



**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.

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

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

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

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

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