32.9 million.

Relationship to Strategic Plan

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

Climate Considerations

- Not applicable to this report.

Approvals

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: April 7, 2026

Subject: Award of Contract # 2026-C01 – Electronic Voting for 2026 Municipal Election

Report Number: 2026-34

Summary

The purpose of this report is to summarize the Request for Proposal (RFP) #2026-C01 and recommend the award of contract for the Electronic Voting for the 2026 Municipal Election to Intelivote Systems Inc.

Recommendation

That Council award the contract for RFP #2026-C01 Electronic Voting for 2026 Municipal Election to Intelivote Systems Inc. for the successful bid of \$54,150 exclusive of HST.

Background

On November 4, 2025, Township Council approved [By-law 2025-69](#) which authorized the Township to use alternative voting methods for the 2026 municipal election. On January 26, 2026, the Townships of Central, North and South Frontenac issued a combined RFP #2026-C01 to procure the services for electronic and telephone voting. The deadline for submissions was February 20, 2026. The RFP was advertised on Biddingo.com and the respective Frontenac municipalities' websites.

Discussion/Analysis

At the close of the RFP, four submissions were received. Representatives from South, Central, and North Frontenac Townships met and evaluated the submissions based on the following criteria established in the RFP:

- | | |
|--|-----------|
| • Communication Skills: | 5 points |
| • Business Experience & Team Composition | 10 points |
| • Understanding Municipalities' Needs: | 25 points |
| • Technical Solution | 20 points |
| • Cost | 20 points |
| • Product Demonstration (by invitation) | 20 points |

The two highest scoring vendors were selected to conduct a product demonstration hosted on March 12, 2026. The evaluation team scored the presentations based on the vendors' ability to clearly demonstrate the ability to meet all aspects of the evaluation criteria. Intelivote Systems Inc. received the highest score due to their demonstrated knowledge and robust and holistic understanding of the complete election process including legislative requirements and individual project elements. They also demonstrated a clear commitment to client service excellence. The overall scoring for the two highest scoring vendors is as follows:

Company	Final Score (100 total points)
Voatz	75
Intelivote Systems Inc.	90

The Township had contracted the services of Intelivote Systems Inc. for the past five municipal elections and based on previous experience, staff are confident that the company will continue to be able to complete the contract for the 2026 election to the full satisfaction of the municipality.

Financial Implications

Costs incurred for the municipal election will be funded by the Election Reserve Fund.

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

Manager of Information Services, County of Frontenac

Attachments

None.

Approvals

Prepared By: Heather Woodland, Deputy Clerk

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

Township of South Frontenac

Staff Report



To: Council

From: Director, Emergency Services-Fire Chief

Date of Meeting: April 7, 2026

Subject: Open Air Fires – Fire Permits

Report Number: 2026-43

Summary

The purpose of this report is to provide Council with information regarding a new Open-Air Fire - Burn Permit system to accompany a new Open-Air Fires By-Law (and associated administrative requirements).

Recommendation

That Council authorize the Director of Emergency Services / Fire Chief to implement an Open-Air Fire – Burn Permit system that requires occupants of The Township of South Frontenac to obtain an open-air fire permit prior to setting an open-air fire.

Background

Currently the Township has no open-air fire permit system in place. Residents and visitors are expected to find and read the by-law to understand their obligations to have an open-air fire. Residents are also required to check the Township website, social media or phone recording to determine if there is a partial or full burn ban in place.

The current system often results in residents and visitors calling the Township reception desk, fire administration, or the Fire Chief directly 24/7 seeking clarification and to report on burning.

Discussion/Analysis

The challenges of not having a burn permit system include:

- Limited process to notify the public of Fire Ban restrictions in effect.
- Limited ability to provide real-time updates on burning restrictions as conditions change.
- Residents not familiar with the Open-Air Fires burning By-Law.
- Limited means to educate the public regarding the by-law and open-air fire burning requirements.

The lack of a burn permit system results in:

- Unrequired Fire responses to perceived emergencies.
- Fires that become uncontrolled due to unsafe burning practices.

- Fire department personnel unaware of where burning is occurring and what has been approved.
- Firefighters fatigue in responding to wildfire incidents.
- Increased maintenance of apparatus and equipment.

In 2025, SFFR responded to 43 wildfires and 20 burn complaints. In total over 50 square kilometers of land was affected by fire and 4 structures were lost. The following is a summary of wildfires from 2020 to 2025 including month of the year.

	2020	2021	2022	2023	2024	2025	Total
Jan	1	0	0	0	0	0	1
Feb	0	0	0	0	0	0	0
Mar	1	4	0	0	5	1	11
Apr	1	2	1	2	5	5	16
May	1	4	4	1	1	3	14
June	4	5	5	1	0	1	16
July	3	3	0	0	1	6	13
Aug	0	4	0	0	1	12	17
Sept	1	2	0	0	1	9	13
Oct	0	1	1	0	3	5	10
Nov	0	1	1	4	4	0	10
Dec	0	0	0	0	0	1	1
Total	12	26	12	8	21	43	122

2025 was an exceptionally busy year creating high demand and fatigue of firefighters responding to wildfire incidents.

Following is a summary of responses to burn complaints when no burn ban was in effect (neighbour disputes or perceived emergencies).

Complaints received when no ban in place.							
	2020	2021	2022	2023	2024	2025	Total
Jan	0	0	0	0	0	2	2
Feb	0	0	0	0	1	0	1
Mar	0	1	0	1	1	0	3
Apr	0	0	2	2	0	2	6
May	4	1	3	4	1	0	13
June	3	2	1	8	0	0	14
July	2	0	0	0	0	2	4
Aug	0	0	1	3	1	0	5
Sept	2	2	1	2	0	1	8
Oct	1	5	2	1	1	0	10
Nov	1	3	1	1	0	2	8
Dec	0	1	0	0	0	0	1
Total	13	15	11	22	5	9	75

The following is a summary of responses to fire during a burn ban.

Response to burning during a burn ban.							
	2020	2021	2022	2023	2024	2025	Total
Jan	0	0	0	0	0	0	0
Feb	0	0	0	0	0	0	0
Mar	6	1	0	0	0	1	8
Apr	11	5	2	0	1	1	20
May	3	1	2	0	4	0	10
June	1	5	0	0	1	0	7
July	3	1	0	0	3	1	8
Aug	0	0	1	1	5	7	14
Sept	1	0	0	0	0	0	1
Oct	0	1	0	1	0	2	4
Nov	0	1	0	1	0	2	4
Dec	2	0	0	0	0	0	2
Total	27	15	5	3	14	14	78

The Proposed permit system is called Burn Permits and is currently utilized by Central Frontenac, Loyalist Township, Tay Valley, Prince Edward County, Greater Napanee, Leeds and Grenville and Rideau Lakes to name a few. The City of Kingston also requires burning permits however uses a different platform.

There are a 7 permit types that residents can apply for online. Each permit type coincides with the Open-Air Fires burning by-law that provides the rules to have each fire type including time of day, size of fire, required clearances to structures and other combustible materials. Each permit requires the permit holder to have certain safety measures in place like a competent adult supervising the fire and a means to extinguish the fire.

The use of open-air fire burn permits aids in fire prevention through the increased flow of communication between the fire department and the public. Through the software used to manage burn permits, vital information is communicated to the public when they apply for permits, register that they intent to burn or the fire ban status has changed. An example is clear messaging outlining the requirements during an open-air burn.

It also supports the optimization of the use of resources and equipment. Further, it is integrated to existing fire software to easily advise staff of the address of registered burns along with map visuals. The Township will also have the ability to send mass alerts, to those registered, notifying them of updated information such as the fire ban status.

The use of open-air fire burn permits or burning without a permit holds property owners accountable for contradictions of the open-air burning by-law and permits for monetary penalties through AMPS, or recovery of costs associated with fire department response, or prosecution under the Fire Protection and Prevention Act where appropriate.

Complaints are directed to Fire Department for enforcement. Additionally, bylaw enforcement can be administered by the Township’s bylaw enforcement or the Ontario Provincial Police, if needed.

If approved, residents would in most cases be provided a 90-day enforcement grace period. Persons burning during a Total Burn Ban would not receive the benefit of a grace period and would be subject to enforcement measures.

Financial Implications

In 2020, the Township of South Frontenac purchased the Burn Permit app that is affiliated with the Who's Responding software that manages the availability and responses of paid-on-call firefighters to emergency incidents. Currently, the Township has approximately 48,000 credits. The existing credits are sufficient to permit the projected use of the system for up to 5 years before any additional costs would be incurred. It is anticipated that use of the permit system would cost approximately \$5,000 to \$7,500 per year based on current costs and use projections. At this time, use of the system is being proposed at no cost to residents to manage open-air-fires more effectively, reduce the likelihood of wildfires, and to reduce the costs associated with unnecessary responses.

Relationship to Strategic Plan

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

Climate Considerations

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

The implementation of the burn permit system contributes to the mitigation of impacts of wildfires.

Notice/Consultation

Ministry of Natural Resources
Ministry of the Environment
James Thompson, Municipal Clerk
Louise Fragnito, CAO

Attachments

Attachment 1 – Draft Guide to Open Air Fires.

Approvals

Submitted By:



Del Blakney, Director of Emergency Services/Fire Chief

Approved By:



Louise Fragnito, Chief Administrative Officer

Open Air Fires Guide



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What is an 'Open Air Fire'?

Open air fires include any fire that is conducted outside of a building. All people, businesses and farm owners wanting to have an open air fire in South Frontenac must first apply for your free 'Open Air Fire Permit'.

South Frontenac Fire & Rescue (SFFR) and South Frontenac Township requires property owners to have a permit, and offers them free of charge. Permits are a way to ensure everyone is aware of the open air fire rules. These rules are set to present dangerous and/or nuisance situations.



Exemptions

Appliances that do not require a permit are those appliances with mechanical shut-offs; propane or natural gas appliances, grilling or cooking fire using smokers, barbecues, masonry barbecues, charcoal appliances, hibachis, and contained pizza ovens.

The open air By-law not apply to the use of blow torches, cutting or welding torches, paving equipment or other such apparatus, where the use is associated with a commercial service or occupation.

The By-law does not apply to the setting of an open air fire:

- a) In a device that has been installed outside of a building and that meets each of the following conditions:
 - the building or is designed for and used for a purpose ancillary to a manufacturing process.
 - the device is certified for use for a purpose described in the point above by a recognized agency mandated in part for that purpose.
 - the certification of the device is produced upon request of an Officer or the Fire Chief, or the device has been approved by the Fire Chief.
 - the device is in good working order.

All other open air fires require a permit.



Permit Types

There are seven types of Open Air Fire Permit available in South Frontenac.

The terms and conditions outlined for your specific permit must be met. Failure to meet or comply with the regulations could result in a fine, recovery of costs, or worse, an uncontrolled fire.

To obtain a permit, visit <https://sf.burnpermits.com>. You must provide the following information to create your account:

- your full name
- email address or phone number
- home address
- address of the property where the fire will be lit



Types of Open Air Fires

Permit Type (General)
Open Air Fire Permit - all fires, including “traditonal campfires”
Additional Permits
Agricultural
Brush
Campgrounds
Outdoor Appliance
Outdoor Fireplace
Special Events

Types of Burn Bans

Level One Burn Ban: All agricultural fires, brush fires, and fireworks are NOT permitted.

Total Burn Ban: **All open air fires**, including “traditional” campfires, campground fires, outdoor appliances and fireplaces, agricultural fires, brush fires, special events fires and fireworks are **NOT** permitted.

Both types of bans do not include appliances with mechanical shut-offs (propane/natural gas): grilling or cooking fires via smokers, barbecues, masonry barbecues, charcoal appliances, hibachis, and contained pizza ovens.



Fire Safety

Regardless of the type of open air fire you lite, always use caution.

- Never use flammable liquids, such as gasoline, to start your fire.
- Remove all vegetation and other material from the immediate area that could spread the fire.
- Maintain close supervision of children and pets.
- Keep your fire on a non-combustible surface such as cement or patio stones and follow clearance requirements.
- Have a bucket of water or a hose nearby to extinguish or control the fire.
- Pay attention to wind conditions and potential spark hazards.
- Follow the terms and conditions of your permit.
- Monitor your phone for burn ban updates.

Be a Good Neighbour

Obtaining a permit to have an open air fire does not relieve you from your obligation to also comply with the Environmental Protection Act of Ontario, which regulates air quality. It is your responsibility to ensure smoke and smell will not prevent your neighbours from enjoying their own time property. Watch where smoke travels and do not burn under the following conditions:

- Smog alert
- Foggy conditions
- Winds - open air fires are not permitted when wind speeds exceed 25 km per hour. www.weather.gc.ca
- Burn bans depending on level of ban for your permit.

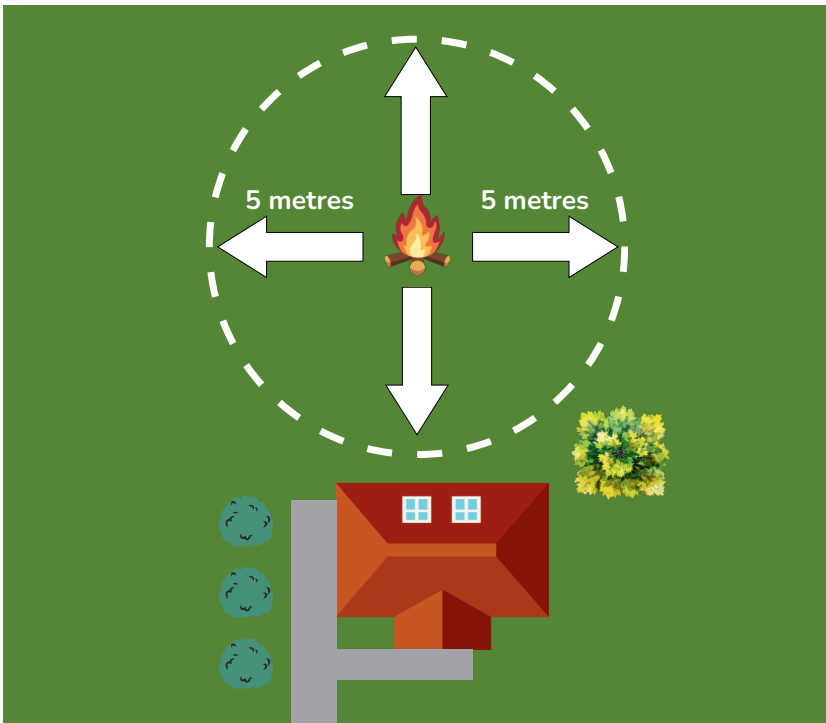


Open Air Fire Permit - All fires, Including 'Traditional' Campfires

All fires, including traditional campfires, is contained in an area of non-combustible metal, masonry, ceramic or stone, or is contained within a pit in the ground of private property. The campfire must be at least 5 metres (16 feet) from any building, hedge, fence, overhead wire, trees, other combustible materials, or the lot line.

To obtain a camp fire permit the following information is required:

- Your full name, phone number, email address and home address.
- The location of the campfire on the property.



Terms & Conditions; Open Air Fire Permit

No person shall set or maintain an Open Air Fire (campfire), or cause or permit a camp fire to be set or maintained, unless the following terms and conditions are met:

- The Open Air Fire is contained within an area of non-combustible metal, masonry, ceramic or stone or is contained within a pit in the ground that does not exceed 90 centimetres (3 feet) in height, width and length.
- The material to be burned in the Open Air Fire is clean dry wood in a single pile and does not exceed 90 centimetres (3 feet) in height, width and length.
- The Open Air Fire is located at a distance of not less than 5 metres (16 feet) from any building, structure, hedge, fence, overhead wiring, trees, or other combustible material or the lot line.
- Necessary means are immediately available at the site of the Open Air Fire to permit the fire to be extinguished, and/or to limit the spread of fire, and if necessary, to summon SFFR.
- There is a person present and in control of the Open Air Fire at all times.

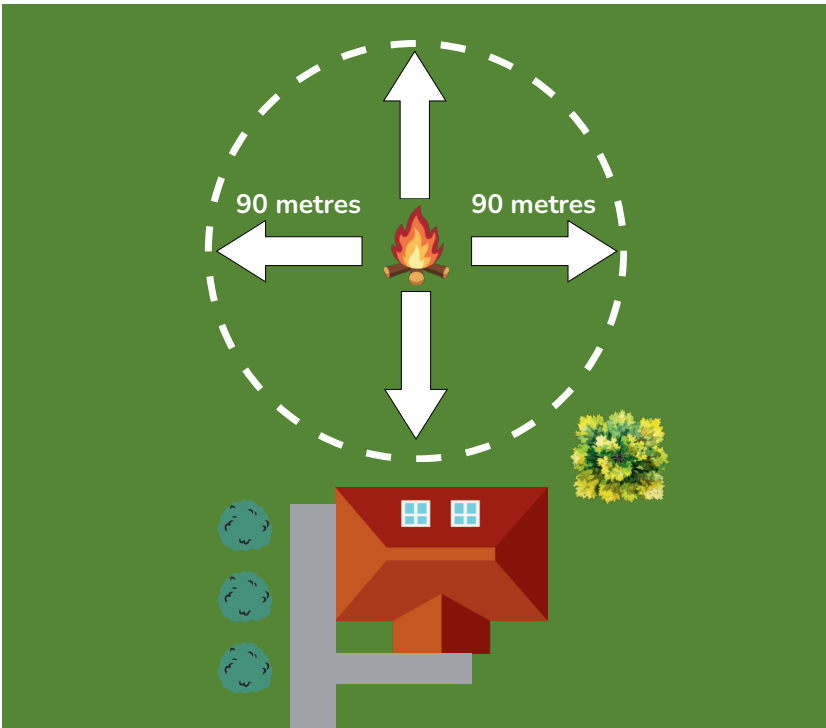


Agricultural Fires

Only registered farming businesses are permitted to burn an agricultural fire. These fires cannot exceed 6 metres (20 feet) in all directions or as otherwise approved by the Fire Chief. Agricultural fires must be at least 90 metres away from any building, hedge, fence, overhead wires, trees, overhead wires, trees, other combustible materials, or the lot lines.

To obtain an agricultural open air fire permit the following information is required:

- Your full name, phone number, email address and home address and the location of the fire on the property.



Terms & Conditions; Agricultural Fires

No person shall set or maintain an agricultural fire, or cause or permit an agricultural fire be set or maintained, unless all of the following are met:

- SFFR has inspected and approved the location of the Agricultural Fire.
- SFFR has been notified prior to Setting the Agricultural Fire by contacting the Township by phone at (613)-376-3027.
- SFFR has been notified at the conclusion of the Agricultural Fire by contacting the Township by phone at (613)-376-3027.
- The Agricultural Fire shall be Set at a distance of no less than 90 m (295 ft), or at such greater distance as may be specified in the Agricultural Fire Permit, from any building, hedge, fence, overhead wire, trees, or other combustible material, or the lot line.
- The material to be burned shall not exceed 6 metres (20 feet) in height, width and in length or as otherwise approved by the Fire Chief.
- The Agricultural Fire is not set except between 7:01 pm and 6:59 am and in accordance with Section 7 of the Open Air Fires By-law.
- Necessary means are immediately available at the site of the Agricultural Fire to permit the fire to be extinguished, and/or to limit the spread of fire, and if necessary, to summon SFFR.
- There is a person present and in control of the Agricultural Fire at all times.
- The person present and in control of the Agricultural Fire is the person identified in the Open Air Fire Permit.

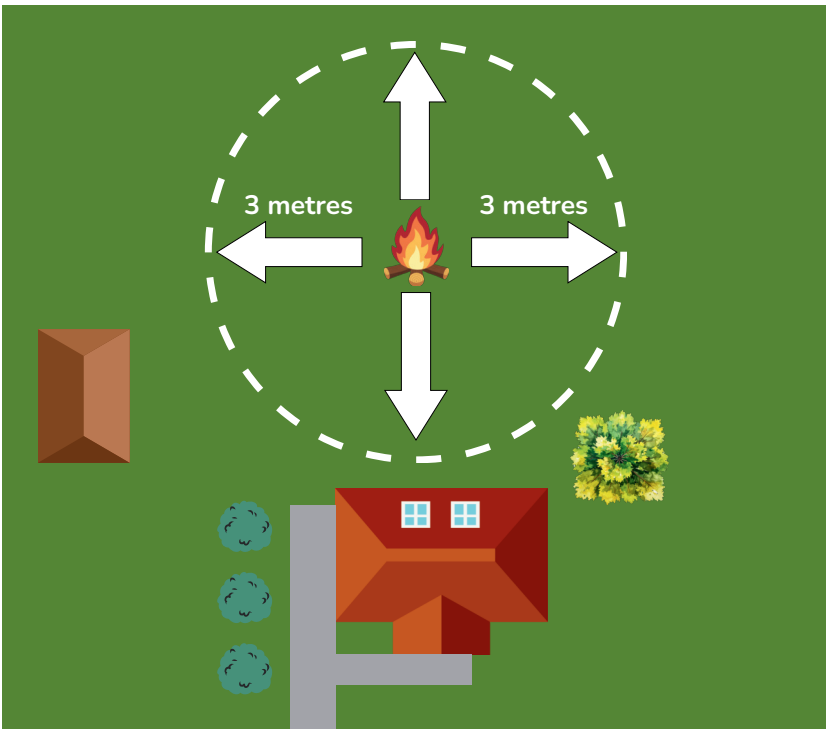


Brush Fires

Brush fires cannot exceed 3 metres (10 feet) in all directions or as otherwise approved by the Fire Chief. These fires must be at least 30 metres from any building, hedge, fence, overhead wires, trees, or other combustible materials, or the lot line.

