



**Township of South Frontenac  
Council Meeting Minutes**



**Meeting #2025-12**

**Time:** 6:30 PM

**Location:** 3910 Battersea Road/Virtual Via Zoom

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

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

1 Meeting to Order

a) Resolution

Resolution No. [2025-12]-01

Moved by Councillor Leonard

Seconded by Councillor Roberts

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

Carried

2 Approval of Agenda (and Addendum)

a) Resolution

Resolution No. [2025-12]-02

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

That the agenda be approved, as presented.

Carried

3 Disclosure of Pecuniary Interest

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

4 Committee of the Whole "Closed Session"

a) Resolution

Resolution No. [2025-12]-03

Moved by Councillor Turcotte

Seconded by Deputy Mayor Ruttan

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

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

Carried

Minutes of Council  
May, 20, 2025

b) Resolution

Resolution No. [2025-12]-04

Moved by Councillor Roberts

Seconded by Councillor Trueman

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

Carried

5 Recess (If Required)

a) Council recessed from 6:42 p.m. to 7:00 p.m.

6 Roll Call

a) The Deputy Clerk conducted Roll Call.

7 Ceremonial Presentations

a) There were none.

8 Public Meeting

a) Not applicable.

9 Delegations

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

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

10 Briefings

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

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

11 Reports from Administration

a) June is Recreation and Parks Month

Resolution No. [2025-12]-05

Moved by Councillor Morey

Seconded by Councillor Leonard

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

Carried

b) Sydenham Water Financial Plan 2025-2031

Resolution No. [2025-12]-06

Moved by Councillor Pegrum

Seconded by Councillor Turcotte

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

Carried

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

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

Resolution No. [2025-12]-07

Moved by Deputy Mayor Ruttan

Seconded by Councillor Roberts

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

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

Carried

- d) Councillor Morey returned to the meeting.

- e) Adoption of New Official Plan

Resolution No. [2025-12]-08

Moved by Councillor Trueman

Seconded by Councillor Turcotte

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

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

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

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

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

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

Carried

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

Resolution No. [2025-12]-09

Moved by Councillor Sleeth

Seconded by Councillor Roberts

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

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

Carried

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

Resolution No. [2025-12]-10

Moved by Councillor Leonard  
Seconded by Councillor Pegrum

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

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

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

Carried

h) Bunker Hill Road Project – Final Steps

Resolution No. [2025-12]-11

Moved by Councillor Morey  
Seconded by Councillor Leonard

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

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

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

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

Carried

i) Noise By-law Exemption Request

Resolution No. [2025-12]-12

Moved by Councillor Turcotte  
Seconded by Councillor Sleeth

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

Carried

j) Proposed Property Standards By-law

Resolution No. [2025-12]-13

Moved by Councillor Morey  
Seconded by Councillor Pegrum

Recommendation One:

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

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

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

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

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

Recommendation Two:

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

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

Carried as Amended

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

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

Carried

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

16 Tabling of Documents

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

17 New Business

- a) There were none.

18 Notice of Motion

- a) There were none.

19 Approval of Minutes

- a) Resolution

Resolution No. [2025-12]-15

Moved by Councillor Roberts

Seconded by Councillor Leonard

That the minutes of the May 6, 2025 Council meeting be approved.

Carried

20 Approval of By-laws

- a) Resolution

Resolution No. [2025-12]-16

Moved by Deputy Mayor Ruttan

Seconded by Councillor Morey

That By-laws Numbers (1) through (7) be given third reading.

Carried

- b) Summary of By-laws:

1. By-law 2025-35 - A By-Law to Assume as Common and Public Highway Certain Lands in the Township of South Frontenac, Pursuant to Section 31(6) of the Municipal Act, 2001

2. By-law 2025-36 - A By-Law to Stop up and Close a Portion of Road in the Township of South Frontenac as a result of Reconstruction on Bunker Hill Road

3. By-law 2025-37 - A By-law for Prescribing Standards for the Maintenance of Property

Within The Township of South Frontenac

4. By-law 2025-38 - A By-law to Amend By-law 2022-70, as amended, "A By-law to Impose Administrative Monetary Penalties on Violations of Municipal By-laws"

5. By-law 2025-39 - A By-Law to Appoint Property Standards Officers for the

Township of South Frontenac

6. By-law 2025-40 - Being a By-Law to deem part of Plan of Subdivision No. 1706 not to be a registered plan of subdivision: Lot 19, Plan 1706, District of Portland

7. By-law 2025-41 - A By-law to Adopt the Township's New Official Plan

21 Committee of the Whole "Closed Session"

a) Not applicable.

22 Confirmation By-law

a) Resolution

Resolution No. [2025-12]-17

Moved by Councillor Pegrum

Seconded by Councillor Turcotte

That By-law 2025-42, being a by-law to confirm generally all actions and proceedings of the Council of the Township of South Frontenac, be given first and second reading.

Carried

Resolution No. [2025-12]-18

Moved by Councillor Morey

Seconded by Councillor Trueman

Carried

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

23 Date of Next Meeting

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

24 Adjournment

a) Resolution

Resolution No. [2025-12]-19

Moved by Councillor Pegrum

Seconded by Councillor Sleeth

That the Council meeting of May 20, 2025 be adjourned at 8:56 p.m.

Carried

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Ron Vandewal, Mayor

James Thompson, Clerk

South Frontenac is a welcoming and thriving rural community