



**Township of South Frontenac
Council Meeting Minutes**



Meeting #2025-13

Time: 7:00 PM

Location: 3910 Battersea Road/Virtual Via Zoom

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

Staff: Louise Fragnito - Chief Administrative Officer, James Thompson - Clerk, Heather Woodland - Deputy Clerk, Brad Wright - Director of Development Services, Kyle Bolton - Director of Public Services, Delbert Blakney - Director of Fire and Emergency Services, Troy Dunlop - Manager of Engineering and Capital Projects, Christine Woods - Manager of Planning Services, Jan Minaker - Manager of Human Resources

1 Meeting to Order

a) Resolution

Resolution No. [2025-13]-01

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

That the Council meeting of June 10, 2025 be called to order at 7:00 p.m.

Carried

2 Roll Call

a) The Deputy Clerk conducted roll call.

3 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-13]-02

Moved by Councillor Turcotte

Seconded by Councillor Leonard

That the agenda be approved, as presented.

Carried

4 Disclosure of Pecuniary Interest

a) There were none.

5 Committee of the Whole "Closed Session"

a) Not applicable.

6 Recess (If Required)

7 Ceremonial Presentations

a) There were none.

8 Public Meeting

a) Resolution

Resolution No. [2025-13]-03
Moved by Councillor Roberts
Seconded by Deputy Mayor Ruttan
That the public meeting be called to order.

Carried

b) Councillor Roberts declared a Point of Order and took the opportunity to present Mayor Vandewal a certificate in celebration of his 50th wedding anniversary.

c) Notice of Collection

The Deputy Clerk read the Notice of Collection.

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

Holly Newitt, Consultant with Fotenn Planning & Design, was present as the agent to the file and provided an overview of the application.

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

Mayor Vandewal afforded members of the public the opportunity to provide comments.

Rochelle Jackson, Sydenham Road, expressed concerns regarding parking congestion and a lack of visibility during events at the church and community hall.

Holly Newitt addressed the concern and explained that the gravel parking lot will remain the same size, and provided an overview of site specific zoning as it relates to this property.

Rochelle Jackson inquired about minimum lot standards are raised a concern about water supply with regards to the well. Holly Newitt responded that the proposal exceeds minimum lot standards and that the well will be a condition of consent if the application is brought forward.

Mayor Vandewal afforded members of the public and Council a final opportunity to provide comment or ask questions. No further questions or comments were received.

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

Christine Woods provided an overview of the application.

The applicant, Tanya Heyman, was present and provided additional context regarding their intended use and vision for the property and their business.

Richard Doherty, Consultant, was present and provided an overview of the application.

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

Mayor Vandewal afforded members of the public the opportunity to provide comment.

Adam King was present and spoke to concerns regarding the proposal. He indicated that he had submitted a letter regarding his objections. He acknowledged that the proposal provides benefits to the community but expressed a summary of his concerns highlighting his issues with the scale, location, scope, and approach of the proposal.

Rodney Wilson was present and raised concerns regarding water availability. He suggested that residents be provided with a better understanding of what water is available and reassurances that the well provides an adequate supply for the intended uses of the property. He spoke to concerns regarding the intentions for disposing human waste and regarding traffic considerations in the area. He added that there are safety and security concerns with regards to overnight camping on site.

Tracy Moore was present and provided support for the application, and spoke to favourable considerations such as the creation of jobs and the alignment of the proposal with Township goals and objectives. She provided additional clarification on the intentions behind some of the proposed uses, such as a commercial kitchen, and why these items are required for the business.

Cynthia McKegey was present and expressed concerns regarding the scope of the activities that are proposed on site as well as concerns regarding the water. She requested an assessment for the use and method for watering the community garden.

Mayor Vandewal asked that the report include consideration for the applicants to purchase their water rather than relying on the well. He added that he would like to see defined uses specified in the report.

Councillor Turcotte inquired if a water/hydrogeological assessment could be conducted.

Christine Woods explained that staff will review the proposal and if staff deem it necessary, additional information will be requested from the applicant. She added that site plan control could address some of the other concerns.

Tanya Heyman provided additional details regarding their current practices with respect to water consumption and conservation. She added that the proposal includes an additional well in a separate part of the property from the current well.

Mayor Vandewal afforded members of Council and the public a final opportunity to ask questions or provide comment. No further questions or comments were received.

f) Resolution

Resolution No. [2025-13]-04
Moved by Councillor Morey
Seconded by Councillor Pegrum
That the public meeting be closed.