To obtain a brush fire open air fire permit the following information is required:

- Your full name, phone number, email address and home address and the location of the fire on the property.



Terms & Conditions; Brush Fires

No person shall set or maintain a brush fire, or cause or permit an agricultural fire be set or maintained, unless all of the following are met:

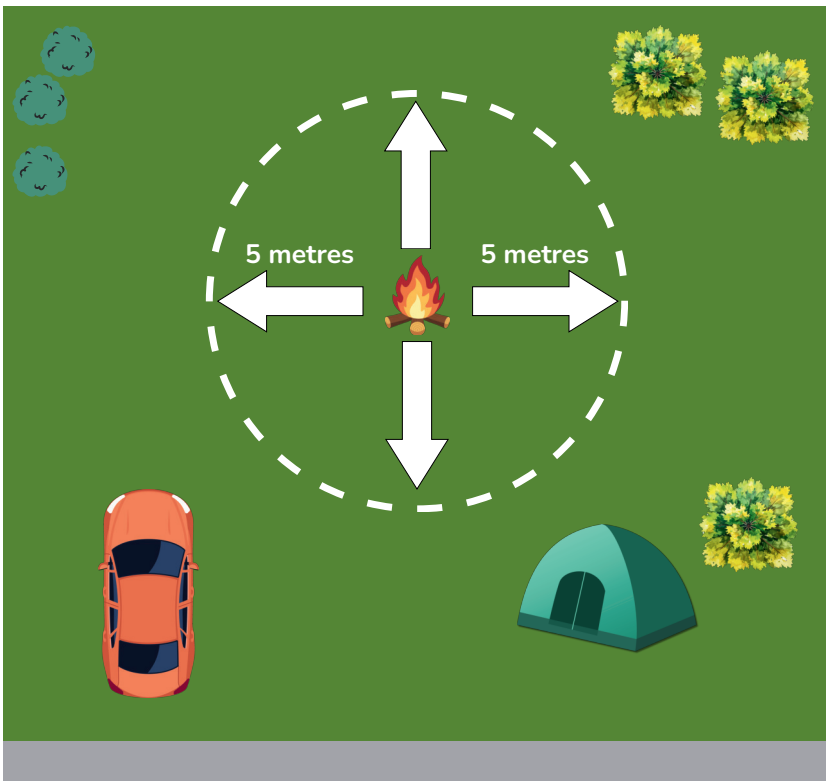
- SFFR has been notified prior to setting the Brush Fire the Township via the burn permit app.
- SFFR has been notified at the conclusion of the Brush Fire by contacting the via the burn permit app.
- The Brush Fire shall be set at a distance of no less than 30 metres (98 feet), or such greater distance as may be specified in the Open Air Fire Permit, from any building, hedge, fence, overhead wire, trees, or other combustible material, or the lot line.
- The Material to be burned shall not exceed 3 metres (10 feet) in height, 3 metres (10 feet) in width and 3 metres (10 feet) in length or as otherwise approved by the Fire Chief.
- The Brush Fire is not set except during the timeframes set out on the issued Open Air Fire Permit and in accordance with Section 7 of the Open Air Fire By-law.
- Necessary means are immediately available at the site of the Brush Fire to permit the fire to be Extinguished, and/or to limit the spread of fire, and if necessary, to summon SFFR.
- There is a person present and in control of the Brush Fire at all times.
- The person present and in control of the Brush Fire is the person identified in the Open Air Fire Permit.

Fires within a Campground

These fires are located within a campground and not on private property. The owner of the campground must apply for the permit. Individual campers visiting the campground do not need to apply.

To obtain a campground fire open air fire permit the following information is required:

- Your full name, phone number, email address and home address and the location of the fire on the property.



Terms & Conditions; Campground

No person shall set an Open Air Fire in a campground, or cause or permit an Open Air Fire to be set in a campground, except in accordance with any specific terms and conditions that the Fire Chief imposes pursuant to section 7.2 of the Open Air Fire Schedule, and unless all the following terms and conditions are met:

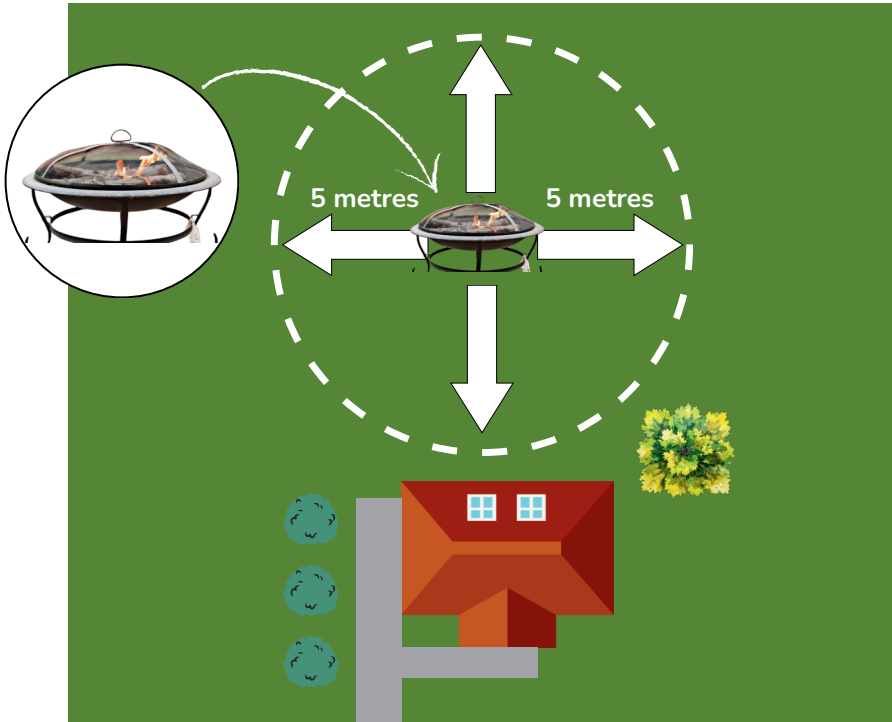
- Necessary means are immediately available at the Campground to permit an Open Air Fire to be extinguished, and/or to limit the spread of fire, and if necessary, to summon SFFR.
- There is a person present and in control of the Open Air Fire at all times.
- The Fire Chief may, in his or her sole discretion, require as a condition of any Campground Permit, specific terms and conditions in addition to those set out in the Open Air Fire By-law and Schedule.
- Every owner, operator, manager or supervisor of a Campground shall be responsible for ensuring compliance with the provisions of this By-law and the terms and conditions of an issued Campground Permit.

Outdoor Appliance

An outdoor appliance means a wood burning device that is CAN/ULC approved or approved by the Fire Chief. The appliance must be 5 metres (16 ft.) from any building, hedge, fence, overhead wire, trees, or other combustible materials.

To obtain an outdoor appliance fire permit the following information is required:

- Your full name, phone number, email address and home address.



Terms & Conditions; Outdoor Appliance

No person shall set or maintain a fire in an outdoor appliance, or cause or permit an open air fire be set or maintained unless these terms and conditions are met:

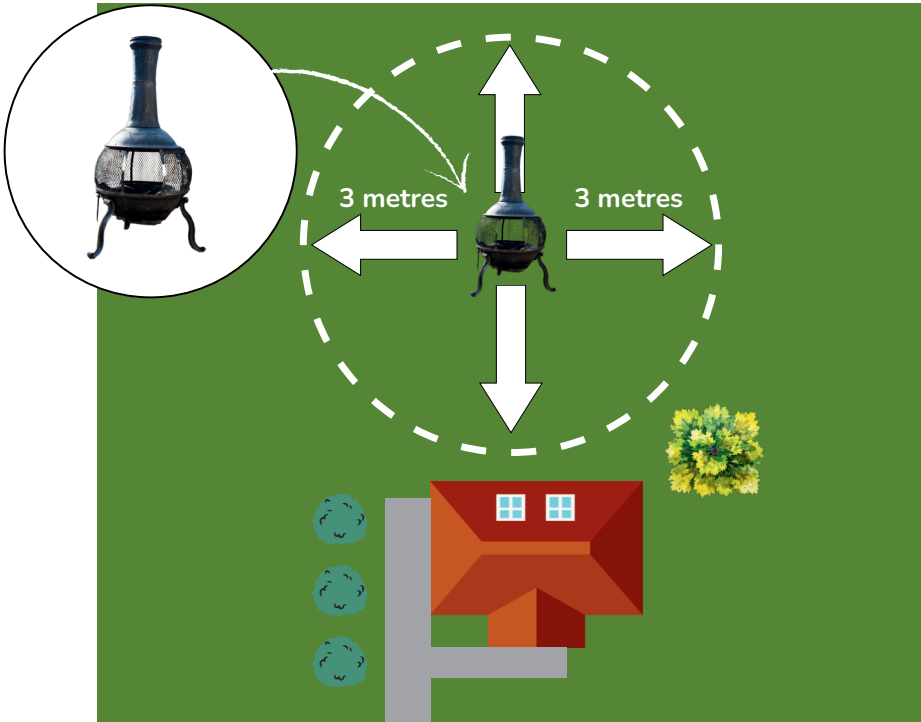
- SFFR has been notified prior to setting the Outdoor Fireplace Fire the Township via the burn permit app.
- SFFR has been notified at the conclusion of the Outdoor Fireplace Fire via the burn permit app.
- The Outdoor Appliance is not located on a balcony or combustible surface, and is in good working order.
- The Outdoor Appliance is located at a distance of not less than 5 metres (16 feet) from any building, structure, hedge, fence, overhead wiring, trees, or other combustible material or the lot line.
- The Outdoor Appliance is equipped with a spark arrester or protective cover placed over the fuel, chimney or opening so that it contains sparks and embers.
- The Material to be burned is clean dry wood in a single pile and does not exceed 45 centimetres (1.5 feet) in height, width and length.
- Necessary means are immediately available to permit the fire to be extinguished, and/or to limit the spread of fire, and if necessary, to summon SFFR
- The person present and in control of the fire at all times is the Open Air Fire Permit holder.

Outdoor Fireplace

An outdoor fireplace means a manufactured, non-combustible, enclosed container designed to hold a small fire for decorative purposes, the size of which does not exceed 1 metre in any direction, and includes, but not limited to, a chiminea. The fireplace must be 3 metres (10 ft.) from any building, hedge, fence, overhead wire, trees, or other combustible materials.

To obtain an outdoor fireplace fire permit the following information is required:

- Your full name, phone number, email address and home address.
- The location of the fire on the property.



Terms & Conditions; Outdoor Fireplace

No person shall set or maintain a fire in an outdoor appliance, or cause or permit an open air fire be set or maintained unless these terms and conditions are met:

- SFFR has been notified prior to setting the Outdoor Fireplace Fire the Township via the burn permit app.
- SFFR has been notified at the conclusion of the Outdoor Fireplace Fire via the burn permit app.
- The Outdoor Fireplace is not located on a balcony or combustible surface, and is in good working order.
- The Outdoor Fireplace is located at a distance of not less than 3 metres (10 feet) from any building, structure, hedge, fence, overhead wiring, trees, or other combustible material or the lot line.
- The Outdoor Fireplace is equipped with a spark arrester or protective cover placed over the fuel, chimney or opening so that it contains sparks and embers.
- The Material to be burned is clean dry wood in a single pile and does not exceed 45 centimetres (1.5 feet) in height, width and length.
- Necessary means are immediately available to permit the fire to be extinguished, and/or to limit the spread of fire, and if necessary, to summon SFFR
- The person present and in control of the fire at all times is the Open Air Fire Permit holder.

Special Event Fires

Special events include, but are not limited to, school programs, community organizations such as Girl/Boy Scouts, 4H Club, and ceremonial/sacred fires.

To get a special event fire permit, the following information is required:

- Your full name, phone number, email address and home address.
- The location of the fire on the property.

Terms and Conditions; Special Events

No person shall set or maintain an open air fire during or as part of a special event, or cause or permit an open air fire to be set or maintained during or as part of a special event unless the following terms and conditions are met:

- SFFR has been notified prior to Setting the Open Air Fires during or as part of a Special Event the Township via the procedure approved by the Fire Chief.
- SFFR has been notified at the conclusion of the Open Air Fires during or as part of a Special Event by contacting the via the procedure approved by the Fire Chief.
- Necessary means are immediately available at the site of the Open Air Fire to permit the fire to be extinguished, and/or to limit the spread of fire, and if necessary, to summon SFFR.
- There is a person present and in control of the Open Air Fire at all times.

Terms and Conditions; Special Events, Continued

- The Person present and in control of the Open Air Fire is the Person identified in the Special Event Fire Permit;
- The Special Event Fire is not set except during the timeframes set out on the issued Open Air Fire Permit and in accordance with Section 7 of the Open Air Fire By-law.
- The Fire Chief may, in his or her sole discretion, may impose, as part of a Special Event Fire Permit, any other terms and conditions as the Fire Chief deems necessary, in addition to those set out in the Open Air Fire By-law and Schedule, including but not limited to restricting the time(s) or day(s) during which an Open Air Fire is permitted.

How to Apply for an Open Air Fire Permit

Interested in obtaining a permit? Property owners can apply for a permit online.

Online:

- Create an account at <https://sf.burnpermits.com>
- Select the type of permit you need and provide your address and contact information.
- Your approved permit will be emailed to you.

Please note: This guide is for reference only. Please refer to the full Open Air Fires By-Law on our website: southfrontenac.net.

Penalties

Persons violating the Townships by-law regulating open air fires may receive a Administrative Monetary Penalty up to \$1,000.

A person who is convicted of a first offence under the Open Air Fire By-law is liable, for each day or part of a day that the offence continues to a maximum fine of no more than \$5,000. The total of all daily fines imposed for the continuing offence may exceed \$100,000.

In addition, persons who conduct or permit open air fires in contravention of the by-law are subject to the Township seeking recovery costs for the response.





In the event of an emergency, call 911

For general inquires concerning open air fires, permits, and restrictions:

SFFR Website: southfrontenac.net/SFFR

Burn Permit Site: <https://sf.burnpermits.com> (QR code below)

Call: 613-376-3027

Email: fireadmin@southfrontenac.net



Township of South Frontenac

Staff Report



To: Council

From: Office of the Clerk

Date of Meeting: April 7, 2026

Subject: Proposed Open Air Fires By-law (Administrative Report)

Report Number: 2026-032

Summary

The purpose of the Report is to provide Council with background information to be considered in conjunction with Report 2026-043, entitled Open Air Fires – Fire Permits. Additionally, the Report recommends approval of the proposed Open Air Fires By-law (and associated administrative amendments) which is intended to replace [By-law 2012-68](#).

Recommendation

That Council approve the proposed Open Air Fires By-law (attached to Report 2026-032 as Exhibit A);

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 2026-032 as Exhibit B);

That Council approve the proposed amendments to By-law 2004-59, As Amended, A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac (attached to Report 2026-032 as Exhibit C); and

That By-law 2026-19, attached to Report Number 2026-32, as Exhibit A, being a By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac, By-law 2026-20, attached to Report Number 2026-32, 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 2026-21, attached to Report Number 2026-32, as Exhibit C, being a to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac, be given first and second reading; and

That By-laws 2026-19, 2026-20 and 2026-21 be presented to Council for third reading.

Background

Subsection 7.1(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, provides that councils of a municipality may pass By-laws for regulating the prevention of the spreading of fires and the setting of open fires including times during which they may be set.

Further, subsection 11(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to pass By-laws respecting the health, safety and well-being of persons, the protection of persons and property, and the economic, social and environmental well-being of the municipality, including respecting climate change.

Discussion/Analysis

In 2020, Council gave consideration to the implementation of a new open air fires by-law. Ultimately, Council determined that a new by-law would not be implemented in 2020 and requested that staff further examine this matter in 2021. Staff is of the opinion that the current Open Air Burning By-law (By-law 2012-68) is not an effective tool from an enforcement standpoint. As such, staff recommend that Council approve the proposed Open Air Fires By-law, attached to the Report as Exhibit A and the associated permitting system. Further, it is requested that the proposed By-law be viewed as a new initiative, independent of the 2020 proposal.

In general terms, it is common practice for open air fires to be regulated by a municipal by-law. It is also typical for municipalities to implement a permit system to establish requirements in order to ensure that open air fires occur safely. Finally, fire conditions are monitored daily, as such, the Fire Chief will implement burn bans when conditions are too dangerous for open air burning. It is worthy to note that during the 2025 wildland fire season there were forty-three wildland fires in the Township of South Frontenac.

It is proposed that the Open Air Fires By-law would apply to all property in the Township of South Frontenac. Similar to most Township of South Frontenac enforcement by-laws, the proposed Open Air Fires By-law will include provisions to hold the property owner accountable regardless of who is responsible for breaching provisions of the By-law.

It is worthy to note that the proposed By-law will not apply to:

- This By-law does not apply to the use of appliances with mechanical shut-offs (e.g. propane or natural gas appliances), smokers, Barbecues, or charcoal appliances.
- This By-law does not apply to an event hosted and organized by the Municipality.
- This By-law does not apply to the use of blow torches, cutting or welding torches, paving equipment or other such apparatus, where the use is associated with a commercial service or occupation.
- (In general terms) a device that has been installed outside of a building and said device is designed for and used as a source of heat or power for the building or is designed for and used for a purpose ancillary to a manufacturing process.

Section 7. of the proposed By-law outlines “General Regulations”, the core elements of the regulations are as follows:

- No Person shall cause or permit an Open Air Fire to be Set except in accordance with the provisions of this By-law and the terms and conditions of a valid Open Air Fire Permit issued under this By-law.

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

- No Person shall cause, permit or maintain the burning of Prohibited Materials in an Open Air Fire.
- No Person shall cause or permit an Open Air Fire to be Set in Prohibited Conditions.
- No Person shall cause or permit an Open Air Fire to be Set during a Total Fire Ban.
- No Person shall cause or permit an Open Air Fire to be Set in contravention of any restrictions imposed by the Fire Chief during a Level 1 Burn Ban.
- No Person shall cause or permit fireworks to be set off during a Level 1 Burn Ban or Total Fire Ban.

Section 6. of the proposed By-law speaks to the various types Open Air Fire Permits while Schedule A of the proposed By-law further defines the regulations for each class of permit.

Additionally, Section 6. of the proposed By-law speaks to the issuance and revocation of permits.

Staff recommend that the proposed Open Air Fires By-law be approved.

Summary of Administrative Amendments to the Administrative Monetary Penalties By-law (Exhibit A):

a) By-law 2022-70

No amendments are proposed to the By-law at this time with the exception of the following amendments to Schedule A and Schedule B.

b) By-law 2022-70, Schedule A

In order for a Township of South Frontenac by-law to be subject to administrative monetary penalties it must form part of Schedule A of the Administrative Monetary Penalties By-law. As such, it is recommended that Schedule A of By-law 2022-70 be amended to include the following:

- “1. Township of South Frontenac, By-law 2026-19, A By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac”

c) By-law 2022-70, Schedule B

It is recommended that Schedule B of By-law 2022-70 be amended to permit the following administrative monetary penalties be implemented to discourage violation of By-law 2026-19, A By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac.

The proposed range of AMPs is between \$250.00 and \$1,000.00.

Township of South Frontenac, By-law 2026-19, A By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac		
By-Law Section	Short Wording	Penalty Amount
7.1	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set except in accordance with the provisions of this By-law and the terms and conditions of a valid Open Air Fire Permit issued under this By-law.	\$250.00
7.2	Failure to Comply: No Person shall cause, permit or maintain the burning of Prohibited Materials in an Open Air Fire.	\$250.00
7.3	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set in Prohibited Conditions.	\$500.00
7.4	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set during a Total Fire Ban.	\$1000.00
7.5	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set in contravention of any restrictions imposed by the Fire Chief during a Level 1 Burn Ban.	\$500.00
7.6	Failure to Comply: No Person shall cause or permit fireworks to be set off during a Level 1 Burn Ban or Total Fire Ban.	\$500.00
7.7	<p>Failure to Comply: No Person shall cause or permit a fire in an outdoor incinerator in the Municipality without first obtaining written approval from the Fire Chief and under the following conditions:</p> <ul style="list-style-type: none"> (a) The person is burning only wood, brush, leaves, or discarded wood by-products; (b) The incinerator is an enclosed device constructed entirely of non-combustible material which is not capable of holding more than one cubic metre of unburned material; (c) The incinerator is at least five metres from any forest or woodland; (d) The incinerator is at least two metres from any flammable materials; and (e) The outlet of the incinerator is covered with a screen having a mesh size of not more than five millimeters. 	\$250.00

By-Law Section	Short Wording	Penalty Amount
7.8	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set in a Non-approved Device.	\$250.00
7.9	Failure to Comply: No Person shall cause or permit a Nuisance Open Air Fire.	\$500.00
7.10	Failure to Comply: No Person shall use, or cause or permit the use of a Flying/floating Lantern at any time.	\$500.00
9.1	Obstruct an Officer	\$500.00
	Administrative Penalty Fee – Failing to pay the AMP by the date on which it is due	\$50.00
	Administrative Penalty Fee – Failing to appear for a hearing before the Hearings Officer.	\$100
	Screening Officer Appeal Fee	\$50.00
	Hearing Officer Appeal Fee	\$200.00

Further, Section 12. of the proposed Open Air Fires By-law speaks to “Cost of Action Regarding Fires”.

