



**Township of South Frontenac
Council Meeting Minutes**



Meeting #2025-16

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, Stephanie Kuca - Director of Finance and Treasurer, Troy Dunlop - Manager of Engineering and Capital Projects, Christine Woods - Manager of Planning Services, Rebecca Roy - Chief Building Official

1 Meeting to Order

a) Resolution

Resolution No. [2025-16]-01

Moved by Councillor Leonard

Seconded by Councillor Roberts

That the Council meeting of August 12, 2025 be called to order at 7:01 p.m.

Carried

2 Roll Call

a) The Deputy Clerk conducted roll call.

3 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-16]-02

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

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

Minutes of Council
August, 12, 2025

a) Resolution

Resolution No. [2025-16]-03
Moved by Councillor Morey
Seconded by Councillor Turcotte
That the public meeting be called to order.

Carried

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

c) Zoning By-law Amendment Application PL-ZBA-2025-0017, 1029 Benjamin Lane, 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 from members of Council.

Mayor Vandewal afforded members of the public an opportunity to speak to the application. No members of the public spoke to the application.

d) Zoning By-law Amendment Application PL-ZBA-2025-0082, 223 Spruce Lane, Bedford 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 from members of Council.

Mayor Vandewal afforded members of the public an opportunity to speak to the application. No members of the public spoke to the application.

e) Resolution

Resolution No. [2025-16]-04
Moved by Councillor Trueman
Seconded by Deputy Mayor Ruttan
That the public meeting be closed.

Carried

9 Delegations

a) There were none.

10 Briefings

a) There were none.

11 Reports from Administration

a) Zoning By-law Amendment Application PL-ZBA-2025-0045, Heyman, 2529 Freeman Road

Resolution No. [2025-16]-05
Moved by Councillor Pegrum
Seconded by Councillor Leonard

That the Zoning By-law Amendment Application (File Number PL-ZBA-2025-0045) submitted by Brad and Tanya Heyman, regarding 2529 Freeman Road, be approved;

That By-law 2025-52, attached to Report Number 2025-117, as Exhibit A, being a By-law to amend the zoning on lands known as 2529 Freeman Road, Part of Lot 6, Concession 6, District of Loughborough, Township of South Frontenac, be given first and second reading; and

That By-law 2025-52 be presented to Council for third reading.

Carried

- b) Zoning By-law Amendment Application PL-ZBA-2025-0017, 1029 Benjamin Lane, Loughborough District

Resolution No. [2025-16]-06

Moved by Councillor Morey

Seconded by Councillor Turcotte

That the Zoning By-law Amendment Application (File Number PL-ZBA-2025-0017) submitted by Marilyn Votary, regarding three properties associated with 1029 Benjamin Lane, be approved;

That By-law 2025-55, attached to Report Number 2025-112, as Exhibit A, being a By-law to amend the zoning on a portion of lands in Part of Lots 9 and 10, Concession 7, District of Loughborough, Township of South Frontenac, be given first and second reading; and

That By-law 2025-55 be presented to Council for third reading.

Carried

- c) Zoning By-law Amendment Application PL-ZBA-2025-0082, 223 Spruce Lane, Bedford District

Resolution No. [2025-16]-07

Moved by Councillor Sleeth

Seconded by Councillor Roberts

That the Zoning By-law Amendment Application (File Number PL-ZBA-2025-0082) submitted by Robert and Jamie Bechard, regarding 223 Spruce Lane, be approved;

That By-law 2025-56, attached to Report Number 2025-113, as Exhibit A, being a By-law to amend the zoning on a portion of lands known as 223 Spruce Lane, Part of Lot 2, Concession 3, District of Bedford, Township of South Frontenac, be given first and second reading; and

That By-law 2025-56 be presented to Council for third reading.

Carried

- d) Proposed Bylaw Updates - Waste Management By-law – Loughborough Waste Disposal Site

Resolution No. [2025-16]-08

Moved by Councillor Morey

Seconded by Councillor Leonard

That Council approve the updated service and fee changes for the Loughborough Waste Disposal Site in principle; and

That Council direct staff to provide notice for Council to Hold a Public Meeting on September 16th, 2025, in accordance with Notice By-law 2025-33, regarding the proposed fee changes to the Waste Management By-law 2005-98.

Carried

e) Verona Housing Servicing EA – Stage 2 Archaeological Assessments

Resolution No. [2025-16]-09

Moved by Deputy Mayor Ruttan

Seconded by Councillor Morey

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.

Carried

f) Dog Control By-law Amendment

Resolution No. [2025-16]-10

Moved by Councillor Roberts

Seconded by Councillor Trueman

That Council approve the proposed amendment to the Dog Control By-law, as outlined in Exhibit A of Report Number 2025-108 related to dog licensing; and

That By-law 2025-51, attached to Report Number 2025-108 as Exhibit A, being a By-law to Amend By-law 2001-66, As Amended, be given first and second reading; and

That By-law 2025-51 be presented to Council for third reading.