Carried

9 Delegations

- a) Mary Royer was present and spoke to Council regarding By-law 2017-50, A By-law to Regulate Outdoor Solid Fuel Burning Appliances.

- b) Susan Foley was present and spoke to Council regarding By-law 2017-50, A By-law to Regulate Outdoor Solid Fuel Burning Appliances.

Council recessed from 8:30 p.m. to 8:49 p.m.

10 Briefings

- a) Richard Allen, Manager of Economic Development, and Debbi Miller, County of Frontenac, were present and provided an economic development update to Council.

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

Council recessed from 8:59 p.m. to 9:09 p.m.

11 Reports from Administration

- a) 2025 Municipally Significant Event Designation for AGCO SOP

Resolution No. [2025-13]-05

Moved by Councillor Roberts

Seconded by Councillor Sleeth

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

Carried

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

Resolution No. [2025-13]-06

Moved by Councillor Leonard

Seconded by Councillor Turcotte

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

Carried

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

Resolution No. [2025-13]-07

Moved by Deputy Mayor Ruttan

Seconded by Councillor Sleeth

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

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

Deferred (See Motion to Defer Which was Carried)

Resolution No. [2025-13]-08

Moved by Councillor Roberts

Seconded by Councillor Trueman

That the report regarding the "Standard for Hydrogeological Assessments: Consents and Additional Dwelling Units" included as Exhibit A of Report 2025-088 be deferred to a subsequent meeting of Council for staff to prepare more information regarding setting a baseline for minimum standards regarding the assessment of adjacent wells.

Carried

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

Resolution No. [2025-13]-09

Moved by Councillor Morey

Seconded by Councillor Pegrum

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

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

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

Carried

- e) Appointment of a Building Inspector

Resolution No. [2025-13]-10

Moved by Councillor Leonard

Seconded by Councillor Roberts

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

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

Carried

- f) CAO Performance Appraisal Working Group

Resolution No. [2025-13]-11

Moved by Councillor Turcotte

Seconded by Councillor Roberts

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

Carried

- g) Budget Approval Request – Unplanned Road Repairs

Resolution No. [2025-13]-12

Moved by Councillor Sleeth

Seconded by Deputy Mayor Ruttan

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

Carried

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

Alcohol

Resolution No. [2025-13]-13

Moved by Councillor Pegrum

Seconded by Councillor Roberts

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

Carried

i) 2025 Private Lane Upgrade Assistance Program

Resolution No. [2025-13]-14

Moved by Councillor Leonard

Seconded by Councillor Morey

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

Carried

12 Reports from Advisory Committees

a) Motion Received from Recreation and Leisure Advisory Committee

Resolution No. [2025-13]-15

Moved by Councillor Roberts

Seconded by Councillor Leonard

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

Carried

13 Information Reports

a) Bill 5, Protecting Ontario by Unleashing Our Economy Act, 2025

b) Bill 17, Protect Ontario by Building Faster and Smarter Act

c) Lake Ecosystem Grants – Annual Report

d) Award of Tender # PS-2025-08 Pleasant Valley Municipal Drain

14 Committee of the Whole

15 Communications

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

Resolution No. [2025-13]-16

Moved by Councillor Trueman

Seconded by Councillor Leonard

That staff be directed to notify the City of Kingston that Council will not permit the installation of traffic calming measures on those sections of Orser Road that fall within geographic limits of the Township of South Frontenac.

Carried

Minutes of Council
June, 10, 2025

16 Tabling of Documents

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

17 New Business

18 Notice of Motion

19 Approval of Minutes

- a) Resolution

Resolution No. [2025-13]-17

Moved by Councillor Sleeth

Seconded by Councillor Pegrum

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

Carried

20 Approval of By-laws

- a) Resolution

Resolution No. [2025-13]-18

Moved by Deputy Mayor Ruttan

Seconded by Councillor Turcotte

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

Carried

- b) Summary of By-laws:

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

21 Committee of the Whole "Closed Session"

22 Confirmation By-law

- a) Resolution

Resolution No. [2025-13]-19

Moved by Councillor Leonard

Seconded by Councillor Morey

That By-law 2025-45, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. [2025-13]-20

Moved by Councillor Roberts

Seconded by Councillor Sleeth

That By-law 2025-45, 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 July 15, 2025 at 7:00 p.m.

Minutes of Council
June, 10, 2025

24 Adjournment

a) Resolution

Resolution No. [2025-13]-21

Moved by Councillor Morey

Seconded by Councillor Pegrum

That the Council meeting of June 10, 2025 be adjourned at 9:49 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community