Specifically, Section 11.1 of the draft By-law states as follows

“The Owner(s) of Property shall be responsible for any and all extraordinary costs and expenses of any action(s) taken by the Fire Chief pursuant to section 10.1 and/or section 10.2 of this By-law with respect to responding to, controlling or Extinguishing an Open Air Fire on that Property that is caused by, or results from, a contravention of this By-law, or is caused by or results from the failure to comply with any of the provisions of this By-law or the terms and conditions of an Open Air Fire Permit issued pursuant to this By-law.”

For reference, Schedule A of By-law Number 2012-68 outlined a similar framework regarding to Cost of Action Regarding Fires.

Summary of Administrative Amendments to the Fees and Charges By-law (Exhibit B):

Additionally, staff recommend that the Fees and Charges By-law ([By-law 2024-59, As Amended](#)) be amended to include the existing fees related to “Cost of Action Regarding Fires”. A By-law to amend the Fees and Charges By-law is attached to the Report as Exhibit C. As no adjustments to the approved fees are being proposed at this time, a public meeting related to the fees is not required.

The proposed fees are as follows:

Vehicles: Current rate dictated by the Province (MTO rate) per hour per truck.

Labour: Total cost recovery of all wages related to all fire fighters responding to incident.

Financial Implications

See above.

Relationship to Strategic Plan

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

Del Blakney, Fire Chief

Heather Woodland, Deputy Clerk

Municipal Solicitor

Attachments

Exhibit A – By-law 2026-19

Exhibit B – By-law 2026-20

Exhibit C – By-law 2026-21

Approvals

Submitted By:



James Thompson, Clerk

Approved By:



Louise Fragnito, Chief Administrative Officer

By-law Number 2026-19**A By-law to Regulate the Setting and Maintaining of Open Air
Fires within the Township of South Frontenac**

Whereas subsection 7.1(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, provides that councils of municipality may pass By-laws for regulating the prevention of the spreading of fires and the setting of open fires including times during which they may be set;

Whereas subsection 11(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to pass By-laws respecting the health, safety and well-being of persons, the protection of persons and property, and the economic, social and environmental well-being of the municipality, including respecting climate change;

Whereas the regulation of Open Air Fires will contribute to the health, safety and well-being of the inhabitants of the municipality, the protection of persons and property within the municipality, and the economic, social and environmental well-being of the municipality;

Whereas 30.2 of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended that a municipality may pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

Whereas section 121 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may prohibit and regulate the setting off of fireworks;

Whereas section 391 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality may pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

Whereas section 425 of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a municipality may pass a by-law providing that a person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

Whereas section 429, subsection (4), of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under this Act;

Whereas Section 446(2) provides that the municipality may enter upon land at any reasonable time for the purpose of remedial action under subsection (1);

Whereas Section 446(3) and (4) provides that the municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

Whereas the Council of The Corporation of the Township of South Frontenac deems it necessary and desirable to enact such a By-law to regulate Open Air Fires; and

Therefore Be It Resolved That A By-law to Regulate the Setting of Open Air Fires within the Township of South Frontenac is hereby enacted as follows:

1. Definitions

For the purposes of this By-law,

“Administrative Monetary Penalty” means a fine administered pursuant to the Administrative Monetary Penalties By-Law;

“Administrative Monetary Penalties By-Law” means the Corporation of the Township of South Frontenac By-Law Number 2022-70, “A By-Law to Impose Administrative Monetary Penalties on Violations of Municipal By-Laws”, as amended or replaced from time to time;

“Adverse Effect” means one or more of the following, as determined by the Fire Chief:

- (a) impairment of the quality of the natural environment for any use that can be made of it,
- (b) injury or damage to Property, or plant or animal life,
- (c) harm or material discomfort to any person,
- (d) a detrimental effect on the health, or the impairment of the safety of any person,
- (e) loss of enjoyment of normal use of Property, or
- (f) interference with the normal operation of any business;

“Agricultural Fire” means an Open Air Fire that is Set solely for the purpose of burning wood, tree limbs and branches related to a Farming Business; it being understood that the scope of the Open Air Fire exceeds the permitted conditions related to a Brush Fire;

“Agricultural Fire Permit” means an Open Air Fire Permit that authorizes an Agricultural Fire;

“Applicant” means the Person making an application for an Open Air Fire Permit under this By-law;

“Approved” means approved by the Fire Chief;

“Barbecue” means a portable or fixed device designed and intended solely for the cooking of food in the open air, but does not include an Outdoor Fireplace;

“Brush Fire” means an Open Air Fire Set solely for the purpose of burning wood, tree limbs, leaves, and branches but does not include an Agricultural Fire;

“Brush Fire Permit” means an Open Air Fire Permit that authorizes a Brush Fire;

“Campground” means an area of land on which the use of campsites for the purpose of overnight accommodations for tents, trailers and/or motorhomes in exchange for monetary payment is permitted under the applicable Zoning By-law;

“Campground Permit” means an Open Air Fire Permit authorizing Open Air Fires at a Campground;

“Ceremonial/Sacred Fire” means an Open Air Fire carried out in observance of a ceremonial or sacred service;

“Dangerous Condition” means any condition as determined by the Fire Chief or an Officer that increases the risk of the spread of a fire;

“Extinguish” means to put out or quench a fire completely with no smoke, or hot or glowing embers remaining;

“Farming Business” means a Farming Business as defined by the *Farm Registration and Farm Organizations Funding Act, 1993*, S.O. 1993, c. 21;

“Fees and Charges By-law” means Municipality of South Frontenac By-law Number 2024-59, “A By-law to Establish Fees and Charges to be Collected by The Corporation of the Township of South Frontenac”, as amended from time to time;

“Fire Chief” means the person appointed under Section 6 of the *Fire Protection and Prevention Act* as Fire Chief for the Township of South Frontenac, or their designate;

“Fire season” means the period from the 1st day of April to the 31st day of October in each year or as determined by the Minister of Natural Resources and Forestry;

“Fireworks” shall include consumer fireworks, display fireworks, special effect pyrotechnics, fireworks accessories, and novelty devices regulated under the Explosive Regulations made pursuant to the *Explosives Act*, R.S.C 1985, c. E-17, as amended and includes one single item;

“Flying/floating lantern” means a small hot air balloon made of treated paper or any other material, with an opening at the bottom and propelled by an open flame, allowing the balloon to rise and float in the air while ignited;

“Fire Protection and Prevention Act” means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, (FPPA) as amended, and the regulations enacted thereunder, as amended from time to time, or any successor legislation;

“Highway” means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles, and includes the area between the lateral property lines thereof; and, except as otherwise provided, includes a portion of a highway;

“Level 1 Burn Ban” means a period of time declared by the Fire Chief during which the Setting of Agricultural Fires, Brush Fires and fireworks are prohibited, but does not include an Open Air Fire in compliance with Schedule A, Section 2.1. of this By-law;

“Material to be Burned” means the total volume of the materials contained in a fire;

“Municipality” means the Corporation of the Township of South Frontenac;

“Non-approved Device” means a container that has not been approved by CSA/ULC or the Fire Chief to contain an Open Air Fire, including but not limited to drums, barrels, oil tanks, gas tanks, and wheel rims;

“Nuisance Open Air Fire” means an Open Air Fire that causes smoke, odour and/or airborne sparks or embers, alone or in combination, that is likely to, or does, disturb others, reduce visibility on a Highway or private driveway, and/or create a Dangerous Condition, and/or produce an Adverse Effect, inconvenience, or discomfort to others in the vicinity of the Open Air Fire;

“Officer” means any person who has been assigned the responsibility of administering and enforcing this By-law and includes the Fire Chief or designate, Fire Inspector, Assistant to the Fire Marshal as defined in section 11 of the *Fire Protection and Prevention Act*, Municipal Law Enforcement Officer, Provincial Offences Officer, and an Officer of the Ontario Provincial Police (O.P.P.) or other police force assisting the O.P.P.;

“Open Air Fire” means the burning of any material, including but not limited to untreated wood and wood fiber products such as non-laminated paper, cardboard and boxboard, brush, tree limbs, leaves, and branches, where the flame is not wholly contained, and includes Agricultural Fires, Brush Fires, and Outdoor Appliance Fires, Outdoor Fire Place Fires, Open Air Fires as part of a Special Event and Open Air Fires at Campgrounds but does not include the use of appliances with mechanical shut-offs (e.g. propane or natural gas appliances), smokers, Barbecues, or charcoal appliances;

“Open Air Fire Permit” means a permit issued by the Municipality to conduct an Open Air Fire, and includes an Agricultural Permit, Brush Fire Permit, Outdoor Appliance Fire Permit, Outdoor Fireplace Permit, and a Campground Permit;

“Outdoor Appliance” means a wood burning device that is CSA/ULC approved or approved by the Fire Chief to contain an Open Air Fire;

“Outdoor Appliance Fire” means an Open Air Fire contained within an Outdoor Appliance;

“Outdoor Appliance Fire Permit” means an Open Air Fire Permit that authorizes an Open Air Fire in an Outdoor Appliance;

“Outdoor Fireplace” means a manufactured, non-combustible, enclosed container designed to hold a small fire for decorative purposes and the size of which does not exceed 1 m in any direction and includes, but is not limited, to a chiminea;

“Outdoor Fireplace Permit” means an Open Air Fire Permit that authorizes an Open Air Fire in an Outdoor Fireplace;

“Permit Holder” means a Person to whom an Open Air Fire Permit, Agricultural Fire Permit, Brush Fire Permit, and Outdoor Appliance Fire Permit, Outdoor Fire Place Fire Permit, Special Event Permit and Campground Permit has been issued by the Municipality;

“Person” means any individual, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representative of a person to whom the context can apply according to law;

“Prohibited Conditions” mean the following conditions:

- (a) wind speeds exceed 25 kilometers per hour, as determined and published by Environment and Climate Change Canada;
- (b) A smog alert/smog watch/smog advisory has been declared by Environment and Climate Change Canada and remains in effect; or
- (c) drought or dry weather conditions exist that increase the risk of a burn escaping containment and becoming a wildfire;
- (d) unavailability of Fire Response due to staffing shortage, staff fatigue, and out of service equipment such as forestry hose;

“Prohibited Materials” means combustible material, including but not limited to: rubber, rubber products, plastic, plastic products, polyethylene terephthalate, polystyrenes (Styrofoam), waste petroleum products, rubbish, demolition materials, metal, tires, rubber, plastic, fiberglass, cloth, asphalt products, shingles, insulation, electrical wiring, painted or treated wood, furniture, synthetic fabrics, composite wood waste, residential waste (such as food scraps, diapers and household trash), commercial, industrial, manufacturing, or construction waste, flammable or combustible liquids, oils, paints, solvents, batteries, acids, chemicals, explosives, radioactive, infectious, and other hazardous materials, and any material prohibited by the *Environmental Protection Act*, R.S.O. 1990, c. E. 19, as amended, but shall not include untreated wood and wood fiber products, such as non-laminated paper, cardboard and boxboard, brush, tree limbs, leaves, and branches;

“Property” includes a building or structure or part of a building or structure, and includes the lands appurtenant thereto and all mobile homes, mobile buildings or mobile structures and vacant land;

“Set” means to do anything in connection with the lighting or ignition of a fire, and shall include maintaining a fire or causing or permitting a fire to continue to burn;

“Special Event” means an event held or authorized by the Municipality, or by a community not-for-profit organization, school, an event that supports the local tourism industry or a ceremonial or sacred service;

“Special Event Permit” means an Open Air Fire Permit that authorizes an Open Air Fire at a Special Event;

“Total Fire Ban” means a period of time declared by the Fire Chief during which the Setting of fireworks and all Open Air Fires, including, Agricultural Fires, Brush Fires, Outdoor Appliance Fires, Outdoor Fire Place Fires, Open Air Fires as part of a Special Event and Open Air Fires at Campgrounds are prohibited, but does not include Outdoor Appliances with mechanical shut-off (i.e. propane, naphtha, and natural gas appliances), smokers, Barbecues, and charcoal appliances;

2. Administration

2.1 The Fire Chief shall be responsible for the administration of this By-law.

3. Application

3.1 This By-law applies to all Property within the geographic limits of the Township of South Frontenac.

3.2 Every owner of property and every officer or director of a corporation that owns Property within the Township of South Frontenac has a duty to take all reasonable care to prevent occupants and users of their property from breaching the provisions of this By-law, and

(a) Every person who has a duty under this section and who fails to carry out that duty is guilty of an offence, and

(b) A director or officer of a corporation is liable to a conviction under this section whether or not the corporation has been prosecuted or convicted.

4. Interpretation

4.1 Nothing in this By-law shall be deemed to authorize any fire, burning or other act that is in contravention of the *Environmental Protection Act*, R.S.O. 1990, c. E.19, the *Forest Fires Prevention Act*, R.S.O. 1990, c. F.24, the *Fire Protection and Prevention Act*, or other federal or provincial statute, or any regulation made thereunder.

4.2 In the event of any conflict between the provisions of this By-law and any Act or Regulation described in section 4.1 above, the said Act or Regulation shall govern. In the event of any conflict between the provisions of this By-law and

any other municipal By-law, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

5. Exemptions

- 5.1 This By-law does not apply to the use of appliances with mechanical shut-offs (e.g. propane or natural gas appliances), smokers, Barbecues, or charcoal appliances.
- 5.2 This By-law does not apply to an event hosted and organized by the Municipality.
- 5.3 This By-law does not apply to the use of blow torches, cutting or welding torches, paving equipment or other such apparatus, where the use is associated with a commercial service or occupation.
- 5.4 This By-law does not apply to the Setting of an Open Air Fire:
- (a) In a device that has been installed outside of a building and that meets each of the following conditions:
 - (i) the device is designed for and used as a source of heat or power for the building or is designed for and used for a purpose ancillary to a manufacturing process,
 - (ii) the device is certified for use for a purpose described in paragraph 5.4(a)(i) by a recognized agency mandated in part for that purpose;
 - (iii) the certification of the device is produced upon request of an Officer or the Fire Chief, or the device has been approved by the Fire Chief; and
 - (iv) the device is in good working order; or
 - (b) For the purpose of a training exercise or demonstration of firefighting equipment, if such exercise or demonstration is authorized by the Fire Chief;

6. Open Air Fire Permits

- 6.1 Every Open Air Fire Permit shall include the terms and conditions set out in Schedule A of this By-law, as applicable.
- 6.2 No person shall set an Agricultural Fire without first obtaining an Agricultural Fire Permit.
- (a) Only a Person who operates a Farming Business may apply for an Agricultural Fire Permit.
- 6.3 No person shall set a Brush Fire without first obtaining a Brush Fire Permit.
- 6.4 No person shall set an Outdoor Appliance Fire without first obtaining an Outdoor Appliance Fire Permit.

- 6.5 No person shall set a fire in an Outdoor Fireplace without first obtaining an Outdoor Fireplace Permit.
- 6.6 No person shall set an Open Air Fire during or as part of a Special Event without first obtaining a Special Event Fire Permit.
- 6.7 No person shall set an Open Air Fire at a Campground unless the Campground has been issued a Campground Permit.
- 6.8 Every application for an Open Air Fire Permit shall be submitted to the Fire Chief in a form approved by the Fire Chief and shall contain the Applicant's contact information, an email address, and all other information, documentation or materials as may be requested by the Fire Chief.
- 6.9 The Fire Chief may require an inspection of any Property prior to issuing an Open Air Fire Permit.
- 6.10 The Fire Chief may, in their sole discretion, refuse to issue an Open Air Fire Permit if:
- (a) the application is incomplete;
 - (b) the Applicant is not a registered owner of the Property on which the Open Air Fire is proposed to be set;
 - (c) the Fire Chief has reasonable grounds to believe that the Open Air Fire may cause or result in an Adverse Effect or a Dangerous Condition;
 - (d) the Applicant has an outstanding debt owing to the Municipality as a result of unpaid fees or charges or fines issued pursuant to this By-law;
 - (e) the Fire Chief has reasonable grounds to believe that the Open Air Fire will result in a breach of this By-law, the *Fire Protection and Prevention Act*, or any other municipal by-law or provincial or federal statute or regulation; or
 - (f) the Applicant has previously been found to have violated this By-law.
- 6.11 Where the Fire Chief refuses to issue an Open Air Fire Permit, the Fire Chief shall advise the Applicant that the application has been denied and shall provide written reasons for the denial.
- 6.12 An Open Air Fire Permit issued under this By-law is personal to the Permit Holder and shall not be transferred or assigned.
- 6.13 An Open Air Fire Permit shall be valid for the calendar year in which it is issued.
- 6.14 The Fire Chief may, at any time, in their sole discretion, revoke any Open Air Fire Permit, if the Fire Chief has reasonable grounds to believe that:
- (a) Any of the information provided with the Open Air Fire Permit application or supporting documentation or materials is not accurate, is false or misleading;

- (b) The Permit Holder has not observed a provision of this By-law or a term or condition of the Open Air Fire Permit;
 - (c) The Permit Holder has caused or permitted a Nuisance Open Air Fire on one or more occasions; or
 - (d) A Prohibited Condition exists or becomes present.
- 6.15 If the Fire Chief revokes an Open Air Fire Permit pursuant to section 6.14, the Fire Chief shall notify the Permit Holder using the contact information provided on the application as required by section 6.8 of this By-law.
- 6.16 Notice of the revocation of an Open Air Fire Permit, if sent to the contact information provided on the application as required by section 6.8 of this By-law shall, in the absence of evidence to the contrary, be deemed to be received:
- (a) on the date of delivery, if delivered personally;
 - (b) on the date and time of transmission, if delivered via email to the email address provided on the application;
 - (c) three (3) business days after the date of mailing, if delivered by registered mail to an address within the Municipality;
 - (d) five (5) days after the date of mailing, if delivered by registered mail to an address outside of the Municipality;
 - (e) five (5) days after the date of mailing if delivered by regular mail to an address within the Municipality;
 - (f) seven (7) days after the date of mailing if delivered by regular mail to an address outside of the Municipality.

7. General Regulations

- 7.1 No Person shall cause or permit an Open Air Fire to be Set except in accordance with the provisions of this By-law and the terms and conditions of a valid Open Air Fire Permit issued under this By-law.
- 7.2 No Person shall cause, permit or maintain the burning of Prohibited Materials in an Open Air Fire.
- 7.3 No Person shall cause or permit an Open Air Fire to be Set in Prohibited Conditions.
- 7.4 No Person shall cause or permit an Open Air Fire to be Set during a Total Fire Ban; it being understood that the Fire Chief may impose a Total Fire Ban outside of the Fire Season as established by the Ministry of Natural Resources and Forestry under the *Forest Fire Prevention Act*.
- 7.5 No Person shall cause or permit an Open Air Fire to be Set in contravention of any restrictions imposed by the Fire Chief during a Level 1 Burn Ban; it

being understood that the Fire Chief may impose a Level 1 Burn Ban outside of the Fire Season as established by the Ministry of Natural Resources and Forestry under the *Forest Fire Prevention Act*.

- 7.6 No Person shall cause or permit fireworks to be set off during a Level 1 Burn Ban or Total Fire Ban.
- 7.7 No Person shall cause or permit a fire in an outdoor incinerator in the Municipality without first obtaining written approval from the Fire Chief and under the following conditions:
- (a) The person is burning only wood, brush, leaves, or discarded wood by-products;
 - (b) The incinerator is an enclosed device constructed entirely of non-combustible material which is not capable of holding more than one cubic metre of unburned material;
 - (c) The incinerator is at least five metres from any forest or woodland;
 - (d) The incinerator is at least two metres from any flammable materials; and
 - (e) The outlet of the incinerator is covered with a screen having a mesh size of not more than five millimeters.
- 7.8 No Person shall cause or permit an Open Air Fire to be Set in a Non-approved Device.
- 7.9 No Person shall cause or permit a fire to become or remain a Nuisance Open Air Fire.
- 7.10 No Person shall use, or cause or permit the use of a Flying/floating Lantern at any time.

8. Enforcement

- 8.1 The provisions of this By-law may be enforced by an Officer as defined in this By-law.