Carried

g) Appointment of Fence-Viewers – Line Fences By-law Update

Resolution No. [2025-16]-11

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

That Ben Hogan, Shane Kidd, Doug Bancroft, and Will Herbert be appointed as Fence Viewers for the Township of South Frontenac for a term concluding November 1, 2030;

That By-law 2025-53, attached to Report Number 2025-110, as Exhibit A, being a By-law to amend By-law 2016-68, Being A By-law to Deal with Line Fences within the Township of South Frontenac, be given first and second reading;

That By-law 2025-54, attached to Report Number 2025-110, as Exhibit B, being a By-law to amend By-law 2024-59, Being A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, be given first and second reading;

That By-law 2025-53 and By-law 2025-54 be presented to Council for third reading.

Carried

h) Town Hall Expansion Project Budget Update

Resolution No. [2025-16]-12

Moved by Councillor Leonard

Seconded by Councillor Sleeth

That Council approve an additional \$75,000 for the Town Hall Office Expansion project to be funded from the Facility Reserve.

Carried

12 Reports from Advisory Committees

- a) There were none.

13 Information Reports

- a) 4th Quarter 2024 – Building Services Report

- b) Planning Services Report – Q4 2024

14 Committee of the Whole

- a) Not applicable.

15 Communications

- a) Received from Todd McCarthy, Minister of the Environment, Conservation and Parks, confirming receipt of the letter sent by the Township regarding the Lake Partner Program.

Mayor Vandewal suggested that the letter be shared at the Lake Forum scheduled for Wednesday August 13, 2025.

16 Tabling of Documents

- a) There were none.

17 New Business

- a) There was none.

18 Notice of Motion

- a) Councillor Pegrum presented the following notice of motion:

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

19 Approval of Minutes

- a) Resolution

Resolution No. [2025-16]-13

Moved by Councillor Pegrum

Seconded by Councillor Turcotte

That the minutes of the July 15, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

a) Resolution

Resolution No. [2025-16]-14

Moved by Deputy Mayor Ruttan

Seconded by Councillor Roberts

That By-laws Numbers (1) through (6) be given third reading.

Carried

- b)
1. By-law 2025-51 - A By-Law to Amend By-law 2001-66, As amended, "A By-law to License Dogs, and for Regulating the Running at Large of Dogs within the Corporation of the Township of South Frontenac"
 2. By-law 2025-52 - A By-Law to amend By-law 2003-75, as amended, to rezone land from Rural (RU) to Rural – Special Provision (RU-84) on lands described as 2529 Freeman Road, Part Lot 6, Concession 6, District of Loughborough
 3. By-law 2025-53 - A By-law to Amend By-law 2016-68, "Being a By-law to Deal with the Line Fences within the Township of South Frontenac"
 4. By-law 2025-54 - A By-Law to Amend By-Law Number 2024-59, A By-Law to Establish Fees and Charges Collected by The Corporation of the Township of South Frontenac, As Amended
 5. By-law 2025-55 - A By-Law to amend By-law 2003-75, as amended, to rezone land from RLSW to RU, and other land from RU and RLSW to RLSW-147 in Part of Lots 9 and 10, Concession 7, District of Loughborough: Votary
 6. By-law 2025-56 - A By-Law to amend By-law 2003-75, as amended, to rezone land from RU to RLSW-148 on a portion of lands described as 223 Spruce Lane, Part of Lot 2, Concession 3, District of Bedford: Bechard

21 Committee of the Whole "Closed Session"

a) Resolution

Resolution No. [2025-16]-15

Moved by Councillor Sleeth

Seconded by Councillor Trueman

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

1. *A proposed or pending acquisition or disposition of land by the municipality or local board - Portland District*
2. *Approval of Closed Meeting Minutes*

Carried

b) Resolution

Resolution No. [2025-16]-16

Moved by Councillor Leonard

Seconded by Councillor Morey

That Council rise from the Committee of the Whole "Closed Meeting" and the Clerk report.

Carried

Resolution No. [2025-16]-17

Moved by Councillor Trueman

Seconded by Councillor Pegrum

That Council authorize and delegate the Chief Administrative Officer to execute the direction received in closed session.

Carried

22 Confirmation By-law

Minutes of Council
August, 12, 2025

a) Resolution

Resolution No. [2025-16]-18

Moved by Councillor Roberts

Seconded by Deputy Mayor Ruttan

That By-law 2025-57, 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. [2025-16]-19

Moved by Councillor Pegrum

Seconded by Councillor Morey

That By-law 2025-57, 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 September 2, 2025 at 7:00 p.m.

24 Adjournment

a) Resolution

Resolution No. [2025-16]-20

Moved by Councillor Sleeth

Seconded by Councillor Trueman

That the Council meeting of August 12, 2025 be adjourned at 8:57 p.m.

Carried

Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community