9. Obstruction

- 9.1 No person shall obstruct or hinder or attempt to obstruct or hinder an Officer or other authorized employee or agent of the Township in the exercise of a power or the performance of a duty under this By-law.
- 9.2 Where an Officer has reasonable grounds to believe that an offence under this By-law has been or is being committed on a Property, the Officer and any authorized employee or agent of the Township of South Frontenac may, upon producing proper identification, enter the Property at any reasonable time for the purpose of carrying out an inspection to determine whether this By-law is being complied with.
- 9.3 For the purposes of an inspection under section 9.2, an Officer may:
- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require the name, address and proof of identity from any person concerning a matter related to the inspection; and

- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 9.4 Without limiting the generality of section 9.1, failure to provide proof of identification satisfactory to the Officer when requested to do so pursuant to Subsection 9.3 of this By-law shall constitute obstruction of a Municipal By-law Enforcement Officer under Section 9.1 for the purposes of the inspection.
- 9.5 The foregoing inspection powers shall be interpreted so as to be consistent with the powers of entry provided under Part XIV the *Municipal Act, 2001*.

10. Extinguishing Any Fire

- 10.1 An Officer may direct any person to Extinguish any Open Air Fire where the Officer has reasonable grounds to believe that the Open Air Fire is in contravention of this By-law or of the terms and conditions of an Open Air Fire Permit.
- 10.2 Where the action taken by such person pursuant to 10.1 is, in the opinion of the Fire Chief or Officer not adequate, the Fire Chief may take such action as he or she considers necessary to control and Extinguish the fire.
- 10.3 No action or other proceeding for damages shall be instituted against a Fire Chief, Officer, firefighter, a fire inspector, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal, or a person acting under his or her authority, or any other person directed by the Fire Chief pursuant to section 10.1 or 10.2, for any act done in good faith in the execution or intended execution of his or her power or duty or for any alleged neglect or default in the execution in good faith of his or her power or duty.

11. Costs of Action Regarding Fires

- 11.1 The Owner(s) of Property shall be responsible for any and all extraordinary costs and expenses of any action(s) taken by the Fire Chief pursuant to section 10.1 and/or section 10.2 of this By-law with respect to responding to, controlling or Extinguishing an Open Air Fire on that Property that is caused by, or results from, a contravention of this By-law, or is caused by or results from the failure to comply with any of the provisions of this By-law or the terms and conditions of an Open Air Fire Permit issued pursuant to this By-law.
- 11.2 For the purposes of section 11.1 of this By-law, extraordinary costs and expenses include, but are not limited to: the costs and expenses related of any actions related to the burning of Prohibited Materials or in Prohibited Conditions; the costs and expenses of multiple responses to the same address due to contraventions of this By-law; the costs and expenses related to the spread of an Open Air Fire onto property owned by the Municipality, including to repair or replace damaged property.

- 11.3 The costs and expenses in section 11.1 of this By-law shall be assessed in accordance with the Municipality's Fees and Charges By-law and are payable to the Municipality.
- 11.4 If costs or expenses are assessed against an Owner under this By-law, the Municipality shall deliver an invoice to each such Owner and the Owner shall pay the fee within thirty (30) days of receipt of the invoice or as may be otherwise specified on the invoice.
- (a) The invoice shall explain how the owner can dispute the invoice with the Fire Chief; and
 - (b) Upon receiving a written statement disputing the invoice, then the Fire Chief shall make a determination as to the validity of the fees and provide written reasons.
- 11.5 The Municipality may deliver such invoice personally, by registered mail, or by regular mail to the Owner(s)'s last known address.
- 11.6 Receipt of the invoice shall be deemed to have occurred:
- (a) on the date of delivery, if delivered personally;
 - (b) three (3) business days after the date of mailing, if delivered by registered mail to an address within the Municipality;
 - (c) five (5) days after the date of mailing, if delivered by registered mail to an address outside of the Municipality;
 - (d) five (5) days after the date of mailing if delivered by regular mail to an address within the Municipality;
 - (e) seven (7) days after the date of mailing if delivered by regular mail to an address outside of the Municipality.
- 11.7 If any amount payable under this By-law remains unpaid after thirty (30) days of receipt of the invoice, the Municipality may add such amount to the tax roll for any Property for which all the Owners are responsible and may collect the amount in the same manner as municipal taxes or through the use of other legal means as deemed appropriate.

12. Offence and Penalty Provisions

- 12.1 Every person who contravenes any provision of this By-law is guilty of an offence and all offences under this By-law are designated as continuing offences.
- 12.2 A person who is convicted of a first offence under this By-law is liable, for each day or part of a day that the offence continues to a maximum fine of no more than \$5,000. The total of all daily fines imposed for the continuing offence may exceed \$100,000.

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- 12.3 A person who is convicted of a second or subsequent offence under this By-law, for each day that the second or subsequent offence continues, to a maximum fine of no more than \$10,000. The total of all daily fines imposed for the second or subsequent continuing offence may exceed \$100,000.
- 12.4 Every Person who contravenes any provision of this By-law shall, upon issuance of a Penalty Notice, be liable to pay to the Township of South Frontenac an Administrative Monetary Penalty, and the Administrative Monetary Penalty By-law applies to each Administrative Monetary Penalty issued pursuant to this By-law.
- 12.5 If a Person is required to pay an Administrative Monetary Penalty under Section 12.4 in respect of a contravention of this By-law, the Person shall not be charged with an offence in respect of the same contravention.
- 12.6 If an administrative penalty imposed under this By-law is not paid within 15 days after the day that it becomes due and payable, the Treasurer may add the administrative penalty to the tax roll for any property in the Township for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes.
- 12.7 If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

13. Schedules

- 13.1 The following Schedules are attached to and form part of this By-law:
- a) Schedule A: Open Air Fire Permit Conditions

14. Validity

- 14.1 Should a court of competent jurisdiction declare any provision, or any part of any provision, of this By-law to be invalid or of no force and effect, the provision or part shall be deemed severable from this By-law and it is the intention of Council that the remainder of the By-law survive and be applied and enforced in accordance with its terms to the extent possible under law.

15. Short Title of By-law

- 15.1 This By-law may be referred to as the "Open Air Fires By-law".

16. Commencement

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

16.2 By-law 2012-68, As Amended and any other by-law, policies, practices or parts thereof conflicting with this By-law be repealed.

Given First and Second Readings: Tuesday, April 7, 2026

Given Third Reading and Passed: Tuesday, April 7, 2026

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule A**Open Air Fire Permit Conditions****1. Application**

- 1.1 The terms and conditions set out in section 2 of this Schedule apply to and form part of every Open Air Fire Permit.
- 1.2 The Additional Conditions set out in section 3 of this Schedule shall apply to and form part of every Agricultural Fire Permit.
- 1.3 The Additional Conditions set out in section 4 of this Schedule shall apply to and form part of every Brush Fire Permit.
- 1.4 The Additional Conditions set out in section 5 of this Schedule shall apply to and form part of every Outdoor Appliance and Outdoor Fireplace Permit.
- 1.5 The Additional Conditions set out in section 6 of this Schedule shall apply to and form part of every Special Event Permit.
- 1.6 The Additional Conditions set out in section 7 of this Schedule shall apply to and form part of every Campground Permit.

2. General Conditions

- 2.1 No Person shall Set an Open Air Fire, or cause or permit an Open Air Fire to be Set, unless all of the following conditions are met:
 - (a) The Open Air Fire is not Set except during the timeframes (when applicable) set out on the issued Open Air Fire Permit and in accordance with Section 7. of this By-law;
 - (b) The Open Air Fire is contained within an area of non-combustible metal, masonry, ceramic or stone or is contained within a pit in the ground that does not exceed 90 centimetres (3 feet) in height, width and length;
 - (c) The Material to be Burned in the Open Air Fire is clean dry wood in a single pile and does not exceed 90 centimetres (3 feet) in height, width and length;
 - (d) The Open Air Fire is located at a distance of not less than 5 metres (16 feet) from any building, structure, hedge, fence, overhead wiring, trees, or other combustible material or the lot line;
 - (e) Necessary means are immediately available at the site of the Open Air Fire to permit the fire to be Extinguished, and/or to limit the spread of fire, and if necessary, to summon South Frontenac Fire & Rescue; and
 - (f) There is a Person present and in control of the Open Air Fire at all times;

3. Additional Conditions For Agricultural Fires

3.1 No Person shall Set an Agricultural Fire, or cause or permit an Agricultural Fire to be Set, unless all of the following conditions are met:

- (a) South Frontenac Fire & Rescue has inspected and approved the location of the Agricultural Fire;
- (b) South Frontenac Fire & Rescue has been notified prior to Setting the Agricultural Fire by contacting the Township by phone at (613)-376-3027;
- (c) South Frontenac Fire & Rescue has been notified at the conclusion of the Agricultural Fire by contacting the Township by phone at (613)-376-3027.
- (d) The Agricultural Fire shall be Set at a distance of no less than 90 metres (295 feet), or at such greater distance as may be specified in the Agricultural Fire Permit, from any building, hedge, fence, overhead wire, trees, or other combustible material, or the lot line;
- (e) The Material to be Burned shall not exceed 6 metres (20 feet) in height, 6 metres (20 feet) in width and 6 metres (20 feet) in length or as otherwise approved by the Fire Chief;
- (f) The Agricultural Fire is not Set except between 7:01 p.m. and 6:59 a.m., unless otherwise authorized by the Fire Chief and in accordance with Section 7. of this By-law;
- (g) Necessary means are immediately available at the site of the Agricultural Fire to permit the fire to be Extinguished, and/or to limit the spread of fire, and if necessary, to summon South Frontenac Fire & Rescue; and
- (h) There is a Person present and in control of the Agricultural Fire at all times;
- (i) The Person present and in control of the Agricultural Fire is the Person identified in the Open Air Fire Permit.

4. Additional Conditions For Brush Fires

- 4.1 No Person shall Set a Brush Fire, or cause or permit a Brush Fire to be Set, unless all of the following conditions are met:
- (a) South Frontenac Fire & Rescue has been notified prior to Setting the Brush Fire the Township via the procedure approved by the Fire Chief;
 - (b) South Frontenac Fire & Rescue has been notified at the conclusion of the Brush Fire by via the procedure approved by the Fire Chief;
 - (c) The Brush Fire shall be Set at a distance of no less than 30 metres (98 feet), or such greater distance as may be specified in the Open Air Fire Permit, from any building, hedge, fence, overhead wire, trees, or other combustible material, or the lot line;
 - (d) The Material to be Burned shall not exceed 3 metres (10 feet) in height, 3 metres (10 feet) in width and 3 metres (10 feet) in length or as otherwise approved by the Fire Chief;
 - (e) The Brush Fire is not Set except during the timeframes set out on the issued Open Air Fire Permit and in accordance with Section 7. of this By-law;
 - (f) Necessary means are immediately available at the site of the Brush Fire to permit the fire to be Extinguished, and/or to limit the spread of fire, and if necessary, to summon South Frontenac Fire & Rescue;
 - (g) There is a Person present and in control of the Brush Fire at all times;
 - (h) The Person present and in control of the Brush Fire is the Person identified in the Open Air Fire Permit; and

5. Additional Conditions For Outdoor Appliance and Outdoor Fireplace Fires

5.1 No Person shall Set a fire in an Outdoor Appliance or Outdoor Fireplace, or cause or permit a fire to be Set in an Outdoor Appliance or Outdoor Fireplace, unless all of the following conditions are met:

- (a) South Frontenac Fire & Rescue has been notified prior to Setting the Outdoor Fireplace or Outdoor Appliance Fire via the procedure approved by the Fire Chief;
- (b) South Frontenac Fire & Rescue has been notified at the conclusion of the Outdoor Fireplace Fire by contacting via the procedure approved by the Fire Chief;
- (c) The Outdoor Appliance or Outdoor Fireplace is not located on a balcony;
- (d) The Outdoor Appliance or Outdoor Fireplace is not located on any combustible surface;
- (e) The Outdoor Appliance or Outdoor Fireplace is in good working order;
- (f) The Outdoor Appliance is located at a distance of not less than 5 metres (16 feet) from any building, structure, hedge, fence, overhead wiring, trees, or other combustible material or the lot line;
- (g) The Outdoor Fireplace is located at a distance of not less than 3 metres (10 feet) from any building, structure, hedge, fence, overhead wiring, trees, or other combustible material or the lot line;
- (h) The Outdoor Appliance or Outdoor Fireplace is equipped with a spark arrester or protective cover placed over the fuel, chimney or opening so that it contains sparks and embers;
- (i) The Material to be burned is clean dry wood in a single pile and does not exceed 45 centimeters (1.5 feet) in height, width and length;
- (j) Necessary means are immediately available to permit the fire to be Extinguished, and/or to limit the spread of fire, and if necessary, to summon South Frontenac Fire & Rescue;
- (k) There is a Person present and in control of the fire at all times; and
- (l) The Person present and in control of the Fire is identified in the Open Air Fire Permit.

6. Additional Conditions For Open Air Fires during or as part of a Special Event

- 6.1 No Person shall Set an Open Air Fire during or as part of a Special Event, or cause or permit an Open Air Fire to be Set during or as part of a Special Event, except in accordance with any specific terms and conditions that the Fire Chief imposes pursuant to section 6.2 of this Schedule, and unless all the following terms and conditions are met:
- (a) South Frontenac Fire & Rescue has been notified prior to Setting the Open Air Fires during or as part of a Special Event via the procedure approved by the Fire Chief;
 - (b) South Frontenac Fire & Rescue has been notified at the conclusion of the Open Air Fires during or as part of a Special Event via the procedure approved by the Fire Chief;
 - (c) Necessary means are immediately available at the site of the Open Air Fire to permit the fire to be Extinguished, and/or to limit the spread of fire, and if necessary, to summon South Frontenac Fire and Rescue;
 - (d) There is a Person present and in control of the Open Air Fire at all times;
 - (e) The Person present and in control of the Open Air Fire is the Person identified in the Special Event Fire Permit;
 - (f) The Special Event Fire is not Set except during the timeframes set out on the issued Open Air Fire Permit and in accordance with Section 7. of this By-law; and
- 6.2 The Fire Chief may, in his or her sole discretion, may impose, as part of a Special Event Fire Permit, any other terms and conditions as the Fire Chief deems necessary, in addition to those set out in this By-law and Schedule, including but not limited to restricting the time(s) or day(s) during which an Open Air Fire is permitted.

7. Additional Conditions For Open Air Fires at Campgrounds

- 7.1 No Person shall Set an Open Air Fire in a Campground, or cause or permit an Open Air Fire to be Set in a Campground, except in accordance with any specific terms and conditions that the Fire Chief imposes pursuant to section 7.2 of this Schedule, and unless all the following terms and conditions are met:
- (a) Necessary means are immediately available at the Campground to permit an Open Air Fire to be Extinguished, and/or to limit the spread of fire, and if necessary, to summon South Frontenac Fire and Rescue; and
 - (b) There is a Person present and in control of the Open Air Fire at all times.
- 7.2 The Fire Chief may, in his or her sole discretion, require as a condition of any Campground Permit, specific terms and conditions in addition to those set out in this By-law and Schedule.
- 7.3 Every owner, operator, manager or supervisor of a Campground shall be responsible for ensuring compliance with the provisions of this By-law and the terms and conditions of an issued Campground Permit.

**Township of South Frontenac
By-law 2026-20**

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”

Whereas Council desires to update By-law 2022-70, As Amended;

Now Therefore the Corporation of the Township of South Frontenac enacts as follows:

1. By-law 2022-70, As Amended, “A By-Law to Impose Administrative Monetary Penalties on Violations Of Municipal By-Laws”, is hereby amended as follows:

Schedule A is amended by deleting Clause 1. in its entirety and inserting the following to read as follows:

- “1. Township of South Frontenac, By-law 2026-19, A By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac”

Schedule B is further amended to include following Administrative Monetary Penalties related to By-law 2026-19:

Township of South Frontenac, By-law 2026-19, A By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac		
By-Law Section	Short Wording	Penalty Amount
7.1	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set except in accordance with the provisions of this By-law and the terms and conditions of a valid Open Air Fire Permit issued under this By-law.	\$250.00
7.2	Failure to Comply: No Person shall cause, permit or maintain the burning of Prohibited Materials in an Open Air Fire.	\$250.00
7.3	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set in Prohibited Conditions.	\$500.00
7.4	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set during a Total Fire Ban.	\$1000.00
7.5	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set in contravention of any restrictions imposed by the Fire Chief during a Level 1 Burn Ban.	\$500.00

By-Law Section	Short Wording	Penalty Amount
7.6	Failure to Comply: No Person shall cause or permit fireworks to be set off during a Level 1 Burn Ban or Total Fire Ban.	\$500.00
7.7	<p>Failure to Comply: No Person shall cause or permit a fire in an outdoor incinerator in the Municipality without first obtaining written approval from the Fire Chief and under the following conditions:</p> <ul style="list-style-type: none"> (a) The person is burning only wood, brush, leaves, or discarded wood by-products; (b) The incinerator is an enclosed device constructed entirely of non-combustible material which is not capable of holding more than one cubic metre of unburned material; (c) The incinerator is at least five metres from any forest or woodland; (d) The incinerator is at least two metres from any flammable materials; and (e) The outlet of the incinerator is covered with a screen having a mesh size of not more than five millimeters. 	\$250.00
7.8	Failure to Comply: No Person shall cause or permit an Open Air Fire to be Set in a Non-approved Device.	\$250.00
7.9	Failure to Comply: No Person shall cause or permit a Nuisance Open Air Fire.	\$500.00
7.10	Failure to Comply: No Person shall use, or cause or permit the use of a Flying/floating Lantern at any time.	\$500.00
9.1	Obstruct an Officer	\$500.00
	Administrative Penalty Fee – Failing to pay the AMP by the date on which it is due	\$50.00
	Administrative Penalty Fee – Failing to appear for a hearing before the Hearings Officer.	\$100
	Screening Officer Appeal Fee	\$50.00
	Hearing Officer Appeal Fee	\$200.00

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

Given First and Second Readings: April 7, 2026

Given Third Reading signed and sealed April 7, 2026

Ron Vandewal, Mayor

James Thompson, Clerk

By-Law Number 2026-21**A By-Law to Amend By-law 2024-59, As Amended being “A By-law to Establish Fees and Charges Collected by the Corporation of the Township of South Frontenac”**

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

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

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

1. Schedule D of By-law 2024-59, Amended is hereby further amended to include the following:

Description	Amount	Effective Date
<p>By-law Number 2026-19 A By-law to Regulate the Setting and Maintaining of Open Air Fires within the Township of South Frontenac Costs of Action Regarding Fires</p>	<p>Fees issued in accordance with By-law 2026-19, Section 11 based on the following model: Vehicles: Current rate dictated by the Province (MTO rate) per hour per truck. Labour: Total cost recovery of all wages related to all fire fighters responding to incident.</p>	<p>April 8, 2026</p>

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

Given First and Second Readings: Tuesday, April 7, 2026

Given Third Reading and Passed: Tuesday, April 7, 2026

James Thompson, Clerk

Ron Vandewal, Mayor

Township of South Frontenac

Staff Report



To: Council

From: Director, Development Services

Date of Meeting: Tuesday, April 7, 2026

Subject: Zoning By-law Amendment Application PL-ZBA-2025-0101, Scott (The Boulevard Group), 4413 Road 38

Report Number: 2025-042

Summary

This report recommends that Council approve Zoning By-law Amendment Application PL-ZBA-2025-0101 and pass a by-law to change the zoning on lands municipally known as 4413 Road 38. The zoning on a portion of the subject lands would be changed from Rural (RU) to Rural – Special Provision (RU-85). The RU-85 zone would allow a residential land use less than 300 metres from a licensed quarry. It would also allow buildings and structures to be setback a minimum of 15 metres from a watercourse.

Recommendation

That Zoning By-law Amendment Application PL-ZBA-2025-0101 submitted by Lori Scott and Gregory Gray (The Boulevard Group), regarding 4413 Road 38, be approved;

That By-law 2026-18, attached to Report Number 2026-042, as Exhibit A, being a By-law to amend the zoning on a portion of lands known as 4413 Road 38, Part of Lots 7 and 8, Concession 3, District of Portland, Township of South Frontenac, be given first and second reading; and

That By-law 2026-18 be presented to Council for third reading.

Background

The subject property is located south of Harrowsmith. The property is approximately 110 hectares in size. It has frontage on the west side of Road 38 and the north side of Quinn Road West. There is a house, a barn and two accessory buildings along the Road 38 frontage.

There are several residential lots along Road 38 and Quinn Road West. There is a licensed quarry on Wilton Road immediately west of the property.

The Township is in receipt of a consent application for a residential building lot. The application will not be processed unless Council approves the Zoning By-law amendment because the consent application currently does not comply with the Zoning By-law.

The proposed lot would be in the southwest corner of the property on Quinn Road West. The lot would be approximately 3.9 acres in area with 175 metres of frontage on Quinn Road West. The lot would consist of two small fields bisected by a watercourse (agricultural drain) that runs on a diagonal through the area. A building envelope was identified on the east side of the proposed lot, between the watercourse and the bottom of a ridge.

The Zoning By-law does not allow new residential uses (e.g. new lot and/or new house) within 300 metres of an existing quarry. The purpose of the proposed by-law is to establish the principle of development for a new residential lot to be permitted less than 300 metres from the neighbouring quarry.

There was no development proposed when the applications were originally submitted. Since that time, the future owner has begun to make plans for how the proposed lot would be developed. They have requested the proposed by-law allow buildings and structures to be set back a minimum of 15 metres from the watercourse that runs through the proposed lot. The request was made to position the house farther back and away from the road to create a safer buffer from traffic, reduce noise exposure, and provide a more secure outdoor environment. It was also requested to help preserve the privacy of neighbouring properties.

Application and Supporting Documents

The application and supporting documents can be accessed through the Township's CivicWeb Document Centre, <https://southfrontenac.civicweb.net/filepro/documents/124115/>.

Planning Justification and Land Use Compatibility Report:

A Planning Justification and Land Use Compatibility Report (The Boulevard Group, October 2025) was submitted in support of the applications. 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 policy and regulatory framework. The proposal was considered under the adopted May 2025 Township Official Plan rather than the in-effect 2003 Official Plan. The report reviewed the compatibility of the proposed lot in relation to the existing quarry. The report concluded that the proposed lot would not result in any compatibility issues with the existing quarry that is not already addressed through the operational practices, and the regulatory framework governing the quarry. Planning staff disagree with the assumption that the 80km/hr speed limit on Quinn Road West results in elevated routine background traffic noise that would have a further buffering effect between the extractive use and the proposed residential use. Any house would be between the quarry to the north and the road to the south.

Planning staff are generally satisfied with the conclusions of this report.

Minimum Distance Separation Report:

A Minimum Distance Separation (MDS) Report (The Boulevard Group, October 2025) was also submitted in support of the applications. The assessment reviewed and calculated MDS I setbacks for five livestock facilities within 750 metres of the proposed lot to be

severed. The required MDS I setbacks ranged from 83 metres to 235 metres. The proposed lot would be located outside these setbacks.

Planning staff are satisfied with this report because its assumptions and setbacks were conservative, ensuring compatibility between the proposed lot and nearby livestock facilities.

Public Meeting Summary

Council held a public meeting under the *Planning Act* on December 9, 2025. No members of the public attended the meeting.

The agent for the application, Jason Sands of The Boulevard Group, provided an overview of the proposal and the policy framework. There were no questions from members of Council.

Agency and Department Comments

Cataraqui Conservation (CRCA) has no objection to the applications. There is a watercourse that cuts diagonally across the proposed lot. This watercourse is a regulated feature under O. Reg. 41/24. CRCA's guidelines for implementing the regulation would require a 30 metre development setback from the watercourse. CRCA staff noted that given channel characteristics and limited upstream drainage area, flooding is not expected to occur outside the banks of the channel (unless obstructed somehow). As a result, their staff would support a 15 metre setback from the watercourse for future development. It should be noted that "development" is defined in O. Reg. 41/24 to include building construction, filling, grading and excavation.

CRCA staff also noted that the subject lands have inferred karst on provincial mapping. They did not encounter evidence of karst in the identified building area during their site visit. However, they provided recommendations to follow if karst features are encountered during excavation and construction of the site. These recommendations would be addressed through a development agreement if the rezoning and consent applications are approved.

Public Services confirmed that the proposed lot would have a safe entrance location at least 30 metres from the watercourse, as may be required by CRCA under O. Reg. 41/24.

Building Services expressed no immediate concerns regarding the installation of a sewage system on the proposed severed lot. The details and location of a sewage system are typically determined through the building permit process.

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 (2003), as well as the provisions of Zoning By-law No. 2003-75, as amended.

Mineral Aggregate:

The Provincial Planning Statement (PPS) 2024 indicates that mineral aggregate resources shall be protected for long-term use (section 4.5). It also states that mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impacts.

The County of Frontenac Official Plan contains policies that are consistent with the PPS. It requires the Township to identify and protect all existing mineral aggregate operations from incompatible uses (section 2.1.2.2).

The Township of South Frontenac Official Plan (2003, consolidated to 2024) intends to protect wherever possible and practical sand and gravel resources and a reasonable amount of bedrock resources for aggregate extraction and ensure that the resources are utilized in accordance with property controls. The existing quarry at 3728 Wilton Road (*Aggregate Resources Act* License ID 2409) is in the Mineral Aggregate designation.

The north end of the quarry is zoned Quarry "A" (QA), and the south end of the quarry is zoned Quarry "B" (QB) in Zoning By-law 2003-75, as amended. There are two different zones because there were two separate ARA licensed sites until the licences were amalgamated in 2019.

The Township Official Plan prohibits residential land uses within 300 metres of an existing quarry as a means of protecting mineral aggregates and operations from incompatible land uses. The Official Plan also intends to prevent incompatible land uses less than 500 metres but more than 300 metres from an existing quarry. The 500 metres is an influence area, which is not meant to be a strict buffer or setback area in which development is prohibited, but rather, it is an area where impacts may occur or may be experienced, and development may occur subject to a form of technical assessment. Staff determined that an official plan amendment was not required as numbers in the Township Official Plan are not fixed or rigid, per Section 9.0(a).

The Township's mineral aggregate policies are implemented through the Zoning By-law. Section 5.34.1 prohibits residential land uses within 300 metres of an existing quarry. Section 5.34.2 of the Zoning By-law specifies that residential land uses may be permitted on lands between 300 metres and 500 metres of an existing quarry provided a minor variance or rezoning application is approved by the Township.

The northwest corner of the proposed lot would be 250 metres from the quarry based on measurements taken from Frontenac Maps.

The Planning Justification and Land Use Compatibility Report (The Boulevard Group, October 2025) concluded that approval of the new lot will not result in any incompatibility that is not able to be addressed by the operational practices and the regulatory framework governing the quarry. It was noted that as the extractive operations of the quarry continue at a greater depth over time, nuisance-related impacts from noise, dust and vibration will gradually reduce at off-site sensitive receptors. The report also indicates that there are limitations on blasting and extraction activities from existing dwellings closer to the quarry

such that any future residential development on the proposed lot is correspondingly protected.

Planning staff reviewed the approved 2019 ARA licence site plan to verify the restrictions and operational plan for the quarry. No compatibility issues are anticipated for the proposed lot. Although the northwest corner of the proposed lot would be 250 metres from the quarry, any house would be at least 300 metres from the quarry because the proposed building envelope is on the east side of the watercourse where there is more land to work with.

Watercourse / Environmental Protection:

As noted above, the proposed lot would consist of two small fields bisected by a watercourse that runs on a diagonal through the area. A building envelope was identified on the east side of the proposed lot, between the watercourse and the bottom of a ridge. This building envelope would comply with all zoning requirements including a minimum 20 metre front yard and a minimum 30 metre setback from the watercourse.

The owner requested the proposed by-law to allow buildings and structures to be setback a minimum of 15 metres from the watercourse instead of the require 30 metres. Their main concern is road safety since the proposed lot is at the base of a blind hill and there is regular heavy commercial vehicle traffic. Planning staff are not convinced that this is a sufficient reason to reduce the required setback from the watercourse. Public Services confirmed that the proposed lot would have a safe entrance location in a level area about 30 metres from the base of the hill. There is also a thick tree line along the frontage that would act as a buffer.

That said, Planning staff are supportive of a minimum 15 metre setback from the watercourse for two different reasons.

The Township typically requires a minimum 30 metre setback from waterbodies and watercourses to minimize impacts to water quality and habitat, and to avoid flooding and erosion hazards. Cataraqui Conservation staff noted that the watercourse appears to be an agricultural ditch created for general drainage following what was likely a natural watercourse path at some point. While the channel is man-made, they found evidence in sections of the channel of a natural watercourse that conveys runoff likely in the spring and during heavy rain fall events. Given channel characteristics and limited upstream drainage area, they did not expect flooding to occur outside the banks of the channel unless it was obstructed somehow. As a result, they would support a 15 metre setback from the watercourse for future development. Planning staff concur with their assessment of the watercourse.

Frontenac Maps aerial photographs suggest that there is a wet area at the base of the ridge on the east side of the proposed lot. Planning staff visited the property at the beginning of February during the deep freeze and after significant snowfall. Staff found evidence of a groundwater recharge area along the base of the ridge (e.g. water under the snow). Staff also observed the dug well of 3903 Quinn Road West at the based of the ridge. This wet area should be avoided because it is not appropriate for development. A 15 metre setback from the watercourse would help to avoid flooding and to protect water quality by

maximizing the distance between the groundwater recharge area and the house and the sewage system.

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 (2003). 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 Public Notice webpage
- by email to prescribed persons and public bodies

Staff contacted the quarry operator following the public meeting to notify them of the applications, and to provide them with an opportunity to review and provide comment. No comments were received.

Attachments

Exhibit A – By-law 2026-18

Approvals

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

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

Submitted By:



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

Approved By:



Louise Fragnito, CGA, CPA
Chief Administrative Officer

By-Law Number 2026-18

A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural – Special Provision (RU-85) on a portion of lands described as Part Lots 7 and 8, Concession 3, District of Portland

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

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

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

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

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

1. **THAT** Schedule “A” to Zoning By-law Number 2003-75 as amended, is hereby further amended by changing the zoning from Rural (RU) to Rural – Special Provision (RU-85) 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-85 (Quinn Road West, Part of Lots 7 and 8, Concession 3, District of Portland) immediately after the last Rural – Special Provision section to read as follows:

RU-85 (Quinn Road West, Part of Lots 7 and 8, Concession 3, District of Portland)

Notwithstanding the provisions of Section 5.34 and Section 7, or any other provision of this By-law to the contrary, on the lands zoned Special Rural (RU-85), the following provisions apply:

- A residential land use shall be permitted a minimum of 250 metres (820.2 ft.) from the existing quarry located in Lot 8, Concession 3, District of Portland.
- For single detached dwelling, accessory buildings and sewage system:
 - Setback from Highwater Mark of Watercourse (Minimum) 15 Metres (49.2 ft.)

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.

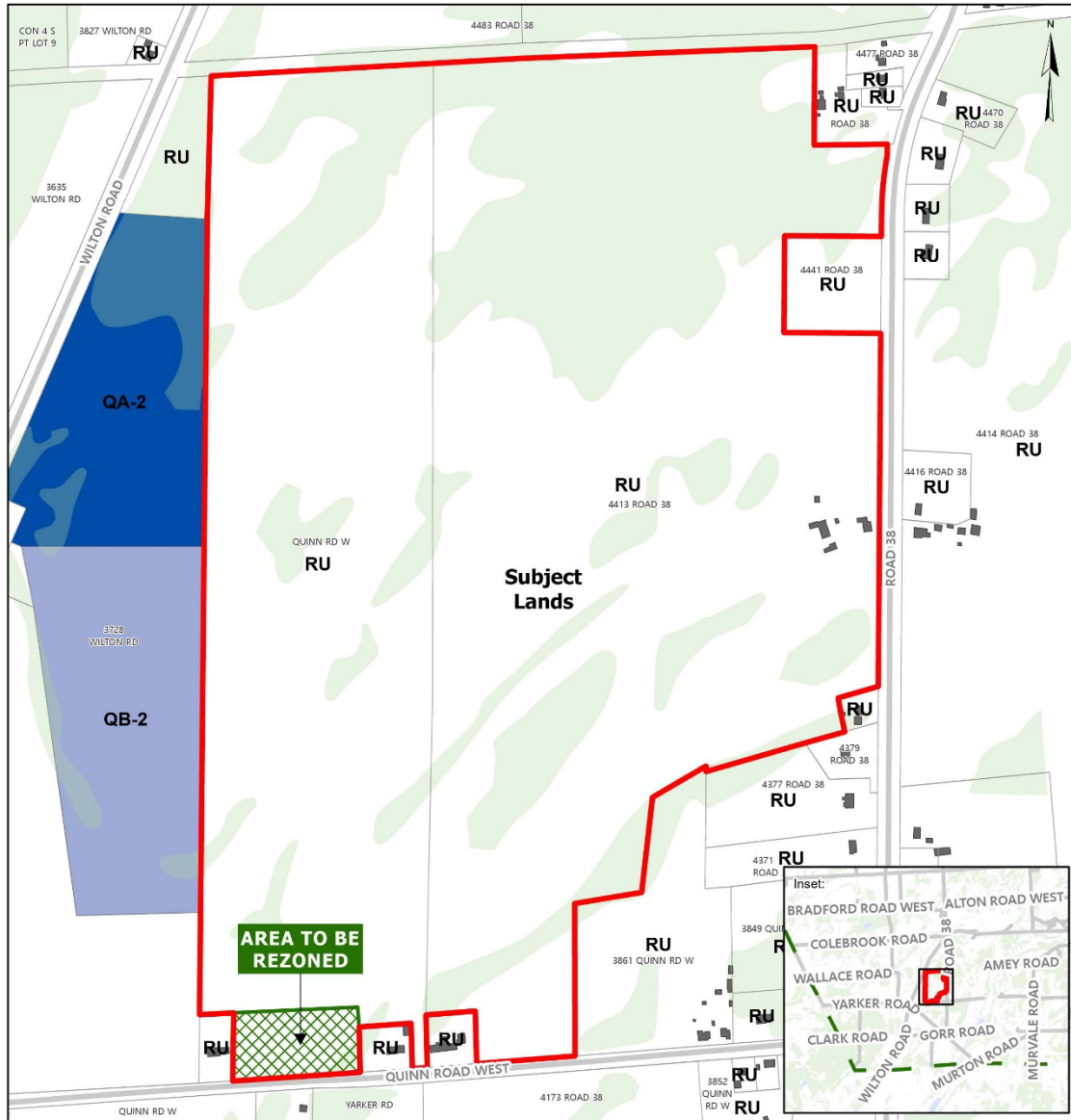
Given First and Second Readings: Tuesday, April 7, 2026

Given Third Reading and Passed: Tuesday, April 7, 2026

James Thompson, Clerk

Ron Vandewal, Mayor

Schedule 1 of By-law 2026-18



(SCOTT)
(BOULEVARD GRP.)
QUINN ROAD WEST
PL-ZBA-2025-0101

Scale: 1:27,000

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

Produced by the County Frontenac, under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025. While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only. UTM Projection NAD 83 | Date: 18/11/2025

From: [Lori Scott](#)
To: [Christine Woods](#)
Cc: [dave bowes](#); [Greg Gray](#); [Jason Sands](#)
Subject: RE: PL-ZBA-2025-0101 and PL-BDJ-2025-0102 update -Request for Setback Reduction – Proposed Severance
Date: February 27, 2026 10:38:23 AM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[Quinn Road Drawing.pdf](#)

Hi Christine,



Attached is a rough sketch showing the proposed location of the home, septic system, and well (we understand the measurements may not be exact).

Dear Members of Council,

We are writing to formally request a reduction of the required 30 metre setback from the watercourse to 15 metres in relation to our proposed severance of a lot from our 256-acre parcel in Harrowsmith.

The requested reduction is necessary to allow us to situate the proposed home in a safe and practical location on the newly created lot. The property fronts onto Quinn Road at the base of a blind hill, where visibility is limited. There is regular traffic along this stretch, including heavy commercial vehicles. A neighbouring property located two lots east operates a commercial body shop, which results in increased traffic from transports and larger trucks.

Given that there are two young children in the Bowes family, road safety is a significant concern. Positioning the dwelling further back and away from the roadway would create a safer buffer from traffic, reduce noise exposure, and provide a more secure outdoor environment.

In addition to safety considerations, adjusting the building envelope will help preserve the privacy of neighbouring properties and maintain the rural character of the area. The proposed location allows for greater natural buffering through existing vegetation and topography, minimizing visual impact from the road and adjacent lands.

We have engaged with the Conservation Authority regarding the watercourse, and they have indicated support for a 15 metre setback. We remain committed to responsible development and to ensuring that construction respects environmental considerations, including appropriate grading, drainage control, and protection of the watercourse.

Our intent is not to intensify development near the watercourse, but rather to position the home in a manner that thoughtfully balances environmental stewardship, road safety, privacy, and compatibility with the surrounding rural landscape.

We respectfully request that Council consider and approve a reduction of the setback requirement from 30 metres to 15 metres to allow the dwelling to be located in a safer and more appropriate position on the lot.

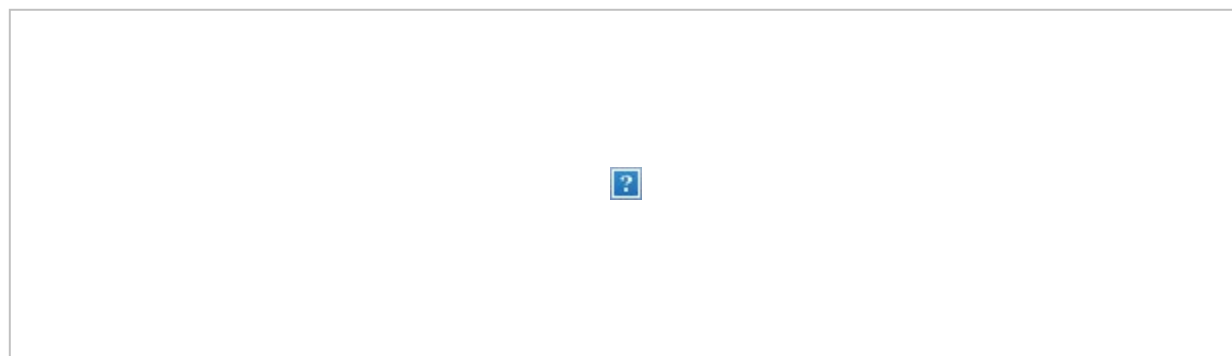
Thank you for your time and consideration.

Sincerely,

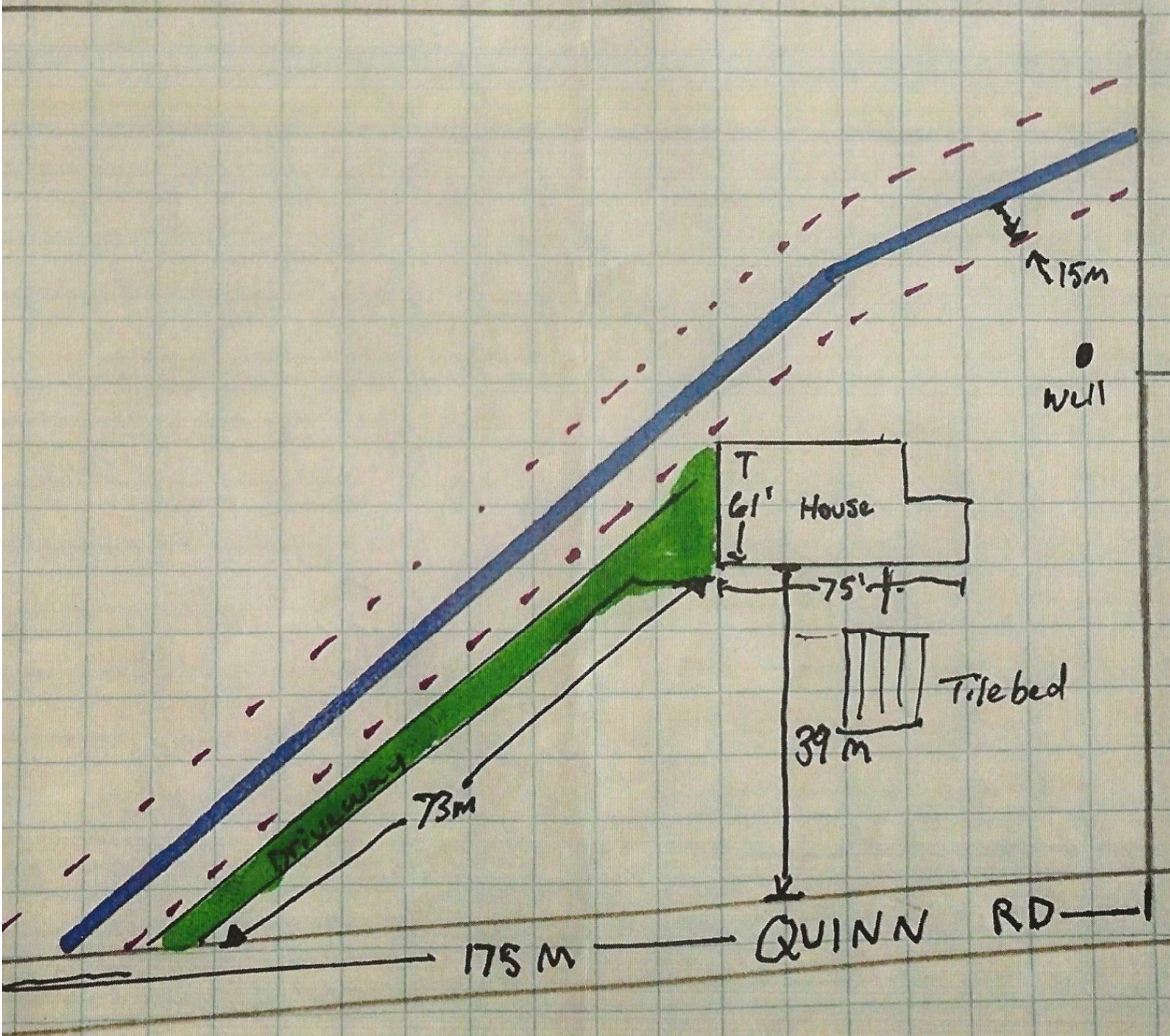
Lori Scott

[Redacted]

[Redacted]



[Redacted]



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: April 7, 2026

Subject: Verona Housing Servicing EA – Stage 2 Archaeological Assessments

Report Number: 2026-037

Summary

This report provides a summary of the outcomes of the Stage 2 Archaeological Assessments (AA) for the Verona Housing lands and outlines the scope and budget changes associated with the mandatory requirement for Stage 3 AA activities.

Recommendation

That Council accept the proposal from J. L. Richards (LHC Heritage Planning and Archaeology) for the required Stage 3 Archaeological Assessment (AA) to meet the requirements of the Ministry of Citizenship and Multiculturalism (MCM);

That Council approve an upset budget amount of \$101,722.75 for this activity, and

That Council direct staff to proceed with the Stage 3 AA field investigations pursuant to the MCM Standards and Guidelines for Consultant Archaeologists (2011).

Background

On August 12th, 2025, Public Services staff presented Report 2025-118 to Township Council relating to the initiation of Stage 2AA on the Verona Housing property. These secondary assessments were one of the primary findings of the Stage 1 archaeological screening requirements under Standards and Guidelines for Consultant Archaeologists (2011).

The corresponding J. L. Richards proposal, which included sub-consulting support from LHC Heritage Planning and Archaeology was approved and awarded for an upset limit of \$67,582.42 plus HST. The overall assignment included 536 hours of technical work and was forecasted to be completed in the spring of 2026. A copy of Report 2025-118 has been attached for reference as Exhibit A.

Discussion/Analysis

LHC Heritage Planning and Archaeology has completed the draft of the combined Stage 1 & 2 AA reports and the documents are currently under review by several indigenous stakeholder groups. This report will be forwarded to the Ministry of Citizenship and Multiculturalism (MCM) along with indigenous stakeholder comments in early April. We anticipate that feedback on the expedited review of the report which will be a minimum of 60 days.

The draft Stage 2 AA report has identified a 19th century site in the northeast corner of the development site which is shown in Exhibit B. A total of fifty-five 19th century artifacts were found at this location. The site has since been registered with the Province of Ontario as site BcGe-18, and a Stage 3 AA is therefore required. After discussions with the MCM, the Township will be seeking a partial clearance for the development site as part of the Stage 2AA report review. A partial clearance includes a Temporary Avoidance and Protection Plan and places a protective buffer of 20m around the registered site which prohibits all construction activities. An additional 50m buffer outside of the 20m setback will also be requested that require all site disturbance to be monitored by a licensed archaeologist. The combined buffers of 70m currently fall within the footprint of the townhouse development site and specifically the northernmost unit in the current site development proposal (2B Developments). It should be noted that if the Township receives partial clearance, it will have clearance from MCM to permit site disturbance on all project areas outside of the 70m buffer zone.

The Stage 3AA proposal from the Consultant has been priced into three specific task and deliverables for Township review. Details on Tasks 1 through 3 are summarized below:

Task 1 – Test Excavations and Reporting

The Stage 3AA test excavations will involve the following field and reporting activities:

- Lay out of a grid at 5m intervals across the registered area and manually excavate 10 one by one meter test units (see Area A in Exhibit B);
- Screening of soils through a 6mm mesh to aid in artifact retrieval, recording of test units, and backfilling of the unit with removed soils;
- Field documentation (notes, photographs, GPS data, and mapping);
- Additional research to meet MCM's standards and guidelines for Stage 3AA of a 19th century site;
- Processing of up to 1,000 artifacts, and
- Stage 3AA artifact analysis and report submission to MCM.

The work will include a team of five (5) archaeologists for five consecutive days including travel. All tree trimming in the area will be addressed by the Township in advance of the mobilization to aid excavation efforts.

Task 2 – Provisional Stage 3AA – Additional Test Units

While the outcomes of the Stage 3AA are likely to be contained to the initial registered site, Public Services has requested consideration for contingency allowances. The proposal therefore includes provisional costing to cover an addition 8 one by one meter test units if boundary of the study area should grow. These provisional works have been included in the recommended budget to inform an upset limit.

Task 3 – Monitoring of Field Construction

MCM will require any construction related field work within the 70m buffer to be fully supervised by a licensed archaeologist. The 50m buffer zone will need to be fenced off prior to the start of construction to indicate its boundaries and the installation will need to be supervised by a licensed archaeologist. For the purposes of this proposal, an allotment of 63 hours has been carried however only actual hours will be charged.

The Stage 3AA activities cannot commence until the Stage 1 & 2 review by MCM has been completed however a tentative schedule has been established that would see the work performed in June of 2026. The overall timeline to complete all work activities included in the Stage 3AA proposal is 12 to 15 weeks following the completion of fieldwork which optimistically would be October or November of 2026.

Upon conclusion, the MCM’s review of the Stage 3AA report will determine whether the site has significant cultural and heritage value. If significant cultural and heritage value is found, the site buffers can be reduced significantly to 10m buffer and a Stage 4 approval is then required. One of the alternatives that may be pursued by the Township in the case of a Stage 4 review is permanent avoidance of the area.

Financial Implications

The current scope change proposal is broken down below by task:

TASK	COST (Net of HST Rebate)
Task 1 – Test Excavations and Reporting	\$ 58,911.97
Task 2 – Additional Test Pits (Provisional)	\$ 32,539.13
Task 3 – Monitoring of Field Construction	\$ 10,271.65
Upset Budget Stage 3AA	\$101,722.75

The upset budget relating for the Stage 3AA is \$106,092.94 however it is important to note that this total includes \$34,750.53 in provisional work which may never be realized.

These costs included in this sub-consultant study work will be funded by existing budget dollars and funding received under project 22-06B. It is therefore staff's recommendation that the proposal for the Stage 3AA work be accepted.

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

Director of Corporate Services & Treasurer
J. L. Richards & Associates
LHC Heritage Planning & Archaeology

Attachments

Exhibit A – Verona Housing Communal Servicing EA Stage 2 Archaeological Assessments
Exhibit B – Stage 3AA Fieldwork Locations

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

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community.

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: August 12, 2025

Subject: Verona Housing Servicing EA – Stage 2 Archaeological Assessments

Report Number: 2025-118

Summary

This report provides a summary of the outcomes of the Stage 1 Archaeological Assessments (AA) for the Verona Housing lands and outlines the scope and budget changes resulting from new Stage 2 AA activities.

Recommendation

That Council accept the proposal for scope changes from J. L. Richards totalling \$67,582.42 plus HST for the required Stage 2 Archaeological Assessments required through the screening requirements of the Ministry of Citizenship and Multiculturalism; and

That Council direct staff to proceed with the required Stage 2 field investigations required under the Ministry of Citizenship and Multiculturalism (MCM) 2011 Standards and Guidelines for Consultant Archaeologists.

Background

On December 17th, 2024, Public Services staff presented Report 2024-209 to Township Council relating to the award of the next phase of the Municipal Class Environmental Assessments for water and wastewater servicing for the Verona Housing Project. At that time, J. L. Richards and Associates were awarded the next phase of the project which included the following key deliverables:

- Project management, notifications, communications, and public engagement activities as required under the provincial Municipal Class EA process
- Stakeholder engagement and communications with regulatory bodies including the Ministry of Environment, Quinte Conservation, and Indigenous Groups
- Stage 1 Archaeological and Cultural Heritage Impact Assessments
- Review and evaluation of Natural Heritage / Species at Risk Assessments
- On-site borehole programs and hydrogeological investigations in support of the preferred wastewater dispersal system design including water resources assessment

- Hydrogeological assessments and pump tests to characterize the groundwater quantity and quality including treatment requirements; and
- Well head characterization – characterization of groundwater flow and drawdown areas

The J. L. Richards proposal, which included sub-consulting support from Cambium and LHC Heritage Planning and Archaeology was subsequently approved and awarded for an upset limit of \$348,485. The overall assignment awarded at that time included 2,200 hours of technical work and was forecasted to take 15 months with conclusion in the spring of 2026. A copy of Report 2024-209 has been attached for reference as Exhibit A.

Discussion/Analysis

The sub-consultant teams on the project have been very busy in the first half of 2025. A summary of the activities and early findings to date on the project are outlined below:

- a) Natural Heritage Review (on schedule) - Cambium (sub-consultant to 2B Developments) has completed their physical site work and have completed the last seasonal review of the properties along with their ecological constraints. Two species of interests will require additional assessments in August this year to capture additional information to support final reporting and project recommendations.
- b) Wetland Mapping (on schedule) - Cambium (sub-consultant to 2B Developments) has completed preliminary mapping of the wetland boundary onsite and will be consulting with regulatory authorities on boundary features and associated site development constraints.
- c) Cultural Heritage Report – The draft cultural heritage report completed by LHC on June 27th, 2025, and has identified ten built heritage resources adjacent to the project area. Preliminary findings indicate that no direct or adverse impacts are anticipated from this project. This study work is approximately two weeks beyond target.
- d) Stage 1 Archaeological Assessment – The draft Stage 1 Archeological Assessment (AA) was completed on May 21, 2025, and was completed in compliance with Ontario Heritage Act and the Ministry of Citizenship and Multiculturalism (MCM) 2011 Standards and Guidelines for Consultant Archaeologists. Based on the outcomes of the property inspection, review of land use history, and nearby features the site was found to exhibit archaeological potential in accordance with the provincial study indicators. A Stage 2 AA is therefore triggered.

Based on the findings of the Stage 1 AA, the Township will be required to advance a Stage 2 AA. This assessment will consist of a series of hand dug test pits completed at 5m intervals throughout all undisturbed areas. The remaining areas of the study area which are disturbed or low-lying wet areas will not require any further assessment. Refer to Exhibit B for mapped areas subject to assessment.

The materials removed during manual excavations will be screened through a 6mm mesh and examined for the presence of artifacts and/or features. If artifacts are recovered from the test pit, the test pit interval will be intensified to 2.5m around a positive test pit. This work will be carried out by a crew of five archaeologists and is estimated to take eight days.

The project management, fieldwork, reporting, and disbursements for this mandatory work under the Municipal Class EA will involve approximately 536 hours of professional hours and will carry a fixed cost of \$67,582.42 plus HST. It is important to note that the requirement and scope for any Stage 2 AA could not be pre-determined at the outset of the project and as such the activity is considered to be additional scope. It will be a requirement that the MCM enter any final report into the Ontario Public Register of Archaeological Reports.

It is currently an offence under Sections 48 and 69 of the Ontario Heritage Act for any party other than a licensed archaeologist to make any alterations to a known archaeological site. With that understanding all site disturbance required for geotechnical work, drilling and hydrogeological investigations must be placed on hold. The Phase 2AA work is considered to be a critical path activity and will result in all subsequent phases of work being put on hold pending completion. Staff are therefore recommending that Council approve funding for the advancement of the Stage 2AA work.

Financial Implications

The Master Plan report which concluded in May of 2024 identified that the preferred water and wastewater treatment alternatives carry an estimate of \$4.1 million (2024 Dollar Value). The engineering, permits, and approvals portion of these costs break out to an estimate of approximately \$600,000. Both values represent Class D estimates and a such may vary by as much as +/- 30%.

The current scope change proposal totalling \$67,582.42 plus HST for Stage 2 Archaeological Assessment work from J. L. Richards and Associates is a critical path item for the project to advance further. These costs included in this sub-consultant study work will be funded by existing budget dollars and funding received under project 22-06. It is therefore staff's recommendation that the proposal be accepted.

Council is also reminded that the future groundwater modelling work in support of source water review for any new well is also yet to be defined. The scope and cost for that latter Source Water Protection activity will be brought forward in the future after all pump testing and hydrogeological assessments have been completed for groundwater sources at the site.

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

Director of Corporate Services & Treasurer
J. L. Richards & Associates
LHC Heritage Planning & Archaeology

Attachments

- Exhibit A – Contract Extension – Verona Housing Communal Servicing EA Study
- Exhibit B – Stage 1 Archaeological Assessment Site Mapping

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 B – STAGE 3AA FIELDWORK LOCATIONS



Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: April 7, 2026

Subject: Award of Tender # PS-2026-03 Desert Lake Road Reconstruction

Report Number: 2026-036

Summary

The purpose of this report is to provide background on the budget and award of contract for the Desert Lake Road Reconstruction under delegated authority of the Procurement By-law.

Recommendation

The report is for information only.

Background

In January 2026, Council approved the 2026 Budget which included the reconstruction of a 2.95km section of Desert Lake Road from Road 38 to High Falls Road. This project includes full depth processing of the existing surface, granular “A” placement, shouldering work, placement of a double surface (chip seal) treatment, fog seals, culvert replacements and roadside safety upgrades. The Desert Lake Road Reconstruction project is an exempt project under the Municipal Class Environmental Assessment process and is otherwise considered pre-approved under the provisions of the Ontario Environmental Assessment Act.

The detailed design for this project was finalized in the spring of 2026 by Jewell Engineering and considers various construction challenges that include proximity to watercourses, environmental protection, and constrained road allowances. Terms of the contract require that all work be completed on or before September 25, 2026.

Discussion/Analysis

On February 4th, 2026, the Township released a tender for the Desert Lake Road Reconstruction project on Biddingo and advertised on the Township’s website. On March 4th, 2026, the tender closed with a total of four (4) tender submissions received.

The results of the tender bids are listed as follows:

Supplier	Total (Including Net HST Rebate)
Crains Construction Ltd.	\$ 1,004,090.14
Dig N Dirt Ltd.	\$ 1,009,760.41
G. Williams Paving Ltd.	\$ 1,033,668.13
Len Corcoran Excavating Ltd.	\$ 1,180,415.99

Staff completed a detailed review of the bid submission from Crains Construction Ltd. and found their tender bid to be compliant. Crains Construction Ltd. has successfully completed numerous road and structure contracts locally over the last several years and has the resources necessary to perform the work. This bid submission is within the prescribed budget and has therefore been awarded under Delegated Authority of the procurement bylaw.

Financial Implications

The approved Budget allowance for the overall project is \$1,180,000. A detailed breakdown of the revised project budget is provided below:

ACTIVITY	COST (\$)
Crains Construction Ltd. Bid (low bid Net HST)	\$ 1,004,090.14
Contract Administration, QA/QC Testing, Inspection, and As-built Drawings (5%)	\$ 52,200.00
Contingency Allowance (10%)	\$ 100,400.00
Revised Project Cost (Inc. Non-Refundable HST)	\$ 1,156,690.14
Approved Budget (2026)	\$ 1,180,000.00
Forecasted Net (Surplus) 1.9%	\$ 23,309.86

Once the overall project costs are considered, the project is forecasted to have a net surplus of \$23,309.86 or 1.9% of the budget amount. This project is within the approved budget and therefore falls within delegated authority for award of contract.

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 Finance & Treasurer
- Jewell Engineering

Attachments

Exhibit A Budget #26-32 – Desert Lake Road Reconstruction

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: **Desert Lake Road Reconstruction**

Type of Project: Arterial Roadway

Project Number: **26-32**

Basis for Activity: Asset Renewal

Department: 3300 - Hardtop

Relationship to Strategic Plan: N/A

Description: Asset # 52495
 Project will include the detailed design, permits and reconstruction of approximately 2.95km of Desert Lake Road from Road 38 to 0.15km West of High Falls Road. Construction to include full depth reclamation, placement of Granular A, double surface treatment renewal, fog seal, culvert replacements and guide rail replacements.

Rationale: The reconstruction of Desert Lake Road has been identified as a priority road project for 2026 within the 5 year plan endorsed by Council on May 2, 2023. Current AADT is 953 vehicles per day. PCI rating for road surface is 46 (Poor) in 2025.

Staff Contact: Troy Dunlop (tdunlop)

Project Finances

Description		Actuals		Budget					
		Expensed to Current Year	Total Project	Prior Approved	2026	2027	2028	2029	2030
55290 - Contracted Services	Expenses / Expenditure	0	1,121,000	0	1,121,000	0	0	0	0
55330 - Consultant	Expenses / Expenditure	0	59,000	0	59,000	0	0	0	0
Total		0	1,180,000	0	1,180,000	0	0	0	0

Township of South Frontenac Staff Report



To: Council

From: Director, Public Services

Date of Meeting: April 7, 2026

Subject: Award of Tender # PS-2026-01 – 2026 Surface Treatment Program

Report Number: 2026-035

Summary

The purpose of this report is to provide background on the budget and award of contract for the 2026 Surface Treatment Program under Delegated Authority of the procurement bylaw.

Recommendation

The report is for information only.

Background

In January o2026, Council approved the 2026 Budget which included hard surfacing preservation activities on approximately 27.8km of existing surface treated roadways (Exhibit A). Details of the preservation project involve the placement of a single surface treatment (chip seal) to enhance the service life of existing roadways.

A chip seal is a roadway surface treatment that consists of a layer of asphalt binder (hot or emulsion) with a layer of embedded aggregate. Chip seals provide a new skid resistant wear surface, stop raveling, seal minor cracks, and delay the further deterioration of the existing roadway. Chip seals extend the life of roadways up to 5 to 7 years.

The Township also tendered for the placement of new double surface treatments on in-house road construction activities on an additional 3.0 km of roadways that include: Keeley Road and Round Lake Road (Duff Road to Latimer Road).

Discussion/Analysis

On January 28th, 2026, the Township released a tender for surface treatment on Biddingo and advertised on the Township's website. On February 25, 2026, the tender closed with a total of two (2) tender submissions received.

The results of the tender bids were as follows:

Supplier	Total (Including Net HST Rebate)
Greenwood Paving (Pembroke) Ltd.	\$1,413,729.80
Miller Paving Ltd.	\$1,174,172.33

All of the tenders were found to be complete and in compliance with the requirements of the procurement bylaw.

Staff completed a detailed review of the Miller Paving Ltd. bid submission and found their tender bid to be balanced. Unit prices for this year’s program came in at 1.2% (single lift) and 0.6% (double lift) higher than the rates last seen in the 2026 program.

Miller Paving Ltd. has successfully completed numerous surface treatment contracts locally over the last several years and has also carried out warranty repairs when and where directed. This bid submission is within the prescribed budget and has therefore been awarded to Miller Paving Ltd. under Delegated Authority of the procurement bylaw.

Financial Implications

The 2026 Budget allowance for the contracted services included in this tender is \$1,548,400 based on the surface treatment (LCB) preservation program and the funding commitments for double surface treatments on the in-house construction projects. A detailed breakdown of the final project budget is provided below:

ACTIVITY	COST (\$)
Expenses (Contract # PS-2026-01)	
<ul style="list-style-type: none"> • Miller Paving Ltd. (low bid Net HST) - \$1,174,172.33 • In-House Road Preparation / Repairs - \$ 150,000.00 • Contingency (10% of Contract) - \$ 117,500.00 	\$1,441,672.33
Approved Budget Sources (2026)	
<ul style="list-style-type: none"> • 26-35 - Surface Treatment (LCB) Preservation - \$1,385,000 • 26-34 - Keeley Road (DST) - \$57,000 • 26-33 - Round Lake Road (DST) – \$106,400 	\$1,548,400.00
Estimated Surplus (6.8%)	\$ 106,727.67

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.

When you examine the full lifecycle of any hard surfaced roadways the reconstructive stage will require the greatest energy demand and will generate the greatest construction cost. The overall effort to strip or pulverize a hard surfaced roadway, import new raw aggregate materials, and place new emulsified asphalt products requires significant labour, equipment, and material resources. This activity also contributes to greenhouse gas emissions through heavy equipment use, aggregate extraction/production, oil demand/refinement and asphalt production. As part of any climate adaptation strategy the Township must access and utilize available tools to extend the service life of its' roadway assets and therefore collectively reduce the impact of emissions generated by traditional reconstructions.

Based on the research work by the Pavement Preservation & Recycling Alliance (PPRA), single chip seals offer the following environmental benefits over these traditional resurfacing methods:

- reduces lifecycle costs by 48%.
- reduces greenhouse gases by 51% and reduces energy use by 51%.
- reduces raw materials by 49% or more; and
- extends the life of a roadway up to 5 – 7 years.

The 2026 single surface treatment program which includes over 27km of preservation work aligns with the principles of reducing overall greenhouse gas impacts.

Notice/Consultation

- Director of Corporate Services

Attachments

Exhibit A – Surface Treatment (LCB) Preservation – 2026 Projects

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

SURFACE TREATMENT (LCB) Preservation - 2026 Projects
Public Services Department

Section ID	Street	From Street	To Street	Width (m)	Length (Km)	AADT	PCI
45880	Snider Road	2km South of Arena Boundary Rd	Road 38	6.5	3.0	436	72
46780	York Road	South end	Bellrock Road	6.2	1.3	72	38
41550	Country Woods Drive	South end	Campbell Road	6.0	0.7	75	62
43735	Latimer Road	Davidson Road	1.7km West of Perth Road	6.4	4.0	455	60
43120	Holmes Road	Davidson Road	Latimer Road	6.6	1.4	670	59
43150	Holmes Road	Old Boy Road	Perth Road 10	6.4	1.2	327	66
43345	Johns Way Road	Heska Crescent	Heska Crescent	6.5	0.3	49	68
42790	Heska Crescent	Holmes Road	Holmes Road	6.8	1.3	225	59
42940	Hitchcock Drive	West end	Sunbury Road	6.3	0.9	307	71
44110	Maple Hill Way	South end	Hitchcock Drive	6.5	0.3	49	62
46060	Stone Point Drive	North end	Hitchcock Drive	6.7	1.2	49	81
46570	White Lake Road	Buck Bay Road	1.7km East of Buck Bay Road	6.1	1.7	100	68
45970	Stagecoach Road	Orser Road	Railton Road	6.0	2.9	773	65
42355	Freeman Road	Bedford Road	Sills Bay Road	6.3	0.8	100	79
45820	Sills Bay Road	Botting Road	North End	6.5	1.7	75	72
40495	Botting Road	Bedford Road	Sills Bay Road	6.2	0.8	254	79
45025	Petworth Road	German Road	Bridge	6.2	0.2	538	82
42415	Garrison Court	South end	Petworth Road	5.8	0.5	78	59
45520	Round Lake Road	Moreland Dixon Road	Latimer Road	6.2	0.8	299	66
44230	McConnell Road	South End	Clark Road	5.0	1.6	272	77
43165	Holmes Road	Perth Road	Lakefield Drive	6.3	1.4	910	72
TOTAL					27.8		

*The above road list is preliminary. Each road section will undergo a final condition review in the spring

Newsletter

March 2026

EOWC Advocacy Update

The EOWC Attends Great Lakes Day 2026 in Washington, D.C.



Left-to-right: Nathan Townend, Vice-Chair, EOWC; Bonnie Clark, Chair, EOWC.

The EOWC was proud to represent eastern Ontario in Washington, D.C. as part of Great Lakes Day 2026, in partnership with the [Great Lakes and St. Lawrence Cities Initiative](#).

As the third-largest regional economy in the world, the Great Lakes–St. Lawrence region depends on strong cross-border collaboration, and eastern Ontario continues to play a key role in this dynamic binational corridor.

EOWC leadership, including Chair Bonnie Clark, Vice-Chair Nathan Townend, Secretary-Treasurer Sheridan Graham, and Executive Director Meredith Staveley-Watson, joined municipal leaders from across Canada and the United States for a series of high-level advocacy meetings. Together, the delegation held

As part of the delegation, municipal leaders called on U.S. government officials to:

- Preserve United States-Mexico-Canada (USMCA) and avoid new tariffs or tariff increases on Canada in 2026
- Partner with local governments and Indigenous communities to attract half a million new businesses to the Great Lakes region and increase traffic along the Seaway
- Reauthorize the Clean Water and Drinking Water State Revolving Funds to help close the water infrastructure gap
- Advance the Brandon Road Interbasin Project by releasing committed construction funds and removing administrative delays to protect the Great Lakes from invasive carp

[Learn More](#)



Left-to-right: Ryan Sorenson, Mayor, Sheboygan, WI; Sam Cunningham, Mayor, Waukegan, IL; Cavalier Johnson, Mayor, Milwaukee, WI; Alvin Tedjo, Councillor, Mississauga, ON; Chris Ronayne, Executive, Cuyahoga County, OH; Sea O'Meara, Councillor, Halton Region, ON; Tom Mrakas, Mayor, Aurora, ON; Lauren Anderson, Councillor, Chatham-Kent, ON; Byron Nolen, Mayor, Inkster, MI; Iain Lovatt, Mayor, Whitchurch-Stouffville, ON ; Bonnie Clark, Chair, EOWC; Lew Conner, Mayor, Two Harbors City, MN; Marcus Muhammad, Mayor, City of Benton Harbor, MI; Peter Frost, Councillor, Township of the Archipelago, ON ; Jack Bradley, Mayor, Lorain, OH ; Mat Siscoe, Mayor, St. Catharines, ON.

The EOWC Opposes the ALTO High-Speed Train Project in its Current Form

On March 19, the EOWC Board of Directors passed a resolution opposing the Alto high-speed rail project as currently proposed. While supportive of strategic infrastructure in eastern Ontario, the EOWC emphasizes that projects must strengthen, not compromise, our rural and small-urban communities, businesses, and lands.

Key asks from the EOWC include:

- Full project and route details
- Clear understanding of local, environmental, and infrastructure impacts
- Meaningful engagement with municipalities, residents, First Nations, businesses, and regional partners
- Exploration of train routes along existing infrastructure corridors

[Read the EOWC's Resolution](#)

The EOWC Attends Minister Flack's Empire Club Event



Left-to-right: Rob Flack, Minister, Ministry of Municipal Affairs and Housing; Nathan Townend, Vice-Chair, EOWC.

The EOWC attended the Empire Club of Canada's lunch featuring Minister Rob Flack, where discussions focused on the Ontario government's latest actions to address the housing crisis.

Amid rising home prices, slowing construction, and ongoing economic pressures, the event highlighted efforts to reduce red tape, accelerate development, and better support communities across the province.

With eastern Ontario's population expected to grow by more than 35% by 2051, the EOWC remains committed to working with all levels of government and partners to increase housing supply, strengthen infrastructure, and support sustainable, long-term growth across the region.

The EOWC Attends Minister Bethlenfalvy's Pre-Budget Address



Left-to-right: Marcus Ryan, Chair, WOWC; Peter Bethlenfalvy, Minister, Ministry of Finance; Bonnie, Chair, EOWC.

Ahead of the Ontario Budget, the EOWC was pleased to take part in an event hosted by the Empire Club of Canada featuring Minister Peter Bethlenfalvy. EOWC Chair Bonnie Clark joined leaders and partners to discuss the province's economic priorities and outlook.

The EOWC Shares 2026 Ontario Budget Statement

The EOWC has shared its reflections on the [2026 Ontario Budget](#), titled "A Plan to Protect Ontario," noting how it aligns with priorities outlined in [the EOWC's pre-budget submission](#).

The statement highlights investments in municipal infrastructure, housing, health services, and economic development that support eastern Ontario communities. The EOWC emphasizes the importance of continued provincial support to strengthen rural and small-urban municipalities, improve services, and build resilient communities across the region.

[Learn More](#)

EOWC Advocacy Win: Ontario Proposes Expanded HST Rebate to Boost Housing Affordability

The [Ontario government is proposing to remove the full 13% HST on eligible new homes](#) valued up to \$1 million, providing rebates of up to \$130,000 to make homeownership more affordable. In partnership with the federal government, this initiative could deliver nearly \$2.2 billion in joint tax relief, while encouraging new

home construction. The temporary measure is expected to stimulate thousands of housing starts, support job creation, and ease costs for families entering the housing market.

This represents a significant advocacy win for the EOWC, as it reflects recommendations submitted in [the EOWC's letter](#) to Minister Gregor Robertson and Ms. Ana Bailão regarding the implementation of Build Canada Homes.

The EOWC Attends Elect Respect Queen's Park Day



Elect Respect Representatives, led by Marianne Meed Ward, Mayor of Burlington.

The EOWC was pleased to join [Elect Respect](#) at Queen's Park for their advocacy day, standing in support of respectful and inclusive public service. The day provided a valuable opportunity to connect with leaders and reinforce a shared commitment to fostering safe, respectful environments for all.

[Take the Pledge](#)

The EOWC Hosts the Municipal Climate Interns at March Board Meeting



Left-to-right: Sarah Fencott, Municipal Climate Intern, Bruce County; Nathan Townend, Vice-Chair, EOWC; Larissa Coulas, Municipal Climate Intern, Renfrew County; Lindsay Winters, Municipal Climate Interns, Municipality of Port Hope; Ashtyn Nauffts, Municipal Climate Intern, Prince Edward County; Bonnie Clark, Chair, EOWC; Dexter Adkin, Municipal Climate Intern, Peterborough County; Ben Hicks, Municipal Climate Intern, Prince Edward County; Shania Dennall, City of Niagra Falls, Municipal Climate Intern, EOWC.

The EOWC was pleased to welcome the [Municipal Climate Interns](#) to its Board of Directors meeting on March 19.

The interns shared updates on their work to date within their host municipalities, while also gaining valuable insight into municipal governance and current advocacy efforts across eastern Ontario.

The EOWC Attends the 99th ORBA Convention



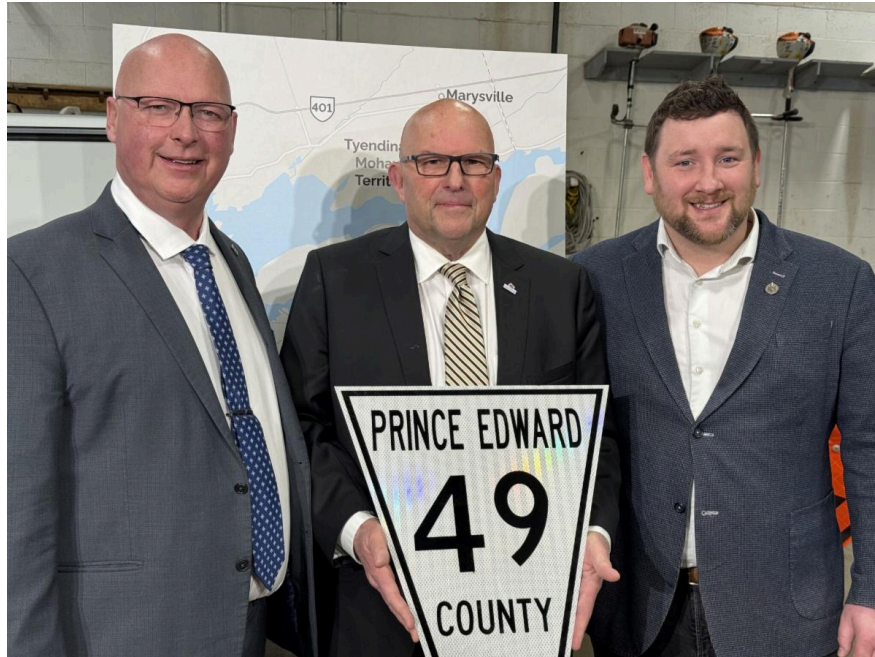
Left-to-right: Bonnie Clark, Chair, EOWC; Mark Mallett, President, ORBA.

The EOWC was pleased to attend the 99th [Ontario Road Builders' Association](#) Convention alongside partners from across the infrastructure sector.

Eastern Ontario plays a critical role in connecting Canada's two largest cities and is home to key trade-enabling highways, roads, and bridges that keep goods and people moving. The EOWC continues to emphasize that investing in infrastructure is investing in economic growth, with member municipalities at the forefront of building and maintaining strong, connected communities.

The EOWC also extends congratulations to incoming Ontario Road Builders' Association President, Mark Mallett.

Ontario Rehabilitates County Road 49 in Prince Edward County



Left-to-right: Ric Bresee, MPP, Hastings-Lennox and Addington; Steve Ferguson, Mayor, Prince Edward County; Tyler Allsopp, MPP, Bay of Quinte.

[Ontario is funding the rehabilitation of 18.4 km of County Road 49 between Picton and the Bay of Quinte Skyway Bridge](#), addressing one of the province's most deteriorated roads. The upgrades, including repaving, new culverts, and guiderail improvements, will enhance safety, and support the movement of people and goods.

Ontario Advances Highway 17 Expansion in Eastern Ontario



Left-to-right: Billy Denault, MPP, Renfrew - Nipissing - Pembroke; Ric Bresee, MPP, Hastings - Lennox and Addington; Jennifer Murphy, Warden, County of Renfrew.

The [Ontario government has taken the next step toward widening Highway 17 between Renfrew and Arnprior](#), issuing a Request for Proposals to design the expansion from two to four lanes. Spanning 22.5 kilometres, this project will strengthen a key Trans-Canada trade corridor, improve traffic flow, and support job creation during construction. Building on earlier upgrades completed in 2023, the expansion aims to boost economic resilience, enhance regional connectivity, and ensure safer travel for residents and businesses across eastern Ontario.

New Affordable Seniors Housing Coming to Belleville



The [Ontario and federal governments are investing \\$375,000 to support affordable housing for seniors in Belleville](#), including 18 rent-geared-to-income units at the new Epworth Place development. Part of a broader effort to address the housing crisis, the project will provide a mix of affordable and market-rate apartments with community-focused amenities. Construction is underway, with residents expected to move in later this summer.

Ontario Advances Plans for Major Nuclear Project in Port Hope



Ontario has secured a key agreement to advance [a proposed nuclear generating station at the Wesleyville site in Port Hope](#), a project poised to become the largest of its kind in the world. The development could create over 10,500 jobs and contribute an estimated \$235 billion to the provincial economy while delivering reliable, clean power to millions of homes. The project marks a significant step toward meeting rising energy demand and supporting long-term economic growth.

New HART Hub Opens in Renfrew County to Support Recovery



[Ontario has launched a Homelessness and Addiction Recovery Treatment \(HART\) Hub in Renfrew County](#), expanding access to integrated mental health, addictions, and social services. The facility provides treatment, supportive housing, employment counseling, and basic needs assistance, helping individuals facing housing instability and substance use challenges on their path to recovery.

Ontario Moves Forward on New Brockville Correctional Complex



[Ontario is issuing a Request for Qualifications to build the new Brockville Correctional Complex and expand the St. Lawrence Valley Correctional and Treatment Centre](#), adding 295 beds in eastern Ontario. This initiative is part of a provincewide plan to add 1,436 correctional beds by 2032, strengthening bail enforcement and ensuring space is available to keep serious and repeat offenders behind bars.

Ontario Investing \$45M to Repair Municipal Roads and Bridges

The [Ontario government is providing \\$45 million through the 2026-27 Connecting Links program](#) to help 20 municipalities repair roads and bridges that connect communities, support local jobs, and facilitate the movement of goods. Funding will support 21 projects across the province, boosting infrastructure reliability and economic growth.

This includes the following eastern Ontario municipalities:

- Bancroft
- Centre Hastings
- Havelock-Belmont-Methuen
- Loyalist Township
- Madawaska Valley
- Smith Falls



EORN

EASTERN ONTARIO REGIONAL NETWORK

EORN continues to move forward on key activities:

- Submitted comments to the CRTC on the Mobile Reporting Standards (CRTC 2026-9) consultation
- Annual General Meeting scheduled for April 16, 2026
- February project updates shared with municipalities, MPs, and MPPs

Regional Updates and News

Ontario



Ontario Invests \$2M to Build More Accessible Communities

The [Ontario government is investing over \\$2 million through the new Enhancing Access to Spaces for Everyone Grant](#) to support more than 40 projects aimed at improving accessibility for seniors and people with disabilities. Funding will help municipalities, non-profits, and Indigenous communities upgrade spaces with features like ramps, elevators, accessible washrooms, and safer pathways.

Ontario Invests \$21.5M to Strengthen Long-Term Care Workforce

The [Ontario government is investing over \\$21 million to train and upskill 700 long-term care staff](#), with a focus on supporting rural and northern communities. Through expanded Learn and Earn programs, existing workers will have opportunities to become personal support workers and registered practical nurses while continuing to work. This investment aims to strengthen staffing, improve quality of care for residents, and support career growth within the long-term care sector across the province.

Ontario Leads Historic Agreement to Build National Energy Corridor

Ontario has secured a landmark agreement with provinces and territories across Canada to strengthen and connect the country's electricity systems through [a new national energy corridor](#). The partnership will advance transmission infrastructure, expand electricity trade, and support a more reliable and resilient grid to meet growing demand.

Ontario Expands Support for Rural and Northern Livestock Producers

The [Ontario government is modernizing the Veterinary Assistance Program to improve access to veterinary care for livestock producers in Northern and rural communities](#). Updates include expanded eligibility, streamlined applications, increased compensation rates, and coverage for additional livestock such as honeybees and fish. These changes aim to strengthen the agri-food sector, support veterinarians, and ensure farmers have reliable services to maintain healthy livestock and resilient operations.

Ontario Commits Up to \$90M for Ice Storm Recovery

The [Ontario government is providing up to \\$90 million to help municipalities recover from the March 2025 ice storm](#), which caused widespread damage and power outages across central and eastern Ontario. Through the Municipal Ice Storm Assistance program, 59 communities are receiving initial funding to support emergency response efforts and cleanup costs, helping restore local infrastructure and services.

Upcoming Events

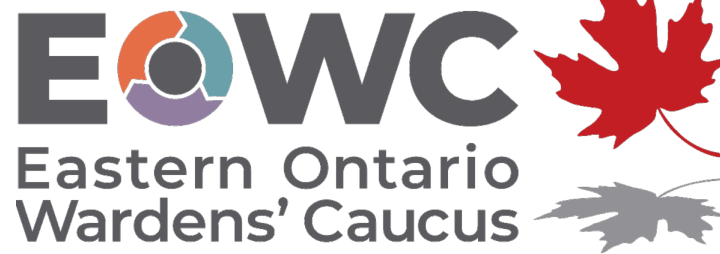


**GREAT LAKES AND
ST. LAWRENCE**
CITIES INITIATIVE

GLSLCI Conference

The Great Lakes St. Lawrence Cities Initiative will be hosting their annual conference from May 6-8, 2026, in Hamilton, Ontario.

[Register](#)



EOWC 2026 Queen's Park Advocacy Day

On May 11, 2026, the EOWC will head to Toronto for our Queen's Advocacy Day, advocating for the needs of eastern Ontario's 103 municipalities.



2026 CAMA Conference

From May 25-27, 2026, CAMA will host their 52nd Annual Conference and Annual General Meeting at the Whistler Convention Centre, in Whistler, British Columbia.

[More information](#)

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 serves 1.1 million 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

Visit the EOWC's website at eowc.org.

Connect with the EOWC

2026 Chair, Warden of Peterborough County, Bonnie Clark

2026 Vice-Chair, Warden of Lennox and Addington County, Nathan Townend

Executive Director, Meredith Staveley-Watson

info@eowc.org



Meredith Staveley-Watson, Director of Government Relations and Policy | 235 Pinnacle Street | Belleville,
ON K8N 3A9 CA

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Brief to Council 7 April 2026 -Draft Plan for Subdivision

Development in Frontenac County has been guided by the Communal Water Services Study 2019 which was to enable development and redevelopment on the basis of communal services. This is reflected in the SF OP , in particular Annex H which shows Future Secondary Planning areas. (Diagram 1)

The developer has interpreted the Communal Water Services study and the SF OP differently. FOTENN surmises that the Township of South Frontenac has not identified Hartington in their Official Plan as an area of interest for future communal services. Therefore, the Township does not anticipate establishing communal infrastructure in this community. Thus, Hartington is still open for development, but with wells and septic tanks. The resulting subdivision proposal extends of the boundaries of Hartington to the Petworth Road (see Diagram 2). That extension includes-with 34 new lots with 34 new wells and 34 standard class IV septic systems.

There are several issues with this interpretation:

- a. The proposed 34 dwellings, in addition to the 13 that are being added currently to the hamlet, will enlarge the hamlet by 47 houses. With Hartington having approx. 40 houses to begin with, this doubles the size of Hartington. This in fact suggests a significant secondary planning area not identified in the OP
- b. The OP followed a comprehensive and consultative process over the last three years. Throughout, Hartington was not considered as an area of future growth, even though there was ample opportunity to do so (It is likely due to the fact that the water quantity and quality is high risk). The focus instead was those areas identified earlier in Annex H -future secondary planning areas e.g. large developments should be supported by communal services. So, this is a bit of a blindside and contrary to the theme of the OP.
- c. Hartington is located on a plateau, with water draining off on three sides. You can see this as you drive north on Road 38. The plateau tends to fill up in the spring and drain off over the summer. There are ample and at times conflicting hydrogeologist studies by Wilf Ruland, MacIntosh Perry and ASC . But the landform remains and the water situation is extremely sensitive for sustainability.

Way Ahead.

The subdivision proposal clearly indicates that the developer believes that Hartington can support substantial growth.

If Hartington is going to be a focus for such growth, then it should follow the theme of the OP e.g. communal services. Hence it is recommended that the Township take the lead and determine if suitable water quantity and quality exist to support a municipal communal water service. A potential diagram of Hartington as a secondary planning area is shown here (Diagram 3). The fact that the proponent believes that there is sufficient water for 34 wells, then it should bode well for communal water. If not, then there is simply not enough water

FOTENN has provided a number of examples of such services but they are shown as more of a strawman emphasising the down side of each one. Nonetheless, a promising communal water system is identified at a cost of \$2.9M . That could be combined with the tertiary sewage systems already mandated in the 13 lots in 2018. That said, FOTENN makes a peculiar comment *...the current Ontario regulatory framework and PPS do not allow for a communal water system with private septic systems.(4.4 Communal Servicing summary P10)....*I would think that this would render the Sydenham Morgan Street development illegal .

Prime Agricultural Land

The area in question is designated Prime Agricultura (Prime AG). (Under the Canadian Land Inventory System (CLI) Class 1-3 is identified as prime agricultural). Historically, these fields were classed as Class 1 under the CLI and were some of the best producing fields in Portland township. Soil surveys done the proponent (Colville Consulting Inc) indicate that much of the land is actually Class 4, with only a portion in the south of the proposed subdivision as Class 3.

John Lesperance
4927 Quarry Road
Harrowsmith, ON K0H 1V0

Diagram 1

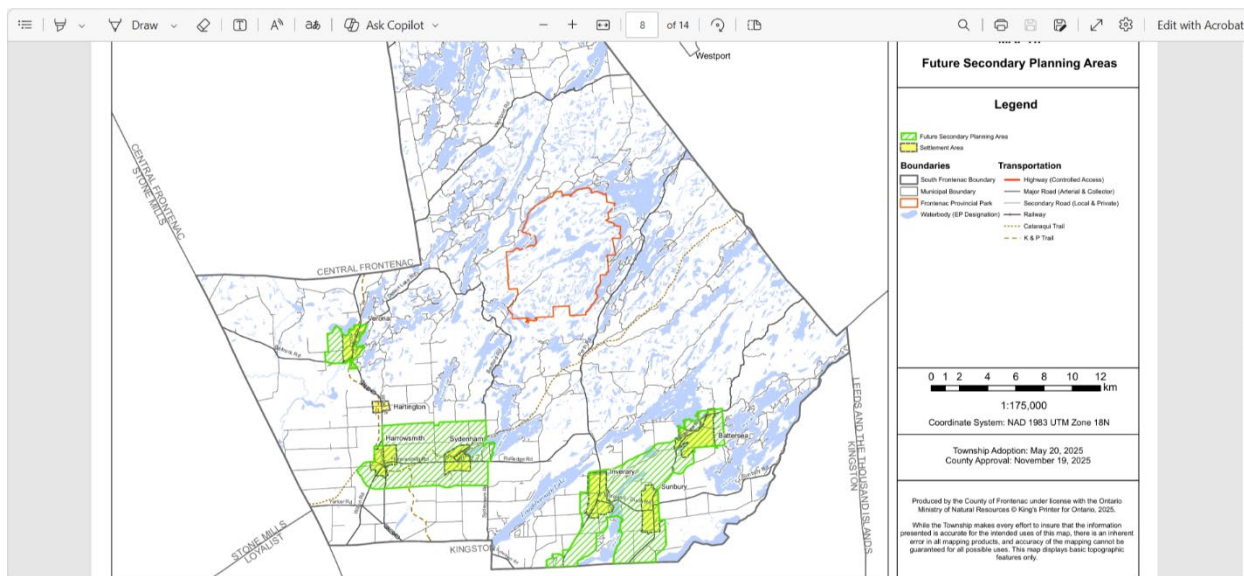


Diagram 2

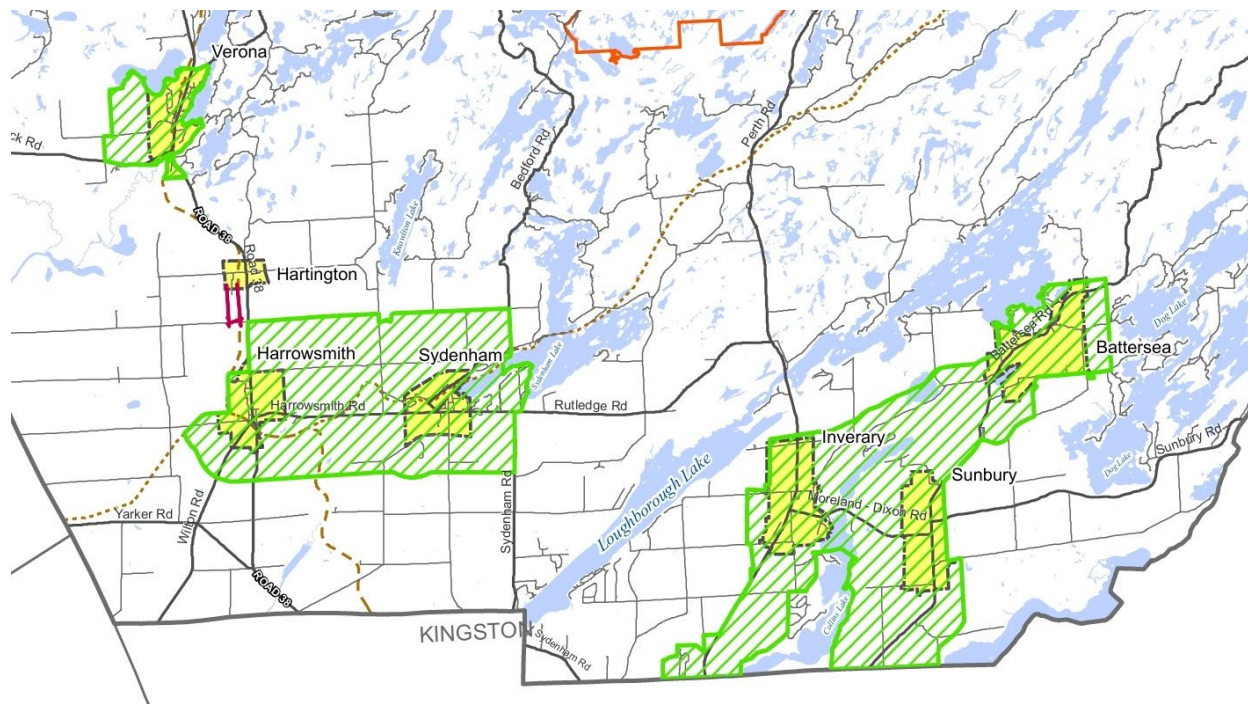
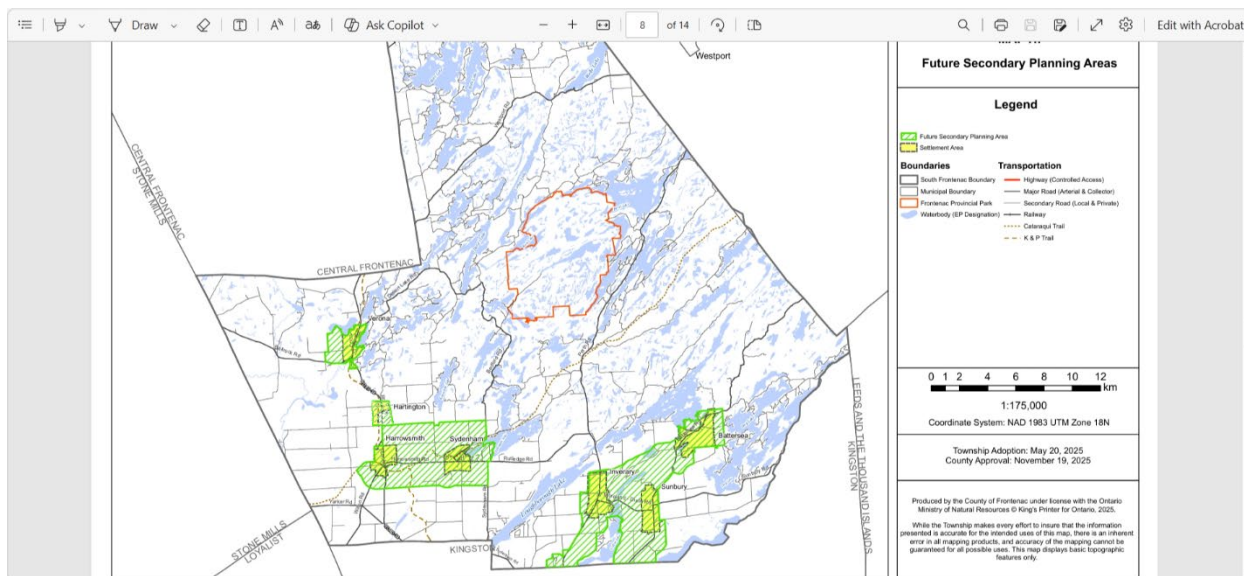


Diagram 3



Minutes of Council
March, 3, 2026



Township of South Frontenac Council Meeting Minutes



Meeting #2026-05

Time: 6:00 PM

Location: Council Chambers/Virtual Via Zoom

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

Absent: Ray Leonard, Ron Sleeth

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Stephanie Kuca - Director of Finance and Treasurer, Troy Dunlop - Manager of Engineering and Capital Projects, Brad Smith - Deputy Fire Chief, Tim Laprade - Manager of Facilities and Recreation, Christine Woods - Manager of Planning Services

1 Meeting to Order

a) Resolution

Resolution No. [2026-05]-01

Moved by Councillor Roberts

Seconded by Deputy Mayor Pegrum

That the Council meeting of March 3, 2026 be called to order at 6:00 p.m.

Carried

2 Roll Call

a) The Deputy Clerk conducted roll call.

3 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2026-05]-02

Moved by Councillor Ruttan

Seconded by Councillor Morey

1. That the agenda be amended to include the addendum.

Carried

Resolution No. [2026-05]-03

Moved by Councillor Turcotte

Seconded by Councillor Roberts

2. That the agenda, as amended, be approved.

Carried

4 Disclosure of Pecuniary Interest

a) There were none.

5 Committee of the Whole "Closed Session"

Minutes of Council
March, 3, 2026

a) Resolution

Resolution No. [2026-05]-04

Moved by Councillor Ruttan

Seconded by Councillor Trueman

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

1. Council Education Session - Procedural Matters

Carried

b) Resolution

Resolution No. [2026-05]-05

Moved by Deputy Mayor Pegrum

Seconded by Councillor Turcotte

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

Carried

6 Recess (If Required)

a) Council recessed from 6:55 p.m. until 7:00 p.m.

7 Ceremonial Presentations

a) There were none.

8 Public Meeting

a) Resolution

Resolution No. [2026-05]-06

Moved by Councillor Trueman

Seconded by Councillor Morey

That the public meeting be called to order.

Carried

b) The Deputy Clerk read the Notice of Collection and the Public Meeting Format.

c) Zoning By-law Amendment Application PL-ZBA-2026-0005, 6343 Billy Green Road, Loughborough District

Christine Woods provided an overview of the application.

Mayor Vandewal afforded members of Council the opportunity to ask questions. There were no questions received.

Mayor Vandewal afforded members of the public an opportunity to provide comment. David Carr-Harris attended the meeting via Zoom and asked if the application would set a precedent for other neighbouring properties. Christine Woods clarified that all properties would need to abide to a planning process when required.

d) Zoning By-law Amendment Application PL-ZBA-2026-0009, Leveque Road, Portland District

Christine Woods provided an overview of the application.

Mayor Vandewal afforded members of Council the opportunity to ask questions. There were no questions received.

Minutes of Council
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Mayor Vandewal afforded members of the public the opportunity to provide comment. There were no comments received from members of the public.

e) Resolution

Resolution No. [2026-05]-07
Moved by Councillor Morey
Seconded by Councillor Trueman
That the public meeting be closed.

Carried

9 Delegations

a) There were none.

10 Briefings

a) Heather Roberts, Utilities Kingston, was present and spoke to Council regarding the 2025 Sydenham Water Annual Summary Report.

11 Reports from Administration

a) Zoning By-law Amendment Application PL-ZBA-2026-0005, 6343 Billy Green Road, Loughborough District

Resolution No. [2026-05]-08
Moved by Councillor Roberts
Seconded by Deputy Mayor Pegrum
That the Zoning By-law Amendment Application PL-ZBA-2026-0005 submitted by Brian and Terra Gower regarding 6343 Billy Green Road, be approved;

That By-law 2026-13, attached to Report Number 2026-014, as Exhibit A, being a By-law to amend the zoning on a portion of lands in Part of Lot 24, Concession 12, District of Loughborough, Township of South Frontenac, be given first and second reading; and

That By-law 2026-13 be presented to Council for third reading.

Carried

b) Zoning By-law Amendment Application PL-ZBA-2026-0009, Leveque Road, Portland District

Resolution No. [2026-05]-09
Moved by Councillor Turcotte
Seconded by Councillor Ruttan
That the Zoning By-law Amendment Application PL-ZBA-2026-0009 submitted by Brad Hornbeck regarding the property with roll number 102908006010702 on Leveque Road, be approved;

That By-law 2026-14, attached to Report Number 2026-015, as Exhibit A, being a By-law to amend the zoning on a portion of lands in Part of Lot 20, Concession 13, District of Portland, Township of South Frontenac, be given first and second reading; and

That By-law 2026-14 be presented to Council for third reading.

Carried

c) Zoning By-law Amendment Application PL-ZBA-2024-0133, Tucker (Fotenn), 688 Dewitt Lane, Bedford District

Minutes of Council
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Resolution No. [2026-05]-10

Moved by Councillor Roberts

Seconded by Councillor Morey

That Zoning By-law Amendment Application PL-ZBA-2024-0133 submitted by Fotenn Consultants Inc. on behalf of Trevor Tucker, regarding 688 Dewitt Lane, be approved;

That By-law 2026-15, attached to Report Number 2026-022, as Exhibit A, being a By-law to amend the zoning on lands known as 688 Dewitt Lane, Part of Lot 28, Concession 7, District of Bedford, Township of South Frontenac, be given first and second reading; and

That By-law 2026-15 be presented to Council for third reading.

Carried

- d) Dedication and Assumption of Willowbrook Drive and Summerside Drive Plan 13M-105, Willowbrook Subdivision Phase 1

Resolution No. [2026-05]-11

Moved by Deputy Mayor Pegrum

Seconded by Councillor Trueman

1) That Council Report 2026-024 Dedication and Assumption of Willowbrook Drive and Summerside Drive, Plan 13M-105, Willowbrook Subdivision Phase 1 be received; and

2) That By-law 2026-16, attached to Report Number 2026-024 as Exhibit C, being "A By-law to dedicate and assume as common and public highway certain lands in the Township of South Frontenac, pursuant to Sections 26, 28 & 31(6) of the Municipal Act, 2001" be given first and second reading; and

3) That By-law 2026-16 be presented to Council for third reading.

Carried

- e) Request for Extension of Approval – Sunbury Draft Plan of Subdivision 10T-2020/001

Resolution No. [2026-05]-12

Moved by Councillor Ruttan

Seconded by Councillor Trueman

That the Council of the Township of South Frontenac recommend that the Council of the County of Frontenac extend draft plan approval for a period of two years for application 10T-2020/001, subject to the conditions approved by the County of Frontenac on May 17, 2023, and direct the Township Clerk to forward this resolution to the County Clerk.

Carried

- f) 2026 Municipally Significant Event Designation for AGCO SOP

Resolution No. [2026-05]-13

Moved by Councillor Morey

Seconded by Councillor Turcotte

That Council move to designate the South Frontenac Summer Kickoff Music Festival on May 23rd, 2026, from 1:30 pm – 9:30 pm, at Centennial Park, 4500 Centennial Park Road, Harrowsmith, as municipally significant in support of the Alcohol and Gaming Commission of Ontario Special Events Permit Application.

Carried

- g) Addition of Projects to the 2026 Recreation Capital Program

Minutes of Council
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Resolution No. [2026-05]-14

Moved by Councillor Roberts

Seconded by Deputy Mayor Pegrum

That Council approve the addition of the four projects listed in Report 2026-026 to the 2026 Recreation Capital Program to be funded by a \$52,000 donation received.

Carried

- h) Emergency Facility HVAC repairs

Resolution No. [2026-05]-15

Moved by Councillor Ruttan

Seconded by Councillor Morey

That Council approve the reallocation of \$40,000 from project 26-52 Bedford Garage heater replacement to fund the Loughborough garage and Princess Anne HVAC repairs listed in report 2026-025.

Carried

- i) 2025 Sydenham Water Annual Summary Report

Resolution No. [2026-05]-16

Moved by Councillor Trueman

Seconded by Councillor Turcotte

That Council receive the 2025 Annual Summary Report for the Sydenham Water Treatment Plant as required by the terms and conditions outlined in Schedule 22 of Ontario Regulation 170/03 for Drinking Water Systems.

Carried

- j) Noise By-Law Exemption Request

Resolution No. [2026-05]-17

Moved by Councillor Roberts

Seconded by Councillor Ruttan

That Janssen Adriano be granted an exemption from Section 4, (Schedule 1, Clause 7.) of By-law Number 2015-41, As Amended, "A By-Law to Prohibit and Regulate Noise Within The Township of South Frontenac", to permit the discharge of consumer fireworks at 86 Palmer Lane, Tichborne (Burrige Lake) on September 5, 2026 between 9:00 p.m. and 10:00 p.m.; it being understood that the exemption to discharge consumer fireworks does not permit the discharge of fireworks should the discharge of consumer fireworks be prohibited by other Township of South Frontenac By-Laws including but not limited to By-Law 2012-68, as amended, Ontario Regulations or Provincial Legislation, and approval is based on the applicant firing the consumer fireworks in compliance with the manufacturers specified requirements for clearances and firing instructions.

Carried

- k) Fire Services Emergency Engine Replacement

Resolution No. [2026-05]-18

Moved by Deputy Mayor Pegrum

Seconded by Councillor Morey

That Council authorize the Director of Emergency Services to proceed with the emergency engine replacement not to exceed \$100,000; and

That the repair be funded from the Fire Equipment Reserve with the required funding delaying the 2026 budgeted repayment to the Asset Investment Reserve.

Carried

Minutes of Council
March, 3, 2026

12 Reports from Advisory Committees

- a) There were none.

13 Information Reports

- a) 2025 Statement Council Remuneration and Expenses
b) 2025 Development Charges Reporting

14 Committee of the Whole

- a) Not applicable.

15 Communications

- a) Received from the Cataraqui Conservation Authority Board Meeting, dated February 25, 2026, with respect to a resolution from the Board regarding the Alto southern route.
b) Received from MP Scott Reid, dated March 3, 2026, regarding petitions opposing Alto High Speed Rail.

16 Tabling of Documents

- a) There were none.

17 New Business

- a) Conference Policy Exemption

Resolution No. [2026-05]-19

Moved by Councillor Turcotte

Seconded by Councillor Ruttan

That notwithstanding the Conference Policy for Members of Council, Deputy Mayor Pegrum and Councillor Morey be approved to attend the AMO Conference as sufficient budget is available.

Carried

18 Notice of Motion

- a) There were none.

19 Approval of Minutes

- a) Resolution

Resolution No. [2026-05]-20

Moved by Councillor Morey

Seconded by Deputy Mayor Pegrum

That the minutes of the February 10, 2026 Council meeting be approved.

Carried

20 Approval of By-laws

- a) Resolution

Resolution No. [2026-05]-21

Moved by Councillor Roberts

Seconded by Councillor Ruttan

Minutes of Council
March, 3, 2026

That By-laws Numbers (1) through (4) be given third reading:

1. By-law 2026-13 - A By-Law to amend By-law 2003-75, as amended, to rezone land from RU to RLSW in Part of Lot 24, Concession 12, District of Loughborough: Gower
2. By-law 2026-14 - A By-Law to amend By-law 2003-75, as amended, to place a holding symbol on the Rural (RU) zone on lands described as Part of Lot 20, Concession 13, District of Portland: Hornbeck
3. By-law 2026-15 - A By-Law to amend By-law 2003-75, as amended, to rezone land from Limited Service Residential – Waterfront (RLSW) to Limited Service Residential – Waterfront – Special Provision (RLSW-149) on a portion of lands described as 688 Dewitt Lane, Part of Lot 28, Concession 27, District of Bedford
4. By-law 2026-16 - A By-Law to dedicate and assume as common and public highway certain lands in the Township of South Frontenac, pursuant to Sections 26, 28 & 31(6) of the Municipal Act, 2001

Carried

21 Committee of the Whole "Closed Session"

a) Resolution

Resolution No. [2026-05]-22

Moved by Councillor Morey

Seconded by Councillor Trueman

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

1. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

Carried

b) Resolution

Resolution No. [2026-05]-23

Moved by Deputy Mayor Pegrum

Seconded by Councillor Trueman

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

Carried

22 Confirmation By-law

a) Resolution

Resolution No. [2026-05]-24

Moved by Councillor Morey

Seconded by Councillor Trueman

That By-law 2026-17, 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. [2026-05]-25

Moved by Councillor Ruttan

Seconded by Councillor Roberts

That By-law 2026-17, being the confirmatory by-law, be given third reading, signed and sealed.

Carried

23 Date of Next Meeting

- a) The next Council meeting is scheduled for April 7, 2026 at 7:00 p.m.

Minutes of Council
March, 3, 2026

24 Adjournment

a) Resolution

Resolution No. [2026-05]-26

Moved by Councillor Roberts

Seconded by Councillor Trueman

That the Council meeting of March 3, 2026 be adjourned at 8:45 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community

By-Law Number 2026-22

A By-Law to Confirm generally all actions and proceedings of the Council meeting of the corporation of the Township of South Frontenac on April 7, 2026

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 April 7, 2026, 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 April 7, 2026, 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 April 7, 2026, 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, April 7, 2026

Given Third Reading and Passed: Tuesday, April 7, 2026

James Thompson, Clerk

Ron Vandewal, Mayor